

**KITTITAS COUNTY
BOARD OF COMMISSIONERS
COMMISSIONERS AUDITORIUM
SPECIAL MEETING**

FRIDAY

11:00 A.M.

AUGUST 1, 2014

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

Others: Mandy Buchholz, Deputy Clerk of the Board; Judy Pless, Budget and Finance Manager; Jerry Pettit, Auditor & the Athena Group; Lisa Keosababian, Bob Thomas and Liz DuBois.

SPECIAL MEETING

ATHENA GROUP

COMMISSIONERS

At 11:00 a.m. Chairman Jewell opened a Special Meeting to receive a presentation from the Athena Group in response to the RFQ that Kittitas County advertised for regarding a Kittitas County Cost Analysis Determination.

Chairman Jewell explained what the County was looking for. He explained that the Contractor shall determine the permit/fee for the building and planning departments. He stated that it shall include but not be limited to, consideration of costs incurred in the Department for permits/fees and the revenues generated and that the Contractor shall develop a costing model for the Department to utilize and update annually to determine the correct cost for developing the rate for the permit/fees. He stated that the costing model should be available for use and implemented within other County departments. He noted that each of the Board members has a copy of the proposal submitted to the County for them to refer to throughout the presentation.

The Athena Group members gave an overview of the firm and the Athena Group team experience. They reviewed the approach they are proposing to use and how the work will be conducted.

There was roundtable Q&A with County Staff and the Athena Group team members. The Board questioned the cost of the proposal and expressed concern for the extreme difference in cost between the Athena Group proposal and the other proposal received. Ms. DuBois (Principal of Athena Group) stated that they will not exceed the amount quoted as it is locked in at the proposal amount.

2014-08-01 MINUTES

APPROVED
8-19-14

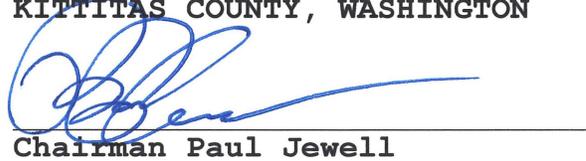
The Board thanked the Athena Group for their presentation and excused them in order to allow County Staff, time to debrief. The County Auditor's Staff was tasked with doing reference checks/follow up.

The meeting was adjourned at 12:00 p.m.

DEPUTY CLERK OF THE BOARD


Mandy Buchholz

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**


Chairman Paul Jewell