



## WACO BOARD of TRUSTEES

Regular Meeting  
March 6 & 7, 2018  
Washington Counties Building  
206 Tenth Ave SE  
Olympia, WA 98501

1. 1:00pm Call to Order – President Ilene Thomson
2. Roll Call of Attending Members
3. Approval of Agenda – *Possible Action*
4. [Approval of Minutes \(p. 2\) – Possible Action](#)
5. [Education Committee Report \(p. 9\) – Jerry Pettit](#)
6. [Legislative Committee Report \(p. 10\) – Dianne Dorey](#)
7. Legislative Report – Monty Cobb
8. Survey for Priorities of WACO – Ilene Thomson
9. [Executive Director's Report \(p. 11\) – Scott Blonien](#)
10. New Business
  - a. [Travel Policy \(p. 12\) – Possible Action](#)
  - b. President's Reception Budget – *Possible Action*
  - c. [Electronic Voting Systems \(p. 13\)](#)
  - d. [Alternative Means Voting Policy \(p. 14\) – Possible Action](#)
  - e. [Discuss Finance Manager Salary Step \(p. 20\)](#)
11. Executive Director Review – *Executive Session*
12. Old Business
  - a. [Scholarship Program \(p. 21\) – Review By-Law Changes & How to Promote Membership Participation](#)
  - b. [Review of 2017 Conference Survey \(p. 27\)](#)
  - c. NEO Conference
13. [Finance Report \(p 28\) – Lisa Gancel](#)
14. Audit Committee Report – Greg Zempel -*Possible Action*
15. [Communications Report \(p. 35\) – Timothy Grisham](#)
16. Trustee Reports



WACO Board of Trustees Regular Meeting  
December 13, 2017  
Washington Counties Building  
Olympia, WA 98501

**Draft Minutes**

Wednesday, December 13, 2017

**Board Members Present:**

Ilene Thomson	President	Yakima	Treasurer
Diane Dorey	Vice-President	Lewis	Assessor
Jerry Pettit	2 <sup>nd</sup> Vice-President	Kittitas	Auditor
Greg Zempel	Secretary/Treasurer	Kittitas	Prosecutor
Tammie Ownbey	Immediate Past-President	Pend	Clerk
		Oreille	
Tim Davidson	Past-President	Cowlitz	Coroner
Mike Lonergan	Assessors Trustee	Pierce	Assessor/Treasurer
Peggy Semprimoznik	Clerks Trustee	Lincoln	Clerk
Warren McLeod	Coroners Trustee	Lewis	Coroner
Alan Botzheim	Sheriffs Trustee	Pend	Sheriff
		Oreille	
Josie Koelzer	Treasurers Trustee	Franklin	Treasurer
Barb Miner	Trustee at Large Position 1	King	Clerk
Dave Cook	Trustee at Large Position 3	Yakima	Assessor
Thad Duval	Trustee at Large Position 5	Douglas	Auditor

**Staff Present:**

Monty Cobb	Deputy Director & General Counsel
Timothy Grisham	Director of Communications
Lisa Gancel	Finance and Administrative Manager

- 1) **Call to Order:** Ilene Thomson, President called the meeting to order at 10:04 a.m.
- 2) **Roll Call of Attending Members**  
President Thomson called for a roll call noting the absence of Debbie Adelstein, Jonathan Meyer, Linda Hjelle, Lisa Frazier, and Milene Henley
- 3) **Changes to Agenda**

Tammie Ownbey, Immediate Past-President **MOVED** to adopt the agenda as proposed. Dave Cook, Trustee at Large Position 3 **SECONDED** the motion. The **MOTION CARRIED** unanimously.

**4) Approval of Minutes**

Jerry Pettit, 2<sup>nd</sup> Vice-President **MOVED** to adopt the minutes as proposed. Josie Koelzer, Treasurers Trustee **SECONDED** the motion. The **MOTION CARRIED** unanimously.

**5) New Business**

**a. Swearing in Greg Zempel – Secretary Treasurer**

Immediate Past-President Ownbey swore in Greg Zempel, Secretary Treasurer.

**b. Retreat**

President Thomson discussed the Board of Trustees retreat, providing a timeline of activities and possible discussion topics.

**c. WACO Day on the Hill**

President Thomson discussed WACO Day on the Hill, asking for Board members to push their colleagues to attend the first annual event.

**d. ByLaws Amendment – Discussion on Electronic Voting**

President Thomson discussed the bylaw amendment allowing the Board to draft a policy outlining the usage and regulation of electronic voting.

**6) Old Business**

**a. Scholarship Program**

Monty Cobb, Deputy Director provided a status update on the County Scholarship Fund, noting that the Scholarship Board would need to meet and vote on bylaw changes outlining WSAC's decision to leave the program.

**b. Review of Convention**

President Thomson led a review of the 2017 County Convention. The Board discussed the positive and negative experiences of the Convention.

**7) Finance Report**

Lisa Gancel, Finance Manager, provided the Finance Report. Finances were sent to the Audit Committee.

**8) Year-End Projections**

Lisa Gancel provided an update on the year-end projections.

**9) Executive Director's Report**

Monty Cobb provided a brief Executive Directors report, and gave an update on Scott Blonien's return to the office. He also gave an update on the status of a potential lawsuit out of Snohomish County concerning ballot boxes.

**10) Communications Report**

Timothy Grisham, Director of Communications provided Communications Report.

**11) Trustees Report**

No Trustee Reports presented.

*The meeting **ADJORNED** at 11:33 a.m.*

Motion	Moved by	Seconded by	Motion	Disposition
<b>March 8-9, 2017 Board of Trustees Meeting</b>				
M-2017-01	Mr. Pettit	Mr. Davidson	To adopt the proposed Agenda modified to move the Executive Session up to accommodate scheduling.	CARRIED UNANIMOUS 5 Abstained
M-2017-02	Ms. Adelstein	Ms. Frazier	To adopt December 14, 2016 minutes as presented.	CARRIED UNANIMOUS 2 ABSTAINED
M-2017-03	Mr. Blasel	Ms. Weikel	To accept proposed salary ranges as recommended by the Personnel Committee Effective 2018.	FAILED UNANIMOUS
M-2017-04	Ms. Henley	Ms. Miner	To accept the proposed salary ranges as recommended by the Personnel Committee.	CARRIED UNANIMOUS
M-2017-05	Ms. Henley	Ms. Miner	To implement the salary ranges effective April 2, 2017.	CARRIED 17 YEA 2 NEA
M-2017-06	Mr. Lonergan	Ms. Henley	To implement the salaries on the step-to-step basis.	CARRIED 8 YEA 6 NEA 1 ABSTAINED
M-2017-07	Ms. Semprimoznik	Mr. Davidson	To accept the job descriptions as presented by the Personnel Committee with the removal of compensation and benefits section of the descriptions and adding the requirement of 3-5 years accounting experience to the Financial Manager position.	CARRIED UNANIMOUS
M-2017-08	Mr. Pettit	Ms. Semprimoznik	To change Goal 1, subsection C-1 as presented.	CARRIED UNANIMOUS
M-2017-09	Ms. Weikel	Ms. Frazier	To change Goal 4, subsection A-1 to reflect "allocation" rather than "dues" for consistency.	CARRIED UNANIMOUS
M-2017-10	Ms. Miner	Ms. Semprimoznik	To eliminate Goal 4, subsection b-1 to reflect "allocation" rather than "dues" for consistency.	CARRIED UNANIMOUS
M-2017-11	Ms. Semprimoznik	Mr. Davidson	To adopt the work plans as presented.	CARRIED UNANIMOUS
<b>July 12, 2017 Board of Trustees Meeting</b>				
M-2017-12	Ms. Weikel	Mr. Pettit	To adopt the agenda as proposed.	CARRIED UNANIMOUS
M-2017-13	Mr. Pettit	Mr. Davidson	To adopt the March 8-9, 2017 minutes, noting the amendment of quote attribution, members present, and two typographical fixes.	CARRIED UNANIMOUS
M-2017-14	Ms. Weikel	Ms. Adelstein	To file the audit report for year-end audit.	CARRIED UNANIMOUS
M-2017-15	Mr. Davidson	Ms. Miner	To adopt the recommended Executive Director salary scale as presented.	CARRIED UNANIMOUSE
M-2017-16	Ms. Henely	Mr. Davidson	To allow Executive Director Blonien to enter an agreement with John Wilson for the study with the expectation that the Executive Officers review the agreement before final sign off.	CARRIED 10 YEA 4 NEA
M-2017-17	Ms. Weikel	Ms. Thomson	To amend the Personnel Policy to state that employees provide a two-week written notice prior to leaving their position.	CARRIED UNANIMOUS

M-2017-18	Ms. Weikel	Ms. Miner	To amend the Personnel Policy to add "FLSA Non-Exempt Employees" as a category of employees, and add sections on their hours of work.	CARRIED UNANIMOUS
M-2017-19	Ms. Miner	Ms. Semprimoznik	To amend the Personnel Policy to add the requirement that the annual performance review of the Executive Director be shared with the full Board of Trustees.	CARRIED UNANIMOUS
M-2017-20	Ms. Henley	Mr. Pettit	To amend the Personnel Policy to clarify processes for job description review and salary range review to give the Executive Director the primary responsibility for review with the recommended changes provided to the Personnel Committee for review and further recommendation to the Board of Trustees.	CARRIED UNANIMOUS
M-2017-21	Mr. Duvall	Ms. Semprimoznik	To amend the Personnel Policy to require the Executive Officers' authorization for any new hire started above step 3 on the salary scale.	CARRIED UNANIMOUS
M-2017-22	Mr. Pettit	Ms. Weikel	To amend the Personnel Policy to add the requirement of a COLA review, maintain pay increase after 6 months of employment and subsequently increases take place on January 1 annually.	FAILED 5 YEA 8 NEA 1 ABSTAINED
M-2017-23	Ms. Thomson	Mr. Cook	To retain the Personnel Policy section relating to pay increase dates in its current form.	FAILED 4 YEA 7 NEA 1 ABSTAINED
M-2017-24	Ms. Henley	Ms. Miner	To amend the Personnel Policy to remove the requirement that all employee pay increases happen on January 1, to make the first increase on the anniversary of hiring after 12 months, and all subsequent increases annually thereafter.	CARRIED UNANIMOUS 2 ABSTAINED
M-2017-25	Mr. Pettit	Mr. Cook	To amend the Personnel Policy to accept recommendations 7, 8, 10, 13, 15 and 16.	CARRIED UNANIMOUS
M-2017-26	Mr. Pettit	Ms. Henley	To accept and post the 2014-2016 Strategic Plan List of Accomplishments on the WACO website.	CARRIED UNANIMOUS
<b>September 13, 2017 Board of Trustees Meeting</b>				
M-2017-27	Ms. Miner	Ms. Semprimoznik	To adopt the agenda adding "Bylaw Change Proposal" under new business.	CARRIED UNANIMOUS
M-2017-28	Ms. Thomson	Mr. McLeod	To adopt the minutes as proposed.	CARRIED UNANIMOUS
M-2017-29	Mr. Lonergan	Ms. Dorey	To present Assessors the proposal to the membership for a vote.	CARRIED UNANIMOUS
M-2017-30	Mr. Duvall	Ms. Adelstein	To present the Auditors proposal to the membership for a vote.	CARRIED UNANIMOUS
M-2017-31	Ms. Semprimoznik	Ms. Miner	To present the Clerks proposal to the membership for a vote.	CARRIED UNANIMOUS
M-2017-32	Ms. Miner	Mr. McLeod	to present the Coroners proposal to the membership for a vote.	CARRIED UNANIMOUS
M-2017-33	Ms. Semprimoznik	Ms. Miner	To present the Prosecutors proposal to the membership for a vote.	CARRIED UNANIMOUS
M-2017-34	Ms. Thomson	Ms. Koelzer	To present the Treasurers proposal to the membership for a vote.	CARRIED UNANIMOUS

M-2017-35	Ms. Miner	Ms. Henley	To present the Bylaw proposal to the membership for a vote with the language change to state, "Whenever proposals or the election of board members are to be voted on by the WACO membership."	CARRIED UNANIMOUS
M-2017-36	Mr. Duvall	Ms. Henley	To present the Bylaw proposal regarding county categories to the membership for a vote.	CARRIED UNANIMOUS 1 ABSTAINED
M-2017-37	Ms. Miner	Ms. Thomson	To add non-management exempt to the employment types in the Personnel Policy.	CARRIED UNANIMOUS
M-2017-38	Ms. Adelstein	Mr. Duvall	To add FLSA-Non-Exempt to the type of leave classification to align with non-management exempt classifications, and make FLSA-Non-Exempt report vacation leave by the half-hour rather half-day.	CARRIED UNANIMOUS
M-2017-39	Ms. Adelstein	Mr. Cook	To make FLSA-Non-Exempt report sick leave by the half-hour rather than half-day.	CARRIED UNANIMOUS
M-2017-40	Ms. Adelstein	Ms. Semprimochnik	To make the combined earned leave accrual of management exempt employees to be made monthly at a rate of 27 hours a month.	CARRIED UNANIMOUS
M-2017-41	Ms. Adelstein	Ms. Koelzer	To add the requirement that all available paid leave must have been exhausted prior to eligibility to receive shared leave.	CARRIED UNANIMOUS
M-2017-42	Ms. Adelstein	Mr. McLeod	To adopt the recommendations regarding employee benefit programs.	CARRIED UNANIMOUS
M-2017-43	Ms. Henley	Ms. Adelstein	To define full time employment as 80% work time or 32 hours.	CARRIED UNANIMOUS
M-2017-44	Mr. Duvall	Ms. Adelstein	To align travel expense reimbursement language with the Travel Expense Reimbursement policy.	CARRIED UNANIMOUS

#### November 14, 2017 Board Meeting

MM-2017-45	Mr. Davidson	Ms. Dorey	To adopt the agenda as proposed.	CARRIED UNANIMOUS
MM-2017-46	Ms. Frazier	Ms. Weikel	To adopt the minutes as proposed.	CARRIED UNANIMOUS
MM-2017-47	Ms. Henley	Mr. Pettit	That the 2018 WACO budget be amended to add \$8500.00 to account for the WA State Auditor Office's audit of WACO with the budget corrected to reflect that change.	CARRIED UNANIMOUS
MM-2017-48	Ms. Weikel	Mr. Pettit	That the 2018 WACO budget be amended to add \$8500.00 to account for the WA State Auditor Office's audit of WACO with the budget corrected to reflect that change.	CARRIED UNANIMOUS
MM-2017-49	Mr. Duvall	Ms. Frazier	That the 2018 WACO budget be amended to increase Travel Expense – Board to \$38,000.00 to account for the Board Retreat being rescheduled from December 2017 to January 2018 with the budget corrected to reflect that change.	CARRIED UNANIMOUS
MM-2017-50	Mr. Lonergan	Mr. Pettit	That any amendment made to the 2018 budget today be funded within existing resources and occur without additional increase to the county allocations already communicated to the counties.	CARRIED UNANIMOUS

MM-2017-51	Ms. Weikel	Mr. Pettit	The WACO Board specifically authorize expenses related to the temporary financial services to be paid from operating cash resources and, if necessary, from reserve funds.	CARRIED UNANIMOUS
December 13, 2017 Board Meeting				
MM-2017-52	Ms. Ownbey	Mr. Cook	To adopt the agenda as proposed.	CARRIED UNANIMOUS
MM-2017-53	Mr. Pettit	Ms. Koelzer	To adopt the minutes a proposed.	CARRIED UNANIMOUS





## MEMORANDUM

**DATE:** February 21, 2018

**TO:** WACO BOARD OF TRUSTEES

**FROM:** Jerry Pettit, Kittitas County Auditor  
WACO Education Committee Chair

**SUBJECT:** EDUCATION COMMITTEE REPORT

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### Background and Summary

The Education Committee is working on three priorities this year: the WACO Conference, the Newly Elected Officials Conference, and web training. The WACO Conference Agenda is beginning to come together with a focus on affiliate and joint affiliate training and workshops. We will be discussing, and hopefully making a decision on the keynote speaker on our next call. Remember this is our 60<sup>th</sup> annual conference. There is a survey out for feedback on the NEO Conference. We want the feedback to help make the conference better. And there are some great ideas on the list for web-based training. Look forward to what is coming during the year.

We are currently meeting monthly.



## MEMORANDUM

**DATE:** February 20, 2018

**TO:** WACO BOARD OF TRUSTEES

**FROM:** Dianne Dorey, 'Ngy ku'Egwpv' 'Cuuguqt  
WACO Vice-President, Legislative Committee Chair

**SUBJECT:** LEGISLATIVE COMMITTEE REPORT

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### Background and Summary:

The legislative Committee meets every Thursday at 2:00 p.m. The Committee began regular meetings the week prior to the legislative session with regular representation from each affiliate, with the exception of the Sheriffs' Association – which has joined periodically.

One version of each of the WACO priority bills, except for the Coroners' subpoena bill, has cleared the house in which they were initially introduced.

Good things are happening for WACO legislation thus far. The Legislative Committee is very positive about the affiliates' bills being passed.



## MEMORANDUM

**DATE:** February 20, 2018

**TO:** WACO BOARD OF TRUSTEES

**FROM:** J. Scott Blonien, Executive Director  
Washington Association of County Officials

**SUBJECT:** EXECUTIVE DIRECTORS REPORT: WACO PRIORITIES SURVEY

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### Background and Summary

The WACO *Strategic Plan* (Goal 1 – B) directs the WACO Executive Director to, “develop an annual survey to be sent to the WACO membership to assess if WACO’s priorities of education, communication, and legislation are being met.”

WACO conducted a simple survey to meet the request in 2017. WACO sent the second annual survey to the membership February 1, 2018. At the time of writing this memo, the survey is still being conducted with 82 responses thus far. Here are some of the highlights of the survey as it stands at the time of writing this memo:

- 93.75% of survey respondents indicated that legislation, education, and communication should remain WACO’s priorities for the coming years. This is an increase of .07% from 2017.
- Of those who indicated that the three priority areas needed a change (5 individuals), 3 individuals suggested eliminating “Education”. In 2017, 6 individuals suggested eliminating “Education”, 2 suggested eliminating “Legislation”, and 1 suggested eliminating “Communication.”
- 74% of survey respondents indicated that WACO should work with WSAC to schedule a joint conference in 2022.



## MEMORANDUM

**DATE:** February 20, 2018

**TO:** WACO BOARD OF TRUSTEES

**FROM:** J. Scott Blonien, Executive Director  
Washington Association of County Officials

**SUBJECT:** TRAVEL POLICY DISCUSSION

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### Background and Summary

At the WACO Board of Trustees retreat, a discussion was held regarding reimbursement for WACO Board members under the Travel Reimbursement Policy, and reimbursement for travel according to the Bylaws.

To help facilitate further discussion, I have linked the Policy ([here](#)), and the Bylaws ([here](#)) for your reference.



## MEMORANDUM

**DATE:** February 20, 2018

**TO:** WACO BOARD OF TRUSTEES

**FROM:** Timothy Grisham, Fkgevqt"qh'Ego o wplecvkpu  
Y cuj kpi vqp'Cuuqekvqp"qh'Eqwpv'Qhleknu

**SUBJECT:** ELECTRONIC VOTING SYSTEMS

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### Background and Summary:

There are numerous websites offering polling and balloting online, or via secured email. The range in price is vast, and capabilities are very different per platform. For the purposes of this discussion I have provided a brief round-up of the top five systems to consider.

Survey Monkey – no additional fee to existing contract – Known company/tool to the membership, provides anonymous polling capabilities, multiple ways to implement via email, web, and more.

Election Runner – Free – Secure and anonymous using Voter ID key. Mobile responsive. Email available.

Eballot - \$20 per month – Unlimited ballots, anonymous voting, write-in capable.

Balloteer - \$79.95 per election – Unlimited candidates/positions, upload bios and photos. Secure online voting, email optional.

Simply Voting – \$203.60 per election – Provides third party audits, support, and internet, phone, and paper balloting.



## MEMORANDUM

**DATE:** February 20, 2018

**TO:** WACO BOARD OF TRUSTEES

**FROM:** Monty Cobb, Deputy Director  
Washington Association of County Officials

**SUBJECT:** ALTERNATIVE MEANS VOTING POLICY

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### Background and Summary

During the 2017 County Convention, the WACO membership voted to amend the WACO Bylaws to allow the Board of Trustees to define a policy on electronic or remote voting.

I broke out four possible areas for electronic voting (the Board can pick whatever ones it wants), and provided for a 14-day open voting window. If the vote is held in conjunction with the annual conference, I kept the four-hour open period already in the Nominating Committee policy so members could vote at the conference. Based on this draft, WACO would need to provide a voting station the conference.

This draft assumes no floor nominations at all. The Board would fill any vacancies. You could still allow for floor nominations for “unclaimed” positions only.

# **WACO Alternate Voting Means Policy**

## **DRAFT ONLY 02-09-2018 v1**

### **Purpose**

The purpose of the WACO Alternate Voting Means Policy is to encourage robust participation by WACO membership in electing Board members and in other actions of the organization requiring membership votes. This policy may be amended by the WACO Board at any time.

### **Authority**

Article IX, Sec. 9.4 of the WACO Bylaws.

### **Related Policies**

Nominating Committee Policy and Procedures (adopted by WACO Board Sept. 30, 2014).  
Bylaws Amendment Protocol (adopted by WACO Board Sept. 29, 2015) **IF BYLAWS OPTION  
SELECTED BELOW**

### **Policy and Procedure**

#### **1. ALTERNATE ELECTION MEANS General Provisions**

- a. WACO shall investigate, obtain and maintain an online or electronic voting method to facilitate the elections authorized by this policy. Due consideration must be given to selecting a method which ensures anonymity to the greatest extent possible while minimizing the opportunity for duplicate or unauthorized voting.
- b. Prior to using any Alternate Election Means for an authorized election, the proposed election process must be reviewed by and approved for use by the WACO Executive Officers.
- c. In any election where Alternate Voting Means are authorized and used in conjunction with the annual meeting of the membership, WACO shall provide a voting station during the open period specified by the Nominating Committee Policy.
- d. Proxy voting is prohibited.<sup>1</sup>
- e. Quorum: See Art. X, Sec. 10.3 WACO Constitution and Bylaws.

#### **2. AUTHORIZED ELECTIONS/ACTIONS FOR ALTERNATE ELECTION MEANS **SELECT THOSE CIRCUMSTANCES YOU WANT TO APPLY****

- a. Election of WACO officers and trustees-at-large.

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<sup>1</sup> Article IX Section 9.3 of WACO Constitution and Bylaws

- i. The Nominating Committee Policies and Procedures apply to election of officers and trustees-at-large unless in conflict with this policy in which case this policy shall apply.
  - ii. Any election using Alternate Voting Means shall be open for 14 days prior to and in addition to the required open election period specified in the Nominating Committee Policy.
  - iii. Notice of the election, along with a list of candidates and positions and voting instructions shall be emailed to the membership not less than 7 days prior to the opening of the election period.
- b. Selection of WACO Legislative Priorities.
  - i. Any election using Alternate Voting Means for selecting WACO Legislative Priorities shall be open for a minimum of 14 days.
  - ii. Any election using Alternate Voting Means for selecting WACO Legislative Priorities which is held in conjunction with the Annual Membership Meeting shall be open for a minimum of 14 days prior to and in addition to the required open election period for WACO officers and trustees-at-large specified in the Nominating Committee Policy.
  - iii. Notice of the election, along with a list of affiliate proposals (or a link to the proposals) and voting instructions shall be emailed to the membership not less than 7 days prior to the opening of the election period.
- c. Voting on proposed Bylaws Amendments.
  - i. Any election using Alternate Voting Means for voting on a proposed Bylaws amendment shall be open for a minimum of 14 days.
  - ii. Any election using Alternate Voting Means for voting on a proposed Bylaws amendment which is held in conjunction with the Annual Membership Meeting shall be open for 14 days prior to and in addition to the required open election period for WACO officers and trustees-at-large specified in the Nominating Committee Policy.
  - iii. Notice of the election, along with the proposed amendments and any additional information provided in compliance with the Bylaws Amendment Protocol (or a link to the proposals) and voting instructions shall be emailed to the membership not less than 7 days prior to the opening of the election period.



- d. Any other action designated by the WACO Board or required by statute to be voted on by the WACO membership.
  - i. Any election using Alternate Voting Means for voting on any other action under this provision shall be open for a minimum of 14 days.
  - ii. Any election using Alternate Voting Means for voting on any other action under this provision which is held in conjunction with the Annual Membership Meeting shall be open for 14 days prior to and in addition to the required open election period for WACO officers and trustees-at-large specified in the Nominating Committee Policy.

DRAFT

# Nominating Committee Policy and Procedures

*Proposed to coordinate with Alternate Voting Policy and removal of floor nomination procedures for March 2018 Board Meeting*

## Purpose

The purpose of the Nomination and Election Policy is to ensure that the solicitation, nomination and election of Association officers and Trustees-at-Large are transparent to the membership of the Washington Association of County Officials (WACO).

## Structure of Nominating Committee

The structure of the Nominating Committee<sup>1</sup> is governed by the Bylaws.

## Policy and Procedure

### 1. Positions and Timeline

- a. Association officers are established by the WACO Bylaws.<sup>2</sup> Appointments to Officer or Trustee positions as the result of a mid-term vacancy will be directed by the Executive Board.
- b. The Nominating Committee will hold an initial meeting not less than 60 days prior to the Annual meeting.
- c. Nominations will be open for not less than 14 days.

### 2. Nominations and Candidates

- a. The Nominating Committee will establish written questions which must be answered in writing by the candidate.
- b. Candidates must submit a Nomination Letter of Intent to the Committee (and must address the questions as posed by the Committee. Historically there has been a progression through the positions; however, any WACO member may be nominated for or submit a Nomination Letter of intent for any position to the Nominating Committee.
- c. Candidates must be willing to appear in person before the members or Nominating Committee, if so requested by the nominating committee.
- d. Upon receipt of a nomination or Letter of Intent, the Nominating Committee will ensure that the candidate has applied for the correct category<sup>3</sup>. If a question arises about a member's eligibility, it will be referred to the Board of Trustees as directed by the Bylaws.

### 3. Elections

- a. The contested election of Association officers and Trustees-at-large will be determined by members casting their vote using pre-printed paper ballots or

<sup>1</sup> Article VII Section 8.7 of WACO Constitution and Bylaws

<sup>2</sup> Article IV Section 4.3 and Article IX Section 9.1 of WACO Constitution and Bylaws

<sup>3</sup> Article IV Section 4.1 and 4.2 of WACO Constitution and Bylaws

Monty Cobb 2/9/2018 8:49 AM

**Deleted:** vacation

Monty Cobb 2/9/2018 8:51 AM

**Deleted:** (except floor nominations).

Monty Cobb 2/9/2018 8:51 AM

**Deleted:** except floor nominations)

Monty Cobb 2/9/2018 8:51 AM

**Deleted:** (except floor nominations)

Monty Cobb 2/9/2018 8:51 AM

**Deleted:** <#>At the first business meeting of the annual conference, the Chair of the Nominating Committee will call for nominations from the floor; nominations from the floor will be accepted at that time only. Floor nominees must be a qualified candidate. ... [1]

Monty Cobb 2/9/2018 8:54 AM

**Deleted:** at the Annual meeting

such other means are authorized by the WACO Board pursuant to an Alternate Voting Means Policy.

- b. Contested elections will include an opportunity for the candidates to address the membership at the Annual meeting.
- c. Voting will be open during the annual conference for a minimum of four hours. This four hour minimum is in addition to any election period open prior to the start of the annual conference as required by the Alternate Voting Means policy.
- d. Proxy voting is prohibited.<sup>4</sup>
- e. Ballots will be tallied by the Nominating Committee mid-day preceding the banquet.
- f. The candidate receiving the highest number of votes will be deemed the winner. In the event of a tie between two or more candidates, the winner will be determined by the rolling of a die and the highest number rolled.
- g. If Alternate Voting Means are not authorized or available during a given election cycle, for positions with only one candidate, voting may be for a slate of candidates by acclamation without a motion.
- h. The officers and trustees will be sworn in at the annual conference or as soon thereafter as convenient.

Monty Cobb 2/9/2018 8:56 AM

**Deleted:** on the second day of

Monty Cobb 2/9/2018 9:00 AM

**Deleted:** For

Monty Cobb 2/9/2018 8:59 AM

**Deleted:** the banquet of

<sup>4</sup> Article IX Section 9.3 of WACO Constitution and Bylaws

### WACO Salary Scale (adopted March 2017)

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Min. Annual	Max Annual
Executive Director	\$7,644.00	\$8,175.00	\$8,600.00	\$9,024.00	\$9,555.00	\$9,980.00	\$10,617.00	\$91,729.00	\$127,402.00
Deputy Director	\$6,719.09	\$7,021.45	\$7,337.42	\$7,667.60	\$8,012.60	\$8,373.21	\$8,750.00	\$80,629.08	\$105,000.00
Deputy Director/General Counsel	\$7,005.04	\$7,372.52	\$7,704.29	\$8,050.98	\$8,413.27	\$8,791.87	\$9,187.50	\$84,666.48	\$110,250.00
Communications Director	\$5,311.28	\$5,500.29	\$5,800.05	\$6,061.05	\$6,333.80	\$6,618.82	\$6,916.67	\$63,735.36	\$83,000.04
Finance/Admin Manager	\$4,607.38	\$4,814.71	\$5,031.37	\$5,257.78	\$5,494.38	\$5,741.63	\$6,000.00	\$55,288.56	\$72,000.00

\*Steps calculated monthly, minimum and maximum salary annually.



## MEMORANDUM

**DATE:** February 20, 2018

**TO:** WACO BOARD OF TRUSTEES

**FROM:** Monty Cobb, Deputy Director  
Washington Association of County Officials

**SUBJECT:** SCHOLARSHIP BYLAWS REWRITE

---

### Background and Summary

Based on information received following discussions during the Board retreat, I am providing a rewrite of the Scholarship Fund bylaws, which would keep WSAC kids eligible after WSAC exits the Scholarship Fund.

This version 1) gets WSAC out of the Fund, 2) keeps WSAC kids eligible for at least the later of the next two award cycles (2018 and 2019), or until we give another \$23,000 in awards. I used \$23,000 since we had \$22,991 in the bank as of the end of 2013, and I do not recall any WSAC dollars going in after that point since they wanted out of the Fund. All awards since then have been in GET credits. The fund has under \$3000 in GET credits left, less than one of our regular awards. The Scholarship Fund currently has just under \$30,000 in the WSECU checking account.

BYLAWS  
OF  
WASHINGTON COUNTIES SCHOLARSHIP FUND

ARTICLE I  
Name of the Fund

The name of the Fund (“the Fund”) shall be the Washington Counties Scholarship Fund.

ARTICLE II  
Purpose

1. The Fund is created to provide tuition scholarships to subsidize the educational needs of eligible children of county employees (including children of elected and appointed county officials) who are post-high school students in a baccalaureate degree, associates degree, vocational/technical certification program or the functional equivalent thereof.
2. The Fund may receive any real property or personal property, whether tangible or intangible and including money, by gift, grant, devise or bequest from any individual, foundation or corporation, whether private, public or government instrumentality, for the purposes set forth herein. No contribution shall be accepted if it is conditioned or limited in such a manner as to require disposition of the principal or interest in a manner inconsistent with Fund rules.
3. The Fund is to operate exclusively for charitable or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

ARTICLE III  
Scholarship Eligibility Requirements

1. At the time of application is submitted, the applicant must be the dependent child of a county employee, including elected or appointed county officials. For the purposes of the Scholarship, “county” means any of the 39 counties located within Washington State.
2. The following persons are not eligible:
  - i. dependent children of any member of the Board of Directors for the Scholarship Fund (Fund Board) or any committee established by the Fund Board;

BYLAWS  
OF  
WASHINGTON COUNTIES SCHOLARSHIP FUND

- ii. dependent children of substantial contributors. Substantial Contributor is defined as any individual who contributes a total of \$1000 or more (combined value, without regard to nature of the donation) in any calendar year.
  - iii. dependent children of any other disqualifying individual as defined by the IRS Code.
3. In recognition of the previous partnership between the Washington State Association of Counties (WSAC) and Washington Association of County Officials (WACO) in the creation and operation of the Fund, eligibility for Fund scholarships shall remain open to all otherwise eligible children of county employees through later of the 2019 scholarship award cycle or until the Fund has awarded a minimum of \$23,000 in additional scholarships after the adoption date of this bylaws amendment.
4. Questions of eligibility may be decided by the Fund Secretary and are not appealable.

ARTICLE IV  
Directors

1. The WACO Board of Trustees shall appoint three individuals to serve as Board of Directors for the Fund (Fund Board). At the time of their appointment at least two of the three appointees shall be members of the WACO Board. The third appointee may or may not be a member of the WACO Board and may or may not be a WACO member.
2. The term of office for a member of the Fund Board shall be one year except:
- i. a member's term shall continue uninterrupted after the end of the set term until such time as a replacement is appointed.
  - ii. any member who is removed from elected office for misfeasance, malfeasance or abuse of office, or by other action of the courts or electorate shall be automatically be removed from the Fund Board.
3. Members of the Fund Board shall designate such offices and officers as are required by law or for the operation and convenience of the Fund.
4. The WACO Executive Director or his/her designee shall serve the Fund Board as Secretary. Such position has no vote in Fund Board decisions.
5. A vacancy in the Fund Board shall exist upon the death, resignation or removal of any member of the Fund Board. The WACO Board of Trustees shall appoint a replacement to complete the unexpired term consistent with Article IV, sec. 1.

BYLAWS  
OF  
WASHINGTON COUNTIES SCHOLARSHIP FUND

6. Fund Board members and secretary shall serve without remuneration.
7. Fund Board members and secretary may be reimbursed for reasonable expenses incurred on approved Fund business.
8. The Fund Board may delegate day-to-day operation and management of the scholarship Fund to WACO staff.

ARTICLE V  
Meetings

1. Annual Meeting. Unless a different time and location is designated by the Fund Board, the annual meeting of the Fund shall be held at the same time and location as the WACO Board meeting held every December.
2. Other Meetings. The Fund Board may schedule such other meetings as the Fund Board deems appropriate. Special meetings may be called by the Chairperson of the Board or any other Fund Board member. Meetings may be held in person, by conference call or in any such other manner as deemed appropriate.
3. Notice.
  - i. It is the duty of the secretary to issue notice of the annual and any special meetings. If the secretary refuses or fails to issue notice, the Chairperson or any other Fund Board member may issue notice.
  - ii. Notice of meetings may be given to Fund Board members in any manner reasonably calculated to provide notice, including but not limited to mail, e-mail, text, telephone or posting on the WACO or Scholarship website.
  - iii. Notice of all meetings should be posted on the WACO or Scholarship website at least 24 hours prior to the meeting if possible.
  - iv. Notice may be waived at any time. Attendance at a meeting by a Fund Board member constitutes waiver of notice except where a Fund Board member attends expressly to object to the transaction of business because the meeting was not lawfully called or convened.
4. Quorum. Not less than 2 Fund Board members shall constitute a quorum.
5. Votes. Each Fund Board member is entitled to one vote. No proxy voting allowed.

ARTICLE VI  
Fund Assets, Records and Reports

1. Records. The Fund shall maintain complete and correct records and accounts of its business and properties. Such books, records and accounts shall be kept at



BYLAWS  
OF  
WASHINGTON COUNTIES SCHOLARSHIP FUND

the principal place of business as designated by the Fund Board except as otherwise provided by law.

2. Audit. Should Fund assets reach \$200,000 or more, the Fund should be reviewed by an outside CPA or other financial auditor annually.
3. Execution of Documents. The fund Board may, except as otherwise specified in the bylaws, authorize any officer or agent to enter into a contract or execute any instrument in the name of and on behalf of the Fund. Such authority may be general or confined to specific circumstances.
4. Management. The Fund Board shall manage, operate and administer the Fund in accordance with the Prudent Person Rule as defined in RCW 11.100.020 or successor statute.
5. Investments. The Fund Board may, in their sole discretion, invest all or part of its assets in securities or other investments, excluding real estate, which are permitted under the laws of the State of Washington.
6. Restrictions.
  - i. Fund assets and any income derived therefrom shall be devoted exclusively to the purposes and uses set out in these bylaws.
  - ii. No part of the assets or income derived therefrom shall inure to the benefit of the any member of the Fund Board or secretary.
  - iii. No part of the assets or income derived therefrom shall be used to influence legislation. No activity of the Fund, nor any part of the assets or income derived therefrom shall involve participation or intervention in any political campaign on behalf of or in opposition to any candidate for public office.
  - iv. In the event a donation is made by a donor directing the gift be utilized for a specific purpose consistent with the purposes of the Fund, the Fund may -- but is not required to -- accept such donation. In such cases, there shall be a separate accounting for such donations.

ARTICLE VII  
General Provisions

1. Fiscal Year. The fiscal year for the Fund shall be January 1 through December 31 of each year.
2. Amendment of Bylaws. The Fund Board may amend or repeal these bylaws except for Article III, Sec. 3. Art. 3, Sec. 3 may only be amended or repealed after the satisfaction of the explicit terms of that provision. Any action by the Fund

BYLAWS  
OF  
WASHINGTON COUNTIES SCHOLARSHIP FUND

Board to amend or repeal these bylaws is subject to review by the WACO Board and may be rescinded by that body.

3. Notwithstanding any other provision herein, neither the Fund nor Fund Board shall have nor exercise any power, nor shall engage directly or indirectly, in any activities not permitted to be conducted or carried on by an organization exempt from federal income taxation as described in IRS Section 501(c)(3), as amended.

ARTICLE VIII  
Dissolution

In the event of dissolution of the Fund, any remaining assets are to be distributed:

- i. as scholarships;
- ii. to another non-profit 501(c)(3) which supports educational activities; or
- iii. as any combination of subsections i and ii herein.

Selection of a non-profit organization under this provision shall be made by the WACO Board upon recommendation of the Fund Board.

Approved

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Ilene Thomson, Co-Chair  
WA Counties Scholarship Fund  
WACO President

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Blair Brady, Co-Chair  
WA Counties Scholarship Fund  
WSAC President

Certification

I certify that the foregoing is an exact copy of the Bylaws of the Washington Counties Scholarship Fund which were adopted by the Board of Directors this \_\_\_\_ day of \_\_\_\_\_, 2018.

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Secretary



## MEMORANDUM

**DATE:** February 20, 2018

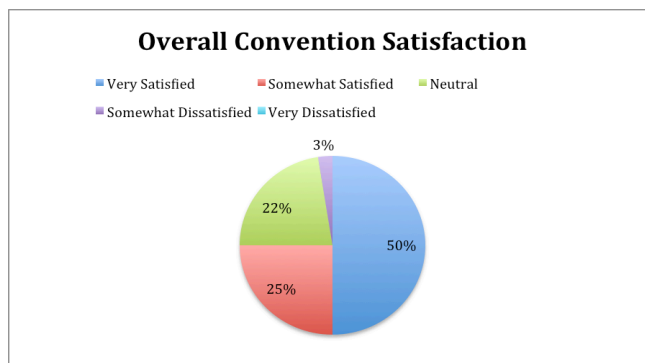
**TO:** WACO BOARD OF TRUSTEES

**FROM:** Timothy Grisham, Fk gevt "qh'Ego o wplecvkpu  
Y cuj kpi vqp 'Cuqekvqp "qh'Eqwpv 'Qh'ekm

**SUBJECT:** 2017 COUNTY CONVENTION SURVEY

### Background and Summary:

Following the 2017 County Convention a survey was developed collaboratively with WSAC. The survey was sent out by WSAC via the Convention registration portal to all registered attendees in December. Forty-nine WACO members participated in the post-Convention survey. While the survey results only account for 43% of the 114 registered members, the feedback was very positive.



In the post-Convention survey 50% of respondents indicated they were “Very Satisfied” with the overall Convention content; an additional 25% indicated “Somewhat Satisfied”, 22.5% indicated “Neutral”, and only 2.5% indicated “Somewhat Dissatisfied”. There were no content responses indicating “Very Dissatisfied”.

According to the survey, 76% of all respondents indicated that they would like to attend another joint-conference such as the County Convention.

The survey found that 73% of all respondents rated the Jean Steel’s keynote address as “Very Valuable,” making it the highest rated presentation of the conference. The single highest rated event of the conference was affiliate meeting time, with 83% of respondents indicating that it was “Very Valuable”.

When asked, “Did the conference fulfill your reason for attending,” 85% of respondents indicated “Yes.”



MEMORANDUM

**DATE:** February 19, 2018

**TO:** WACO Board of Trustees

**FROM:** Lisa Gancel, Finance Manager  
Washington Association of County Officials

**SUBJECT:** FINANCIAL STATUS REPORT AS OF JANUARY 31, 2018

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**Background and Summary:** The following financial snapshots are true as of January 31, 2018.

Key Bank – Total = **\$400,643.73**

GMM (Reserve) - \$50,041.10 (.10%) (YTD INT \$4.25)

Checking - \$350,602.63

Alaska Federal – Total = **\$243,250.14**

Savings (Reserve) - \$5.32

Certificates (Reserve) - \$152,359.75 (matures 10/12/2018) (1.195%) (YTD INT \$154.48)

\$90,885.07 (matures 10/14/2019) (1.44%) (YTD INT \$111.02)

TwinStar Credit Union – Total = **\$219,199.87**

Money Market (Reserve) - \$219,174.87 (Tiered .45%) (YTD INT \$83.76)

Savings (Reserve) - \$25.00

Total Cash on Hand: **\$863,093.74**

Total Reserve: \$512,491.11

Total Operating: \$350,602.63

# **Washington Association of County Officials**

Balance Sheet  
As of 12/31/2017

	Beginning Year Balance	Current Year To Date
<b>Assets</b>		
Current Assets		
Cash & Equivalents	493,841.82	736,813.32
Dues Receivable	183,234.21	5,821.24
Other Receivables	919.65	0.00
Prepays	5,156.36	9,559.02
Total Current Assets	683,152.04	752,193.58
Fixed Assets		
Furniture, Equipment, Website	51,678.71	51,678.71
Accumulated Depreciation	(25,592.23)	(25,592.23)
Total Fixed Assets	26,086.48	26,086.48
Other Assets		
WCB Partnership	183,512.00	183,512.00
Due from other funds	0.00	0.00
Total Other Assets	183,512.00	183,512.00
Total Assets	892,750.52	961,792.06
<b>Liabilities and Net Assets</b>		
Liabilities		
Accounts Payable	8,452.07	21,378.66
Accrued Payroll Liabilities	41,946.67	59,706.36
Deferred Revenue	11,831.00	0.02
WAPA Payroll Clearing	(106,868.03)	(11,640.88)
Total Liabilities	(44,638.29)	69,444.16
Net Assets		
Beginning Net Assets	937,388.81	939,643.81
Current Year Excess (Deficit)	0.00	(47,295.91)
Total Net Assets	937,388.81	892,347.90
Total Liabilities and Net Assets	892,750.52	961,792.06

**Washington Association of County Officials**  
Statement of Revenue and Expenditures - Unposted Transactions Included In Report  
From 12/1/2017 Through 12/31/2017

	Current Month Actual	2017 Current Month Budget	2017 Current Month Budget Variance	2017 YTD Actual	2017 Total Budget	2017 YTD Budget Variance
Revenue						
Members Assessments	(9,956.69)	58,265.69	(68,222.38)	693,762.46	699,180.03	(5,417.57)
Contracts	1,012.00	455.00	557.00	3,221.70	5,460.00	(2,238.30)
Conferences	65,884.52	20,833.32	45,051.20	65,724.52	62,500.00	3,224.52
Non-Conference Education	0.00	0.00	0.00	6,000.00	3,000.00	3,000.00
Rental Receipts	2,129.60	2,129.60	0.00	25,555.20	25,555.20	0.00
Miscellaneous	513.49	104.24	409.25	5,754.09	1,250.00	4,504.09
Total Revenue	<u>59,582.92</u>	<u>81,787.85</u>	<u>(22,204.93)</u>	<u>800,017.97</u>	<u>796,945.23</u>	<u>3,072.74</u>
Expense						
Salaries, Taxes, Benefits	40,405.15	41,018.43	613.28	500,230.49	475,720.94	(24,509.55)
Conferences	58,290.27	18,762.00	(39,528.27)	59,973.69	57,780.00	(2,193.69)
Non-Conference Education	0.00	0.00	0.00	10,324.04	8,700.00	(1,624.04)
Professional Fees	269.31	708.37	439.06	43,583.11	8,500.00	(35,083.11)
Legislative Advocacy	8,000.00	6,125.00	(1,875.00)	82,099.59	73,500.00	(8,599.59)
Operations	9,340.40	13,736.90	4,396.50	143,508.71	169,843.24	26,334.53
Total Expense	<u>116,305.13</u>	<u>80,350.70</u>	<u>(35,954.43)</u>	<u>839,719.63</u>	<u>794,044.18</u>	<u>(45,675.45)</u>
Excess (Deficit)	<u>(56,722.21)</u>	<u>1,437.15</u>	<u>(58,159.36)</u>	<u>(39,701.66)</u>	<u>2,901.05</u>	<u>(42,602.71)</u>

**Washington Association of County Officials**

Aged Receivables by Invoice Date

Aging Date - 12/31/2017

From 12/1/2017 Through 12/31/2017

Customer Name	Invoice Number	Invoice/Credit Date	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Chelan County	17-Q4-1003	10/1/2017	0.00	0.00	0.00	0.00	2,787.75	2,787.75
DSHS - Division of Child Support	17-1231	12/31/2017	770.00	0.00	0.00	0.00	0.00	770.00
Okanogan Cty	17-761	7/20/2017	0.00	0.00	0.00	0.00	14.50	14.50
Strategic Value Media	18-Q1-0182	12/12/2017	0.00	942.00	0.00	0.00	0.00	942.00
Wahkiakum County	17-765	7/20/2017	0.00	0.00	0.00	0.00	1.45	1.45
WAPA	17-1231	12/31/2017	500.00	0.00	0.00	0.00	0.00	500.00
	17-1231-CLR	12/31/2017	680.54	0.00	0.00	0.00	0.00	680.54
	18-Q1-0200	2/1/2018	2,129.60	0.00	0.00	0.00	0.00	2,129.60
	18-Q1-0200-...	2/1/2017	0.00	0.00	0.00	0.00	(2,129.60)	(2,129.60)
Washington Counties Scholarship Fund	17-753	7/20/2017	0.00	0.00	0.00	0.00	125.00	125.00
Report Total			4,080.14	942.00	0.00	0.00	799.10	5,821.24

**Washington Association of County Officials**

## Balance Sheet

As of 1/31/2018

	Beginning Year Balance	Current Year To Date
Assets		
Current Assets		
Cash & Equivalents	736,813.32	862,863.80
Dues Receivable	5,821.24	14,768.99
Other Receivables	0.00	0.00
Prepays	9,559.02	8,588.04
Total Current Assets	752,193.58	886,220.83
Fixed Assets		
Furniture, Equipment, Website	51,678.71	51,678.71
Accumulated Depreciation	(25,592.23)	(25,592.23)
Total Fixed Assets	26,086.48	26,086.48
Other Assets		
WCB Partnership	183,512.00	183,512.00
Due from other funds	0.00	0.00
Total Other Assets	183,512.00	183,512.00
Total Assets	961,792.06	1,095,819.31
Liabilities and Net Assets		
Liabilities		
Accounts Payable	21,378.66	7,436.65
Accrued Payroll Liabilities	59,706.36	59,823.16
Deferred Revenue	0.02	0.02
WAPA Payroll Clearing	(11,640.88)	(11,640.87)
Total Liabilities	69,444.16	55,618.96
Net Assets		
Beginning Net Assets	892,347.90	892,347.90
Current Year Excess (Deficit)	0.00	147,852.45
Total Net Assets	892,347.90	1,040,200.35
Total Liabilities and Net Assets	961,792.06	1,095,819.31



**Washington Association of County Officials**  
Statement of Revenue and Expenditures - Unposted Transactions Included In Report  
From 1/1/2018 Through 1/31/2018

	2018 YTD Actual	2018 Total Budget	2018 Total Budget Variance	2018 % Total of Budget Remaining
Revenue				
Fund Balance Carryover	0.00	21,000.00	(21,000.00)	(100.00)%
Members Assessments	213,613.18	704,169.65	(490,556.47)	(69.66)%
Contracts	150.00	1,560.00	(1,410.00)	(90.38)%
Conferences	0.00	94,550.00	(94,550.00)	(100.00)%
Rental Receipts	2,129.60	25,555.20	(23,425.60)	(91.67)%
Miscellaneous	524.95	3,300.00	(2,775.05)	(84.09)%
Total Revenue	<u>216,417.73</u>	<u>850,134.85</u>	<u>(633,717.12)</u>	<u>(74.54)%</u>
Expense				
Salaries, Taxes, Benefits	41,038.06	500,209.43	459,171.37	91.80%
Conferences	0.00	78,577.00	78,577.00	100.00%
Professional Fees	0.00	16,700.00	16,700.00	100.00%
Legislative Advocacy	11,518.72	77,000.00	65,481.28	85.04%
Operations	16,008.50	176,985.40	160,976.90	90.95%
Total Expense	<u>68,565.28</u>	<u>849,471.83</u>	<u>780,906.55</u>	<u>91.93%</u>
Excess (Deficit)	<u>147,852.45</u>	<u>663.02</u>	<u>147,189.43</u>	<u>22,199.85%</u>

**Washington Association of County Officials**

Aged Receivables by Invoice Date

Aging Date - 1/31/2018

From 1/1/2018 Through 12/31/2018

Customer Name	Invoice Number	Invoice/Credit Date	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Benton County	18-Q1-0183	1/29/2017	0.00	0.00	0.00	0.00	167.40	167.40
Chelan County	18-Q1-0140	1/1/2018	0.00	2,821.25	0.00	0.00	0.00	2,821.25
	18-Q1-0184	1/29/2017	0.00	0.00	0.00	0.00	167.40	167.40
Clark County	18-Q1-0142	1/1/2018	0.00	14,597.25	0.00	0.00	0.00	14,597.25
	18-Q1-0185	1/29/2017	0.00	0.00	0.00	0.00	167.40	167.40
Cowlitz County	18-Q1-0144	1/1/2018	0.00	3,706.25	0.00	0.00	0.00	3,706.25
Douglas County	18-Q1-0186	1/29/2017	0.00	0.00	0.00	0.00	322.10	322.10
DSHS - Division of Child Support	18-0131	1/31/2018	1,650.00	0.00	0.00	0.00	0.00	1,650.00
Garfield County	18-Q1-0148	1/1/2018	0.00	567.25	0.00	0.00	0.00	567.25
King County	18-Q1-0187	1/29/2017	0.00	0.00	0.00	0.00	14.33	14.33
Kitsap County	18-Q1-0153	1/1/2018	0.00	8,529.75	0.00	0.00	0.00	8,529.75
	18-Q1-0188	1/29/2017	0.00	0.00	0.00	0.00	14.33	14.33
Klickitat County	18-Q1-0155	1/1/2018	0.00	1,150.50	0.00	0.00	0.00	1,150.50
	18-Q1-0189	1/29/2017	0.00	0.00	0.00	0.00	168.48	168.48
Okanogan Cty	17-761	7/20/2017	0.00	0.00	0.00	0.00	14.50	14.50
	18-Q1-0157	1/1/2018	0.00	1,776.00	0.00	0.00	0.00	1,776.00
Pierce County	18-Q1-0190	1/29/2017	0.00	0.00	0.00	0.00	12.70	12.70
San Juan County	18-Q1-0191	1/29/2017	0.00	0.00	0.00	0.00	167.40	167.40
Skagit County	18-Q1-0192	1/29/2017	0.00	0.00	0.00	0.00	168.48	168.48
Snohomish County	18-Q1-0163	1/1/2018	0.00	24,133.50	0.00	0.00	0.00	24,133.50
	18-Q1-0193	1/29/2017	0.00	0.00	0.00	0.00	13.78	13.78
Thurston County	18-Q1-0194	1/29/2017	0.00	0.00	0.00	0.00	13.78	13.78
WA STATE ASSOC OF COUNTY AUDITORS	18-Q1-0196	1/29/2017	0.00	0.00	0.00	0.00	14.28	14.28
Wahkiakum County	17-765	7/20/2017	0.00	0.00	0.00	0.00	1.45	1.45
WAPA	18-Q1-0200	2/1/2018	4,259.20	0.00	0.00	0.00	0.00	4,259.20
	18-Q1-0200-...	2/1/2017	0.00	0.00	0.00	0.00	(2,129.60)	(2,129.60)
Washington Counties Scholarship Fund	17-753	7/20/2017	0.00	0.00	0.00	0.00	125.00	125.00
	18-Q1-0199	1/31/2017	0.00	0.00	0.00	0.00	10.00	10.00
Whatcom County	18-Q1-0195	1/29/2017	0.00	0.00	0.00	0.00	336.43	336.43
Yakima County	18-Q1-0171	1/1/2018	0.00	8,172.25	0.00	0.00	0.00	8,172.25
Report Total			5,909.20	65,454.00	0.00	0.00	(230.36)	71,132.84



## MEMORANDUM

**DATE:** February 20, 2018

**TO:** WACO BOARD OF TRUSTEES

**FROM:** Timothy Grisham, Executive Director  
Washington Association of County Officials

**SUBJECT:** COMMUNICATIONS REPORT

---

### Background and Summary:

Work has already begun on planning the 2018 Annual Conference. The Conference will be WACO's 60<sup>th</sup>. In order to be more flexible with funding options for the Conference, and account for reduced space from previous years, WACO will be offering a slate of vendor/sponsor pricing options to meet its financial goals. Below you will find the tentative price points for the options – vendor/sponsor sells begin in March.

#### ATTENDEE TICKET PRICES (Budgeted at \$350 for 125 Members - \$43,750 in Revenue)

- Members (and Members' Staff) \$350
- Non-Members (state agencies, other associations, stakeholders, additional vendor/guest) \$425

#### VENDOR/EXHIBITOR LEVELS (Budgeted at \$16,000 in Revenue)

- Option 1 (cocktail table, one attendee) \$900
- Option 2 (full table, one attendee) \$1,000
- Additional attendees register at non-member rate of \$425

#### SPONSOR LEVELS (\$12,000 Revenue in Budget)

All sponsorships are printed in the booklet, placed online, and receive one free conference registration.

- Conference Patron \$15,000 – Hour long info session – space and av capabilities provided. Also help with creating an invite list, and premium placement in promo materials in print and online.
- Keynote Sponsor \$7,000 – Sponsor of the keynote session – sponsor receives 10 minutes to address the membership and/or present audiovisuals. Full-page ad in conference guide.
- Banquet/Receptions \$5,000 – (two opportunities available) – Sponsor of the banquet/reception – sponsor receives 5 minutes to address the attendees. Half page ad in conference guide.
- Lunch/Breakfasts \$3,500 – (six opportunities available) – Sponsor of a designated meal – sponsor receives 3 minutes to address the attendees. Quarter page ad in conference guide.
- Breakout Session \$2,500 – (TK opportunities available) – Sponsor of a breakout session – sponsor receives 2 minutes to address the attendees. 1/6 ad in conference guide.
- Lanyard Sponsor \$1,500 – Sponsor logo printed on the badge lanyards. 1/6 ad in conference guide.
- Conference Guide Sponsor \$1,500 – Full page add in the conference guide.
- Bag Sponsor \$1,000 – Sponsor logo printed on the conference bag. 1/6 ad in conference guide.
- Wi-Fi \$1,000 – Half page ad in the conference guide next to Wi-Fi instructions information.