

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

MONDAY

9:00 A.M.

AUGUST 3, 2026

Board members present: Chairman Brett Wachsmith; Vice-Chairman Laura Osiadacz.

Others: Mandy Buchholz, Office Administrator; Jodi Larsen, Office Administrator; Julie Kjorsvik, Clerk of the Board and one member of the public.

REGULAR MEETING

OFFICE STAFF MEETING

COMMISSIONERS

At 9:00 a.m. Chairman Wachsmith 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 July 24, 2026 and July 31, 2026.

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 August 3, 2026, they would post the following on their Facebook page: County Employee Milestones; Fair Tickets sale announcement; LTAC Applications being accepted and workshop dates and local fire updates as they come in.

NOMINATIONS

CHAIR AND VICE - CHAIR

COMMISSIONERS

08/03/2026 MINUTES

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APPROVED

8/11/2026

Vice-Chairman Wachsmith moved to nominate and appoint Commissioner Osiadacz to serve as Vice-Chairman of the Kittitas County Board of Commissioners for the remainder of 2026. Commissioner Osiadacz seconded the motion. Motion carried 2-0.

Vice-Chairman Osiadacz moved to nominate and appoint Commissioner Wachsmith to serve as Chairman of the Kittitas County Board of Commissioners for the remainder of 2026. Commissioner Wachsmith seconded the motion. Motion carried 2-0.

SPECIAL EVENT

FLYING HORSESHOE RANCH

COMMISSIONERS

Mandy Buchholz, Office Administrator, presented a Special Event Application from David W. Williams to host the Flying Horseshoe Ranch Fall Finale on October 3rd and 4th, 2026. She stated that the applicant has requested a waiver of the Penal Bond and reviewed feedback from the following departments: Public Works, Sheriff, and Fire Marshal and stated the requirements will be sent to the applicant in full detail in their approval letter.

Vice-Chairman Osiadacz moved to approve the Special Event Application from David W. Williams to host the Flying Horseshoe Ranch Fall Finale on October 3rd and 4th, 2026 as presented noting the requirements from Public Works, Sheriff, and Fire Marshal are to be honored. Chairman Wachsmith seconded. Motion carried 2-0.

REQUEST

PROCLAMATION POLICY

COMMISSIONERS

Julie Kjorsvik, Clerk of the Board, presented a draft proclamation policy for the Board to consider. She explained that this is in an effort to have a formal process for how the Board recognizes local students for State and National Championship titles.

The Board thanked Ms. Kjorsvik for preparing the draft policy and for including the updated feedback received.

Vice-Chairman Osiadacz moved to approve and authorize signature on the Policy on Proclamations to Recognize Student State and National Champions. Chairman Wachsmith seconded. Motion carried 2-0.

DISCUSSION

LTAC CLERKING DUTIES

COMMISSIONERS

Julie Kjorsvik, Clerk of the Board, stated that Vice-Chairman Osiadacz had approached her regarding whether Jodi Larsen, Office Administrator, would be willing to do a trial run of the LTAC Clerk duties and whether the BoCC Office could absorb the responsibilities associated with the role. Julie stated that she had spoken with Jodi Larsen, who was willing to participate in a trial period to determine how the duties could be incorporated; however, Jodi requested a clear understanding of the expectations,

responsibilities, and chain of command.

Vice-Chairman Osiadacz gave a brief overview of the duties and expectations of the LTAC Clerk position. She explained that the role includes serving as Clerk for LTAC, CLTAC, and the Dispute Board. She further stated that the position is heavily involved in the contract process and can require significant coordination due to the number of CLTAC members, who are City Council members serving in those roles in addition to their full-time positions.

Chairman Wachsmith stated that he appreciated the open and honest discussion, but was not completely convinced of the transition at this time; however, he was willing to consider a trial period to determine whether the duties could be successfully managed within the BoCC Office.

Jodi Larsen, Office Administrator, stated that Staff would be meeting later that day to further discuss the details and expectations of the role. Vice-Chairman Osiadacz requested that Amy McGuffin, Chamber CEO, participate in the discussion, given her extensive involvement with the process. Vice-Chairman Osiadacz also noted that Zack DeHaven, Budget and Finance Director, advised her that the employee who previously performed the LTAC Clerk duties, who is currently out on extended leave, is a union employee and retains the right to resume those duties upon their return, if they choose. Julie Kjorsvik, Clerk of the Board, stated that she was comfortable with that arrangement; however, there is a need to figure out a solution for managing the duties in the interim.

Following discussion, the Board and Staff agreed to move forward with a trial period to determine whether the LTAC Clerk duties could be successfully absorbed back into the BoCC Office.

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 2026 were determined during a Board of County Commissioners Office Admin meeting 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 implementing remote Fridays for the office. She stated that the idea

has been discussed periodically and has become more relevant since the office relocation, noting that there is very little to no public foot traffic or phone activity on Fridays. She explained that most in-person visits on Fridays are from County Staff and, while office Staff appreciates the opportunity to connect with coworkers, those interactions can create interruptions that impact productivity.

Ms. Kjorsvik stated that she is able to accomplish more focused work with fewer interruptions and would appreciate the opportunity to have a remote workday when appropriate. She noted that Staff experienced this benefit during the pandemic when they worked remotely and, after returning to the office, recognized how much more could be accomplished with fewer disruptions. She stated that remote Fridays would provide a balance by allowing Staff to remain in the office four days a week to interact with coworkers and the public while providing one dedicated day to complete focused work and prepare for the upcoming week.

Ms. Kjorsvik clarified that if meetings or other business requiring in-person attendance occur on Fridays, Staff would make appropriate arrangements to ensure office coverage.

Vice-Chairman Osiadacz stated that she supported staff exploring this option. She noted that, as a resident of Upper County, she appreciates the ability to work remotely on days when she does not have in-person meetings, particularly given current fuel costs. She added that she believes other Staff members may also benefit from reducing unnecessary travel to Ellensburg when remote work is feasible and operationally appropriate.

Julie Kjorsvik, Clerk of the Board, stated that Vice-Chairman Osiadacz had also discussed potential options to help offset fuel and commuting costs for Ms. Larsen, including the possibility of working an additional day each week from a location in Upper County. She explained that, during her discussions with Ms. Larsen, Wednesdays had been identified as a potential option; however, Staff would remain flexible regarding the specific day selected. Ms. Kjorsvik further stated that staff would remain flexible and, if in-person attendance was needed for meetings or other business, would make the necessary adjustments to ensure coverage and support operational needs.

The Board expressed support for offering an additional day of work from an Upper County location. Discussion followed regarding potential locations that could be utilized and the possible added benefit of providing a satellite location where Upper County residents could drop-off materials intended for the Commissioners' Office. It was noted, however, that any such benefit would be tied to the Staff member's residence and work location and could change if those circumstances changed in the future.

Meeting concluded at 9:50 a.m.

OFFICE ADMINISTRATOR



Mandy Buchholz

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**



Brett Wachsmith, Chairman