



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**

March 12, 2015 1:00 PM KCCD Office

**ATTENDANCE**

<b>Mark Moore</b> , Chair <b>Lynn Brown</b> , Vice-Chair <b>Jeff Brunson</b> , Auditor <b>Ron Gibb</b> , Member	<b>KCCD Staff:</b> Anna Lael, District Manager Sara Leist, Financial Manager Mark Crowley, Resource Technician Suzanne Wade, GIS Specialist Sherry Swanson, Project Manager Brent Dixon, Resource Technician  <b>NRCS Staff:</b> Erin Kreutz, Resource Conservationist
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- I. **Call to Order-** Chair Mark Moore called the meeting to order at 1:05 PM.
- II. **Approve Accountant's Report and Meeting Minutes**  
**MOTION** – Approve the February Accountant's Report, and the regular meeting minutes from February 12<sup>th</sup>.  
**Jeff Brunson**, seconded by **Lynn Brown** *Passed Unanimously*

- III. **Approve Bills, including Building Account and Manastash O&M Fund Bills**  
 (see attached spreadsheet)  
  
**MOTION** – Approve check numbers 14475 through 14510 for a total of \$274,185.31 (Payroll Checks 14475-14481, and 14507-14510) and building account check numbers 0136 – 0154 for a total of \$9,811.00 and check numbers 1106-1113 for a total of \$1,594.10 for Manastash O&M reimbursements. Approve pending payments (listed below) totaling \$31,444.88 contingent upon receiving grant reimbursement requests.  
**Ron Gibb**, seconded by **Jeff Brunson** *Passed Unanimously*

**Pending Bills To Be Paid**

5-Feb	Hurst Construction	YTAHP	\$ 8,472.18
12-Feb	Hurst Construction	YTAHP	\$ 5,644.40
12-Feb	Hurst Construction	YTAHP	\$ 274.00
2-Mar	Reiss-Landreau Research	YTAHP	\$ 3,425.00
3-Mar	Reiss-Landreau Research	Irrigation Efficiencies	\$ 3,425.00
4-Mar	North Yakima Conservation District	Various	\$ 2,920.00
6-Mar	Anderson Perry & Associates	YTAHP	\$ 6,067.50
9-Mar	Halverson Northwest Law Group	DOE Manastash	\$ 1,216.80

**\$ 31,444.88**

**IV. Old Business**

- A) **NRCS Report**– See Erin's NRCS report. Erin Kreutz informed the Board that the appraisal review is done. She thanked the Board members for meeting with and talking to the appraisal team. There is no new update on the lease agreement, only that Roylene Rides-at-the-Door estimated 12-18 months before the lease process starts for the Ellensburg office. The pre-approval for EQIP includes 2 sprinkler projects, 5 forestry projects, 1 range project and 1 high

tunnel project.

The Local Work Group met on March 11<sup>th</sup>. Two or three years ago, the LWG simplified the ranking process, and now Erin would like the Board's input on whether to keep it simplified or change up the ranking criteria for the next year. The Board discussed examples of water savings projects including bubblers and low energy spray applicators (LESA) as an addition to sprinkler conversions. Erin and Anna plan to work on some scenarios for ranking criteria.

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

1. **Implementation** - Small Project Cost Share – Mark C. reported that of the 4 small projects, 3 are approved and ready to go. The fourth project is in the design phase now.
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 on the status of the Gibb and Nylander/Eslinger projects both currently under construction. They will both be operational for irrigation season. Mark C. is working on saved water calculations for Tom Dodge. He is also working on Rinehart's project, specifically how the save water will be addressed (Olson Ditch water spilled into Reecer Creek).

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

- a. **General Project Updates** – Anna reported that North Yakima Conservation District has approximately \$30,000 left in their YTAHP agreement, along with some additional funding from RC&D or F&W's share. The District has some options for spending the additional funding. We are anticipating Eslinger's fish screen to cost \$15,000 or less. Greg at Lad's irrigation is working on getting information to Dan Swan for Tom Nisbet's project, which is moving the point of diversion downstream to Cherry Creek and adding a pump station, mainline and a wheel line. There are some options for Jeff Brunson's (Valley Land Company) project on Coleman/Naneum as well. It has become clear that the District needs to ask the SRF Board for additional funds for this project. Options for the YTAHP funding could include bringing power to the sites, however, a landowner agreement would need to be signed and the project would need to be conducted into phases, as total project funding is not available at this time.

**MOTION** – Approve the landowner cost share agreement for the fish screen for Eslinger/Nylander project not to exceed \$15,000.

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

*Passed Unanimously*

### b. **Individual Project Updates**

1. **EWC/Coleman** – See staff reports. There are still some landowner issues with this project.
2. **Cherry Creek Tributaries** – Anderson Perry has an amendment for task order #5 for Board approval. It is a cost increase adding modifications to include by pass, additional surveying to ensure that the system works in low flow.

**MOTION** – Approve amendment #1 to task order #05 for \$16,000 for Cherry Creek Tributaries.

**Ron Gibb**, seconded by **Jeff Brunson** *Passed Unanimously*

3. **Coleman/Naneum Project** – See above.
4. **Wilson/Naneum/Cherry Creek Watershed Assessment** – The first public meeting for this project occurred earlier this week. Anna reported that the meeting went well. The plan is to form a landowner group and a technical group to participate in the watershed assessment over the next year or two.

c. **Salmon Recovery Funding Board Applications** – Anna is working on applications for Nisbet on Parke/Cherry, Valley Land Company on Coleman and Naneum, and Whiskey Creek/Town Ditch intersection. Pre-applications are due this Friday.

5. **Manastash Restoration Project (See Staff Reports)** –

- a. **Screen Facilities**– Training material and information has been sent to landowners regarding start-up of the facilities which will be scheduled in the next few weeks.
- b. **Instream Flow Enhancement** – See staff reports.
- c. **Reed/Hatfield Ditch Removal** – Anna is working on amending the Ecology grant for water meters, monitoring, funding for Reed diversion design. Other items for amendment include telemetry and a time extension of one year.

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 is unsure if we can get all required documentation and information to the Board of County Commissioners by the August 1<sup>st</sup> deadline.

D) **Firewise** – Suzanne informed the Board that the District was awarded the grant for \$97,000 from DNR that must be spent by June 22<sup>nd</sup>. The chipper crew started this week. Suzanne also reported that there will be an event on May 2<sup>nd</sup> for Wildfire Awareness Day.

E) **District Building** – Anna informed the Board that we received a second bid to replace the heat pump. It is from Campbell's. They are located in Yakima. The 1 Hour Heating estimate is for \$2,800 plus tax, and Campbell's is for \$2,720 plus tax.

**MOTION** – Accept estimate from Campbell's to replace heat pump for \$2,720 plus tax.

**Jeff Brunson**, seconded by **Lynn Brown** *Passed Unanimously*

The District has received one estimate for a cooling system for the server room. The estimate is for \$4,300, but doesn't include the electrical work and sales tax. We are waiting for One-Hour to provide this additional cost. In the meantime, we will be asking Campbell for a bid on this as well.

F) **Schedule 22** – The Schedule 22 is complete.

G) **Plant Sale** – The pick-up day for plants will be Saturday, April 11<sup>th</sup> from 9 am to 3 pm.

H) **Employee Evaluations** – Anna reported that she will be conducting employee evaluations. She will need two Board members to perform her evaluation. In lieu of raises this year, Anna is looking into options for improving health insurance coverage.

- I) **Conservation Commission Request for Additional Funding Needs** – Anna put together 3 requests for Commission funding of additional District needs. The requests include funding for education/outreach for the Wildfire Community Preparedness Day, staff time for District operations, and a laptop and total station purchase for engineering equipment. The Board directed Anna to prioritize the Wildfire Community Preparedness Day first, followed by the staff time and then the engineering equipment.

V. **New Business**

- A. **Agreement with Economic Development Coalition of Kittitas County** – Anna would like to request approval of the agreement with EDC to allow the EDC to help the District apply for funding through the PSE Foundation for planning efforts. Anna also presented an RFP for planning services. Lynn noted that the KCCD needs to be in communication with the County regarding emergency response and that we should create complimentary plans.

**MOTION** – Approve the agreement with the Economic Development Coalition of Kittitas County and approve RFP for Planning Services.

**Ron Gibb**, seconded by **Jeff Brunson**

*Passed Unanimously*

- B. **Agreement with the Kittitas County Hay Growers** – The Hay Growers have purchased a chlorophyll or SPAD meter to monitor and manage nitrogen applications during the growing season. The agreement would allow District staff to provide up to 40 hours per year to assist the Hay Growers with data collection and reporting.

**MOTION** – Approve the Agreement with the Kittitas County Hay Growers and Suppliers for staff time to assist with chlorophyll data collection and reporting.

**Jeff Brunson**, seconded by **Ron Gibb**

*Passed Unanimously*

- C. **Bill Eller's Quicknotes** – Included in Board packet.

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 3:45 PM.

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**MOTIONS APPROVED:**

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Recording Secretary

  
Date

  
Board Member

  
Date