

**COMMISSIONERS' MINUTES  
KITITAS COUNTY, WASHINGTON  
CONFERENCE ROOM  
REGULAR MEETING**

**MONDAY**

**9:00 A.M.**

**NOVEMBER 17, 2025**

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

Others: Mandy Buchholz, Office Administrator; Julie Kjorsvik, Clerk of the Board; Kasey Knutson, Human Services Manager; Chelsey Loeffers, Public Health Director; and two members of the public.

**REGULAR MEETING**

**OFFICE STAFF MEETING**

**COMMISSIONERS**

At 9:00 a.m. Chairman Osiadacz opened the Office Administration meeting.

**PUBLIC COMMENT - NONE**

**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 November 14, 2025.

**RESOLUTION 2025-222**

**CWS AGREEMENT - HOPESOURCE**

**PUBLIC HEALTH**

Vice-Chairman Wright moved to approve Resolution No. 2025-222, A Resolution Authorizing an Agreement between Kittitas County and HopeSource to Provide Operations of the Kittitas County Cold Weather Shelter. Chairman Osiadacz seconded. Motion carried 2-0

**UPDATE**

**WHITE BOARD**

**COMMISSIONERS**

The Board reviewed their current whiteboard topics and provided status updates.

**DISCUSSION**

**COUNTY FACEBOOK**

**COMMISSIONERS**

**APPROVED**  
12/2/25

The Board determined that for the week of November 17, 2025, they would post the following on their Facebook page: I-90 Repairs Update; Holiday Closures for Thanksgiving.

**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 2025 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.

**OTHER BUSINESS/GENERAL UPDATES** - There were general updates on meetings & conversations that the Board participated in, individually, over the past week.

Julie Kjorsvik, Clerk of the Board requested the Board consider allowing all Staff to attend the 2026 WACCC Conference. She stated that it will be held in Walla Walla in April. The Board approved the request as presented and asked that a sign be put up noting the office closure when it gets closer.

Julie Kjorsvik, Clerk of the Board requested the Board consider allowing the office to close at noon on Wednesday, November 26<sup>th</sup>. She stated that there would only be one Staff member in the office and there were no Board meetings in the afternoon. The Board approved the request as presented and asked that a sign be put up noting the office closure.

Meeting concluded at 9:22 a.m.

**OFFICE ADMINISTRATOR**



**Mandy Buchholz**

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**



**Laura Osiadacz, Chairman**