

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

**MONDAY**

**9:00 A.M.**

**SEPTEMBER 28, 2015**

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

Others: Mandy Buchholz, Deputy Clerk of the Board & Julie Kjorsvik, Clerk of the Board.

**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 September 25, 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**

**SCOTT SPANN/LTAC**

**COMMISSIONERS**

Commissioner Jewell moved to authorize Board signature on a letter to Scott Spann thanking him for his service on the Kittitas County

Lodging Tax Advisory Committee. Chairman Berndt seconded. Motion carried 2-0.

**REQUEST MEMO TO COUNTY DEPARTMENTS/OFFICE COMMISSIONERS**

Mandy Buchholz, Deputy Clerk of the Board requested the BoCC's support in drafting a memo to the County Department Heads and Elected Officials for them and or their Staff who is responsible for handling Agenda items to attend a training that BoCC Staff will present. Both Commissioner Jewell and Chairman Berndt supported the request. Staff will move forward and arrange through HR & CAMAS for an on-line sign up for the training.

**APPROVAL PSA W/KITTIAS CO. & KITTIAS CO. CHAMBER COMMISSIONERS**

Commissioner Jewell moved to authorize Board signature on a Professional Services Agreement between Kittitas County and the Kittitas County Chamber of Commerce Commencing on August 1, 2015 and for three years or until satisfactory completion of the deliverables, noting that this PSA is for the Chamber to operate two professional business incubator/business service center projects in Kittitas County. Chairman Berndt seconded. Motion carried 2-0.

**OTHER BUSINESS-N/A**

Meeting adjourned at 9:40 a.m.

**DEPUTY CLERK OF THE BOARD**

**KITTIAS COUNTY COMMISSIONERS  
KITTIAS COUNTY, WASHINGTON**

  
Mandy Buchholz

  
Gary Berndt, Chairman