

# KITTITAS COUNTY

## DEPARTMENT OF PUBLIC WORKS

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### STUDY SESSION MINUTES

April 22, 2013

**THOSE PRESENT:**

Paul Jewell, Gary Berndt, Obie O'Brien, Kirk Holmes, Kathy Jurgens, Jan Ollivier, Candie Leader (DPW), Mandy Weed, Doc Hansen, Lindsey Ozbolt (CDS), Neil Caulkins, Jim Goeben, Andrew Drain (IT)

**GUESTS PRESENT:**

Chad Bala, Mark Teske, Jill Scheffer, Mike Marvich

**PERMIT SOFTWARE:**

Kirk gave background on the research and contacts he has made regarding new permitting software. After seeing the initial costs for a new system the idea has been discussed to go internally with the IT Department and see if they could design an application that can number permits and track the financials as well. Commissioner O'Brien was under the impression that we had a company in mind that could already fulfill this. Kirk stated that unknown factors, mostly extra costs came into play. Commissioner Berndt questioned if the IT Department has the time to work on this. Director Goeben replied that with current staffing levels they would not have the ability to complete this. Commissioner Jewell asked if any research had been done on what other counties utilize and Kirk replied that he had done that. The next step is to meet internally again and discuss more in depth if this project is a possibility.

**Board Direction:**

**No Direction**

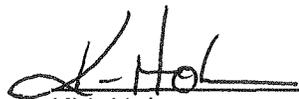
**INTERPRETIVE CENTER:**

Jan presented the Board with a progress report on the Yakima River Canyon Scenic Byway Interpretive Center. KEEN received a federal grant after applying for funding for the interpretive center. Kittitas County volunteered to be the grant recipient and work with KEEN to build the project. After meeting with State Parks to discuss transferring ownership of the property, State Parks decided not to surplus the property. Therefore, a lease amendment will need to be made to lease the property to the County. The next steps will be for KEEN and the County to enter into an agreement and another agreement between State Parks and the County to clarify roles and responsibilities for the construction and maintenance of the facility. The lease

agreement will need to be finalized and KEEN will need to deposit the local match funds for the grant with Public Works. Documents will need to be completed as required by WSDOT to release the grants funds for the NEPA and preliminary engineering phase of the project. Lastly, advertisement and hiring of an engineer to prepare documents with a subcontractor architect. Jan also reported that a letter was sent out to WSDOT asking for an extension to obligate the funds. Jan will present another progress report at a later date.

**Board Direction:**

**No Direction**



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Kirk Holmes  
Public Works Director