

**COMMISSIONERS' MINUTES  
KITITAS COUNTY, WASHINGTON  
AGENDA SESSION  
REGULAR MEETING**

**TUESDAY**

**10:00 A.M.**

**JUNE 7, 2022**

Board members present: Chairman Laura Osiadacz & Commissioner Brett Wachsmith (via Webex). Excused: Vice-Chairman Cory Wright.

Others: Julie Kjorsvik, Clerk of the Board; Mandy Buchholz, Administrative Supervisor; Emily Smith, Administrative Assistant; Elishia Harvill, Chief Administrator; Kady Porterfield, Event Center Director; Katie Odiaga, Fiscal Analyst; Jeremy Johnston, Planning Official; Ken Grannan, Airport Director; Codi Fortier, Administrative Assistant; Josh Fredrickson, Engineer; Patti Stacey, Solid Waste Director/Interim Maintenance Director/Project Manager; Dan Carlson, CDS Director; Chris Whitsett, Inspector; Katrina Mankus, Juvenile Court Administrator; Brian Carlson, Budget & Finance Director; Toni Berkshire, Code Enforcement Officer; Kasey Knutson, Special Programs Coordinator; and 1 member of the public.

**CALL TO ORDER**

Chairman Osiadacz called the meeting to order.

**PLEDGE OF ALLEGIENCE**

Chairman Osiadacz led the Pledge of Allegiance.

**INTRODUCTION OF NEW COUNTY EMPLOYEES - NONE**

**PROCLAMATIONS - NONE**

**AWARDS & RECOGNITIONS**

**CERTIFICATE**

**COUNTY ROAD ADMINISTRATION BOARD**

**PUBLIC WORKS**

The Board recognized a Certificate of Good Practice that was approved by the County Road Administration Board on April 21, 2022.

**APPROVAL OF AGENDA**

Commissioner Wachsmith moved to approve the Agenda, as presented. Chairman Osiadacz seconded. Motion carried 2-0.

**CONSENT AGENDA**

At the conclusion of reviewing each item Commissioner Wachsmith moved to approve the Consent Agenda, as amended, by removing Item 7 from the Agenda. Chairman Osiadacz seconded. Motion carried 2-0.

**MINUTES**

<b>DATE</b>	<b>MINUTES</b>
03/16/2022	Quarterly Update with Phil Bucklund
04/12/2022	HR Study Session
04/25/2022	CDS Study Session
05/03/2022	Agenda
05/04/2022	Sheriff's Study Session - Cancelled
05/09/2022	Airport Study Session
05/09/2022	CDS Study Session
05/12/2022	HR Study Session
05/13/2022	HR Study Session (cont. from 5/12/2022)
05/16/2022	Office Admin
05/16/2022	Monthly Check-In with Phil Backlund
05/17/2022	2:00 PM Public Hearings
05/17/2022	Executive Session
05/19/2022	Veterans Advisory Committee Discussion
05/23/2022	Office Admin
05/23/2022	Executive Session
05/23/2022	IT Study Session
05/23/2022	Public Works Study Session
05/24/2022	HR Study Session- Cancelled
05/24/2022	Public Hearing- CDBG - HopeSource
05/26/2022	HR Study Session
05/30/2022	Office Admin- Cancelled
05/31/2022	Office Admin
05/31/2022	Executive Session 10:00 AM
05/31/2022	Executive Session 2:30 PM
06/01/2022	Treasurer & Budget and Finance Director Discussion
06/01/2022	WSAC Annual Courthouse Briefing

**CONTRACT**

**DEPT. OF CHILDREN, YOUTH & FAMILIES**

**JUVENILE**

Approve Amendment No. 1 to the Consolidated Contract No. 2163-22205, between the State of Washington Department of Children, Youth & Families and Kittitas County, from June 13, 2022, through June 30, 2023.

Approve Resolution No. 2022-120, Establishing Revolving Fund/Petty Cash Accounts for the Kittitas County Fair and Independence Day Events on July 3, 2022, and September 1 - 5, 2022.

**AGREEMENT**

**TARA DUNFORD, CPA**

**AUDITOR**

Approve a Professional Services Agreement between Kittitas County and Tara Dunford, CPA, to draft the 2021 Financial Statements, Reconcile Treasury Department Cash, preparation of recommended journal entries for above tasks, review current procedures and documentation and assistance in drafting of revisions, and other tasks as authorized by the Finance Director or County Auditor, in the amount of \$165.00 per hour, not to exceed 360 hours, beginning June 14, 2022, through December 31, 2022.

**CALL FOR BIDS**

**SHADY BROOK MOBILE HOME PARK**

**SOLID WASTE**

Approve a Call for Sealed Bids for the removal of mobile homes from Shady Brook Mobile Home Park, to be accepted until and opened on June 22, 2022, at 2:00 p.m. in the Commissioners Auditorium, Room 109, Kittitas County Courthouse 205 W. 5<sup>th</sup> Avenue, Room 109, and to authorize the Clerk to publish said notice.

**AGREEMENT**

**JACOBS PROJECT MANAGEMENT, CO**

**SOLID WASTE**

Approve a Professional Services Agreement between Kittitas County and Jacobs Project Management Co. to provide On-Call Engineering and Consulting Services.

**LETTER**

**BNSF LEASE**

**SHERIFF**

Acknowledge a letter to Rachel Snider, Vice-President Leasing & Property Management, notifying their office of the termination of Lease #BF10887 with the Burlington Northern and Santa Fe Railway Company, for the building and property that was the base of operations for Kittitas County's Search and Rescue, effective September 1, 2022.

**LETTER**

**WA STATE PARKS & RECREATION COMMISSION**

**SHERIFF**

Acknowledge a Letter of Award to be added to the Intergovernmental Agreement between the Washington State Parks & Recreation Commission and the Kittitas County Sheriff's Office, in the amount of \$2,500.00 based on a commitment of 80 hours of instructor services of the Recreational Boating Safety program from May 31, 2022, through September 30, 2022.

**AGREEMENT**

**SPOTLIGHT PRODUCTION & ELECTRICAL**

**FAIR**

Approve a Professional Services Agreement between Kittitas County and

Spotlight Production & Electrical, in the amount of \$11,804.70, to provide lighting and sound services on the Patriot Night Under the Lights event on July 3, 2022.

**CALL FOR BIDS**

**LIVESTOCK PANELS**

**FAIR**

Approve a Call for Bids for Livestock Panels to construct new Rodeo pens, to be accepted until June 21, 2022, at 5:00 p.m. at which time bids will no longer be accepted, and then will be opened at the KVEC Armory Office on June 22, 2022, at 9:00 a.m., and to authorize the Clerk to publish said notice.

**AGREEMENT**

**WISE**

**PUBLIC HEALTH**

Approve Amendment No. 1 to the Professional Services Agreement between Kittitas County and Wise, in an amount not to exceed \$35,000.00 to provide training and technical assistance specific to developmental disabilities programs, from July 1, 2021, through June 30, 2022.

**AGREEMENT**

**CENTRAL WA UNIVERSITY**

**PUBLIC HEALTH**

Approve a Standard Agreement between Central Washington University and the Kittitas County Public Health Department, in an amount not to exceed \$30,000.00, to provide food inspections and training, from July 1, 2022, through June 30, 2025.

**RESOLUTION 2022-122**

**COST ALLOCATION PLAN**

**PUBLIC HEALTH**

Approve Resolution No. 2022-122, Adopting the Kittitas County Public Health Department Simplified Indirect Cost Allocation Plan for Year Ended December 31, 2020.

**ORDINANCE 2022-005**

**NON-DOCKET AMENDMENT PROCESS**

**CDS**

Approve Ordinance No. 2022-005, Revisions of Kittitas County Code as Part of the 2022 Non-Docket Amendment Process.

**RESOLUTION 2022-123**

**THE FERGUSON GROUP**

**PUBLIC WORKS**

Approve Resolution No. 2022-123, Authorizing the Board's Signature on an Amendment to The Ferguson Group Professional Services Agreement.

**SET PUBLIC HEARING**

**VACATE PORTION OF SILVERTON RD.**

**PUBLIC WORKS**

Approve Setting a Public Hearing to consider the vacation of a portion of Silverton Road, to be held on Tuesday June 21, 2022, at 2:00 p.m. in the Commissioners Auditorium, Room 109, Kittitas County Courthouse 205 West 5<sup>th</sup> Avenue Ellensburg, WA and to authorize the Clerk to publish said notice.

**SET PUBLIC HEARING**

**AIRPORT HOLDINGS, LLC**

**PUBLIC WORKS**

Approve Setting a Public Hearing to consider a Lease Agreement between Kittitas County Airport and Airport Holdings, LLC and Leaseback a portion of a completed building from Airport Holdings, LLC, to be held on Tuesday June 21, 2022, at 2:00 p.m. in the Commissioners Auditorium, Room 109, Kittitas County Courthouse 205 West 5<sup>th</sup> Avenue Ellensburg, WA and to authorize the Clerk to publish said notice.

**SET PUBLIC HEARING**

**BOWERS FIELD LEASE POLICY**

**PUBLIC WORKS**

Approve Setting a Public Hearing to consider Adopting the Bowers Field Lease Policy, to be held on Tuesday June 21, 2022, at 2:00 p.m. in the Commissioners Auditorium, Room 109, Kittitas County Courthouse 205 West 5<sup>th</sup> Avenue Ellensburg, WA and to authorize the Clerk to publish said notice.

**SET PUBLIC HEARING**

**BOWERS FIELD OPERATIONAL DOCUMENTS**

**PUBLIC WORKS**

Approve Setting a Public Hearing to consider the Bowers Field operational documents, to be held on Tuesday June 21, 2022, at 2:00 p.m. in the Commissioners Auditorium, Room 109, Kittitas County Courthouse 205 West 5<sup>th</sup> Avenue Ellensburg, WA and to authorize the Clerk to publish said notice.

**REQUEST TO APPROVE A RESOLUTION AUTHORIZING A LEASE AGREEMENT BETWEEN KITTITAS COUNTY AIRPORT AND CENTERFUSE - ITEM REMOVED FROM THE AGENDA**

**SET PUBLIC HEARING**

**DEPT. OF NATURAL RESOURCES**

**PUBLIC WORKS**

Approve Setting a Public Hearing to consider the Department of Natural Resources Updated Lease, to be held on Tuesday June 21, 2022, at 2:00 p.m. in the Commissioners Auditorium, Room 109, Kittitas County Courthouse 205 West 5<sup>th</sup> Avenue Ellensburg, WA and to authorize the Clerk to publish said notice.

**SET PUBLIC HEARING**

**REAL PROPERTY LEASES**

**PUBLIC WORKS**

Approve Setting a Public Hearing to consider Amending Kittitas County Code Chapter 2.81.070 Real Property Leases, to be held on Tuesday June 21, 2022, at 2:00 p.m. in the Commissioners Auditorium, Room 109, Kittitas County Courthouse 205 West 5<sup>th</sup> Avenue Ellensburg, WA and to authorize the Clerk to publish said notice.

**AGREEMENT**

**BILL CLARKE**

**PUBLIC WORKS**

Approve a Personal Service Agreement between Kittitas County and Bill Clarke, Attorney at Law & Gov't Affairs, from January 1, 2022, through

December 31, 2022.

**CORRESPONDENCE - NONE**

**ADMINISTRATIVE MATTERS - NONE**

**CITIZEN COMMENTS ON NON-AGENDA ITEMS**

Torey Wing reviewed issues he'd been having over the past year relating to a neighbor who has garbage, debris, and abandoned vehicles on the property and requested assistance from the County Commissioners, Code Enforcement and CDS.

**BOARD DISCUSSION/DECISION ITEMS - NONE**

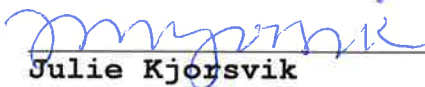
**MISCELLANEOUS - NONE**

**EXECUTIVE SESSION - NONE**

**ADJOURNMENT**

The meeting was adjourned at 10:29 a.m.

**CLERK OF THE BOARD**

  
Julie Kjorsvik

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

  
Laura Osiadacz, Chairman