COMMISSIONERS' MINUTES KITTITAS COUNTY, WASHINGTON AGENDA SESSION REGULAR MEETING

TUESDAY

10:00 A.M.

JANUARY 16, 2018

Board members present: Chairman Laura Osiadacz; Vice-Chairman Obie O'Brien; and Commissioner Paul Jewell.

Others: Julie Kjorsvik, Clerk of the Board; Lisa Murray, Administrative Assistant; Lisa Young, Human Resource Director; Sarah Keith, Superior Court Administrator; Paula Hoctor, Corrections Commander; Gene Dana, Sheriff; Jim Goeben, IT Director; Mark Cook, Public Works Director; Mandy Buchholz, Deputy Clerk of the Board; Doug Mitchell, Deputy Prosecutor; Judy Pless, Budget & Finance Manager; Debbie Myers, Board Clerk; Kasey Knutson, Health Promotion Supervisor; and 1 member of the public.

CALL TO ORDER

Chairman Osiadacz called the meeting to order.

PLEDGE OF ALLEGIANCE

Chairman Osiadacz led the Pledge of Allegiance.

INTRODUCTION OF NEW COUNTY EMPLOYEES - NONE

PROCLAMATIONS - NONE

AWARDS & RECOGNITIONS - NONE

APPROVAL OF AGENDA

Chairman Osiadacz announced that due to the holiday on January 15, 2018 there was no Agenda Study Session held and the Board would review each item under the Consent Agenda prior to consideration of any motions. She noted Consent Item J had been removed from the Agenda.

Commissioner O'Brien moved to approve the Agenda, as amended. Commissioner Jewell seconded. Motion carried 3-0.



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CONSENT AGENDA

Chairman Osiadacz noted Item J had been removed from the Consent Agenda and each item was reviewed prior to the Board's consideration.

Commissioner O'Brien moved to approve the Consent Agenda, as amended. Commissioner Jewell seconded. Motion carried 3-0.

MINUTES

| DATE | MINUTES |
|------------|--------------------------------|
| 12/19/2017 | 2PM Public Hearing |
| 12/19/2017 | Agenda Session |
| 12/21/2017 | Executive Session |
| 12/21/2017 | PAFs/Vouchers |
| 12/22/2017 | Public Defense Costs |
| 12/25/2017 | Office Admin-Cancelled |
| 12/25/2017 | Dept. Head-Cancelled |
| 12/26/2017 | Office Admin-Cancelled |
| 12/27/2017 | IT Study Session |
| 01/01/2018 | Agenda Study Session-Cancelled |
| 01/01/2018 | Office Admin-Cancelled |
| 01/01/2018 | Dept. Head-Cancelled |
| 01/02/2018 | Office Admin |
| 01/02/2018 | Agenda Session |
| 01/02/2018 | 2PM Public Hearing |
| 01/03/2018 | Marian Meadows-Closed Record |
| 01/03/2018 | IT Study Session |
| 01/03/2018 | Jail Heating & Ventilation |
| 01/03/2018 | Solar Moratorium Extension |
| 01/03/2018 | Tax Title Property Purchase |
| 01/04/2018 | Executive Session |
| 01/08/2018 | Office Admin |
| 01/08/2018 | Dept. Head-Merit |
| 01/08/2018 | Upper County Youth Activities |
| 01/09/2018 | Executive Session |
| 01/09/2018 | Executive Session |
| 01/09/2018 | Executive Session |
| 01/09/2018 | Solid Waste |

APPOINTMENT

PATSY TENNEY - FAIR BOARD

COMMISSIONERS

Approve the Appointment of Patsy Tenney to the Kittitas County Fair Board, for a three year term effective immediately and ending on December 31, 2019 (completing a previous member's term).

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APPOINTMENT

CITY OF ELLENSBURG

COMMISSIONERS

Acknowledge the City of Ellensburg's representation of Council Member Nancy Goodloe on the Kittitas County Airport Advisory Board and the Kittitas County Homlessness & Affordable Housing Committee and Council Members Mary Morgan and Nicole Klauss to the Kittitas County Council of Governments (COG).

AGREEMENTS PAUL MCBRIDE & CK POWERS SUPERIOR COURT

Approve Agreements between Kittitas County and the Superior Court of Washington in and for Kittitas County and Paul McBride and CK Powers for public defender services for all eligible indigent criminal defendants in cases filed in the Superior Court, beginning January 1, 2018 through December 31, 2018.

RESOLUTION 2018-005 PERSONNEL POLICIES MANUAL HUMAN RESOURCES

Approve Resolution No. 2018-005, In the Matter of Updating the Personnel Policies Manual, Item 7.4 Sick Leave, effective January 1, 2018.

POLICY PUBLIC DISCLOSURE PROSECUTOR

Approve a Public Disclosure Policy and Procedure for the handling of requests for public records within all Offices/Departments of Kittitas County.

CONTRACT MOMENTUM FUND OF GROUP HEALTH FOUNDATION PUBLIC HEALTH

Approve and authorize the Public Health Administrator to sign a Grant Contract with the Momentum Fund of Group Health Foundation, in the amount of \$13,262.00 to measure behavior, attitudes, and beliefs and barriers around the HPV vaccine from January 1, 2018 through January 1, 2019.

CALL FOR BIDS VOICE OVER INTERNET PROTOCOL IT

Approve a Notice of Call for Bids, for Voice Over Internet Protocol (VoIP) Phone Systems and Systems, to be accepted and opened at 2:00 p.m. Tuesday February 20, 2018 at 205 W. 5th Avenue Suite 13, Ellensburg, WA and to authorize the Clerk to publish said notice.

RESOLUTION 2018-006 REVISED RECORDS MANAGEMENT POLICY IT

Approve Resolution No. 2018-006, Adopting a Revised Records Management Policy.

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REQUEST TO APPROVE A PROFESSIONAL SERVICES AGREEMENT BETWEEN KITTITAS COUNTY AND FAMILY HEALTHCARE OF ELLENSBURG FOR 2018 - ITEM REMOVED FROM THE AGENDA.

AGREEMENT

EQUITABLE SHARING

SHERIFF

Acknowledge an Equitable Sharing Agreement and Certification with the U.S. Department of Justice for the FY Ending Date of December 31, 2017.

1/10TH OF 1% SALES TAX REVENUES RESOLUTION 2018-007 SHERIFF

Approve Resolution No. 2018-007, Awarding Funding for Grants Pursuant to Law & Justice Council Recommendations on Spending of 1/10th of 1% Sales Tax Reserves, in the total amount of \$26,981.38, effective January 1, 2018.

SET PUBLIC HEARING COUNTYWIDE PORT DISTRICT COMMISSIONERS

Approve Setting a Public Hearing to consider a Petition for the creation of a Countywide Port District, to include all areas defined by the boundaries of Kittitas County with the exception of that area encompassed by the Naches School District, and placement on a April 24, 2018 ballot, to be held on Wednesday February 7, 2018 at 6:00 p.m. in Armory Hall 901 E. 7th Avenue Ellensburg, WA and to authorize the Clerk to publish said notice.

RESOLUTION 2018-008 UNEMPLOYMENT COMPENSATION

Approve Resolution No. 2018-008, Adopting the 2017 Internal Rate for Unemployment Compensation, effective January 1, 2018.

RESOLUTION 2018-009 CORRECTION TO LEVYING CERTIFICATION AUDITOR

Approve Resolution No. 2018-009, Correcting the Levying Certification for the General Fund for Municipal Purposes of Kittitas County, Washington for the Year 2018 According to the Assessed Valuation as Determined in the Year 2017.

RESOLUTION 2018-010 AMEND TRAVEL POLICY AUDITOR

Approve Resolution No. 2018-010, Amending Kittitas County's Travel Policy, effective January 1, 2018.

RESOLUTION 2018-011 DECLARE EQUIPMENT SURPLUS PUBLIC WORKS

Approve Resolution No. 2018-011, Declaring Equipment Rental and Revolving Fund Equipment Surplus Not to the County's Needs and Thereby Be Eligible for Trade-In.

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AUDITOR

RESOLUTION 2018-012

PETROLEUM & LUBRICANT PRODUCTS PUBLIC WORKS

Approve Resolution No. 2018-012, Awarding a Bid to Furnish Petroleum and Lubricant Products for 2018, and to Authorize the Public Works Director to Sign Contract Documents.

RESOLUTION 2018-013 KPG - UPPER COUNTY SHOP PUBLIC WORKS

Approve Resolution No. 2018-013, Authorizing the Chair's Signature on Task Order No. 5 with KPG in the amount of \$417,374.29 for Architectural Services Supporting the Relocation of the Public Works' Upper County Shop.

RESOLUTION 2018-014 DISTRESSED COUNTY SALES & USE TAX PUBLIC WORKS

Approve a Resolution No. 2018-014, 2018 Distressed County Sales and Use Tax Infrastructure Improvement Program Agreement with the City of Roslyn, for the Transmission Water Main Improvement Project.

AGREEMENTS LODGING TAX AGREEMENTS COMMISSIONERS

Approve the 2018 Lodging Tax Services Agreements No. 2018-001 LT through No. 2018-024 LT, as Adopted by Resolution No. 2017-202 for Special Events and Projects.

CORRESPONDENCE - NONE

ADMINISTRATIVE MATTERS - NONE

CITIZEN COMMENTS ON NON-AGENDA ITEMS - NONE

BOARD DISCUSSION/DECISION ITEMS - NONE

MISCELLANEOUS - NONE

EXECUTIVE SESSION - NONE

ADJOURNMENT

The meeting was adjourned at 11:01 a.m.

CLERK OF THE BOARD

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KITTITAS COUNTY COMMISSIONERS KITTITAS COUNTY, WASHINGTON

Laura Osiadacz, Chairman

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