



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**

January 26, 2017 12:00PM KCCD Office

**ATTENDANCE**

<p><b>Mark Moore</b>, Chair  <b>Lynn Brown</b>, Vice-Chair  <b>Jeff Brunson</b>, Auditor  <b>Ron Gibb</b>, Member  <b>Bill Boyum</b>, Member</p>	<p><b>KCCD Staff:</b>          Anna Lael, District Manager          Miranda Nash, Financial Manager</p>
--	---

I. **Call to Order-** Chair Mark Moore called the meeting to order at 12:04 PM

II. **Operations Handbook**

A. Anna gave an overview of changes to the KCCD Operating Policies & Procedures Handbook. The changes are throughout the document but especially in purchasing and contracting portion as the MRSC just issued a new version of their guidance for conservation districts in November 2016. Anna also used other references and examples provided on the MRSC website. In reviewing the personnel section, Anna pointed out the option to make a once per year contribution to Deferred Compensation for accrued annual leave hours over 160 hours. She meant to make that 240 hours and the Board agreed that 240 was appropriate.

**MOTION** - Approve Resolution 2017-01 Kittitas County Conservation District Operating Policies and Procedures Handbook as presented except for the change to 240 hours in section "10.121 Annual Leave".

**Jeff Brunson**, seconded by **Lynn Brown**

*Passed as Amended*

III. **Rates & Charges 2017 Budget**

Anna reported that there is now a final total expected revenue estimate after some back and forth with the Assessor's office. The expected total revenue is \$166,075.

Using that total, the Proposed Budget was finalized. Anna presented both a budget by program category and by expense category (salaries, wages, supplies, etc.). The budget is ready for Board approval and submission to the Board of County Commissioners.

**MOTION** - Approve the Proposed Budget for expected 2017 revenue collected through the system of rates & charges.

**Ron Gibb**, seconded by **Bill Boyum**

*Passed Unanimously*

IV. **BPA- Yakima Tributary Access & Habitat Project**

Anna asked for approval of the remainder of the Task Order for Anderson Perry to work on engineering and design for the Cascade Irrigation District stream intersections. The Board approved the first portion for Task Order in December. Anna was waiting for the bids to come in on the Caribou Creek Diversion removals before asking for authorization for the remaining portion of the scope of work. It is clear now that there is funding available for Anderson Perry to complete the work in this YTAHP contract period (ending March 31).

Anna also informed the Board that the time period for the Multiple Projects Agreement with Anderson Perry has expired and the District needs to publish a Request for Proposals (RFP) for engineering services for another 5 years. Anna presented a draft RFP. KCCD will need to advertise.

**MOTION** – Approve the remainder of the Scope of Work for the Cascade Irrigation District intersections design by Anderson Perry for \$65,000 and advertise the request for proposals for engineering services.

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

*Passed Unanimously*

- V. Field Vehicle Purchase** – Anna reported that she has checked surplus and presented the Board with a print out of vehicle options. The Board discussed the type of vehicles the District would be looking for. The District has set up an account with surplus to purchase and we are checking not only the purchasing but also the auctioning services to sell our surplus vehicle. Lance and Ryan went down to Yakima to look at some vehicles. The purchase of a vehicle will need to happen quickly when the right one is located. The Board encouraged the staff to look for quality vehicles that will last and to not buy any vehicle without seeing it in person first.

**MOTION** – Approve up to \$15,000 for the purchase of a District vehicle, at discretion of the District Manager.

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

*Passed Unanimously*

**VI. KCCD Elections**

**Polling Officers** – Anna and Miranda reported that we are looking for two polling officers per polling site for our election. The Retired Senior Volunteer Program had provided volunteers in the past, but there doesn't seem to be any available or interested this year. Anna asked for guidance in offering a stipend to hopefully provide an incentive for volunteers. The Board agreed that \$50 per day and mileage would be reasonable.

- VII. Employee Evaluations** – Anna discussed the changes in staff responsibility that occurred when the GIS Specialist left last summer. Anna believes that a change in hourly wages is appropriate for increased responsibilities. Since it is so close to annual evaluations and consideration of wage increases for everyone, she suggested perhaps waiting until March. The Board agreed, stating they would like to consider all staff salaries and wages at the same time.

- VIII. Adjournment** – Mark Moore adjourned the meeting at 12:50PM

---

**MOTIONS APPROVED:**

**MOTION** - Approve Resolution 2017-01 Kittitas County Conservation District Operating Policies and Procedures Handbook as presented except for the change to 240 hours in section "10.121 Annual Leave".

**Jeff Brunson**, seconded by **Lynn Brown**

*Passed as Amended*

**MOTION** – Approve the Proposed Budget for expected 2017 revenue collected through the system of rates & charges.

**Ron Gibb**, seconded by **Bill Boyum**

*Passed Unanimously*

**MOTION** – Approve the remainder of the Scope of Work for the Cascade Irrigation District intersections design by Anderson Perry for \$65,000 and advertise the request for proposals for engineering services.

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

*Passed Unanimously*

**MOTION** – Approve up to \$15,000 for the purchase of a District vehicle, at discretion of the District Manager.

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

*Passed Unanimously*

---

*Miranda Nash*  
Recording Secretary

*02/09/17*  
Date

*Mark Moore*  
Board Member

*02/09/2017*  
Date