



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**

January 14<sup>th</sup> 1:00 PM KCCD Office

**ATTENDANCE**

<b>Mark Moore, Chair</b> <b>Lynn Brown, Vice Chair</b> <b>Jeff Brunson, Auditor</b>	<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 Elayne Hovde, Resource Conservationist
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I. **Call to Order-** Chair Mark Moore called the meeting to order at 1:03 PM. While Anna was finishing up her conference call, Sara pointed out the summary of the District's AmeriTitle Escrow Account for 2015.

II. **Approve Accountant's Report and Meeting Minutes**

**MOTION** – Approve the December Accountant's Report, and the regular meeting minutes from December 10<sup>th</sup> and the special meeting minutes from January 7<sup>th</sup>, as amended.

Lynn Brown, 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 14938 through 14994 for a total of \$136,013.23 (Payroll Checks 14949-14955, and 14990-14994) and building account check numbers 0265– 0284 for a total of \$7,355.09 and check numbers 1167-1173 for a total of \$421.32 for Manastash O&M reimbursements. Approve pending payments totaling \$263,799.01 contingent upon receiving grant reimbursement requests.

Lynn Brown, seconded by Jeff Brunson (Jeff Abstains) *Motion Passed*

**Pending Bills To Be Paid**

12/10/15	TBD	Reiss-Landreau Research	6,000.00
12/23/15	TBD	Anderson Perry	7,437.47
1/6/16	TBD	Kittitas Co. Fire District #7	5,322.62
1/14/16	TBD	POW Contracting, Inc.	120,366.76
1/14/16	TBD	POW Contracting, Inc.	38,573.50
1/14/16	TBD	POW Contracting, Inc.	86,098.66

**\$ 263,799.01**

IV. **Old Business**

A) **NRCS Report** – Erin Kaczmarczyk reported that Elayne Hovde has put in a transfer to Ellensburg from the Wenatchee office. Elayne introduced herself to the Board. She will be splitting her time between Ellensburg and Wenatchee until the transfer paperwork goes through.

Erin informed the Board that there was a teleconference regarding the office lease. It may take 36 months for the lease process (bidding, etc) to go through. There is a chance that it can be expedited. Erin recommended keeping in touch with Roylene.

Erin said the ranking has moved up for EQIP. Pre approvals are now due in March. Contracting will be done by July 1. EQIP Wildfire applications are due February 19<sup>th</sup>. There is no due date yet for EQIP Air Quality applications. There are 20 CSP renewal contracts. Erin reported that there will hopefully be news about funding for the Joint Chiefs grant and the RCPP by the end of the month. Erin wanted to inform Anna that Sherry Copeland has offered to come to one of our District Board meetings to talk about RCPP and any possible funding proposals.

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

### **1. Conservation Commission Grants**

- a. Implementation** – Mark Crowley informed the Board that 3 cultural resource reports are done. There is snow on the ground so the 4<sup>th</sup> cultural report will have to wait.
- b. Irrigation Efficiencies** – Mark C. reported that he's waiting on the Cortese contracts to come in. The Board inquired about the Rinehart project. Mark stated that Ecology ~~because~~ is requiring that Olson Ditch become a formal organization before they'll move, Rinehart's project is waiting until that happens.
- c. Non-Shellfish** – Mark C. reported that the District needs approval of an addendum for 3 Bar G so that he can move forward with his project. Mark C. has been working on contacting next in line for funding. The District is only approved to complete 2 projects under this funding, for now. Projects must be done by June 2017. Anna printed out the list of projects for the Board to review.

**MOTION** – Approve addendum for 3 Bar G to move ahead with project.  
**Jeff Brunson**, seconded by **Lynn Brown**      *Passed Unanimously*

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

#### **a. Individual Project Updates**

- 1. Naneum-Wilson-Cherry Watershed Assessment**– Anna reported that she is working on this watershed assessment with the County. The County has had some staffing changes. There is a meeting on January 25<sup>th</sup> at 6 pm for landowners. Anna will be there presenting information on VSP. Lance has been working retrieving stream assessment data from back up files from the 10-12 years ago. The Washington Water Trust and Trout Unlimited have asked Anna and Mark C. to review names of landowners who may interested in developing water conservation projects.

#### **b. General Project Updates**

1. **EWC/Coleman Creek Project** – The concrete slab at the inlet has been poured. Excavation for pipe will be ready for tomorrow. Chas Hutchins (Project Engineer from Anderson Perry & Associates) will be on site tomorrow. Anna reported that there have been two billings by POW Contracting so far and they have been divided between the grants secured for funding. Before the Board meeting, she was on a call to US Department of Labor to talk about prevailing wage rates for the asphalt subcontractor.

Larry Browne spoke with Cascade Canal and they are interested in doing a project similar to EWC/Coleman on Currier Creek.

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

- a. **Screen Facilities**– No new updates on facilities. Warranty issues continue to be worked on. Sherry and Anna received an email from HDR requesting a modification that needs to be made to an existing task order. HDR is requesting a time extension to complete a phase 1 site assessment on the Terrell property as required for the transition of easement and pipeline ownership over to the Bureau. There is no request for additional funds as the current amount of \$5,925 should be adequate to complete the work.

**MOTION** – Approve time extension for task order 08-0101-02.

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

Anna informed the Board that there is about \$1 million from Ecology funds from the integrated plan available for Manastash. Of that total, \$750,000 will be used for sprinkler conversions and \$150,000 will be used for Reed Pipeline designs. Anna is looking into how the District can utilize the funds.

- 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. Anna and Sherry met with KRD staff – Urban, Kevin, Bob and Roger. Together they reviewed flow data from last year and their supplementation. The oversight committee may get involved with the tributaries. Also discussed at the meeting were ways to help with water measuring and the easements. HDR Engineering is working on the temporary pumping issues. Urban would like to facilitate a meeting with all the interested parties. Sherry also put together a proposal to helpfully help with SCADA issues.
- c. **Reed/Hatfield Ditch Removal** – WDFW has expressed concerns with the preliminary designs, even though the designs themselves meet WDFW and NMFS requirements. Anna spoke with Mike Livingston about the designs. They don't think widening and lengthening the roughened channel will be too much of a design change. However, we will need to find funding for the cost increase of new designs. These items will need to be discussed in a meeting with the entire group before changes can be made.

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

1. **Drought Response** – There is funding at the Conservation Commission, but nothing has been said about dispersing it to Districts.
2. **Firewise** – Suzanne reported that the \$30,000 contract with DNR is signed and it requires five new Firewise Communities. The DNR contract for approximately \$100,000 is waiting to be assigned a contract number. The third agreement is for \$135,000 for the Fire District crew to operate the chipper and to complete small fuels reduction projects. Suzanne reported that she has not heard news about this agreement and is not sure when it may be ready for review. There is an agreement for Board approval from Kittitas County Fire District #7 for the chipper crew. Annually the KCCD Board approves \$20,000 from the Special Assessment be used to match fuels reduction projects. Suzanne requested \$20,000 for this year, and stated she will utilize those funds if the District runs low on DNR or other Firewise funding. The Board had some concerns regarding the DNR funds what will be received given the delays experienced. Lynn talked about the discussions at the Conservation Commission level about this type of project funding for conservation districts across the state. There is a real concern that DNR may not provide firewise funds any longer to Conservation Districts in the state. Due to this uncertainty, the Board is hesitant to approve the full request from the District's special assessment.

**MOTION** – Approve \$10,000 for Firewise use from Special Assessment funds for 2016.

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

*Passed Unanimously*

**MOTION** – Approve the agreement with Kittitas County Fire District #7 for the crew, operating the roving chipper, and additional work on Firewise projects.

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

*Passed Unanimously*

Lynn will be meeting with the Commission and DNR next week. He requested some additional information from Anna and Suzanne regarding the grants received from DNR and matching funds.

3. **Rates & Charges** – Anna informed the Board that she'll be meeting with staff from Cascadia CD, Okanogan CD, and Grant CD on January 25th. They will be joined by a consultant who has created documentation and calculations for King CD and Pierce CD and their special assessment.
- D) **District Building** – After review of the District's AmeriTitle escrow account, Lynn has asked Anna to look into a balloon payment interest rate loan. Exploring that option may be a way to decrease some of the interest paid by the District.
- E) **Voluntary Stewardship Program** – Anna reported that the resolution appointing the KCCD as the lead for VSP planning process and facilitation of the Watershed Group has been passed by the Board of County Commissioners. Mark Moore commented that he spoke with Jim Huckaby, who may be willing to facilitate these VSP landowner meetings. Anna said she will contact him.
- F) **Long Range Plan Update** – Anna reported that she has received 50 responses to the on-line survey about the long range plan. The survey is on our website. After Anna compiles the survey results, there will be a public meeting to discuss the results and compile the information into an updated long range plan.

- G) **Financial Manager** – Anna reported that Miranda Nash has accepted the Financial Manager position. Her start date will be January 25<sup>th</sup>.
- H) **2016 Elections** – Mark Moore was the only person to file a nomination petition and candidate information form by the filing deadline of January 12th. Therefore, as the incumbent, the District can cancel the election and Mark is automatically re-elected to the Board.

**V. New Business**

- A. **Plant Sale** – Although the District has decided to cancel the plant sale for 2016, Anna requested that funds be made available for the Ag Appreciation Day in March. The funds would continue to be available for bus costs for the annual Ag Appreciation Day for all 3<sup>rd</sup> graders in the County to the Kittitas County Cattlewomen to provide books to the students.  
**MOTION** – Approve \$500 from plant sale fund to help cover costs for Ag Appreciation Day and the Kittitas County Cattlewomen’s book project.  
**Jeff Brunson, seconded by Lynn Brown** *Passed Unanimously*
- B. **KCCD Annual Meeting** – The District would like to hold the Annual Meeting a little later in February. Anna will look at the schedule and email the Board.
- C. **Schedule 22 – Internal Audit** – Sara and Anna would like to complete the internal audit after Miranda starts. We are hoping to do the audit the week of February 22<sup>nd</sup>. Sara will send out an email.

**VI. Reports**

- Anna Lael** (see attached)
- 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 3:19 PM.

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**MOTIONS APPROVED:**

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Recording Secretary

  
Date

  
Board Member

  
Date