



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**

December 10, 2015 1:00 PM KCCD Office

**ATTENDANCE**

<b>Mark Moore</b> , Chair <b>Lynn Brown</b> , Vice Chair <b>Jeff Brunson</b> , Auditor <b>Bill Boyum</b> , Member <b>Ron Gibb</b> , Member	<b>KCCD Staff:</b> Anna Lael, District Manager Sara Leist, Financial Manager Sherry Swanson, Project Manager Suzanne Wade, GIS Specialist Mark Crowley, Resource Technician Lance Downing, Resource Technician  <b>NRCS Staff:</b> Erin Kaczmarczyk, District Conservationist
--	--

- I. **Call to Order**- Chair Mark Moore called the meeting to order at 1:03 PM.
- II. **Approve Accountant's Report and Meeting Minutes**  
**MOTION** – Approve the November Accountant's Report, and the regular meeting minutes from November 12<sup>th</sup>.  
**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 14891 through 14937 for a total of \$214,661.93 (Payroll Checks 14897-14903, and 14933-14937) and building account check numbers 0258– 0264 for a total of \$4,544.06 and check numbers 1162-1166 for a total of \$421.32 for Manastash O&M reimbursements. Approve pending payments totaling \$86,591.55 contingent upon receiving grant reimbursement requests.  
**Bill Boyum**, seconded by **Ron Gibb** *Passed Unanimously*

**Pending Bills To Be Paid**

12/1/15	TBD	Anderson Perry	6,497.30
12/7/15	TBD	POW Contracting, Inc.	22,420.08
12/8/15	TBD	Kittitas Co. Fire District #7	8,577.90
12/9/15	TBD	Herrera, Inc.	8,076.02
12/10/15	TBD	Reiss-Landreau Research	3,140.00
12/10/15	TBD	Ben Wildman	9,000.00
12/10/15	TBD	Polly Reuther	900.00
12/10/15	TBD	Don Ayers	2,625.00
12/10/15	TBD	Rafter B	1,500.00
11/5/15	TBD	Jodi Newton	1,350.00
11/5/15	TBD	Steve Parkinson & Timberline Silvics	5,062.00
11/5/15	TBD	Craig Mabie	1,500.00
11/5/15	TBD	Lance Forcier	2,868.75
11/5/15	TBD	Darryl Bengé	3,037.50
11/5/15	TBD	Michael Langendorf	4,312.00
11/5/15	TBD	Bruce Coe & Timberline Silvics	6,075.00

**\$ 86,591.55**

#### IV. Old Business

- A) **NRCS Report** – Erin Kaczmarczyk reported that there is no updated news regarding the lease. Erin also reported that the EQIP program timeline was moved up several months. January 15<sup>th</sup> is the deadline for applications.

Erin informed the Board that the CSP deadline was November 18<sup>th</sup>. There were 4 renewals in Kittitas County and 16 in Grant County. She said she has not heard back regarding the Joint Chiefs proposal. She also reminded the Board about Civil Rights training.

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

##### 1. Conservation Commission Grants

- a. **Implementation** – Mark Crowley informed the Board that two cultural reports are done for two projects. He's reviewed one so far. Rinehart's project is still ironing out some issues before continuing.
- b. **Irrigation Efficiencies** – Mark C. reported that he's waiting on a letter from Fish & Wildlife regarding Cortese's project.
- c. **Non-Shellfish** – Mark C. reported that so far 3 Bar G has confirmed that he wants to move forward with his project. Mark C. will contact the next landowner on the list for funding.

2. **BPA – Yakima Tributary Access & Habitat Project** – Anna reported that she submitted the scope of work for YTAHP's next funding cycle. With the EWC Project completed before next funding cycle, she then has Cooke Creek, Coleman/Naneum, Parke Creek all on the list for the next cycle.

##### a. Individual Project Updates

1. **Naneum-Wilson-Cherry Watershed Assessment**– Anna is working with County on this, as well as Trout Unlimited and Washington Water Trust who are developing irrigation efficiencies type projects with landowners in the watershed.

##### b. General Project Updates

1. **EWC/Coleman Creek Project** – Contractors are planning the first concrete pour tomorrow at 1 pm at the diversion by the Kittitas Highway. On Monday they will start back filling and will then pour the floor slab next Friday. The siphon pipe, which is 96" diameter is scheduled to be on site tomorrow. The flows are up this week, the by-pass channel is barely containing the flow.

Anna has change order #1 for Board approval. This change order just moves some the funds around as offered by POW during the review of the bids, there are no cost increases or time extensions.

**MOTION** – Approve change order #1 with POW Contracting.

**Ron Gibb**, seconded by **Lynn Brown** (Ron Abstains) *Motion Passes*

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

- a. **Screen Facilities**– KRCI and HD Fowler staff have been out working on two of the gates. One will have to be replaced. The manual gate had several leaks. Both are covered under warranty.
- b. **Instream Flow Enhancement** – See staff reports. Washington Department of Fish and Wildlife (WDFW) would like to bring in an advisory committee to discuss issues with the flows and how much water and where. They'll be looking at Sherry's flow data.
- c. **Reed/Hatfield Ditch Removal** – WDFW has expressed concerns with the preliminary designs, even though the designs themselves meet WDFW and NMFS requirements. WDFW staff proposed habitat improvements (large wood and floodplain benches, etc.). WDFW staff would like to see the roughened channel lengthened and widened. Unfortunately, the District has no further funding to help pay for this addition to the designs. a change in the designs. Anna plans to work with Mike Livingston, hoping to allow Herrera to move forward with the project in January.

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

1. **Drought Response** – No new information to report.
2. **Firewise** – Anna and Suzanne met with Wyatt Leighton and Chuck Wytko from DNR to discuss funding in this biennium. The result of the meeting was that DNR would provide the District \$30,000 for Firewise outreach projects, with a goal of 5 new Firewise Communities. There is concern from DNR staff that the District seems to be competing with DNR for projects. So \$135,000 was requested to continue the roving chipper program. Any landowners interested in cost share projects would then be referred to DNR staff for assistance. Anna then met with Todd Welker and requested another \$100,000 for cost share projects on our current list in order to finish up. Todd is considering this request. Suzanne request approval of the \$30,000 agreement as that is in hand, and approval of the \$135,000 contract contingent on receiving it from DNR. The \$100,000 request has not yet been officially funded, so there's no need to approve it yet.

**MOTION** – Approve \$30,000 from DNR for Firewise Communities projects, and also approve \$135,000 contingent on contract from DNR.

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

*Passed Unanimously*

3. **Rates & Charges** – Anna informed the Board that she's working on the rates and charges but also needs to update our long range plan. Anna may enlist a consultant to review the rates and charges to ensure it is set up correctly and there are no issues with subsequent renewals.

- D) **District Building** – Guardian Security has taken over for Aim One Security. They'll be billing us monthly, rather than quarterly like Aim One did. They will also honor Aim One prices for a period of time.

- E) **Voluntary Stewardship Program** – Anna attended a study session at the County for VSP. The contract for VSP is between Kittitas County and the Conservation Commission. Anna will be presenting at the Hay Growers meeting so she will inform landowners about the program.
- F) **Long Range Plan Update** – Anna has a draft survey that she plans to publish soon and will also hand out to landowners at the hay growers meeting.
- G) **Administrative Assistant** – Anna proposed to the Board that after reviewing the Administrative Assistant applications, it would be prudent to advertise for the Financial Manager position. That position is more important to fill first and may have bearing on the need for the another full administrative assistant position.
- H) **Annual Meeting** – Both Mark Moore and Anna attended the WACD Annual Meeting in Spokane earlier this month. Mark gave a brief report on the resolutions passed and issues facing WACD as well as the PMC.

**V. New Business**

- A. **Adopt 2016 Election Resolution** – The election notice of intent to adopt was published in the Daily Record. We haven't received any comments from the public. There is no public comment on the intended resolution. The resolution officially sets the election date, time, location, as well as appoints Anna as the election supervisor.  
MOTION – Approve Resolution #2015-003 establishing the election date and appointment of election supervisor.  
**Jeff Brunson**, seconded by **Ron Gibb** *Passed Unanimously*
- B. **Salmon Recovery Funding Board Resolution** – The SRF Board has required that the District set by resolution the authorization to submit applications to them. Anna spoke with staff at the RCO and edited the resolution to suit the District, as some of the items listed in the resolution did not apply. A copy of the resolution is included in the Board packets.  
MOTION – Approve Resolution #2015-004 authorizing the District to submit applications to the Salmon Recovery Funding Board.  
**Lynn Brown**, seconded by **Bill Boyum** *Passed Unanimously*
- C. **Plant Sale** – Anna discussed the situation with the plant sale that has seen little or no profits in the last few years. With the new office space that lacks a parking lot area for the sale and with new staff at the District, Anna suggested that the District take a break from the plant sale this year. Instead, an effort can be made to secure a location to conduct the sale and to update the inventory list and advertising plan for next year, house our trailer and provide customers with more inventory and/or advertise for the sale on a larger scale than what we already do. The Board agreed to take a year off and evaluate for the 2017 plant sale.
- D. **Employee Leave** – Anna would like to request to the Board again provide 8 hours of holiday leave for staff to be used on Christmas Eve or New Year's Eve or a combination of both. The Board requested that the staff coordinate leave so that the office is manned for regular office hours.  
MOTION – Continue to offer 8 hours of leave to use at employees' discretion for 12/24 and/or 12/31.  
**Jeff Brunson**, seconded by **Lynn Brown** *Passed Unanimously*

**VI. Reports**

**Anna Lael** (see attached). Anna informed the Board that she has been meeting with Kelley Imaging regarding a system to digitize records, file records, sort records, etc. The estimate for the system was around \$20,000. While Anna really likes the idea of streamlining the District's records, it is a very expensive program. The Board asked

Anna to talk to some customers of Kelley Imaging and also contact other imaging firms and ask for estimates of a similar system.

**Suzanne Wade** (see attached)

**Sara Leist** (see attached)

**Lance Downing** (see attached)

**Mark Crowley** (see attached)

**Ryan Roberts** (see attached)

**Sherry Swanson** (see attached)

**VII. Adjournment** – Mark Moore adjourned the meeting at 2:56 PM.

---

**MOTIONS APPROVED:**

**MOTION** – Approve the November Accountant's Report, and the regular meeting minutes from November 12<sup>th</sup>.  
Ron Gibb, seconded by Jeff Brunson *Passed Unanimously*

**MOTION** – Approve check numbers 14891 through 14937 for a total of \$214,661.93 (Payroll Checks 14897-14903, and 14933-14937) and building account check numbers 0258– 0264 for a total of \$4,544.06 and check numbers 1162-1166 for a total of \$421.32 for Manastash O&M reimbursements. Approve pending payments totaling \$86,591.55 contingent upon receiving grant reimbursement requests.  
Bill Boyum, seconded by Ron Gibb *Passed Unanimously*

**MOTION** – Approve change order #1 with POW Contracting.  
Ron Gibb, seconded by Lynn Brown (Ron Abstains) *Motion Passes*

**MOTION** – Approve \$30,000 from DNR for Firewise Communities projects, and also approve \$135,000 contingent on contract from DNR.  
Bill Boyum, seconded by Ron Gibb *Passed Unanimously*

**MOTION** – Approve Resolution #2015-003 establishing the election date and appointment of election supervisor.  
Jeff Brunson, seconded by Ron Gibb *Passed Unanimously*

**MOTION** – Approve Resolution #2015-004 authorizing the District to submit applications to the Salmon Recovery Funding Board.  
Lynn Brown, seconded by Bill Boyum *Passed Unanimously*

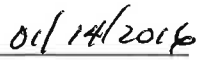
**MOTION** – Continue to offer 8 hours of leave to use at employees' discretion for 12/24 and/or 12/31.  
Jeff Brunson, seconded by Lynn Brown *Passed Unanimously*

---

  
Recording Secretary

  
Date

  
Board Member

  
Date