



KITTITAS COUNTY

DEPARTMENT OF PUBLIC WORKS

Mark Cook, Director

STUDY SESSION MINUTES

August 24, 2015

THOSE PRESENT:

Gary Berndt, Obie O'Brien, Paul Jewell (BOCC), Mark Cook, Maria Fischer (PW), Mike Flory, Stephanie Mifflin, Angela San Filippo, Lindsey Ozbolt, (CDS), Neil Caulkins (PROS).

GUESTS PRESENT:

Anna Nelson of Van Ness Feldman LLP

CHANGE ORDER
PROCESS:

Mark Cook, PW Director, presented the background to his request to alter the Construction and A & E Change Order process and requirements. He proposed a more holistic approach that would give the BOCC opportunity to be engaged in all change orders. Discussion with the Board followed on what would be a substantial change order and what would not be substantial. Cook suggested tying this to the advertised project scope. The Board agreed.

Board Direction:

Bring back to the Board language that meets all the criteria discussed.

TEANAWAY GUARDRAIL
CHANGE ORDER:

Cook stated that the designer of the Teanaway project failed to fully understand all the requirements for guardrail. About 3,300 feet of guardrail has been re-designed and a change order for an additional \$133,228.32 has been prepared for Board signature. Cook explained problems with approach radius, bank stabilization, and wildlife heavy use areas. Project funding is available for the change order. Discussion followed on the project end date.

Board Direction:

The Board motioned and agreed unanimously to approve Change Order #5 for the Teanaway Road as presented.

PLANNING MANAGER
DISCUSSION:

Cook explained that an opportunity to amend a job description has opened up by the resignation of the Transportation Planning Manager, Jan Ollivier. He sees a need for management of water resource issues and a need for environmental permit support. He proposes a title

change to Planning Manager and presented a proposed job description. He explained funding for the position. Discussion followed on job description and qualifications. The Board agreed the changes make sense.

Board Direction:

Give job description to HR and bring final budget implications to BOCC prior to moving forward.

**FRANCHISE AGREEMENT
PUBLIC BENEFIT
DEFINED:**

Cook stated that Public Works has not been giving notice to franchise applicants of the public benefit requirement of a franchise request, nor have they been providing that information to the BOCC with each franchise request. Cook presented a revised franchise application with specific language asking the applicant to define the public benefit of their franchise request.

Board Direction:

Move forward with the change in the franchise application and have the Prosecutor's Office review the final version.

**NORTHWEST OPEN
ACCESS NETWORK
NoaNet:**

Cook stated that NoaNet is seeking a franchise with Kittitas County to provide fiber optic to a US Cellular tower in Upper County in order to improve communication access to the internet for Upper County residents. NoaNet claims to operate as a Non-profit corporation on a wholesale basis. Discussion followed on the non-profit status of NoaNet. Commissioner O'Brien explained the background of NoaNet and the initial goals to provide internet capabilities to schools and rural communities. He questioned the benefits of this proposed franchise to Kittitas County citizens. Discussion followed on a hearing date.

Board Direction:

BOCC will look into a date for setting a special meeting date for a NoaNet franchise public hearing.

**LOPING LANE
ROAD ISSUE:**

Cook explained that there are private roads in various states of dysfunction, including not being accessible to emergency vehicles. There are processes that could be put in place to get the property owners to start implementing improvements. He described the process of "clouding" the title in order to get the property owner's

attention. Lindsey Ozbolt explained what plats are in the Loping Lane area, and noted that the Teanaway Solar Reserve also had planned to use these roads for access. The L.I.D. process was mentioned. Mike Flory explained that 6 houses in the area have temporary Certificate of Occupancy's (C.of O.), all now expired, and one has asked for a complete C. of O. Discussion followed. Neil Caulkins explained that the original plat conditions dictated what permit or certificate could be issued when. He also noted that latecomer agreements could be put in place once the property owners come to agreement on road improvement methods. Commissioner Berndt asked to meet with PW and CDS to discuss the issue.

Board Direction:

PW to obtain property owner addresses and craft a letter giving them options for necessary road improvements.

WPA ROAD-QUIET
TITLE ACTION:

Cook explained that a County resident objects to Public Works using the turnaround at the end of WPA road for turning snow removal equipment. Recently the property owner blocked access by installing large ecology blocks. A Quiet Title action is needed to start the process of obtaining the use of the land for a turnaround. Neil Caulkins explained that the property owner is not a conversant individual and explained several incidents which have occurred. In fact the County Engineer has tried to talk to the property owner without any luck.

Board Direction:

PW to begin action to require the Prosecutor's Office to pursue quiet title for this property.

The meeting was adjourned at 3:10p.m.



Mark Cook
Public Works Director

