

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of July 8, 2013

According to staff notes, the following items were discussed.

Monday, July 8, 2013

- 9:00 A.M. 2014 Budget Process Discussion
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.
The 2014 budget guidelines were reviewed. The basic instructions are that all departments stay within their June 2013 budget amount. ER&R rates must be budgeted at 100% although departments have to absorb only 50% of that rate. Budget requests are due to the Auditor by August 12.
- 9:30 A.M. Central Operations – Shannon Goudy
Risk Management - Dawn Twiddy
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.
The following items were reviewed:
- BOE Membership Reviewed - Two vacant positions and three applications were received. One term is an expired term and the other is from a resignation. Commissioners agreed to put on the next Action Agenda to fill the two positions. Commissioners requested staff to contact Department of Revenue for training material to assist the new members with their roles and duties as a BOE member since they missed the required annual training.
 - Risk Management Policy Amendments - Amendments were discussed and the reasoning behind the revised language. Commissioners requested a checklist be developed to assist elected officials and department heads with routine contract procedures and approvals needed. They do not want the Risk Management policy added to the agenda until the checklist is complete.
- 9:45 A.M. Sheriff's Office – Sheriff Salisbury/Frank Pinter
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.
The following items were reviewed:
- Addendum to Interlocal Agreement with City of Shelton for Jail Services.
- 10:00 A.M. BREAK
- 10:15 A.M. Public Works - Brian Matthews & Melissa McFadden
Utilities & Waste Management - Brian Matthews & Tom Moore
Commissioners Neatherlin, Jeffreys were in attendance. Cmmr. Sheldon was absent.
The following items were reviewed:
- Road Closure on Clifton Lane (County Road No. 86750) for the Taste of Hood Canal, Saturday August 10, 2013. Closed from 6:00am to 10:00pm
 - Set hearing date for Tuesday, August 13, 2013 at 1:00pm to consider public comment on the petition for Road Vacation #387, vacating a portion of Hannegan Street.
 - Set hearing date for Tuesday, August 13, 2013 at 1:00pm to consider public comment on the petition for Road Vacation #388, vacating portions of Wheelwright Street.
 - Set hearing for Private Line Occupancy Permit for Richard and Jeanette McCallum for a sewer line at 311 NE Landon Drive in Belfair, Washington. Hearing date request for August 13, 2013 at 9:30 a.m.

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- 10:45 A.M. Department of Community Development – Barbara Adkins
Commissioners Neatherlin, Jeffreys were in attendance. Cmmr. Sheldon was absent.
The following items were reviewed:
- HCCC In Lieu Fee Program – An agreement between the Hood Canal Coordinating Council and Mason County on the July 9, 2013 Action Agenda for consideration. Commissioners had no specific questions or concerns.
 - Joint Land Use Study – Review of materials received from both Naval Kitsap and Kitsap County regarding the grant and the project. Commissioner Sheldon not present, however Commissioners Jeffreys and Neatherlin felt enough apprehension toward the proposal that it will not be placed on the Commissioners' agenda.
 - Recreational Marijuana – An Issue Paper provided to the Commissioners regarding pending rules for recreational marijuana. Will provide more specific details on each license and the County's application and enforcement roles and responsibilities. Begin drafting proposed zoning regulations.
- 11:00 A.M. Public Health & Human Services – Vicki Kirkpatrick
Commissioners Neatherlin, Jeffreys were in attendance. Cmmr. Sheldon was absent.
The following items were reviewed:
- Staff briefed on a proposed supplemental contract with St. David's Church for the Host Home Program. The supplemental funding from 2163 Homeless funds, as recommended by the Housing Coalition, is for three pilot programs: HOST GRuB pilot, Transitional Housing Pilot to cover students transitioning into independent housing or the Shelter's housing program, and the College Readiness and Vocational Training Pilot. Commissioners recommended bringing the proposed contract back to another briefing when the HOST Home Coordinator can attend and answer questions more in-depth.
 - Staff briefed the Commissioners on amendment #9 to the 2012 – 2014 Consolidated Contract with the Department of Health. The funds are budgeted and represent an increase to the Consolidated Contract of \$30,772. The Commissioners approved sending the contract forward to the July 16 agenda.
- 11:15 A.M. Probation Services – Sonya Miles
Commissioners Neatherlin, Jeffreys were in attendance. Cmmr. Sheldon was absent.
The following items were reviewed:
- Contract with Kerri Duke for the Functional Family Therapy program. This program has been provided since April 2006 and the funding comes from the Evidenced Based Expansion Grant.
- 11:30 A.M. Commissioner Discussion – as needed
Commissioners Neatherlin, Jeffreys were in attendance. Cmmr. Sheldon was absent.
- 2014 Revenue.
 - Phase II of Belfair Sewer/Pond
 - Letter to Port of Shelton regarding fairground lease.
- BREAK – NOON
- 1:30 P.M. Washington Association of Counties – Abby Murphy
Commissioners Neatherlin, Jeffreys were in attendance. Cmmr. Sheldon was absent.
- Fiscal Sustainability Initiative
Josh Weiss & Abby Murphy from WSAC are visiting all of the counties to develop a strategy to contain costs and increase revenue for counties. They have developed a preliminary fiscal sustainability initiative and are presenting it to get the counties support and/or add to it. They will be back in the fall to present any new changes to the initiative before it is presented to the state. They said costs are growing by 3.5% each year and revenue is growing by .5% each year.
- 2:30 P.M. Commissioner Discussion – as needed
There was no discussion.

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Tuesday, July 9, 2013

10:30 A.M.

Finance Committee

The meeting called to order at 12:11 p.m. In attendance: Randy Neatherlin, Lisa Frazier, Tim Sheldon, Terri Jeffreys, and Karen Herr

Lisa Frazier distributed year-to-date financial reports outlining checking and saving accounts, state pool interest rates, cash balances, interest collections and Treasury investments.

Sales tax revenue comparisons are down thru April of this year, but up slightly in May and June. Lisa also presented the County's portion of the City of Shelton Criminal Justice Sales Tax which began in June 2012 - total collected to date is \$35,126. Lisa also distributed a statement of assets held for the month of May 2013.

Old Business:

Belfair Wastewater - Alan Dashen, consultant, investment banker and financial advisor with Dashen & Associates, joined the discussion to present options for financing the Belfair Wastewater project. Discussion ensued regarding bond rates, length of bonds, and type of bonds. Commissioner Neatherlin requested Mr. Dashen present other options other than long-term bonds at our next meeting. No decision has been made.

Jail Upgrade Financing Update – Discussion ensued regarding the necessity of a control panel being installed at the jail – cost approximately \$330,000. Options were discussed regarding payment. Mr. Dashen has also been working with the Sheriff's office on bond options, per Frank Pinter, Finance Manager for the Sheriff's office. No final decision has been made.

Cash Handling Policy and Procedures – Lisa is working on a new cash handling policy and when complete will present to the Finance Committee for approval.

New Business:

Current Expense Ending Fund Balance Policy – Discussion ensued whether to amend our current Ending Fund Balance Policy (maintaining a Current Expense Ending Fund Balance in the range of 9% - 12% of the prior year's budget) or to adopt the GFOA's recommendation of reserving a balance of no less than two months of regular general fund operating expenditures. The Committee members chose not to amend our current policy at this time.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

Randy Neatherlin
Chair

Tim Sheldon
Commissioner

Terri Jeffreys
Commissioner