



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

July 14, 2016 7:00 AM KCCD Office

ATTENDANCE

Mark Moore , Chair Jeff Brunson , Auditor Ron Gibb , Member Bill Boyum , Member	KCCD Staff: Anna Lael, District Manager Sherry Swanson – Project Manager Miranda Nash, Financial Manager Mark Crowley, Resource Technician WA State Conservation Commission: Jess Davenport – South Central Regional Mgr.
Guests: John Ufkes	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:01AM
- II. **Approve Accountant’s Report and Meeting Minutes**
MOTION – Approve the June Accountant’s Report, and the regular meeting minutes from June 9th, 2016 and the special meeting minutes from June 29th, 2016.
Bill Boyum, 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 15233 through 15284 for a total of \$146,761.14 (Payroll Checks 15238-15244, and 15280-15284) and building account check numbers 0351-0362 for a total of \$5,228.91 and check numbers 1200-1202 for a total of \$1,040.55 for Manastash O&M reimbursements. Approve pending payments totaling \$134,846.76 contingent upon receiving grant reimbursement requests.
Ron Gibb, seconded by **Bill Boyum** *Passed Unanimously*

Pending Bills To Be Paid

06/22	TBD	Brian Cortese/Kooy Irrigation, Inc	\$92,331.00
06/22	TBD	Herrera	\$6,941.37
07/05	TBD	Brett Nasinec	\$1,3500
07/11	TBD	Kittitas Valley Fire & Rescue	\$7,444.38
07/11	TBD	Kittitas County Fire District #7	\$14,630.01

\$ 134,846.76

- IV. **Old Business**
 - A. **NRCS Report** – Anna reported that Elayne is working with Cary Gaines, NRCS State Forester, on the Joint Chiefs funding for Firewise/forest health projects. NRCS has hired one new person but are still significantly understaffed. The Future Directions funding was advertised as “Funding Opportunity for Salmon Recovery”. Seven applications were submitted here and NRCS staff (engineer and fish biologist) will be reviewing the applications and ranking them in the next few weeks. There is a total of \$1.5 million available statewide,

divided in thirds for east, west and tribal proposals. Staff from Washington Water Trust and Trout Unlimited will be participating in the site visits for the projects they developed.

B. KCCD Project Reports

1.) Conservation Commission Grants -

(a) **Implementation** – Mark C. reported that Montgomery and Goodwin projects are complete. Rinehart project is moving forward and pipe will be ordered within a week. The next round of Small Projects applications should begin in August. Staff and the Board discussed funding availability and deferred the decision until the August Board meeting. Anna reported an additional \$7,000 was received from the Commission and spent in June.

(b) **Irrigation Efficiencies** – Mark C. reported that the funding for the reimbursement request for Cortese has been received and the project can be closed out. Mark and Anna drafted a letter to the Commission regarding Irrigation Efficiencies Program and the need for changes. The Board reviewed and discussed the letter.

MOTION – Approve letter to Mark Clark at the Conservation Commission regarding the Irrigation Efficiencies Program contingent on review by Lynn Brown.

Jeff Brunson, seconded by **Ron Gibb**

Passed Unanimously

Anna informed the Board of addendums for IM, PE and FW that need to be submitted to the Commission after Board review.

MOTION – Approve Addendums for Implementation, Engineering and Firewise.

Bill Boyum, seconded by **Ron Gibb**

Passed Unanimously

Executive Session – John Ufkes entered the meeting and at 7:20 AM Mark Moore announced that the Board would go into executive session for 15 minutes to discuss with legal counsel matters relating to litigation or potential litigation. The Board announced at 7:35 AM that they would continue the executive session for an additional 15 minutes. The Board came out of executive session at 7:50 AM. John Ufkes left the meeting.

(c) **Non-Shellfish** – Anna reported that a request has been made to substitute projects for the Valley Land Company (Jeff Brunson). The currently funded project on Coleman Creek is delayed, and the request was to substitute a project on Lyle Creek which was actually a higher priority. It was bypassed in favor of the Coleman project in an attempt to match with a larger effort to address fish screen and fish passage. The project cannot be completed by June, so Valley Land Company requested a substitution for the Lyle project which can be completed by June. Anna reported that she asked the Commission for and received their approval of this substitution. Mark C. reported that he met with Karen Van de Graaf (Midvale Cattle Company) and they are interested in cost share. The cost share agreements are ready for approval for Valley Land Company and Midvale Cattle Company. Cost share amounts for each project are \$50,000.

MOTION – Approve cost share agreements in the amount of \$50,000 on Valley Land Company and Midvale Cattle Company projects.

(d) **Firewise** – Anna reported that the District received \$50,000 from the Conservation Commission to fund Firewise projects

2.) BPA / Yakima Tributary Access & Habitat Project -

(a) **General Project Update** – Anna reported that the projects put forward to the State Fish Barrier Removal Board are being investigated by WDFW. Their staff will be here next week to complete stream assessments in the reaches of the projects on Coleman, Cooke, Park and Caribou. Anna informed the Board that the three applications for SRFB funding are being reviewed locally. Total available funding in this area is down \$200,000 and since two of the submitted projects are design only and the other is in a lower priority area, the chances of being funded are low this year.

(b) Individual Project Reports -

1. **EWC/Coleman Creek Project** – Anna stated that the SRFB grant is closed out on the project. There remains a retainage claim by Consolidated Supply. The Notice of Completion form cannot be submitted to L&I yet because one of the sub-contractors has not filed their affidavit of prevailing wages paid.
2. **Naneum Creek and Coleman Creek** – Mark C presented a cost share agreement for Naneum project site that includes cost share agreement with Valley Land Company for a sprinkler conversion and pump station/fish screen.
3. **Parke Creek – Caribou Creek** – A cost share agreement for Cortese on Caribou Creek was approved previously. It did not include the correct cost share total, as it only included the fish screen and should have included the pump and meter as well. Mark is waiting on NRCS's confirmation as to the amount of funding they are providing through the EQIP contract on the pump. Once that amount is confirmed, Anna asked for an amendment to the cost share agreement to provide 100% reimbursement on cost share on the pump and meter as well as the fish screen.

MOTION – Approve the cost share agreement for Valley Land Company for the Naneum project and the amendment to the Cortese project for the Caribou project.

Bill Boyum, seconded by **Ron Gibb** *Passed* *Jeff Brunson abstains*

3.) Manastash Restoration Project.

(a) **Ecology Grant Agreement Amendment** – Sherry presented the Board with the amendment to the Ecology grant of \$1.2 million in funds for stockwater acquisition, sprinkler conversion, design of another section of the Reed pipeline, and funds to help with the Reed Diversion removal provided through the Yakima Basin Integrated Plan.

MOTION – Approve Manastash Grant agreement amendment for \$1.2 million.
Jeff Brunson, Ron Gibb *Passed Unanimously*

(b) **Trust Water Rights/ROE Processing** – Anna and Sherry shared a request from the Harrell family for reimbursement for legal expenses incurred as a result of the Ecology's work on their change applications for the sprinkler conversion projects. Despite offers to assist and direct requests to review the

Records of Examination (ROE) before publication by both the Harrell's attorney and KCCD staff, Ecology published final ROEs without notice. The ROE's were incorrect and the effort to correct them resulted in approximately \$8,000 in legal fees incurred by the Harrell's, for which they are requesting some assistance. Anna confirmed that the District has paid legal fees for work by attorneys that affects all of the Manastash project in the past, but not for individual sprinkler conversion projects as with this situation. The Board asked about internal controls at Ecology and the process for reviewing ROE's. The Board then directed Anna to draft a letter to Ecology regarding the situation and the importance of timely technical reviews.

(c) Project Facilities Update – Sherry reported that stream flow is down to nearly needing to pro-rate 2nd class rights. Mike with HDR and flow monitoring equipment vendor were out to look at site to get an idea as to total creek flow development. The SCADA issues on the pipeline warranty are being addressed and KRCI only has a couple more things to work on. The warranty ends this December. It was discussed at possibly looking at different locations for stream flow and maybe more accurate equipment. The Ecology gage station at Cove road is not accurate. Sherry is helping by collecting data to correct the flow measurements at the Cove road site.

(d) Reed/Hatfield Ditch Removal –

(i) Temporary Construction Easements – Sherry, Anna and Gus Kays (Herrera) met with landowners. A spreadsheet of all landowners and costs for easements to landowners was presented to the Board. Anna and Sherry hope to move forward quickly to negotiate agreements with landowners. Each has been or will be offered \$750 for attorney review. Anna requested authorization to negotiate easements based on the estimated costs. The Board discussed providing a total budget for staff to work with.

MOTION – Authorize staff to negotiate temporary construction easements for the Reed/Hatfield Diversion Removal project up to a cumulative total of \$25,000.

Ron Gibb, seconded by **Jeff Brunson**

Passed Unanimously

(ii) Amendment to Herrera Task Order- Sherry reported that there are additional project design costs due to changes in the design after technical reviews and WDFW's request to have a longer wider channel. Gus is anticipating an additional \$8,000 to complete the design. Additional work is also needed by the surveys for the temporary construction easements.

MOTION – Approve amendment 02 to Herrera contract for an additional \$8,070 for design changes and \$3,300 for temporary construction easement exhibits and staking.

Ron Gibb, seconded by **Jeff Brunson**

Passed Unanimously

C. Special Assessment –

(a) Firewise/Fuels Reduction – Anna presented the agreement with RC&D for Fire Adapted Communities (FAC) Grant to the Board for approval.

MOTION – Approve FAC Agreement for sub award of \$6,500.

Bill Boyum, seconded by **Ron Gibb**

Passed Unanimously

(b) Special Assessment – Anna reported that the Public Hearings were conducted for the proposed system of rates and charges. While staff and the Board members attended both hearings, no members of the public attended the Cle Elum hearing and only one attended the Ellensburg hearing. No comments were received from the public, except for the communication with state agencies questioning the proposal and specific parcels included. Anna and Mark Moore, along with John Gilharducci of the FCS GROUP met with the Board of County Commissioners and the Marsha Weyand (County Assessor) at the end of June to review the proposed system of rates and charges and to answer any questions.

The Rate Study Report is finalized, as are the two Resolutions. Minor changes were made from the draft, including attributing the Rate Study Report only to the KCCD, as the FCS GROUP will produce a separate but nearly identical report for their work. The references to the report were changed where appropriate to reflect this difference.

Anna pointed out to the Board that Resolution 2016-002 authorizes her as the District Manager to carry out the implementation of the Resolution. Also in Resolution 2016-003, she is authorized to resolve appeals submitted by landowners.

Anna drafted an interlocal agreement between KCCD and the County for collection of the funds and payment for that effort. This will be included with the Rate Study Report and Resolutions presented to the Board of County Commissioners by August 1.

MOTION – Approve the Kittitas County Conservation District Rate Study Report (July 2016); and approve Resolution 2016-002 Proposing a System of Rates & Charges and Resolution 2016-003 Creating an Appeal Process.
Bill Boyum, seconded by **Jeff Brunson** *Passed Unanimously*

- D. District Building** – No report.
- E. Voluntary Stewardship Program** – Anna reported that the next VSP Watershed Group meeting is Wednesday July 20 at the Heritage Center.
- F. Seaton Water Users Association Project** – The new pump is being installed this week by Midstate Irrigation.
- G. Teanaway Grazing Plan / CRM Funds** – Anna reported that there is a meeting next Thursday.
- H. Single Federal Audit** – The auditor (Stephanie Jones) was here until it was discovered that the amount of federal funding reported for 2015 was incorrect. The Schedule of Expenditures of Federal Awards (SEFA) included expenses incurred in December 2015 but paid in January 2016. When those expenses were removed, the SEFA total no longer exceeded \$750,000 which is the threshold for a single federal audit.

V. New Business

- A. Wheat Week and Water on Wheels Curriculum** – Anna requested a contribution to Wheat Week and Water on Wheel curriculum. The curriculum was provided to around 1,000 students

in Kittitas County in the 2015/2016 school year.

MOTION – Approve \$500 to Water on Wheels /Wheat Week at the Franklin Conservation District.

Ron Gibb, seconded by **Bill Boyum**

Passed Unanimously

- B. Staff Position** – Anna reported that Suzanne announced her departure from the District. Anna prepared an announcement and ad for Suzanne’s position and would like to begin advertising the position as soon as possible. Suzanne has offered to stay on until a new person is selected.

MOTION – Approve advertisement of a GIS Specialist/Natural Resources Project Manager position.

Jeff Brunson, seconded by **Ron Gibb**

Passed Unanimously

VI. Public Comment

- A.** No comments.

VII. Reports

South Central Regional Manager report – Jess reported on the biennial budget proposal work. Jess discussed receiving landowner testimonials to present to Legislators to demonstrate natural resources impacts by conservation districts.

Anna Lael - Anna reported that she received a letter from Ben Wildman and he has called on a couple of occasions regarding a proposal he is working. He is proposing that Boeing Credit Union could help support Firewise by allocating funds received from gas tax on purchases to Conservation Districts.

Suzanne Wade (see attached)

Miranda Nash (see attached)

Lance Downing (see attached)

Mark Crowley (see attached)

Ryan Roberts (see attached)

Sherry Swanson (see attached)

VIII. Adjournment – Mark Moore adjourned the meeting at 9:08 AM.

MOTION – Approve the June Accountant’s Report, and the regular meeting minutes from June 9th, 2016 and the special meeting minutes from June 29th, 2016.

Bill Boyum, seconded by **Jeff Brunson**

Passed Unanimously

MOTION – Approve check numbers 15233 through 15284 for a total of \$146,761.14 (Payroll Checks 15238-15244, and 15280-15284) and building account check numbers 0351-0362 for a total of \$5,228.91 and check numbers 1200-1202 for a total of \$1,040.55 for Manastash O&M reimbursements. Approve pending payments totaling \$134,846.76 contingent upon receiving grant reimbursement requests.

Ron Gibb, seconded by **Bill Boyum**

Passed Unanimously

MOTION – Approve letter to Mark Clark at the Conservation Commission regarding the Irrigation Efficiencies Program contingent on review by Lynn Brown.

Jeff Brunson, seconded by **Ron Gibb**

Passed Unanimously

MOTION – Approve Addendums for Implementation, Engineering and Firewise.

Bill Boyum, seconded by **Ron Gibb**

Passed Unanimously

MOTION – Approve the cost share agreement for Valley Land Company for the Naneum project and the amendment to the Cortese project for the Caribou project.

Bill Boyum, seconded by **Ron Gibb**

Motion Passed (Jeff Brunson abstains)

MOTION – Authorize staff to negotiate temporary construction easements for the Reed/Hatfield Diversion Removal project up to a cumulative total of \$25,000.

Ron Gibb, seconded by **Jeff Brunson**

Passed Unanimously

MOTION – Approve amendment 02 to Herrera contract for an additional \$8,070 for design changes and \$3,300 for temporary construction easement exhibits and staking.

Ron Gibb, seconded by **Jeff Brunson**

Passed Unanimously

MOTION – Approve FAC Agreement for sub award of \$6,500.

Bill Boyum, seconded by **Ron Gibb**

Passed Unanimously

MOTION – Approve the Kittitas County Conservation District Rate Study Report (July 2016); and approve Resolution 2016-002 Proposing a System of Rates & Charges and Resolution 2016-003 Creating an Appeal Process.

Bill Boyum, seconded by **Jeff Brunson**

Passed Unanimously

MOTION – Approve \$500 to Water on Wheels /Wheat Week at the Franklin Conservation District.

Ron Gibb, seconded by **Bill Boyum**

Passed Unanimously

MOTION – Approve advertisement of a GIS Specialist/Natural Resources Project Manager position.

Jeff Brunson, seconded by **Ron Gibb**

Passed Unanimously

Mianda Nash
Recording Secretary

08/11/2016
Date

Matt Ma
Board Member

08/21/2016
Date

