



Washington Association
of **COUNTY OFFICIALS**

206 10th Ave. SE
Olympia, WA 98501
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www.countyofficials.org

Assessors | Auditors | Clerks | Coroners | Prosecutors | Sheriffs | Treasurers

WACO Board of Trustees Regular Meeting
Tuesday, March 5th, 2024 – Wednesday, March 6th, 2024
206 10th Ave SE
Olympia, WA 98501

Final Minutes

Tuesday, March 5th, 2024 – Wednesday, March 6th, 2024

Board Members Present:

| | | | |
|---------------|-----------------------------|-----------|----------------------|
| Adam Kick | President | Skamania | Prosecutor |
| Amy Cziske | Vice-President | Kittitas | Treasurer |
| Linda Hjelle | 2nd Vice-President | Snohomish | Assessor |
| Paul Budrow | Secretary/Treasurer | Okanogan | Sheriff |
| Jeff Gadman | Immediate Past-President | Thurston | Treasurer |
| Stacie Prada | Past-President | Jefferson | Treasurer |
| Mike Lonergan | Assessors Trustee | Pierce | Assessor / Treasurer |
| Thad Duvall | Auditors Trustee | Douglas | Auditor |
| Scott Tinney | Clerks Trustee | Lewis | Clerk |
| Jon Tunheim | Prosecutors Trustee | Thurston | Prosecutor |
| Leslie Valz | Treasurers Trustee | Stevens | Treasurer |
| John Wilson | Trustee at Large Position 1 | King | Assessor |
| Tom Konis | Trustee at Large Position 2 | Spokane | Assessor |
| Lisa Frazier | Trustee at Large Position 4 | Mason | Treasurer |
| Falon Hoven | Trustee at Large Position 6 | Wahkiakum | Assessor |

Staff Present:

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| Jennifer Wallace | Executive Director |
| Timothy Grisham | Deputy Director |
| Tiffin Moreno | Finance and Administration Manager |
| Cella Hyde | Member Services Manager |

Guests Present:

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| Eric Johnson | Executive Director, Washington State Association of Counties |
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1) Call to Order, Roll Call, Approval of Minutes

Adam Kick, President called the meeting to order at 1:05 pm Craig Morrison, Coroners Trustee; Carolyn Fundingsland, Trustee at Large Position 3; Katie Sloan, Trustee at Large Position 5; and Snaza, Sheriffs Trustee was noted as absent.

Serving the Executive Branch of County Government since 1959

Stacie Prada, Past President **MOVED** to approve the March 5/6, 2024 agenda Lina Hjelle, 2nd Vice-President **SECONDED**. The **MOTION CARRIED** unanimously.

Jeff Gadman, Immediate Past-President **MOVED** to approve the December 12, 2023 Board of Trustees meeting minutes. 2nd Vice-President Hjelle **SECONDED**. The **MOTION CARRIED** unanimously.

2) Committee Reports

a. Legislative Committee

Amy Cziske, Vice-President presented the Legislative Committee report. Provided an update on WACO priority legislation for 2024 noting that four priority bills for 2024 and one, a carryover from 2023, passed the legislature in 2024. Discussed interim work on potential cross-affiliate legislative proposals for 2025.

b. Education Committee

2nd Vice-President Hjelle presented the Education Committee report. Discussed potential trainings for 2024/25 and the WACO Annual Survey.

c. Personnel Committee

Lisa Frazier, Trustee at Large Position 4 presented the Personnel Committee report. Discussed discussion process on considering cost of living increases. Discussed salary and benefit packages for 2024/2025.

d. Conference Committee

President Kick presented Conference Committee report. Discussed conference enrichment and networking activities. Discussed progress on securing vendors and sponsors.

e. Audit Committee

Paul Budrow, Secretary/Treasurer presented Audit Committee report. Discussed financials.

f. Legal Committee

Immediate Past-President Gadman presented Legal Committee report. Discussed follow up actions based on request to join an Amicus Brief on a State Supreme Court case.

3) Affiliate and Trustee at Large Updates

a. Affiliate Updates

Mike Lonergan, Assessors Trustee provided the Assessors affiliate report. Discussed 2024 legislative session and aerial photography project. Discussed impacts of property tax exemptions on operations and community relations.

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Thad Duvall, Auditors Trustee provided the Auditors affiliate report. Discussed the 2024 legislative session. Discussed spring conference in May. Discussed Presidential election issues and combating rumors.

Scott Tinney, Clerks Trustee provided the Clerks affiliate report. Discussed WSACC spring conference in March 2024. Discussed legislative session success.

Jon Tunheim, Prosecutors Trustee discussed the Prosecutors affiliate report. Discussed the 2024 legislative session.

Secretary/Treasurer Budrow provided the Sheriffs affiliate report. Discussed 2024 legislative session and looking forward by identifying policy issues that WSSA may pursue in 2025.

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Leslie Valz, Treasurers Trustee provided the Treasurers affiliate report. Discussed the 2024 legislative session. Discussed joint conference with Assessors.

b. Trustee at Large Updates

John Wilson, Trustee at Large Position 1 provided the update on issues of importance to county category group 1. Discussed 2024 legislative session. Discussed revenue crisis and need for action for all counties.

Tom Konis, Trustee at Large Position 2 provided the update on issues of importance to county category group 2. Discussed outreach efforts for county category group 2 counties. Discussed increase in participation on a local level.

Trustee at Large Position Frazier provided the update on issues of importance to county category group 4.

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Falon Hoven, Trustee at Large Position 6 provided the update on issues of importance to county category group 6. Discussed workforce issues including but not limited to hiring, pay, and retention.

*The Board **SUSPENDED** the meeting at 3:10 pm and **RECONVENED** at 9:07 am.*

***NOTIFICATION** posted online and on physical address door: the March 5, 2024 potential Executive Session for purpose of personnel evaluation scheduled at 3:10 pm has been moved to Wednesday, March 6, 2024 at 12:00 pm.*

4) Outcomes of WACO Audit by Washington State Auditor's Office

Jennifer Wallace, Executive Director and Tiffin Moreno Finance and Administration Manager discussed the outcomes of the WACO audit conducted by the Washington State Auditor's Office. No audit findings were made. Discussed three exit recommendations to policies. Discussed "Unallowable Expenditures" and purchase of alcohol during the

WACO annual conference. Discussed “Retroactive Pay”. Discussed “EFT Policies and Procedures”.

5) Work Session: Annual Review and Proposed Amendments to the WACO Policy Manual

Executive Director Wallace presented proposed changes to the WACO Policy Manual. The Board broke into small groups to review the Policy Manual.

Board of Trustees meetings – discussed notification of meetings and compliance with OPMA and publication of notification. Add procedure/policy to define “how WACO notifies various parties.”

6) Update from the Washington State Association of Counties

Eric Johnson, WSAC Executive Director provided an update on WSAC activities.

Discussed WSAC membership status update. Executive Director Wallace presented Eric Johnson with an appreciation letter.

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*The Board went on **BREAK** at 11:10 am and **RECONVENED** at 11:15 am.*

7) Staff Reports

a. Executive Director

Executive Director Wallace presented the Executive Director report. Provided update on Strategic Plan. Discussed Scholarship committee activities and student eligibility.

Trustee Duvall **MOVED** to make to make affiliate trustees members of the ad hoc scholarship committee. Trustee at Large Hoven **SECONDED** the motion.

Immediate Past-President Gadman **MOVED TO AMEND** the motion to make affiliate trustees, or other affiliate designee, members of the ad hoc scholarship committee.

Trustee at Large Wilson **SECONDED** the motion. The **MOTION CARRIED** unanimously.

Trustee Wilson **CALLED FOR THE QUESTION**. The **QUESTION** is to make affiliate trustees, or other affiliate designee, members of the ad hoc scholarship committee. The **MOTION CARRIED** unanimously.

Discussed Washington Counties Building cost challenges that may impact future budgets.

b. Deputy Director

Timothy Grisham presented the Deputy Director’s report. Discussed social media usage. Discussed Know Your County Officials progress.

c. Finance and Administrative Manager Report

Tiffin Moreno presented the Finance and Administrative Manager Report. Tiffin Moreno provided a fiscal update. Discussing invoicing and payment of reimbursement.

d. Member Services Manager Report

Cella Hyde presented the Member Services report. Discussed continued outreach efforts.

*The Board **SUSPENDED** the regular meeting at 12:45 pm for an announced 10 minute EXECUTIVE SESSION for the purpose of personnel evaluation. The Board **RECONVENED** at 12:55 [pm](#).*

*The Board **ADJOURNED** the regular meeting at 12:56 pm.*

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