



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**

**August 13, 2015      7:00 AM      KCCD Office**

**ATTENDANCE**

<b>Mark Moore, Chair</b> <b>Jeff Brunson, Auditor</b> <b>Ron Gibb, Member</b> <b>Bill Boyum, Member</b>	<b>KCCD Staff:</b> Anna Lael, District Manager Suzanne Wade, GIS Specialist Sara Leist, Financial Manager Sherry Swanson, Project Manager Brent Dixon, Resource Technician  <b>NRCS Staff:</b> Justin Ross, Soil Conservationist
<b>Guest: Mark Charlton</b>	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:00 AM.
- II. **Approve Accountant's Report and Meeting Minutes**  
**MOTION** – Approve the July Accountant's Report, and the regular meeting minutes from July 9<sup>th</sup>.  
**Ron Gibb**, seconded by **Bill Boyum** *Passed Unanimously*
- III. **Approve Bills, including Building Account and Manastash O&M Fund Bills**  
 (see attached spreadsheet)  
  
**MOTION** – Approve check numbers 14716 through 14761 for a total of \$313,254.43 (Payroll Checks 14720-14726, 14733-14735, and 14758-14761) and building account check numbers 0202– 0213 for a total of \$5,945.60 and check numbers 1137-1143 for a total of \$783.67 for Manastash O&M reimbursements. Approve pending payments totaling \$20,600.00 contingent upon receiving grant reimbursement requests.  
**Bill Boyum**, seconded by **Jeff Brunson (Ron Gibb Abstains)** *Passed Unanimously*

**Pending Bills To Be Paid**

8/11/15	TBD	Craig Mabie & Timberline Silvics	20,600.00
			<b>\$ 20,600.00</b>

- IV. **Old Business**
  - A) **NRCS Report**– See Erin's attached NRCS report. Justin reported that the EQIP new application sign-up date has been extended to October 16<sup>th</sup>. Justin reminded Board members about Civil Rights training through NRCS.  
  
 Anna reported to the Board that there may be a chance that the District can receive some funds from NRCS to help with drought planning but the process to apply for or obtain those funds has not been determined yet. Roylene Rides at the Door indicated back in June at WADE that she had potential technical assistance funds, but Alan McBee has not yet been able to inform Anna as to how those funds might be available.
  - B) **KCCD Project Reports (See Monthly Reports)**

1. **Commission Grant Addendums** – The District has submitted the fiscal year 2016 grant addendums for the Implementation, Engineering, Irrigation Efficiencies, and CREP TA/Cost Share grants. They are included in the Board packets for review.

**MOTION** – Approve the WCC FY2016 grant addendums.

**Bill Boyum**, seconded by **Ron Gibb**

*Passed Unanimously*

CREP – Anna informed the Board that she has been working with Fabian Kuchin to receive cost share on the maintenance of his CREP project. He can receive maintenance cost share for last years' time and materials purchased for maintaining his plantings. We need to request funds for last year's maintenance from the Commission and Anna believes his receipts/labor will not exceed \$2,500.

**MOTION** – Approve cost share maintenance contract for Fabian Kuchin and his costs for 2014 not to exceed \$2,500.

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

*Passed Unanimously*

2. **Implementation- Small Project Cost Share** – If state funds are used on projects, cultural resources now must be done. Anna will look into Assessment funds covering the small projects and see if that may alleviate the need for cultural resources on the small cost share projects. Anna would like to start the application process to start accepting small project applications with a deadline of September 25<sup>th</sup>.

**MOTION** – Approve application process for Small Project Cost Share Program with a deadline of September 25th.

**Ron Gibb**, seconded by **Bill Boyum**

*Passed Unanimously*

3. **Non-Shellfish Sprinkler Conversion Projects** – Anna and staff have categorized projects for the next biennium and are currently waiting for notice from the Commission as to how many projects will be funded.
4. **Irrigation Efficiencies** – Anna reported the Mark C. has met with David Rinehart about his potential project. Both also met with Justin of Trout Unlimited earlier this week regarding leasing water vs. perpetuity.

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

### a. **General Project Updates**

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

1. **EWC/Coleman** – An appraiser was out on Monday with Larry Browne and the landowner. The report should be coming next week. Larry has been looking into another potential route, which may need an addendum to the cultural resources survey and report. The project is scheduled to begin November 1<sup>st</sup>. If the easement comes in, we can start sooner.

**MOTION** – Approve EWC/Coleman Project advertisement for bid, contingent on easement acquisition.

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

## 6. **Manastash Restoration Project (See Staff Reports) –**

- a. **Screen Facilities**– Work continues on warranty issues and meter and control valve. The two year warranty for the contractor ends December 2016. The valve issues may need to wait until after irrigation season.

- b. **Instream Flow Enhancement** – See staff reports. Sherry informed the Board about the process by which KRD is spilling water and delivering it. KRD hopes to continue through irrigation season.
- c. **Reed/Hatfield Ditch Removal** – Surveys have been done and Sherry has been reviewing rough draft designs and ideas.

**C) Special Assessment** – See staff reports.

1. Emergency Planning – The District has a task order with Perteet to utilize the \$5,000 we received from the PSE Foundation. Perteet will assist the District with emergency/disaster response planning and drafting an MOA with the County.

**MOTION** – Approve task order with Perteet not to exceed \$5,000 for emergency/disaster response planning.

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

2. Drought Response – Anna informed the Board that the District applied for \$43,000 for drought response through the Conservation Commission. It can't be used on sprinkler projects but we can purchase equipment to loan out, like moisture meters.

3. Firewise – Suzanne reported to the Board that the BLM funds came through the RC&D for outreach because a workshop was conducted to decide on how to spend the money and it was agreed upon to focus on outreach through mapping, landowner packets, gates and locks, and getting folks to understand what to do in the case of a fire.

Suzanne also informed the Board that there is \$1 million in the DNR budget for Firewise and she will be contacting Olympia to see if the District can obtain some of those funds.

4. Rates & Charges – Anna is working on scenarios for rates and charges for the upcoming assessment renewal. She should have something drafted for the September Board meeting. We also need to schedule public meetings and hearings.

**D) District Building** – No new updates.

**V. New Business**

**A. KCCD Single Federal Audit** – The auditor will be here on Monday, August 17<sup>th</sup>, to start working on KCCD's Single Federal Audit.

**B. Resource Technician I Position** – Brent has accepted a position with NRCS in Ephrata. Anna would like to advertise for a Tech I position as soon as possible.

**MOTION** – Approve to advertise for a Resource Technician I position.

**Bill Boyum**, seconded by **Ron Gibb** *Passed Unanimously*

**C. Voluntary Stewardship Program** – Anna and Mark Moore reported to the Board on recent meetings and discussions about VSP. At a recent meeting for conservation districts, Ron Shultz with the Conservation Commission gave an overview of VSP and stated that the Counties that opted in may choose a lead agency to complete a watershed plan for VSP. The KCCD offered to do that back in 2011 when Kittitas County opted in. Commissioner Paul Jewell contacted Anna right after the Legislature passed the budget and indicated that he is looking forward to working the KCCD on VSP. Mark Charlton stated that he feels the District should be the lead agency for VSP. The Board discussed VSP and directed Anna to meet with the Board of County Commissioners and County staff with the continued offer that the KCCD is willing to be the lead agency. Anna reported

that Ron Shultz will be at the Board of County Commissioners Study Session on August 24<sup>th</sup>.

D. Bill Eller's Quicknotes – Included in attached 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 8:22 AM.

---

**MOTIONS APPROVED:**

**MOTION** – Approve the July Accountant's Report, and the regular meeting minutes from July 9<sup>th</sup>.  
Ron Gibb, seconded by Bill Boyum *Passed Unanimously*

**MOTION** – Approve check numbers 14716 through 14761 for a total of \$313,254.43 (Payroll Checks 14720-14726, 14733-14735, and 14758-14761) and building account check numbers 0202– 0213 for a total of \$5,945.60 and check numbers 1137-1143 for a total of \$783.67 for Manastash O&M reimbursements. Approve pending payments totaling \$20,600.00 contingent upon receiving grant reimbursement requests.  
Bill Boyum, seconded by Jeff Brunson (Ron Gibb Abstains) *Motion Passes*

**MOTION** – Approve the WCC FY2016 grant addendums.  
Bill Boyum, seconded by Ron Gibb *Passed Unanimously*

**MOTION** – Approve cost share maintenance contract for Fabian Kuchin and his costs for 2014 not to exceed \$2,500.  
Ron Gibb, seconded by Jeff Brunson *Passed Unanimously*

**MOTION** – Approve application process for Small Project Cost Share Program with a deadline of September 25th.  
Ron Gibb, seconded by Bill Boyum *Passed Unanimously*

**MOTION** – Approve EWC/Coleman Project advertisement for bid, contingent on easement acquisition.  
Jeff Brunson, seconded by Bill Boyum (Ron Gibb Abstains) *Motion Passes*

**MOTION** – Approve task order with Perteet not to exceed \$5,000 for emergency/disaster response planning.  
Bill Boyum, seconded by Jeff Brunson *Passed Unanimously*

**MOTION** – Approve to advertise for a Resource Technician I position.  
Bill Boyum, seconded by Ron Gibb *Passed Unanimously*

---

  
Recording Secretary

9-16-15  
Date

  
Board Member

09/10/2015  
Date