

**COMMISSIONERS' MINUTES  
KITITITAS COUNTY, WASHINGTON  
CONF. ROOM  
REGULAR MEETING**

**MONDAY**

**9:00 A.M.**

**DECEMBER 11, 2023**

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

Others: Mandy Buchholz, Office Administrator; Julie Kjorsvik, Clerk of the Board; Debbie Stanavich, Administrative Assistant; Grant Shimada, Administrative Assistant (IT); Bill Davis, Network/System Administrator III; Doug Fessler, IT Director.

**REGULAR MEETING**

**OFFICE STAFF MEETING**

**COMMISSIONERS**

At 9:00 a.m. Chairman Wright opened the Office Administration Meeting.

**CITIZEN COMMENT - N/A**

**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 8, 2023.

**EXECUTIVE SESSION**

**I.T.**

At 9:02 a.m. Chairman Wright announced the Board would recess into an Executive Session under - RCW 42.30.110 (a)(ii) To consider, if in compliance with any required data security breach disclosure under RCW 19.255.010 and 42.56.590, and with legal counsel available, information regarding the infrastructure and security of computer and telecommunications networks, security and service recovery plans, security risk assessments and security test results to the extent that they identify specific system vulnerabilities, and other information that if made public may increase the risk to the confidentiality, integrity, or availability of agency security or to information technology infrastructure or assets for three

minutes. Action was anticipated.

At 9:05 a.m. the Board reconvened out of Executive Session.

Commissioner Wachsmith moved to approve and authorize Chair signature on a Professional Services Statement of Work: Rubrik Deployment Services with Ivoxy Consulting as presented. Commissioner Osiadacz seconded. Motion carried 3-0.

**DISCUSSION**

**COUNTY FACEBOOK**

**COMMISSIONERS**

The Board determined that for the week of December 11, 2023, they would post on their Facebook page the following: Sharing the STEER I-90 Stakeholder Meeting on 12/14 from 2-3 PST; Lodging Tax Advisory Committee Press Release announcing the funding for 2024 awards; and an update on the Bowling Alley Project.

**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 2023 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.

**UPDATES**

**BOCC/WHITE BOARDS**

**COMMISSIONERS**

The Board reviewed their updates/edits to each of their white boards.

**OTHER BUSINESS/GENERAL UPDATES - STAFF UPDATES & DISCUSSION**

There were general updates on meetings & conversations that the Board participated in, individually over the past week.

Meeting concluded at 9:52 a.m.

**OFFICE ADMINISTRATOR**

  
Mandy Buchholz

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

  
Cory Wright, Chairman

**KITTITAS COUNTY COMMISSIONERS**  
**BOCC Office Admin Meeting**  
**Regular Meeting**  
**Monday December 11, 2023 - 9:00 AM**  
**BOCC Conference Room**  
**205 West 5th Room 108 - Ellensburg**

1. Call to Order
2. Citizen Comments (1 min. time limit)
3. Review Commissioners Calendar
4. PAF/Vouchers
5. Review Weekly Correspondence Log
6. Executive Session - RCW 42.30.110 (a)(ii) To consider, if in compliance with any required data security breach disclosure under RCW 19.255.010 and 42.56.590, and with legal counsel available, information regarding the infrastructure and security of computer and telecommunications networks, security and service recovery plans, security risk assessments and security test results to the extent that they identify specific system vulnerabilities, and other information that if made public may increase the risk to the confidentiality, integrity, or availability of agency security or to information technology infrastructure or assets.
7. Facebook Posts for the Week
8. Weekly Dept. Head Reports
9. Whiteboard Updates
10. Other Business
11. Concluded