

KITTITAS COUNTY  
COMMUNITY DEVELOPMENT SERVICES

**AGENDA STAFF REPORT**

**AGENDA DATE:** August 1, 2017

**ACTION REQUESTED:** Ratify the Vice Chair's Signature on Contract Amendment Documents with BERK and on an Overdue Payment Voucher Authorized on July 21, 2017

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**BACKGROUND:** Community Development Services entered into a professional services contract with BERK pursuant to Resolution 2015-124 on September 15, 2015. During the execution of the contract scope of work, staff directed additional work which was completed by BERK without amending the contract. Partial payment for the additional work was made with an outstanding balance of \$1,085.00 remaining on July 21, 2017. As the balance was significantly overdue for payment, the Vice Chair authorized contract amendment documents and payment of the voucher retiring the debt.

**INTERACTION:** Community Development Services

**RECOMMENDATION:** Ratify the Vice Chair's signature.

**HANDLING:** Return one original to Community Development Services

**ATTACHMENTS:** Exhibit 1: Contract Amendment Document  
Exhibit 2: Original Contract with BERK

**LEAD STAFF:** Dan Carlson, AICP, Director