



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**

**September 18, 2015      8:00 AM      KCCD Office**

**ATTENDANCE**

<p><b>Mark Moore</b>, Chair  <b>Jeff Brunson</b>, Auditor  <b>Ron Gibb</b>, Member (on phone 8:30 AM to 8:35 AM)</p>	<p><b>KCCD Staff:</b>          Anna Lael, District Manager          Sara Leist, Financial Manager</p>
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I. **Call to Order**- See below.

II. **Old Business**

**A. PE Engineering**

1. **Cluster Districts Engineering Agreement** – Anna informed the Board that this is an agreement similar to prior bienniums. This agreement is for Ryan’s time to work on cluster districts’ projects. The appendix is the Board of Directors for PE Services.

**B. YTAHP**

1. **Resource Technician I Position** – Anna and Sherry interviewed the top three candidates. After the interviews, there was a clear top candidate that Anna and Sherry recommend. His name is Lance Downing and he is currently a crew leader for Mid-Columbia Regional Fisheries. Anna is requesting approval to offer him the position.
2. **EWC/Coleman Creek** - Anna reported that all of the easements have been signed. There was a glitch with the cultural resources report that was submitted to DAHP last year, although it has been worked out. An amendment to the report will be submitted to BPA to submit to DAHP since the traffic detour route has changed. The mandatory pre-bid meeting is September 29<sup>th</sup>, with bids due October 9, and construction beginning November 1.

III. **New Business**

**A. Server for District Computers** – In mid-August, Suzanne’s computer crashed. She ordered a new computer on 8/19/15. The District has a credit account with Dell. Once the computer was ordered, Anna and Suzanne spent time considering the purchase of a server, as the District’s current server is slow and was purchased more than 9 years ago in May 2006. On 9/2/15 the new server was ordered with Dell. With the invoice arriving after the September 10<sup>th</sup> Board meeting, did not have an exact amount due. It was an oversight by the staff that the circumstances of the computer/server replacements were not discussed at the regular September Board meeting. Suzanne’s computer total is \$2,917 and the server total is \$3,071.55 for a total of \$5,988.55. The Board recommends that the purchasing policy be reviewed as these two purchases together exceeded the \$5,000 delegation of purchasing authority by the District Manager. However, the policy is unclear as to whether the \$5,000 is per purchase or per month, and the policy doesn’t allow for extenuating circumstances.

Ron Gibb was called at 8:30 AM. Mark Moore called the meeting to order at 8:30 AM. A summary of the discussions above was shared with Ron Gibb.

**MOTION** – Approve interdistrict agreement for the professional engineering grant for the biennium.

**Jeff Brunson**, seconded by **Ron Gibb**

*Passed Unanimously*

**MOTION** – Authorize the District Manager to offer the Resource Tech I position to the top candidate, Lance Downing.

**Jeff Brunson**, seconded by **Ron Gibb**

*Passed Unanimously*

**MOTION** – Approve purchase of computer for Suzanne in the amount of \$2,917 and server purchase in the amount of \$3,071.55 for a total of \$5,988.55 and direct staff to review the purchasing policy to clarify delegated authority and add extenuating circumstances language.

**Jeff Brunson**, seconded by **Ron Gibb**

*Passed Unanimously*

IV. **Public Comment** – No public comment at this time.

V. **Adjournment** – Mark Moore adjourned the meeting at 8:35 AM.

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**MOTIONS APPROVED:**

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**Jeff Brunson**, seconded by **Ron Gibb**

*Passed Unanimously*

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**Jeff Brunson**, seconded by **Ron Gibb**

*Passed Unanimously*

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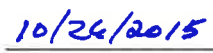
**Jeff Brunson**, seconded by **Ron Gibb**

*Passed Unanimously*

  
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Recording Secretary

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Board Member

  
\_\_\_\_\_  
Date