

**COMMISSIONERS' MINUTES
KITITAS COUNTY, WASHINGTON
KITITAS VALLEY EVENT CENTER
NANEUM ROOM
ELLENSBURG, WA 98926
SPECIAL MEETING**

FRIDAY

1:00 P.M.

JANUARY 18, 2008

Board members present: Chairman Mark McClain, Vice-Chairman Alan Crankovich and Commissioner David Bowen.

Others: Julie Kjorsvik, Clerk of the Board; Mandy Robinson, Deputy Clerk of the Board; Debbie Myers, Deputy Clerk of the Board; Jim Doherty, Legal Consultant MRSC.

SPECIAL MEETING

OFFICE RETREAT

COMMISSIONERS

At approximately 1:00 p.m. Chairman McClain called a Special Meeting to order, and reviewed the agenda for the retreat, stating we would begin with a Presentation from Municipal Research and Services Center (MRSC). That would be followed by Staff Topics including time frames for Agenda items and necessity of Prosecutor and Auditor review. Office staff responsibilities and procedures, importance of staying on track with the Agenda, OSOS (Open Open Space) Discussion. Then the agenda reflects, review of Emergency Response List, followed by suggestions for staff, and in closing other Business and adjourn.

Jim Doherty, MRSC presented a power point presentation and reviewed the Open Public Meetings Act, Public Records Disclosure, Resources for articles, forms, samples of ordinances etc,. Jim reviewed the Appearance of Fairness Doctirne, Conflicts and Ethics, and then opened up the presentation for questions.

Julie Kjorsvik, Clerk of the Board reviewed under office topics the necessity of having the Prosecutor and Auditor Review, as well as what us as support staff are responsible for and followed up with our Office procedures.

Mandy Robinson, Deputy Clerk of the Board reviewed the importance of staying on track with Agenda's stating that we don't generally take minutes on items that are not on the agenda, so if topics are discussed it is basically as though the discussion never happened because it isn't reflected in the minutes, nor are we suppose to take any action on topics that aren't on the agenda.

Mandy proceeded with discussion on the frustration of the Open Space process, stating that it is becoming more of an issue with the pending applications to sell and transfer property. She stated that when this occurs we don't always get the paperwork when a transfer has taken place. When the Comp Plan rolls around and staff goes to draft Taxation Agreements once the pending applications have been approved we find out that it isn't just a few applications needing taxation agreements it becomes numerous depending on the year and the property. Mandy proceeded to explain the concern with Commissioners Office Staff not having the knowledge that the Assessor's Office and the Community Development Services Department staff have. Between the lack of software and lack of knowledge to know about the land that's pending a change, we spend a lot of time calling between the two departments multiple times a day to ask for direction or get understanding to draft the agreements. She questioned the possibility of taking the middle man out of the picture and moving this process into just two departments. Commissioner Bowen stated he believed that there is an RCW that states the Legislative Authority in this case being the Board of County Commissioners must accept the application and fee, but stated he didn't see a reason that aside from that the rest of the process couldn't be done out of CDS. Staff was directed to request CDS to put on the Study Session Agenda to discuss this process and make the appropriate changes.

Julie Kjorsvik reviewed the Emergency Response List, and asked if the Board had any suggestions for staff. The Board thanked staff for setting up this retreat, and stated they felt things were going very well.

Meeting adjourned at 4:15 p.m.

DEPUTY CLERK OF THE BOARD

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**

Mandy Robinson

Mark McClain, Chairman