BOARP OF COUNTY COMMISSIONERS  
PUBLIC MEETING  
Office Staff  
June 7, 2004 – 9:00 a.m.

Those present: Perry Huston, Max Golladay, Julie Kjorsvik

<table>
<thead>
<tr>
<th>ITEM</th>
<th>ACTION</th>
<th>FOLLOW-UP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review/Update Commissioner's Schedule</td>
<td>REVIEWED</td>
<td>JULIE</td>
</tr>
<tr>
<td>Personnel Action Forms (PAF's) – request for approval &amp; signature</td>
<td>APPROVED</td>
<td>JULIE</td>
</tr>
<tr>
<td>Vouchers-Request for Signature</td>
<td>APPROVED</td>
<td>JULIE</td>
</tr>
<tr>
<td>PSE Luncheon on the 21st of June-Springwood-RSVP by the 9th (Max)</td>
<td>NO ONE WILL BE ATTENDING</td>
<td>SHANNON</td>
</tr>
<tr>
<td>Meeting at WSAC with Gary Chandler RE: Wind Farms, EFSEC, Permitting (Perry)</td>
<td>WHAT IS NATURE OF MEETING</td>
<td>JULIE</td>
</tr>
<tr>
<td>Memo to CDS from Perry Huston</td>
<td>APPROVED</td>
<td>PERRY</td>
</tr>
<tr>
<td>Invoice –Pacific Legal</td>
<td>FORWARD TO JUDY WITH MIKE POULSEN'S INFORMATION (ADDRESS)</td>
<td>SHANNON</td>
</tr>
<tr>
<td>Review Correspondence Log</td>
<td>REVIEWED</td>
<td>SHANNON</td>
</tr>
<tr>
<td>June 2004 - July 2004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Sat/Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shannon-Gone 8-3</strong></td>
<td><strong>Shannon-BOE TRAINING (Moses)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00am Bruce/Court date</td>
<td>9:00am Senator Multiken - District Day (Conf)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00am Bruce CDS</td>
<td>10:00am Finance Comm. Meet with Susan Musselma</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>9:00am Office Adm. Mtg.</td>
<td>2:00pm Bruce/Kittcom</td>
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</tr>
<tr>
<td>9:30am DH/BOCC Wkly. Mtg.</td>
<td>2:30pm Ice Cream Social (Downstairs)</td>
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<td></td>
</tr>
<tr>
<td>1:00pm Lower District Court More Items...</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Max/Gone</strong></td>
<td><strong>Copier/Quarterly Billing</strong></td>
<td><strong>Yakima Co. Superior Court/Ecology vs. Aqua Vella (Auditorium)</strong></td>
<td><strong>Julie/Vacation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00am Bruce CDS</td>
<td>8:00am CDS Staff Meeting</td>
<td>8:00am CDS Staff Meeting</td>
<td>12:00pm Bruce District 2 Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00am Office Adm. Mtg.</td>
<td>8:30am Perry/Disability Bd.</td>
<td>9:00am Matt-Civil Service Testing (Auditorium)</td>
<td><strong>Julie/Vacation</strong></td>
<td></td>
<td></td>
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<tr>
<td>9:30am DH/BOCC Wkly. Mtg.</td>
<td>9:00am Matt/Civil Service</td>
<td>9:00am Judge McDonald Board of Industrial</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00am Call for Bids/DPW</td>
<td>9:00am Perry/Julie Exec.</td>
<td>9:30am Perry/RSN-BD of Dir</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:30am Agenda S.S. (Aud.)</td>
<td>12:00pm Pers 3 Investment</td>
<td>3:00pm Perry/Legislative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00pm Lower District Court</td>
<td>5:00pm Pers 3 Investment</td>
<td>7:00pm Bruce District 2 Day</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>1:30pm DPW &amp; Planning S.S.</td>
<td>7:00pm Pers 3 Investment</td>
<td><strong>Julie/Vacation</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Holiday-Office Closed</strong></td>
<td><strong>Docketing Deadline for Comp. Pla.</strong></td>
<td></td>
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</tr>
<tr>
<td>8:00am Bruce CDS</td>
<td>8:00am CDS Staff Meeting</td>
<td>9:00am Senator Multiken - District Day (Conference Room)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:00pm Bruce - Coal Mines Trail Commission</td>
<td>9:00am Office Adm. Mtg.</td>
<td>12:00pm Bruce District 2 Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00am DH/BOCC Wkly. Mtg.</td>
<td>9:30am Agenda S.S. (Aud.)</td>
<td><strong>Julie/Vacation</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>10:30am Planning Commission</td>
<td>1:30pm DPW &amp; Planning S.S.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:30pm Planning Commission</td>
<td>3:00pm Agenda</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>4:00pm PH tentative</td>
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**June 2004**

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**July 2004**

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*Commissioners Calendar*
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

**SECTION 1: EMPLOYEE (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>EMPLOYEE #</th>
<th>HIRE DATE</th>
<th>ADJ. HIRE (if different)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collins</td>
<td>Stephanie</td>
<td></td>
<td>6-3-04</td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 2: CURRENT STATUS (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intern</td>
<td>9900</td>
<td>90</td>
<td>$0</td>
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</tbody>
</table>

**DEPARTMENT NAME**

Prosecutor

**BUDGET NUMBER**

A. 

**PERCENTAGE**

A. 

B. 

**% OF FULL TIME**

B. 

**FTE WAGE (IF < 100%)**

B. 

**PER ** | **HOUR** | **MONTH** | **DAY** | **7-HOUR DAY** | **8-HOUR DAY**

**POSITION DATE** | **WORK WEEK** | **GRADE** | **STEP (for "step" employees)** | **PLACEMENT (for "range" employees)** | **FOR HR USE**

| W/04 | Standard (Mon - Sat) | 9001 | 1 |  |  |

**SECTION 3: TYPE OF ACTION**

**EMPLOYEE TYPE**

- [ ] FULL-TIME (1)
- [ ] PART-TIME (2)
- [ ] LIMITED PART-TIME (3)
- [ ] TEMPORARY (4)
- [ ] CASUAL (5)
- [ ] SEASONAL (6)
- [ ] PROJECT (7)
- [ ] WORK STUDY (8)
- [ ] VOLUNTEER (9)

**EMPLOYEE ACTION**

- [ ] NEW HIRE
- [ ] RE-HIRE
- [ ] MERIT / STEP
- [ ] POSITION CHANGE (Describe Below)
- [ ] BUDGET CHANGE (Describe Below)
- [ ] LEAVE (List Type Below)
- [ ] TERMINATION (Provide Separation Info)
- [ ] OTHER (Describe Below)

**TYPE OF SEPARATION**

- [ ] DISCHARGE (D)
- [ ] RESIGNATION (Q)
- [ ] RETIRED (R)
- [ ] LAID OFF (L)
- [ ] FAIL PROBATION (P)
- [ ] OTHER (O)

**REASON FOR SEPARATION**

- [ ] PERFORMANCE (P)
- [ ] ATTENDANCE (A)
- [ ] CONDUCT (C)
- [ ] OTHER EMPLOYMENT (E)
- [ ] PERSONAL (L)
- [ ] OTHER (O)

**Eligible For Rehire**

- [ ] Yes
- [ ] No

Provide Details of Separation Below

**COMMENTS** (include work schedule if position is less than full-time): Stephanie will be volunteering with our office for the summer.

**SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

Prosecutor

**BUDGET NUMBER**

A. 

**PERCENTAGE**

A. 

B. 

**% OF FULL TIME**

B. 

**FTE WAGE (IF < 100%)**

B. 

**PER ** | **HOUR** | **MONTH** | **DAY** | **7-HOUR DAY** | **8-HOUR DAY**

**POSITION DATE** | **WORK WEEK** | **GRADE** | **STEP (for "step" employees)** | **PLACEMENT (for "range" employees)** | **EFFECTIVE DATE**

| W/04 | Standard (Mon - Sat) | 9001 | 1 |  |  |

**SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)**

**DEPARTMENT HEAD / ELECTED OFFICIAL**

**DATE**

**BUDGET/PAYROLL**

**DATE**

**HUMAN RESOURCES**

**DATE**

**COMMISSIONER #1**

**DATE**

**COMMISSIONER #2**

**DATE**

**COMMISSIONER #3**

**DATE**

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04
KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE (COMPLETE IN FULL)

LAST NAME Emory
FIRST NAME Kristen
EMPLOYEE # 1462
HIRE DATE 5/28/04

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

JOB TITLE Volunteer LPA I
DEPARTMENT NAME Lower District Court
BUDGET NUMBER

FOR HR USE
Pens 1 [ ] Pens 2 [ ] Pens 3 [ ] Leave 1 [ ] Leave 2 [ ] Leave 3 [ ] Other

PERCENTAGE [ ] A.

FOR HR USE
Non-Exempt [ ] Exempt [ ] Temp [ ] Other

PERCENTAGE [ ] A.

OTHER COMP. (Describe in "Comments")

% OF FULL TIME [ ] A.

FOR HR USE
TBE WAGE (IF < 100%)

$ 0

SECTION 3: TYPE OF ACTION

EMPLOYEE TYPE
[ ] FULL-TIME (1)
[ ] PART-TIME (2)
[ ] LIMITED PART-TIME (3)
[ ] TEMPORARY (4)
[ ] CASUAL (5)
[ ] SEASONAL (6)
[ ] PROJECT (7)
[ ] WORK STUDY (8)
[ ] VOLUNTEER (9)

EMPLOYEE ACTION
[ ] NEW HIKE
[ ] RE-HIRE
[ ] MERIT / STEP
[ ] POSITION CHANGE (Describe Below)
[ ] BUDGET CHANGE (Describe Below)
[ ] LEAVE (List Type Below)
[ ] TERMINATION (Provide Separation Info)
[ ] OTHER (Describe Below)

TYPE OF SEPARATION
[ ] DISCHARGE (D)
[ ] RESIGNATION (Q)
[ ] RETIRED (R)
[ ] LAID OFF (L)
[ ] FAIL PROBATION (F)
[ ] OTHER (O)

REASON FOR SEPARATION
[ ] PERFORMANCE (P)
[ ] ATTENDANCE (A)
[ ] CONDUCT (C)
[ ] OTHER EMPLOYMENT (E)
[ ] PERSONAL (L)
[ ] OTHER (O)

PER [ ] HOUR [ ] MONTH [ ] DAY

Provide Details of Separation Below

Comments (include work schedule if position is less than full-time): Volunteer help as needed

SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)

JOB TITLE

DEPARTMENT NAME

FOR HR USE
Pens 1 [ ] Pens 2 [ ] Pens 3 [ ] Leave 1 [ ] Leave 2 [ ] Leave 3 [ ] Other

PERCENTAGE [ ] A.

FOR HR USE
Non-Exempt [ ] Exempt [ ] Temp [ ] Other

PERCENTAGE [ ] A.

OTHER COMP. (Describe in "Comments")

% OF FULL TIME [ ] A.

FOR HR USE
TBE WAGE (IF < 100%)

$ 0

SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)

DATE 5/28/04
COMMISSIONER #1

DATE 6/7/04
COMMISSIONER #2

DATE 6/7/04
COMMISSIONER #3

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

FOR HR USE: Eval Date [ ] Eval Rating [E - 10 - S - 6 - AA - 5] Initial [ ]
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

**SECTION 1: EMPLOYEE (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>EMPLOYEE #</th>
<th>HIRE DATE</th>
<th>ADJ. HIRE (if different)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates</td>
<td>Thomas</td>
<td></td>
<td>6/16/04</td>
<td></td>
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**SECTION 2: CURRENT STATUS (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seasonal Building/Grounds</td>
<td>4807</td>
<td>86</td>
<td>$7.16</td>
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</table>

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th>FOR HR USE</th>
<th>FOR HR USE</th>
<th>OTHER COMP. (describe in &quot;comments&quot;)</th>
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</thead>
<tbody>
<tr>
<td>Maintenance</td>
<td></td>
<td></td>
<td>Remodeling</td>
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<table>
<thead>
<tr>
<th>BUDGET NUMBER</th>
<th>PERCENTAGE</th>
<th>FTE WAGE (IF &lt; 100%)</th>
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<tbody>
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<td></td>
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**SECTION 3: TYPE OF ACTION**

<table>
<thead>
<tr>
<th>EMPLOYEE TYPE</th>
<th>EMPLOYEE ACTION</th>
<th>TYPE OF SEPARATION</th>
<th>REASON FOR SEPARATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>New Hire</td>
<td>Discharge (D)</td>
<td>Performance (P)</td>
</tr>
<tr>
<td>Part-Time</td>
<td>Re-Hire</td>
<td>Resignation (Q)</td>
<td>Attendance (A)</td>
</tr>
<tr>
<td>Limited Part-Time</td>
<td>Merit / Step</td>
<td>Retired (R)</td>
<td>Conduct (C)</td>
</tr>
<tr>
<td>Temporary</td>
<td>Position Change</td>
<td>Laid Off (L)</td>
<td>Other Employment (E)</td>
</tr>
<tr>
<td>Casual</td>
<td>Budget Change</td>
<td>Fail Probation (P)</td>
<td>Personal (L)</td>
</tr>
<tr>
<td>Seasonal</td>
<td>Leave (List Type Below)</td>
<td>Other (O)</td>
<td>Other (O)</td>
</tr>
<tr>
<td>Project</td>
<td>Termination</td>
<td></td>
<td>Provide Details of Separation Below</td>
</tr>
<tr>
<td>Work Study</td>
<td>Other (Describe Below)</td>
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</tbody>
</table>

**SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
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</thead>
<tbody>
<tr>
<td></td>
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**SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)**

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

Updated: 04/06/04

FOR HR USE: Eval Date _ _ _ _ Eval Rating (E - ID - S - AA - S) Initial _ _
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

**SECTION 1: EMPLOYEE (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST NAME</td>
<td>James</td>
</tr>
<tr>
<td>EMPLOYEE #</td>
<td>F1661</td>
</tr>
<tr>
<td>HIRE DATE</td>
<td>6/3/04</td>
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**SECTION 2: CURRENT STATUS (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>Seasonal Building/Grounds</th>
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</thead>
<tbody>
<tr>
<td>OCCUP. CODE</td>
<td>4807</td>
</tr>
<tr>
<td>UNION</td>
<td>86</td>
</tr>
<tr>
<td>BASE WAGE</td>
<td>$7.16</td>
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<tr>
<td>DEPARTMENT NAME</td>
<td>Maintenance</td>
</tr>
<tr>
<td>BUDGET NUMBER</td>
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<tr>
<td>PERCENTAGE</td>
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<tr>
<td>% OF FULL TIME</td>
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<td>PER</td>
<td>HOUR</td>
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<tr>
<td>7-HOUR DAY</td>
<td>8-HOUR DAY</td>
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</tbody>
</table>

**SECTION 3: TYPE OF ACTION**

<table>
<thead>
<tr>
<th>EMPLOYEE TYPE</th>
<th>EMPLOYEE ACTION</th>
<th>TYPE OF SEPARATION</th>
<th>REASON FOR SEPARATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL-TIME (1)</td>
<td>NEW HIRE</td>
<td>DISCHARGE (D)</td>
<td>PERFORMANCE (P)</td>
</tr>
<tr>
<td>PART-TIME (2)</td>
<td>RE-HIRE</td>
<td>RESIGNATION (Q)</td>
<td>ATTENDANCE (A)</td>
</tr>
<tr>
<td>LIMITED PART-TIME (3)</td>
<td>MERIT / STEP</td>
<td>RETIRED (R)</td>
<td>CONDUCT (C)</td>
</tr>
<tr>
<td>TEMPORARY (4)</td>
<td>POSITION CHANGE (Describe Below)</td>
<td>LAID OFF (L)</td>
<td>OTHER EMPLOYMENT (E)</td>
</tr>
<tr>
<td>CASUAL (5)</td>
<td>BUDGET CHANGE (Describe Below)</td>
<td>FAIL PROBATION (P)</td>
<td>PERSONAL (L)</td>
</tr>
<tr>
<td>SEASONAL (6)</td>
<td>LEAVE (List Type Below)</td>
<td>OTHER (O)</td>
<td>OTHER (O)</td>
</tr>
<tr>
<td>PROJECT (7)</td>
<td>TERMINATION (Provide Separation Info)</td>
<td>Eligible For Rehire</td>
<td>Ineligible For Rehire</td>
</tr>
<tr>
<td>WORK STUDY (8)</td>
<td>OTHER (Describe Below)</td>
<td>Provide Details of Separation Below</td>
<td></td>
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<tr>
<td>VOLUNTEER (9)</td>
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**SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)**

<table>
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<th>JOB TITLE</th>
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<tbody>
<tr>
<td>OCCUP. CODE</td>
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<tr>
<td>UNION</td>
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<tr>
<td>BASE WAGE</td>
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<td>DEPARTMENT NAME</td>
<td></td>
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<tr>
<td>BUDGET NUMBER</td>
<td></td>
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<tr>
<td>PERCENTAGE</td>
<td></td>
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<tr>
<td>% OF FULL TIME</td>
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<td>PER</td>
<td>HOUR</td>
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<tr>
<td>7-HOUR DAY</td>
<td>8-HOUR DAY</td>
</tr>
</tbody>
</table>

**SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)**

<table>
<thead>
<tr>
<th>DEPARTMENT HEAD / ELECTED OFFICIAL</th>
<th>DATE</th>
<th>BUDGET/PAYROLL</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMAN RESOURCES</td>
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<tr>
<td>COMMISSIONER #1</td>
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<tr>
<td>COMMISSIONER #2</td>
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</tbody>
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**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

Updated: 04/06/04
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

**SECTION 1: EMPLOYEE (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>EMPLOYEE #</th>
<th>HIRE DATE</th>
<th>ADJ. HIRE (if different)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AILEY</td>
<td>GRANT</td>
<td>B1467</td>
<td>04/22/02</td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 2: CURRENT STATUS (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHERIFFS RESERVES</td>
<td>5801</td>
<td>89</td>
<td>$13.50</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

SHERIFF

**BUDGET NUMBER**

A. 1300251003

**PERCENTAGE**

A. 100

**% OF FULL TIME**

$____

**FOR HR USE**

- [ ] Non-Exempt
- [ ] Exempt
- [ ] Not Covered

**OTHER COMP. (describe in comments)**

- [ ] Longevity
- [ ] Step
- [ ] Position
- [ ] Allowance
- [ ] Other

**FOR HR USE**

- [ ] PER
- [ ] HOUR
- [ ] MONTH
- [ ] DAY

- [ ] 7-HOUR DAY
- [ ] 8-HOUR DAY

**POSITION DATE**

04/22/02

**WORK WEEK**

- [ ] Standard (Sun - Sat)
- [ ] Alternate (Fri Noon - Fri Noon)
- [ ] 207(k) exception

**GRADE**

501

**STEP (for "step" employees)**

2

**PLACEMENT (for "range" employees)**

**FOR HR USE**

- [ ] ELIGIBLE FOR RETIREMENT
- [ ] INELIGIBLE FOR RETIREMENT

**Provide Details of Separation Below**

**COMMENTS** (include work schedule if position is less than full-time): EMPLOYEE HAS BEEN MOVED FROM SHERIFFS RESERVES TO PROVISIONAL LINE DEPUTY.

**SECTION 3: TYPE OF ACTION**

- [ ] NEW HIRE
- [ ] RE-HIRE
- [ ] MERIT / STEP
- [ ] POSITION CHANGE (Describe Below)
- [ ] BUDGET CHANGE (Describe Below)
- [ ] LEAVE (List Type Below)
- [ ] TERMINATION (Provide Separation Info)
- [ ] OTHER (Describe Below)
- [ ] DISCHARGE (D)
- [ ] RESIGNATION (Q)
- [ ] RETIRED (R)
- [ ] LAID OFF (L)
- [ ] FAILURE PROBATION (F)
- [ ] OTHER (O)

**FOR HR USE**

- [ ] PERFORMANCE (P)
- [ ] ATTENDANCE (A)
- [ ] CONDUCT (C)
- [ ] OTHER EMPLOYMENT (E)
- [ ] PERSONAL (L)
- [ ] OTHER (O)

- [ ] Eligible for Retiremen
- [ ] Ineligible for Retiremen

**Provide Details of Separation Below**

**SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PATROL OFFICER (PROV)</td>
<td>5802</td>
<td>87</td>
<td>$16.80</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

**BUDGET NUMBER**

A. 13002109551001

**PERCENTAGE**

A. 100

**% OF FULL TIME**

100

**FOR HR USE**

- [ ] PER
- [ ] MONTH
- [ ] DAY

- [ ] 7-HOUR DAY
- [ ] 8-HOUR DAY

**POSITION DATE**

06/07/04

**WORK WEEK**

- [ ] Standard (Sun - Sat)
- [ ] Alternate (Fri Noon - Fri Noon)
- [ ] 207(k) exception

**GRADE**

502

**STEP (for "step" employees)**

6

**PLACEMENT (for "range" employees)**

**SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)**

<table>
<thead>
<tr>
<th>DEPARTMENT HEAD / ELECTED OFFICIAL</th>
<th>DATE</th>
<th>BUDGET PAYROLL</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>C. M. Feller</td>
<td>6-3-04</td>
<td></td>
<td>6-7-04</td>
</tr>
</tbody>
</table>

**HUMAN RESOURCES**

<table>
<thead>
<tr>
<th>DATE</th>
<th>COMMISSIONER #1</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-17-07</td>
<td></td>
</tr>
</tbody>
</table>

**COMMISSIONER #2**

<table>
<thead>
<tr>
<th>DATE</th>
<th>COMMISSIONER #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-17-04</td>
<td></td>
</tr>
</tbody>
</table>

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

Updated: 04/06/04

FOR HR USE: Eval Date ____ Eval Rating (IE - ID - S - AA - S) Initial ____
### KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

**SECTION 1: EMPLOYEE (COMPLETE IN FULL)**

**LAST NAME**

- Ills

**FIRST NAME**

- Robert

**EMPLOYEE #**

- E1459

**HIRE DATE**

- 4-16-02

**BASE WAGE**

- $2786

**SECTION 2: CURRENT STATUS (COMPLETE IN FULL)**

**JOB TITLE**

- Building Inspector

**DEPARTMENT NAME**

- CDS

**BUDGET NUMBER**

- A. 1401 51001

**% OF FULL TIME**

- 100

**FTE WAGE (IF <100%)**

- $%

**SECTION 3: TYPE OF ACTION**

**FULL-TIME (1)**

**PART-TIME (2)**

**LIMITED PART-TIME (3)**

**TEMPORARY (4)**

**SEASONAL (6)**

**PROJECT (7)**

**WORK STUDY (8)**

**VOLUNTEER (9)**

**NEW HIRE**

**RE-HIRE**

**MERIT / STEP**

**POSITION CHANGE** (Describe Below)

**BUDGET CHANGE** (Describe Below)

**TERMINATION** (List Type Below)

**OTHER (Describe Below)**

**TYPE OF SEPARATION**

- DISCHARGE (D)
- RESIGNATION (Q)
- RETIRED (R)
- LAID OFF (L)
- FAIL PROBATION (P)
- OTHER (O)

**REASON FOR SEPARATION**

- PERFORMANCE (P)
- ATTENDANCE (A)
- CONDUCT (C)
- OTHER EMPLOYMENT (E)
- PERSONAL (L)
- OTHER (O)

**COMMENTS**

Please see attached memo and evaluation requesting 4% increase.

### SECTION 4: NEW STATUS (ENTER SAME AS JOB TITLE IF NOT APPLICABLE)

**NEW JOB TITLE**

**DEPARTMENT NAME**

**BUDGET NUMBER**

**% OF FULL TIME**

**FTE WAGE (IF <100%)**

**SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)**

**DATE**

- 6-1-04

**DATE**

- 6-17-04

**DATE**

- 6-17-04

**DATE**

- 6-17-04

**DATE**

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

*Updated: 04/06/04*
### KITITAS COUNTY PERSONNEL ACTION FORM (PAF)

**SECTION 1: EMPLOYEE (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>EMPLOYEE #</th>
<th>HIRE DATE</th>
<th>ADJ. HIRE (if different)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENTER</td>
<td>PERRY</td>
<td>S1023</td>
<td>01/31/97</td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 2: CURRENT STATUS (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>1309</td>
<td>30</td>
<td>$3,640</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

Computer Services

**BUDGET NUMBER**

A. 0011751001

**PERCENTAGE**

A. 100%

**% OF FULL TIME**

100%

**FTE WAGE (IF < 100%)**

$  

**PER HOUR  MONTH  DAY**

- 7-HOUR DAY  8-HOUR DAY

**POSITION DATE**

4/17/02

**WORK WEEK**

- Standard (Mon - Sat)
- Alternating (Fri Noon - Fri Noon)
- 20/10(8) exception

**GRADE**

109

**STEP (for step employees)**

- Placement (for range employees)

**FOR HR USE**

**SECTION 3: TYPE OF ACTION**

<table>
<thead>
<tr>
<th>EMPLOYEE TYPE</th>
<th>EMPLOYEE ACTION</th>
<th>TYPE OF SEPARATION</th>
<th>REASON FOR SEPARATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL-TIME (1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PART-TIME (2)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIMITED PART-TIME (3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEMPOARY (4)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CASUAL (5)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEASONAL (6)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROJECT (7)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WORK STUDY (8)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VOLUNTEER (9)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NEW HIRE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RE-HIRE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MERIT/STEP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POSITION CHANGE (Describe Below)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUDGET CHANGE (Describe Below)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LEAVE (List Type Below)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TERMINATION (Provide Separation Info)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER (Describe Below)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS** (include work schedule if position is less than full-time):

- 3% increase upon completion of annual evaluation conducted on 6/2/04

**SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$3,749</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

**BUDGET NUMBER**

A.  

**PERCENTAGE**

A.  

**% OF FULL TIME**

$  

**FOR HR USE**

**POSITION DATE**

4/17/02

**WORK WEEK**

- Standard (Mon - Sat)
- Alternating (Fri Noon - Fri Noon)
- 20/10(8) exception

**GRADE**

109

**STEP (for step employees)**

- Placement (for range employees)

**EFFECTIVE DATE**

5/1/04

**SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)**

<table>
<thead>
<tr>
<th>DEPARTMENT HEAD / ELECTED OFFICIAL</th>
<th>DATE</th>
<th>BUDGET PAYROLL</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HUMAN RESOURCES</th>
<th>DATE</th>
<th>COMMISSIONER #1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMISSIONER #2</th>
<th>DATE</th>
<th>COMMISSIONER #3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMISSIONER #4</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5/7/04</td>
</tr>
</tbody>
</table>

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

FOR HR USE: Eval Date: 6/17/07  Eval Rating (IE-ID): S- AA - S Initial L28

Updated: 04/06/04
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

**SECTION 1: EMPLOYEE (COMPLETE IN FULL)**
- **LAST NAME:** ENTER
- **FIRST NAME:** PERRY
- **EMPLOYEE #:** S1023
- **HIRE DATE:** 01/31/97
- **ADJ. HIRE (if different):**

**JOB TITLE:** Director

**DEPARTMENT NAME:** Computer Services

**BUDGET NUMBER:** A. 0011751001

**PERCENTAGE:** A. 100%

**% OF FULL TIME:** 100%

**FTE WAGE (IF < 100%):** $ 

**FOR HR USE:**
- Earned (a) = Earned (b)
- 2020(k) exception

**FOR HR USE:**
- 109 - 1309
- 30 - 3

**SECTION 2: CURRENT STATUS (COMPLETE IN FULL)**

**BASE WAGE:** $3,571

**SECTION 3: TYPE OF ACTION**

<table>
<thead>
<tr>
<th>EMPLOYEE TYPE</th>
<th>FULL-TIME (1)</th>
<th>PART-TIME (2)</th>
<th>LIMITED-PART-TIME (3)</th>
<th>TEMPORARY (4)</th>
<th>SEASONAL (5)</th>
<th>PROJECT (7)</th>
<th>WORK STUDY (8)</th>
<th>VOLUNTEER (9)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLOYEE ACTION</td>
<td>NEW HIRE</td>
<td>RE-HIRE</td>
<td>MERIT / STEP</td>
<td>POSITION CHANGE (Describe Below)</td>
<td>BUDGET CHANGE (Describe Below)</td>
<td>LEAVE (List Type Below)</td>
<td>TERMINATION (Provide Separation Info)</td>
<td>OTHER (Describe Below)</td>
</tr>
<tr>
<td>TYPE OF SEPARATION</td>
<td>DISCHARGE (D)</td>
<td>RESIGNATION (Q)</td>
<td>RETIRED (R)</td>
<td>LAID OFF (L)</td>
<td>FAIL PROBATION (P)</td>
<td>OTHER (O)</td>
<td>PERFORMANCE (P)</td>
<td>ATTENDANCE (A)</td>
</tr>
<tr>
<td>REASON FOR SEPARATION</td>
<td>Eligible For Rehire</td>
<td>Ineligible For Rehire</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS (include work schedule if position is less than full-time):**

To be placed on current wage scale $3,640 - $4,222 - $4,805

2.19% Wage adjustment to bring to base of scale

**SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$3,640</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUDGET NUMBER</th>
<th>PERCENTAGE</th>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. 0011751001</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FOR HR USE:**
- Earned (a) = Earned (b)
- 2020(k) exception

**FOR HR USE:**
- 109 - 1309
- 30 - 3

**SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)**

- **DEPARTMENT HEAD/ELECTED OFFICIAL:** N/A
- **HUMAN RESOURCES:**
  - **DATE:** 6/7/97
  - **COMMISSIONER #1:** M.A. Leff
  - **COMMISSIONER #2:**
  - **DATE:** 6/7/97
  - **COMMISSIONER #3:** Perry O. Austin
  - **DATE:** 6/7/97

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

Updated: 04/06/04
Last Name: Arvey
First Name: Aaron
Employee #: H1587
Hire Date: 03/11/04
Adj. Hire (if different): 

Job Title: Volunteer/Intern
Department Name: Human Resource
Budget Number: A. 1-308151001

Position Date: 03/11/04
Work Week: Standard (Mon - Sat)
Grade: 900
Step (for "step" employees): 0
Placement (for "range" employees): 

Employee Type: 
Employee Action: 
Type of Separation: 
Reason for Separation: 

Comments (include work schedule if position is less than full-time): End of CWU intern program.

Section 4: New Status (Enter only data to be changed)
Job Title: 
Department Name: 
Budget Number: A.

Position Date: 06/03/04
Work Week: Standard (Mon - Sat)
Grade: 
Step (for "step" employees): 
Placement (for "range" employees): 
Effective Date: 06/03/04

Section 5: Signatures (Must be signed in blue ink)
Department Head/Selected Official: 
Commissioner #1: 
Commissioner #2: 

Human Resources:

Return Form to Human Resources for Distribution

Updated: 04/06/04
# Kittitas County Personnel Action Form (PAF)

## Section 1: Employee (Complete in Full)
- **Last Name:** TREDWICK
- **First Name:** SHAWN
- **Employee #:** S1610
- **Hire Date:** 06/01/04
- **Adj. Hire (if different):**

## Section 2: Current Status (Complete in Full)
- **Job Title:**
- **Occup. Code:**
- **Union:**
- **Base Wage:** $

## Section 3: Type of Action
- **Employee Type:** FULL-TIME (1)
- **Employee Action:** NEW HIRE
- **Type of Separation:**
  - DISCHARGE (D)
  - RESIGNATION (Q)
  - RETIRED (R)
  - LAID OFF (L)
  - FAIL PROBATION (P)
  - OTHER (O)

## Section 4: New Status (Enter Only Data to Be Changed)
- **Job Title:** CONTROL ROOM OPER
- **Occup. Code:** 5725
- **Union:** 72
- **Base Wage:** $2100

## Section 5: Signatures (Must Be Signed in Blue Ink)
- **Department Head/Elected Official:**
- **Human Resources:**
- **Commissioner #1:**
- **Commissioner #2:**
- **Commissioner #3:**

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**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

Updated: 04/06/04

*FOR HR USE: Eval Date N/A*
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

**SECTION 1: EMPLOYEE (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>EMPLOYEE #</th>
<th>HIRE DATE</th>
<th>ADJ. HIRE (if different)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compton</td>
<td>Ben</td>
<td>C 1985</td>
<td>5-24-04</td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 2: CURRENT STATUS (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit Technician</td>
<td>2441</td>
<td>40</td>
<td>$2450</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

CDS

**BUDGET NUMBER**

A. 1401-51001

<table>
<thead>
<tr>
<th>PERCENTAGE</th>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. 100</td>
<td>100</td>
<td>$</td>
</tr>
</tbody>
</table>

**POSITION DATE**

5-24-04

**WORKWEEK**

- Standard (Sun - Sat)
- Alternate (Fri Noon - Fri Noon)
- 207(6) exception

**GRADE**

241

**SECTION 3: TYPE OF ACTION**

<table>
<thead>
<tr>
<th>EMPLOYEE TYPE</th>
<th>EMPLOYEE ACTION</th>
<th>TYPE OF SEPARATION</th>
<th>REASON FOR SEPARATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL-TIME (1)</td>
<td>NEW HIRE</td>
<td>DISCHARGE (D)</td>
<td>PERFORMANCE (P)</td>
</tr>
<tr>
<td>PART-TIME (2)</td>
<td>RE-HIRE</td>
<td>RESIGNATION (Q)</td>
<td>ATTENDANCE (A)</td>
</tr>
<tr>
<td>LIMITED PART-TIME (3)</td>
<td>MERIT / STEP</td>
<td>RETIRED (R)</td>
<td>CONDUCT (C)</td>
</tr>
<tr>
<td>TEMPORARY (4)</td>
<td>POSITION CHANGE</td>
<td>LAID OFF (L)</td>
<td>OTHER EMPLOYMENT (E)</td>
</tr>
<tr>
<td>CASUAL (5)</td>
<td>(Describe Below)</td>
<td>FAIL PROBATION (P)</td>
<td>PERSONAL (L)</td>
</tr>
<tr>
<td>SEASONAL (6)</td>
<td>BUDGET CHANGE (Describe Below)</td>
<td>OTHER (O)</td>
<td>OTHER (O)</td>
</tr>
<tr>
<td>PROJECT (7)</td>
<td>LEAVE (List Type Below)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WORK STUDY (8)</td>
<td>TERMINATION (Provide Separation Info)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VOLUNTEER (9)</td>
<td>OTHER (Describe Below)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS** (include work schedule if position is less than full-time):

<table>
<thead>
<tr>
<th>Eligible For Retire</th>
<th>Ineligible For Retire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide Details of Separation Below</td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th>FOR HR USE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pers 1</td>
</tr>
<tr>
<td></td>
<td>Pers 2</td>
</tr>
<tr>
<td></td>
<td>Pers 3</td>
</tr>
<tr>
<td></td>
<td>Leaf 1</td>
</tr>
<tr>
<td></td>
<td>Leaf 2</td>
</tr>
<tr>
<td></td>
<td>90 Day Period</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUDGET NUMBER</th>
<th>PERCENTAGE</th>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. 100</td>
<td>100</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POSITION DATE</th>
<th>WORKWEEK</th>
<th>GRADE</th>
<th>STEP (for &quot;step&quot; employees)</th>
<th>PLACEMENT (for &quot;range&quot; employees)</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-24-04</td>
<td></td>
<td></td>
<td>241</td>
<td>63 B</td>
<td>5/24/04</td>
</tr>
</tbody>
</table>

**SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)**

<table>
<thead>
<tr>
<th>DEPARTMENT HEAD / ELECTED OFFICIAL</th>
<th>DATE</th>
<th>BUDGET PAYROLL</th>
<th>DATE</th>
<th>HUMAN RESOURCES</th>
<th>DATE</th>
<th>COMMISSIONER #1</th>
<th>DATE</th>
<th>COMMISSIONER #2</th>
<th>DATE</th>
</tr>
</thead>
</table>

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04

FOR HR USE: Eval Date N Eval Rating (1E - 1D - S - AA - S) Initial
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

**SECTION 1: EMPLOYEE (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>EMPLOYEE #</th>
<th>HIRE DATE</th>
<th>ADJ. HIRE (if different)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AXWELL</td>
<td>MOI KAI</td>
<td>M1540</td>
<td>06/07/04</td>
<td></td>
</tr>
</tbody>
</table>

**JOB TITLE**

| FLAGGER |

**DEPARTMENT NAME**

| PUBLIC WORKS |

**BUDGET NUMBER**

| A. 106-54200 |

**PERCENTAGE**

| A. 100 |

**SECTION 2: CURRENT STATUS (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4801</td>
<td>86</td>
<td>$12.00</td>
</tr>
</tbody>
</table>

**FOR HR USE**

- [ ] Pers 1
- [ ] Pers 2
- [ ] Pers 3
- [ ] Leav 1
- [ ] Leav 2
- [ ] Non-Exempt
- [ ] Exempt
- [ ] Not Covered
- [ ] Longevity
- [ ] Disability
- [ ] Other
- [ ] Performance (P)
- [ ] Attendance (A)
- [ ] Conduct (C)
- [ ] Other Employment
- [ ] Personal (P)
- [ ] Other (O)

**OTHER COMP.**

- [ ] Eligible For Rehire
- [ ] Ineligible For Rehire

**COMMENTS**

Hired as Temporary Seasonal Flagger. This is a Non-Union Position. Employee will report to the Blunshorn Maint Shop beginning on 6/01/04. Employment is expected to end on or about 9/30/04.

**SECTION 3: TYPE OF ACTION**

- [ ] NEW HIRE
- [ ] RE-HIRE
- [ ] TERMINATION (Provide Separation Info)
- [ ] OTHER (Describe Below)
- [ ] DISCHARGE (D)
- [ ] RESIGNATION (Q)
- [ ] LAID OFF (L)
- [ ] FAIL PROBATION (P)
- [ ] OTHER (O)
- [ ] PERFORMANCE (P)
- [ ] ATTENDANCE (A)
- [ ] CONDUCT (C)
- [ ] OTHER EMPLOYMENT
- [ ] PERSONAL (P)
- [ ] OTHER (O)

**SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)**

**SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)**

<table>
<thead>
<tr>
<th>DEPARTMENT HEAD/ELECTED OFFICIAL</th>
<th>DATE</th>
<th>BUDGET/PAYROLL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HUMAN RESOURCES</th>
<th>DATE</th>
<th>COMMISSIONER #1</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6/01/04</td>
<td></td>
<td>6/17/04</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMISSIONER #2</th>
<th>DATE</th>
<th>COMMISSIONER #3</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6/01/04</td>
<td></td>
<td>6/17/04</td>
</tr>
</tbody>
</table>

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04

For HR Use: Eval Date

Eval Rating (1E = 1D = 9A = 7S) Initial __________
Kittitas County
Board of County Commissioners

Please include in your next regular agenda session and read into the minutes:

Payroll Approval

The Kittitas County Board of County Commissioners on __6/14/21__ approved the vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, which has been recorded on a listing and made available to the Board which include payroll warrant #52452 through 52491 in the amount of $20,051.56.

Auditing officers notes:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Commissioner Remarks:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Kittitas County
Board of County Commissioners

Please include in your next regular agenda session and read into the minutes:

**Voucher Approval**

The Kittitas County Board of County Commissioners on **06-07-04** approved the vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, which has been recorded on a listing and made available to the Board which include claims warrant # **144099** through **144107** in the amount of $**31,812.45**.

Auditing officer’s notes:

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Commissioner Remarks:

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
Kittitas County
Board of County Commissioners

Please include in your next regular agenda session and read into the minutes:

Payroll Approval

The Kittitas County Board of County Commissioners on 1/25/59 approved the vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, which has been recorded on a listing and made available to the Board which include payroll warrant # 52359 through 52401 in the amount of $702307.

Auditing officers notes:


Commissioner Remarks:


Good morning. Gary Chandler and Kristin Sawin, from the Association of Washington Business, would like to meet with you and me while you are in Tacoma at the annual meeting. Can you meet with them on the 24th or 25th for about an hour? They want to talk about the 3 wind projects, EFSEC and what their members are saying about the permitting process. Please get back to me so I can set something up. Thanks,

Scott Merriman
Washington State Association of Counties
Policy Director for Land Use and Transportation
360.753.1886

what's nature of meeting?
To: Allison Kimball, Operations Supervisor  
Catherine Dunn, Administrative Supervisor

From: Perry D. Huston, Chairman  
Kittitas County Board of County Commissioners

Date: June 7, 2004

Topic: Next phase instructions

The Board believes things are sufficiently stable in Community Development Services to move on to the next logical step prior to the hiring of the new director. Of course the Board will work with the new director to determine the future operations of CDS, but in the interim this memo lines out how you will operate. Before I move on, let me thank Commissioner Coe for his extra effort during this interim period and the two of you for your hard work.

The supervisory lines currently in place will remain in place. Your current work assignments will remain in place. It is expected that both of you will work together to make sure unusual events are dealt with and resources are used to their maximum efficiency. If events occur or other questions arise that you do not feel equipped to handle, you should agenda them for your Monday study session when possible. If time does not allow for that, follow the usual protocol in seeking guidance from the Board of County Commissioners. Chairman, Vice-Chairman, or available Commissioner is your order of contact.

The work with Code Enforcement and the Fire Marshall office will continue. Further guidance will be forthcoming, and more detailed discussions as to how these offices will be structured will take place during the budget discussions later this year. In the immediate time period, follow the guidance you have already received.

The new positions of Planner I, Building Inspector, and Plan Reviewer are being posted with the existing job descriptions in place. These people need to be hired and oriented as soon as possible. It is expected their hiring, orientation and training will proceed smoothly and quickly.

You will deal with the issues identified by this Board in terms of the Office Assistant/Board Clerk as quickly as possible. There has been no authorized change to this position and it should be operating as hired. Any further discussions of an additional Board Clerk position or restructuring of the Office Assistant/Board Clerk position will take place after the new director is in place.

The Board has authorized overtime for plan review for the purpose of catching up the backlog. Any personnel qualified to review plans, and for whom plan review is part of their duties, should be assigned overtime as necessary until the backlog is caught up, and an acceptable turnaround time has been reached. In past discussions, 30 days has been offered as an acceptable turnaround time. A report at each Monday study session will be made until the backlog is caught up.

Referring to my memorandum of February 26, 2004, every effort will be made to adhere to the time frame set out in this memo for further evaluation of your positions. It is possible that this process will be delayed depending on the hiring and orientation process for the new director. I will apologize in advance for what might be a delay in the effort to re-examine your positions in terms of wages.
I believe this covers the outstanding or on-going issues. If you have questions regarding this memorandum feel free to contact me. Other questions will be addressed following the protocol outlined in this memo. Again, let me thank you both for your hard work and special thanks to Commissioner Coe for his efforts during this time of change.
May 13, 2004

INVOICE

TO: Perry Huston
    Chairman
    Kittitas County Board of County Commissioners
    205 West Fifth Avenue, Room 108
    Ellensburg, WA 98926

<table>
<thead>
<tr>
<th>Case:</th>
<th>Idaho Water Users v. NMFS (PLF Ref No.: 12-141)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Costs covering the period through April 30, 2004:</td>
</tr>
<tr>
<td>Copying</td>
<td>$4.09</td>
</tr>
<tr>
<td>Delivery Services</td>
<td>200.00</td>
</tr>
<tr>
<td>Court Fees</td>
<td>300.00</td>
</tr>
<tr>
<td>Postage</td>
<td>92.64</td>
</tr>
<tr>
<td>Telephone</td>
<td>0.40</td>
</tr>
<tr>
<td><strong>Total This Invoice:</strong></td>
<td><strong>$597.13</strong></td>
</tr>
<tr>
<td>Costs billed to other four parties:</td>
<td>(477.70)</td>
</tr>
<tr>
<td><strong>TOTAL DUE:</strong></td>
<td><strong>$119.43</strong></td>
</tr>
</tbody>
</table>

Please remit the above amount to:

Pacific Legal Foundation
3900 Lennane Drive
Suite 200
Sacramento, CA 95834
BOARD OF COUNTY COMMISSIONERS
COUNTY OF KITTITAS
STATE OF WASHINGTON

RESOLUTION

NO. 2004-22

APPROVING MEMORANDUM OF UNDERSTANDING BETWEEN KITTITAS
COUNTY AND THE PACIFIC LEGAL FOUNDATION FOR REPRESENTATION IN
CONNECTION WITH CHALLENGING THE LISTING OF STEELHEAD UNDER THE
ENDANGERED SPECIES ACT

WHEREAS, on March 25, 1999 the National Marine Fisheries Services (NMFS) issued notice
in the Federal Register listing the Middle Columbia River ESU steelhead as
Threatened under the Endangered Species Act; and

WHEREAS, on February 11, 2000 Kittitas County submitted comments to the Branch Chief of
the NMFS Northwest Division related to the proposed 4(d) rules; and

WHEREAS, as part of the February 11, 2000 comments, Kittitas County specifically requested
all future items, actions, or other publications issued by the NMFS related to
salmonids and steelhead be sent directly to Kittitas County; and

WHEREAS, Section 4 (b)(5)(A)(ii) of the Endangered Species Act States requires the
Secretary to:

"give actual notice of the proposed regulation (including the complete text of the
regulation) to the State agency in each State in which the species is believed to
occur, and to each county or equivalent jurisdiction in which the species is
believed to occur, and invite the comment of such agency, and each such
jurisdiction, thereon;" and

WHEREAS, the NMFS have never complied with the requirements of the Endangered Species
Act to provide specific notice of a proposed regulation to Kittitas County; and

WHEREAS, Kittitas County believes the process initiated by the NMFS to list the Middle
Columbia ESU steelhead was inadequate and fatally flawed;

WHEREAS, Kittitas County, and its citizens, face undue social and economic impacts associated
with the listing and the related critical habitat designation.
NOW, THEREFORE BE IT RESOLVED the Board of County Commissioners, after due deliberation and in the best interest of the public, does hereby approve the Memorandum of Understanding with the Pacific Legal Foundation and authorizes the Chairman's signature of said agreement as attached hereto.

DATED this 2nd day of February 2004, at Ellensburg, Washington.

BOARD OF COUNTY COMMISSIONERS
KITITAS COUNTY, WASHINGTON

Perry Huston, Chair
Bruce Coe, Vice-Chair
Max A. Golladay, Commissioner

APPROVED AS TO FORM:

Gregory L. Zempel,
County Prosecuting Attorney
WSBA #19125
<table>
<thead>
<tr>
<th>DATE RECEIVED</th>
<th>ITEM</th>
<th>SUBJECT</th>
<th>ACTION</th>
<th>FOLLOW UP</th>
<th>FILE REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>06-01-04</td>
<td>Newsletter</td>
<td>Courthouse Journal</td>
<td></td>
<td></td>
<td>WSAC</td>
</tr>
<tr>
<td>06-01-04</td>
<td>Motion to Intervene and Declaration of Service</td>
<td>Washington State Grange v. Donald Evans</td>
<td></td>
<td></td>
<td>Kittitas County Departments- Commissioners</td>
</tr>
<tr>
<td>06-01-04</td>
<td>Email from Bill Vogler</td>
<td>Primary Election</td>
<td>Copy forward to BOCC</td>
<td></td>
<td>WSAC</td>
</tr>
<tr>
<td>06-01-04</td>
<td>Email from Tom Ballard</td>
<td>Comments on Growth</td>
<td>Copy forward to BOCC and Lorna Kenny, Clerk of the Planning Commission</td>
<td></td>
<td>Kittitas County Departments- CDS</td>
</tr>
<tr>
<td>06-01-04</td>
<td>Newsletter</td>
<td>Department of Ecology-Focus on Water Cleanup Plan List</td>
<td></td>
<td></td>
<td>State of Washington Department of Ecology</td>
</tr>
<tr>
<td>06-01-04</td>
<td>Snoqualmie Indian Tribe Supplement Comments</td>
<td>Puget Sound Energy Application Hydroelectric Project</td>
<td></td>
<td></td>
<td>Kittitas County Departments- Commissioners</td>
</tr>
<tr>
<td>06-01-04</td>
<td>Letter from Sheriff, Gene Dana</td>
<td>Special Needs Public Transportation .1% Sales Tax Increase</td>
<td>Copy to Clerk for PTBA File</td>
<td></td>
<td>Kittitas County Departments- Sheriff</td>
</tr>
<tr>
<td>06-01-04</td>
<td>Memo from CDS-Jan Sharar</td>
<td>SEPA Notice of Action- Grasslands Park Preliminary Park</td>
<td></td>
<td></td>
<td>Kittitas County Departments- CDS</td>
</tr>
<tr>
<td>06-01-04</td>
<td>Letter from Cecile Woods</td>
<td>Rezone Concerns</td>
<td></td>
<td></td>
<td>Kittitas County Departments- CDS</td>
</tr>
<tr>
<td>06-01-04</td>
<td>Letter from Sheriff, Gene Dana</td>
<td>Request for Ordinance on 1146 Waste Way</td>
<td>Copy to BOCC</td>
<td>Letter sent to the US Department of the Interior</td>
<td>Kittitas County Departments- Sheriff</td>
</tr>
<tr>
<td>06-02-04</td>
<td>Email from Maureen Morris</td>
<td>POG Townhall Handout- Governors Priorities</td>
<td></td>
<td></td>
<td>WSAC</td>
</tr>
<tr>
<td>06-02-04</td>
<td>Notice of Meeting</td>
<td>State of Washington Forest Practices Board meeting June 22, 2004 9:00 am.</td>
<td></td>
<td></td>
<td>State of WA Forest Practices Board</td>
</tr>
<tr>
<td>06-02-04</td>
<td>Letter from the US dept. of Ag-Forest Service</td>
<td>39 Roads Hazard Tree Removal Project</td>
<td></td>
<td></td>
<td>United States Department of Ag-Forest Service</td>
</tr>
<tr>
<td>06-03-04</td>
<td>Email from Scott Cave</td>
<td>Notes from Apple Maggot Meeting in Eburg May 19th</td>
<td>Forward Copy to Max</td>
<td></td>
<td>Kittitas County Departments- Commissioners</td>
</tr>
<tr>
<td>06-03-04</td>
<td>Letter from Perkins Coie</td>
<td>Snoqualmie Falls Hydroelectric Project</td>
<td></td>
<td></td>
<td>Kittitas County Departments- Commissioners</td>
</tr>
<tr>
<td>DATE RECEIVED</td>
<td>ITEM</td>
<td>SUBJECT</td>
<td>ACTION</td>
<td>FOLLOW UP</td>
<td>FILE REFERENCE</td>
</tr>
<tr>
<td>---------------</td>
<td>----------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>-----------------</td>
<td>-----------</td>
<td>----------------</td>
</tr>
<tr>
<td>06-03-04</td>
<td>Letter from the United States Department of Ag. Forest Service</td>
<td>Tonasket Ranger completing planning and analysis of the Two Lakes Project</td>
<td></td>
<td></td>
<td>United State Department of Ag-Forest Service</td>
</tr>
<tr>
<td>06-03-04</td>
<td>Email from Scott Merriman</td>
<td>Gary Chandler would like to meet at WSAC to discuss Wind Projects, EFSEC, Permitting Process</td>
<td>Forwarded to the BOCC</td>
<td></td>
<td>WSAC</td>
</tr>
<tr>
<td>06-03-04</td>
<td>Email from Bill Vogler</td>
<td>1-864 Fact Sheet</td>
<td>Forwarded to the BOCC</td>
<td></td>
<td>WSAC</td>
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<tr>
<td>06-03-04</td>
<td>Agenda</td>
<td>Dispute Resolution Center Meeting June 8, 2004</td>
<td></td>
<td></td>
<td>Dispute Resolution Center</td>
</tr>
<tr>
<td>06-03-04</td>
<td>Memo from CDS-Jan Sharar</td>
<td>Revised Grasslands Park Preliminary SEPA NOTICE OF ACTION</td>
<td></td>
<td></td>
<td>Kittitas County Departments- CDS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>