



**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 11, 2018 7:00 AM - KCCD Office**

**ATTENDANCE**

<p><b>Mark Moore, Chair</b>  <b>Lynn Brown, Vice-Chair</b> (arrived at 7:30 a.m.)  <b>Jeff Brunson, Auditor</b>  <b>Bill Boyum, Member</b> (arrived at 7:30 a.m.)  <b>Matt Eslinger, Member</b></p>	<p><b>KCCD Staff:</b>  Anna Lael, District Manager  Miranda Nash, Financial Manager  Sherry Swanson, Project Manager  Mark Crowley, Resource Technician  Wendy Mee, Resource Technician  Ryan Roberts, District Engineer  <b>Guests:</b>  Jim Jones, Assistant Audit Manager and Neyda Flores, Audit Lead (Washington State Auditor's Office) (arrived at 9:00 a.m.)</p>
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- I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:09 AM
  
- II. **Approve Accountant's Report and Meeting Minutes**  
**MOTION** – Approve the September Accountant's Report, and the regular meeting minutes from September 13, 2018.  
**Jeff Brunson** 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 16519 – 16560 for a total of \$104,050.94 (Payroll Checks 16521-16527, 16536 and 16556-16560) and building account check numbers 753 - 761 for a total of \$9,349.82 and check numbers 1371-1377 for a total of \$1,35.13 for Manastash O&M reimbursements. Approve pending payments totaling \$41,771.33 contingent upon receiving grant reimbursement requests.  
**Matt Eslinger**, seconded by **Jeff Brunson** *Passed Unanimously*

**Pending Bills To Be Paid**

<b>Date</b>	<b>Check #</b>	<b>Vendor</b>	<b>Amount</b>
8/7		Reiss-Landreau Research	\$3,475.00
8/7		Reiss-Landreau Research	\$3,475.00
8/9		Reiss-Landreau Research	\$3,475.00
8/17		Reiss-Landreau Research	\$3,787.00
9/13		Reiss-Landreau Research	\$3,215.00
9/13		Reiss-Landreau Research	\$3,787.00
10/11		Kirk Riegel	\$ 222.58
10/11		Anchor QEA	\$4,223.50
10/11		Anderson Perry	\$7,475.00
10/11		Reiss-Landreau Research	\$3,215.00
10/11		Reiss-Landreau Research	\$3,475.00
10/11		Anderson Perry	\$1,946.25

**\$ 41,771.33**

IV. **NRCS Report** – See NRCS report. Anna reported that NRCS is advertising a sign up for some EQIP funds with a November 2, 2018 deadline, the same as our RCPP sign-up. Anna also reported that she received an email regarding potential funding to extend the NACD grant for Bridger's position another year.

V. **Old Business**

A. **KCCD Project Reports**

1. **Conservation Commission Grants** –

a) **Implementation** – Mark C. presented the nine applications for small projects. The Board reviewed and ranked the projects. Anna indicated that approximately \$20,000 is available for cost share. That would fund the top six applications.

**MOTION** – Approve the top six projects including Bryant, George, Stanavich, Hutchinson, Mathews & Rill.

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

b) **Irrigation Efficiencies Program** – No report.

c) **Natural Resource Investments (NRI)** – Mark C. reported that cultural is complete on Gibb's project and that Dyk's project is under construction now.

2. **Firewise/Fuels Reduction**

a) **Kittitas Fire Adapted Community Coalition (KFACC)** – Anna reported that there continued to be monthly KFACC meeting that are well attended. Rose is attending the Washington Fire Adapted Community (WAFAC) annual meeting this week with two other KFACC members.

b) **County Wildfire Protection Plan Update (CWPP)** – Anna reported that the CWPP update is complete. Anchor QEA helped with the update and they are over contract by about \$3,000. Rose has talked to BLM about contributing funds and they may be able to provide up to \$1,500. Anna also asked the County but they did not respond. Anna stated that she was very happy with the product and understood the overage due to multiple reviews, the overage was not known until after it was incurred. The Board agreed that \$1,500 was acceptable given the situation and the fact no additional funds appear to be available from other sources.

c) **Joint Chiefs Funding & Chipper Crew DNR** - DNR is doing cost share projects. Rose continues to work on the outreach for these projects.

d) **FAC and TREX Grants** - The Washington RC&D is funding these two grants. FAC includes funding for outreach and participation in the WAFAC annual meeting. The TREX grant to assist with outreach for the prescribed burns occurring this month. Rose actually participated in the prescribed burn on private property near Roslyn as a volunteer with the Fire District #1 (Thorp).

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

a) **General Project Update** –

1) **Budget & SOW Amendment** – The amendment is going through the BPA process. The amendment includes the Cougar Gulch project with Kittitas Conservation Trust (KCT) and was to include a project for Mid-Columbia Fisheries Enhancement Group (MCRFEG) on Coleman

Creek. Anna reported that the MCRFEG doesn't need the additional funds as the actual work came in under budget.

b) **Individual Projects**

- 1) **Caribou/Parke Creek** –Ryan and Mark have been working on the design and permitting.
- 2) **Coleman Creek (Valley Land Co)** – The landowner has signed the JARPA for removal of the diversion structure this winter.
- 3) **Little Naneum-** The landowner has signed the cost share application and is currently waiting on the cultural resources survey review period.

*Bill Boyum and Lynn Brown arrived at the meeting at 7:30 a.m.*

- 4) **Spring Creek** – Mark C. reported that he has been in contact with the well driller who is not sure he can complete the work this year due to cold weather conditions. Anna presented a task order for Reiss-Landreau for the cultural resources survey and report on the Spring Creek project.

**MOTION** – Approve task order 2018-08 for Reiss-Landreau for cultural on Spring Creek.

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

- 5) **Bristol Flats** – Anna reported on the meeting at the project site with the lessee and their irrigation vendor. The lessee suggested a new pump location that would alleviate the issues with the sediment at the current site. The new site seems very feasible. Anna is just waiting on the vendor for a design and cost estimate.

- 6) **Cooke Creek Diversions** – The final design needs to be done for this project as it appears that construction funding will be available next year. Currently the design is at 90%. Anna presented the task order with Anderson Perry for \$13,475 for bid ready design.

**MOTION** – Approve task order with Anderson Perry for the Cooke Creek project for bid ready design.

**Bill Boyum**, seconded by **Lynn Brown** *Passed Unanimously*

4. **Manastash Restoration Project**

- a) **Approve Amendment to Scope of Ecology Grant** – The task order was approved with the programmer. The programmer determined that the recent power alarms were for low backup batteries in the panels. Sherry ordered and will install the new batteries.
- b) **Project Facilities Updates** – Sherry had heard from HDR that KRCI would be working on the leaky vaults in September, but they haven't done any work yet.
- c) **Reed Pipeline Design** – Sherry reported Anderson Perry has completed 90% of design and we are waiting on completion of the cultural resources survey and report to complete the 100% design.
- d) **Stockwater Acquisition-** Lisa Pelly with Trout Unlimited is working with the Manastash Water Ditch attorney on purchasing of their stock water right.

5. **Voluntary Stewardship Program** – There is a VSP meeting today with the Franklin CD and Anchor QEA presenting their methods for collecting data from producers. Since the meeting conflicted with the Board meeting, Anna sent Bridger. Wendy and

Bridger have been working on crop mapping. The next meeting of the Watershed Group will be scheduled in November.

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

**a) EQIP Contracts Status –**

1) **Next Sign-Up** – The second sign-up for EQIP is underway now with a deadline of November 2. The ranking criteria has been updated as discussed at the September Board meeting. So far, seven applications have been received.

**b) Conservation Easements**

1) **ACEP-Agricultural Land Easements** – Anna reported that the appraisal report has not yet been received for the application. It was expected in September.

2) **Healthy Forest Reserve Program** – A sign-up will be advertised this fall.

**7. WSCC – RCPP Match Grant**

a) **Cost Share** – Sherry & Mark have been working on the cost share agreements for electrical power for the seven EQIP contracts. The three sprinkler cost share projects under this grant are being worked on as well. The first was given the notice to proceed, and the other two are waiting for cultural resources to be completed.

b) **MOA with Mid-Columbia Fisheries for Teanaway Project** - Anna reported that she made a correction to the specific funding available to Mid-Columbia for the Teanaway Valley Family Farm project. Anna thought that Ecology was providing all the funding needed for this project, but Mid-Columbia does still need the \$10,000 that the Board approved back in May. So, Anna modified the MOA slightly to state that specific amount of funding. The MOA is now signed.

**8. Integrated Plan Sprinkler Conversion Projects**

a) **Hairpin Ranch** – The landowners indicated that they are not willing to move forward on this project until they receive the appraisal report for their conservation easement application.

**B. Rates & Charges**

a. **City of Roslyn** – Anna will be sending a letter to the Board of County Commissioners, the Kittitas County Assessor, and Treasurer offices informing them of the addition of Roslyn to the District boundaries and to the system of rates and charges.

**C. District Building (2211 W. Dolarway Rd)** – Wendy contacted a couple of local places for quotes on system maintenance for the heating/air conditioning units and is waiting for the companies to do a site visit before supplying costs.

**D. Financial Statement & Accountability Audit** – The exit conference with the State Auditor's office is scheduled for today at 9:00 am.

**VI. New Business**

**A. Washington Counties Insurance Fund** – Anna received a quote from the Washington Counties Insurance Fund for health and dental insurance to compare to renewals for the current health and dental plans.

**B. National Association of Conservation Districts Membership** – The District received a request for dues from NACD.

**MOTION** – Approve payment for \$775 to NACD for 2018 dues.

**Bill Boyum**, seconded by **Lynn Brown**

*Passed Unanimously*

**C. Letter to Governor Inslee** - Anna discussed the draft letter to Governor Inslee in support of the Commission budget that she emailed the Board earlier this week. The Board agreed to send the letter as presented.

**VII. Public Comment**

No public comment

At 8:35 am Mark announced a recess until 9:00 a.m., when the exit conference with the Washington State Auditor's office is scheduled. *Jeff Brunson, Matt Eslinger, Sherry Swanson, Mark Crowley, Wendy Mee, and Ryan Roberts left the meeting at 8:35 a.m.*

Chair Mark Moore resumed the meeting at 9:00 a.m. Those in attendance were Mark Moore, Lynn Brown, Bill Boyum, Anna Lael and Miranda Nash (KCCD) and Assistant Audit Manager Jim Jones and Audit Lead Neyda Flores (Washington State Auditor's office).

Jim Jones & Neyda Flores introduced themselves and gave an overview of the accountability audit report for January 1, 2016 through December 31, 2017 and the financial statement report for January 1, 2017 through December 31, 2017.

**VIII. Adjournment**

Mark Moore adjourned the meeting at 9:24 am

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**MOTIONS APPROVED:**

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*Miranda Nash*  
Recording Secretary

*11/08/18*  
Date

*Mark Moore*  
Board Member

*11/2/18*  
Date

