MONDAY 9:00 A.M. FEBRUARY 24, 2014

Board members present: Chairman Paul Jewell; Vice-Chairman Gary Berndt. Excused: Commissioner Obie O’Brien.

Others: Mandy Buchholz, Deputy Clerk of the Board; Julie Kjorsvik, Clerk of the Board.

REGULAR MEETING

At 9:00 a.m. Chairman Jewell opened the Office Administration meeting.

CALENDAR WEEK AT A GLANCE

The Board of County Commissioners reviewed their weekly calendar.

PAF/VOUCHERS REVIEW OF PAF’S & VOUCHERS

The Board of County Commissioners approved and signed County Employee Personnel Action forms and vouchers.

CORRESPONDENCE LOG REVIEW OF CORRESPONDENCE LOG

The Board of County Commissioners reviewed the weekly Correspondence Log, a listing of all incoming mail and correspondence for the week ending February 21, 2014.

UPDATE BOCC-DEPARTMENT HEAD REPORTS/GENERAL UPDATES

Each Commissioner was assigned three different Department Heads to meet with on a weekly basis. This was determined at a Special Meeting with the Board of County Commissioners held on June 18, 2009. Each Commissioner reviewed discussions held with their respective departments and exchanged details of those meetings. On January 3, 2011 the Board determined it would be beneficial to alternate Commissioners that will oversee the different Department Head’s on an annual basis. They determined at the end of 2013 they would review the various committees they participate in and provide beneficial updates to the Board.

REQUEST B.KELLEY NOISE ORD WAIVER

Mandy Buchholz, Deputy Clerk of the Board presented a request from Beryl Kelley, Citizen requesting a waiver to the County Noise
Ordinance to hold for a private party at her residence 1391 Reecer Creek Road, Ellensburg, WA 98926, on March 22, 2014; November 1, 2014; December 31, 2014 noting that the request was to allow music to play until midnight for each event. She stated in the letter that she would provide portable toilets and trash bins for the expected number of guests and that admission is limited to personal invitation only. She also indicated that her property is able to accommodate off street parking and it should be more than adequate since the public is not invited to the event.

Commissioner Berndt moved to approve a request for a waiver to the County Noise Ordinance from Beryl Kelley to hold a private party at her residence on March 22, 2014; November 1, 2014; December 31, 2014 at 1391 Reecer Creek Road until midnight, subject to Ms. Kelley submitting a listing of addresses that are within 500 feet of her residence notifying them of the party at least two weeks in advance of each event by 5:00 p.m. Commissioner Jewell seconded. Motion carried 2-0.

OTHER BUSINESS-N/A

Meeting adjourned at 9:27 a.m.

DEPUTY CLERK OF THE BOARD

KITTITAS COUNTY COMMISSIONERS

Mandy Buchholz

KITTITAS COUNTY, WASHINGTON

Paul Jewell, Chairman
1. Call to Order
2. Review Commissioners Calendar
3. PAF/Vouchers
4. Review Weekly Correspondence Log
5. Consider a Noise Ordinance Waiver Request from Beryl Kelley
6. General Updates/Department Head Reports
7. Other business
8. Adjourn
### February 24, 2014 - March 02, 2014

#### Monday, February 24
- **12:00am Obie - out** (Olympia) - Commissioners Calendar 2008
- **9:00am - 9:30am BOCC/Office Administration Meeting** (Conference Room) - Commissioners Calendar 2008
- **9:40am - 10:30am BOCC/Dept. Head Meetings** (Conference Room) - Commissioners Calendar 2008
- **11:00am - 12:00pm BoCC/Special Meeting Executive Session** (BoCC Auditorium) - Commissioners Calendar 2008
- **1:00pm - 2:00pm Mandy Lunch** - Commissioners Calendar 2008
- **1:30pm - 2:30pm BOCC/Public Works & CDS Study Session** (BoCC Auditorium) - Commissioners Calendar 2008
- **2:00pm - 3:00pm Debbie - Lunch** - Commissioners Calendar 2008
- **2:30pm - 4:00pm Paul/Canvassing Board** (BoCC Conf. Room) - Com
- **3:30pm - 4:30pm Obie - Weekly Public Health Meeting with Robin**
- **3:30pm - 4:00pm Commissioner Berndt / Jim G. Department Head**
- **4:00pm - 5:00pm Paul - Stewart Title** (Out)

#### Tuesday, February 25
- **12:00am Obie - out** (Olympia) - Commissioners Calendar 2008
- **8:00am - 9:00am Security Committee** (Auditorium) - Commissioners Calendar 2008
- **8:00am - 8:30am Paul-Public Works Staff Meeting** (Public Works) - Commissioners Calendar 2008
- **9:00am - 10:00am GIS users** (Bocc Auditorium) - Commissioners Calendar 2008
- **10:00am - 11:00am BOCC/HR Study Session** (BoCC Conference Room) - Commissioners Calendar 2008
- **1:00pm - 2:00pm Mandy Lunch** - Commissioners Calendar 2008
- **2:00pm - 3:00pm Debbie - Lunch** - Commissioners Calendar 2008
- **3:00pm - 3:30pm Gary/Meeting with Art Scott and Kathleen Horner (UDC) - Commissioners Calendar 2008**
- **3:30pm - 4:00pm Paul/Canvassing Board** (BoCC Conf. Room) - Com
- **6:30pm - 9:00pm Planning Commission** (Teanaway Hall KVEC)

#### Wednesday, February 26
- **8:00am - 9:00am Gary/Disability Board** (Conference Room) - Commissioners Calendar 2008
- **9:00am - 10:00am Records Management Committee** (BoCC Auditorium) - Commissioners Calendar 2008
- **10:00am - 11:00am Mandy/Contact Lens Appointment**
- **10:00am - 11:00am Safety Committee** (BoCC Auditorium) - Commissioners Calendar
- **12:00pm - 1:00pm WW at Work Meeting** (BoCC Conference Room)
- **1:00pm - 3:00pm BoCC/Board of Health (Special Meeting)** (Auditor)
- **1:00pm - 2:00pm CANCELLED Mandy Lunch (taking at 10:00)** - Co
- **2:00pm - 3:00pm Debbie - Lunch** - Commissioners Calendar 2008
- **3:30pm - 5:00pm obie - YBFWRB** (Yakima)
- **4:50pm - 5:00pm Mandy Out**
- **6:00pm - 8:00pm BoCC/Public Hearing Comp Plan Compliance** (He

#### Thursday, February 27
- **6:30am - 3:00pm Paul - Columbia River Policy Advisory Group** (Olympia)
- **8:30am - 11:00am Obie - WCIF Travel** (Seattle)
- **11:00am - 3:30pm obie - WCIF** (Seattle DoubleTree)
- **1:00pm - 2:00pm Mandy Lunch** - Commissioners Calendar 2008
- **2:00pm - 3:00pm Debbie - Lunch** - Commissioners Calendar 2008
- **3:00pm - 4:00pm Paul - Meeting with the Chamber** (Commissioner's Conference Room)
- **6:00pm - 10:00pm CANCELLED-Hearings Examiner** (BoCC Auditorium)

#### Friday, February 28
- **8:30am - 10:00am Paul - Weekly Department Head Meeting** (Brenda's Office (Fire Marshall)) - Paul Jewell
- **9:00am - 11:00am Lower District Court** (Auditorium) - Commissioners Calendar 2008
- **10:00am - 11:00am BoCC/Finance Study Session (Special Meeting)** (BoCC Conference Room) - Commissioners Calendar 2008
- **11:00am - 12:00pm BoCC/Special Meeting 2014 Work Plan Update** (BoCC Conf. Room) - Commissioners Calendar 2008
- **12:00pm - 1:00pm Mandy/Birthday Lunch** (TBD) - Commissioners Calendar 2008
- **12:00pm - 12:30pm E-mail Mike Johnston Monday Agenda, Depar**
- **1:00pm - 2:00pm Mandy Lunch** - Commissioners Calendar 2008
- **1:30pm - 2:00pm BoCC/Special Meeting to Discuss and Consider w**
- **2:00pm - 3:00pm BOCC/Special Meeting - Public Benefit Rating Sy**
- **2:00pm - 3:00pm Debbie - Lunch** - Commissioners Calendar 2008
# KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

## SECTION 1: EMPLOYEE DATA

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>Childs</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST NAME</td>
<td>Heidi</td>
</tr>
<tr>
<td>EMPLOYEE #</td>
<td>S2014</td>
</tr>
<tr>
<td>EFFECTIVE DATE</td>
<td>03/03/2014</td>
</tr>
</tbody>
</table>

### EMPLOYEE TYPE

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

### EMPLOYEE ACTION

- [x] 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)

### COMMENTS

- Remove from FMLA

## SECTION 2: TYPE OF ACTION

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

### TYPE OF SEPARATION

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

### REASON FOR SEPARATION

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

## SECTION 3: POSITION DATA

### JOB TITLE

- FISCAL ANALYST

### OCCUPATION CODE

- 3233

### UNION CODE

- 20

### PAY GRADE

- 333

### STEP / POSITION

- 7

### FLSA STATUS

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

### DRS STATUS

- [ ] Ineligible
- [ ] PERS
- [ ] LEOFF
- [ ] PSERS
- [ ] Other

### HIRE DATE


### ADJ HIRE DATE


### POSITION DATE

- 8/22/2011

### LAST RAISE DATE

- 9/1/2012

### BASE WAGE

- $3,969.00

### LONGEVITY WAGE

- $0.00

### FTE

- [ ] 100%
- [ ] 80%
- [ ] 75%
- [ ] 60%
- [ ] 50%

### FTE WAGE

- $3,969.00

### PAYMENT METHOD

- [x] HOURLY
- [ ] MONTHLY

### DEPARTMENT

- AUDITOR

### BUDGET NUMBER

- A. 001.0000000000110251001
- B. %: 100.00

### WORKwkEEK

- [ ] Standard
- [ ] ALT/1st Friday off: 207(k)

To continue any allowance, stipend, or other, it must be listed in both columns for audit purposes or the amount will default to "0".

### ALLOWANCE

- $0.00

### STIPEND

- $0.00

### OTHER

- $0.00

## SECTION 4: SIGNATURES (MUST BE SIGNED IN BLUE INK)

### DEPARTMENT HEAD

- [ ]

### ELECTED OFFICIAL

- [ ]

### HUMAN RESOURCE

- [ ]

### COMMISSIONER #2

- [ ]

### COMMISSIONER #3

- [ ]

### RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/08/11 FOR HR USE: NT Update Eval Date Eval Rating (IE – ID – S – AA – S) Initial
### KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

**SECTION 1: EMPLOYEE DATA**

**LAST NAME:** Avey  
**FIRST NAME:** Aaron  
**EMPLOYEE #:** A2261  
**EFFECTIVE DATE:** 02/12/2014

### SECTION 2: 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></td>
<td></td>
</tr>
<tr>
<td>☐ WORK STUDY (8)</td>
<td>☐ OTHER (Describe Below)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ VOLUNTEER (9)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Eligible For Rehire
- Ineligible For Rehire

**COMMENTS:** Status change from Provisional Appointment to Thirty day (30) Emergency Appointment

### SECTION 3: POSITION DATA

#### Enter existing data from CAMAS Wage Data Report

- **JOB TITLE:** PROVISIONAL APPOINTMENT
- **OCCUPATION CODE:** 5802
- **UNION CODE:** 87
- **PAY GRADE:** 502
- **STEP / POSITION:** 5
- **FLSA STATUS:** Non-Exempt
- **DRS STATUS:** Ineligible
- **HIRE DATE:** 1/10/2011
- **ADJ HIRE DATE:** 1/10/2011
- **POSITION DATE:** 1/8/2014
- **LAST RAISE DATE:** 1/10/2011
- **BASE WAGE:** $0.00
- **LONGEVITY:** $0.00
- **FTE:** 100%
- **FTE WAGE:** $19.50
- **PAYMENT METHOD:** HOURLY
- **DEPARTMENT:** SHERIFF
- **BUDGET NUMBER:** A. 120 000000000302051003
- **WORKWEEK:** Standard

#### Enter new data

- **JOB TITLE:** EMERGENCY APPOINTMENT
- **OCCUPATION CODE:** 5803
- **UNION CODE:** 87
- **PAY GRADE:** 502
- **STEP / POSITION:** 5
- **FLSA STATUS:** Non-Exempt
- **DRS STATUS:** Ineligible
- **HIRE DATE:** 1/10/2011
- **ADJ HIRE DATE:** 1/10/2011
- **POSITION DATE:** 2.12.14
- **LAST RAISE DATE:** 2.12.14
- **BASE WAGE:** $0.00
- **LONGEVITY:** $0.00
- **FTE:** 100%
- **FTE WAGE:** $19.50
- **PAYMENT METHOD:** HOURLY

**To continue any allowance, stipend, or other, it must be listed in both columns for audit purposes or the amount will default to “0”.

- **ALLOWANCE (Detail in Comments Section):** $0.00
- **STIPEND (Detail in Comments Section):** $0.00
- **OTHER (Detail in Comments Section):** $0.00

### SECTION 4: SIGNATURES (MUST BE SIGNED IN BLUE INK)

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

- **DEPARTMENT HEAD/ELECTED OFFICIAL:**  
  **DATE:** 2/18/2014  
  **HUMAN RESOURCES:**  
  **COMMISSIONER #2:**  
  **DATE:** 2/14/14

- **BUDGET/PAYROLL:**  
  **DATE:** 2/18/2014  
  **COMMISSIONER #3:**  
  **DATE:** 2/24/14

**Updated:** 04/08/11  
**FOR HR USE:**  
**NT Update:**  
**Eval Date:**  
**Eval Rating (IE - ID - S - AA - S):**  
**Initial:**
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

**SECTION 1: EMPLOYEE DATA**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>EMPLOYEE #</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morgen</td>
<td>Jaime</td>
<td>D1803</td>
<td>12/30/2013</td>
</tr>
</tbody>
</table>

**SECTION 2: TYPE OF ACTION**

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

-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)
- FAIL PROBATION (P)
- OTHER (O)

- Eligible For Rehire
- Ineligible For Rehire

**COMMENTS:** Full 12 wks FMLA with subsequent WSFLA additional for total of 16 weeks absence.

**SECTION 3: POSITION DATA**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>JUV PROBATION COUNSELOR</th>
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<tbody>
<tr>
<td>OCCUPATION CODE</td>
<td>2729</td>
</tr>
<tr>
<td>UNION CODE</td>
<td>75</td>
</tr>
<tr>
<td>PAY GRADE</td>
<td>229</td>
</tr>
<tr>
<td>STEP / POSITION</td>
<td>5</td>
</tr>
</tbody>
</table>

**FLSA STATUS**

- Non-Exempt
- Exempt
- Not Covered

**DRS STATUS**

- Ineligible
- PERS
- LEOFF
- PSERS
- Other

**HIRE DATE**

2/1/2006

**ADJ HIRE DATE**

2/1/2006

**POSITION DATE**

11/2/2006

**LAST RAISE DATE**

11/1/2010

**BASE WAGE**

$4,028.00

**LONGEVITY**

$0.00

**FTE**

100% 80% 75% 60% 50%

**FTE WAGE**

$4,028.00

**PAYMENT METHOD**

HOURLY MONTHLY

**DEPARTMENT**

JUVENILE PROBATION

**BUDGET NUMBER**

A. 001 0000000000220251013 %: 100.00

B. 001 0000000000220251001 %: 100.00

**WORKWEEK**

Standard ALT/1st Friday off: 207(k)

**ALLOWANCE** (Detail in Comments Section)

$0.00

**STIPEND** (Detail in Comments Section)

$0.00

**OTHER** (Detail in Comments Section)

$0.00

**SECTION 4: 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>William Humes</td>
<td>3/1/12</td>
<td></td>
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</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>
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</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>
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</table>

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

Updated: 04/08/11 FOR HR USE: NT Update _______ Eval Date _______ Eval Rating (IE-ID-S-AA-S) Initial _______
### KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

**Section 1: Employee Data**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>EMPLOYEE #</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Huston</td>
<td>Matthew</td>
<td>H2262</td>
<td>03/01/2014</td>
</tr>
</tbody>
</table>

**Employee Type**

- [x] 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)

**Comments:**

**Section 2: Type of Action**

<table>
<thead>
<tr>
<th>TYPE OF ACTION</th>
<th>REASON FOR SEPARATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hire</td>
<td>Performance (P)</td>
</tr>
<tr>
<td>Recruitment</td>
<td>Attendance (A)</td>
</tr>
<tr>
<td>Merit/Step</td>
<td>Conduct (C)</td>
</tr>
<tr>
<td>Position Change (Describe Below)</td>
<td>Other Employment (E)</td>
</tr>
<tr>
<td>BUDGET CHANGE (Describe Below)</td>
<td>Personal (L)</td>
</tr>
<tr>
<td>LEAVE (List Type Below)</td>
<td>Other (O)</td>
</tr>
<tr>
<td>Termination (Provide Separation Info)</td>
<td>Eligible For Rehire</td>
</tr>
<tr>
<td>Other (Describe Below)</td>
<td>Ineligible For Rehire</td>
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</tbody>
</table>

**Section 3: Position Data**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>CORRECTIONS OFFICER</th>
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</thead>
<tbody>
<tr>
<td>OCCUPATION CODE</td>
<td>5721</td>
</tr>
<tr>
<td>UNION CODE</td>
<td>72</td>
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<tr>
<td>PAY GRADE</td>
<td>521</td>
</tr>
<tr>
<td>STEP / POSITION</td>
<td>2 3</td>
</tr>
<tr>
<td>FLSA STATUS</td>
<td>Non-Exempt = Exempt = Not Covered</td>
</tr>
<tr>
<td>DRS STATUS</td>
<td>Ineligible = Pers = LEOFF = PSERS = Other</td>
</tr>
<tr>
<td>HIRE DATE</td>
<td>1/10/2011</td>
</tr>
<tr>
<td>ADJ HIRE DATE</td>
<td>3/11/2012</td>
</tr>
<tr>
<td>POSITION DATE</td>
<td>3/11/2012</td>
</tr>
<tr>
<td>LAST RAISE DATE</td>
<td>3/11/2013</td>
</tr>
<tr>
<td>BASE WAGE</td>
<td>$3,256.00 $3,387.00</td>
</tr>
<tr>
<td>LONGEVITY</td>
<td>$0.00</td>
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<tr>
<td>FTE</td>
<td>100% 80% 75% 60% 50%</td>
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<tr>
<td>FTE WAGE</td>
<td>$3,256.00 $3,387.00</td>
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<tr>
<td>PAYMENT METHOD</td>
<td>Hourly Monthly</td>
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<tr>
<td>DEPARTMENT</td>
<td>SHERIFF</td>
</tr>
<tr>
<td>BUDGET NUMBER</td>
<td>A_00100000030070151001</td>
</tr>
<tr>
<td>WORKWEEK</td>
<td>Standard ALT 1st Friday off: 207(k)</td>
</tr>
</tbody>
</table>

To continue any allowance, stipend, or other, it must be listed in both columns for audit purposes or the amount will default to "0".

**Allocation (Detail in Comments Section)**

- Allowance: $0.00
- Stipend: $100.00
- Other: $0.00

**Section 4: Signatures (Must be signed in blue ink)**

**Human Resources**

- Date: 2/20/2014
- Signature: [Signature]

**Commissioner #1**

- Date: 2/3/2014
- Signature: [Signature]

**Commissioner #2**

- Date: 2/24/2014
- Signature: [Signature]

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

Updated: 04/08/11 FOR HR USE: NT Update ______ Eval Date ______ Eval Rating (IE − ID − S − AA − S) Initial ______
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

**SECTION 1: EMPLOYEE DATA**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>EMPLOYEE #</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scott</td>
<td>Mike</td>
<td>S1958</td>
<td>03/03/14</td>
</tr>
</tbody>
</table>

**SECTION 2: 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></td>
<td>✅ RE-HIRE</td>
<td>□ RESIGNATION (Q)</td>
<td>□ ATTENDANCE (A)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ RETIRED (R)</td>
<td>□ CONDUCT (C)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ LAID OFF (L)</td>
<td>□ OTHER EMPLOYMENT (E)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ FAIL PROBATION (P)</td>
<td>□ PERSONAL (L)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ OTHER (O)</td>
<td>□ OTHER (O)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Eligible For Rehire</td>
<td>□ Ineligible For Rehire</td>
</tr>
</tbody>
</table>

**COMMENTS:** Re-hire. Employment expected to last through November. Monthly Smart Phone Stipend - $60. Eligible for stipend reimbursement for 2014 WSU Pesticide Recertification Training and 2014 WSDA Pesticide License renewal fee.

**SECTION 3: POSITION DATA**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>Enter existing data from CAMAS Wage Data Report</th>
<th>Enter new data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Noxious Weed Inspector</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OCCUPATION CODE</th>
<th>UNION CODE</th>
<th>PAY GRADE</th>
<th>STEP / POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2152</td>
<td>40</td>
<td>290</td>
<td>-2 - 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FLSA STATUS</th>
<th>DRS STATUS</th>
<th>HIRE DATE</th>
<th>ADJ HIRE DATE</th>
<th>POSITION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>✅Non-Exempt</td>
<td>✅Ineligible</td>
<td>03/03/14</td>
<td>03/03/14</td>
<td>03/03/14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BASE WAGE</th>
<th>LONGEVITY</th>
<th>FTE</th>
<th>FTE WAGE</th>
<th>PAYMENT METHOD</th>
<th>DEPARTMENT</th>
<th>BUDGET NUMBER</th>
<th>WORKWEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>$13.73</td>
<td>$13.73</td>
<td></td>
<td>$13.73</td>
<td>HOURLY</td>
<td>123</td>
<td>A.1230000000051003</td>
<td>Standard</td>
</tr>
</tbody>
</table>

**To continue any allowance, stipend, or other, it must be listed in both columns for audit purposes or the amount will default to “0”.

**ALLOWANCE (Detail in Comments Section)**

<table>
<thead>
<tr>
<th>STIPEND (Detail in Comments Section)</th>
<th>OTHER (Detail in Comments Section)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$60</td>
<td>$</td>
</tr>
</tbody>
</table>

**SECTION 4: SIGNATURES (MUST BE SIGNED IN BLUE INK)**

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

Updated: 04/08/11 FOR HR USE: NT Update _____ Eval Date _____ Eval Rating (IE - ID - S - AA - S) Initial _____
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

**SECTION 1: EMPLOYEE DATA**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>EMPLOYEE #</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heitman</td>
<td>Kate</td>
<td>H1956</td>
<td>2/17/2014</td>
</tr>
</tbody>
</table>

**SECTION 2: 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)

**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

**DISABILITY STATUS**

- [ ] PERS
- [ ] LEFF
- [ ] PSERS
- [ ] Other

**SECTION 3: POSITION DATA**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUPATION CODE</th>
<th>UNION CODE</th>
<th>PAY GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUV PROBATION COUNSELOR</td>
<td>2729</td>
<td>75</td>
<td>229</td>
</tr>
</tbody>
</table>

**FLSA STATUS**

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

**DRS STATUS**

- [ ] Ineligible
- [ ] PERS
- [ ] LEFF
- [ ] PSERS
- [ ] Other

**HIRE DATE**


**ADJ HIRE DATE**


**POSITION DATE**


**LAST RAISE DATE**

4/11/2011

**BASE WAGE**

$4,028.00

**LONGEVITY**

$0.00

**FTE**

100%

**FTE WAGE**

$4,028.00

**PAYMENT METHOD**

MONTHLY

**DEPARTMENT**

JUVENILE PROBATION

**BUDGET NUMBER**

A. 001 000000000220251013 %: 100.00
B. 001 000000000220251001 %: 100.00

**WORK WEEK**

- [ ] Standard
- [ ] ALT/1st Friday Off: __

**ALLOWANCE**

$0.00

**STIPEND**

$0.00

**OTHER**

$0.00

**SECTION 4: SIGNATURES (MUST BE SIGNED IN BLUE INK)**

- [ ] William
- [ ] Commissioner
- [ ] Commissioner #2
- [ ] Commissioner #3

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

Updated: 04/08/11 FOR HR USE: NT Update _______ Eval Date _______ Eval Rating (IE - ID - S - AA - S) Initial _______
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

**SECTION 1: EMPLOYEE DATA**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>EMPLOYEE #</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Larson</td>
<td>Andrew</td>
<td>L2338</td>
<td>02/23/2014</td>
</tr>
</tbody>
</table>

**SECTION 2: 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></td>
<td>NEW HIRE</td>
<td>DISCHARGE (D)</td>
<td>PERFORMANCE (P)</td>
</tr>
<tr>
<td></td>
<td>RE-HIRE</td>
<td>RESIGNATION (Q)</td>
<td>ATTENDANCE (A)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RETIRED (R)</td>
<td>CONDUCT (C)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LAID OFF (L)</td>
<td>OTHER EMPLOYMENT (E)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FAIL PROBATION (P)</td>
<td>PERSONAL (L)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OTHER (O)</td>
<td>OTHER (O)</td>
</tr>
</tbody>
</table>

**COMMENTS:** Employee has accepted employment with another agency

**SECTION 3: POSITION DATA**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUPATION CODE</th>
<th>UNION CODE</th>
<th>PAY GRADE</th>
<th>STEP / POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESERVE SHERIFF DEPUTY</td>
<td>5801</td>
<td>89</td>
<td>501</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FLSA STATUS</th>
<th>DRS STATUS</th>
<th>HIRE DATE</th>
<th>ADJ HIRE DATE</th>
<th>POSITION DATE</th>
<th>LAST RAISE DATE</th>
<th>BASE WAGE</th>
<th>LONGEVITY</th>
<th>FTE</th>
<th>FTE WAGE</th>
<th>PAYMENT METHOD</th>
<th>DEPARTMENT</th>
<th>BUDGET NUMBER</th>
<th>WORKWEEK</th>
<th>ALLOWANCE</th>
<th>STIPEND</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Exempt</td>
<td>Ineligible</td>
<td>1/9/2012</td>
<td>1/9/2012</td>
<td>5/11/2012</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>100%</td>
<td>$11.50</td>
<td>HOURLY</td>
<td>SHERIFF</td>
<td>A_ 001_00000000030251003</td>
<td>Standard</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

To continue any allowance, stipend, or other, it must be listed in both columns for audit purposes or the amount will default to "0".

**SECTION 4: SIGNATURES (MUST BE SIGNED IN BLUE INK)**

<table>
<thead>
<tr>
<th>DEPARTMENT HEAD / Elected Official</th>
<th>BUDGET / PAYROLL</th>
<th>DEPARTMENT HEAD / Elected Official</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DATE</td>
<td>DATE</td>
</tr>
<tr>
<td>HUMAN RESOURCE</td>
<td>DATE</td>
<td>COMMISSIONER #</td>
</tr>
<tr>
<td>COMMISSIONER #</td>
<td>DATE</td>
<td>COMMISSIONER #</td>
</tr>
</tbody>
</table>

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/08/11 FOR HR USE: NT Update _____ Eval Date _____ Eval Rating (IE – ID – S – AA – S) Initial _____
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 February 24, 2014 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 #810273006 through #810273132 in the amount of $358,258.51.

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 _February 19, 2014_ 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 # _810272828_ through # _810272828_ in the amount of $-_79.00.

Auditing officer’s notes:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Commissioner Remarks:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
<table>
<thead>
<tr>
<th>ITEM</th>
<th>SUBJECT</th>
<th>ACTION</th>
<th>FOLLOW UP</th>
<th>FILE REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-17-14</td>
<td>Public disclosure request from Jessica Kuchan, Seattle</td>
<td>See Dart request</td>
<td>Dart</td>
<td>Dart</td>
</tr>
<tr>
<td>2-18-14</td>
<td>Letter from Gene Dana, Kittitas County Sheriff</td>
<td>Re: marijuana license application for Jam Box 270 Mission Rd, Thorp, William Boatman, David &amp; Pamela Otto, William Whelan &amp; Cynthia Withrow for marijuana producer tier 3 &amp; marijuana processor</td>
<td>BOCC, CDS, PA</td>
<td>Comment file</td>
</tr>
<tr>
<td>2-18-14</td>
<td>Directors report and minutes from Dispute Resolution Center</td>
<td>Minutes from Dec. 10, 2013, Directors Report for January 2014, and updated board &amp; committees list</td>
<td>BOCC, CDS, PA</td>
<td>Dispute Resolution Center</td>
</tr>
<tr>
<td>2-18-14</td>
<td>Notice of marijuana license application from WA ST Liquor Control Board</td>
<td>The Heights Conservatory, 410 Elk Pond Rd Ste B, Cle Elum, WA, Timothy James Betts, Jessica Elizabeth Jasper for marijuana producer tier 3</td>
<td>BOCC, CDS, PA</td>
<td>Comment file</td>
</tr>
<tr>
<td>2-18-14</td>
<td>Notice of marijuana license application from WA ST Liquor Control Board</td>
<td>Hydro Light, 340 Powerline Rd Ste B, Cle Elum, WA, Clifford H &amp; Lea I Hughes, for marijuana processor</td>
<td>BOCC, CDS, PA</td>
<td>Comment file</td>
</tr>
<tr>
<td>2-19-14</td>
<td>Email from Lori Brown, Director of SE WA Aging &amp; Long Term Care</td>
<td>Thank you for supporting the ILA for SE WA ALTC COG</td>
<td>BOCC</td>
<td>ALTC</td>
</tr>
<tr>
<td>2-19-14</td>
<td>Public notice, public hearing from ALTC</td>
<td>For March 14, 9:30-10:30 am @ Hal Holmes, 209 N Ruby St Ellensburg</td>
<td>BOCC</td>
<td>ALTC</td>
</tr>
<tr>
<td>2-20-14</td>
<td>Article dropped off in the office</td>
<td>Re: Obama's EPA dealing with city of Riverton, Wyoming and Indian issues, &amp; part of 1855 treaty</td>
<td>BOCC</td>
<td>Miscellaneous</td>
</tr>
<tr>
<td>2-20-14</td>
<td>Email from Mike Graham, Natural Mystic Farms</td>
<td>New I-502 production size limitations</td>
<td>BOCC, SO, PA, CDS</td>
<td>Comment file</td>
</tr>
<tr>
<td>2-21-14</td>
<td>Email from Victor Dickson</td>
<td>Concerns on zoning in regard to marijuana operations</td>
<td>BOCC, CDS, PA, SO</td>
<td>Comment file</td>
</tr>
<tr>
<td>2-21-14</td>
<td>Email from Bryan Jackson, DOL</td>
<td>Re: Scrap Metal Business Licensing</td>
<td>BOCC</td>
<td>WA ST Department of Licensing</td>
</tr>
<tr>
<td>2-21-14</td>
<td>Letter from Director Yomoyuki Yokomizo, Sanda City, Japan</td>
<td>Questions on Sanda Little Senior visiting Kittitas County</td>
<td>BOCC</td>
<td>Sanda City</td>
</tr>
<tr>
<td>2-21-14</td>
<td>Lorman Education Services training notice</td>
<td>Water Rights Sales &amp; Transfers in WA training in Spokane May 1, 2014</td>
<td>BOCC</td>
<td>BOCC</td>
</tr>
</tbody>
</table>
February 24, 2014

Ms. Beryl Kelley
1391 Reecer Creek Road
Ellensburg, WA 98926

Re: Noise Ordinance - Waiver

Dear Ms. Kelley,

On February 24, 2014 the Kittitas County Board of Commissioners granted your request for a waiver to Kittitas County Code Chapter 9.45 (Noise), for March 22, 2014; November 1, 2014 & December 31, 2014 until midnight.

This waiver was granted on the information provided to the Board of County Commissioners for a private party at your residence located at 1391 Reecer Creek Road Ellensburg, WA 98926.

Our office will notify the Kittitas County Sheriff’s office and KITTCOM of the waiver, but please note that the waiver was only granted for March 22, 2014; November 1, 2014 & December 31, 2014 until midnight and with the condition of you notifying your neighbors of the party that are within a 500 feet radius of your address. The Board asked that you provide them a listing of notified neighbors within two weeks prior to each of the three events no later than 5:00 p.m. The Board of County Commissioners Office staff will route the address list to the County Sheriff’s office.

If you have any questions, please free to contact our office at your convenience. Thank you.

Sincerely,

Mandy Buchholz
Deputy Clerk of the Board

cc: Sheriff’s Dept.
    Code Enforcement
    Prosecutor
    KITTCOM
Beryl Kelley
1391 Reecer Creek Road
Ellensburg, WA 98926

February 13, 2014

Kittitas County Board of Commissioners
205 W 5th Ave Suite 108
Ellensburg WA 98926

Dear Commissioners,

I am applying to the board for a noise ordinance variance for a private party at my home on the following dates in 2014:

- March 22
- November 1
- December 31

I am expecting about 30 adult guests between 6 pm and 12 am. There will be live amplified music indoors. My property can accommodate off street parking, and there will be no vehicles parked on Reecer Creek Road. I will provide portable toilets and trash bins for the expected number of guests. Admission is limited to personal invitation, and the event is not open to the general public.

As per previous variances in 2013, I will inform neighbors of the event dates at least 2 weeks prior to the event, and I will send letters of completion to Kittitas County.

Thank you for your consideration.

[Signature]

Beryl Kelley

9/25/1984
February 18, 2014

Kittitas County Board of County Commissioners
205 West 5th Ave., Suite 108
Ellensburg, WA 98926

Re: Noise Ordinance Variance Request – Beryl Kelley

Dear Board of County Commissioners,

I have reviewed the noise variance request for a private party on March 22nd, November 1st and December 31st at Mr. Beryl Kelley's residence on Reecer Creek Road.

I suggest allowing a variance to be no later than midnight for these events. Applicant might also reduce complaints to my office by dropping off a note or flyer to those homes most affected in his neighborhood.

The Kittitas County Sheriff's Office has no objections to this request.

Sincerely,

Gene Dana,
Sheriff