

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

**MONDAY**

**9:00 A.M.**

**MAY 28, 2013**

Board members present: Chairman Obie O'Brien; Vice-Chairman Paul Jewell & Commissioner Gary Berndt.

Others: Mandy Buchholz, Deputy Clerk of the Board; Julie Kjorsvik, Clerk of the Board; Doug D'Hondt, Engineer.

**SPECIAL MEETING**

**OFFICE STAFF MEETING**

**COMMISSIONERS**

At 9:00 a.m. Chairman O'Brien 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 May 24, 2013.

**LEGAL NOTICE**

**CANYON ROAD GRIND**

**COMMISSIONERS**

Doug D'Hondt, County Engineer presented the Board with a request to advertise for the Canyon Road Grind and Overlay project. He explained that it had previously been approved on the 5/21/2013 Agenda, but it was brought to his attention there was specific verbiage that was not included in the legal notice that had to be in order to receive funding and be in compliance. Commissioner Jewell moved to authorize the Clerk of the Board to publish an invitation to bid for the Canyon Road Grind and Overlay project as presented. Commissioner Berndt seconded. Motion carried 3-0.

**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 reviews discussions held with their respective departments and exchanges 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.

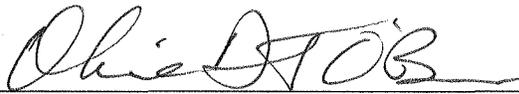
**OTHER BUSINESS - NONE**

Meeting adjourned at 9:40 a.m.

**DEPUTY CLERK OF THE BOARD**

  
\_\_\_\_\_  
Mandy Buchholz

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

  
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Chairman Obie O'Brien