

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of October 27, 2014

Monday, October 27, 2014

9:00 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion
Commissioners Jeffreys, Neatherlin and Sheldon met with Bill Kenny and Frank Pinter from 9:00 a.m. to 9:20 a.m. in Closed Session for a labor discussion.

9:20 A.M. Auditor's Office – Karen Herr/Ed Baker
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.

- To complete 2013 financial reports, contract with 3rd party accountant to review financial schedules. The Board agreed to place a contract on tomorrow's agenda.

9:30 A.M. Support Services - Bill Kenny
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- Status of Lake Nahwatzel LMD informational meeting. Bob Dick and Steve Boothe were also in attendance. Suggested date of Tuesday, December 2 @ 6 p.m. at Dayton Fire Hall. There was discussion of the proposal to determine the special benefit that would be assigned to each parcel. The estimated cost of this service is \$20,000 to \$30,000. The County would not be financially able to enter into this contract and Cmmr. Jeffreys asked the Friends of Lake Nahwatzel group what they may be able to do to determine the special benefit cost. Cmmr. Jeffreys suggested the information meeting be scheduled after the special benefit cost is determined.
- Veterans' Advisory Board is recommending Mason County renew the contract with North Mason Resources for office space. Currently pay \$600 per month and includes some office support.
- Set 2015 budget hearing for December 1 @ 9 a.m.
- Resolution for 2015 Health Insurance Contributions and COLA for Elected officials & Non-Represented Employees will be placed on the agenda.
- 2015 Budget Workshop schedule was reviewed. Workshops will be scheduled the afternoon of November 3 and 10.
- Request from Belfair Sewer Advisory Committee to create sewer & water utility citizen's committee. Discussion of reviewing the FC&S study about creating a county-wide utility. Public Works intends to review this in 2015.
- The 2015 & 2016 lodging tax contracts will be placed on the agenda for approval. North Mason Chamber of Commerce, \$40,000 each year, Shelton-Mason County Chamber of Commerce, \$50,000 each year and no award (\$0) to the Union Tourism Association as recommended by the Lodging Tax Advisory Committee.

10:00 A.M. Noxious Weed Board – Patricia Grover
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- Patricia Grover presented information on a Department of Agriculture grant for Giant Hogweed in the amount of \$4,400. Cmmr. Neatherlin stated he would like to expand the Noxious Weed program and Ms. Grover noted that would take additional funds and space. The Noxious Weed Board's role is to enforce the law to control noxious weeds and their focus has been education. There is a legal process for compliance that could be very expensive. Mason County's Noxious Weed Control program has a \$64,000 total budget with \$22,000 from Current Expense.

10:15 A.M. Department of Community Development – Michael MacSems
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- Addendum to the North Bay Historical Society Heritage contract to correct an error regarding the shed size that will be purchased with the grant. The shed should be 16' x 12'.

10:30 A.M. BREAK

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- 10:35 A.M. Public Works - Brian Matthews & Melissa McFadden
Utilities & Waste Management - Brian Matthews
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.
- Brian will participate in career night in Olympia and Shelton school districts.
 - HMA overlay project on Shelton Matlock Road.
 - Municipal Research Services Center (MRSC) to utilize MRSC Small Works, Consultant and Vendor Rosters.
 - Equipment Rental & Revolving reorganization and Log Yard Road will be rescheduled.
 - Brian has been working with legal staff to write a letter to Wilson Recycling regarding the permitting required for collection of garbage. The Board requested to review the letter before it goes out.
 - Discussion of utility consolidation will be discussed in their budget workshop.

The Board recessed for 15 minutes.

- 11:15 A.M. Facilities, Parks & Trails – John Keates
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.
- Discussion of selling property without access. Tim Whitehead and Richard Beckman were also in attendance. If it's sold with the no access issue disclosed and agreed upon in an arm's length transaction it should be okay. The Commissioners asked Richard Beckman to move forward with this transaction.
 - Custodial contract with Coastal Business Services for 2015 for the same cost as 2014. Cmmr. Jeffreys brought up issues at Memorial Hall. John will do a walk through with the contractor at Memorial Hall to review the problems.
 - PUD 3 easement at Truman Glick Park.
 - Have a memorandum of understanding with the Historic Society for storage of their storage container at MCRA.
 - Update of boiler failure at the jail and replacement cost is \$40,000 to \$50,000.
 - Discussion of cost to have an analysis of surplus county properties that have dumping issues. Cmmr. Neatherlin suggested the county call for bids to do clean up of the properties. John stated another option is to sell the property "as is". If there is any type of cloud on the title, the direction is to not surplus.
 - Skatepark lease. John has met with the school superintendent and the indication is if the lease is not renewed, with either the county or city, the school would ask that the equipment be removed. John suggested the options are a joint lease with the city or a lease for certain amount of time to allow time for the city to plan for a replacement park. Cmmr. Sheldon voiced liability concerns. Cmmr. Jeffreys asked if the concern is with the liability or the cost of running the park. Cmmr. Sheldon stated his big concern is the liability. John stated the cost to run the park has been \$5,000 to \$10,000 annually. Cmmr. Neatherlin suggested having the City take over the lease and the county contribute up to \$10,000 a year for maintenance.
 - Cmmr. Sheldon left the briefing at 11:52 a.m.
 - John will schedule a meeting to discuss the Skatepark lease with the City of Shelton.

- 11:45 A.M. Public Health & Human Services – Vicki Kirkpatrick
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.
- Change in the contract from the Environmental Protection Agency National Estuary Program for the livestock management task and is a pass through with the Mason County Conservation District.
 - Aquifer mapping was discussed. Vicki will contact Barbara about how to update the mapping so the least restrictive is the map to use. Loretta will also be contacted and a follow-up briefing will be scheduled.

Commissioner Discussion

- Cmmr. Neatherlin brought up Belfair Sewer and the financing plan is moving forward and he is hoping to bring forward a proposal before end of year.

12:13 p.m. break
BREAK – NOON

2:00 P.M. 2015 Budget Workshop
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

Auditor

- Karen Herr presented information on the Auditor's 2015 budget. Recording revenues are reduced. Some Office Technician positions have increased due to step increases and her office did not budget for the AFSCME contract increase in 2014.
- Ms. Herr noted that the elections budget does not include costs for a county-wide election in the spring.
- Request for an additional 1/2 time position in Financial Services due to the additional steps/detail required in the new financial system, MUNIS.
- Proposing eliminating the Chief Deputy position and create a Recording Manager that will be 100% paid from the Auditor's O&M Fund. This would save about \$71,000 in Current Expense. The proposal would not only manage the recording department but coordinate historical document preservation and archival records management for all county departments.
- Ms. Herr believes if they have the additional 1/2 position she could keep her office open during the lunch hour. She is asking that her three Senior Accounting Technician job classifications be reviewed and in the mean time, they receive a 10% out-of-class pay starting in January. Cmmr. Neatherlin asked that the Auditor schedule a briefing with Human Resources.

Solid Waste

- 2015 budget for revenues is \$2,817,750 and expenses is \$3,056,208.
- No anticipated position changes and there was a discussion of cost allocation for administration.
- Budgeting to update operating procedures and training.
- Intend to develop at least three options for the governance and management of the Solid Waste Division.
- Discussion of tipping fees.

Utilities

- 2015 budget revenues is \$3,459,705 and expenses is \$3,776,351.
- No anticipated position changes.
- 2015 objectives include completing a utility fund consolidation, develop consistent design and construction standards, develop a latecomer process and procedures implementation, actively pursue debt collection and stabilize the Belfair WRF System funding.

Roads

- Public Works assumed the 2015 diversion for traffic diversion at \$1.2 million, the same as 2014.
- Public Works will charge rent to other departments that use facility space. Cmmr. Jeffreys asked if DEM money was used in the construction of the facility. Staff did not think so, but will research.
- Discussion of equipment purchase from the Road Fund.
- In order to keep the road system status quo, to not deteriorate, they would need an additional \$3M for chip seal and overlay. They are focusing funds on collector and arterial roads.
- Discussion of fuel costs.
- The 2015 budget includes a Transportation Engineer and Contract Administrator that are not approved positions.
- Geographic Information Systems includes an additional staff person.
- Public Works Bond Reserve; RID #1 Reserve for the Harstine Island Bridge and RID #2 reserve for Riverhill Drive were reviewed.
- Paths & Trails Reserve Fund was reviewed. Staff is proposing to create a plan to use the funds in 2015. John Keates suggested the North Bay Trail and Camp Govey.

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- Skokomish Flood Control Zone District is anticipating no new revenues except for some grants.
- Stormwater Fund work will include the Belfair stormwater plan.

Cmmr. Sheldon did not attend from approximately 3:55 p.m. to 4:45 p.m.

Equipment Rental & Revolving

- The increase in charges for goods and services includes a correction to show that road materials are budgeted and then brought from ER&R by Roads when they are used for road work.
- There are short term and long term vehicle rentals.
- Have drafted an ER&R Fund operating guideline that will be brought forward.
- Discussion of privatizing some of the Sheriff's fleet. Some of the returned vehicles will be redistributed to other county offices.

4:15 P.M.

Facilities, Parks & Trails – John Keates

- John Keates updated the Commissioners on the jail boiler. It will take about four weeks to replace and will need to identify an additional \$20,000 to \$30,000. The boiler was installed three or four years ago and it is no longer under warranty. Cmmr. Neatherlin requested John to contact the boiler manufacturer to see if we can get a cost break. John would like to order an upgraded boiler.

Commissioner Discussion – there was no discussion.

Tuesday, October 28, 2014

2:00 P.M.

Information Technology Funding for 2014/2015 - Bill Kenny/Frank Pinter

Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- Commencing in 2014, Information Technology (IT) became a separate division of Support Services, rather than a component of the Equipment and Revolving Fund. The 2015 IT budget (Fund #500) is status quo and the recommendation is to fund from Current Expense for Current Expense Departments.

Cmmr. Neatherlin asked the benefit of changing how IT is accounted for. He believes the IT rates should remain in the individual departments.

Cmmr. Jeffreys sees this as cleaner approach and have a capital account to fund equipment.

Commission has a choice to fund all departments from the IT fund or pay for Current Expense Departments from the IT fund and charge the Special Funds.

Bill stated the Sheriff's office has not paid IT rates for 2014 (\$117,000) and he voiced concern with receiving a State Auditor Finding.

Undersheriff Barrett stated they have been trying to resolve in order to pay their fair share. They have used Sheriff staff to maintain their IT needs and IT staff augments the Sheriff staff and the Sheriff has paid for their equipment. There have been a lot of conversations with nothing resolved. They have not historically paid the same rates as other departments because they have employed their own IT staff and have done an exchange of service.

Frank discussed the IT rate structure which is based on 2012 inventory and the key is to use the same rate structure for all departments. For the Sheriff's office, the patrol car computers were not included in the rate.

The IT rates would be eliminated in the Current Expense budgets and funded in the IT fund.

Deputy Heilman talked about how the Sheriff's office computer needs are different from other departments because they provide some of their own internal IT services.

Theresia Ehrich said MCSO pays \$1500 a month.

Bill noted there are other departments, besides the Sheriff, that pay for some of their IT needs (equipment and software) that are above the base needs.

Recommendation is to keep the 2015 budget status quo, budget for Current Expense departments in the IT Fund, charge the Special Funds the established 2015 rates and review the 2016 rates next year.

Cmmr. Jeffreys will email elected officials and department heads soliciting input.

Video Conferencing

Bill Kenny explained the proposal for video arraignment and other judicial action for incarcerated defendants. The proposal would allow the courts to conduct proceedings in the courtroom and the defendant in another location. This reduces the number of transports by the Corrections Officers, allows for time efficiency and safety and security.

Sheriff Salisbury pointed out this doesn't mean less staff.

Technology and installation costs are approximately \$159,708. Jail renovation estimates are not finalized but should be in the \$20,000 to \$40,000 range.

Funding recommendations are \$50,282 from Fund #135, Court Improvement Fund; \$117,000 Current Expense and Swift and Certain revenues.

Swift and Certain revenues were discussed because they are down this year due to construction projects and not having the beds available.

Discussion of possible challenges to video arraignments. The courts did adopt local rules for video conferencing.

The Commissioners expressed support of pursuing the video arraignment.

2015 Budget Workshop - Support Services

Frank Pinter and Bill Kenny provided an overview of Support Services that includes Human Resources, Risk Management, Civil Services, Central Operations, Board of Equalization, Emergency Management, and Information Technology. The staff in these departments support the Commissioners, the Non-Departmental budget and Special Funds under the Commissioners management.

Third party administrator for L&I was discussed. A request for proposals has been issued and staff will be bringing forward a recommendation for the Board's consideration.

Central Operations budget was discussed. The Secretary/Receptionist salary was budgeted .35 in the IT Fund and also left in the Central Operations budget so it increased the Central Operations budget by \$20,231. Staff asked this money be redirected to the Board of Equalization budget because the number of petitions has increased.

Discussion of whether to budget for transportation for a disabled BOE member. The Board agreed to budget the approximate \$3,000 for this service.

Emergency Management (DEM) was discussed. The rental rate from Public Works is \$105,000 and is not included in the 2015 Emergency Management budget. Frank Pinter has had a discussion with the State Auditor on developing a contract for services between DEM and Public Works.

Brian Matthews pointed out that some of the stored materials, such as sand bags, were grant funded and are distributed to fire districts and not typically used by the road department. He

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pointed out there has been a long time discussion of roads funding DEM. DEM is a common cost for the county and Public Works will pay their fair share.

Commissioners' budget was reviewed. Realigned District 3 salary so the Commissioners salaries are all the same in 2015.

Non-Departmental budget. Timber sales revenue will go away along with the Deputy Arbitration reserves. Shelton UGA Expansion was discussed, it may not need to be budgeted. The parks equipment will not be budgeted as it was purchased this year.

REET 2 did not budget for Belfair sewer.

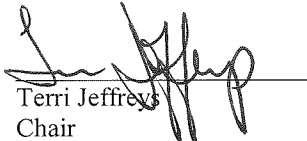
Lodging Tax indirect charge was discussed; Veterans' Assistance Fund is basically flat, roof may be redirected. National Forestry money is now managed by Ross McDowell.

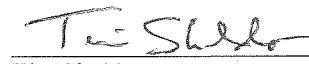
The workshop adjourned at 5:20 p.m.


Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS


Terri Jeffreys
Chair


Tim Sheldon
Commissioner


Randy Neatherlin
Commissioner