



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

October 13, 2016 7:00 AM KCCD Office

ATTENDANCE

Mark Moore , Chair Lynn Brown , Vice Chair (by phone) 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 Ryan Roberts, Engineer Lance Downing, Resource Technician Rose Shriner, GIS Specialist WA State Conservation Commission: Jess Davenport
Guests:	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:04 AM.

- II. **Approve Accountant’s Report and Meeting Minutes**
MOTION – Approve the September Accountant’s Report, and the regular meeting minutes from September 8, 2016.
Ron Gibb, 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 15377 through 15426 for a total of \$165,296.09 (Payroll Checks 15386-15393, and 15418-15422) and building account check numbers 0390-0406 for a total of \$10,481.33 and check numbers 1216-1221 for a total of \$837.89 for Manastash O&M reimbursements. Approve pending payments totaling \$65,598.71 contingent upon receiving grant reimbursement requests.
Jeff Brunson, seconded by **Ron Gibb** *Passed Unanimously*

Pending Bills To Be Paid

08/05		Kittitas County Treasurer	\$7,613.29
09/08		Midstate	\$20,095.56
09/07		Kittitas County Fire District #7	\$6,769.76
09/29		Kittitas Valley Fire & Rescue	\$2,541.30
09/09		Anderson Perry	\$3,297.50
09/07		Anderson Perry	\$2,680.99
10/05		Aiko Vail	\$5,812.50
10/05		Randy & Julie Lucas	\$6,600.00
10/06		Herrera	\$3,247.11
10/12		Kittitas County Fire District #7	\$6,940.70
			\$ 65,598.71

IV. Old Business

A. **NRCS Report** –Anna presented a timeline for EQIP deadlines. The cutoff for state pool for EQIP is November 18, 2016. Regular EQIP deadline cutoff is February 17, 2016. Ranking will not take place until April 21, 2017. Anna discussed that she received a phone call from Erin about changing the way payments are done and having limits set by project. Anna discussed keeping it the same as it is now.

B. Conservation Commission Grants -

1.) **Implementation** – Mark C presented spreadsheet for the Small Project Cost Share applications that were due at the end of September. There are three new applications and three carried over from last year. Mark C. presented maps and slide show of landowner projects.

MOTION – Approve total of \$16,000 for small cost share projects. Approve top 4 projects (Sharp, Walters, Withers, & Mays) at full cost and offer a portion of the 5th project (Paul) at \$2,000.

Jeff Brunson, seconded by **Ron Gibb**

Passed Unanimously

2.) **Irrigation Efficiencies** – Mark C. did not have anything new to report. Anna is waiting to hear from Jon Culp, who had discussed meeting with Dept. of Ecology and the Commission regarding potential changes to the program.

3.) **Non-Shellfish** –Sherry reported that the 3 Bar G sprinkler is up. Mark C. reported that the notice to proceed for the Broadmoor Farms (Jeff Brunson) project will go out on the 26th or 27th. Mark will be meeting with the landowner for the Van de Graf project next week to determine the project extents so that the cultural resources consultation can begin.

4.) **Firewise** – Rose reported that the commission grant has been allocated and we have asked for an extension for FEMA. Lance has been overseeing the DNR crew which will conclude on October 31st and pick back up in the spring. It was discussed possibly contacting the WCC crew or Mid-Columbia crew to assist with continuing Firewise activities. Rose informed the Board that the Firewise communities are in the process of renewal. Rose brought up that there will be a Mega Fires interactive presentation open to the public at CWU on Oct. 18th & at the CleElum Ranger District on Oct. 28th.

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

(a) General Project Update

(i) Anna discussed a needed modification on budget and agreement with BPA. There was money set aside for Cooke Creek projects and a Coleman Creek project however they will not be moving forward so additional projects need to be added. Anna proposes two diversion removals on Caribou Creek. Mark C. presented an estimate from Anderson Perry to complete the design on the Caribou diversions. Mark C. & Ryan have also talked to landowner about fish screen on Bristol Flats.

MOTION – Approve Task order with Anderson Perry for the two Caribou projects.

Ron Gibb, seconded by **Bill Boyum**

Passed Unanimously

(b) Individual Project Reports -

1. **EWC/Coleman Creek Project** – Anna updated the Board on this project and the lawsuit. Attorneys involved are interested in a site visit.
2. **Naneum Creek** – Mark C. reported that the project advertised for bid and bids are due October 25th.
3. **Parke Creek – Caribou Creek** – Mark C reported that the Cortese (Caribou) fish screen portion is complete. Mark C. and Ryan will do a site visit next week to look at Nisbet's project (Parke) to move his water diversion down to the Cherry Creek site.

6.) Manastash Restoration Project.

(a) Project Facilities Update – Sherry reported on warranty items. She is waiting for KR D shut off to have KR CI out to check leaky vaults. The District continues with flow monitoring.

(b) Reed/Hatfield Ditch Removal –

(i) Temporary Construction Easements – Sherry gave an update on the temporary construction easements. Sherry and Anna met with one landowner's attorney who had some questions on one of the landowner's easements. Sherry reported we have documents for another landowner easement and verbal agreement but are waiting for them to sign. The Board discussed that we need all easements in place before awarding the contract.

(ii) Construction Schedule - Sherry reported that there was a mandatory pre-bid meeting on Monday and it was well attended. There were lots of comments, particularly on the dewatering. An addendum was issued adding a force account for dewatering efforts when flows exceed the designed system, which is supposed to have a capacity of at least 25CFS. This helps to bear some of the risk for higher flows. Bids are due this Friday at noon. The Board discussed possibly moving the bid due date out to allow more time for easements to be in place. Anna brought up that this would move our estimated timeline for construction. Anna discussed that the Engineers estimate at \$360,000 with 20% contingency has gone up to \$400,000 after considering changes made in the addendums. Currently KCCD has approximately \$420,000 in funding for the project.

MOTION – Move bid due date from this Friday, October 14th at noon to Monday, October 17th at 3:00pm.

Bill Boyum, seconded by Ron Gibb

Passed Unanimously

C. Special Assessment –

(a) Firewise/Fuels Reduction – No additional updates.

(b) System of Rates & Charges – Anna reported that the Board of County Commissioners has approved our system of rates & charges. Anna will start submitting budgets to BOCC in the fall. We received a list of people that

submitted comments and it was discussed that we could include them on our calendar list as a thank you.

(c) RCCP Proposal – Anna reported that the RCCP proposal has been submitted. She will be attending a Yakima Basin Integrated Plan meeting this morning where the proposal will be talked about.

(d) NFWF Proposal - Anna reported that the application to the National Fish & Wildlife Foundation was been submitted on September 19 for \$150,000. Continuing to work with WA Water Trust and Trout Unlimited.

D. District Building – Anna reported that she is working with a contractor to obtain an estimate to add an office space in the breakroom and turn her current office into storage as well as expanding the conference room.

E. Voluntary Stewardship Program – Anna reported that the 3rd VSP meeting was held yesterday. There will be a series of informational meetings for watershed this fall.

F. Plant Materials Center – Lynn discussed a potential resolution regarding the Plant Materials Center funding to be presented at the area meeting on October 19th. Lynn will work on drafting the resolution and contact Miranda to forward the draft resolution to the Board.

G. Teanaway Grazing Plan / CRM Funds - Anna reported that reports from Jim Huckabay indicated that the process is going well. Another meeting and a final plan are expected in the next week or so.

V. New Business

A. District Operations Handbook – Anna provided her recommended changes to the District Operations Handbook, which has not been updated in a while. Anna would like to add more changes, particularly regarding the option of electronic bidding for construction projects. She'll bring the changes to the next Board meeting.

B. Square 9 Software Package – Anna met with a representative with the Square 9 Software Company about a document management package. The cost of the package has apparently significantly reduced, but she hasn't reviewed their quote yet.

C. NACD Dues – The District received a letter from NACD regarding the 2017 annual membership dues.

MOTION – Approve \$500 to be paid to NACD for 2017 Membership dues.

Jeff Brunson, seconded by **Ron Gibb**

Passed Unanimously

VI. Public Comment

VII. Reports

South Central Regional Manager Report – Jess reported on the good governance revision and that it should be out to review in the next month or so. Jess brought up elections and directed us to visit the Commission website for new information on upcoming elections. She also discussed that the Biennium budget allocations have been sent out.

Anna Lael (see attached)

Rose Shriner (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 8:38 AM.

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Recording Secretary


Date


Board Member


Date

