



206 10th Ave. SE  
Olympia, WA 98501  
P. 360.753.7319  
[www.countyofficials.org](http://www.countyofficials.org)

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

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

### Final Minutes

Tuesday, March 5th, 2024 – Wednesday, March 6<sup>th</sup>, 2024

#### Board Members Present:

Adam Kick	President	Skamania	Prosecutor
Amy Cziske	Vice-President	Kittitas	Treasurer
Linda Hjelle	2 <sup>nd</sup> 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:

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

#### Guests Present:

Eric Johnson	Executive Director, Washington State Association of Counties
--------------	--

#### 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, 2<sup>nd</sup> Vice-President SECONDED. The MOTION CARRIED unanimously.

Jeff Gadman, Immediate Past-President MOVED to approve the December 12, 2023 Board of Trustees meeting minutes. 2<sup>nd</sup> 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

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

Deleted: 2<sup>nd</sup> Vice-President Hjelle  
Formatted: Underline  
Formatted: Underline

### 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.

Deleted: Paul Budrow, Secretary/Treasurer  
Formatted: No underline  
Formatted: Underline

### 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.

Deleted: Audit

## 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.

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.

Formatted: Underline

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.

Formatted: Underline

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.

**Deleted:** and

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

*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.*

**Deleted: m**

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