



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
March 14, 2019 1:00 PM - KCCD Office

ATTENDANCE

<p>Board of Supervisors: Mark Moore, Chair Lynn Brown, Vice Chair Jeff Brunson, Auditor Bill Boyum, Member</p>	<p>KCCD Staff: Anna Lael, District Manager Miranda Nash, Financial Manager Sherry Swanson, Project Manager Rose Shriner, GIS Specialist Mark Crowley, Resource Technician Wendy Mee, Resource Technician Bridger Cohan, Resource Technician</p>
<p>Guests: Scott Moore – Franklin Conservation District Board Member (by phone) Ryan Baye, WACD Legislative/Membership Assistant (by phone) Liz Keith – NRCS Staff</p>	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 1:05 PM.

- II. **WACD South Central Area Director Recommendation** – There are two candidates who have requested to be considered for the position of WACD South Central Area Director. The Area Executive Committee (Scott Moore, Mark Moore, Lynn Brown, and Jeff Brunson) discussed the candidates. The recommendation to fill the vacant South Central Area Director position will be given to WACD who will then make the appointment.
MOTION – Recommend Barbara Bailey from Underwood Conservation District as the WACD South Central Area Director.
Lynn Brown, seconded by **Jeff Brunson** *Passed Unanimously by South Central Area Executive Committee*

- III. **Approve Accountant’s Report and Meeting Minutes**
MOTION – Approve the January Accountant’s Report, and the regular meeting minutes from January 10, 2019.
Jeff Brunson seconded by **Bill Boyum** *Passed Unanimously*

- IV. **Approve Bills, including Building Account and Manastash O&M Fund Bills**
(see attached spreadsheet)
MOTION – Approve check numbers 16769-16820 for a total of \$93,438.58 (Payroll Checks 16782-16789, and 16816-16820 building account check numbers 813-829 for a total of \$15,020.42. Approve pending payments totaling \$20,010.43 contingent upon receiving grant reimbursement requests.
Bill Boyum, seconded by **Lynn Brown** *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
1/23	TBD	Anderson Perry	\$4,781.25

1/23	TBD	Anderson Perry	\$380.00
3/11	TBD	Morgan & Son Earthmoving, Inc.	\$11,746.62
2/25	TBD	Anderson Perry	\$221.56
			\$20,010.43

V. **NRCS Report** – Liz Keith reported no update on lease. The new farm bill policy is being developed. The LWG data collection tool is being submitted to State Office. There is no word on when RCPP funds will be made available for contracting. Ranking will start tomorrow for the second sign up applications for EQIP. NRCS staff is waiting to hear if there will be a FY19 CSP application period. The Ephrata Soil Conservationist position closed, and the Ellensburg Resource Conservationist job announcement is being advertised for the 3rd time. Brent Dixon has submitted a resignation and remaining staff will divide existing workload.

VI. **Old Business**

A. **KCCD Project Reports**

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

a) **General Project Update** – Anna reported that the District is working on spending down the remaining funds and there may be additional funds that could be used from North Yakima Conservation District. The additional funds would go toward purchasing a headgate for the Packwood Ditch in cooperation with The Department of Fish & Wildlife. The cost estimate for the headgate is just under \$15,000. The District would not install the headgate just purchase the headgate and provide it to WDFW for the installation. Jeff asked about the headgates on Bull canal and their availability for the Packwood site. Anna will check into the Bull canal gates prior to moving forward with the purchase of the new gate.

MOTION- Approved Packwood Canal head gate purchase in cooperation with WDFW contingent on receiving funding from North Yakima Conservation District.

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

b) **Individual Projects**

- 1) **Caribou/Parke Creek** – The diversion has been removed and construction should wrap up tomorrow.
- 2) **Little Naneum** – Construction has not begun on this project yet.
- 3) **Spring Creek** – The well driller will be here this coming Monday to begin drilling the ring well.

2. **Manastash Restoration Project**

- a) **Project Facilities Updates** – Sherry reported that the plan for installation of the 20” meter flow meter on the MWDA pipeline is to advertise for bid in July. Ryan and Sherry are reviewing plans from Anderson Perry for the project.
- b) **Stockwater Acquisition-** Sherry reported that the Department of Fish & Wildlife is working on drafting a letter of support for the stockwater acquisition.

3. **Voluntary Stewardship Program –**

- a) **Watershed Group Meeting** – The VSP meeting has been moved from tomorrow to next week, this is the last meeting of the spring. The next meeting will be scheduled in July before the two year report is due in August.
- b) **Natural Resource Mapping Agreement for Services** – The Board previously approved the agreement for services for the online map and survey with

HAXGEO (Mapseed). Anna is beginning work with them to put together the data needed for the map.

- c) **Purchase of PIT Array Equipment** –Sherry has been in communication with USFWS and has a list of materials to purchase for PIT array equipment.

4. **Firewise/Fuels Reduction**

- a) **Kittitas Fire Adapted Communities Coalition** – The regular monthly meeting was yesterday. The Yakima Fire Adapted Communities group attended the meeting to learn more about KFACC.
- b) **Cle Elum-Roslyn Fire Adapted Communities and Forest Resiliency Project** – The District's next project in Cle Elum/Roslyn is a Department of Natural Resources (DNR) cross boundary grant through Washington Resource Conservation & Development (WA RC&D) for outreach and an online forestry map. The online forestry map will be similar to the VSP map and completed by the same consultant.
- c) **DNR Funding (Joint Chiefs & Chipper Crew/Forest Health)** – DNR approved a time extension for the chipper crew grant and the District is waiting on an amendment to the agreement to do contracting for chipping. Once the District has the amended agreement the chipping will be put out to bid.

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

The District is still waiting for July and August invoices to be reimbursed by NRCS.

a) **EQIP Contracts.**

- 1) **FY18 Contracts** – Two of contracts are completed, the rest are under construction.
- 2) **FY19 Sign-Up** – Anna had a meeting about the Healthy Forest Reserve Program. She is now waiting for NRCS to draft the ranking criteria for applications.

6. **WSCC – RCPP Match Grant**

- a) **Technical Assistance Funds** – The District is using these funds for the conservation planning work for the RCPP contracts, as the delays with NRCS funding are just too long.
- b) **Financial Assistance Funds** – Staff are waiting for bills to come in to invoice for seven RCPP contract power costs, and three sprinkler projects.

B. District Building (2211 W Dolarway Rd)

- a. **Security System Upgrade** – Anna reported that the upgrade to access system and security alarm has been installed. The Board discussed the building expenses for snow and de-ice for this year and recommended choosing not to de-ice next winter.

C. KCCD Rates & Charges – Anna will schedule a meeting with Board of County Commissioners to present the 2018 report of activities.

D. 2018 Financial Report –

- a. **Schedule 22** – Anna, Miranda, Mark M. and Jeff went through the schedule 22 last Thursday. The schedule 22 will be submitted with the 2018 Financial Report to the State Auditor's Office.

- E. **2019 Conservation Accountability & Performance Program (CAPP)** – The 2019 CAPP was reviewed with the schedule 22.
- F. **Natural Resource Project Manager Position** - Anna interviewed three candidates for the Natural Resource Project Manager position. Staff recommendation is to hire Brent Dixon for the position. Anna mentioned that one of the candidates she interviewed might be a good fit for the NACD Position if we receive funding.
MOTION – Approve hiring Brent Dixon for Natural Resource Project Manager position.
Bill Boyum, seconded by **Lynn Brown** *Passed Unanimously*
- G. **NACD 2019 Application for Funds**
 - a. **Advertise for Position** – Anna submitted an application to the National Association of Conservation Districts for two-year funding for the Resource Tech I position and would like to advertise for the position. The District is the number two priority in the state.
MOTION – Approval to advertise for the NACD Resource Technician I position.
Lynn Brown, seconded by **Bill Boyum** *Passed Unanimously*

VII. New Business

- A. **GIS Services RFP** – Anna recommended that an RFP be advertised for on-call GIS services after Rose’s departure from the District. This would ensure the availability of resources to conduct higher level GIS analysis as needed.
MOTION - Approve advertising an RFP for on-call GIS services.
Jeff Brunson, seconded by **Bill Boyum** *Passed Unanimously*
- B. **CRM Addendum** – Anna presented the Coordinated Resource Management (CRM) Task Group addendum from the Commission. The Commission is working to streamline the CRM projects by having the District administer and monitor CRM grant funds for the following projects: Foster Creek Conservation District, Okanogan Conservation District, Kittitas Fire Adapted Communities Coalition & two Simcoe CRMs. Each project has been awarded \$2,500.
MOTION – Approve Coordinated Resource Management addendum for \$21,350 from the Conservation Commission and approve the agreements with Foster Creek Conservation District, Okanogan Conservation District, Kittitas Fire Adapted Communities Coalition & two Simcoe CRMs.
Jeff Brunson, seconded by **Lynn Brown** *Passed Unanimously*
- C. **Executive Session to Review Performance of District Employees (45 minutes)**
At 2:10 pm the board announced that they would go into executive session until 2:55 pm to review personnel performance.

The Board adjourned the executive session at 2:55 pm and returned to regular session
- D. **2019 Employee Salary/Wage Increase -**
MOTION – Accept employee evaluation reviews as presented and approve staff pay increases as discussed for Anna to \$6,500 per month, Miranda to \$21.00 per hour and a 2.5% increase in pay for remaining staff effective March 1st, 2019.
Jeff Brunson, seconded by **Lynn Brown** *Passed Unanimously*

VII . Public Comment

No public comment

IX. Adjournment

Mark Moore adjourned the meeting at 3:02 pm

MOTIONS APPROVED:

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Miranda Nash
Recording Secretary

04/11/2019
Date

Mandy Moran
Board Member

4/11/19
Date