

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

TUESDAY

1:30 P.M.

OCTOBER 27, 2015

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

Others: Julie Kjorsvik, Clerk of the Board; Mickey Webb, Event Center Director; Roxi Nanto, CC Consulting; Harvey Nanto, CC Consulting and Neil Caulkins, Deputy Prosecutor.

SPECIAL MEETING

CC CONSULTANTS

COMMISSIONERS

At 1:30 p.m. Chairman Berndt opened a Special Meeting to meet with representatives from CC Consultants regarding the Shady Brook Mobile Home Park.

Commissioner Jewell explained how the Commissioners have submitted a formal offer to purchase the Shady Brook Mobile Home Park which includes approximately 70 units. He said CC Consulting has experience assisting with closing down mobile home parks and how they had submitted a proposal for the Boards review.

Roxi Nanto and Harvey Nanto of CC Consulting provided information and the various processes that need to happen in order to close down a mobile home park. They provided an overview of how they could assist with providing successful relocations or re-housing for all resident households. As consultants they would create a detailed analysis of all housing alternatives; identify preliminary options for residents; prepare and administer a resident survey; program development, implementation and oversight; work with appropriate County Staff; hold group and individual meetings for residents and interview key informants including housing agencies. They anticipated a budget of \$25,000.00 based on an \$85.00 hourly rate plus any actual expenses.

There is a one year notice requirement that must be provided to all residents and that should happen at the same time as the County making their formal announcement. The very next weekend they would hold a meeting for all residents to attend so they could have an opportunity to ask questions and obtain information to begin the relocation process. They suggested

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having a point of contact for the County and the Board suggested that Commissioner O'Brien be that person. The County would also need to arrange for a translator to be available during those meetings as well.

Some other key components that would need to happen is filing a Closure Disclosure with the Department of Commerce as well as placing large notices at each entrance of the park which should be put up at the same time as the formal announcement goes out.

The Board asked for more specific language to be included in their draft agreement with more of a clear Scope of Work including a minimum guarantee of how often the consultants would be on location; consultation during the purchase portion of property and a final closeout report.

The meeting was adjourned at 2:40 p.m.

CLERK OF THE BOARD



Julie Kjorsvik

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**



Gary Berndt, Chairman