



**Kittitas County Conservation District**  
**2211 W. Dolarway Road, Suite 4 - Ellensburg, WA 98926 - Phone (509) 925-3352 - Fax (888) 546-0825**

**Board of Supervisors Special Meeting**  
**February 14, 2019 12:00 PM - KCCD Office**

**ATTENDANCE**

<b>Board of Supervisors:</b> <b>Mark Moore</b> , Chair <b>Lynn Brown</b> , Vice Chair <b>Matt Eslinger</b> , Member	<b>KCCD Staff:</b> <b>Anna Lael</b> , District Manager <b>Miranda Nash</b> , Financial Manager <b>Sherry Swanson</b> , Project Manager <b>Rose Shriner</b> , GIS Specialist <b>Mark Crowley</b> , Resource Technician
<b>Guests:</b> <b>Michael Charlton</b> <b>Brent Dixon</b> , NRCS <b>Shana Joy</b> , South Central Regional Manager, WCC (by phone)	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 12:00 PM.
- II. **Approve Accountant's Report and Meeting Minutes**  
**MOTION** – Approve the January Accountant's Report, and the regular meeting minutes from January 10, 2019.  
**Lynn Brown**, seconded by **Matt Eslinger** *Passed Unanimously*
- III. **Approve Bills, including Building Account and Manastash O&M Fund Bills**  
 (see attached spreadsheet)  
**MOTION** – Approve check numbers 16718-16768 for a total of \$86,577.84 (Payroll Checks 16730-16739 and 16763-16767 building account check numbers 801-812 for a total of \$6,108.55. Approve pending payments totaling \$31,166.85 contingent upon receiving grant reimbursement requests.  
**Lynn Brown**, seconded by **Matt Eslinger** *Passed Unanimously*

**Pending Bills To Be Paid**

Date	Check #	Vendor	Amount
9/26	TBD	Anchor QEA	\$2,534.50
10/16	TBD	Anchor QEA	\$346.50
12/21	TBD	Anderson Perry	\$8,860.35
1/23	TBD	Anderson Perry	\$4,781.254
1/23	TBD	Anderson Perry	\$380.00
1/22	TBD	Anderson Perry	\$2,245.00
1/22	TBD	Anderson Perry	\$900.00
1/22	TBD	Anderson Perry	\$850.00
1/22	TBD	Anderson Perry	\$1,306.25
2/12	TBD	Reiss-Landreau Research LLC	\$3,787.00
2/12	TBD	Reiss-Landreau Research LLC	\$4,915.00
2/14	TBD	Broadmoor Farms	\$261.00
			<b>\$31,166.85</b>

- IV. **NRCS Report – no update**
- V. **Old Business**
  - A. **KCCD Project Reports**

1. **BPA – Yakima Tributary Access & Habitat Project (YTAHP)**

a) **General Project Update –**

b) **Individual Projects**

- 1) **Caribou/Parke Creek** – Anna reported that the permits have all been issued. The contract has been signed with Morgan & Son Excavating and the notice to proceed provided. Construction should begin next week.
- 2) **Little Naneum** – We continue to wait on permits for this project.
- 3) **Spring Creek** – The cost share agreement has been signed. The well driller is scheduled to be here in early March.
- 4) **Bristol Flats** – Anna presented the cost share agreement with Wallace Properties II for the pump station and fish screen project on the Yakima River. Construction is delayed by the continuing BPA review of the cultural resources survey report.

**MOTION** – Approve cost share agreement with Wallace Properties II not to exceed \$35,479.08.

**Lynn Brown**, seconded by **Matt Eslinger** *Passed Unanimously*

2. **Manastash Restoration Project**

a) **Project Facilities Updates –**

**Time extension for Culvert Technology & Anderson Perry** – The installation of the 20" flow meter on the MWDA pipeline needs to be delayed until fall. Engineers at Anderson Perry indicated that the long lead items will not be here in time to construct this project before irrigation season. Sherry called vendors and confirmed that the items are several weeks out.

**MOTION** - Extend the Anderson Perry and Calvert Technology task orders for the MWDA 20" meter installation to December 31, 2019.

**Matt Eslinger**, seconded by **Lynn Brown** *Passed Unanimously*

b) **Stockwater Acquisition**- no update

3. **Voluntary Stewardship Program –**

a) **Watershed Group Meeting – Riparian Workshop** - There is a meeting next week. Jimmy Eisner (BLM fish Biologist) is scheduled to speak to the group. We have Jimmy Eisner (BLM fish biologist) scheduled for our annual meeting as a featured speaker. Together with WSU Extension we are co-hosting a workshop with him the next day. It will take over most of the VSP meeting scheduled for February 22.

b) **Natural Resource Mapping Agreement for Services** – The District received one proposal from HAXGEO LLC for the RFP that we put out for a company to do online mapping. HAXGEO meets all the qualifications, so Anna drafted an agreement. There will be two task orders, the first for the VSP online map and the second for a forest/Firewise landowner online map funded through a DNR grant. The VSP funding would come from a portion of the funds held back by the County in the interlocal agreement and DNR funds are through a subaward from the WA RC&D who holds the agreement with DNR. Anna asked for Board approval to negotiate task orders not to exceed \$30,000.

**MOTION** - Approve the agreement for services with HAXGEO LLC for the Natural Resource Online Map and Inventory Project and authorize staff to negotiate Task Orders 1 and 2 for an amount not to exceed \$30,000 for the

VSP map and the Firewise map respectively contingent on securing the funds through VSP and DNR.

**Matt Eslinger**, seconded by **Lynn Brown** *Passed Unanimously*

**4. RCPP - Toppenish to Teanaway Agreement**

**a) EQIP Contracts.**

- 1) **FY18 Contracts** – Anna reported that construction continues on these projects, although delayed by weather now. One project is done with all practices certified and payments made.
- 2) **FY19 Sign-Up – Section 106 (Cultural Resources) Task Order** – Anna reported that NRCS is requiring another advertisement of the program sign-up with a deadline of March 15 because of the passage of a new Farm Bill. The ranking criteria does give extra points to the applications made by November 2, 2018, our original sign up date. Anna is working with Reiss-Landreau on a task order not to exceed \$30,000 for cultural resources surveys and reports for the projects that rank highest. The plan is to try to complete as many surveys as possible before the irrigation season really gets going to avoid trying to coordinate the surveys with first cutting.

**MOTION** – Approve Task Order 10 with Reiss Landreau Research for cultural resources surveys and reports for the 2018 RCPP applications.

**Matt Eslinger**, seconded by **Lynn Brown** *Passed Unanimously*

**5. WSCC – RCPP Match Grant**

- a) **Technical Assistance Funds** – Anna reported that she decided to stop charging the technical assistance time to the RCPP funds, as the payments are so slow and we are still waiting for the \$30,000 from last July and August invoices that was mistakenly paid to the Yakama Nation. Those funds were repaid by the Yakamas to NRCS but that took two months. NRCS has had the funds back since January 18, but there is no indication of when those funds will actually be paid to us. We can charge time to the Commission grant for TA and know that we will get paid quickly. In the meantime, Anna is working with NRCS to try to find a better way to get that TA money. In the worst case scenario, we just forgo the RCPP TA funds entirely.

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

- a. **Security System Upgrade** – Anna received a bid to upgrade the security system for the building. Lately the system indicates a trouble light and the security company believes that the main control panel needs to be replaced.

**MOTION** – Approve upgrade to the security system and installation of the access control system as proposed by Guardian Security for an amount not to exceed \$3,200.

**Matt Eslinger** seconded by **Lynn Brown** *Passed Unanimously*

**C. KCCD Rates & Charges** – No report.

**D. 2019 Elections** – The election was cancelled as the incumbent was the only one that filed for the position. Applications for the appointed position are open until March 31<sup>st</sup> and can be filed with the Conservation Commission.

**E. 2018 Financial Report – Schedule 22** – The schedule 22 is a portion of the 2018 Financial Report that is submitted to the State Auditor's Office. Tentatively staff would like to schedule time the first part of March to review with the Board.

F. **Annual Meeting Dinner** – The Annual Meeting Dinner is scheduled for February 21<sup>st</sup> at the Armory together with the Kittitas County Farm Bureau.

**VI. New Business**

A. **NACD 2019 Application for Funds** – Anna has completed the application for technical assistance funds through NACD and it is ready for Board review and approval. This application includes two years funding instead of just one like last year. Kittitas County is the second priority in the state and the top five are likely to be funded. Anna asked for two years of funding and has had Ray Ledgerwood review the application. Bridger will be leaving the District in the middle of April.

**MOTION** – Approve the NACD Technical Assistance grant application.

**Lynn Brown**, seconded by **Matt Eslinger**

*Passed Unanimously*

B. **GIS Specialist Position** – Rose has accepted a position elsewhere and Anna asked for approval to advertise for the vacancy as soon as possible. Anna has been working on a job description that emphasizes more of a coordinator/program Manager with GIS experience.

**MOTION** – Authorize District Manager to advertise for the open position immediately.

**Matt Eslinger**, seconded by **Lynn Brown**

*Passed Unanimously*

C. **2019 Conservation Accountability & Performance Program (CAPP)** – Anna reported that the CAPP could be reviewed with the Schedule 22 when it occurs in early March.

D. **Kittitas County Cattlewomen Funding Request** – The Kittitas County Cattlewomen have requested funds for Ag Day. As before, they intend to purchase books to be distributed to the schools.

**MOTION** – Approve \$400 to assist the Kittitas County Cattlewomen with Ag Fair materials for third grade classrooms in the County.

**Matt Eslinger**, seconded by **Lynn Brown**

*Passed Unanimously*

E. **Ag in the Classroom Contribution** – Cattlewomen requested funds to go toward the publication Ag@school as part of the Ag in the Classroom curriculum for grade schoolers.

**MOTION** – Approve contribution to Ag in the Classroom of \$250 (level 3).

**Lynn Brown**, seconded by **Matt Eslinger**

*Passed Unanimously*

F. **Support for Kittitas County BOCC for extending the I-90 East Project** – Anna received a request from Commissioner Laura Osciadacz for support for a request to WSDOT to extend three lanes of I-90 from Easton to Cle Elum.

**MOTION** – Support the Board of County Commissioner's request to extend the three lanes of I-90 from Easton to Cle Elum.

**Lynn Brown**, seconded by **Matt Eslinger**

*Passed Unanimously*

G. **Lease Agreement for Copier** – The lease on the copy machine is up and we received a draft for a new lease agreement. The new lease agreement is for a similar copy machine but with slightly less in monthly charges.

**MOTION** – Approve 5-year lease of copier from Canon Solution America.

**Lynn Brown**, seconded by **Matt Eslinger**

*Passed Unanimously*

**VII. Public Comment**

Shana Joy reported that the Commission has narrowed their search to three candidates for the Executive Director position. There will be a meet and greet in Lacey on March 5<sup>th</sup>.

**VIII. Adjournment**

Mark Moore adjourned the meeting at 12:45 pm

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**MOTIONS APPROVED:**

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Meianda Nash      3/14/19  
Recording Secretary      Date

Matt Eslinger  
Board Member

3/14/19  
Date