

**COMMISSIONERS' MINUTES  
KITITITAS COUNTY, WASHINGTON  
COMMISSIONERS' AUDITORIUM  
SPECIAL MEETING**

**MONDAY**

**2:00 PM**

**DECEMBER 1, 2008**

Board members present: Chairman Mark McClain; Vice-Chairman Alan Crankovich; Commissioner Paul Jewell.

Others present: Catherine Dunn, Deputy Clerk of the Board; Julie Kjorsvik, Clerk of the Board; Dan Davis, Dan Valoff, Mandy Weed, Community Development Services; Marsha Weyand and Dana Glenn, Assessor's Office; Jessica Leavitt, Board of Equalization.

**SPECIAL MEETING                      CLERKING AND PUBLICATION                      COMMISSIONERS**

At 2:00 PM **CHAIRMAN McCLAIN** opened the special meeting. **MANDY WEED, COMMUNITY DEVELOPMENT SERVICES ADMINISTRATIVE ASSISTANT**, said that their department had taken over the clerking duties for Board of Equalization in 2005 from the Commissioner's office. She said they also clerked the Boundary Review Board, Planning Commission, Board of Adjustment, Conference of Governments and Hearing Examiner. They don't have anyone to clerk the Board of Equalization or Boundary Review Board.

**CHAIRMAN McCLAIN** read an email from the Chairman of the Boundary Review Board, Fritz Glover who was suggesting that the Board be disbanded. **DAN VALOFF, PLANNER II**, said that Boundary Review Boards were a remnant of the pre- GMA days and the other counties where he has worked had disbanded their Boards at the onset of the Growth Management Act. **CHAIRMAN McCLAIN** asked how long that would take. **JULIE KJORSVIK, CLERK OF THE BOARD** said that she would do a hearing notice to disband the Boundary Review Board that could be walked on the agenda tomorrow and the hearing could be in 2 weeks.

**ASSESSOR MARSHA WEYAND** said that in her experience there has not been a Clerk housed in the Assessor's office in the State. The Clerk has been traditionally been an employee of the Commissioner's office until 2005. The Board hires the Clerk to keep the separation between the Assessor's Office and the taxpayers. **JESSICA LEAVITT, BOARD OF EQUALIZATION CHAIR** said that the training emphasizes keeping separate from the Assessor's office. **JULIE KJORSVIK, CLERK OF THE BOARD** said that the training would not be until the spring. **VICE-CHAIRMAN**

**CRANKOVICH** suggested assigning one of the deputy clerks in the Commissioner's Office to staff the Board of Equalization.

**DAN DAVIS, COMMUNITY DEVELOPMENT SERVICES** said that their department would continue to clerk the Board of Adjustment, Planning Commission and would assist the Hearing Examiner with the recording. They can work out who would be doing the minutes and the Planners would run the recorder and poll the members.

**DAN VALOFF, PLANNER II** said that at the next meeting they would amend the bylaws to return to a once a month regular meeting.

**CHAIRMAN McCLAIN** asked about the publication requirements. **DAN VALOFF, PLANNER II**, explained that the publication of applications currently requires a mailing of \$.63 per person on a list of 30, 100 or 700 persons. He suggested doing the absolute minimum which is a Notice of Application which outlines the project and where more information is available. The full application is placed on the website. The idea is to generate interest in people so they ask for more information. He said that the map is not required with the legal notice in the paper.

**CHAIRMAN McCLAIN** directed **DAN DAVIS and DAN VALOFF** to generate a format and start doing the minimum notification. He told them to consult with the Prosecutor's office regarding the minimum amount of notification needed.

**VICE-CHAIRMAN CRANKOVICH** moved to adjourn the meeting.

**COMMISSIONER JEWELL** seconded the motion. Motion passed, 3-0.

The meeting was adjourned at 2:35 p.m.

**DEPUTY CLERK OF THE BOARD**

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

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**Catherine Dunn**

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**Mark McClain, Chairman**