

**COMMISSIONERS' MINUTES
KITITAS COUNTY, WASHINGTON
COMMISSIONERS CONFERENCE ROOM
REGULAR MEETING**

MONDAY

9:00 A.M.

DECEMBER 3, 2018

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

Others: Mandy Buchholz, Deputy Clerk of the Board II; Julie Kjorsvik, Clerk of the Board & Neil Caulkins, Deputy Prosecutor.

SPECIAL MEETING OFFICE STAFF MEETING COMMISSIONERS

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

CALENDAR WEEK AT A GLANCE COMMISSIONERS

The Board of County Commissioners reviewed their weekly calendar.

PAF/VOUCHERS REVIEW OF PAF'S & VOUCHERS COMMISSIONERS

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

CORRESPONDENCE LOG REVIEW OF CORRESPONDENCE LOG COMMISSIONERS

The Board of County Commissioners reviewed the weekly Correspondence Log, a listing of all incoming mail and correspondence for the week ending November 30, 2018.

DISCUSSION MEETING MINUTES POLICY COMMISSIONERS

Julie Kjorsvik, Clerk of the Board presented the Board with a Meeting Minutes Policy for their review as well as a redline version with some proposed changes from Commissioner Wright. She stated that Staff would like some additional time to frame language pertaining to how meetings are staffed etc. Staff asked to bring the item back during the next Monday Morning Office Admin Meeting to consider. The Board indicated they were supportive of the 60 day window in the policy for minutes to be submitted back to the Board.

RESOLUTION 2018-186 BOCC OFFICE CLOSURE COMMISSIONERS

Chairman Osiadacz moved to approve Resolution No. 2018-186, Authorizing the Closure of the Kittitas County Board of Commissioners Office on December 21, 2018 to allow the Department to

APPROVED
12/18/18

prepare document for archiving. Commissioner Wright Seconded. Motion carried 3-0.

DISCUSSION

FACEBOOK WEEKLY POSTS

COMMISSIONERS

The Board decided for the week of 12-3-2018 they would post on the BoCC Facebook Page their intent to cancel the Critical Areas Ordinance Public Hearing set for 12/10/2018 @ 6:00 p.m., and remand it back to Staff, after running it by legal.

UPDATE

BOCC/DEPARTMENT HEAD REPORTS

COMMISSIONERS

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 as needed during this time as well.

OTHER BUSINESS - N/A

Meeting adjourned at 9:40 a.m.

DEPUTY CLERK OF THE BOARD

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**



Mandy Buchholz



Laura Osiadacz, Chairman