

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

<b>THURSDAY</b>	<b>9:00 AM</b>	<b>March 28 , 2024</b>
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**Board members present:** Chairman Brett Wachsmith, Vice-Chair Laura Osiadacz, Commissioner Cory Wright

**Staff Present:** Brian Carlson, Finance Director, Amy Cziske, Treasurer, Josh Fredrickson, Kylee Wuesthoff, Reid Burbank, Zack DeHaven, Sue Patterson

**Others:** Terry Larue, Ann Leichleiter, Melissa Denlinger, Claire Nicholls

1. **Call to Order:** 9:00 AM
2. **Citizen Comments** - none
3. **ARPA Recipient Reports and Updates (4)**

Mr. Carlson introduced Happy Feet; Melissa Denlinger gave an update on the construction of the new childcare facility that is on track to opening in August. Capacity is 112 children. 50 % of enrollment will be low-income families.

Boys and Girls Club Director Ann Leichlieter gave an update on the program. 28 registered children are supported in the Kittitas School District. Cle Elum/Roslyn plan on opening a space for 50-75 members in June of 2024.

Brian Carlson gave an update on the Clymer Museum. They have selected an Architect. Design proposal cost of approximately \$49K which will be the basis of the ARPA grant request. A contract will be drafted for a future agenda.

**4. SLFRF Review: Appropriations and Expenditures**

Zack DeHaven reviews the SLFRF (ARPA and LATCF) Funds. The total combined award is \$11.8 MM, the remaining \$1.2MM still needs to be appropriated. The deadline is 12/31/24. Courthouse parking lot project and Airport projects were brought up. Commission Wachsmith brought up the Rodeo Grandstands is still in need of funding.

APPROVED

5-7-24

## **5. Capital-Maintenance Projects Update: Jail Lock Replacements**

Zack DeHaven gave a summary of the Jail Lock project that is underway. Project total is approximately \$145K. Jail renovations are being evaluated by Facilities Maintenance and will most likely require a reassessment once the bids are received.

## **6. 2023 Internal Financial Statements: Budget to Actual, Variance and Carry-Forward Analysis**

Mr. Carlson discusses the 2023-year end financial summary. Actual expenses for the year totaled \$91MM. County expenses have increased annually. Commissioner Osiadacz requested clarification on why the increase and Mr. Carlson explains personnel vacancies, postponed capital, maintenance projects and inflation are primarily the cause. Commissioner Wright would like to see how self-insured plan is tracking.

## **7. Consideration of Public Works/Auditor Consolidation of Finance Positions**

Follow up discussion including Josh Fredrickson the newly appointed Public Works Director. Josh Fredrickson is concerned that the customer service level and the daily workload will suffer with this consolidation of the accounting staff. He did state that cross training is a good thing however is apprehensive with the fact that too many people touching one project is a worry. Commissioner Wright asks to be a liaison with Public Works and will monitor the success or failure of this project. May 1<sup>st</sup> is the projected date of the consolidation.

## **8. Budget Retreat: Discussion about Structure and Topic**

Mr. Carlson stated that this years Budget Retreat will be a ½ day meeting. Breakout meetings and different people will present some of the information.

## **9. Other Business**

Upper County Recreation Center is in need of \$133K. Claire Nicholls Project Committee Chair request the extra funds for preconstruction. The board agrees to give ARPA funds.

Previously The Teen Shop had received 25K for 3 years for a total of 75K ARPA Funds and is requesting the same for the next 3 years. Commissioner Wright states that the funds received were a one-time allocation. However, they could perhaps receive money from the 1/10 fund. Commission Wachsmith will direct them to Public Health.

The Sheriff's office is requesting to purchase a new Tahoe for 65K with 40K to upfit the vehicle. The funds will come out of 3/10 which is fund 120. A formal budget amendment will follow at a later date. Commissioners agree to securing this vehicle.

Meeting adjourned at 10:13 AM



**Brian Carlson**

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**



**Brett Wachsmith, Chairman**