

**KITTITAS COUNTY  
EC STUDY SESSION MINUTES  
BOCC CONFERENCE ROOM, 205 WEST 5TH ROOM 108 - ELLENSBURG  
Regular Meeting**

<b>MONDAY</b>	<b>10:00 AM</b>	<b>July 28, 2025</b>
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Board members present: Chairman Laura Osiadacz, Commissioner Brett Wachsmith

**Others:** Event Center Director Kady Porterfield, Fair Board President Bob Eddings, Event Center Program Manager Lacie Dawson

**1. Call to Order** 10:01am

**2. Citizen Comments (1 min. time limit)** None

**3. Fair and Rodeo Emergency Plans:** Porterfield has been working with Fair and Rodeo Board Security Directors as well as Kittitas County Emergency Management and KVFR. Significant progress has been made in strengthening our emergency preparedness through a more coordinated and communicative approach. We have updated our overall emergency plan and developed a dedicated crisis communications plan to ensure all agencies are able to support one another in emergency situations. If needed, the rodeo will utilize our PIO from the EOC.

Also, a livestock-specific emergency plan has been drafted and is currently being refined based on feedback and lessons learned during this year's animal disease tabletop exercise.

To further enhance coordination, we have established an Emergency Response Team that will meet daily during the event, with a comprehensive planning meeting scheduled prior to the event's start.

This year, the fair and rodeo will have radios from the same contractor to be able to better communicate in emergency situations. Porterfield is currently looking into possible emergency grant funding to purchase radios in the future.

**4. North Lot Improvements:** We had planned to have the north lot rock-picked to eliminate tripping hazards and improve the surface in our Fair Premium Parking. Unfortunately, the original contractor had to withdraw due to scheduling conflicts. Porterfield was able to connect with another contractor who assessed the area and proposed a more effective solution using different equipment and services.

However, the proposed work falls outside the scope of currently approved projects. While the Event Center has sufficient funds available in the "Improvements Repair and Maintenance" budget, those funds will need to be reallocated to "Professional Services" to proceed. The quoted cost for the project is \$10,623.09, plus applicable taxes.

Porterfield was able to work out a sponsorship deal where the combined dust abatement and rock picking will not exceed \$30,000 for the total project.

**APPROVED**

9/2/2025

Commissioner Wachsmith expressed his appreciation in securing a sponsor to help with cost control.

A question was presented if the quote includes Shady Acres. It does not as that area is in decent condition.

Both Commissioners are supportive of the budget reallocation.

**5. Fair and Rodeo Grounds Prep Updates:** Commissioner Osiadacz brought up the roof of the pool (owned by City of Ellensburg) being a possible concern – do we need a buffer in case the roof shingles come off? Porterfield will check in with the City.

Many projects are underway to prepare for the upcoming Fair and Rodeo. The Rodeo Board is making progress on the expansion of the VIP Room in Western Village, as well as enhancing and beautifying Yakama Village. Meanwhile, the Top Hands have been busy with painting efforts and have completed roof installations on the new stalls purchased last year.

Grant work – the sound system repair and upgrade for Bloom and the barns will be starting next week. Porterfield negotiated that any cost overages would be considered a sponsorship.

The remaining sections of the old white track fence have been removed by the KVEC crew and are being replaced with a durable panel fence and are being painted to match the other fencing.

Work is also being planned on the North Lot to improve the experience for Premium Parking patrons. This includes leveling the area and removing large rocks. Simultaneously, our team is finishing up rock picking in the Rodeo Arena in preparation for the Jr. Horse Fair, which begins August 14.

Asphalt repairs will be completed this week in front of the Expo Halls and South Grandstands to ensure the area is ready ahead of Jr. Horse Fair. We've adjusted our remaining project schedule to avoid any conflicts during this time. In early August, the barn sound system will be replaced and repaired (funded through our Law and Justice grant).

The volunteer fairgrounds committee has been diligently working on grounds beautification projects, especially in front of the main buildings and flower gardens. There will be bike racks at both the main gate and the 8<sup>th</sup> Ave entrance. One of the wooden walls at the fair board patio was unfortunately hit by a vehicle – repairs are ongoing.

**6. Service Provider Updates for System Repairs:** Porterfield met with the Budget and Finance Director to review potential budget amendments in light of ongoing, unplanned repairs and maintenance needs across facility systems. A main area of concern is the fire protection system, where inspections have identified additional deficiencies and areas of non-compliance requiring corrective action.

The Event Center Director engaged McKinstry to service its HVAC systems following the County Maintenance Department's decision to no longer provide support for these systems. This decision aligns with the County Maintenance Director's recent move to contract McKinstry for similar work at the courthouse and other County facilities.

**7. Rodeo Grandstands Updates:** Per Commissioner Wachsmith, they are looking for the original SEPA, it shouldn't be an issue with the city as the SEPA doesn't expire. The first amendment to the agreement with ALSC Architects to include geotechnical services, which became necessary due to required site testing around the construction area. The total cost of this amendment was \$11,792.00.

Meetings with ALSC Architects and the Rodeo Board are ongoing to refine design elements and ensure alignment with operational needs.

Porterfield is following up with the City to address concerns identified during the pre-application meeting about project permitting. A draft Interlocal Agreement (ILA) outlining the funding partnership has been completed and is currently under legal review. It will be forwarded to the City Attorney for their review shortly. Once the ILA is finalized and executed, the County will be able to initiate the LOCAL program through the State Treasurer's Office to support project debt service.

Porterfield is currently working through the second grant contract with the Department of Commerce, while still drawing from the first contract to cover current expenditures.

A joint press release with the Ellensburg Rodeo is being prepared to highlight the project and the broader economic impact of the Event Center. Additionally, we're exploring opportunities to showcase design renderings during the Fair and Rodeo to build excitement and celebrate the project's progress.

**8. Grants Discussion** The "fair fund" in the state budget has been cut, but the WA State Department of Ag has opened up another biennium opportunity for capital improvement grants (up to \$250,000). The grant funds were not cut luckily. Porterfield recommends pursuing additional funding to advance the RV Park project and keep the momentum up on the project. With the matching funds that are available and the current progress Porterfield is optimistic that the WSDA will view the project favorably and continue their support. Porterfield will also identify a backup proposal based on facility needs, but the RV is a high priority due to its potential revenue generation.

Porterfield asked if there were any other priorities the BOCC would like her to focus on? No - doing a good job with projects.

**9. Other Business - No Action to be taken** None

**10. Concluded** 10:27am

  
Kady Porterfield

KITTITAS COUNTY  
COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON  
  
Laura Osiadacz, Chairman