

KITTITAS COUNTY
FINANCE STUDY SESSION MINUTES
BOCC CONFERENCE ROOM, 205 WEST 5TH ROOM 108 - ELLENSBURG

TUESDAY	1:00PM	AUG 26, 2025
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Board members present: Chairman Laura Osiadacz, Commissioner Cory Wright, Commissioner Brett Wachsmith

Staff Present: Budget and Finance Director, Zack DeHaven, Auditor, Bryan Elliott, Lisa Murray, Sue Patterson, Nancy Shaff

Others: None

- 1. **Call to Order: 1:00pm**
- 2. **Citizen Comments – None**
- 3. **2026 Budget Development Process Update and Review (Discussion)**

Zack DeHaven discusses that at the next study session, Finance will provide an overview of the preliminary budget and submitted requests. The session will serve as an orientation to establish a foundation for future review and adjustments. Non-Departmental requests will not need a meeting with BOCC. Budget workshops will give the department heads and elected officials an opportunity to speak for 5 minutes. Commissioners were asked to be clear about their intentions with an Approve, Decline or Continue at the end of each request. Commissioner Wright would like a recap of the Reet finding before these meetings.

- 4. **Annual State Audit Update (Discussion)**

Zack DeHaven discusses the annual state audit is underway with personnel on site now. Entrance conference is on Wednesday, Aug 27th. The process is proceeding smoothly and does not anticipate any issues.

- 5. **Ellensburg Animal Shelter (Discussion/ Decision)**

Zack DeHaven discusses that the Yakima Humane society has contacted him stating they have been operating at a loss. They are requesting \$126K starting 2026 with a 4-year contract. They state that the previous level of funding was inadequate for the past years. Discussion was had that City of Ellensburg and the County need to share the expense. Commissioners would like to see the intake reports for each municipality. **No Decision made.**

APPROVED

10/07/2025

6. Sales Tax Update and Review (Discussion)

Zack DeHaven gives a sales tax update stating tax revenues are on a two-month lag and are projected to exceed budget across all categories except the 1/10 Mental Health Sales Tax (under \$40K). Year-over-year growth is reported in all categories, with the smallest increase in Local Retail Sales Tax. Overall collections are projected to finish about \$300K above 2024 levels.

7. FISH Food Bank Restrictive Covenant (Discussion/Decision)

Zack DeHaven states that WA State Department of Commerce has provided a restrictive Covenant as required by CDBG 21-62210-030 for the Fish Food Bank and Food Pantry Expansion project. Legal has reviewed the document and has approved the signature on the document.

Commission Wright makes a motion to approve the notarized signature on the Restrictive Covenant. Commissioner Wachsmith seconded the motion and the motion was approved.

Decision was made.

8. Other Business- NONE

Meeting adjourned at 1:37pm



Sue Patterson

Accountant Assistant III

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**



Laura Osiafczak, Chairman