



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 29, 2020 2:00 PM – via Zoom – Zoom meeting ID: 923 2345 6543

ATTENDANCE

KCCD Board: Mark Moore, Chair Jeff Brunson, Treasurer Matt Eslinger, Member Guests: Erin Kaczmarczyk, NRCS	KCCD Staff: Anna Lael, District Manager Miranda Nash, Financial Manager
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I. **Call to Order** - Chair Mark Moore called the meeting to order at 2:03 PM

II. **USDA Lease Solicitation**

A. Lease Approval – The USDA sent Anna the lease documents late last week. Anna made one correction to regarding parking arrangements for the 3 government vehicles that they would be parked outside not inside. The Board discussed the per year cost and the length of the lease.

MOTION - Approve the USDA lease documents as presented.

Jeff Brunson, seconded by **Matt Eslinger** *Passed Unanimously*

B. Tenant Improvements – Anna reported that USDA will pay for tenant improvements to rearrange office space and build a new server room and conference room. The tenant improvements can be amortized over 3 years or paid as a lump sum. The District has not received confirmation as to which option USDA is choosing. There will be interest charged on the tenant improvements. Anna discussed that the contract term is 3 years firm but renewable to 10 years. The District could refinance the current building contract, secure a loan from the bank or use money from savings for the tenant improvements. The board will discuss further at the next board meeting. Anna mentioned that the tenant improvements will need to go out to bid again.

III. **Adjournment** – Mark Moore adjourned the meeting at 2:11 PM.

MOTIONS APPROVED:

MOTION - Approve the USDA lease documents as presented.

Jeff Brunson, seconded by **Matt Eslinger** *Passed Unanimously*

Miranda Nash *10/08/20*
Recording Secretary Date

Matt Eslinger *10/8/2020*
Board Member Date