Those present: Perry Huston, David Bowen, Al Crankovich, Julie Kjorsvik, Shannon Carlson

<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>SHANNON</td>
</tr>
<tr>
<td>Meeting with NOAA</td>
<td>MEETING SET FOR March 8th 6:30 PM</td>
<td>SHANNON TO CONTACT FAIR AND COMM. BOWEN TO CONTACT NOAA</td>
</tr>
<tr>
<td>Maintenance Vacancy –Troy Totten Position</td>
<td>JULIE TO COMPLETE PAF. HUMAN RESOURCES TO POST FOR POSITION</td>
<td>JULIE</td>
</tr>
<tr>
<td>PAF &amp; Voucher approval</td>
<td>APPROVED AND SIGNED</td>
<td>JULIE</td>
</tr>
<tr>
<td>Review Correspondence Log</td>
<td>REVIEWED</td>
<td>SHANNON</td>
</tr>
</tbody>
</table>
Please include in your next regular agenda session and read into the minutes:

**Voucher Approval**

The Kittitas County Board of County Commissioners on __2-17-05__ 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 #8/0152240 through 8/0152244 in the amount of $154,979.32.

Auditing officer’s notes:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Commissioner Remarks:

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

Voucher Approval

The Kittitas County Board of County Commissioners on 2-18-05 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 # 810152271 through 810152275 in the amount of $ 154,979.32.

Auditing officer’s notes: Reissued deleted warrants

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

**Voucher Approval**

The Kittitas County Board of County Commissioners on **02-18-05** 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 # 810153240 through 810153714 in the amount of $154,979.32.

Auditing officer’s notes:

______________________________________________

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______________________________________________

Commissioner Remarks:

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

**Voucher Approval**

The Kittitas County Board of County Commissioners on **2-18-05** 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 #810152300 through 810152300 in the amount of $1031.01.

Auditing officer’s notes:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Commissioner Remarks:

________________________________________________________________________

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

**Voucher Approval**

The Kittitas County Board of County Commissioners on **02-14-05** 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 # 810151760 through 810151340 in the amount of

$ 6,185.00.

Auditing officer’s notes:

<table>
<thead>
<tr>
<th>Voted Warrants</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________</td>
</tr>
<tr>
<td>________________</td>
</tr>
<tr>
<td>________________</td>
</tr>
</tbody>
</table>

Commissioner Remarks:

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

**Voucher Approval**

The Kittitas County Board of County Commissioners on **02-14-05** 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 #**810152132** through **810152133** in the amount of $**805.00**.

Auditing officer’s notes:

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________________________________________________________________________.

Commissioner Remarks:

________________________________________________________________________

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________________________________________________________________________.


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

Payroll Approval

The Kittitas County Board of County Commissioners on __Feb 18, 2005__ 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 #_55829___ through _55943_____ in the amount of $__50,707.00__

Auditing officers notes:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Commissioner Remarks:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

G:\account\forms\compyapp
### KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

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

- **LAST NAME**: NEWKIRK
- **FIRST NAME**: SYLVIA
- **EMPLOYEE #:** N0319
- **HIRE DATE**: 03-17-94
- **BASE WAGE**: $1,849.00

**JOB TITLE**: ELECTIONS DEPUTY  
**OCCUP. CODE**: 3221  
**UNION**: 20  
**FOR HR USE**:  
- [ ] New Hire  
- [ ] Re-Hire  
- [ ] Position Change (Describe Below)  
- [ ] Budget Change (Describe Below)  
- [ ] Leave (List Type Below)  
- [ ] TERMINATION (Provide Separation Info)  
- [ ] OTHER (Describe Below)  

**DEPARTMENT NAME**:  
**BUDGET NUMBER**: A.  
**WORK WEEK**:  
- [ ] Standard (Sun - Sat)  
- [ ] Alternate (Fri Noon - Fri Noon)  
- [ ] 207(k) exception  

**POSITION DATE**: 02-01-98  
**GRADE**: 321  
**STEP (for "step" employees)**: 9  
**FOR HR USE**:  
- [ ] New Hire  
- [ ] Re-Hire  
- [ ] 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**:  
- [ ] Eligible For Rehire  
- [ ] Ineligible For Rehire  
- [ ] Provide Details of Separation Below

**COMMENTS**: (include work schedule if position is less than full-time): $45.00 LONGEVITY - INCREASE DUE TO UNION CONTRACT SETTLEMENT.

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

- **JOB TITLE**:  
- **OCCUP. CODE**: 3221  
- **UNION**: 20  
- **BASE WAGE**: $1,911.00

**DEPARTMENT NAME**:  
**BUDGET NUMBER**: A.  
**WORK WEEK**:  
- [ ] Standard (Sun - Sat)  
- [ ] Alternate (Fri Noon - Fri Noon)  
- [ ] 207(k) exception  

**POSITION DATE**: 02-01-05

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

- **DEPARTMENT HEAD / ELECTED OFFICIAL**:  
  - **DATE**: 04/06/04  
- **COMMISSIONER #1**:  
  - **DATE**: 04/06/04  
- **COMMISSIONER #2**:  
  - **DATE**: 04/06/04  
- **COMMISSIONER #3**:  
  - **DATE**: 04/06/04

**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>MYERS</td>
<td>DEBBIE</td>
<td>M1079</td>
<td>12-08-04</td>
<td></td>
</tr>
</tbody>
</table>

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

#### JOB TITLE
Temp. Office Worker

#### DEPARTMENT NAME
Commissioner's Office

#### BUDGET NUMBER
A. 001 1651001

### SECTION 3: TYPE OF ACTION

- **EMPLOYEE ACTION:**
- **TYPE OF SEPARATION:**
- **REASON FOR SEPARATION:**

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

20 additional hours for temporary project employee to come from BOCC's budget - at the conclusion of the 160 hours that was approved and funded by the Document Archiving Fund. BOCC approved at Office Admin. meeting on 2/7/05.

### 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>
</table>

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

Department Head / Elected Official

Human Resources

Return form to Human Resources for distribution

Updated: 04/06/04
<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>02-14-05</td>
<td>Letter from Sandra Parker, WMCA President</td>
<td>Asking for Board support for staff to join WMCA</td>
<td></td>
<td></td>
<td>Kittitas County Commissioners</td>
</tr>
<tr>
<td>02-14-05</td>
<td>Invite</td>
<td>Puget Sound Regional Council Meeting March 24th 2005</td>
<td></td>
<td></td>
<td>Puget Sound Regional Council</td>
</tr>
<tr>
<td>02-14-05</td>
<td>Newsletter</td>
<td>About Growth from DCTED</td>
<td></td>
<td></td>
<td>WA State Department of Community Trade and Economic Development</td>
</tr>
<tr>
<td>02-14-05</td>
<td>Conference Information</td>
<td>NACo Annual Conference Tacoma WA May 25-27</td>
<td></td>
<td></td>
<td>NACO</td>
</tr>
<tr>
<td>02-14-05</td>
<td>Memo from CDS-Joanna Valencia</td>
<td>Application for a plat amendment-Pine Loch Subdivision Replat</td>
<td></td>
<td></td>
<td>Kittitas County Departments- CDS</td>
</tr>
<tr>
<td>02-14-05</td>
<td>Letter to Wayne Nelson from Paul Bennett &amp; Darryl Piercy</td>
<td>Access Permit Application 2005-031</td>
<td></td>
<td></td>
<td>Kittitas County Departments- DPW</td>
</tr>
<tr>
<td>02-14-05</td>
<td>Email from Joel Edwards</td>
<td>Accident in the Canyon Comments</td>
<td></td>
<td></td>
<td>Kittitas County Departments- Commissioners</td>
</tr>
<tr>
<td>02-14-05</td>
<td>Email from Kathleen Coffey</td>
<td>Change Name of Esther Copes position on the ALTC Board to Disabled Representative</td>
<td>Changed</td>
<td></td>
<td>Boards and Committees Binder</td>
</tr>
<tr>
<td>02-15-05</td>
<td>Notice from the US department of Ag-Forest Service</td>
<td>Proposed Action for the West Fork Salmon Environmental Assessment</td>
<td></td>
<td></td>
<td>US Department of Ag-Forest Service</td>
</tr>
<tr>
<td>02-15-05</td>
<td>Memo from CDS-Jan Sharar</td>
<td>SEPA Notice of Action Frosty Pines Preliminary Plat</td>
<td>Copy to Al</td>
<td></td>
<td>Kittitas County Departments- CDS</td>
</tr>
<tr>
<td>02-15-05</td>
<td>Letter from Beth Marker</td>
<td>Washington Horse Park</td>
<td></td>
<td></td>
<td>Kittitas County Departments- Commissioners</td>
</tr>
<tr>
<td>02-16-05</td>
<td>Fax from the City of Ellensburg</td>
<td>City/Co. Breakfast February 25, 2005 7:00 a.m.</td>
<td>Placed on Calendar</td>
<td></td>
<td>City of Ellensburg</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>02-16-05</td>
<td>Letter from the Kittitas County Cattlemen’s Association</td>
<td>Possible Drought Issues for 2005</td>
<td>Copy to each commissioner</td>
<td></td>
<td>Kittitas County Cattlemen’s Association</td>
</tr>
<tr>
<td>02-16-05</td>
<td>Request from Jenny King</td>
<td>Easton Memorial Celebration Request</td>
<td>Routed to Departments</td>
<td></td>
<td>Events</td>
</tr>
<tr>
<td>02-17-05</td>
<td>Training Announcement from WCIF</td>
<td>Land Use Issues 2005-March 24-Moses Lake</td>
<td>Copy to Each Commissioner</td>
<td></td>
<td>WCIF</td>
</tr>
<tr>
<td>02-18-05</td>
<td>Memo from CDS-Jan Sharar</td>
<td>Proposed Final Version of the Desert Claim Wind Power Project Development Agreement and Notice of Public Hearing</td>
<td></td>
<td></td>
<td>Kittitas County Departments- CDS</td>
</tr>
<tr>
<td>02-18-05</td>
<td>Notice of Decision from CDS</td>
<td>Leslie Olson Dog Kennel Conditional Use Permit</td>
<td></td>
<td></td>
<td>Kittitas County Departments- CDS</td>
</tr>
</tbody>
</table>