



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

February 12, 2015 1:00 PM KCCD Office

ATTENDANCE

Mark Moore , Chair Lynn Brown , Vice-Chair 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 Kreutz, Resource Conservationist
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- I. **Call to Order**- Chair Mark Moore called the meeting to order at 1:01 PM.
- II. **Approve Accountant’s Report and Meeting Minutes** – Sara made minor corrections to the 1/8/15 minutes and they are ready for Board approval.
MOTION – Approve the January Accountant’s Report, and the corrected regular meeting minutes from January 8th and the special meeting minutes from January 28th.
Ron Gibb, seconded by **Lynn Brown** *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
15-Jan	14432	Anderson Perry & Associates	\$ 3,886.75
15-Jan	14433	Anderson Perry & Associates	\$ 17,372.84
30-Jan	14434	Weber Construction, Inc	\$ 5,020.78
30-Jan	14435	North Yakima Conservation District	\$ 2,920.00
30-Jan	14436	Anderson Perry & Associates	\$ 1,035.00
30-Jan	14437	Anderson Perry & Associates	\$ 10,370.41
30-Jan	14438	Encompass Engineering	\$ 3,907.50
30-Jan	14439	Anna Lael	\$ 4,311.06
15-Jan	14440	Suzanne Wade	\$ 103.50
30-Jan	14440	Suzanne Wade	\$ 2,356.71
30-Jan	14441	Sara Leist	\$ 2,116.89
30-Jan	14442	Mark Crowley	\$ 2,481.48
30-Jan	14443	Ryan Roberts	\$ 2,797.52
30-Jan	14444	Sherry Swanson	\$ 3,209.66
30-Jan	14445	Brent Dixon	\$ 1,991.58
2-Feb	14445-A	Wells Fargo - IRS	\$ 7,562.22
13-Jan	14446	PUD #1 of Kittitas County	\$ 25.95
15-Jan	14447	AAA Wildcat Storage	\$ 26.25
15-Jan	14447	AAA Wildcat Storage	\$ 78.75
16-Jan	14448	The Lincoln National Life Insurance	\$ 473.03
23-Jan	14449	Premera Blue Cross	\$ 1,290.91
29-Jan	14450	Aflac	\$ 185.81
22-Jan	14451	Purchase Power - Pitney Bowes	\$ 301.50
20-Jan	14452	Aim One Security	\$ 70.20

20-Jan	14453	Aim One Security	\$ 351.00
30-Jan	14454	Department of Retirement	\$ 4,799.02
30-Jan	14455	Department of Retirement	\$ 670.00
3-Jan	14456	Credit Card - Amazon.com	\$ 3.08
4-Jan	14456	Credit Card - Adobe Systems	\$ 10.79
5-Jan	14456	Credit Card - Vista Print	\$ 89.72
7-Jan	14456	Credit Card - Best Western Leavenworth	\$ 93.54
12-Jan	14456	Credit Card - Midstate Coop	\$ 242.80
12-Jan	14456	Credit Card - Verizon Wireless	\$ 60.07
16-Jan	14456	Credit Card - Kittitas Valley Event Center	\$ 100.00
26-Jan	14456	Credit Card - Wood's Ace Hardware	\$ 5.59
27-Jan	14456	Credit Card - Spurs/Quality Inn	\$ 500.00
12-Jan	14457	Quill	\$ 10.25
28-Jan	14457	Quill	\$ 24.93
20-Jan	14458	Canon Financial Services	\$ 191.27
22-Jan	14459	Daily Record	\$ 163.40
23-Jan	14460	Super One	\$ 12.94
28-Jan	14460	Super One	\$ 11.86
9-Feb	14460	Super One	\$ 8.96
28-Jan	14461	Les Schwab	\$ 108.54
30-Jan	14462	Fairpoint Communications	\$ 186.72
30-Jan	14463	McKinney Commercial Glass & Door	\$ 224.64
2-Feb	14464	Kittitas County Fire District #7	\$ 598.40
2-Feb	14465	Kittitas County Fire District #7	\$ 822.80
2-Feb	14466	Dell Financial Services	\$ 815.58
2-Feb	14466	Dell Financial Services	\$ 815.58
2-Feb	14467	Mark Howard & Hardline Construction	\$ 5,000.00
5-Feb	14468	Knudson Lumber	\$ 16.85
10-Feb	14469	Verizon Wireless	\$ 60.07
10-Feb	14470	Midstate Coop	\$ 101.98
13-Feb	14471	Suzanne Wade	\$ 500.00
13-Feb	14472	Sara Leist	\$ 600.00
13-Feb	14473	Mark Crowley	\$ 200.00
13-Feb	14474	Ryan Roberts	\$ 2,250.00
			\$ 93,546.68

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

Pending Bills To Be Paid

8-Dec	TBD	Belsaas & Smith Construction	Building Account	\$ 2,241.00
2-Feb	TBD	North Yakima Conservation District	Various	\$ 2,920.00
4-Feb	TBD	Anderson Perry & Associates	YTAHP	\$ 7,089.87
5-Feb	TBD	Hurst Construction	YTAHP	\$ 174,526.93
5-Feb	TBD	Hurst Construction	YTAHP	\$ 8,472.18
12-Feb	TBD	Hurst Construction	YTAHP	\$ 5,644.40
12-Feb	TBD	Hurst Construction	YTAHP	\$ 274.00

\$ 201,168.38

Building Checking Account

15-Jan	123	City of Ellensburg	Water/Sewer for 12/3/14-1/6/15	\$ 126.00
15-Jan	124	City of Ellensburg	Electricity Meter 2	\$ 34.15
15-Jan	125	City of Ellensburg	Electricity Meter 3	\$ 137.92
15-Jan	126	City of Ellensburg	Electricity Meter 4	\$ 80.06
15-Jan	127	City of Ellensburg	Electricity Meter 5	\$ 92.50
15-Jan	128	City of Ellensburg	Electricity Meter 6	\$ 116.63

21-Jan	129	Aim One	7 Monitoring Alarm with Daily Automatic Testing	\$ 162.00
21-Jan	130	Aim One	Monitoring Set Up Fee	\$ 139.60
16-Jan	131	Crystal Clear Custom Services	Di-Icing Lot in January	\$ 221.40
16-Jan	132	ABM	Janitorial Services	\$ 347.23
23-Jan	133	Quill	Paper Towels and Hand Soap for Bathrooms	\$ 39.94
30-Jan	134	Fairpoint Communications	Security Alarm Lines	\$ 78.25
3-Feb	135	Waste Management	Dumpster Service Fee for January	\$ 268.87
12-Feb	TBP	AmeriTitle	Escrow Payment for March 2015	\$ 4,005.00
12-Feb	TBP	City of Ellensburg	Water/Sewer for 1/6/15-2/3/15	\$ 122.26
12-Feb	TBP	City of Ellensburg	Electricity Meter 2	\$ 28.21
12-Feb	TBP	City of Ellensburg	Electricity Meter 3	\$ 115.74
12-Feb	TBP	City of Ellensburg	Electricity Meter 4	\$ 68.15
12-Feb	TBP	City of Ellensburg	Electricity Meter 5	\$ 68.65
12-Feb	TBP	City of Ellensburg	Electricity Meter 6	\$ 101.65
				\$ 6,354.21

MOTION – Approve check numbers 14432 through 14474 for a total of \$93,546.68 (Payroll Checks 14439-14445, and 14471-14474) and building account check numbers 0123 – 0135 for a total of \$6,354.21 and check numbers 1103-1105 for a total of \$415.00 for Manastash O&M reimbursements. Approve pending payments (listed above) totaling \$201,168.38 contingent upon receiving grant reimbursement requests.

Lynn Brown, seconded by Ron Gibb

Passed Unanimously

IV. Old Business

A) NRCS Report– See Erin's NRCS report. Erin Kreutz informed the Board that there has been no official word on the FY15 budget for EQIP. The 2011 CSP contracts have been renewed. New CSP sign-ups are being taken through February. Erin also reported that there are no new updates for task orders for the salmon funding. The next local work group meeting will be held on March 11th at the Wind Farm from 10 AM to 1 PM. NRCS team appraisals are taking place the last week of February. There will be folks here to meet with Anna at 1:30 on February 23rd. They would also like to meet with two District Board members. Mark Moore and Ron Gibb volunteered to be available either by phone or in-person.

Anna is working on a solution to the server room's high temperature. The District's server cannot survive hot temperatures, which is caused by the IT equipment from NRCS. With the warmer weather coming, we need to find a solution. The Board plans to take a look at the room after the meeting, but wondered if an exhaust fan and vent would be adequate to keep the temps down.

B) KCCD Project Reports (See Monthly Reports)

1. **Implementation** - Small Project Cost Share – Mark C. reported that the small projects matrix is in the Board packets for review.
2. **Category 3 Projects** (Non-Shellfish) Sprinkler Conversion Projects – More than half of the projects are completed and the remainder are nearly complete.
3. **Irrigation Efficiencies** - See staff reports. Mark C. reported that there was a tour at Rinehart's project with Ecology and Fish & Wildlife to decide on the best location of where to trust the water.

4. BPA – Yakima Tributary Access & Habitat Project

a. **General Project Updates** – Jen Nelson's position has been filled by a Fish & Wildlife staff member. The agreement with BPA and the RC&D is mostly complete, with a few budget adjustments. YTAHP contracts should be coming soon. North Yakima has additional YTAHP funding that KCCD can use on current projects. We are waiting to hear how much NYCD may have available to share with us.

b. Individual Project Updates

1. **EWC/Coleman** – See staff reports. There are still some landowner issues with this project. The engineer will be here on March 3rd to do a site visit.
2. **Parke Creek Barrier Removal Project** – Anna reported that the project is almost complete. There are some issues remaining but those should be finished up on Monday. Reseeding on 0.6 acre also needs to be done. Anna requests that the Board approve the project as complete pending the final paperwork.

MOTION – Approve Parke Creek Project as complete, pending receiving final paperwork.

Lynn Brown, seconded by **Ron Gibb** *Passed Unanimously*

3. **Coleman/Naneum Project** – Anna reported that it appears that she will need to request more funding for this project. The project costs have come in are more than expected. Anna anticipates that a request for additional funding will need to be submitted to the SRFB. Prior to that, she and Mark will meet with the landowner, Jeff Brunson, to review the projected costs and verify their accuracy. Typically, these types of projects have resulted in high cost share rates to the landowner because the sprinkler system is a part of a new pressurized system with a pump and pump screen, in lieu of building a gravity fish screen and fish ladder at the existing structures. At this point, the sprinkler system/pump diversion appears to be more expensive than building a screen and ladder at the existing diversion site. The costs will continue to be reviewed and verified with the landowner before requesting any additional funds. The Board emphasized the importance of treating this project the same as past or similar projects.
4. **Cooke Creek Project with Dodge & Cortese/Sorensen** – Mark is planning a technical work group meeting soon to review the fish screen and fish ladder design. Anderson Perry is working on that design as part of the Cherry Creek Tributaries task order. They may request additional funds to complete the work as Mark has added tasks as part of the design review process.

5. Manastash Restoration Project (See Staff Reports) –

- a. **Screen Facilities**– No new updates.
- b. **Instream Flow Enhancement** – See staff reports. Anna and Sherry reported that there was another subcommittee meeting to discuss trust water expectations and flow monitoring. Attendance included irrigators, attorneys, Trout Unlimited, Ecology, Yakama Nation, Fish & Wildlife and KRD. Anna and the Board discussed again the need for an exit strategy from this project and these sites. Anna reported that it looks like our staff will be needed

through at least another summer to assist with flow monitoring and operations. She and Sherry have both made it clear to the irrigators and the agencies that the District cannot continue to help indefinitely. The discussions in recent meetings have centered around the long term plan for ownership and operations and Anna reported that she has seen significant progress toward that plan. She also reported that there is funding available through the current grant to pay for staff time through the summer.

Anna reported that Urban Eberhart and Dale Bambrick talked with BPA about funding the proposal we submitted last fall that included more equipment and work on the SCADA system, flow monitoring and repairs to the compressors. Bob Barwin of Ecology is talking with BPA staff who work with the National Fish & Wildlife Foundation as they may have access to funding that could help with the flow monitoring needs.

- c. **Reed/Hatfield Ditch Removal** – Letters have been sent to landowners. The District heard back from one landowner already who met with Anna and Sherry and signed the access form. Engineers are coming on February 25th.
- C) **Special Assessment** – Anna is working on the rates analysis for the rates and charges of the upcoming assessment renewal. She has to use the District's budget line items and projects to determine costs. Anna also mentioned that there are some parcels that can be exempt from the assessment, including elderly, disabled, and community owned parcels.
- D) **Firewise** – Suzanne informed the Board that the District should be receiving almost \$100,000 in funds from DNR. These funds are part of \$300,000 that is available as unspent funds in this biennium. The funds will have to be spent by June.

Anna informed the Board that Debbie with the Commission sent an email informing Districts that there is additional biennium funding. We may be able to use some of those funds on extra projects, staff time, a roving chipper. Suzanne also reported that there will be an event on May 2nd for Wildfire Awareness Day. Additional funds may help cover the invitations, refreshments, media and/or staff time.

Suzanne will be attending Fire Academy Training in Maryland at the end of March. The only expense for the District will be a meal card for Suzanne while at the training, which will cost \$160. Airfare, lodging, etc. is covered.

- E) **District Building** – Anna informed the Board that we're waiting on estimates for the HVAC maintenance/repairs from Brad & Burke and Valley Heating.
- Anna worked on the triple net charges and expenses from 2014. It appears that we will need to increase tenants' triple net to try to cover costs for 2015. Suite 1 has increased by \$10 per month, Suite 7 (and 6b) has increased \$25 per month, and Suite 5 remained the same.
- F) **KCCD 2015 Election** – The election is complete, it just needs to be certified by the Commission. Jeff Brunson, the incumbent, was the only person who ran, therefore the election was cancelled and we were able to fill out the automatic re-election checklist to re-elect the incumbent.
 - G) **Long Range Plan Update** – Bill Eller informed Anna that our long range plan does not expire this year.

H) **Schedule 22** - The schedule 22 was completed by Ron Gibb, Bill Boyum, Sara and Anna. There are some changes that need to be made to our policy manual, including the language pertaining to the usual and customary expenses.

I) **Plant Sale** – The District received two plant sale scholarship proposals. One is from Julie at the WSU Extension office for the Ag Appreciation Day for \$350 to help cover bussing costs. The 2nd proposal is from the Kittitas County Cattlewomen who requested \$375 to purchase agriculture and water books for the 8 elementary schools in Kittitas County. Ron mentioned that he would like the District to continue funding these projects and programs that support sustainability and conservation, especially those that make a positive impact on the community.

MOTION – Approve plant sale proposals from WSU Extension/Agricultural Day and Kittitas County Cattlewomen.

Lynn Brown, seconded by **Ron Gibb** *Passed Unanimously*

V. New Business

A. **Review of 89.08** – The Board reviewed 89.08 that Sara included in the Board packets.

B. **Planning Services** – Anna is working on development of an emergency operations plan for the District that would support the County's overall emergency response plan.

C. **Employee Evaluations** – Anna will email out a schedule to the Board to see who would be available to conduct her evaluation. Anna will be conducting the evaluations for the employees.

D. **Bill Eller – Quick Notes** – The Board reviewed Bill's quick notes that were included in the Board packets.

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** – Mark Moore adjourned the meeting at 3:25 PM.

MOTIONS APPROVED:

MOTION – Approve the January Accountant's Report, and the corrected regular meeting minutes from January 8th and the special meeting minutes from January 28th.

Ron Gibb, seconded by **Lynn Brown** *Passed Unanimously*

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Recording Secretary

3.12.15

Date



Board Member

02/12/2015

Date