



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

December 8th, 2016 1:00 PM KCCD Office

ATTENDANCE

Mark Moore , Chair Lynn Brown , Vice Chair Jeff Brunson , Auditor Bill Boyum , Member Ron Gibb , Member	KCCD Staff: Anna Lael, District Manager Sherry Swanson, Project Manager Miranda Nash, Financial Manager Ryan Roberts, Engineer Lance Downing, Resource Technician Rose Shriner, GIS Specialist Mark Crowley, Resource Technician NRCS: Elayne Hovde Brent Dixon
Guests:	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 1:08 PM.

- II. **Approve Accountant’s Report and Meeting Minutes**
MOTION – Approve the November Accountant’s Report, and the regular meeting minutes from November 10, 2016.
Bill Boyum seconded by **Lynn Brown** *Passed Unanimously*

- III. **Approve Bills, including Building Account and Manastash O&M Fund Bills**
 (see attached spreadsheet)

MOTION – Approve check numbers 15478 through 15517 for a total of \$110,621.24 (Payroll Checks 15489-15484, and 15512-15517) and building account check numbers 422-435 for a total of \$5,176.71 and check numbers 1229-1232 for a total of \$475.22 for Manastash O&M reimbursements. Approve pending payments totaling \$33,608.48 contingent upon receiving grant reimbursement requests.
Rib Gibb, seconded by **Jeff Brunson** *Passed Unanimously*

Pending Bills To Be Paid

08/05	TBD	Kittitas County Treasurer	\$7,613.29
09/29	TBD	Kittitas Valley Fire & Rescue	\$2,541.30
10/05	TBD	Randy & Julie Lucas	\$6,600.00
10/12	TBD	Kittitas County Fire District #7	\$6,940.70
10/04	TBD	Kittitas Valley Fire & Rescue	\$4,100.69
11/15	TBD	Kittitas Valley Fire & Rescue	\$5,502.33
11/15	TBD	Mike Diefenbach	\$793.93
12/5	TBD	Midstate Co-op	\$50,000.00
11/29	TBD	Michele McLaughlin	\$750.00
11/22	TBD	Kittitas County Fire District #7	\$3,222.02
11/28	TBD	Marc Warner	\$10,125.00
12/6	TBD	Mountain Spring Farm	\$549.63
12/6	TBD	Joseph & Marsha Weyand	\$10,000.00
12/5	TBD	Lad Irrigation Company	\$39,746.78
12/6	TBD	Karen Poulsen	\$380.14

12/7		Pipkin Construction	\$103,000.00
12/7		Pipkin Construction	\$309,523.24
12/7		Herrera	\$8,342.48
			\$ 569,731.53

IV. Old Business

A. NRCS Report – See NRCS Report. Elayne reported that there are no new updates on the lease. Elayne discussed the application deadlines for the upcoming year for EQIP and CSP. The deadline for EQIP is February 17th and April 21st and the CSP deadline is February 3rd. There will be a local working group meeting scheduled some time in January. Elayne announced that her last day is tomorrow and her position is awaiting HR to be advertised. There have been no qualified applicants for the GS-11 and GS-7 positions. These positions will be re-advertised. Brent will be working in the Ellensburg office Wednesday-Friday in Elayne's absence.

B. Conservation Commission Grants -

- 1.) **Implementation** –Mark C. reported that small projects are moving forward. The initiation letter for cultural and the ground survey have been started.
- 2.) **Irrigation Efficiencies** – Anna reported that she is awaiting an answer from Jon Culp. Anna has talked with landowner in Thorp area regarding a project.
- 3.) **Non-Shellfish** – Mark C. reported that the cultural resource survey for the Van de Graaf project was done last week. The project for Broadmoor Farms is underway and nearly done with electrical work remaining.

Anna reported that the Gregerich project is complete and the payment request has been sent to the Commission.

- 4.) **Firewise** - Anna reported that there are five cost share agreements right now with the Commission funding. She and Rose have continued to develop and execute cost share agreements as was done previous to Suzanne's departure. Anna asked the Board to ratify those agreements signed since Suzanne left and to confirm her continuing authorization to execute the agreements. The current agreements cover 30 acres. There may be some funding to do additional projects. One of the five projects have been completed.

MOTION – Ratify the Conservation Commission cost share agreements for Firewise funding that have been signed.

Lynn Brown, seconded by **Ron Gibb**

Passed Unanimously

MOTION – Approve to give authority to Anna to continue to execute Firewise cost share agreements as they are developed.

Jeff Brunson, seconded by **Bill Boyum**

Passed Unanimously

Anna talked with Reese Lolley with The Nature Conservancy about priorities in the valley. TNC is interested in working in the South Cle Elum ridge area to update the community wildfire protection plans and complete projects that are adjacent to the TNC lands.

Rose gave a report on the six-day training she attended in Maryland focusing on Fire Adapted Communities. Rose was able to network with other FAC that represented mostly Fire Departments and Fire Services.

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

(a) **General Project Update** - Anna reported that she is working on the budget and scope of work for April 2017 - March 2018 contract year. She is working with the North Yakima Conservation District who's asked for a larger portion of the annual budget for their Cowiche Creek siphon project. Anna has included new projects including a fish screen on the Yakima River at Bristol Flats and on Little Creek.

(b) **Individual Project Reports** -

1. **EWC/Coleman Creek Project** – Anna reported that EWC pumped down the siphon and Larry was able to walk through yesterday. The pumping expense will be covered under YTAHP. The pipe is under a two year warranty so it was pumped to check for signs of seepage. The lawyers involved in the ongoing suite between the contractor, their subs and suppliers declined to do a site visit, although they asked. Anna reported that KCCD is no longer a party in the suit, as the retainage bond company has been substituted in our place.

2. **Naneum Creek** – Mark and Anna reported that the diversion removal project has been completed by Thayer Excavating. The sprinkler project is nearly done as well.

MOTION – Accept the Naneum Diversion Removal Project as complete.

Ron Gibb, seconded by **Bill Boyum** *Passed, Jeff Abstains*

3. **Parke Creek – Caribou Creek** – Anna reported that the Nisbet project is moving forward. Bids were received yesterday for the portion of the project to replace the headgate and reset the fish screen. Reecer Creek Excavating is the low bidder. Funding the project will come from SRFB and YTAHP.

MOTION – Accept low bid and contract with Reecer Creek Excavating.

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

Mark C. gave an update on the final plans for Caribou Creek for two diversions. Mark C. has talked to the landowners and has asked Anderson Perry to look at the plan to add root wads to streambank. Mark C. looked at the plans with the landowners to incorporate root wads. Anna and Lance also reported that a BPA contractor has done two years of monitoring at the site. Mark C asked the Board to approve putting the two Caribou projects out to bid

MOTION- Approve advertising the Caribou projects for bid.

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

4. **Cascade Canal Intersections** – Anna reported that Anderson Perry provided a cost and scope of work that includes surveying and design work for Cascade intersections. The total is \$97,000 for three subtasks that will result in preliminary design for 4 intersections for the following sites: Currier, Naneum, Wilson and Coleman. The three sub tasks are Site Investigation and Review of Existing Data, Alternatives Analysis, and Preliminary Design. Funding may not be available to complete all portions before the end of March.

MOTION – Approve cost for Task 1 (\$32,075) of the Scope of Work by

6.) Manastash Restoration Project.

Anna reported that construction by Pipkin for the Reed and Hatfield Diversion Removal Project is complete as of today. Anna shared photos and video footage of construction. There is a lot of footage for the project and Anna would like to put together a presentation of the project to have on the KCCD website. Anna will be giving a presentation on the project next week to the Yakima Basin Integrated Pan Work Group. Anna reported that KCCD staff, and especially Sherry and Ryan, put a lot of hours in during construction. The flows in Manastash Creek remained steady and didn't cause any issues for the project. The final inspection was done by KCCD staff, Gus Kays (Herrera project engineer) and WDFW staff. Sherry has met with the landowners and they are happy with how the project progressed as was completed. It appears that the project came in under budget and the force account was not used at all.

MOTION – Accept the Reed and Hatfield Diversion Removal Project construction as complete.

Jeff Brunson, seconded by **Ron Gibb**

Passed Unanimously

C. Special Assessment –

(a) **Firewise/Fuels Reduction** – No new updates.

(b) **System of Rates & Charges** – Anna reported that she is working with FCS Group to submit the rate roll for 2017 for each parcel. Until she gets the final version, she can't complete the budget that needs to be submitted to the Board of County Commissioners.

(c) **RCCP Proposal** – Anna reported that she has not heard anything on the RCCP Proposal.

(d) **NFWF Proposal** – Anna reported that she has not heard anything on the NFWF Proposal.

- D. District Building** – Lance reported that he received a bid for tree trimming in the back of building and is looking to get another bid. Anna brought up the problems with the phone system and that Fairpoint is addressing a warranty issue with the system. In the meantime, Fairpoint has installed a temporary system that is working with no issues.
- E. Voluntary Stewardship Program** – Anna reported on the series of informational meetings that have been fairly well attended. Ag viability was the focus of this week's meeting and next weeks will be fish and wildlife conservation areas. In January, work will begin on the plan although there are no dates set for the meetings yet.
- F. Teanaway Grazing Plan / CRM Funds** - Anna reported that she hasn't received an update from Jim Huckabay, but there is a meeting today.
- G. Update of District Operations Handbook** - Anna reported that she is continuing to work on updates to the handbook and that she found an update from MRCS on the purchasing and contracting policies that was just issued in November.
- H. Ag Fair** – Anna brought up the Ag Fair and the Board discussed the work load Mark C. would have to coordinate the Ag Fair. Mark has talked to Julie at the Extension Office and she

shared all of her files and information on a thumb drive including contacts with the school, letters, etc. Mark C also talked about a theme for the year. Mark discussed coordinating with the School Districts, Cattlewomen, Farm Bureau, 4-H clubs and FFA to see about helping with the Ag Fair. Mark estimates around 40-80 hours of coordinating.

MOTION – Approve staff time for Mark C to coordinate the Ag Fair.

Jeff Brunson, seconded by **Bill Boyum**

Passed Unanimously

Ron Gibb left the meeting at 2:45 PM

I. 2017 Elections Resolution – KCCD Resolution 2016-004, relating to the election and appointment of members of the Board of Supervisors whose terms expire in 2017 was considered by the Board. Two positions expire in 2017, Ron's position which is elected and Lynn's which is appointed. The Notice of Intent to adopt this resolution was published in the Daily Record. The deadline for written comments was noon today and in-person comments were invited at today's meeting between 1PM and 2PM. No comments were received.

MOTION - Adopt Resolution 2016-004 relating to the election and appointment of Board members whose terms expire in 2017.

Jeff Brunson, seconded by **Lynn Brown**

Passed Unanimously

J. WACD Annual Meeting – Mark M. reported that the WACD meeting went well. He and Lynn attended and reported on the discussed bylaw changes and concern around plant materials center.

K. District Computer System and Internet Service - Anna has been working with Rufus Tech and Fairpoint Communications. She would like to upgrade internet from DSL to BBE for faster uploading speeds and less drag on the system. Anna received a quote from Fairpoint for the upgrade. Rufus Tech staff have been working on setting up the server, establishing an automatic back up of the local files and installing a firewall. Anna has also been working on backups of District documents in the cloud.

V. New Business

A. District Website – RufusTech referred us to a company, Alpine Lakes Design, to revamp our website. They have put together a proposal to update our website. Mark M. asked if we could get one more proposal to compare to. Lynn asked if stream and acreage treated data could be included on the updated site.

B. Field Vehicle Purchase – Anna discussed the situation with the Chevy S-10 field vehicle. It needs to be replaced. Anna has looked at the surplus site and has written a solicitation and delivered it to Kelleher's, Windy Chevrolet, and University Auto Center. The solicitation is asking for a small pickup, 4WD S-10 or Ranger in the price range of \$12,000-\$15,000. Anna hasn't heard anything from the dealerships.

VI. Public Comment

VII. Reports

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 3:15 PM.

MOTION – Approve the November Accountant’s Report, and the regular meeting minutes from November 10, 2016.
Bill Boyum seconded by **Lynn Brown** *Passed Unanimously*

MOTION – Approve check numbers 15478 through 15517 for a total of \$110,621.24 (Payroll Checks 15489-15484, and 15512-15517) and building account check numbers 422-435 for a total of \$5,176.71 and check numbers 1229-1232 for a total of \$475.22 for Manastash O&M reimbursements. Approve pending payments totaling \$33,608.48 contingent upon receiving grant reimbursement requests.
Rib Gibb, seconded by **Jeff Brunson** *Passed Unanimously*

MOTION – Ratify the Conservation Commission cost share agreements for Firewise funding that have been signed.
Lynn Brown, seconded by **Ron Gibb** *Passed Unanimously*

MOTION – Approve to give authority to Anna to continue to execute Firewise cost share agreements as they are developed.
Jeff Brunson, seconded by **Bill Boyum** *Passed Unanimously*

MOTION – Accept the Naneum Diversion Removal Project as complete.
Ron Gibb, seconded by **Bill Boyum** *Passed, Jeff Abstains*

MOTION – Accept low bid and contract with Reecer Creek Excavating.
Lynn Brown, seconded by **Jeff Brunson** *Passed Unanimously*

MOTION- Approve advertising the Caribou projects for bid.
Ron Gibb, seconded by **Lynn Brown** *Passed Unanimously*

MOTION – Approve cost for Task 1 (\$32,075) of the Scope of Work by Anderson Perry for the Cascade Intersections Design.
Jeff Brunson, seconded by **Lynn Brown** *Passed Unanimously*

MOTION – Accept the Reed and Hatfield Diversion Removal Project construction as complete.
Jeff Brunson, seconded by **Ron Gibb** *Passed Unanimously*

MOTION – Approve staff time for Mark C to coordinate the Ag Fair.
Jeff Brunson, seconded by **Bill Boyum** *Passed Unanimously*

MOTION - Adopt Resolution 2016-004 relating to the election and appointment of Board members whose terms expire in 2017.
Jeff Brunson, seconded by **Lynn Brown** *Passed Unanimously*

 Miranda Nash
Recording Secretary

 01/12/17
Date

 Mark Moore
Board Member

 01/13/2017
Date