

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

**MONDAY**

**9:00 A.M.**

**NOVEMBER 24, 2025**

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

Others: Mandy Buchholz, Office Administrator; Julie Kjorsvik, Clerk of the Board; Jodi Larsen, Office Administrator; Zack DeHaven, Budget and Finance 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 21, 2025.

**DECISION**

**HUMANE SOCIETY CONTRACT LENGTH**

**COMMISSIONERS**

Zack DeHaven, Budget and Finance Director explained that he wasn't aware that the City was still negotiating their portion of the Contract, so perhaps the Board would like to hold off discussing for now. He stated that they are requesting a 4-year Contract but the County has budgeted for one year at this point and time. He reviewed some of the discussions that have been had, and suggestions that have come from them. The Board determined for now they would stay status quo with their commitment to the 2026 funding amount.

**SPECIAL EVENT**

**SLEIGH RIDES DEC. 2025 - FEB 2026**

**COMMISSIONERS**

Vice-Chairman Wright moved to approve a Special Event Application to

**APPROVED**

*12/2/25*

hold sleigh rides from December 2025 - February 2026, and to grant a waiver to Kittitas County Code Chapter 5.20.100 Penal Bond, conditioned upon recommendations from Kittitas County Public Works, Kittitas County Fire Marshal & Kittitas County Treasurer. Commissioner Wachsmith seconded. Motion carried 3-0.

**UPDATE**

**WHITE BOARD**

**COMMISSIONERS**

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

**DISCUSSION**

**COUNTY FACEBOOK**

**COMMISSIONERS**

The Board determined that for the week of November 24, 2025, they would post the following on their Facebook page: A link to the page that shows the demolition of the Rodeo Arena Grandstands and the live feed of the work being done; Holiday Travel WSDOT Tips; Share the Sheriff's Office post about the County Jail being honored for behavioral health advances thanks to the 1/10<sup>th</sup> of 1% sales tax the Board approved in 2023 & congratulate them.

**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 request a Courthouse Fire Drill by the Sheriff's Office. She stated she has been asking for quite a while and she gets nowhere. She stated that the Safety Committee is supportive but they are not getting anywhere either. She stated that there are many new employees who have never participated in a Fire Drill and they use to be done at least once a year. Ms. Kjorsvik was directed to request that the Sheriff's Office place the item on their upcoming Study Session.

**EXECUTIVE SESSION**

**QUALS**

**COMMISSIONERS**

At 9:28 a.m. Chairman Osiadacz announced the Board would recess into an Executive Session for 15 minutes with just the Board of County Commissioners under RCW 42.30.110(g) To evaluate the

qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public. Possible action anticipated.

At 9:43 a.m. the Board reconvened out of Executive Session. No action taken.

At 9:43 a.m. Chairman Osiadacz announced the Board would recess back into an Executive Session for 10 minutes under RCW 42.30.110(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public. Possible action anticipated.

At 9:53 a.m. the Board reconvened out of Executive Session. No action taken.

Meeting concluded at 9:53 a.m.

**OFFICE ADMINISTRATOR**

  
Mandy Buchholz

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

  
Laura Osiadacz, Chairman