

**COMMISSIONERS' MINUTES  
KITITAS COUNTY, WASHINGTON  
KVEC ARMORY  
SPECIAL MEETING**

**TUESDAY**

**8:30 A.M.**

**JUNE 10, 2025**

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

Others in attendance: Mandy Buchholz, Office Administrator-BoCC; Julie Kjorsvik, Clerk of the Board; Zack DeHaven, Budget and Finance Director; Andrew Yoder, Finance Manager; Jeanne Killgore, HR Director; Bill Davis, Network System Administrator III; Doug Fessler, IT Director; Todd Davis, Noxious Weed Director; Bryan Elliott, Auditor; Lisa Murray, Chief Administrator - Treasurer; Erin Moore, Assistant Public Health Director; Tip Hudson, WSU Extension; Katie Odiaga, Public Health Accountant; Josh Fredrickson, Public Works Director; Reid Burbank, Finance System Manager - DPW; Chad Bala, CDS Director; Patti Stacey, Facilities Director; Jamey Ayling, Planning Manager; Jeremy Larson, Building Official; Stephanie Mifflin, Assistant Building Official; Kady Porterfield, KVEC Director; Tasha Potter, Chief Administrator - Public Defense; Pat Gigstead, Misdemeanor Probation Director; Lindsey Buntin, Senior Misdemeanor Probation Officer; Maria Gomez - Rios, Lower Dist. Court Administrator; Kari Elkins, Office Administrator - Juv. Probation; Katrina Mankus, Juvenile Probation Administrator; Sarah Keith, Superior Court Administrator; Greg Zempel, Prosecutor; Elishia Harvill, Chief Administrator - Prosecutor; Clay Myers, Sheriff; Nancy Shaff, Chief Administrative Deputy; Steve Panattoni, Jail Superintendent; Chris Whitsett, Inspector; and one member of the public.

**SPECIAL MEETING**

**BUDGET RETREAT**

**COMMISSIONERS**

At 8:30 a.m. Chairman Osiadacz opened a Special Meeting for the County's Annual Budget Retreat.

County Auditor, Bryan Elliott, gave opening remarks. He reviewed the working agenda; 2026 budget timeline/process overview; Budget development/adoption of rules of engagement outlining the authority and responsibilities of offices and departments; and the 2026 strategic priorities the Board and Auditor's office developed.

Zack DeHaven, Budget & Finance Director, reviewed where we have been (actuals 2022-2024 and 2024 final number review; where we are (budget/actual/projection), union contract update, projecting the rest of the year and tax revenues; where we are going (projection), fund balances, trend and personnel; estimates and assumptions and

**06/10/2025 MINUTES**

**1**

07/01/2025

the importance of accurate estimating and practices to avoid; review of general fund departments and why the general fund is a good barometer for forecasting and estimating; review of the 2024 Budget General Fund with the 2024 adopted budget vs. actual; review of the expense to revenue trend for the General Fund; 2024 revenues, taxes and sales tax growth rate comparisons from 2022 - 2024; 2024 goods and services revenue as well as 2024 miscellaneous revenue; 2024 general fund expense rates of growth; review of personnel expense and impact of Union negotiations; review expense to revenue trend general fund; 2025 revenue trend sales taxes; Fund Balance Policy - unrestricted General Fund; personnel expense General Fund and corrective actions; expense to revenue trend; structural deficit; pro forma; net zero budget - General Fund; net zero General Fund and what it would look like; capital expenditure; maintenance deferral; 2022 - 2024 facility expense; review of admin buildings average annual expense; review current maintenance deferral; review of building condition assessments and then an overview of the Budget Workbooks to be used for the 2026 budget.

There was a breakout session for budget "families" to get into groups and look at innovative ways for new revenue streams to be explored; how to leverage technology to streamline operations; cross departmental collaboration; opportunities to prioritize and reallocate existing budget resources; upcoming administrative or regulatory requirements that could impact the budget and ways to proactively minimize their financial impact.

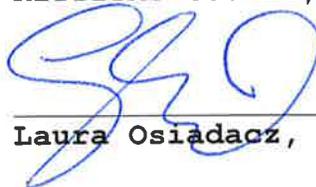
Bryan Elliott, Auditor, thanked everyone for attending and welcomed feedback.

The meeting was concluded at 11:19 a.m.

**OFFICE ADMINISTRATOR**

  
Mandy Buchholz

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

  
Laura Osiadacz, Chairman