



# KITTITAS COUNTY DEPARTMENT OF PUBLIC WORKS

Mark Cook, Director

## STUDY SESSION MINUTES

August 22, 2016

### THOSE PRESENT:

Paul Jewell, Obie O'Brien, Laura Osiadacz (BOCC), Mark Cook, Luke Huck, Candie Leader (DPW), Doc Hansen, Steph Mifflin (CDS), Jim Goeben (IT)

### GUESTS PRESENT:

Don Chance

### AUTHORIZE ACQUISITION OF TWO (2) PICK UPS AND FIVE (5) LAPTOP COMPUTERS:

Mark stated that as we entered into 2016 we were short staffed and had numerous vacancies. During that time we approached the BOCC and asked to redirect some of the salary earnings towards the hiring of two Consulting firms, Cardno and Jacobs, for floodplain permit review. We anticipated spending more money than we actually spent. As we came forward this year we have one vacancy left and the Construction Manager will be starting the 6<sup>th</sup> of September. We have also added an Engineering Tech 2. We are asking to redirect the one time savings to purchase new pickups for new staff coming on board. We'd also like to consult with IT to see about purchasing laptops or tablets. In summary we are asking the BOCC to take the one time savings into 2017 and acquire the pickups and the laptops. Commissioner Jewell stated that the pickups are fine but the laptops should be the bare minimum than a rugged laptop. Mark added that he'd like to work with IT to find a reasonable laptop for staff.

### Board Direction:

**Work with IT on laptop purchasing.**

### APPROVE A NOTICE OF CALL FOR BIDS TO FURNISH LIQUID ASPHALT MATERIALS FOR CALENDAR YEAR 2016:

Luke reported that we are requesting to advertise a Notice of Call for Bids for Asphalt to complete the Biltmore Road RID project. Mark added that we knew that we'd be late due to Prosecutor review and we used a new product on Schnebly Road this year. We are trying to meet our obligation to the residents of Biltmore Road. We used more oil than anticipated from our original purchase so we need to secure more asphalt for this project.

### Board Direction:

**Move ahead with a Notice of Call for Bids.**

**REQUEST TO APPROVE A  
RESOLUTION TO AUTHORIZE  
THE DIRECTOR'S SIGNATURE  
ON THE RECREATION AND  
CONSERVATION OFFICE  
RINGER LOOP ACQUISITION AND  
DESIGN GRANT DOCUMENTS:**

Mark stated that we received notice about 4 weeks ago from RCO that the \$988,000 award had come through from the Integrated Plan through RCO for the Ringer Loop acquisition and design grant. We were not able to bring the grant forward until Prosecutor review was complete. That review is now done. The grant is now available and they are requesting the Director's signature on the grant. The appraisal for the Papineau property has been done and we are hoping that the acquisition consultant, Roland Resources, can sit down with Mr. Papineau for discussion. There is also another piece of property along the railroad and the City of Ellensburg that Mark has requested to have an appraisal on it as well. This piece is also in danger of being taken over by the river. Discussion was held.

**Board Direction:**

**Commissioner Jewell made a motion to approve Resolution No. 2016-108 to authorize the Public Works Director's Signature on 2016 Recreation and Conservation Project Agreement for Ringer Loop Acquisitions and Design. Motion was seconded and approved.**

**REQUEST TO APPROVE A  
RESOLUTION OF INTENTION  
TO FORMULATE THE BILTMORE  
ROAD IMPROVEMENT DISTRICT  
AND SET A PUBLIC HEARING FOR  
FINALIZING THE ROLE OF THE  
DISTRICT:**

Mark gave some background on the formation and approval of Road Improvement Districts. A few months ago Mark was invited to a Homeowner's Association meeting with residents of Biltmore Road. The conversation went well and the residents have decided that they'd like to pursue the formation through the petition process. Discussion was held. Staff is presenting the supporting documents to form the RID and the petition has been validated. One property owner has not signed the petition but has verbally committed to the RID. A Resolution would be approved for the intention of formulating the RID. Staff would then need to notice all the property owners in the area to make them aware of the request. Further

discussion was held. Commissioner Jewell mentioned that the Resolution needs to be corrected due to scrivener's errors. Staff corrected the Resolution for signature.

Mark came back after correcting the Resolution and has asked to withdraw the request. This project will be put off until next year.

**Board Direction:**

**Correct Resolution for approval.**

**OTHER BUSINESS:**

Mark stated that we recently had a WDOT audit for Kittitas Highway. In the debriefing that WSDOT will put our department on probationary status due to the audit findings. Supporting documentation was not saved into the project files so staff requested access to prior employee's emails to track down the necessary documentation being requested by WSDOT. Discussion was held. Staff is working on building the project notebooks to a complete record for final auditing. Commissioner O'Brien inquired to the status of the project paperwork for the Teanaway Road project. Mark replied that the project for the Teanaway Road was a less complicated project and staff will be working on going through paperwork for a complete record for that project as well.

Mark reported that shortly after the departure of the previous County Engineer it was brought to the attention of staff that a lot of the work for the Westside Road project was not complete. Mark met with the Consultant and requested a new design be completed. The end of the process is coming up and a call for bids is close to being requested. Staff is requesting a special meeting this week to advertise a notice of call for bids for the Westside Road project. Further discussion was held.



---

Mark R. Cook  
Director of Public Works