



**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**

**April 13, 2017 7:00 AM - KCCD Office**

**ATTENDANCE**

<b>Mark Moore</b> , Chair <b>Jeff Brunson</b> , Auditor <b>Bill Boyum</b> , Member	<b>KCCD Staff:</b> Anna Lael, District Manager Ryan Roberts, Engineer Lance Downing, Resource Technician Rose Shriner, GIS Specialist Mark Crowley, Resource Technician Miranda Nash, Financial Manager
<b>Guests:</b> Jess Davenport, Brent Dixon (NRCS), Matt Eslinger	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:02 AM
  
- II. **Approve Accountant’s Report and Meeting Minutes**  
**MOTION** – Approve the March Accountant’s Report, and the regular meeting minutes from March 9<sup>th</sup> and the special meeting minutes from March 30<sup>th</sup>.  
**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 15693 - 15743 for a total of \$219,370.71 (Payroll Checks 15707-15713 and 15738-15743) and building account check numbers 487- 501 for a total of \$5,879.84 and check numbers 1253-1259 for a total of \$1234.50 for Manastash O&M reimbursements. Approve pending payments totaling \$213,550.84 contingent upon receiving grant reimbursement requests.  
**Jeff Brunson**, seconded by **Bill Boyum** *Passed Unanimously*

**Pending Bills To Be Paid**

Date	Check #	Vendor	Amount
2/22	TBD	Thayer Excavating	\$5,075.44
3/21	TBD	Xylem	\$10,320.00
3/27	TBD	Anderson Perry	\$21,431.25
4/13	TBD	Lad Irrigation	\$35,284.35
4/13	TBD	Lad Irrigation	\$114,223.26
4/7	TBD	Anderson Perry	\$21,816.54
3/12	TBD	Thayer Excavating	\$5,400.00
			<b>\$213,550.84</b>

- IV. **NRCS Report** – Brent Dixon gave the NRCS report (see attached).  
 NRCS continues to work toward announcement of their lease solicitation for office space. The next sign up cutoff for EQIP is April 21<sup>st</sup>. Brent reported that 6-7 applications have been received for Joint Chief’s, and ranking will begin this coming Friday and the following Monday. CAET CSP new evaluation tool will need to be completed on applications by April 28th, this tool takes the place of the conservation measurement tool (CMT) and puts more emphasis on present conditions of various resource concerns A new evaluation tool will need to be completed on

applications by April 28<sup>th</sup>. Brent gave an update on staff changes. Alan McBee will be acting State Conservationist while Roylene serves on a National team and Erin Kaczmarczyk will be the acting Area Conservationist during this time.

## V. Old Business

### A. KCCD Project Reports

#### 1. Conservation Commission Grants

##### a) Implementation

Small Projects Update – Mark C. reported that the projects are moving along. One project is nearing completion while a pipeline ditch is being dug at another project site. Another project will begin next week. Jeff asked about the Rinehart project status. Mark will follow up and see if any progress has been made.

b) **Irrigation Efficiencies Program** – Mark C reported he has been continuing to work with the Thorp Mill Ditch irrigators. Anna hasn't heard anything from Jon Culp about a potential meeting to discuss the program requirements.

c) **Non-Shellfish** – Mark C. reported that he is waiting for the irrigation vendor to finish the project for Valley Land Company. He continues to work with Midvale on their project as well.

#### 2. Firewise/Fuels Reduction

Rose reported on other Firewise funding possibilities. DNR has called about Joint Chiefs funding that may come to the District. DNR is coordinating a meeting this Friday. Rose and Anna have been working on a possible group called the Upper Kittitas Wildfire Coalition. A meeting is scheduled for May with stakeholders from the community. Rose also reported that we applied for \$250,000 to the National Fish & Wildlife and Wells Fargo's Resilient Communities Program

a) **Commission Firewise Grant** – No new updates

b) **DNR Grants** – Rose reported that three DNR grants end May 31<sup>st</sup>. The Fire District chipping crew began work the beginning of this month. Rose is also working with three new communities, Liberty Mountain Development, Northwest Chimp Sanctuary and Secret Canyon.

c) **FEMA** – Rose reported that we are waiting to hear back on the funding for the second FEMA application, we should be hearing something by mid-summer. Public comment with biological assessment right now.

d) **Fire Adapted Communities** – No new update

#### 3. BPA – Yakima Tributary Access & Habitat Project

a) **General Project Update** – Anna reported that the contract period closed out the end of March. Anna has been working with North Yakima CD, RC&D and Fish & Wildlife to spend the last of the funds for the contract period.

b) **Individual Project Reports**

- 1) **Naneum Creek** – Mark C. reported that the fish screen needs to be installed, but the project is otherwise done.
- 2) **Parke Creek – Cherry Creek** – Mark C. reported that the project is complete. Reecer Creek Excavating was able to reset the screen and finish the project.  
**MOTION** – Accept the Cherry Creek Nisbet Gate Modification Project as complete.  
**Jeff Brunson** seconded by **Bill Boyum** *Passed Unanimously*
- 3) **Caribou Creek** – Mark C. reported that Thayer Excavating has fixed the erosion control fabric. The bank has been reseeded and a survey has been done to check the bank to see that it was the same as before. Thayer Excavating did build the bank up a bit more when they completed the project.
- 4) **Cascade Irrigation District** – Mark C. reported that the preliminary design report has been received from Anderson Perry for the four intersections (Currier, Naneum, Coleman and Caribou). A technical work group meeting was held to review the report. Anderson Perry will continue to work on the designs under the new YTAHP contract.
- 5) **Naneum Wilson Cherry Watershed Assessment**  
Anna reported that the technical advisory group for this assessment met last week. The County’s consultant sent out a matrix to review before the meeting and District staff provided feedback including correcting misinformation and providing additional information back in March. Then the matrix changed multiple times prior to last week’s meeting based on individual meetings with other stakeholders. At last week’s meeting, the matrix in its more “final” form was reviewed. By the end of the meeting, Anna was very concerned about the recommendations that may come from the assessment and the lack of discussion about the Cherry Creek tributaries, Coleman Creek and Naneum Creek. Anna met with County staff (Mark Cook, Karen Hodges and Luke Huck) to talk about impacts of the assessment report on potential SRFB funding and about the lack of discussion about some of the tributaries. She was offered an opportunity to review parts of the report before it’s published, but there is unfortunately no time for the rest of the technical advisory group to review a draft. The final report for the assessment is due the end of this month with no chance for an extension, per Mark Cook.  
There is a landowner meeting scheduled for May 11<sup>th</sup>.
- 6) **Thorp Mill Ditch**  
Anna reported that a planning application will be submitted to the Salmon Recovery Funding Board for the Thorp Mill Ditch to assess the potential for projects that help with water delivery and habitat.
- 7) **Cooke Creek**  
Anna reported that an application will be submitted for construction of a

project that addresses the two lowest diversions on Cooke Creek. The design was completed last year.

**8) Whiskey Creek – Ellensburg Water Company**

When Anna met with County Public Works, Mark Cook offered \$250,000 in match towards the construction of a siphon for Ellensburg Water Company at Whiskey Creek. Last year a SRFB application was submitted for design, but with the matching funds, Anna will submit an application for construction this year.

**4. Manastash Restoration Project**

Anna reported that Sherry is out this morning with Reecer Creek Excavating who will be removing a tree stuck at the Barnes Road diversion.

- a) **Project Facilities Updates** –Sherry and Anna have been meeting and talking with Bureau of Reclamation and KRD staff to discuss status of the pipelines (particularly easements and ownership), and operations of the facilities. Together they are working on the possibility that the Bureau, in addition to owning the pipelines, may consider operating the facilities through a contract with KRD. There has also been a discussion about KRD potentially contracting for Sherry's time to assist with operations into the future. Anna believes a cooperative agreement with KRD to share staff and resources could be very beneficial to both entities given the work that KRD is planning and the upcoming RCPP projects which could prioritize KRD related projects. Sherry and Anna will continue to work on the potential agreement and continue to talk with the Bureau staff about the status of the pipeline easements.
- b) **Reed/Hatfield Ditch Removal** – Anna reported on the tree that fell in the creek at the lower end of the construction area. The flows came up last week and there was concern that the flow could get in behind the root significantly erode the bank. Thayer Excavating removed the tree and put some rock back in. Sherry is watching the upper end of the site and will recheck when flows come down to make sure more work isn't needed.
- c) **Reed Pipeline-**  
Anna reported that Anderson Perry provided a cost estimate and task order for design of the Reed Ditch pipeline from Cove Road to Hanson Road. This is in the current Ecology grant for Manastash. This estimate includes drafting easements, engineering, cultural resources and pipeline route. Not included in the estimate is interaction with programming and controls at the Consolidated Diversion and actual acquisition of the easements.

**MOTION** – Approve task order 01 for Anderson Perry & Associates for the Reed Ditch Pipeline.

**Bill Boyum**, seconded by **Jeff Brunson**

*Passed Unanimously*

**B. Special Assessment/Rates & Charges**

- 1. **RCPP – Toppenish to Teanaway Agreement** – Anna shared the plan of work and table of deliverables for this project. They have both been approved by the NRCS national office so the actual agreement between NRCS and the Yakama Nation is the next step. Contributions from Forterra are a bit of a concern given that the single

Forterra employee in their Ellensburg office has moved on to another job. Anna is attempting to contact Forterra at their main office. She has also talked with Josh Guintoli at the Commission's Farmland Preservation office. Anna reported that a potential grant through the Fish Barrier Board for the Olmstead Park diversion could be an unexpected contribution to this proposal that might help offset any lost contributions.

Anna is working toward the first EQIP sign up this fall. District staff will conduct the sign up, including the screening and ranking of applications. She will be looking at State and national ranking questions as she puts together the draft criteria and she will follow up with irrigation districts to see if they have particular priorities that could be incorporated into the criteria. She will also be inviting Konrad Bomberger (the NRCS contact for RCPP) to come visit and look at potential projects.

2. **Ag Fair** – Mark C. reported that the event went well. KIMA covered the event and it was featured in the Daily Record. More than 400 third graders from all the school districts in the County attended.
3. **Meeting with BOCC for 2016 Activities Report** – Anna working on the 2016 Report and setting up a meeting with the BOCC.

**C. District Building (2211 W Dolarway Rd)**

No new updates

**D. Voluntary Stewardship Program**

Anna reported that she and Rose worked on the map dividing the County into logical areas for the rapid watershed assessment tool. The next VSP meeting will be in July and Anna is hoping to include a field tour.

**E. Public Surplus**

Anna reported that the S-10 was finally sold through the Public Surplus website. The first low bidder defaulted, the second declined, but the third purchased the vehicle for \$2025. We are waiting to receive money from surplus for the vehicle.

**VI. New Business**

**A. FEMA**

Anna reported that the agreement with the KC Fire District #7 needs an extension since the FEMA grant was extended to the end of 2017.

**MOTION** – Amend the agreement with the Kittitas County Fire District #7 to extend date to 12/31/17 for the FEMA cost share grant.

**Bill Boyum**, seconded by **Jeff Brunson**

*Passed Unanimously*

**B. EFT**

Anna brought up that quarterly checks to Department of Labor & Industries and Employment Security Department and monthly checks to Department of Retirement Systems are sent by paper check through the mail. To expedite these payments, it was discussed that these accounts be set up as EFT.

**MOTION** – Approve Electronic Funds Transfer (EFT) for quarterly payments to Department of Labor and Industries and Employment Security Department and monthly payments to Department of Retirement Systems.

**Bill Boyum, seconded by Jeff Brunson**

*Passed Unanimously*

- C. Resolution 2017-002** – Anna reported that she drafted a resolution updating the claims agent designation. She will remain as the claims agent, but thought it would be good idea to update since the last time it was acted on was more than a decade ago. The final resolution will be at the next Board meeting.

Bill left the meeting at 8:28 AM (No Quorum)

- VII.** Jess Davenport asked that we let the Commission know if we will have Non-Shellfish funds to return as some of these funds may still be reallocated. Jess also informed us that she will be leaving the Commission. Jess's last day will be May 12<sup>th</sup>.

**VIII. Public Comment**

**IX. Adjournment**

Mark Moore adjourned the meeting at 8:40 AM.

---

**MOTIONS APPROVED:**

**MOTION** – Approve the March Accountant's Report, and the regular meeting minutes from March 9<sup>th</sup> and the special meeting minutes from March 30<sup>th</sup>.

**Bill Boyum, seconded by Jeff Brunson**

*Passed Unanimously*

**MOTION** – Approve check numbers 15693 - 15743 for a total of \$219,370.71 (Payroll Checks 15707-15713 and 15738-15743) and building account check numbers 487- 501 for a total of \$5,879.84 and check numbers 1253-1259 for a total of \$1234.50 for Manastash O&M reimbursements. Approve pending payments totaling \$213,550.84 contingent upon receiving grant reimbursement requests.

**Jeff Brunson, seconded by Bill Boyum**

*Passed Unanimously*

**MOTION** – Accept the Cherry Creek Nisbet Gate Modification Project as complete.

**Jeff Brunson seconded by Bill Boyum**

*Passed Unanimously*

**MOTION** – Approve task order 01 for Anderson Perry & Associates for the Reed Ditch Pipeline.

**Bill Boyum, seconded by Jeff Brunson**

*Passed Unanimously*

**MOTION** – Amend the agreement with the Kittitas County Fire District #7 to extend date to 12/31/17 for the FEMA cost share grant.

**Bill Boyum, seconded by Jeff Brunson**

*Passed Unanimously*

**MOTION** – Approve Electronic Funds Transfer (EFT) for quarterly payments to Department of Labor and Industries and Employment Security Department and monthly payments to Department of Retirement Systems.

**Bill Boyum, seconded by Jeff Brunson**

*Passed Unanimously*

---

  
Recording Secretary

5/11/17  
Date

  
Board Member

05/11/2017  
Date