

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of October 13, 2014

Monday, October 13, 2014

9:00 A.M. ~~Closed Session – RCW 42.30.140 (4) Labor Discussion~~ - Canceled

- 9:30 A.M. Department of Community Development – Barbara Adkins
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.
- Follow up discussion on proposed amendments to Title 17, Recreational Marijuana. The public hearing is scheduled on October 21. Cmmr. Jeffreys would like to see special use permits required in RR5 zones. There was discussion of allowed use in RR5 zones and hoop houses. Nuisance lighting was discussed. Steve VanDenover, Planning Advisory Commission member, joined the discussion about whether to require a bond. Cmmr. Sheldon stated he supports allowing permitting in agriculture and industrial zones.
 - Discussion of whether to allow outdoor grows, which include hoop houses, in rural residential zones. The Commissioners polled audience members and the opinion was to not allow outdoor grows in rural residential zones.
 - Allan Borden presented information for a rezone request from David & Catherine Knoelke. The Board approved setting a public hearing in November.

10:30 A.M. BREAK

10:35 A.M. Executive Session – RCW 42.30.110 (1)(i) Litigation
Commissioners Jeffreys, Neatherlin and Sheldon met with Tim Whitehead in Executive Session from 10:35 a.m. to 10:50 a.m. for a litigation item. Dawn Twiddy, Bill Kenny, Sheriff Salisbury and staff were also in attendance.

10:50 A.M. Executive Session – RCW 42.30.110 (1)(i) Potential Litigation
Commissioners Jeffreys, Neatherlin and Sheldon met with Mike Dorcy and Tim Whitehead in Executive Session from 10:50 a.m. to 11:15 a.m. for a potential litigation item. Bill Kenny and Frank Pinter were also in attendance.

- 11:15 A.M. Public Works - Brian Matthews & Melissa McFadden
Utilities & Waste Management - Brian Matthews
- County Road Restrictions / Emergency Road Closing Orders resolution will be placed on the agenda.
 - Annual bridge limit resolution establishing lane limits for traffic control on certain Mason County bridges will be placed on the agenda.
 - Loretta Swanson provided an update on a Pirate Cove landslide meeting.
 - Unopened right of way street ends that are on the shoreline were discussed. There has been a request to sign them as access to the water.
 - Discussion of Wilson Recycling taking garbage.
 - Discussion of the Solid Waste Manager position.

- ~~10:00 A.M.~~ 11:40 a.m. Support Services - Bill Kenny
Commissioners Jeffreys and Neatherlin were in attendance. Commission Sheldon was absent.
- State Auditor's Office (SAO) Local Government Performance Center update. Frank has made contact with the SAO office about a performance audit for the Building Department. Their schedule is about two months out.
 - Emergency Management County Code revision to reflect current department structure will be brought forward in a couple of weeks.
 - Resolution was enclosed to repeal County Code Chapter regarding Convention Center & Fair. The Board approved placing this on an agenda.
 - Current Expense Ending Fund Balance report was reviewed.

Commissioner Discussion – there was no discussion.

BREAK – NOON

- 2:00 P.M. 2015 Budget Workshop
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.
WSU Extension - Lisa DeWall & Zena Edwards
- Lisa DeWal reviewed the WSU Extension 2015 budget. There was discussion about \$1,500 being budgeted for a computer that was in anticipation of possibly needing one. This will be removed. The Information Services rate is the same as 2014. Travel will be reduced by \$1,000. There are minimum contribution requirements from the county for certain positions.
 - Lisa then reviewed the Noxious Weed budget which has increased \$18,438 due to additional demands on staff to provide the services required by law.
 - There is a \$40,000 reduction in revenue - \$21,000 in 4-H YES program that they will no longer manage and a \$19,000 reduction in water resource program.
 - Discussion of reducing the water resource program and an increase in the Noxious Weed program.
- Facilities & Grounds - Anne Voice & Bud Olsen
- Industrial Insurance rates were discussed. Frank will work with Anne.
 - Janitorial contract is up for renewal first of the year.
 - Discussion of utility charges and there should be savings due to energy improvements. Juvenile Detention Center electrical is budgeted in the jail budget and the jail utilities should reflect the projected savings. Frank will work with John on projecting the utility savings. It was noted that these savings would be used to make the bond payment and the utility rates have increased.
- Parks & Trails- Anne Voice & Bud Olsen
- The \$575,000 increase is due to a RCO grant \$285,000; community donations \$165,000 and \$125,000 from REET 2 and will be moved to a capital facilities special fund.
- Indigent Defense - Susan Sergoian
- Revenues were reviewed. Legal financial obligation reimbursements for off-contract attorneys are now billed at a flat rate of \$600 rather than an actual reimbursement. This was a decision made by the Superior Court Judges.
 - Bottom line increase of about \$66,000 is predominately due to additional staff. Susan stated she believes her budget is underfunded.
 - Discussion of when a person qualifies for indigent defense and how to verify this. The courts determine who qualifies for indigent defense.
- Prosecuting Attorney - Michael Dorcy, Darci Ward
- The bottom line budget request is increased \$44,934 in expenses and \$10,805 in revenues.
 - Discussion of case management software.
 - Salary increases reflect COLA's, steps and longevity.
- Probation Services - Jim Madsen, Diana Renecker
- Discussion of staff that are reliant on grant funding and how they are assigned to meet current needs. Proposed budget includes a new volunteer coordinator position. The bottom line budget request is increased \$29,563 in expenses and \$25,818 in revenues.
 - Travel has had a slight increase due to a change in philosophy of placing staff in the field interacting with the clients and this has impacted the L&I rates.
 - Detention medical has also increased.

The Commissioners recessed for 5 minutes.

Mason County Commissioners' Briefing Meeting Minutes
October 13, 2014

Treasurer's Office - Lisa Frazier

- Revenues are projected to be \$753,642 higher. The expenses should be a \$30,211 increase to reflect an additional staff person Lisa is requesting. There was discussion of a variety of revenues and Frank and Lisa will revisit several projections.
- Lisa did not request travel money and has been absorbing the cost. She asked that her budget be restored.
- Postage budget has not been increased although the costs have increased.
- Lisa is using the Treasurer's O&M fund as much as possible.
- Treasurer, Auditor and Assessor have talked about joint staffing. There was discussion of a remodel of the upstairs that would open up the front area for safety and cash controls.
- If she receives an additional staff person, she could open her office during the lunch hour.

Coroner

- Bottom line budget has flat revenues at \$33,000 and increase in the expenses by \$10,161.
- The Deputy Coroner on-call budget has been increased.
- Request for an additional computer.
- Discussion of autopsy services.

Information Technology

- Cmmr. Jeffreys brought up the concept of taking the IT charges out of the individual budgets and budget separately in one budget.
Frank stated the IT charges can be removed from the Current Expense budgets but they would remain in the Special Funds.

Commissioner Discussion – there was no discussion.

Thursday, October 16, 2014

9:00 A.M.

State Auditor's Office Entrance Conference for 2013 Audit

Commissioners Jeffreys and Randy Neatherlin were in attendance. Commissioner Sheldon was absent. Also in attendance were State Auditors: April Taylor, Zac Wilson and Cheryl Friesen; Mason County Auditor's office: Karen Herr, Ed Baker; Public Works: Jennifer Beierle; Sheriff's office: Deputy Travis Adams; Community Development: Kathy Chaussee; Public: Tom Davis, Conley Watson

- State Auditor's Entrance Conference for 2013 Audit
Audits to include Financial Statements, Accountability, and Federal grant compliance.
Audit could be complete by end of year, if financial statements completed in time; otherwise it will be done sometime next year.

Adjourned: 9:15 a.m.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS

Terri Jeffreys
Chair

Tim Sheldon
Commissioner

Randy Neatherlin
Commissioner