

**KITTITAS COUNTY  
DEPARTMENT OF PUBLIC WORKS**

**AGENDA STAFF REPORT**

AGENDA DATE:	December 15, 2009
ACTION REQUESTED:	Authorize Kirk Holmes and Kathy Jurgens to sign contracts, amendments, loan agreements and invoice vouchers for the Energy Efficiency and Conservation Block Grant.

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BACKGROUND:	<p>Kittitas County Public Works applied for and received an Energy Efficiency and Conservation Block Grant from the Department of Commerce. The grant provides \$135,000 in energy saving retrofits to the Public Works Upper County Shop and the Morris Sorensen Building. The Upper County Shop projects include constructing a dividing wall in the shop to separate the work area from the office area and replacing windows and the heating system. The Morris Sorensen projects include replacing lights, windows, and the heating and air conditioning system.</p> <p>A resolution specifying the names of the authorized signatures must be included with the preliminary contract package. Two authorized signatures are required for signing contracts, amendments, and loan agreements. Two authorized signatures are required for signing invoice vouchers for reimbursement from the Department of Commerce.</p>
INTERACTION:	Public Works, Judy Pless, Cathy Bambrick
HANDLING:	Return original copy to Public Works
ATTACHMENT:	Resolution. Copy of signature authorization form.
LEAD STAFF:	Kirk Holmes Director of Public Works