



**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**

**March 10, 2016 1:00 PM      KCCD Office**

**ATTENDANCE**

<p><b>Mark Moore</b>, Chair  <b>Jeff Brunson</b>, Auditor  <b>Lynn Brown</b>, Vice Chair  <b>Bill Boyum</b>, Member  <b>Ron Gibb</b>, Member</p>	<p><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  Ryan Roberts, Engineer  Mark Crowley, Resource Technician  <b>Guest:</b>  Jessica Karraker  <b>NRCS Staff:</b>  Erin Kaczmarczyk, District Conservationist</p>
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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 February Accountant's Report, and the regular meeting minutes from February 11<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 15033 through 15076 for a total of \$327,087.07 (Payroll Checks 15039-15046, and 15071-15076) and building account check numbers 0293-0305 for a total of \$5,417.22 and check numbers 1179-1183 for a total of \$595.03 for Manastash O&M reimbursements. Approve pending payments totaling \$225,325.53 contingent upon receiving grant reimbursement requests.

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

*Passed Unanimously*

There was discussion of transferring the Fairpoint bill, paid from the O&M Fund, to be put in irrigators name. This topic will be brought up at the next steering committee meeting next week.

**Pending Bills To Be Paid**

03/08	TBD	POW Contracting, Inc.	\$8,703.50
03/08	TBD	POW Contracting, Inc.	\$14,886.24
03/08	TBD	POW Contracting, Inc.	\$56,066.42
03/08	TBD	POW Contracting, Inc.	\$119,943.50
03/08	TBD	POW Contracting, Inc.	\$18,273.06
03/08	TBD	Anderson Perry & Assoc.	\$7,452.81

**\$ 225,325.53**

**IV. Old Business**

**A. Coleman/EWC Significant Project Concern** - Ryan reported that the siphon is leaking and that the pipe manufacturer was on site and determined the welds to be bad. The contractor is

working with the pipe supplier and pipe manufacturer to resolve this issue. Ryan reported that the current plan shared by the contractor is to remove the bands at the welded joints and replace them with new bands and welds. In order to do that, the site has to be dewatered so a well driller will come and drill six wells (one on either side of the pipe at each band). A specialty welder will be brought in to replace the bands. Ryan reported that the well driller is expected on site today or tomorrow and the welder is expected next week. Ryan left the meeting to return to the project site.

V. **Guest:** Jessica Karraker introduced herself to the District. She is running for County Commissioner District 2. She comes from a logging family and has an ag background.

VI. **Old Business**

A. **NRCS Report** – See attached report. Erin Kaczmarczyk gave an update on the Equitable Relief processes being handled by the NRCS WA state office. Erin reported the EQIP ranking and contracting amounts which will be completed by 7/1/2016 or before. It was also reported that there has been 12 new CSP applications. CSP application cut off will be March 31, 2016 for New & Renewal applications. KCCD's RCPP proposal was not funded for FY2016. The proposal for Joint Chiefs Landscape Restoration Partnership has been funded with \$125,000 awarded to Kittitas County projects to be implemented by NRCS. The NRCS 4<sup>th</sup> Quarter 2015 payment to KCCD remains outstanding. It is reported that efforts are being made to have the payment processed as it is being routed to their accounts payable team.

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

1. **Conservation Commission Grants**

- a. **Implementation** – Mark Crowley reported that he is waiting for the cultural resources report on Rinehart.
- b. **Irrigation Efficiencies** – Mark C. reported that the Cortese agreements are signed and turned in. Rinehart is working with WA Water Trust to set up a meeting with DOE and Jefft Slothower regarding their sprinkler project.
- c. **Non-Shellfish** – Sherry is working with Three Bar G on their sprinkler project. Sherry had discussed with Mark Amara the digging of test pits for cultural on Three Bar G project. The test pits will be dug by hand, If the test pits can't be dug by hand then Mark Amara would like to monitor the project which would increase costs. So total estimated costs could be as high as \$6,071.50 if monitoring is required. Sherry requested Board approval for the initial \$3,250 for the survey and report.

**MOTION-** Approve \$3,250.00 to pay for the cultural survey by Mark Amara on Three Bar G Project.

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

*Passed Unanimously*

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

a. **General Project Updates**

- 1. **Naneum-Wilson-Cherry Watershed Assessment**– Anna reported that she continues to work on the watershed assessment with the County Flood Control Zone District. Lance has been working on compiling stream

assessment data and landowner names. More field work to record data from the creek could happen this summer. 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.

**b. Individual Project Reports**

1. **EWC/Coleman Creek Project** – Anna presented four change orders for Board approval. Change order 07 is time extension to March 15th. Change order 08 is for grade rings for manholes so they are above ground with a cost of \$1,458. Change order 09 is to set up sumps for \$500. Change order 10 is for a time extension to April 1<sup>st</sup> for everything except the asphalt which would be April 15<sup>th</sup>.

**MOTION** - Approve change orders 07, 08, 09, and 10 increasing the total contract cost by \$1,958.

**Bill Boyum**, seconded by **Lynn Brown**

*Passed Unanimously*

Mark C. reported that the contractor restored Nisbet's 8" pipe that was connected to screen box, which is now plugged. A camera is needed to look at the plugged pipe. The cost will be around \$300.00 for cost of camera and mileage to go to Yakima to pick it up.

2. **Cooke Creek/Naneum** – Engineering and design work continues on the Naneum and the Cooke Creek diversions.
3. **Parke Creek/Caribou** – Cortese project is moving forward. We are waiting for the contract for the SRFB grant.

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

**A. Screen Facilities**– Facility warranty work is underway. Valvematic valves have been replaced and additional warranty items will be addressed when they conduct a full test of pipelines by April 1<sup>st</sup>. The warranty expires December 2016.

**B. Reed/Hatfield Ditch Removal** – Sherry requested approval for \$2,750.00 for additional land survey costs.

**MOTION** – Approve \$2,750.00 for land survey costs to amend to Herrera contract.

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

*Passed Unanimously*

Anna reported that WDFW assisted with finding additional funds for the construction of this project. The funds are available to the District through the Habitat Subcommittee of the Integrated Plan. Those funds are held by Ecology and can be amended into an existing grant agreement if needed.

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

1. **Firewise** –

- a. **DNR Grant Agreement** - The District has signed the second agreement for \$135,000 and it is currently in Olympia awaiting signature. This agreement for the Fire District crews. Suzanne has been working with Fire District 7 regarding overhead charges on their crew time. The agreement was put together with the overhead rate of 15%, however the Fire District Board wants to increase that percentage and recover the full the full cost of their crew as they have decided to provide health benefits and retirement. That's not possible under the current agreement. Suzanne is continuing to talk with the Fire District.
- b. **FEMA Grant Extension Amendment** – The grant extension for FEMA is done and in place.

2. **Rates & Charges** – Anna put together a proposal of rates and charges that has been given to consultant for review. The consultant's immediate time will be to review our proposal. The Board discussed the forestland definition and the inclusion of state lands.

- D. **District Building** – Two leases are up for renewal. The New View Blinds lease for Suite 5 expires in May. The Shortstop lease expires at the end of March, but the lease included an additional 2 year option.

**MOTION** – Move forward with two-year lease agreements for Short Stop and New View Blinds.

Lynn Brown, seconded by Jeff Brunson

*Passed Unanimously*

- E. **Voluntary Stewardship Program** – Anna reported on the status of the Watershed Group. The first meeting was held yesterday at the Cattlemen's office. Initial invitations were sent out by the Board of County Commissioners. County staff made subsequent contact with additional entities (Kittitas Conservation Trust, Trout Unlimited, etc.). In addition, some of the ag representatives were designated by the County as Upper County Operator, Lower County Operator, Small Acreage operator. At the meeting yesterday, those invited discussed the current membership and representation. The District is now in charge of the membership and, with the input of the group yesterday, letters signed by Mark will go to those new entities and those individual operators who are interested in serving on the Watershed Group. Additions to the Technical Committee were also discussed, including the Kittitas County Water Purveyors and the Flood Control Zone District. Sherry will draft letters for these entities as well. The next meeting of the Watershed Group is set for March 28<sup>th</sup> from 9am-4:30pm at Cattlemen's.

- F. **Long Range Plan Update** – Anna presented a draft of the long range plan that is lacking only the actions for the next 12 months. She'll work on that for the next meeting.

- G. **Schedule 22 – Internal Audit** – Mark M. and Lynn attended a meeting with Anna, Sara and Miranda on February 29<sup>th</sup> to review schedule 22. Sara and Miranda are working on completing the schedule 22 online to have for review at the next Board meeting.

- H. **Seaton Water Users Association Agreement** – BPA is providing funding to KCCD to assist the Seaton Water Users with replacement of the submersible pump with a vertical turbine pump. BPA is willing to do this because they want to transfer ownership of the facility to the irrigators. BPA cannot provide the funding directly to the Seaton Water Users, which is why the District has been asked to assist.

**MOTION** – Approve the Contract with BPA for the Seaton Water Users Association for \$20,000 for replacement of the pump, contingent upon Ryan's review to ensure the plan is

feasible.

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

*Passed Unanimously*

- I. **Teanaway Grazing Plan / CRM Funds** – Anna reported that Jim Huckabay will be continuing to work with the committee on the grazing plan.

## V. New Business

- A. **Employee Evaluations** - Anna reported that March is the month for employee evaluations and the Board will need to decide who will do her evaluation. She will be completing evaluations of the rest of the staff.

- B. **KEEN Agreement** – Anna reported that DOT is once again providing \$5,000.00 for work by KEEN on the Yakima Scenic Byway. KEEN has requested that KCCD administer the agreement with DOT as has been done in the past.

**MOTION** – Approve agreement with KEEN for \$5,000.

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

*Passed Unanimously*

- C. **WCC Regional Manager** – Anna was invited to be part of the interview panel by the Commission as they are hiring a new Regional Manager to fill Bill Eller's position.

- D. **Sara's Last Day** – Sara reported her last day with the District would be March 31<sup>st</sup>.

## 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)

**Miranda Nash** (see attached)

## VII. Adjournment – Mark Moore adjourned the meeting at 4:01 PM.

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### MOTIONS APPROVED:

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

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

*Passed Unanimously*

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Lynn Brown, seconded by Jeff Brunson *Passed Unanimously*

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Ron Gibb, seconded by Bill Boyum *Passed Unanimously*

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Ron Gibb, seconded by Bill Boyum *Passed Unanimously*

Mianda Nash  
Recording Secretary

04/14/16  
Date

Mianda Nash  
Board Member

04/14/2016  
Date