



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

Board of Supervisors Special Meeting

February 28, 2020 12:00 PM - KCCD Office

ATTENDANCE

KCCD Board:
Mark Moore, Chair
Lynn Brown, Vice Chair
Bill Boyum, Member

KCCD Staff:
Anna Lael, District Manager
Miranda Nash, Financial Manager
Wendy Mee, Resource Technician
Mark Crowley, Conservation Planner

- I. **Call to Order** - Chair Mark Moore called the meeting to order at 12:30 PM

- II. **NACD Urban Agricultural Grant Agreement** – Anna reported that the Thorp farm to school grant awarded through NACD starts immediately. The grant award is for about \$45,000 and the district will receive 25% of the grant up front. Funding for this grant will cover staff time, NXNW video, podcasts for kids, irrigation system, and travel.
MOTION – Approve NACD agreement for Thorp School Grant.
Lynn Brown, seconded by Bill Boyum *Passed Unanimously*

- III. **Envirothon State Contest** - The District has a contract with Lazy F Ranch as the venue for the State Envirothon Competition. It is funded by the Commission's grant to the district to use for the competition.
MOTION – Approve the contract with Lazy F for the Envirothon Competition.
Bill Boyum, seconded by Lynn Brown *Passed Unanimously*

- IV. **Yakima Tributary Access & Habitat Program**
 - A. **Interlocal Agreement with WDFW** – The Washington Department of Fish & Wildlife (WDFW) Screen Shop will be fabricating the fish screen for the project at Olmstead Park. This interlocal agreement puts the screen on their schedule so they can deliver the screen this fall.
MOTION – Approve interlocal agreement with WDFW for fish screen for \$26,592.19.
Bill Boyum, seconded by Lynn Brown *Passed Unanimously*

 - B. **Project Surveys Task Orders with HLA to survey Coleman Creek and Naneum Creek project sites.** There are two task orders with HLA. One task order for the Coleman Creek diversion just below the John Wayne Trail and one for the Naneum Creek-Ellensburg Water Company crossing. The Coleman site is part of the new SRFB Targeted Investments project and the Naneum-EWC site is an application in to the Fish Barrier Removal Board and will require a preliminary design by May.
MOTION – Approve HLA task orders to survey Coleman Creek and Naneum Creek project sites.
Bill Boyum, seconded by Lynn Brown *Passed Unanimously*

- V. **Kittitas Fire Adapted Communities Coalition**
 - A. **Task Order for Perteet** – There is KFACC funding held at the WA RC&D that is needed to fund time from Perteet to help KFACC while the District waits on other grant funding sources. The fund at RC&D are contributions from Kittitas County and Fire District #1 and will cover services from Perteet for \$1,150.

MOTION – Approve Task order with Perteet for \$1,150 for continued assistance with KFACC.
Bill Boyum, seconded by **Lynn Brown** *Passed Unanimously*

VI. **USDA Lease Solicitation**

A. **Review of Remodel Bids** – Anna reported that two bids were received for the office remodel and tenant improvements associated with the USDA lease. Anna set up the bid sheet by Suite so the options could be reviewed. The additions of bathrooms and a break room (Suites 2 and 3) are the highest cost in the building. The fenced bull pen was also a high cost. The costs of the conference room (Suite 1) and the changes to the USDA space (Suites 5 & 6) are collectively under \$100,000.

B. **Lease Solicitation Response** Anna reviewed with the Board the costs for operating and shell rent, as well as tenant improvements for the USDA lease solicitation. In addition to considering the remodel work, Anna reported that repairs and replacements are needed for the heating/AC units. One unit is down currently and must be repaired, the others will need to be replaced eventually as they use the R22 coolant that is no longer allowed. Her conversations with vendors have clarified that all six units do not need to be immediately replaced as she had been told previously.

Anna also reported on her conversations with Cashmere Valley Bank regarding a loan and refinance. The tentative information is that the loan would be at 4.75% and include paying off the current contract and refinancing with another \$100,000 for the tenant improvements.

Considering that information, Anna recommended that only the tenant improvements for the conference room and suites 5 and 6 be included in the lease response.

Anna has been talking with Mike Tobin at the North Yakima Conservation District as he is working through the lease process there too. She has a phone call scheduled with him on Monday morning to review and compare numbers on the operating expenses and shell rent. The Board directed Anna to submit the lease solicitation documents without the tenant improvements of the extra bathrooms and breakroom or the fenced bull pen.

MOTION – Approve submittal of USDA lease solicitation response with tenant improvements not to exceed \$100,000 for suites 1, 5 and 6 and allowing for staff to adjust shell and operating rent subject to review with North Yakima CD.

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

VII. **Adjournment** – Mark Moore adjourned the meeting at 1:25 PM.

MOTIONS APPROVED:

MOTION – Approve NACD agreement for Thorp School Grant.
Lynn Brown, seconded by **Bill Boyum** *Passed Unanimously*

MOTION – Approve the contract with Lazy F for the Envirothon Competition.
Bill Boyum, seconded by **Lynn Brown** *Passed Unanimously*

MOTION – Approve interlocal agreement with WDFW for fish screen for \$26,592.19.
Bill Boyum, seconded by **Lynn Brown** *Passed Unanimously*

MOTION – Approve HLA task orders to survey Coleman Creek and Naneum Creek project sites.
Bill Boyum, seconded by **Lynn Brown** *Passed Unanimously*

MOTION – Approve Task order with Perteet for \$1,150 for continued assistance with KFACC.
Bill Boyum, seconded by **Lynn Brown** *Passed Unanimously*

MOTION – Approve submittal of USDA lease solicitation response with tenant improvements not to exceed \$100,000 for suites 1, 5 and 6 and allowing for staff to adjust shell and operating rent subject to review with North Yakima CD.
Bill Boyum, seconded by **Lynn Brown** *Passed Unanimously*

Miranda Nash
Recording Secretary

03/12/2020
Date

[Signature]
Board Member

3/12/20
Date

