

**COMMISSIONERS' MINUTES  
KITITAS COUNTY, WASHINGTON  
CONF. ROOM  
REGULAR MEETING**

**MONDAY**

**9:00 A.M.**

**DECEMBER 18, 2023**

Board members present: Chairman Cory Wright; Vice-Chairman Brett Wachsmith; Commissioner Laura Osiadacz.

Others: Mandy Buchholz, Office Administrator; Julie Kjorsvik, Clerk of the Board; Debbie Stanavich, Administrative Assistant; Lisa Murray, Administrative Supervisor; Amy Cziske, Treasurer.

**REGULAR MEETING**

**OFFICE STAFF MEETING**

**COMMISSIONERS**

At 9:00 a.m. Chairman Wright opened the Office Administration Meeting.

**CITIZEN COMMENT - N/A**

**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 December 15, 2023.

**DISCUSSION**

**COUNTY FACEBOOK**

**COMMISSIONERS**

The Board determined that for the week of December 18, 2023, they would post on their Facebook page the following: Your NW Forest Plan Opportunity to Comment; County Holiday Closures; Share Auditor's Office Recording Fee's Increase & Distribution.

**DIRECTION**

**TREASURER**

Lisa Murray, Administrative Supervisor (TR) requested direction from the Board on funds held in the Treasurer's Office Suspense Fund. She stated that RCW outlines options the County has, and the Prosecutor has been involved. She stated she would like to get the Board's direction and bring it back to a future Agenda for action. The Board

expressed their support for putting the funds into the General Fund.

**UPDATE BOCC/ DEPARTMENT HEAD REPORTS COMMISSIONERS**

Each Commissioner was assigned three different Department Heads to meet with on a weekly basis for the year. The assignments for 2023 were determined at the Board of County Commissioners Office Admin meeting earlier on and they will continue to provide updates at future meetings.

Each Commissioner reviewed discussions held with their respective departments and exchanged details of those meetings.

**UPDATES BOCC/WHITE BOARDS COMMISSIONERS**

The Board reviewed their updates/edits to each of their white boards.

**OTHER BUSINESS/GENERAL UPDATES - SCHEDULING FOLLOW UP**

Staff requested direction on a scheduling conflict for Commissioner Osiadacz she has LSC and NWFP FAC Meeting. She needs an alternate for LSC on 1/31 & 2/1. Commissioner Wachsmith will fill in.

Staff gave an update on the three applications received for the Citizens Advisory on Salary for Elected's Committee.

Meeting concluded at 9:55 a.m.

**OFFICE ADMINISTRATOR**

*Mandy Buchholz*  
Mandy Buchholz

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

*[Signature]*  
Cory Wright, Chairman