

KITTITAS COUNTY  
BOARD OF COUNTY COMMISSIONERS

## AGENDA STAFF REPORT

**AGENDA DATE:** February 20, 2013

**ACTION REQUESTED:** Consider the appointment of Ms. Jennifer Hoyt to the Kittitas County Board of Equalization (BOE).

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**BACKGROUND:** The Board of Equalization Chairperson (Jessica Hutchinson) will be taking a leave of absence which will be leaving the Board with only two members. According to WAC 458-14-035 (2) "the Board shall consist of at least three members". There are also two vacancies for the alternate positions which the Board has opted not to fill due to cost savings to the BOE budget, at this time.

**INTERACTION:** On December 18, 2012, staff received an application for appointment from Ms. Jennifer Leigh Hoyt, and at that time staff forwarded the application to the (BOE). On February 11, 2013 staff received a letter from Debbie Myers, Clerk of the (BOE) requesting the Board of County Commissioners consider the appointment of Ms. Jennifer Hoyt to the (BOE), as an "Interim Member" for a term effective immediately, noting that she is fulfilling Ms. Hutchinson's term ending on 12/2013 and at that time she will be considered for a full 3 year term pending the return of the current Chairperson. "Interim Member" WAC 458-14-005 definitions (13) means a Board member appointed by the County legislative authority to fill a vacancy caused by the resignation or permanent incapacity of a "Regular Board Member". The "Interim Member" shall serve for the balance of the "Regular Board Members" term.

**RECOMMENDATION:** Appoint Ms. Jennifer Hoyt to the Board of Equalization, as an "Interim Member" term effective immediately and ending on 12/2013.

**HANDLING:**

Deputy Clerk of the Board to notify applicant and the Kittitas County BOE of the Board's decision.

**ATTACHMENTS:**

Letter from Debbie Myers, BOE Clerk  
Application from Jennifer Hoyt

**LEAD STAFF:**

Mandy Robinson, Deputy Clerk of the Board