



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

October 8, 2015 7:00 AM KCCD Office

ATTENDANCE

Mark Moore , Chair Jeff Brunson , Auditor Ron Gibb , Member	KCCD Staff: Anna Lael, District Manager Suzanne Wade, GIS Specialist Sara Leist, Financial Manager Sherry Swanson, Project Manager Mark Crowley, Resource Technician NRCS Staff: Erin Kreutz, Resource Conservationist
--	---

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:06 AM.
- II. **Approve Accountant's Report and Meeting Minutes**
MOTION – Approve the September Accountant's Report, the regular meeting minutes from September 10th and the special Board meeting minutes from September 18th.
Ron Gibb, seconded by **Jeff Brunson** *Passed Unanimously*
- III. **Approve Bills, including Building Account and Manastash O&M Fund Bills**
 (see attached spreadsheet)

MOTION – Approve check numbers 14799 through 14841 for a total of \$90,565.99 (Payroll Checks 14802-14807, and 14837-14840) and building account check numbers 0225– 0236 for a total of \$9,475.72 and check numbers 1149-1154 for a total of \$2,490.76 for Manastash O&M reimbursements. Approve pending payments totaling \$22,095.49 contingent upon receiving grant reimbursement requests.
Jeff Brunson, seconded by **Ron Gibb** *Passed Unanimously*

Pending Bills To Be Paid

9/8/15	TBD	Northern Kittitas County Tribune	1,177.20
9/29/15	TBD	Herrera, Inc.	20,918.29

\$ 22,095.49

- IV. **Old Business**
 - A) **NRCS Report** – Erin reported that FY15 Local Work Group will have 18 contracts totaling \$563,420. There will be a Local Work Group meeting on November 19th in order to meet the state office's request to submit a work group budget by January 2016.

 Erin reported that she has accepted a position with the Skagit NRCS. She informed the Board that the Big Bend Team in Ephrata will be short staffed until a couple of positions get filled.
 - B) **KCCD Project Reports (See Monthly Reports)**
 - 1. **Conservation Commission Grants**

- a. **Implementation** – Mark Crowley presented the Small Project applicants with maps and photos of each potential project to the Board. Nine applications were received, 3 are carry-overs from the last application process. Applications included a stock water delivery line, gated pipe and sprinklers, and sprinkler mover. It was decided by the Board to fund the top 5 projects. The projects in order of funding are: Rinehart (stock water delivery line and tanks), Goodwin (sprinkler), Cramer (sprinkler), Montgomery (sprinkler), and Sharp (sprinkler).

MOTION – Approve top 5 applications for funding as mentioned above.
Ron Gibb, seconded by **Jeff Brunson**

Firewise – Suzanne has to leave early for a field appointment. She reported to the Board that Firewise projects will be ongoing until the snow falls. FEMA projects are also continuing.

- b. **Irrigation Efficiencies** – Rinehart's project is on hold as Ecology had a meeting with no District staff in attendance and decided they would only fund the project if Olson Ditch would be an organized ditch company. Ecology plans to work on Cortese's project next week. It is a ½ pivot on West Caribou Creek. Mark C. reported that he met with Dale Dyk and Carrol Richards about their potential IE project.

2. **Non-Shellfish** – Mark C. reported that the first landowner eligible for cost share funds has yet to decide if he wants to move forward with his sprinkler project. The second landowner declined the funds, the District believes the third landowner will decline the funding, and we've yet to talk to the 4th in line for funding until we hear from the first landowner.

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

a. **Individual Project Updates**

1. **EWC/Coleman**

- a. **Construction Bids Due** – The District used an online bid document service for this project, questcdn.com. The bids are due on Friday at noon. Anna reported that we would need to have a special Board meeting or the Board can authorize staff to move ahead if we receive a responsive/responsible low bidder.

MOTION – Authorize staff to move ahead with responsive and responsible low bidder contingent on being within budget for the project.

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

- b. **Engineering Support through Construction** – Mark C. reported that the District has received an estimate from Anderson Perry for engineering support through construction of this project. The estimate includes time for weekly site visits, construction meetings, etc. The estimate is for \$43,995.

MOTION – Approve engineering estimate with Anderson Perry for EWC Coleman Creek Project not to exceed \$43,955.

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

Anna informed the Board that she is waiting on the County for permits. The 30-day cultural process for DAHP has started for the additional survey area on the detour road. Anna had to request an extension for the SRFB contract, with the end date changed to April 30th and the report and final paperwork due June 30th.

b. General Project Updates

1. Naneum-Wilson-Cherry Watershed

a. Water Rights 101 Workshop – Anna will be attending this workshop for landowners on Monday, October 26th which is being presented by Washington Water Trust and Trout Unlimited. It's at 6 PM at the Armory building.

4. Manastash Restoration Project (See Staff Reports) –

a. Screen Facilities– Work continues on warranty issues and meter and control valve.

b. Instream Flow Enhancement – See staff reports. Sherry informed the Board that she is still monitoring flows twice per week. Water is spilling until October 15th.

c. Reed/Hatfield Ditch Removal – There was a meeting earlier this week with Fish & Wildlife staff, USFWS staff to review the project design.

C) Special Assessment –See staff reports.

1. Emergency Planning –There will be a disaster response plan meeting on October 15th, to discuss the role of the District in responding to and recovering from disaster/emergency situations related to natural resources.
2. Drought Response – Anna informed the Board that there will be no funds from Ecology for drought response. Anna never heard back from NRCS on the availability of drought funds.
3. Firewise – See above.
4. Rates & Charges – Anna informed the Board that the District needs to update our long range plan. She'd like to put together a survey for residents of the County on what they'd like to see in our long range plan so that we can incorporate those suggestions into our new plan.

D) District Building – Anna reported that there is a tenant who has expressed interest in leaving before their lease is up. The District would be willing to work with them and will stay in contact with them and inform the Board of any updates.

E) KCCD Single Federal Audit – The audit went well. Our exit conference was September 18th.

F) Resource Technician I Postion – Anna informed the Board that Lance will be starting on October 12th. She would like Board approval on his hourly rate, which fits within the range included with the position description.

MOTION – Set Lance's hourly rate to \$15 based on recommendation of staff.

Jeff Brunson, seconded by **Ron Gibb**

Passed Unanimously

G) Voluntary Stewardship Program – Anna is working on the interlocal agreement with the County for VSP. Anna met with the County yesterday afternoon and Commissioner Paul

Jewell recommended an 80/20 split for funds. The District would receive 20% of the grant funding. It is important that the District know what role we will play for this program, like administration, record keeping, etc. KCCD's attorney, John Ufkes, will review the draft interlocal agreement. Also, a water group will need to be established and the County is looking for suggestions as to who will participate in this group.

V. New Business

- A. Area Meeting** – The South Central Area Meeting will be on October 14th hosted by Benton Conservation District and it will be at the Walt Clore Wine and Culinary Center in Prosser.
- B. Wagon Wheel/Lick Creek** – Anna reported that one landowner involved with this project informed Ryan that the work done was not quite cleaned up so he requested compensation for finishing the cleanup himself. Anna asked the Board for authorization to work with the landowner and negotiation payment.
- C. Bill Eller's Quicknotes**

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)

VII. Adjournment – Mark Moore adjourned the meeting at 9:13 AM.

MOTIONS APPROVED:

MOTION – Approve the September Accountant's Report, the regular meeting minutes from September 10th and the special Board meeting minutes from September 18th.

Ron Gibb, seconded by Jeff Brunson *Passed Unanimously*

MOTION – Approve check numbers 14799 through 14841 for a total of \$90,565.99 (Payroll Checks 14802-14807, and 14837-14840) and building account check numbers 0225– 0236 for a total of \$9,475.72 and check numbers 1149-1154 for a total of \$2,490.76 for Manastash O&M reimbursements. Approve pending payments totaling \$22,095.49 contingent upon receiving grant reimbursement requests.

Jeff Brunson, seconded by Ron Gibb *Passed Unanimously*

MOTION – Approve top 5 applications for funding as mentioned above.

Ron Gibb, seconded by Jeff Brunson *Passed Unanimously*

MOTION – Authorize staff to move ahead with responsive and responsible low bidder contingent on being within budget for the project.

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

MOTION – Approve engineering estimate with Anderson Perry for EWC Coleman Creek Project not to exceed \$43,955.

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

MOTION – Set Lance's hourly rate to \$15 based on recommendation of staff.

Jeff Brunson, seconded by Ron Gibb *Passed Unanimously*


Recording Secretary

11.12.15
Date


Board Member

11/12/2015
Date