



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 5, 2021 12:00 PM – Zoom Meeting ID: 968 7205 5487

ATTENDANCE via Zoom

Board of Supervisors: Mark Moore , Chair Lynn Brown , Vice Chair Jeff Brunson , Auditor Bill Boyum , Member Matt Eslinger , Member	KCCD Staff: Anna Lael , District Manager Miranda Nash , Financial Manager Mark Crowley , Conservation Planner Wendy Mee , Resource Technician
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- I. **Call to Order**- Chair Mark Moore called the meeting to order at 12:00 PM All in attendance participated via Zoom.

- II. **KCCD Building Tenant Improvements**
 - A. **Construction Contract**
 - 1. **Additional Bid Items** – Anna requested Board approval for the additional bid items (flooring and paint) for Suites 2, 3, and 4. Anna reported that in order include the new carpet and paint for the District’s suites and the portions of the project that are considered “shell” improvements, approximately \$50,000 of the District’s own funds will be needed. At the last Board meeting, the motion was to approve the bid from Lumsden Construction but didn’t specify the total amount (with or without the additional bid items), so Anna is requesting Board approval of the additional bid items.

MOTION – Approve additional bid items for new carpet and paint in the District office suites.
Jeff Brunson, seconded by **Bill Boyum** *Passed Unanimously*

 - 2. **Change Order** – Anna presented a change order with Lumsden Construction for \$1,915 (plus tax) to the Board. It includes work needed to move the breakroom (upper and lower cabinets, sink, etc.) to the room planned for storage between the existing conference room and Anna’s old office space. The square footage is essentially the same so it will still be within the USDA lease, however to be certain there are not issues with the change, Anna has messaged USDA to confirm that the changes are allowable. Mark Moore indicated that he was in the office and reviewed the change which makes sense and will make the flow of the office better.

MOTION – Approve Change Order 1 with Lumsden Construction contingent on USDA approving the floor plan.
Bill Boyum, seconded by **Jeff Brunson** *Passed Unanimously*

B. Building Refinance Options - Anna has been in contact with Cashmere Valley Bank, Wheatland Bank and Sun Lakes Properties regarding a loan for the building construction project and refinance options. Anna received offers from Cashmere Valley Bank and Sun Lakes Properties and put together a spreadsheet comparing the two offers and then detailing different options for paying ahead (rounding up the amortized payments and/or increasing the payment for the first three years while the tenant improvement payments are received from USDA) for the Board to review and consider. Anna explained the options for additional payments and how each impacts the total amount paid for the loans and the remaining principal at 10 years when the loans mature. The Board discussed the offers and the pros and cons of the lower initial interest rate offered by Cashmere Valley Bank with an adjustment at 5 years versus the higher but fixed interest rate offered by Sun Lakes Properties.

MOTION – Approve the Cashmere Valley Bank offer for the building refinance and remodel for a total loan amount of \$560,000.

Bill Boyum, seconded by **Lynn Brown**

Passed Unanimously

III. Adjournment

Chair Mark Moore adjourned the meeting at 12:32 PM.

MOTIONS APPROVED:

MOTION – Approve additional bid items for new carpet and paint in the District office suites.

Jeff Brunson, seconded by **Bill Boyum**

Passed Unanimously

MOTION – Approve Change Order 1 with Lumsden Construction contingent on USDA approving the floor plan.

Bill Boyum, seconded by **Jeff Brunson**

Passed Unanimously

MOTION – Approve the Cashmere Valley Bank offer for the building refinance and remodel for a total loan amount of \$560,000.

Bill Boyum, seconded by **Lynn Brown**

Passed Unanimously

Miranda Nash
Recording Secretary

03/11/2021
Date

Mark Moore
Board Member

3/11/2021
Date