

**BOARD OF MASON COUNTY COMMISSIONERS  
BUDGET WORKSHOP MINUTES  
Monday, October 24, 2011  
Commission Chambers  
411 North Fifth Street, Shelton WA 98584**

The 2012 budget workshop commenced at 1:30 p.m. Commissioners Ring Erickson, Sheldon, and Bloomfield were in attendance.

Treasurer

Lisa Frazier, Treasurer, requested the following 2012 budget supplementals: \$500 for the annual maintenance & license fee for the optic scanner and \$2,485 annual maintenance & license fee for Terra Scan. These are increases over the 2011 cost and with the Treasurer's budget at bare bones, Ms. Frazier stated she can't find anywhere in her existing budget to pay these costs. Terra Scan is currently about \$30,000 for her office and the optic scanner is about \$3,000. Ms. Frazier noted if these costs are approved by the Board, they should be included in the 2012 indirect cost allocation formula.

Cmmr. Ring Erickson stated she wants to make sure these costs are not budgeted for payment in the indirect cost.

In response to Cmmr. Sheldon's question, Ms. Frazier is staying with the sales tax projections she submitted.

Assessor

Melody Peterson, Assessor, requested the following 2012 budget supplementals: \$7,200 for the annual maintenance fee for Terra Scan, which is an increase over the 2011 cost; \$16,500 increase in postage due to the mandate for annual revaluations; \$19,134 to increase Appraiser staff from  $\frac{3}{4}$  time to full time status; and \$2,800 training money for nine employees to maintain their Appraiser certification.

Ms. Peterson also noted that due to a recent resignation of a GIS position in Public Works, she would like to reestablish a GIS position in her office.

Cmmr. Ring Erickson stated she believes Public Works intends to replace the GIS employee. She noted that with the budget constraints, there isn't money for an additional position.

Cmmr. Ring Erickson asked if Ms. Peterson is aware of the Board of Equalization (BOE) audit by the Department of Revenue. Emmett Dobey briefed the Commissioners and as the Commissioners understand it, the response time from the Assessor's office to BOE is a concern. Ms. Peterson is aware of the audit and will discuss with Mr. Dobey.

Ms. Peterson stated she doesn't know what it will take to do annual revaluations. She is hoping it will take less staff once it's up and running.

The Commissioners approved the supplemental requests for Terrascan, postage and training but not the request to restore the appraisers to full time.

The Commissioners recessed from 1:50 p.m. to 2:26 p.m. to attend a signing ceremony at the Civic Center.

Sheriff

Undersheriff Barrett explained that a \$555,340 supplemental request was submitted but several of the items should have been in their original 2012 budget request. They submitted a revised request for \$274,537 plus \$45,502 for MACECOM. A second supplemental request will be submitted for the remaining items.

Cmmr. Ring Erickson asked that they submit a summary showing their total 2012 budget, with the additional request, and their total 2011 budget. She asked if the 2012 budget will be more than the 2011 budget.

Undersheriff Barrett responded the 2012 budget would be slightly over 2011. They will submit information showing bottom line amounts.

Sheriff Salisbury explained their actual supplemental will be for three additional correctional officers and WASPC accreditation.

Undersheriff Barrett explained that due to staff reductions they were forced to close down the Direct Supervision Unit (DSU) of the jail. There have been discussions with the judges about having additional jail space and the only way to increase space is to open the DSU.

Tom Haugen stated they are working with John Keates, Facilities Manager, to draft a plan to remodel the DSU. In their proposal, they would recapture 12 beds, create office space and storage.

Cmmr. Ring Erickson commented that the DSU was built before this Commission was in office and she is not adverse to reconfigure the space so it can be used for the current population.

Chief Haugen stated they have considered moving the female population to the DSU side. With the population they have to deal with, considering medical and mental health needs, the holding cells are full. A revision would be to have six 2-person holding cells.

Undersheriff Barrett noted that as the Department of Corrections does less supervision due to budget cuts, we may see a larger jail population.

Cmmr. Ring Erickson stated that at this point, she believes approving three positions is premature. She wants to see the DSU revision proposal with the cost. She would rather approve as one project so the public can see how the money would be spent.

Cmmr. Sheldon pointed out they also need to think about how to fund the revisions. He assumes they would look at REET money.

Undersheriff Barrett pointed out that with a higher jail population, operating costs would also increase.

The Sheriff's office will come back with a total DSU revision plan and cost, including increased staff and operating costs.

Sheriff Salisbury stated the challenge is that the judges see space available and want to know how come they can't put more people in there, but there is no staff to monitor them. The judges want more jail space available.

Undersheriff Barrett talked about staff reconfiguration in each division so there is proper supervision. They realize the budget is tight.

WASPC accreditation expenses are a one time cost which should improve the risk management. The cost is \$10,000 and the Board approved this request.

Chief Byrd talked about the \$14,420 request for evidence extra help. This position is in order to keep the evidence accreditation and facilitate the disposal of evidence. They currently do use volunteers.

With regard to the MACECOM increase, Cmmr. Ring Erickson stated she is not sure the \$45,502 is set in stone. Sheriff Salisbury is concerned it could go over the \$45,502. This is for the MCSO portion of E911

calls. Cmmr. Ring Erickson believes it is premature to budget this increase at this time, as there are legal opinions pending.

Undersheriff Barrett explained the Byrne grant is for \$17,800 for final computers in cars, which will make their office more efficient. Cmmr. Ring Erickson asked if this is the match amount. The Sheriff's office will get back with more information.

The remaining items were reviewed and many of the entries are included on the \$274,537 supplement that should have been in the original 2012 budget submittal.

The Sheriff's office will follow up with a revised supplemental request showing the costs that should have been included in the original 2012 submittal; the comparison of June 2011 budget vs. revised 2012 budget; and information on the Byrne grant.

#### Auditor

Karen Herr gave a brief summary of her office operations, which include recording, licensing, elections and financial services. She noted the only increase in her submitted 2012 budget request is for step increases for three non-union employees, which were included pursuant to the budget instructions.

The Auditor's office is requesting a \$9,827 supplemental request for extra help due to the presidential election in 2012.

Amber Cervantes gave a brief overview of how ballots are processed. The number of ballots returned in a presidential election is much higher and additional staff is needed in order to have timely election results. Even with the additional funding, their office will have \$6,000 less than 2008 staff costs, the last presidential election year.

Cmmr. Sheldon asked about the ballot drop boxes that are in the county. He is trying to find cost savings and when the county went to mail-in ballots, there wasn't the understanding there would be drop boxes.

Ms. Cervantes stated she can get the actual number of ballots that are turned in using the drop boxes; she noted the numbers continue to climb. It is mandated by law to have at least two drop boxes in our county and the boxes were purchased with grant money. Ms. Cervantes noted the drop boxes are not a large expense.

Cmmr. Sheldon questioned the need to have immediate election results.

Ms. Cervantes pointed out that any ballots that have been processed in the Auditor's office on election night, by law, have to be counted on election night.

Ms. Herr pointed out that equipment maintenance costs have increased.

The Commissioners approved the \$9,827 supplemental request for extra help.

The Commissioners wrapped up the budget workshop by expressing their concern about 2012 revenues.

#### Adjourn

The workshop adjourned at 3:15 p.m.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

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Lynda Ring Erickson  
Chair

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Tim Sheldon  
Commissioner

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Steven Bloomfield  
Commissioner