

**COMMISSIONERS' MINUTES  
KITITAS COUNTY, WASHINGTON  
BOCC CONFERENCE ROOM  
SPECIAL MEETING**

**TUESDAY**

**10:30 AM**

**FEBRUARY 13, 2013**

Board members present: Obie O'Brien, Paul Jewell, Gary Berndt

Others: Lisa Young, Kirk Holmes, Jan Ollivier, Todd Davis, Jim Hanson, Mary Morgan, Jim Goeben, Paul Sander, Michael Nigrey

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**REGULAR MEETING**

**COMMISSIONERS**

Called to Order at 10:30 AM

**STAFFING REQUEST**

Public Works - Public Works Director Holmes and Transportation Manager Ollivier were present to request the ability to hire a seasonal Engineer and Planning Tech. They stated that the position is on their org chart, and their primary function would be data collection for traffic counts three days per week, and two days of pavement ratings, for up to a total of three months. Chairman O'Brien asked if we contracted with CWU for an intern. Director Holmes replied yes, that they have a current GIS intern; however they do not believe an intern would work for this position. They plan to advertise for the position, and hope to have the work done by June. Chairman O'Brien suggested that they look at an intern for the project, but Manager Ollivier felt it would be hard for a student to work full time and continue with classes. HR Director Young stated that it may also be too late in the term to find a student as they may have already registered for the next quarter. Chairman O'Brien encouraged them to consider creating an intern program in the future. The Board asked if this position was within their budget; they replied it was and would be paid \$10 per hour. Commissioner Jewell moved to approve posting for the position; Commissioner Berndt seconded. Motion carried 3:0.

Noxious Weed - Weed Board Coordinator Davis was present with two members of the Weed Board, Jim Hanson and Mary Morgan. He requested the ability to increase the seasonal Weed Inspector I wage scale from starting at \$10 per hour to \$11 per hour, which is more in line with the seasonal Flagger position. There was a significant amount of discussion regarding comps. Ms. Morgan

**APPROVED**

5/7/2013

and Coordinator Davis felt that the comps the County uses are inappropriate, as most of them have very small weed programs if any at all, and that using an internal comp like Flagger would be helpful in their recruitment efforts. They indicated that the Weed Board has funds to support the change; however, Commissioner Jewell stated that the BOCC needs to treat all funds equal and they would prefer to rely on wage surveys. He asked if the seasonal positions had been included on the most recent survey, to which HR Director Young replied no, that our survey only included regular full and part time positions. However, they were surveyed with the independent survey that was conducted for the Assistant Coordinator position, and were found to be in line with our comps. Commissioner Jewell stated that since the seasonal positions were excluded from the most recent survey, he would approve the increase. HR Director Young then stated that the department would also like to increase the wage ranges for the Inspector II and Lead Inspector, or their wages would be below the new scale approved for entry inspectors. She had provided Coordinator Davis with some options, and he had selected the following: Inspector II, increase base from \$10.50 per hour to \$12.24; Lead Inspector, increase base from \$11 to \$13.26. The Board approved. Coordinator Davis then requested permission to start returning employees higher in their range/scale; the Board approved. Coordinator Davis indicated that they were working on a possible contract to provide spray services to other agencies. If approved, he would like to hire one more Inspector I to help with the additional workload. The Board approved the additional employee subject to approval of the contract for additional work.

#### RECORDS MANAGEMENT COMMITTEE

IT Director Goeben and DPA Sander were present to discuss the Prosecutor Office's leadership of the Records Management Committee. This discussion was a continuation from the January 29 HR Study Session, where direction was to invite DPA Sander to obtain his input. He stated he would be hesitant to take the lead on this committee due to time and workload constraints. He spoke with Prosecutor Zempel who felt the Auditor's office should be involved. DPA Sander also felt he may not have the expertise the committee would be seeking, also stating that the Auditor's office should be involved, as he was told they are required to sign off on destruction logs. He stated that he is okay with being a committee member and will discuss it with Prosecutor Zempel. The Board stated their preference is to have someone from the Prosecutor's office running the show. Jim will move forward with scheduling the first Records Management

Committee meeting.

#### PUBLIC HEALTH - INTERIM AND MOVING FORWARD

The Board entered executive session at 11:50 AM to discuss the performance of a public employee (see RCW reference below). Anticipated length: 5 minutes; anticipated action: none. The Board exited executive session at 11:55 AM, but re-entered for an additional 5 minutes. The Board exited executive session at Noon, but re-entered again for an additional 5 minutes. The Board exited executive session at 12:05 PM with no action taken.

#### EXECUTIVE SESSION - UNION MATTERS

*RCW 42.30.140 (4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.*

HR Director Young did not have any updates to provide at this time; no executive session was held.

#### HR CLOSURE ON MARCH 8 (FRIDAY)

HR Director Young requested approval to close the office on March 8. She is scheduled out of the office to attend a WCRP Executive Committee meeting in SeaTac, and her staff member had requested vacation. The Board approved.

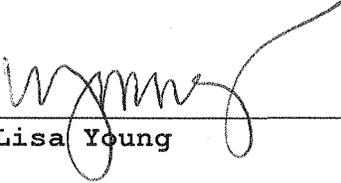
#### OTHER BUSINESS

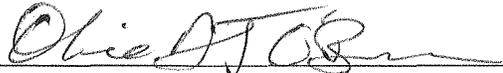
Compensation Committee - HR Director Young asked for direction from the Board regarding the compensation committee. She had heard that the Sheriff had asked the Assessor to start the committee up again; however, the Compensation Committee is a committee of the Board. She stated that she would like to do a wage survey this year for 2014, and that she would like to take a more detailed look at our compensation practices. The Board asked her to put together some information to bring back to them prior to initiating the Compensation Committee. Then the committee could work with her to come up with ideas which would be shared with Management Team prior to adoption by the Board.

Request for Funding for Rodeo Arena - Chairman O'Brien discussed potential upgrades to the Rodeo grandstands which could be impacted by DAHP requirements and State funding.

Meeting adjourned at 12:13 PM

KITTITAS COUNTY  
COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON

  
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Lisa Young

  
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Obie O'Brien, Chairman