COMMISSIONERS' MINUTES
KITTITAS COUNTY, WASHINGTON
BOCC CONFERENCE ROOM
REGULAR MEETING

THURSDAY 1:30 PM JANUARY 17, 2013

Board members present: Chairman Obie O'Brien, Vice-Chairman Paul Jewell and Gary Berndt

Others: County Treasurer Deanna Panattoni and Budget & Finance Manager Judy Pless

REGULAR MEETING COMMISSIONERS

Preliminary Year End Reports

Judy Pless presented information to the board regarding the retail sales and use tax for 2012. The amount of collections for 2012 was $2,853,326.40 (cash basis) and the budget for retail sales and use tax is $2,800,000. The 2012 accruals still have to be posted.

The Board reviewed the preliminary December 31, 2012, Expenditure and Revenue summary budget reports. Discussion occurred about the reports explaining to Commissioner Berndt. Judy Pless offered to Commissioner Berndt that if he had any questions he can come and visit her.

Interfund Charges

Judy Pless presented to the Board a proposed resolution to adopt the internal unemployment compensation rate for 2013 that was scheduled to be on the January 23, 2013 agenda. The 2012 rate was .637% and the propose rate for 2013 is .3803%. The previous calculation was calculated on the three year average and Pless is proposing to use a two year average.

Judy Pless presented to the Board information regarding interfund rental charges. During the 2013 preliminary budget process the Board had discussed the interfund rental charges and how they were calculated. The rates were calculated based upon square footage of each office space. The departments at the
Permit Center are currently being charged monthly at 25 cents per square foot. The departments at the Sorensen Building are being charged monthly at 60 cents per square foot. To arrive at a consistent rate the State of Washington Office of Financial Management prepares a rate for all areas in the state for the annual cost per gross square foot. The state offers two rates; one to cover operating expenses and one to include maintenance and replacement. The annual rates for both buildings, Permit Center and Sorensen Building would be $6.089 ($.51 monthly) or $11.188 ($.93 monthly). After discussion occurred, the Board determined that Pless would prepare a resolution to use the higher rate which included the maintenance and replacement figure.

**Future Meetings**

Due a time restraint there was not enough time to discuss this item.

**Capitalized Inventory**

Judy Pless informed the Board that on or before the first Monday in March the Board must file with the county auditor a statement verified by oath showing for the twelve months period ending December 31st of the previous year a full and complete inventory of all capitalized assets. Pless informed the Board that we would not have the inventory ready for their review in time to be placed upon the February 20th agenda, would they prefer to schedule a special meeting or have the inventory ready for the March 4, 2013, Department Head meeting. It was agreed that it be presented on the March 4, 2013 meeting.

**Other Business**

Judy Pless presented a Cayenta Work order #13-012 in the amount $3,700 for the application to be moved to the virtualized environment. Pless informed the Board that Cayenta has been working with our IT department. Commissioner Jewell made the motion to approve the work order for Cayenta to move the application to the virtualized environment in the amount of $3,700 and authorize the Chairman to sign the work order. Commissioner Berndt seconded. Chairman O’Brien signed the Cayenta Work order #13-012.

The meeting was adjourned at 2:00 pm.