



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

Board of Supervisors Meeting
February 27th, 2023 1:00 PM – Zoom Meeting ID: 830 5708 7212

ATTENDANCE

Board of Supervisors: Mark Moore , Chair Matt Eslinger , Member Lynn Brown , Vice Chair	KCCD Staff: <u>In Person</u> Anna Lael , District Manager Dayna Wilkinson , Financial Manager Brent Dixon , Project Manager Wendy Mee , Resource Technician Sherry Swanson , Project Manager
Guests:	

- I. **Call to Order**- Chair Mark Moore called the meeting to order at 1:00 PM. Attendees in person, and zoom was available.
- II. **Public Comment** -Chair Moore called for public comment.
- III. **Action Items**

A. Professional Engineer Grant – There is \$183,000 remaining in the engineering grant. These funds must be spent by June 30.

- 1. **Anchor QEA Task Order for Teanaway Project** – We met with Dave Rice (Anchor QEA) and the Maggs to discuss the task order and the path forward for this project. The task order submitted to KCCD back in January was for more than \$80,000 and included survey work. Survey work can be done by any surveyor.
- 2. **HLA Task Order for Teanaway Project**- HLA is available to survey the Maggs property for the continued design work.

MOTION – Approve Task Order with HLA for a completed survey on the Teanaway Project and up to \$40,000 for Anchor QEA engineering assistance.

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

- 3. **Engineer Position**- KCCD staff met with Ryan Bartelheimer last week. The meeting went well, but the actual hiring process will be slower than expected as Ryan has pre-existing projects he needs to complete with Snohomish CD. In the interim an interlocal agreement with Snohomish CD would provide access to Ryan and the Snohomish engineering team for help on immediate engineering needs. Ryan would likely be available for hire full time this coming fall after all of his prior projects are complete.

MOTION - Direct District Manager to negotiate an interlocal agreement with Snohomish Conservation District for engineering services.

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

- 4. **Equipment Purchases** – Anna reported that the engineering vehicle (2011 F150) is showing its age. We have an opportunity to utilize available funds to purchase a new vehicle. Anna must submit the request to the Conservation Commission for approval before a purchase can be made. Options include a full-sized truck, smaller truck or SUV.

MOTION - Direct District Manager to pursue acquisition of new engineering vehicle up to \$50,000 pending approval by the Conservation Commission.
Lynn Brown, seconded by Matt Eslinger *Passed Unanimously*

B. Administrative Staff Position

1. **Position Offer** – Anna and Miranda have been working on outlining the responsibilities of an Office Administrator. This would be a permanent part-time position with the District to help with both financial and administrative tasks as needed.

MOTION – Approve position offer to Miranda Nash for the part time Office Administrator position at \$25.35/hour.
Matt Eslinger, seconded by Lynn Brown *Passed Unanimously*

2. **Equipment Purchases** – A workspace needs to be created for Miranda. Below is a list of items needed for the workstation and their estimated cost:

Corner Standing Desk –\$1806
File Cabinet – 2 @ \$299
Laptop - \$719
Docking Station -\$149
Monitors - \$270
TOTAL: \$3836 (with Tax)

MOTION- Approve purchase of desk and computer for Office Administrator position.
Matt Eslinger, seconded by Lynn Brown *Passed Unanimously*

IV. Adjournment

Chair Mark Moore adjourned the meeting at 1:41 PM.

MOTIONS APPROVED:

MOTION – Approve Task Order with HLA for a completed survey on the Teanaway Project and up to \$40,000 for Anchor QEA engineering assistance.
Lynn Brown, seconded by Matt Eslinger *Passed Unanimously*

MOTION - Direct District Manager to negotiate an interlocal agreement with Snohomish Conservation District for engineering services.
Matt Eslinger, seconded by Lynn Brown *Passed Unanimously*

MOTION - Direct District Manager to pursue acquisition of new engineering vehicle up to \$50,000 pending approval by the Conservation Commission.
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MOTION – Approve position offer to Miranda Nash for the part time Office Administrator position at \$25.35/hour.
Matt Eslinger, seconded by Lynn Brown *Passed Unanimously*

MOTION- Approve purchase of desk and computer for Office Administrator position.
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 3/9/23
Recording Secretary Date

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Board Member

3/9/23
Date