

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

MONDAY

9:00 A.M.

AUGUST 31, 2015

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

Others: Mandy Buchholz, Deputy Clerk of the Board; Julie Kjorsvik, Clerk of the Board & Patti Johnson, Solid Waste Director/Project Manager/Interim Maintenance Director.

REGULAR MEETING

OFFICE STAFF MEETING

COMMISSIONERS

At 9:00 a.m. Chairman Berndt 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 August 28, 2015.

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. They determined at the end of 2013 they would review the various committees they participate in and provide beneficial updates to the Board as needed during this time as well.

LETTER

LTAC-DARLENE GRANT

COMMISSIONERS

APPROVED
9-15-15

Commissioner Jewell moved to authorize Board signature on a letter to Darlene Grant thanking her for her service on the Kittitas County Lodging Tax Advisory Committee. Commissioner O'Brien seconded. Motion carried 3-0.

RECOMMENDATION

ARCHITECT-SPACE NEEDS

COMMISSIONERS

Patti Johnson, Solid Waste Director/Project Manager/Interim Maintenance Director explained that a committee was formed to review and interview architects that submitted qualified responses to the County's RFP for a space needs analysis on the County Courthouse. She reviewed the two architects and stated that the committee would like to move forward with the firm, Architect Rasmussen Triebelhorn (ART). The Board cautioned Ms. Johnson that this is only to be a phased in project and that they are not prepared to move forward building a new building. She stated that she and the committee as well as the architects that were interviewed are all aware. The Board approved negotiations to begin and stated that in the scope of work and the contract must reflect/identify that it will be a phase by phase project.

OTHER BUSINESS

Commissioner O'Brien provided the Board with a draft of the towing citation example he had drafted for their review.

Meeting adjourned at 9:46 a.m.

DEPUTY CLERK OF THE BOARD

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**


Mandy Buchholz


Gary Berndt, Chairman