



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**

February 11, 2016 1:00 PM KCCD Office

**ATTENDANCE**

<b>Mark Moore</b> , Chair <b>Lynn Brown</b> , Vice Chair <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 Miranda Nash, Financial Manager Lance Downing, Resource Technician  <b>NRCS Staff:</b> Elayne Hovde, Resource Conservationist
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I. **Call to Order-** Chair Mark Moore called the meeting to order at 1:02 PM.

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

**MOTION** – Approve the January Accountant’s Report, and the regular meeting minutes from January 14<sup>th</sup> and the special meeting minutes from February 1<sup>st</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 14995 through 15032 for a total of \$307,048.97 (Payroll Checks 14998-15005, and 15027-15032) and building account check numbers 0285– 0292 for a total of \$5,719.76 and check numbers 1174-1178 for a total of \$601.02 for Manastash O&M reimbursements. Approve pending payments totaling \$283,907.88 contingent upon receiving grant reimbursement requests.

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

**Pending Bills To Be Paid**

2/05	TBD	Anderson Perry & Assoc.	\$6,555.78
2/11	TBD	POW Contracting, Inc.	\$11,510.25
2/11	TBD	POW Contracting, Inc.	\$73,569.75
2/11	TBD	POW Contracting, Inc.	\$192,272.10

**\$ 283,907.88**

IV. **Old Business**

A. **NRCS Report** – See attached report. Elayne Hovde reported that the Big Bend Team has 20 CSP renewals and new applications so far. CSP cut-off will be March 31<sup>st</sup> and the pre-approvals will be May 27<sup>th</sup>. The Grant County FSA is expecting 30,000 acres of CRP expiring this year. Anna reported that Lance will be working on his conservation planning certification through training that had been put on by NRCS but is now being coordinated through the District’s Technical & Professional Development Work Group. Alan McBee is working on the long term lease updates as well as obtaining additional funds to add to the existing cooperative agreement that pays for the utilities. Approval for those additional funds now

must come from the national level.

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

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

- a. Implementation** – Plans and estimates are in for all small projects except for Rinehart. Three of the projects have completed cultural resources surveys and consultations. These costs have been vouchered to the Commission.
- b. Irrigation Efficiencies** – Anna reported that Mark C. is waiting on a letter for Cortese. Anna stated Rinehart's sprinkler project is waiting on Olson Ditch becoming a formal organization as Ecology will not approve a contract until that happens. Sherry continues to work on the potential Carroll Richards project.
- c. Non-Shellfish** – Sherry is working with Three Bar G on their sprinkler project. The District staff would like Board approval for his cost share project.  
**MOTION** – Approve conservation plan and cost share agreement for Three Bar G.  
**Ron Gibb**, seconded by **Bill Boyum** *Passed Unanimously*

- 2. BPA – Yakima Tributary Access & Habitat Project** – Anna has the new agreement with the South Central Washington RC&D for the YTAHP grant that starts April 1<sup>st</sup>. The total for this agreement is \$409,818.76. The grant goes through March 31<sup>st</sup> 2017.  
**MOTION** – Approve YTAHP Interlocal Agreement with the South Central Washington RC&D for FY16/FY17.  
**Lynn Brown**, seconded by **Ron Gibb** *Passed Unanimously*

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

- 1. Naneum-Wilson-Cherry Watershed Assessment**– Anna reported that she continues to work on this watershed assessment with the County Flood Control Zone District. There was a meeting on January 25<sup>th</sup> at 6 pm for landowners. Anna also presented information on VSP at the Landowner Meeting. Lance has been working on retrieving stream assessment data from back up files from the 10-12 years ago. The County is advertising for a Water Resources Position and when that position is filled there will be County staff again leading the assessment. In the meantime, the consultants (Jacobs) are working to keep the project moving forward.
- 2. EWC/Coleman Creek Project** – Anna reported that the construction project continues and a major milestone is on Monday, when the creek must be returned to the channel according to the HPA. The contractor had planned to start the process of releasing the creek into the channel this morning, however there is a delay as WDFW biologists are concerned that exposed soils on the bank are not adequately protected and the new streambed still has too much silt and needs to be washed. The Public Works Director is acting as County Engineer until that position has been filled and has made several site visits to the project.

Anna presented four change orders for Board approval. Change Order 3 is a no cost change order that adjusts the items in the County right-of-way as they are not subject to sales tax, but instead to a use tax. The tax amount is the same, but in order for the County to assist with the cost of the imported fill in the ROW, the use tax must be included in the unit price. Change Order 4 is a \$1,500 cost increase for the permanent access road which by the easements must be against the north property boundary and for the culvert in the access driveway which by the County user permit must have beveled ends. Neither requirement was in the bid documents, thus a change order is necessary. Change Order 5 is a time extension only, allowing certain bid times to extend to March 15, 2016 and one (the asphalt) to extend to April 15, 2016. Change Order 6 is a \$2,400 (plus tax) cost increase as the precast weirs for the fishway were built to the plans as was the fishway, but the weirs didn't fit. So the weirs must be rebuilt with slightly different dimensions. extension to March 15, 2016 to complete project.

06-\$2400+tax-cost increase to rebuild weirs, weirs do not fit structure and need to be rebuilt.

**MOTION** - To approve change orders 03, 04, 05, and 06 increasing the total contract cost by \$4,212 and extending it 45 days to April 15, 2016.

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

3. **Cooke Creek/Naneum** – Anna is working with Anderson Perry to increase task orders for additional engineering and design work on the Naneum and the Cooke Creek diversions. The numbers are not yet final but Anna believes they total less than \$5,000.
4. **Parke Creek/Caribou** – RCO has awarded the District \$107,000 for a fish screen on Caribou Creek and moving a diversion downstream from Parke Creek to Cherry Creek.

**MOTION** - Approve RCO agreement contingent on receiving contract.

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

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

- a. **Screen Facilities**– The District sent the KRCI a letter regarding warranty pipeline items. The District would like these items completed before March 18<sup>th</sup>. There are still a handful of small items that need repair including the leaky vaults and issues with SCADA. Also on the list is valve-matic and flow meter alarm issue. Staff at KRD, HDR and the District met to discuss outstanding issues. It was determined that staff time will be provided by HDR to fix these issues. The first priority will be to address the pipeline warranty issue.
- b. **Reed/Hatfield Ditch Removal** – Sherry reported that a second meeting of the technical workgroup for this project happened last week. In October WDFW had expressed concerns with the preliminary designs and requested additions that would increase the cost significantly. At last week's meeting the group discussed the design and decided that the original design should be modified to lengthen and widen the roughened channel but not add the habitat

improvements that were suggested. Additional funding is needed and WDFW has committed to helping secure additional funding, likely through the Integrated Plan Habitat Subcommittee.

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

1. **Drought Response** – Anna reported that the Conservation Commission has a short timeline to utilize drought funds for planning efforts that are not really what the District was looking to do with the funds.
2. **Firewise** – Lynn and Anna met with Todd Welker with DNR to discuss match for the DNR grants. Todd informed them that there should not be any issues with match. Chuck Wytko is currently working on the agreement.  
**MOTION** –Approve the Firewise contract with the DNR for \$100,000.  
**Lynn Brown**, seconded by **Ron Gibb** *Passed Unanimously*  
The Board discussed the roving chipper program with Suzanne.

Suzanne received a FEMA grant extension January 6<sup>th</sup> for one year. The agreement with the County for the extension is still in process but we should have it next week.

**MOTION** – To approve the FEMA grant extension with the County.

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

3. **Rates & Charges** – Anna, Mark M and Lynn met with staff from Cascadia CD, Okanogan CD, and Grant CD on January 25<sup>th</sup>. They met with a consultant who has created documentation and calculations for King CD and Pierce CD and their rates and charges system. The District will need the consultant to review our draft of rates and charges that Anna has put together. She would like to have report to consultant for review by the middle of March. Anna may need to meet with assessor regarding the tax parcel layer. She is particularly questioning the definition of forestland in the RCW which says that land used “solely for the planting, growing, or harvesting of trees”.  
**MOTION** – Approve interagency agreement contingent upon Anna’s final review.  
**Lynn Brown**, seconded by **Ron Gibb** *Passed Unanimously*

**D) District Building** – Short Stop lease is up in March we will have to find out what their intentions are for staying. Miranda and Sara are working on the Triple Net report for 2105.

**E) Voluntary Stewardship Program** – Anna plans to do a presentation on VSP at the next Cattlemen’s Meeting. Anna met with the Board of County Commissioners and they would like the District to appoint designated watershed group members. The amendment is in the Board packets ready for approval.

**MOTION** – Approval of amendment to Interlocal Agreement with the County for the Voluntary Stewardship Program.

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

*Passed Unanimously*

**F) Long Range Plan Update** – Anna received 71 responses from the long range plan survey. There were a handful of folks who said they would be interested in the long range plan development process. We will contact those folks if the District holds a long range planning meeting.

**G) KCCD Annual Meeting** – The District is holding the Annual Meeting February 18<sup>th</sup> at 6:30 pm at the Heritage Center.

H) **Scheduled 22 – Internal Audit** – Mark M said he would be available for the Schedule 22/Internal Audit. The tentative date has been set for 2/29. District staff can contact Jeff to see if he is available. Lynn said he would be available if Jeff is not.

## V. **New Business**

A. **Seaton Water Users Association Agreement** - Anna reported that she has been talking with BPA and the Seaton Water Users Association regarding changes to their pump station at Lambert Road on the Teanaway River. BPA is proposing to fund the changes, but cannot provide the funding directly, so they have asked the District to assist. The Board requested additional information before taking action on the contract with BPA or the agreement with the Seaton Water Users.

B. **Teanaway Grazing Plan/CRM Funds** – Anna met with Jim Huckabay to discuss facilitating a subcommittee led by DNR and WDFW to work on a plan for grazing in the Teanaway Community Forest. The leases inherited with the purchase of the Community Forest have expired and a use permit is needed for the 2016 season, while DNR works on the long term lease process. The subcommittee will include the lessees, along with state and federal agencies with interest the grazing activities in the Teanaway. Initially, the work will be focused on the one-year use permit, but then move on to the long term lease process. The funding for the facilitator services is available through the Conservation Commission and limited to \$10,000.

**MOTION** – Approve up to \$10,000 for Jim Huckabay to work with DNR and WDFW on the Teanaway Community Forest Grazing Plan.

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

*Passed Unanimously*

C. **Document Management Software** - Anna discussed a proposal from Kelley Imaging System for Square 9, a document management software. The cost for the software and installation is \$20,000. It is a significant cost that may pay for itself over time, but the Board agreed that the investment was too high.

D. Anna reported that she and Miranda worked with Brigid Clift with the State Archives to take the Districts minutes from 1942-2013. Brigid will use a small grant to fund scanning the minutes for us. Brigid talked about the need for the any document management software to meet the requirements for public records.

## 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 3:33 PM.

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### **MOTIONS APPROVED:**

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Recording Secretary



Date



Board Member



Date