

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

**MONDAY**

**9:00 A.M.**

**OCTOBER 13, 2010**

Board members present: Chairman Mark McClain; Vice-Chairman Paul Jewell and Commissioner Alan Crankovich.

Others: Julie Kjorsvik, Clerk of the Board; William Holmes, Director of Probation Services; Sarah Keith, Administrative Assistant; Thomas Haven, Lower District Court Judge; Joyce Julsrud, Clerk; Tip Hudson, Extension Agent; James Rivard, Interim Public Health Co-Administrator; Matt Anderson, Fair Facilities Maintenance Director; Scott Sparks, Superior Court Judge; Lisa Young, Interim Human Resource Director; Megan Acree, Administrative Assistant; Todd Davis, Noxious Weed Director; Clay Myers, Undersheriff; Bob Gubser, Commander; Cindy Adams, Administrative Assistant; Marsha Weyand, Assessor; Brenda Larsen, Fire Marshal, Jerry Pettit, Auditor; Mandy Weed, Administrative Assistant; Deanna Panattoni, Treasurer; Amber Simon, Accountant; Gene Dana, Sheriff; Judy Pless, Budget & Finance Manager; Linda Navare, Interim Public Health Co-Administrator; Jim Goeben, Application Development Manager; Kirk Holmes, Public Works /Interim Community Development Services Director; Diana MacKenzie, District Court Administrator; Duke Senter, Information Services Director; Greg Zempel, Prosecutor; Patti Johnson, Solid Waste Director and 4 members of the public.

**SPECIAL MEETING**

**BUDGET**

**AUDITOR**

Chairman McClain noted the County was still approximately \$2.5 million dollars short in the General Fund for the 2011 budget. He noted no one from the Prosecutors office was in attendance. Judy Pless described the proposed expenses and supplemental requests. She reviewed the rainy day fund balance as well as the Law & Justice Sales Tax figures. She explained how the medical benefits have increased by 12% from the 2010 rates. The Board noted that they would not be raising property taxes.

Judge Haven suggested finding out where the County was really flush along with those departments who were granted additional requests and look at those first. He indicated when the cuts were made in CDS it was a rational decision to reduce the size of staff. Ms. Pless explained how the Board previously did a \$1

**APPROVED**  
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million dollar levy shift from the road fund. Commissioner Jewell said every time they do a levy shift, it could result in greater costs to the county in the future. Marsha Weyand, Assessor, offered to hold a meeting with those interested in learning about levy rates assessments, values, etc. Ms. Weyand said she has had requests made to give new construction numbers and they have not been able to get their work done on time since 2003. She explained that in 2003 their staff was the same as it was in 1980, and at that time they asked for another appraiser and got turned down. She said at that time the Community Development Services staff was increased due to the growth in the County, and they have not been able to get caught up. Deanna Panattoni, Treasurer, said by statute the Assessor's office has to extend the roll by a certain time and Island County received an Audit finding for not meeting their deadlines. Ms. Weyand she said has a statutory duty to report to the Board what it takes to get her work done and that is why she added that position into the budget. Commissioner Jewell said no new positions would be considered without additional funding. Ms. Weyand questioned how she could get additional funding. She said they currently have 7 Appraisers and the only alternative to increase her staff is to restructure her office. She explained how there is a mandated annual revaluation cycle which will be costing the County more money, noting she was the only Assessor who voted against it. She said they will need to have it implemented no later than 2014.

Mandy Weed, Administrative Assistant, said their increase in staffing would be budget neutral by eliminating the contract with Gordon Derr. She indicated their revenues are up by approximately \$150,000.00, which is more than they had anticipated.

Judge Haven said the Lower District Court's extra help would be to fill in for vacations, sick leave, etc.

Upper District Court's proposed increase is for the Judge's increase in salary which is set by the Office of Administrator of the Courts.

Debbie DeSoer, said the Library Advisory Board is asking for an increase from the City of Ellensburg by \$12,000. She said the County has funded \$88,000.00 and is requesting a total amount of \$100,000.00.

There was discussion relating to the cost of medical insurance which will be increased by approximately 12%. It would cost the County \$764.00 per employee to cover the cost as its being currently paid (Select 200 Plan). The Board asked for thoughts from departments on possibly putting a cap on the amount contributed towards medical for each employee. The Board said they intended on applying it uniformly and it would not affect the Sheriff's Union, Appraisers or the Road Union. Clay Myers, Undersheriff said for those employees who did not receive a pay raise because they are at the top of their scale, would end up ultimately taking a reduction in pay due to the continued increase in medical. It was noted that if the Board decided to put a cap at the current rate the County is paying, it would be a savings of approximately \$172,000 for next year. Duke Senter, Information Services Director, suggested keeping the amount of coverage at the rate of the Select 200 Plan since IIE said they wanted to be the employer of choice. William Holmes, Probation Services Director felt the County needs to stay competitive with the University and be able to maintain employees. Judge Sparks felt the Board would ultimately end up having to cut people or increase taxes. It was noted that employees in the Prosecutors office have indicated their willingness to have a wage freeze in order to save employees positions. Lisa Young, Interim Human Resource Director mentioned there were still other insurance plans available for the employee to choose from. The Board asked for a straw poll if employees would be willing to freeze the contribution towards medical and save the County \$172,000.00. Nine were in favor, nine were in favor of putting a cap on it and five wanted to table the question until a later date.

There were other possible revenue sources presented that was not already on the board including a potential levy shift, lodging tax, rainy day and fund balance. The Sheriff said they could look at CRAB funds which may be available. William Holmes indicated that there may be some funds that are not reflected that could result after the next legislature session.

The following departments gave a report on their preliminary budget:

Assessor's office: Their largest increase was for an additional employee.

Auditor's office: Jerry Pettit said their increase was for an increase to benefits & salaries. He indicated they have pulled everything back as much as possible and that this year the

entire recording department (2 FTE's) has been paid for out of the Auditor's O&M funds. He added travel back into their budget because last year his Association was able to pay for his attendance at their annual conference because he was President.

Board of Equalization: The Board members are now using laptops and they are not filling the alternate positions. There has been a lot of savings from time and money due to going paperless.

Fire Marshal: Commissioner Jewell questioned the revenue projections which were way behind of where they thought they'd currently be. Brenda Larsen said those projections were based on 2 people at full capacity, which she did not have her Deputy Fire Marshal for a few months of this year. She felt confident they would hit their new projection for this year.

Community Development Services: Commissioner Jewell felt their revenue projections looked good. Mandy Weed said they had sold paper to other departments to purchase additional shelving for archiving, etc. and they will need more which will cost approximately \$5,000.00.

Clerk: Joyce Julsrud, Clerk, explained that in comparing the 2009 collections (which were the highest ever) and by looking at the end of September 2010, their revenues were down which would be a result of the economy.

Commissioners: The Board asked for an update on the progress of archiving projects being done by the Records Clerk. It was noted the position is non-benefited and funded out of the Document Archiving fund.

Information Services: Duke Senter, Information Services Director, described a proposed enhance cell phone stipend for business use on private phones. Chairman McClain was cautious about public disclosure tracking and it would only be a savings of a couple of thousand dollars which may not be worth it in the long run.

Extension: Chairman McClain said he was curious about the proposed overtime. Tip Hudson, Extension Agent, said he did not believe it would be needed and they may be able to manage without it.

Superior Court: Judge Sparks said they have essentially kept their budget the same. Chairman McClain asked if there was any

way to cut out the \$6,000 from the law books. Lower District Court said they have law books available in their department and the Prosecutors office has them as well.

Juvenile: William Holmes said he did not include the revenues or expenditures for grant programs in their budget for the last 6 months of the year. The Sheriff's department offered to provide their department with a hand held 2-way radio so they don't have to purchase a new one. He indicated he put travel back into their department.

Lower District Court: Christine Luvera reviewed a list of reductions and proposed increase in revenue for their department.

Regional Library Board: Chairman McClain noted the time when County residents had to pay for library cards. The Cle Elum, Roslyn and Ellensburg libraries were represented at the meeting. Roslyn and Cle Elum was anticipating continuing the same level of service. Roslyn is funding 75% of their budget. The City of Ellensburg requested \$120,000.00 and there was a verbal agreement with the Commissioners awhile ago that they would start at \$80,000.00 a year and then it and would go up each year until they reached \$120,000.00. Debbie DeSoer said approximately 1/3 of their patronage are County residents.

The Board recessed for lunch at 12:00 p.m. until 1:00 p.m.

The Board reconvened their meeting at 1:00 p.m.

Maintenance Department: Matt Anderson said they didn't have any further reductions to offer. He described some of the projects that were anticipated next year.

Prosecutor's office: Greg Zempel reviewed the proposed increase in salaries of 2%, additional staffing, and benefits. Judy Pless said the Interfund revenue is listed, but not the diversion program yet. Commissioner Jewell asked what revenue would offset the increased costs in the 2010 budget. Greg Zempel said they are currently working on it.

Sheriff's office: Clay Myers reviewed various budget items including jail service contracts with the City of Ellensburg and noted they would be proposing an amendment which should reflect an additional \$111,000.00 if an agreement is reached. He reviewed the positions that were not filled in 2010 and those

they proposed on filling in 2011. They put training and travel back into their budget because there were a significant number of things they put off by not doing it this year. He offered some reductions from their budget including search and rescue, travel, training, ammunition.

Treasurer's office: Deanna Panattoni said 25% of one of her staff is paid out of the Treasurer's M&O fund and asked if she could raise it and increase fees (foreclosures, certificate of delinquency, etc.). She said she needed to upgrade her software in order to become more automated.

Judy Pless said one thing they have talked about is to have outside agencies (Districts, etc.) access CAMAS in order to look up their own information. Duke Senter said they would have to review the security issues and how it would be pulled from NOVAtime.

Upper District Court: Chairman McClain asked about the relic program fee (re-licensing program). Diana McKenzie said revenues and filings were up this year.

Emergency Management: Gene Dana said almost all of it is paid for by Homeland Security grants.

Human Resources: Lisa Young reviewed their proposed budget for 2011 and reviewed line items that could be reduced.

Fair: Matt Anderson reviewed a couple of changes resulting in additional revenues (entrance fees, bedding fees, short term facility leases). He said there are not many changes to the Event Center side, but as far as the Fair side, they have talked about increasing funds for promotions and bringing in entertainment on the shorter days of the Fair.

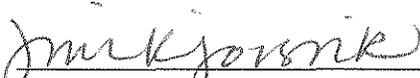
Historical documents program: Judy Pless said the money comes from recording fees which the Records Clerk is funded out of.

Commissioner Jewell reviewed what was voluntarily given up by the departments and it looked as though there would still be a shortage of approximately 2.2 million dollars.

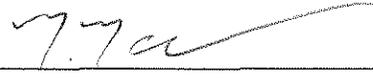
The Board asked everyone go back and look at their budgets and to let their employees know the current situation. They said another meeting would be scheduled in two weeks for further discussion of the budget.

The meeting was adjourned at 3:55 p.m.

CLERK OF THE BOARD

  
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Julie Kjosrvik

KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON

  
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Chairman Mark McClain