Board of County Commissioners  
CDS Director Meeting  
Minutes

DATE:      June 7, 2004  
TIME:      3:00 PM  
COMMISSIONERS PRESENT:  Max Golladay, Bruce Coe and Perry Huston  
THOSE PRESENT:  Allison Kimball and Catherine Dunn  
OTHERS PRESENT:  Clay White  
TOPICS:  1. EnXco Hearing dates  
2. Internship with Labor & Industries retraining firm  
3. ArcView 3.3 training  
4. Organizational chart and job descriptions  
ATTACHMENTS:  
1. None  
2. None  
3. Training Bulletin  
4. Organizational Chart; Memo from the Board  
DISCUSSION:  
1. Clay White outlined the upcoming hearings for the Wind Power projects. He asked the Board for hearings before them the last two weeks in October. Huston told him that Julie Kjorsvik, Clerk of the Board would facilitate the setting of hearings for this project, the comprehensive Plan amendments and the budget. As there are three big hearing items, it is necessary for her to be involved in the setting of the public hearings to keep from having unnecessary dates scheduled and from having the items overlap. They discussed possible venues for the hearings.  
2. Kimball explained the possibility of having a person who is being retrained through Labor and Industries as a Building Inspector intern. There would be no cost to the County for this intern. Her plan was to have him work the counter until the fall when the Inspectors would have more time to explain things as they inspect. A number of things were outlined by the Board for more information. Among them were: reporting requirements; termination process; ADA accommodations and liability on further injury;  

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3. Dunn relayed the information on the ARC-View class offered by Central Washington University on June 14, 2004 at no charge. She said that the department had been offered three spaces for training. She said that she wanted Ben Compton, permit tech to go, she would like to go and another space was left. The Board said to pick the person who could use it the most. (It was decided later to send the other Permit Technician, Gordy Ford)

4. In lieu of the organizational chart discussion, Huston presented a memo from him and the Board detailing the instructions for the next phase of the department, the elimination of Commissioner Bruce Coe as interim liaison and the hiring of a new director. It outlined the protocol for seeking guidance from the Board, the work with the Fire Marshal, Code Enforcement and the Office Assistant/Board clerk, strategies for catching up the backlog in plans examination and the re-examination of the Supervisor’s positions.

The Board recessed into Executive Session.

5. The Board expressed concern with the phone tree. Kimball explained that it wasn’t working properly and that she was in contact with Ellensburg Telephone about it. The Board said that an agenda item for June 15, 2004 was to set a public hearing for the fees as it wasn’t included in the original legal notice.

A discussion was held on the number of Preliminary plats, BLA’s and segregations that may be affected by the difference in the review under Road Standards.

**ACTIONS:**

1. White will coordinate with Julie Kjorsvik, Board Clerk, and Judy Pless, Fiscal Officer to set times for public hearings.
2. Kimball was directed to route the contract through the Human Resources Department and Prosecuting Attorney’s office as soon as she received it. She was also directed to provide answers to the questions the Board had.
3. None
4. The Board directed the Supervisors to use their best judgment and when questions arise to use the protocol in the memo. Dunn was directed to bring Lorna Kenny’s HR Personnel file up to date by Friday.
5. The Supervisor's were directed to place on the agenda a request to set a public hearing for the Building Permit fee amendments. Dunn was directed to find the number of projects receiving preliminary approval but not yet to final approval.