

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

WEDNESDAY	10:00 AM	December 11, 2019
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Board members present: Cory Wright (Chairman), Vice-Chairman Brett Wachsmith, Commissioner Laura Osiadacz

Others: Kady Porterfield (Event Center Director), Lacie Dawson (Event Center Program Manager), Patti Johnson (Solid Waste), Dan Morgan (Ellensburg Rodeo Board), Lisa Young (Human Resources Director), Neil A. Caulkins (Chief Civil Deputy Prosecutor)

1. **Call to Order** At 10:02 a.m. Chairman Wright opened meeting to discuss Event Center business.
2. **General Event and Rental Updates:** Per Kady, the 2020 Cascade Cow Cutters contract is signed. They have given positive feedback and our looking forward to working together on the new sand agreement.
3. **Self-Promoted Events Business:** Per Kady, we are waiting on the draft contract for the artist to be sent to us for the Patriot Night event.
4. **Sponsor Business:** Kady discussed setting up a meeting between the sponsorship consultant and the BOCC. She may be invited to the next study session, or another mutually agreeable time.
5. **Special Projects:** Rodeo Arena LED Lighting – Kady has spoken with the City of Ellensburg; they anticipate the rebate for the LED project to be approximately \$27,500. The WSDA Grant was for \$90,000. Discussion with Patti Johnson on the need to call for bids on the project. The small bid roster may be able to be used. The hope is for the project to be completed in April, but no later than August (prior to fair and rodeo).

Chairman Wright stated that he had been speaking with Mark Anderson and would like to discuss moving the roping boxes in a special meeting next month. Per Kady, roping boxes are not in the 2020 budget, but definitely looking at in the future project list to expand on our event opportunities year-round.

Per Dan Morgan, the Ellensburg Rodeo is working with West Star to bring the large roping event to the arena. There will be parking/camping issues to consider.

Chairman Wright asked Kady to work on putting together a meeting to further discuss the roping/camping situation.

6. Review of KVEC Director Goals

1. Scheduling walk throughs with BOCC members: have begun doing monthly walk throughs of the facility with the Commissioners. Goal Completed.

APPROVED
1/7/2020

2. Maintenance: Kady has put together the 2020 project list (budget reflective). Additionally, Kady has assembled a preventative maintenance plan schedule and cleaning action plan, with accompanying check lists for maintenance and events. Samples were shown to the commissioners for review. The items were clearly written, well organized and will serve as a great training resource for the future.

Discussion of issues with break-ins and handling of issues with Kittcom and Ellensburg Police Department. KVEC Maintenance employees were left with stolen items and drug paraphernalia. Commissioner Wachsmith requested Kady to put together a list of incidents so he can speak with EPD about the issues.

3. Job specific cleaning processes: Kady went over the information provided in the Cleaning Action Plan in the production meeting on Tuesday. Each employee has a copy and will turn in a signed acknowledgement. Chairman Wright stated that it would be a good idea to use version control as updates are made.

7. Approve and Sign WSDA Grant Agreement for LED Lighting Project: Commissioner Wachsmith made a motion to approve and sign the WSDA Grant. Commissioner Osiadacz seconded motion. Motion passes 3-0.

8. Other business: Per Kady, Lacie and her are working on adjusting rates (to round numbers) and working on a discount for camping that is internally coordinated by events themselves.

Lacie is working on getting the posse and 4H contracts completed, and Kady will then need to do a resolution for them as advised by the State Auditors after their 2019 review.

Per Kady, she is working on DHAP forms and a tribal letter for Bloom project to continue the grant contract process.

At 10:44 Commissioner Wachsmith called for an Executive Session for 10 minutes with Lisa Young (Human Resources Director) and Patti Johnson (Solid Waste Director) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140 (4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

At 10:54 a.m. the Board reconvened out of Executive Session. Patti Johnson was named Interim Maintenance Director.

At 10:54 a.m. Chairman Wright announced the Board would recess back into Executive Session for 3 minutes to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140 (4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring,

setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public. No action was anticipated.

At 10:57 a.m. the Board reconvened out of Executive Session, no action taken.

At 10:57 a.m. Chairman Wright announced the Board would recess back into Executive Session for 5 minutes with Neil A. Caulkins (Chief Civil Deputy Prosecutor) joining the meeting to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140 (4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public. No action was anticipated.

At 11:02 a.m. the Board reconvened out of Executive Session, no action taken

At 11:02 a.m. Chairman Wright announced the Board would recess back into Executive Session for 1 minute to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140 (4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public. No action was anticipated.

At 11:03 a.m. the Board reconvened out of Executive Session, no action taken.

9. Adjourn: Meeting adjourned at 11:03 am

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**


Kady Porterfield


Cory Wright, Chairman