



Kittitas County Conservation District
 2211 W. Dolarway Road, Suite 4 - Ellensburg, WA 98926 - Phone (509) 925-3352 - Fax (888) 546-0825

Board of Supervisors Regular Meeting

January 8, 2015 1:00 PM KCCD Office

ATTENDANCE

Lynn Brown, Vice-Chair Jeff Brunson, Auditor Bill Boyum, Member Ron Gibb, Member	KCCD Staff: Anna Lael, District Manager Sara Leist, Financial Manager Mark Crowley, Resource Technician Suzanne Wade, GIS Specialist Sherry Swanson, Project Manager Brent Dixon, Resource Technician Ryan Roberts, Engineer NRCS Staff: Erin Kaczmarczyk, District Conservationist
Guest: Bill Eller, WCC	

- I. **Call to Order-** Vice-Chair Lynn Brown called the meeting to order at 1:08 PM.
- II. **Approve Accountant's Report and Meeting Minutes**
MOTION – Approve the December Accountant's Report, and the regular meeting minutes from December 11th.
Jeff Brunson, seconded by **Ron Gibb** *Passed Unanimously*
- III. **Approve Bills, including Building Account and Manastash O&M Fund Bills**
 Bills to be approved are listed below:

Date Received	Check No.	Vendor	Amount
16-Dec	14388	Rent Me Rentals	\$ 4,595.40
16-Dec	14389	Doug Tourville & Eco Dig, LLC	\$ 3,900.00
17-Dec	14390	Circle Lazy H, Inc & Mid-State Coop Irrigation	\$ 13,172.23
31-Dec	14391	KRCI, LLC	\$ 2,343.60
31-Dec	14392	Bartsma Farm	\$ 115.50
31-Dec	14393	Anna Lael	\$ 4,298.74
22-Dec	14394	Suzanne Wade	\$ 34.72
31-Dec	14394	Suzanne Wade	\$ 2,615.89
31-Dec	14395	Sara Leist	\$ 2,211.72
31-Dec	14396	Mark Crowley	\$ 2,602.22
31-Dec	14397	Ryan Roberts	\$ 2,822.18
31-Dec	14398	Sherry Swanson	\$ 3,341.93
31-Dec	14399	Brent Dixon	\$ 2,087.63
19-Dec	14400	PSE	\$ 13.08
19-Dec	14400	PSE	\$ 14.42
15-Dec	14401	Kittitas PUD	\$ 24.56
16-Dec	14402	AAA Wildcat Storage	\$ 26.25
16-Dec	14402	AAA Wildcat Storage	\$ 78.75
15-Dec	14403	The Lincoln National Life Insurance Co	\$ 440.54
31-Dec	14404	Aflac	\$ 185.81
29-Dec	14405	Premera Blue Cross	\$ 1,290.91
15-Dec	14406	Kittitas County Fire District #7	\$ 6,900.30
31-Dec	14407	Department of Retirement	\$ 4,992.12
31-Dec	14408	Department of Retirement	\$ 670.00
8-Jan	14409	Anderson Perry & Associates	\$ 5,025.00
8-Jan	14410	Anderson Perry & Associates	\$ 4,945.56

1-Dec	14411	Credit Card - Kim Khap Jewelry	\$ 86.40
2-Dec	14411	Credit Card - 1099 Express	\$ 99.00
10-Dec	14411	Credit Card - Fred Meyer	\$ 27.01
15-Dec	14411	Credit Card - E&J RV Park (Days Inn)	\$ 165.00
15-Dec	14411	Credit Card - Amazon.com	\$ 3.08
15-Dec	14411	Credit Card - Adobe Systems	\$ 10.79
15-Dec	14411	Credit Card - Paypal	\$ 250.00
15-Dec	14411	Credit Card - D&M	\$ 30.24
15-Dec	14412	Super One	\$ 10.96
16-Dec	14413	Mike Catlin & Timberline Silvics	\$ 1,300.00
16-Dec	14414	Jason Walker & Timberline Silvics	\$ 10,500.00
17-Dec	14415	Canon Solutions America	\$ 24.57
18-Dec	14416	Daily Record	\$ 379.30
29-Dec	14416	Daily Record	\$ 138.44
18-Dec	14417	Instant Press	\$ 1,256.20
18-Dec	14418	Bart Bland - Rafter B	\$ 1,000.00
19-Dec	14419	Canon Financial Services	\$ 191.27
19-Dec	14420	Quill	\$ 43.19
6-Jan	14420	Quill	\$ 14.02
6-Jan	14420	Quill	\$ 116.32
5-Jan	14421	Canon Solutions America	\$ 130.06
5-Jan	14422	Fairpoint Communications	\$ 33.47
5-Jan	14423	Fairpoint Communications	\$ 188.49
6-Jan	14424	Washington State Dept. of Revenue	\$ 598.04
6-Jan	14425	Employment Security Department	\$ 373.18
6-Jan	14426	Dept of Labor & Industries	\$ 1,556.08
6-Jan	14427	Jerrold's	\$ 5.39
15-Jan	14428	Suzanne Wade	\$ 500.00
15-Jan	14429	Sara Leist	\$ 600.00
15-Jan	14430	Mark Crowley	\$ 200.00
15-Jan	14431	Ryan Roberts	\$ 2,250.00

\$ 90,829.56

Highlighted bills have been approved by the usual and customary expenses resolution or approved by contract by the Board.

Pending Bills To Be Paid

10-Nov	TBD	Weber Construction, Inc	Retainage Amount for Construction	\$ 5,020.78
25-Nov	TBD	Anderson Perry & Associates	Naneum and Coleman Creek Engineering & Design	\$ 3,886.75
25-Nov	TBD	Anderson Perry & Associates	Naneum and Coleman Creek Engineering & Design	\$ 17,372.84
8-Dec	TBD	Belsaas & Smith Construction	Repairs Made from Break-in - New Doors, Door Frames	\$ 2,241.00
31-Dec	TBD	North Yakima Conservation District	WCC Crew for December	\$ 2,920.00
29-Dec	TBD	Anderson Perry & Associates	Cherry Creek Tributaries Engineering & Design	\$ 1,035.00
29-Dec	TBD	Anderson Perry & Associates	Naneum and Coleman Creek Engineering & Design	\$ 10,370.41
29-Dec	TBD	Encompass Engineering	EWC and Coleman Creek Engineering	\$ 3,907.50

\$ 46,754.28

Building Checking Account

15-Dec	0112	City of Ellensburg	Electricity Unit 6	\$ 89.13
15-Dec	0113	City of Ellensburg	Electricity Unit 5	\$ 92.70
15-Dec	0114	City of Ellensburg	Electricity Unit 4	\$ 66.95
15-Dec	0115	City of Ellensburg	Electricity Unit 3	\$ 116.60
15-Dec	0116	City of Ellensburg	Electricity Unit 2	\$ 32.58
15-Dec	0117	City of Ellensburg	Water/Sewer for 11/1-12/3	\$ 110.70
15-Dec	0118	ABM	Janitorial Services for December	\$ 347.23
29-Dec	0119	Waste Management	Dump/Service Fee for December	\$ 269.01
31-Dec	0120	Crystal Clear Custom Services	Monthly Retainer for snow/ice removal	\$ 64.80
5-Jan	0121	Fairpoint Communications	Security Alarm Lines	\$ 76.34
15-Jan	0122	AmeriTitle	Escrow Payment for February 2015	\$ 4,005.00

\$ 5,271.04

MOTION – Approve check numbers 14388 through 14431 for a total of \$90,829.56 (Payroll Checks 14393-14399, and 14428-14431) and building account check numbers 0112 – 0122 for a total of \$5,271.04 and check numbers 1100-1102 for a total of \$544.32 for Manastash O&M reimbursements. Approve pending payments (listed above) totaling \$46,754.28 contingent upon receiving grant reimbursement requests.

Ron Gibb, seconded by **Jeff Brunson**

Passed Unanimously

IV. Old Business

A) **NRCS Report**– See Erin’s NRCS report. Erin was running a few minutes late so her report was delayed in the agenda. (See below)

B) **KCCD Project Reports (See Monthly Reports)**

1. **Implementation** - Small Project Cost Share – Mark C. reported that he is waiting on a few designs.
2. **Category 3 Projects** (Non-Shellfish) Sprinkler Conversion Projects – More than half of the projects are completed and the remainder are nearly complete. They will be finished before irrigation season starts.
3. **Irrigation Efficiencies** - See staff reports. Mark C. reported that he is working on Gibb, Rinehart, and Dodge projects. He has emailed Jon Culp asking for more technical assistance funding for cultural resources surveys and reports. Part of that funding is for a potential Manastash sprinkler project as well.

4. **BPA – Yakima Tributary Access & Habitat Project**

a. **General Project Updates** – The next contract period begins April 1, 2015. There has been some changes/edits to our budget because BPA is now moving some of the funds from the capital budget to the expense budget, although the total grant amount will be the same.

b. **Individual Project Updates**

1. **EWC/Coleman** – See staff reports. This project will be delayed until next year. However, we are working on signed easements from landowners. The district has a signed easement from George Barber. The district also has an MOA with Ellensburg Water Company for this project that needs board approval.

MOTION – Approve MOA with Ellensburg Water Company for EWC/Coleman Creek Project.

Jeff Brunson, seconded by **Bill Boyum** (Ron Gibb Abstains) *Passed*

2. **Parke Creek Barrier Removal Project** – Anna reported that Gray Excavating was the lowest bidder. However, they contacted the district shortly after to withdraw their bid. The next lowest bidder was Hurst Construction at a bid of \$174,445.92. All of their criteria have been submitted.

MOTION – Approve construction contract with Hurst Construction for the Parke Creek Project.

Bill Boyum, seconded by **Jeff Brunson** *Passed Unanimously*

NRCS Report - Erin Kaczmarczyk shared her NRCS Local Work Group Meeting presentation. She shared information about the 2014 EQIP and CSP projects as well as funding for energy initiative audits, high tunnel and organic.

She reported to the board that EQIP ranking will take place January 14th and 15th. The Local Work Group kick-off meeting is January 27th. She also encouraged the Board to request civil rights training from NRCS, including obtaining ag census data.

3. **YTAHP Continued – Coleman/Naneum Project** – Anna is waiting to receive the Salmon Recovery Funding contract, which should be soon. Staff is also working on obtaining permits. Anna is working on the budget for this project as some funding will be from YTAHP. The District was approved to increase our indirect rate effective January 1, to 24.21%, rather than the 10% it has been for years. This will impact the budget and available remaining funds. Anderson-Perry is asking for an additional \$7,000 to complete for their work on this project.

MOTION – Authorize staff to negotiate a contract increase up to \$7,000 with Anderson-Perry.

Ron Gibb, seconded by **Bill Boyum** (Jeff Brunson Abstains) *Passed*

5. **Manastash Restoration Project (See Staff Reports)** – There was a Steering Committee meeting on 12/15 that included discussions about status of the pipelines, flow monitoring, SCADA system and compressor issues.

a. **Screen Facilities**– The PUD was monitoring the MWDA diversion again to determine if there are issues with the power. The proposal to BPA included funding to address the issues with power and the compressors.

b. **Instream Flow Enhancement** – See staff reports. The paperwork has been filed to close out the MWDA/Consolidated Pipeline project, the 2 year warranty period has started.

c. **Sprinkler Conversion Projects** – Mellergaard is almost done with his sprinkler project, he is waiting on power. Sherry is working on some potential new projects.

d. **Reed Ditch Removal** – The District signed an agreement with Herrera. They are ready to get going with the project, however, the plan is to send out letters to the landowners first and follow up with site visits.

C) **Special Assessment** – There is a meeting with the County Commissioners on January 13th at 11 AM at the courthouse to discuss renewal of the assessment. Anna and Suzanne also met with the new Treasurer, Brett Wachsmith and introduced him to the District and

D) **Firewise** – Suzanne is requesting an annual approval by the Board for \$20,000 of the assessment funds going to Firewise projects. In the past, she has not spent all of that amount.
MOTION – Approve up to \$20,000 from the special assessment funds for 2015 Firewise projects.

Jeff Brunson, seconded by **Bill Boyum**

Passed Unanimously

Suzanne also included in the Board packets, the list of cost share funds disbursed to landowners in 2015. She would like approval of the 2014 list and approval to continue with the

Firewise cost share process for 2015.

MOTION – Approve 2014 Firewise cost share list and authorize Suzanne to continue Firewise cost share through 2015.

Ron Gibb, seconded by **Jeff Brunson**

Passed Unanimously

- E) District Building** – Anna informed the Board that we're waiting on estimates for the HVAC maintenance/repairs.

Sara has included in the Board packets a summary report from AmeriTitle for 2014.

- F) Open Public Meetings Act Training** – Ron, Jeff, Mark, and Anna have all watched the training videos.

- G) KCCD 2015 Election** – Candidate information forms and nominating petitions are due January 13th.

- H) Long Range Plan Update** – Anna is working on updating the long range plan. The District should also include addition of disaster recovery and preparedness.

V. New Business

- A. Schedule 22** – Sara and Anna would like to conduct the Schedule 22 review sooner rather than later, as we know Board members can get busy after February. Ron and Bill are available on January 20th.

District staff are also planning the annual meeting, probably for February 5th. Sara will check to see if the Quality Inn and Conference Center (Spurs) is available for that day.

- B. Flood Issues at Dolarway** – Jeff Brunson discussed some issues with the Board regarding flooding in and around Dolarway (Currier and Reecer Creeks).

VI. Reports

Anna Lael (see attached)

Suzanne Wade (see attached)

Sara Leist (see attached)

Mark Crowley (see attached)

Ryan Roberts (see attached)

Sherry Swanson (see attached)

Brent Dixon (see attached)

VII. Adjournment – Lynn Brown adjourned the meeting at 3:20 PM.

MOTIONS APPROVED:

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Jeff Brunson, seconded by **Ron Gibb**

Passed Unanimously

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Ron Gibb, seconded by **Jeff Brunson**

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Jeff Brunson, seconded by **Bill Boyum** (Ron Gibb Abstains)

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MOTION – Approve construction contract with Hurst Construction for the Parke Creek Project.

Bill Boyum, seconded by **Jeff Brunson**

Passed Unanimously

MOTION – Authorize staff to negotiate a contract increase up to \$7,000 with Anderson Perry.
Ron Gibb, seconded by Bill Boyum (Jeff Brunson Abstains) *Passed*

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Jeff Brunson, seconded by Bill Boyum *Passed Unanimously*

MOTION – Approve 2014 Firewise cost share list and authorize Suzanne to continue Firewise cost share through 2015.
Ron Gibb, seconded by Jeff Brunson *Passed Unanimously*

Suzanne Leist
Recording Secretary

2-12-15
Date

Symon Strom
Board Member

2-12-2015
Date