

KITTITAS COUNTY
FINANCE STUDY SESSION MINUTES
BOCC CONFERENCE ROOM, 205 WEST 5TH ROOM 108 - ELLENSBURG
Regular Meeting

THURSDAY	1:30 PM	January 18, 2024
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Board members present: Chairman Brett Wachsmith, Commissioner Cory Wright

Staff Present: Bryan Elliott, Auditor, Amy Cziske, Treasurer, Brian Carlson, Finance Director, Patti Stacey, Lisa Murray, Kylee Wuesthoff, Kady Porterfield, Reid Burbank, Zack DeHaven, Sue Patterson

Others: Sadie Thayer, Terry Weiner, Brad Case, Laura Clarke, Terry Larue

1. **Call to Order:** 1:32 PM
2. **Citizen Comments** - none
3. **ARPA Recipient Reports and Updates (4)**

Mr. Carlson gave updates on Happy Feet Academy, Community Builders and The Clymer Museum. Ms. Thayer with the Kittitas County Historical Museum gave an update on Phase 1 of the renovation and structural improvement project at the museum.

4. **Resolution Adopting the Kittitas County Cash Handling Manual (Treasurer)**

Ms. Cziske spoke regarding the updated cash handling manual which is ready to be adopted. She spoke regarding the safety of cash being deposited by Security to the bank. Any over/short \$50 needs to be reported to the Auditor’s office. And background checks are to be made for employees with access to software and cash.

Commissioner Wright moved to approve; Commissioner Wachsmith Seconded, and the motion was approved unanimously.

5. **Presentation-Fleet Management, Enterprise**

Mr. Elliott introduced Laura Clarke from Enterprise. Ms. Clarke presented Fleet Synopsis & Proposal for Kittitas County. 28 new automobiles including maintenance for \$228K. This does not include Public Works and Sheriff’s office. Commissioner Wright and Chairman Brett Wachsmith reiterated their support with the proposal. Mr. Elliott will forward contracts for BOCC authorization at a future BOCC meeting.

6. **2024 Budget: Ongoing Revisions, “Stand-Alone” Topics. ARPA/SLFRF Balances**

Mr. Carlson discussed tactics ongoing to the revision of the 2024 Budget.

APPROVED
2-6-24

Commissioners directed the Fieldhouse and Upper County Rec Center to be discussed at a later study session. Also, Upper County EOC and Fire Station 73 be included in ongoing Public Works Study Sessions.

The Sleep Center discussion will be discussed in the next HAHC session. Also acknowledged the new County Courthouse will be discussed in February maintenance study session.

Mr. Carlson discussed the appropriation of funds for SLFRF. Chairman Wachsmith requested detailed information for the appropriations.

7. Amendment to PSA for Accounting Services, Tara Dunford CPA

Mr. Carlson requested to amend the PSA for one more additional year.

Commissioner Wright moved to approve, Commissioner Wachsmith Seconded, and the motion was approved unanimously.

8. Preliminary 2023 Year-End Financial Report

Mr. Carlson reviewed Preliminary 2023 Year-end budget to actual variance.

9. Other Business

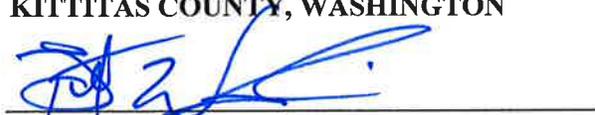
Ms. Stacey discussed emergency heating issues in the Annex Jail and in the Assessor and Treasurers offices. Ms. Stacey has been in contact with McKinstry, and they are working on a solution to get heating issues fixed. However, this will come with a big expense that has not been forecasted.

Meeting adjourned at 2:52 PM



Brian Carlson

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**



Brett Wachsmith, Chairman