

WACO Board of Trustees Regular Meeting
Wednesday, July 23, 2025
206 10th Ave SE
Olympia, WA 98501**Draft Minutes**

Wednesday, July 23, 2025

Board Members Present:

Amy Cziske	President	Kittitas	Treasurer
Linda Hjelle	Vice-President	Snohomish	Assessor
Danny Hagen	Secretary/Treasurer	Skagit	Assessor
Adam Kick	Immediate Past-President	Skamania	Prosecutor
Dan Lindgren	Assessors' Trustee	Grays Harbor	Assessor
Thad Duvall	Auditors' Trustee	Douglas	Auditor
Jon Tunheim	Prosecutors' Trustee	Thurston	Prosecutor
Teresa Summers	Treasurers' Trustee	Garfield	Treasurer
Jeff Gadman	Trustee at Large Position 3 / Past-President	Thurston	Treasurer

Staff Present:

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

1) Call to Order, Roll Call, Approval of Minutes

Amy Cziske, President called the meeting to order at 9:03 am. Paul Budrow, 2nd Vice-President; Scott Tinney, Clerks' Trustee; Craig Morrison, Coroners' Trustee; John Wilson, Trustee at Large Position 1; Tom Konis, Trustee at Large Position 2; Katie Sloan, Trustee at Large Position 5; Rob Waymire, Trustee at Large Position 6; and Rob Snaza, Sheriffs' Trustee were noted as absent.

Jeff Gadman, Trustee at Large Position 3/Past-President **MOVED** to approve the Wednesday, July 23, 2025 agenda Adam Kick, Immediate Past-President **SECONDED**. The **MOTION CARRIED** unanimously.

Thad Duvall, Auditor's Trustee **MOVED** to approve Tuesday, March 26, 2025 Board of Trustees meeting minutes. Trustee at Large Gadman **SECONDED**. The **MOTION CARRIED** unanimously.

2) Recognition for Mason County Treasurer Lisa Frazier Retirement

President Cziske presented Past-Treasurer Lisa Frazier with honors for her over 25 years of service to her community and WACO.

3) Committee Reports

a. Audit Committee

Danny Hagen, Secretary/Treasurer presented the Audit Committee report. Discussed training new committee member Chandra Schumacher, Lincoln County Auditor. Noted that there was nothing out of order in the finances.

b. Personnel Committee

Jennifer Wallace, Executive Director presented Personnel Committee report. Discussed current committee vacancies, searching for at least two members to serve of the committee. Bryan Elliott, Kittitas County Auditor to serve as President. Recommends to the Budget Committee a 1.7% cola increase due to CPI projection for the 2026 budget.

c. Budget Committee

President Cziske presented Budget Committee report. President Cziske provided historic background on the budget development by the Budget Committee. Discussed increasing expectations for sponsors and vendors for the conference in the budget. Discussed CPI based increase and the reception from counties on individual changes.

Trustee at Large Gadman **MOVED** to approve the 2026 budget as presented. Trustee Duvall **SECONDED**. The **MOTION CARRIED** unanimously.

d. Legislative Committee

Linda Hjelle, Vice-President presented the Legislative Committee report. Discussed interim committee work and potential proposals for 2026 session. Discussed priority proposal vetting process.

e. Education Committee

Timothy Grisham, WACO Deputy Director presented the Education Committee report. Discussed conference trainings and online trainings for 2025/2026.

f. Scholarship Committee

Executive Director Wallace presented the Scholarship Committee report. Discussed committee make up. Discussed potential policy change regarding student eligibility and affiliate participation.

g. Conference Committee

Cella Hyde, Member Services Manager presented Conference Committee report. Discussed exhibitor, sponsorship, and registration numbers to date. Discussed activities, speakers, and major events.

a. Nominating Committee

Jon Tunheim, Prosecutor's Trustee presented Nominating Committee report. Discussed Board member nomination process beginning August 2025 until the conference.

*The Board went on **BREAK** at 10:04 am and **RECONVENED** at 10:20 am.*

4) Updates to the WACO Policy Manual

Executive Director Wallace presented suggested changes to the WACO Policy Manual. Discussed changes to the Designated Funds policy and the history of the policy. Discussed Audit Committee membership in policy.

Trustee at Large Gadman **MOVED** to accept the changes to the WACO Policy Manual as presented. Trustee Duvall **SECONDED**. Trustee at Large Gadman **AMENDED** his motion to adopt as recommended without increasing the Audit Committee membership numbers. Trustee Duvall **SECONDED the AMENDMENT**. The **MOTION CARRIED** unanimously.

5) Time to Lead: Board Support for the Implementation of WACO Leadership Guide

President Cziske and Executive Director Wallace discussed the development of the WACO Leadership Manual. Discussed potential enhancements and deployments of the manual.

*The Board went on **BREAK** at 11:03 am and **RECONVENED** at 11:48 am.*

6) Affiliate and Trustee at Large Updates

a. Affiliate Updates

Dan Lindgren, Assessors' Trustee provided the Assessors' report. Discussed Assessors' annual conference. Discussed potential legislative priorities and concerns for 2026.

Trustee Duvall provided the Auditors' report. Discussed implementation of 2025 legislative changes. Discussed 2025 election cycle.

Trustee Tunheim provided the Prosecutors' report. Discussed beginning the prosecutor office workload study. Discussed defense caseload standards and update on litigation and implementation.

Teresa Summers, Treasurer's Trustee provided the Treasurers' report. Discussed 2025 annual Treasurers' conference. Discussed potential 2026 legislation.

b. Trustee at Large Updates

Trustee at Large Gadman provided the county category 3 report. Discussed caution among many counties in budget development.

7) Staff Reports

a. Executive Director

Executive Director Wallace presented the Executive Director report. Discussed county visits. Provided the Washington Counties Building (WCB) update. Discussed Strategic Plan progress.

b. Deputy Director

Timothy Grisham presented the Deputy Director's report. Discussed county visits. Discussed communications metrics.

c. Member Services Report

Cella Hyde presented the Member Services Report. Discussed the membership manual development.

d. Finance and Administration Report

Tiffin Moreno, Finance and Administration Manager presented the Finance and Administration Manager's Report. Presented the first quarter financial report. Discussed progress on q2 reports. Discussed audit preparation. Discussed q3 and 2026 county assessments.

*The Board **ADJOURNED** the regular meeting at 1:20 pm.*