

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

MONDAY	10:00 AM	January 26, 2026
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Board members present: Chairman Cory Wright, Vice-Chairman Brett Wachsmith,
Commissioner Laura Osiadacz

Others: Event Center Director Kady Porterfield, Budget and Finance Director Zack DeHaven,
Facilities and Maintenance Director Patti Stacey, Ellensburg Rodeo Past-President Carl Jensvold,
Roylene Crawford, Jessica Karraker, Brian Kelley

1. Call to Order 10:00am

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

3. Discussion and Decision on Rodeo Grandstands Project Financial Status: Staff report attached. Zack DeHaven reviewed the options detailed in the staff report. About \$75,000 can be used from the 309 fund to cover the Timed Event Pen work. An additional support of \$100,000 may be available from the Rodeo Board. Carl Jensvold is drafting an agreement with terms and parameters to present to the County to contribute additional funding. One condition may be using this payment against the contracted rental cost of the arena for 2026 and 2027. Carl asked Zack if the additional funding can be paid after this year's Rodeo. Zack confirmed that payment after the 2026 Rodeo would work. Patti Stacey confirmed the contractor has agreed to a time and materials proposal, so their work is tracked and we are charged accordingly, rather than their original proposal. The price on the change order for the required change in fire line material that came in late from the City was much more appropriate and in line with expectations. Change Order No. 3 will be coming shortly before the Board. Patti believes we have passed most of the unknown hurdles when it comes to underground utilities, but some electrical needs may still arise, hence the \$400,000 accounted for in the current deficit to cover these potential items. Vice-Chairman Wachsmith stated cutting the project more to cover the deficit doesn't make sense since it's already been cut down from the original plans. He mentioned the City verbally said to ask them for funding if we hit a shortfall. Vice-Chairman Wachsmith and Bryan Elliott, County Auditor, will meet with City for a request for at least \$500,000. They will include Kady and the Rodeo Board as needed for City presentations. The Board unanimously agreed that the option of approaching external partners for funding was the best route and to not delay the project, then prioritize the 309 Fund and REET 2 as needed.

4. Discussion and Decision on Expedited Project Work: Staff report attached. Most of the information was shared under the last topic of discussion. No further decisions are needed at this time.

APPROVED

3/17/26

5. Review and Approval of Construction Project Manager's Signature on Change Order No. 2 for Rodeo Grandstands Project: Staff report attached. Patti explained the list of items included in this Change Order. Vice-Chairman Wachsmith moved to approve the Construction Project Manager's (Patti's) signature on Change Order No. 2. Commissioner Osiadacz seconded the motion. No further discussion. Motion passes 3-0.

6. Approve Resolution to Award Bid for Rodeo Arena Timed Event Pens: Staff report attached. Vice-Chairman Wachsmith moved to award the bid for the Rodeo Arena timed event pens. Commissioner Osiadacz seconded the motion. No discussion. Motion passes 3-0.

7. Approve Chair's Electronic Signature on a Grant Agreement with Washington Department of Commerce for the Rodeo Grandstands Project: Staff report attached. Kady added that DOC had not emailed the grant agreement yet, but they would be sending it this week. She shared the grant contract template in its place for review of the contract terms. This is the second grant agreement with DOC for this project, and this agreement is the same as the last one. Vice-Chairman Wachsmith moved to approve the Chair's signature on the grant agreement with Department of Commerce. Commissioner Osiadacz seconded the motion. No discussion. Motion passes 3-0.

8. Approve Chair's Electronic Signature on Grant Agreement K6400 with Washington Department of Agriculture for RV Park: Staff report attached. Vice-Chairman Wachsmith moved to approve the Chair's signature on the grant agreement with WSDA for the RV Park project. Commissioner Osiadacz seconded the motion. Chairman Wright asked for clarification on if this is for a new \$250,000. Kady confirmed this is a new amount and an additional sum to the first \$250,000 that was received in 2023. The WSDA grant program will be supporting \$500,000 worth of work in total after this grant has been fully spent. Motion passes 3-0.

9. Approve Chair's Electronic Signature on Grant Agreement K6401 with Washington Department of Agriculture for Barn Electrical Upgrades: Staff report attached. Vice-Chairman Wachsmith moved to approve the Chair's signature on the grant agreement with WSDA for the barn electrical project. Commissioner Osiadacz seconded the motion. Chairman Wright asked how much has been invested in the barn area since Kady had been hired. Kady shared that about in the range of \$3.2 million had been invested in total on the fairgrounds. That is the fairgrounds only and specifically doesn't include any investments on the rodeo grounds. Kady continued that an estimated 65-70% of that investment has gone into the livestock facilities including Bloom Pavilion and the barns. Chairman Wright asked if any of it was for electrical or ventilation improvements. Kady shared that, yes, Bloom had an entirely new ventilation system installed a few years ago. We've also bought additional drum fans (just this year), replaced some, and repaired several over the last few years. A complaint was shared about the ventilation at a Fair Board meeting this year, but it was discovered no one brought that complaint up to the Event Center Director or long-standing Fair Board Livestock Directors to address and show them the button to push inside Bloom that opens up all the vents to create a system of airflow. Kady

shared that she will be educating the brand-new Livestock Directors on this feature, and she hopes issues like this are brought up at the time of need so they can be handled timely, especially when there is an immediate solution. Motion passes 3-0.

10. Discussion and Direction on Capital Reserve 309 Fund Structure: Staff report attached. All three on the Board agree it is a good idea and supports an official proposal coming before them for approval and implementation. Kady will continue working with Zack on the proposal to ensure it's set up in the best format for the Auditor's Office.

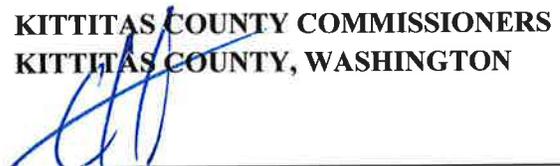
11. Other Business: Kady is excited about the new Fair Board Directors coming on and is looking forward to conducting an onboarding training for them soon. A lot of effort has been put in over the last year to put the tools and resources in place to have a better onboarding system, so it's great to now be able to put it into action.

A third grant was applied for through the WSDA program after they released a second-round opportunity. The grant request was submitted for lighting and accessibility in Frontier Village, which fit the health and safety requirements of the grant, but we were not awarded this grant, unfortunately. Since we already received \$300,000 from them, they prioritized some of the other requests from around the state that didn't receive as much in the first round.

Chairman Wright shared that the Commissioners are relocating offices and discussions have arisen on the trophies that are displayed in the courthouse because cases need to be moved, or space in the cases is needed for the sister city display. Many of the trophies are old and the newest one appears to be ten years old now. Kady said she reached out to the 4-H Program about the trophy case next to the west courthouse entry since those all belong to 4-H. Chairman Wright said the case with the trophies next to the security desk needs to go too and the Event Center could take it. Kady asked when they needed all the trophies and the case out by. Patti said by the end of next week. Roylene Crawford volunteered to help sort trophies to see if some of them could go down to the Kittitas County Historical Museum for their display. Kady ensured everything would be removed, and that it would be this week.

12. Concluded


Kady Porterfield

KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON

Cory Wright, Chairman