

**COMMISSIONERS' MINUTES  
KITTITAS COUNTY, WASHINGTON  
COMMISSIONERS CONFERENCE ROOM  
SPECIAL MEETING**

**MONDAY**

**9:00 A.M.**

**APRIL 18, 2011**

Board members present: Chairman Paul Jewell; Vice-Chairman Alan Crankovich; Commissioner Obie O'Brien.

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

**REGULAR MEETING**

**OFFICE STAFF MEETING**

**COMMISSIONERS**

At 9:00 a.m. Chairman Jewell opened the Office Administration meeting.

**CALENDAR**

**WEEK AT A GLANCE**

**COMMISSIONERS**

The Board of County Commissioners reviewed their weekly calendar.

**PAF/VOUCHERS**

**REVIEW OF PAF'S & VOUCHERS**

**COMMISSIONERS**

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

**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 15, 2011.

**UPDATE**

**YRBWEP**

**COMMISSIONERS**

Commissioner Jewell gave a brief update on the meetings he has been attending pertaining to YRBWEP discussions. He reviewed some of his suggestions on potential options for the future/direction of the group and what they are trying to achieve.

**AGREEMENT**

**ADDENDUM/AMENDMENT PURCHASE & SALE AG**

**COMMISSIONERS**

Commissioner Crankovich moved approve Board signature on an Addendum/Amendment to Purchase and Sale Agreement between Hein & Hein Enterprise, LLC concerning 700 East 1<sup>st</sup> Street, Cle Elum, WA 98922. Commissioner O'Brien seconded. Motion carried 3-0.

**REQUEST**

**SHREDDING SERVICES**

**COMMISSIONERS**

**APPROVED**  
5/3/2011

Kristen Demory, Records Clerk gave a brief overview of the WAC that provides guidance to the County for shredding of documents, etc. She asked the Board to support option #2 to purge documents at a rate of \$100.00 for first 2 bins plus \$60.00 for the second 2 bins. She indicated that this should bring us current for shredding. She indicated that after the initial purge we would be able to split the cost with HR and that would cost our office approximately \$50.00 a year.

The Board approved the presented request.

**UPDATE**

**BOCC/ DEPARTMENT HEAD REPORTS**

**COMMISSIONERS**

Each Commissioner was assigned three different Department Heads to meet with on a weekly basis. This was determined at a Special Meeting with the Board of County Commissioners held on June 18, 2009. Each Commissioner reviewed discussions held with their respective departments and exchanged details of those meetings. On January 3, 2011 the Board determined it would be beneficial to alternate Commissioners that will oversee the different Department Head's on an annual basis.

**OTHER BUSINESS- N/A**

Meeting adjourned at 10:10 a.m.

**DEPUTY CLERK OF THE BOARD**

  
\_\_\_\_\_  
Mandy Robinson

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

  
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Paul Jewell, Chairman