



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

May 12, 2016 7:00 AM KCCD Office

ATTENDANCE

<p>Mark Moore, Chair Jeff Brunson, Auditor (by phone) Lynn Brown, Vice Chair</p>	<p>KCCD Staff: Anna Lael, District Manager Sherry Swanson, Project Manager Miranda Nash, Financial Manager Lance Downing, Resource Technician Mark Crowley, Resource Technician Ryan Roberts, Engineer WA State Conservation Commission: Jess Davenport, South Central Regional Mgr NRCS Staff: Elayne Hovde, Resource Conservationist</p>
---	---

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:17AM, Jeff Brunson was available by phone for the meeting to complete the quorum.
- II. **Approve Accountant's Report and Meeting Minutes**
MOTION – Approve the April Accountant's Report, and the regular meeting minutes from April 14th, 2016 and special meeting minutes from April 29th, 2016.
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 15129 through 15187 for a total of \$316,036.85 (Payroll Checks 1515141-15147, and 15183-15187) and building account check numbers 0328-0335 for a total of \$4,993.50 and check numbers 1190-1193 for a total of \$579.30 for Manastash O&M reimbursements. Approve pending payments totaling \$48,476.92 contingent upon receiving grant reimbursement requests.
Jeff Brunson, seconded by **Lynn Brown** *Passed Unanimously*

Pending Bills To Be Paid

4/26	TBD	Jeff Cochran	\$1,750.00
5/6	TBD	POW Contracting, Inc.	\$541.52
5/6	TBD	POW Contracting, Inc.	\$25,115.78
5/6	TBD	POW Contracting, Inc.	\$9,737.50
5/6	TBD	Kittitas County Fire District #7	\$9,631.39
5/6	TBD	Northern Kittitas County Tribune	\$1,700.73

\$ 48,476.92

IV. Old Business

- A. **Yakima Tributary Access & Habitat Program – EWC/Coleman Creek Project** - Anna gave an overview on the project. POW has addressed the leaks in the flow meter vault with a pressure grout applied last week that looks as if it corrected the problem. POW worked to improve restoration of the ag fields, with one landowner satisfied and some minor rock picking

remaining on the other. Anna requested that the Board accept the project as complete. This will allow the submission of the notice of completion to the state agencies and begin the process of releasing the retainage.

MOTION – Accept the Ellensburg Water Company at Coleman Creek project as complete.
Lynn Brown, seconded by Jeff Brunson *Passed Unanimously*

- B. Seaton Water Users Association Project** - Anna stated that while bids were solicited from three vendors, only one bid was received in the amount of \$20,095 from Midstate Irrigation for the pump replacement. Work on the project is likely to begin in late June when they will shut off for first cutting.

MOTION – Approve the construction contract for pump replacement by Midstate Irrigation in the amount of \$20,095.
Lynn Brown, seconded by Jeff Brunson *Passed Unanimously*

- C. Teanaway Grazing Plan / CRM Funds** - Anna reported that Jim Huckabay continues to facilitate the grazing plan meetings with DNR, stakeholders and the lessees. Anna proposed offering a small amount of special assessment funding to go toward important activities recognized for this grazing season. Initially, DNR indicated a need for fencing, but DNR has located approximately \$10,000 they can use for fencing materials and a WCC crew. KCCD assessment funds could them be used to assist with off-stream watering facilities (tanks, pipes, etc) to pull the cattle away from the critical areas. The Board discussed the short term items that would be installed as well as some long term fences.

MOTION – Approve up to \$5,000 from special assessment funds to assist Teanaway lessees with the grazing plan improvements.
Lynn Brown, seconded by Jeff Brunson *Passed Unanimously*

- D. 2015 Annual Financial Report** - The Board was presented with a draft of the 2015 financial report, which is ready for approval to file with the State Auditor.

MOTION – Approve the 2015 Annual Financial Report to be submitted to the Washington State Auditor's Office.
Lynn Brown, seconded by Jeff Brunson *Passed Unanimously*

- E. Annual Plan of Work FY2017** - Anna presented a draft of the annual plan of work for the Board to review. The plan is due to the Conservation Commission by the end of the month.

MOTION – Approve Annual Plan of Work, subject to a comment period of one week for the Board.
Lynn Brown, seconded by Jeff Brunson *Passed Unanimously*

- V. Adjournment** – Phone call ended with Jeff Brunson, Mark Moore adjourned the meeting at 7:27 AM

Mark and Lynn remained at the meeting and listened to the NRCS report, KCCD project reports, and other agenda items. No action was taken due to lack of a quorum.

MOTIONS APPROVED:

MOTION – Approve the April Accountant's Report, and the regular meeting minutes from April 14th, 2016 and special meeting minutes from April 29th, 2016.

Lynn Brown, seconded by Jeff Brunson *Passed Unanimously*

MOTION – Approve check numbers 15129 through 15187 for a total of \$316,036.85 (Payroll Checks 1515141-15147, and 15183-15187) and building account check numbers 0328-0335 for a total of \$4,993.50 and check numbers 1190-1193 for a total of \$579.30 for Manastash O&M reimbursements. Approve pending payments totaling \$48,476.92 contingent upon receiving grant reimbursement requests.

Jeff Brunson, seconded by Lynn Brown *Passed Unanimously*

MOTION – Accept the Ellensburg Water Company at Coleman Creek project as complete.
Lynn Brown, seconded by Jeff Brunson *Passed Unanimously*

MOTION – Approve the construction contract for pump replacement by Midstate Irrigation in the amount of \$20,095.
Lynn Brown, seconded by Jeff Brunson *Passed Unanimously*

MOTION – Approve up to \$5,000 from special assessment funds to assist Teanaway lessees with the grazing plan improvements.
Lynn Brown, seconded by Jeff Brunson *Passed Unanimously*

MOTION – Approve the 2015 Annual Financial Report to be submitted to the Washington State Auditor's Office.
Lynn Brown, seconded by Jeff Brunson *Passed Unanimously*

MOTION – Approve Annual Plan of Work, subject to a comment period of one week for the Board.
Lynn Brown, seconded by Jeff Brunson *Passed Unanimously*

Miranda Noosh
Recording Secretary

06/09/2016
Date

Martin N/m
Board Member

06/09/2016
Date