

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

**MONDAY**

**9:00 A.M.**

**DECEMBER 22, 2025**

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

Others: Julie Kjorsvik, Clerk of the Board; Jodi Larsen, Office Administrator; Patti Stacey, Facilities Director; Jeanne Kilgore, Human Resources Director; Bryan Elliott, Auditor; and Andrew Yoder, Asst Finance Director.

**REGULAR MEETING**

**OFFICE STAFF MEETING**

**COMMISSIONERS**

At 9:00 a.m. Commissioner 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 December 19<sup>th</sup>, 2025.

**DISCUSSION REGARDING EMPLOYEE OVERPAYMENT:** Facilities Manager Patti Stacey and Human Resources Director Jeanne Kilgore brought forth a concern about an internal software error that resulted in an employee step raise becoming effective prematurely. The Board discussed the error and directed staff on how to resolve the issue.

**RODEO ARENA PROJECT UPDATE:** Facilities Manager Patti Stacey provided the Board with an update on the project including a potential change order. They authorized her to notify the contractor to work on Fridays, if needed to keep the project on time. She is waiting for a complete report and cost breakdown from the Contractor and will report back to the Board with more details.

**APPROVED**

*1/20/26*



OFFICE ADMINISTRATOR



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Jodi Larsen

KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON



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Laura Osiadacz, Chairman