

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of October 14, 2013

According to staff notes, the following items were discussed.

Monday, October 14, 2013

9:00 A.M. Closed Session—RCW 42.30.140 (4) Labor Discussion Canceled
Treasurer – Lisa Frazier

Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.

The following items were reviewed:

- The Finance Committee has been working on the financing for jail improvements. Financing for these improvements will be bonded in two series: Series A not to exceed \$700,000 with a 5 year repayment and Series B not to exceed \$1,700,000 with a not to exceed a 20 year repayment. The LTGO Bonds are expected to be repaid using a combination of Swift and Certain revenues, Current Expense utility expenditure savings and REET 1 funds.
- Adopt bond resolution next week in order to close on bonds by November 26.
- Cmmr. Jeffreys asked for a resolution outlining how the bond will be paid.

9:30 A.M. Central Operations - Diane Zoren
Risk Management - Dawn Twiddy

Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.

The follow items were reviewed:

- Board of Equalization applicant interview is scheduled for Tuesday, October 15 at 11 a.m.
- 2013 budget amendments were reviewed. Hearing will be scheduled in November.
- 2014 budget workshop schedule was discussed.

9:45 A.M. Sheriff's Office – Sheriff Salisbury/Frank Pinter

Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.

The following items were reviewed:

- New lieutenant position was discussed. There is new revenue from a contract with Squaxin Island tribe for \$95,000 for 5-years from the 2% community contribution fund and there will be overtime budget savings.
- Use Officer In Charge (OIC) budget to fund corporal positions.
- These are not additional FTE's.

10:00 A.M. BREAK

10:15 A.M. Public Works - Brian Matthews, Melissa McFadden, Cyndi Ticknor, Nicole Burgess, Allan Eaton & Loretta Swanson

Utilities & Waste Management- Tom Moore

Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.

The following items were reviewed:

- Set hearing on November 19 for the 2014 Annual Road Construction Program and the 6-Year Transportation Improvement Program (2014-2018).
- Master Contract Usage Agreement with the Washington Department of Enterprise Services (DES) for purchases, goods or services under contracts entered into by DES.
- Interlocal Agreement between MACECOM and Mason County for Geographic Information System Services Data Conversion.
- Department of Enterprise Services (DES) contract with Washington Tractor Inc. to purchase boom and rotary for 7210 John Deere mower.
- Surplus vehicles, equipment, radios and miscellaneous items.
- Interlocal agreement for reimbursable work with Fire District 2 to provide maintenance services, emergency assistance and fabrication of signs and materials.
- Resolution establishing winter snow and ice objective for Mason County Public Works.

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- 10:45 A.M. Public Health & Human Services – Debbie Riley/Casey Bingham
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The follow items were reviewed:
- Debbie brought forth a letter from the Washington State Department of Ecology explaining that Mason County needs to adopt the revisions to WAC 173-350 and WAC 173-351 to continue work under our solid waste contract. Staff is working with Tim Whitehead on the wording. Debbie will also check to see if a public hearing is necessary since the WACs are referenced in our Mason County Code.
 - Debbie explained the three options open to local jurisdictions under the WAC 246-291 Group B Drinking Water system revisions. Staff preference is to accept the responsibility of “partial delegation” as it closely reflects the existing Group B program in Mason County. If we accept the “no delegation” model our citizens would have to deal directly with the State Department of Health and there is no allowance for waiver. If we accept the “full delegation” model we would be required to start up a program. This option would not be cost effective for the less than 5 new Group B systems we are reviewing per year. The Commissioners are supportive of accepting partial delegation. The paperwork will be completed and come back to them on an action agenda for their official approval.
 - The Commissioners asked if the \$414 we currently charge for the Group B review covers our costs. It does not since wages and medical were increased for staff and other costs have gone up. Debbie asked if the Commissioners would be willing to entertain a fee increase, that her comparison chart/recommendation is nearly complete. They said they would like to see it.
 - Casey attended the meeting to answer questions on the budget amendment that Commissioners had. He explained that this was used to reflect a onetime expenditure to cover the increased employee and insurance costs that were incurred after the 2013 budget was approved. The 2014 costs are covered by revenues in the 2014 budget that was submitted.

- 11:00 A.M. Auditor's Financial Services – Theresia Ehrich
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The follow items were reviewed:
- Reviewed September 5 year comparison, Revenue Report, Expenditure Report.
 - Current Expense (CE) Fund Balance \$720,125 less than last year at this time.
 - CE revenues on target with over \$25 mil anticipated by year end.
 - \$175,000 in unanticipated revenue for timber sale in Non-Departmental – additional balance still coming.
 - \$3 million leave fund liability total at year end for Current Expense Fund employees.
 - CE expenditures \$1 million more year to date than last year without ER&R charges included this year.
 - Year to date only one CE budget amendment of \$548,996 in ending fund balance transfer & \$19,827 in supplemental revenue/expenses.
 - Sales tax still trending down 1% a month - was over \$3 million year-to-date a few years ago, now \$2.4 million.
 - Provided 3-year actual CE revenue & expenditure cash flow. Anticipating \$25.5 in revenues and \$25.5 in expenditures by year end.
 - \$2 million interfund loan still due from Roads to ER&R Fund.

- 11:15 A.M. District Court – Patsy Robinson
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The follow items were reviewed:
- District Court is requesting a supplement to their 2013 budget.

Commissioner Sheldon left the briefings.

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- 11:30 A.M. Hood Canal Coordinating Council – Dave Herrera, Skokomish Tribe
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
- The discussion was about prioritizing Salmon Recovery.

BREAK – NOON

~~1:45 P.M. Commissioner Discussion~~

- 2:00 P.M. Human Resources - Bonnie Cap
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
The following items were reviewed:
- The process to follow for an employee group to move their medical coverage to PEBB.
 - Medical contributions for employees.

- ?2:15 P.M. Commissioner Discussion
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
The following items were reviewed:
- 2014 Budgets
 - Public Safety Financing
 - Levy Shift Proposal
 - Belfair Sewer Financing

Tuesday, October 15, 2013
Commission Chambers

- 11:00 A.M. Interview Board of Equalization Applicant
Commissioners Neatherlin, Jeffreys and Sheldon interviewed Gary Miner for the alternate position on the Board of Equalization.


- 2:00 P.M. Briefing - Belfair Sewer Financing
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following items were reviewed:
- The original proposal was for debt consolidation in the amount of \$9.2 million through the sale of municipal bonds with the first 10 years with interest only payments and the debt would not be paid down in the first 10 years. The pay down to zero would be extending some 35 years.
 - Cmmr. Neatherlin is proposing to seek out funding through commercial banking in the form of a line of credit (LOC) to fund current ecology loan payments for the Belfair Wastewater system income as needed manually. If the LOC is not needed to fund the shortfall, the money does not get spent. The LOC can be canceled at any time; close attention to interest rates required. Bond can be purchased however the issue is "at what interest rate." The Commissioner's proposal includes a Utility Local Improvement District (ULID) be formed.
 - .09 and REET funds have been identified to pay the annual payment in December.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS


Randy Neatherlin
Chair


Tim Sheldon
Commissioner


Terri Jeffreys
Commissioner