

**COMMISSIONERS' MINUTES  
KITITAS COUNTY, WASHINGTON  
COMMISSIONERS CONFERENCE ROOM  
REGULAR MEETING**

**MONDAY**

**9:40 A.M.**

**JULY 31, 2017**

Board members present: Chairman Paul Jewell & Commissioner Obie O'Brien. Excused: Vice-Chairman Laura Osiadacz.

Others: Mandy Buchholz, Deputy Clerk of the Board II; Jill Scheffer, Event Center Director; Kittitas County Fair Board Members: Greg Zempel, Roylene Crawford, Clay Myers & Lisa Young, HR Director.

**REGULAR MEETING**

**DEPARTMENT HEAD**

**EVENT CENTER**

**REQUEST**

**INTERNATIONAL ASSOC.VENUE MGMT.**

**EVENT CENTER**

Jill Scheffer, Event Center Director requested the Boards permission to attend the International Association of Venue Mangers Conference, August 5<sup>th</sup> - 11<sup>th</sup> 2017, in Tennessee. Chairman Jewell questioned why Ms. Scheffer thought being away at a conference in August would be a good time to be gone? He stated that he is not keen on sending her away leading up to the County Fair. Commissioner O'Brien stated that he is not thrilled with the idea of her being away at that time either. He questioned if the expense was in her budget. Ms. Scheffer stated that the conference registration is free to her and she has already registered etc., because originally Commissioner Osiadacz was okay with her attending the conference, but has now changed her mind. She stated that she has talked to Staff and the Fair Board and everyone is supportive of her attendance of this conference. She stated that she has all her contracts for this year's Fair done and the airline tickets are purchased and are non-refundable. She stated that she will be reachable by phone and e-mail. Ms. Scheffer stated that she can look at the cost to "transfer" the flight to a different time. She stated that there is a conference in October in Pittsburgh but it would not be exactly the same as far as the emphasis on "venues". She stated that 2 nights of the hotel will be refunded. Commissioner O'Brien stated that he has seen the e-mail trail between Commissioner Osiadacz and Ms. Scheffer and can kind of see why she thought Commissioner Osiadacz was approving the request but at the same time he can see that there is no other Commissioner approval either. He stated that Commissioner Osiadacz stated that it was "not good timing". Chairman Jewell stated he would prefer Ms. Scheffer attend the Conference in October so if the cost to transfer the flight is not significant then he would like to see it changed. However if it is significant then she should report back to the Board what the penalty would be. Commissioner O'Brien agreed, noting that Ms. Scheffer was provided a training reimbursement form.

**LETTER**

**VICE-CHAIR SIGNATURE - DOE**

**EVNET CENTER**

Ms. Scheffer presented the Board with a DRAFT letter for the Board to review in response to a letter the County received in 2016 from Department of Ecology.

Commissioner O'Brien moved to authorize Vice-Chair signature on the letter as presented noting that the date should be revised to reflect 7/31/2017. Chairman Jewell seconded, noting that upon Commissioner Osiadacz's return, Staff was to obtain her signature. Motion carried 2-0.

**REVIEW**

**SPONSORSHIP MATERIALS DRAFT**

**EVENT CENTER**

Ms. Scheffer presented the Board with draft materials she has been working on for sponsorship materials. She explained that they are still very rough and just wanted to get the materials before the Board to start getting feedback or see if it's something they are even interested in her pursuing. Chairman Jewell stated that he is very interested and completely supports the idea. He encouraged her to be sure and involve the Rodeo & Fair Board. There was discussion on planning and how the funds would be used and how to incorporate that information when seeking the sponsorships. Chairman Jewell stated that this added exposure at the Event Center should be fairly attractive to businesses. He suggested that she wait until the first of the year. Ms. Sheffer stated that she was hoping to have things ready for late fall. Chairman Jewell stated that if she can do that great but if not the first of the year is a fair goal.

The Board questioned the Fair Board members present and how they felt about the drafts. Clay Myers, Fair Board Member stated that this is something in Ms. Scheffers wheel house and he fully supports it. He stated it was one of the great skillsets Ms. Scheffer had when they interviewed her. He stated the difference between Ms. Scheffers and what former Director Webb was trying to do comes down to their approach. He stated that Ms. Scheffer is going about it the right way, asking questions and involving all parties. Roylene Crawford, Fair Board Member stated that she thinks it's great and is very excited about it.

Ms. Scheffer was encouraged to move forward and keep the Board in the loop. She was also encouraged to work closely with Commissioner Osiadacz.

Meeting adjourned at 10:08 a.m.

**KITTITAS COUNTY COMMISSIONERS**

DEPUTY CLERK OF THE BOARD

KITTITAS COUNTY, WASHINGTON

  
Mandy Buchholz

  
Paul Jewell, Chairman