

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

TUESDAY

3:00 P.M.

FEBRUARY 4, 2020

Board members present: Chairman Brett Wachsmith, Vice-Chair Laura Osiadacz, and Commissioner Cory Wright.

Others: Taylor Crouch, Deputy Clerk of the Board I, Mark Cook, Public Works Director/Interim Engineer. Candie Leader, Administrative Supervisor, and Mandy Buchholz, Deputy Clerk of the Board II. Also present was 1 member of the public.

DISCUSSION

SUPPLIES AND FURNISHINGS

PUBLIC WORKS

At 3:00 p.m. Chairman Wachsmith opened a Special Meeting to discuss with County Staff Supplies and Furnishings for new positions.

Mark Cook, Public Works Director/Interim County Engineer presented the Board with a list of items to be done for the new Airport Manager position. Director Cook informed the Board the portable office has been ordered and will be delivered in the first part of March. Director Cook stated there were 2 temporary workstations available to use within the Public Works department until the portable office is delivered.

The Board asked Director Cook to also reach out to Central Washington University to see if there was a temporary workstation option available in their rented space at the Airport.

There was discussion about potential vehicles that could be asset transferred from different departments in the County. The vehicle would need to have over-head lights installed. Director Cook said that Public Works could do the installation of the lights and bill the costs back to the Airport Fund. This vehicle would also need a radio, Public Works will asset transfer one of their radios to the BOCC.

Chairman Wachsmith will work with Auditor's Office to get a gas card set up for this position.

There was discussion on the electronic needs for the new position. Commissioner Wright will work with IT to get a cell phone set up; he will also be working with IT to install landline into the portable office once it is delivered. The landline will need a fax line connected into the modem as well. There was discussion on computer needs. Commissioner Wright will work with IT to secure a computer station for the new position, this position will need a portable

docking station. There may be assets that can be transferred for this need.

There was discussion on furniture and office supply needs. It was decided that this will be discussed with the Manager after he gets into the position.

There was discussion on Personal Protection Equipment (PPE). Public Works will order the PPE needed after discussing it with the Manager.

There was discussion on keys for the Airport. Public Works will issue a notice to Central Washington University that the Master keys will be transferred from Public Works department to the Manager. The Manager will be receiving the Public Works master key on his arrival and the decision on how to move forward from that will be left to the Manager. Public Works will work with the Manager for gate access and proximity badges.

There was discussion on Airport accounting. Public Works will continue to handle the accounting aspects of the Airport, it will be billed back to the Airport Fund. Once the Manager comes into position, it will be his decision on how to move forward.

There was discussion on maintenance needs at the Airport. Public Works will continue to cover maintenance until the Manager decides on his plan of action. Public Works has many competing maintenance needs, all maintenance performed by Public Works will be billed to the Airport Fund.

There was discussion on the Airport Advisory Committee and the Staff responsible for clerking those meetings. Candie Leader will continue to staff the Committee for now, and the BOCC will look for another replacement.

OTHER BUSINESS


Mandy Buchholz, Deputy Clerk of the Board II was working with HR to set up the orientation for the Airport Manager. The Board gave her direction that the position would be reporting to the entire BOCC.

There was discussion about what Staff member in the County would be mentoring the new Manager. This decision will be made on a later date.

Meeting adjourned at 3:37 p.m.

KITTITAS COUNTY COMMISSIONERS

DEPUTY CLERK OF THE BOARD I


Taylor Crouch

KITTITAS COUNTY, WASHINGTON


Brett Wachsmith, Chairman