

**COMMISSIONERS' MINUTES  
KITTTITAS COUNTY, WASHINGTON  
COMMISSIONERS CONFERENCE ROOM**

**MONDAY**

**9:00 A.M.**

**APRIL 6, 2009**

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

Others: Mandy Robinson, Deputy Clerk of the Board; Julie Kjorsvik, Clerk of the Board.

**REGULAR MEETING**

**OFFICE STAFF MEETING**

**COMMISSIONERS**

At approximately 9:00 a.m. Chairman Crankovich opened the Office Administration Meeting.

**CALENDAR**

**WEEK AT A GLANCE**

**COMMISSIONERS**

The Board of County Commissioners reviewed the weekly calendar.

**PAF/VOUCHERS**

**REVIEW OF PAF'S & VOUCHERS**

**COMMISSIONERS**

The Board of County Commissioners approved and signed County Employee Personnel Action forms.

**CORRESPONDENCE LOG**

**REVIEW OF CORRESPONDENCE LOG**

**COMMISSIONERS**

The Board of County Commissioners reviewed the weekly Correspondence Log. A listing of all incoming mail and correspondence for the week ending April 3, 2009.

**SIGNATURE AUTHORIZATION**

**KITTTITAS COUNTY**

**COMMISSIONERS**

The Board received from the County Auditor's Office a Kittitas County Auditor Signature Authorization Form. Clerk of the Board Julie Kjorsvik indicated that Judy Pless had requested the form be signed because it had not been updated since 2004 and will update who is authorized to sign for Payroll and Vouchers. Commissioner Jewell moved to approve Board signature on a Kittitas County Auditor Signature Authorization. Authorizing Chairman Crankovich as the Department Head and Commissioner Jewell and Commissioner McClain as alternates. Commissioner Crankovich seconded. Motion carried 3-0.

**ADOBE SEATS**

**PAPERLESS SOFTWARE**

**COMMISSIONERS**

Commissioner Jewell explained that with the new paperless agenda program that is being developed in order to move forward the Board needs to purchase three Adobe Seats for the Commissioners to use, that would be in the amount of \$600.00 dollars. He proposed we take the money from the Boundary Review Board budget that was cut this year when the Board was eliminated. Commissioner McClain moved to approve the Commissioners purchase of three Adobe seats to be used in conjunction with the Commissioners Paperless software program. Commissioner Jewell seconded. Motion carried 3-0.

**OTHER BUSINESS-None**

Meeting adjourned at approximately 9:25 a.m.

**DEPUTY CLERK OF THE BOARD**

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

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**Mandy Robinson**

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**Alan Crankovich, Chairman**