

**COMMISSIONERS' MINUTES  
KITTITAS COUNTY, WASHINGTON  
COMMISSIONERS CONFERENCE ROOM  
SPECIAL MEETING**

**TUESDAY**

**11:00 A.M.**

**JULY 23, 2013**

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

Others: Mandy Buchholz, Deputy Clerk of the Board; Judy Pless, Budget & Finance Manager; Deanna Panattoni, Treasurer; Jim Jones, Audit Supervisor; Jesus Baldovinos, Audit Lead and Dora Van Epps, Chief Financial Manager (Sheriff).

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**SPECIAL MEETING**

**STATE AUDITOR**

**COMMISSIONERS**

At 11:00 a.m. Chairman O'Brien opened a Special Meeting to receive an outline of what the Board could expect with regards to the upcoming audit being conducted by the State Auditor's office.

Jim Jones, Audit Manager, outlined the audit scope of work. He stated if there was anything particular the Board wanted them to review they would be happy to do so and also explained that they will review any concerns that citizens have brought to them through the "Citizen Hotlines".

Jesus Baldovinos, Audit Lead, presented a letter to the Board and reviewed it. He stated that they were required to examine the financial affairs of all local governments, and that their responsibility is to express an opinion on the financial statements based on the results of their audit. He said they will be performing an audit for the 2012 fiscal year and would be evaluating accountability and compliance with State laws and regulations. He indicated they were expected to issue their report in August 2013, assuming no unforeseen delays. The reporting levels on the Audit recommendations include Findings, Management Letters and Exit Items. He stated that they are expected to conduct a federal grant compliance audit as prescribed by the Office of Management and Budget (OMB) Circular A-133. He explained that this audit is required when federal grant expenditures exceed \$500,000.00 in a fiscal year. He stated that they will evaluate the effectiveness of internal controls and determine compliance with federal requirements for the Airport Improvement Grant CFDA20.106 and the Highway Planning and Construction CFDA 20.205.

**APPROVED**  
8/6/2013

The audit is estimated to cost approximately \$63,201.00, (756 hours at a rate of \$83.60 per hour) plus travel expenses.

**LETTER**

**USDA LETTER OF SUPPORT**

**COMMISSIONERS**

Chairman O'Brien presented a letter of support for the USDA Housing Preservation Grant Application that HopeSource is applying for. He stated that it only requires Chair signature, however he wanted the Board to be aware of him submitting a letter of support for HopeSource's application. He stated that the funding is to assist low income homeowners in Kittitas County to repair/renovate their homes.

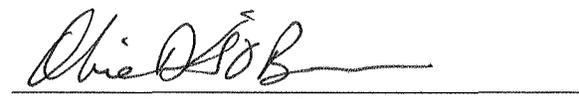
Commissioner Jewell moved to authorize Chair signature on a letter to Bill Kirkwood, USDA Washington State regarding the Kittitas County HopeSource location and their application to the USDA Housing Preservation Grant Application. Commissioner Berndt seconded. Motion carried 3-0.

The meeting was adjourned at 11:33 a.m.

**DEPUTY CLERK OF THE BOARD**

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

  
Mandy Buchholz

  
Obie O'Brien, Chairman