

COMMISSIONERS' MINUTES
KITTITAS COUNTY, WASHINGTON
COMMISSIONERS' CONFERENCE ROOM

WEDNESDAY

9:00 AM

AUGUST 27, 2008

Board Members Present: Chairman Mark McClain; Vice-Chairman Alan Crankovich; Commissioner Linda Huber.

Others: Catherine Dunn, Deputy Clerk of the Board; Clayton Myers, Undersheriff; Stephanie Happold, Deputy Prosecutor.

SPECIAL MEETING

LCA WORK AGREEMENT

SHERIFF

At approximately 9:00 am, Chairman McClain opened the meeting to meet with Clayton Myers, Undersheriff and Stephanie Happold, Deputy Prosecutor to consider a Work Agreement with LCA Architects, PA to provide a Conceptual plan and cost to remodel the existing Sheriff's Office Space for Inmate Occupancy and supporting facilities (kitchen, Laundry, records, storage, etc.).

Clayton Myers, Undersheriff explained the work outlined in the Letter of Agreement from LCA, PA. Chairman McClain questioned Task #2, Energy upgrades to the existing Courthouse. Commissioner Crankovich stated that information had already been obtained and that the Board had abandoned the curtain wall. Clayton Myers speculated that the probable cost of a conceptual plan for Task #1, converting the existing Sheriff's Office into a minimum security jail, would be approximately \$2,000.

AGREEMENT

SCOPE OF WORK

SHERIFF

Commissioner Huber moved to approve the Letter of Agreement as amended and to direct Clay Myers, Undersheriff to redefine the scope of work. Commissioner Crankovich seconded the motion. Motion carried 3-0.

Stephanie Happold, Deputy Prosecutor said that they were unable to find a Professional Services Contract for LCA and that she had drawn up one and sent it to LCA for their signature. She had the faxed copy from them for the Board.

CONTRACT

LCA AMENDED CONTRACT

SHERIFF

Commissioner Huber moved to approve Chair signature on the contract as amended. Commissioner Crankovich seconded. Motion carried 3-0.

Undersheriff Clay Myers said that Prosecutor Happold had a good point. There had been no contracts in the files and all business had been

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done by letters of agreement, emails or notes on yellow pads. There was discussion of the Mountain View site and the need to go through the Request for Qualifications process again before the contract for services can be signed.

RFQ

MOUNTAIN VIEW SITE

SHERIFF

Commissioner Huber moved to approve a Request for Qualifications for architectural services for the Mountain View Site upgrade. Commissioner Crankovich seconded. Motion carried 3-0.

Commissioner Huber said that a certified inspection should be included in the purchase of the building.

Commissioner Crankovich moved to adjourn the meeting at 9:15 a.m. Chairman McClain seconded. Motion carried 3-0.

Meeting adjourned at 9:15 a.m.

DEPUTY CLERK OF THE BOARD

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**

Catherine Dunn

Mark McClain, Chairman