

**COMMISSIONERS' MINUTES  
KITITAS COUNTY, WASHINGTON  
COMMISSIONERS AUDITORIUM  
SPECIAL MEETING**

**THURSDAY**

**2:00 P.M.**

**OCTOBER 27, 2011**

Board members present: Chairman Paul Jewell, Vice-Chairman Alan Crankovich and Commissioner Obie O'Brien.

Others: Julie Kjorsvik, Clerk of the Board; Judy Pless, Budget & Finance Manager; Bob Gubser, Commander; Steve Panattoni, Gene Dana, Sheriff; Paul Sander, Deputy Prosecutor; Deanna Panattoni, Treasurer; Patti Johnson, Solid Waste Director; Todd Davis, Noxious Weed Director; Matt Anderson, Facilities Maintenance Director; Diana MacKenzie, Upper District Court Administrator; Kathy Jurgens, Finance Systems Manager; Megan Acree, Administrative Assistant; Mandy Weed, Administrative Assistant; Marsha Weyand, Assessor; Clay Meyers, Undersheriff; Kirk Holmes, Public Works/Interim Community Development Services Director; Christine Luvera, Maria Canfield, Public Health Administrator; William Holmes, Probation Services Director; Jerry Pettit, Auditor; Lisa Young, Human Resource Director; Brenda Larsen, Fire Marshal; Jesus Baldovinos, Audit Lead; Paula Hocter, Commander; Jim Jones, Audit Supervisor and Beth Mauch, Audit Manager.

**SPECIAL MEETING**

**STATE AUDITOR**

**COMMISSIONERS**

At 2:00 p.m. Chairman Jewell opened a Special Meeting with representatives from the Washington State Auditor's office to go over the audit that was conducted on Kittitas County for the period January 1, 2010 through December 31, 2010.

Jesus Baldovinos, Audit Lead, went over their report that was conducted for the period January 1, 2010 through December 31, 2010. He reviewed two exit item recommendations including building permit fees and general disbursements. They recommended the County review building permit fees to ensure they only cover the cost of providing the allowable services, as well as develop a process to track building permit revenues and expenditures to ensure compliance with state law. As far as general disbursements, they recommended the County maintain adequate support for all disbursements and the County should adopt a policy governing volunteers or employee recognitions.

**APPROVED**  
11/15/2011

Jim Jones, Audit Supervisor, reviewed the Financial Statements and Federal Single Audit Report.

Beth Mauch, Audit Manager said the total cost for the 2010 audit was \$60,131.00. They anticipate the next audit will take approximately 720 hours at a rate of \$83.50 per hour, plus travel expenses.


There will be an invitation to complete a customer service survey will be emailed to Judy Pless, Budget & Finance Manager and Jerry Pettit, Auditor. Feedback is important to their commitment to continually developing and improving their audit process.

The meeting was adjourned at 2:40 p.m.

**CLERK OF THE BOARD**

  
Julie Kjørsvik

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

  
Paul Jewell, Chairman