



WACO Board of Trustees Regular Meeting  
July 7, 2021  
The Hotel Windrow  
502 N. Main St (Yakima Room)  
Ellensburg, WA 98926

**Draft Minutes**

Wednesday, July 7, 2021

**Board Members Present:**

Greg Zempel	President	Kittitas	Prosecutor
Stacie Prada	Vice-President	Jefferson	Treasurer
Jerry Pettit	Immediate Past-President	Kittitas	Auditor
Dianne Dorey	Past-President	Lewis	Assessor
Mike Lonergan	Assessors Trustee	Pierce	Assessor / Treasurer
Milene Henley	Auditors Trustee	San Juan	Auditor
Jon Tunheim	Prosecutors Trustee	Thurston	Prosecutor
Josie Koelzer	Treasurers Trustee	Franklin	Treasurer
Linda Hjelle	Trustee at Large Position 2	Snohomish	Assessor
Brenda Chilton	Trustee at Large Position 3	Benton	Auditor
Grace Cross	Trustee at Large Position 6	Skamania	Clerk

**Staff Present:**

Jennifer Wallace	Executive Director
Timothy Grisham	Deputy Director
Lisa Gancel	Finance and Administration Manager
Melanie Terry	Member Services Manager

**Guests:**

Ruth Gordon                                      Jefferson County Clerk  
Craig Morrison                                    Grant County Coroner

**1) Call to Order, Roll Call, Nomination of Trustee at Large Position 5  
Approval of Agenda, Approval of Minutes**

Greg Zempel, President called the meeting to order at 8:35 am.

Roll call noted Jeff Gadman, 2<sup>nd</sup> Vice-President; Adam Kick, Secretary/Treasurer; Melissa Beaton, Clerks Trustee; Eddie Cantu, Trustee-at-Large Position 1; Lisa Frazier, Trustee-at-Large Position 4; Rob Snaza, Sheriffs Trustee as absent.

Craig Morrison, Grant County Coroner is attending as proxy Coroners Trustee for Dr. Timothy Davidson, Cowlitz County Coroner.

Ruth Gordon, Jefferson County Clerk, applied for nomination for Trustee-at-Large Position 5.

Jerry Pettit, Immediate Past-President **MOVED** to appoint Ruth Gordon, Jefferson County Clerk to Trustee-at-Large Position 5. Dianne Dorey, Past-President **SECONDED**. The **MOTION CARRIED** unanimously.

Stacie Prada, Vice-President **MOVED** to approve the July 7 agenda Trustee-at-Large Gordon **SECONDED**. The **MOTION CARRIED** unanimously.

Past-President Dorey **MOVED** to approve the March 9-10, 2021 agenda. Immediate Past-President Pettit **SECONDED**. The **MOTION CARRIED** unanimously. Ruth Gordon, Trustee-at-Large Position 5 abstained.

**2) New Business**

**a. 2022 Budget Proposal**

Immediate Past-President Pettit and Lisa Gancel, Finance Manager presented the draft 2022 WACO budget. Immediate Past-President Pettit stated that the budget committee had approved the draft budget unanimously. Lisa Gancel discussed the history of reimbursement increases over the past 13 years, as well as the recent Board action using Seattle CPI as the basis to begin the preparation of the budget for potential increases. The Board discussed the dues/conference registration model and reductions from 2021 funding levels. The Board discussed utilizing the April to April CPI or February to February CPI as presented in the draft budget.

Immediate Past-President Pettit **MOVED** to include April to April CPI in the revenue portion of the draft budget scenario 1, and allocate any revenue beyond expenses to reserve funds, and to include the annual outside audit as a 2022

expense. Milene Henley, Auditors Trustee **SECONDED**. The **MOTION CARRIED** unanimously.

Immediate Past-President Pettit **MOVED** that any funds in excess of 2022 operating expenses be placed specifically in the building reserves fund. Trustee-at-Large Gordon **SECONDED**. The **MOTION CARRIED** unanimously.

### **3) Committee Reports**

#### **a. Audit Committee**

Lisa Gancel presented the July 2021 Audit Committee Report outlining results from the 2020 Independent Audit from Aiken Sanders, and the 2020 IRS 990 filing. Lisa Gancel discussed the need of a new member for the Audit Committee by the end of 2021.

Vice-President Prada **MOVED** to approve the Audit Committee Report, the 2020 outside audit findings, and the draft 2020 IRS 990 filing. Immediate Past-President Pettit **SECONDED**. The **MOTION CARRIED** unanimously.

#### **b. Legislative Committee**

Vice-President Prada discussed 2021/2022 timeline and affiliate work. Jennifer Wallace, Executive Director discussed the WACO staff work with affiliate groups to prepare for the 2022 session and key issues that may arise. Executive Director Wallace detailed the status of potential affiliate proposals for WACO 2022 priorities.

*The Board went on **BREAK** at 10:06 am. **RECONVENED** at 10:23 am.*

Vice-President Prada **MOVED** to adopt the Legislative Committee Report. Trustee-at-Large Gordon **SECONDED**. The **MOTION CARRIED** unanimously.

#### **c. Education Committee**

Timothy Grisham, Deputy Director presented the Education Committee Report. The Board discussed upcoming training, conference training, and 2022 budget needs.

Mike Lonergan, Assessors Trustee **MOVED** to adopt the Education Committee Report. Vice-President Prada **SECONDED**. The **MOTION CARRIED** unanimously.

#### **d. Conference Committee**

Melanie Terry, Member Services Manager discussed the Conference Committee activities to date. Immediate Past-President Pettit discussed the Conference Committee discussions on Covid-19 protocols.

Vice-President Prada **MOVED** to adopt the Conference Committee Report. Past-President Dorey **SECONDED**. The **MOTION CARRIED** unanimously.

**e. Nominating Committee**

Executive Director Wallace provided the Nominating Committee Report providing information for the timeline for nominations for the 2021 Annual Conference.

Immediate Past-President Pettit **MOVED** to adopt the Nominating Committee Report. Past-President Dorey **SECONDED**. The **MOTION CARRIED** unanimously.

**4) Staff Reports**

**a. Executive Director**

Executive Director Wallace provided the Executive Director report. Executive Director Wallace detailed the progress to date on the Strategic Plan, provided an update on the Auditors' RFP process, and an update on the Washington Counties Building upgrades.

Immediate Past-President Pettit **MOVED** to adopt the Executive Director Report. Trustee-at-Large Gordon **SECONDED**. The **MOTION CARRIED** unanimously.

**b. Deputy Director**

Timothy Grisham presented the Deputy Director's Report outlining updates in the Communications' Plan metrics, the Know Your County Officials program, and scholarship fund updates.

Immediate Past-President Pettit **MOVED** to adopt the Deputy Director Report. Assessors Trustee Lonergan **SECONDED**. The **MOTION CARRIED** unanimously.

**c. Member Services**

Melanie Terry provided the Member Services Report discussing updates on the Outreach Plan and engaging newly elected officials.

Vice-President Prada **MOVED** to adopt the Member Services Report. Past-President Dorey **SECONDED**. The **MOTION CARRIED** unanimously.

#### **d. Finance**

Lisa Gancel provided the Finance report discussing year to date financials and indicating that WACO is on track with previous projections.

Assessor Trustee Lonergan **MOVED** to adopt the Finance Report. Linda Hjelle, Trustee-at-Large Position 2 **SECONDED**. The **MOTION CARRIED** unanimously.

*The Board went on **BREAK** at 11:34 am. **RECONVENED** at 12:27 pm.*

#### **5) Old Business**

##### **a. Continued Development of Cross-Affiliate Policy Issues and Position Statements**

Executive Director Wallace presented background on the work thus far on the development of cross-affiliate policy issue and position statements. The Board discussed the draft WACO Policy and Position Statements.

#### **6) Other Business**

##### **a. Affiliate and Trustee-at-Large Updates**

Trustee Lonergan presented the Assessors' update describing the busy season for tax collecting for property values. Provided information that property value increase does not always mean an equal increase in your taxes. Discussed IAAO definitions of physical inspection being in RCW, thanked WACO for the assistance in making the change as part of the continuity of operations bill. Discussed the changes in exemptions and the ability to deduct medical expenses for exemptions. Snohomish working on combined Assessor/Treasurer software.

Immediate Past-President Pettit presented the Auditors' update which included an update from an Auditors' workgroup to address concerns with State Auditor's Office policies regarding the Local government Advisory Committee, cash basis account reporting, and standards. The Auditors have requested the Board approve WACO participation in assisting the county Auditors to address these concerns.

Trustee-at-Large Gordon provided a Clerks' update. Discussed issue with changes in minor guardianship statute and implementation, the eviction mediation process, and Blake decision ramifications.

Jon Tunheim, Prosecutors Trustee provided the Prosecutors' update and discussed issues regarding the Blake decision.

Josie Koelzer, Treasurers Trustee provided the Treasurer's update and discussed the first Treasurers conference dates since 2019.

Trustee-at-Large Hjelle detailed her outreach activities to date.

Trustee-at-Large Chilton detailed her outreach activities to date.

Grace Cross, Trustee-at-Large Position 6 detailed her outreach activities to date, including the need to define the type of information that the Trustees-at-Large communicate.

*The meeting* **ADJOURNED** at 2:42 am.