

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of December 8, 2014

According to staff notes, the following items were discussed.

Monday, December 8, 2014

- 8:30 A.M. Superior Court - Judges Sheldon & Finlay
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.
- Courtroom B bench is installed and the courts are happy with it. The cost was under \$3,000.
 - Office space for the third judge was discussed. Judge Sheldon requested a door be removed and the office sound proofed. Kelly Frazier, Facilities, was in attendance and there was discussion about how to do it and meet building code.
 - Request to box in plumbing that comes into District Court ceiling.
 - The Commissioners suggested developing a punch list of projects with cost and identify funding that is agreed to between John Keates and the courts. If Facilities is unresponsive, then it can be brought to the Commissioners. Judge Sheldon stated they put in maintenance tickets and talk to John and nothing is done and that is why they bring these items to the Commissioners. Judge Sheldon stated there is no pride in the Courthouse.
 - An air quality test was conducted in Superior Court and they should know the results soon. Judge Sheldon made a request that the Probation offices be tested. Kelly stated it costs \$700 per test and he will let John Keates know of the request.
 - Patsy brought up the issue that the filing system from Kitsap County is too heavy for the structure. Patsy noted there are filing cabinets on the 3rd floor and she doesn't know if there is a weight concern. Her plan is to go paperless since storage will continue to be an issue.

- 9:00 A.M. 2015 Budget Workshop
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon participated via telephone.
- Frank read aloud a letter from Treasurer Lisa Frazier in reference to the ending fund balance (EFB). Treasurer Frazier's recommendation is to budget the ending fund balance at \$4.7M and that the Board pursue additional revenue sources. In the budget that was presented at the December 1 budget hearing, the ending fund balance was presented at \$2.9M. Frank recommended to add \$200K additional taxes received from DNR to the EFB. Sales tax have continued to increase, we received an additional \$400K last month and he recommended the Board add an additional \$200K to EFB; might see additional unexpended budget, Frank recommended to add \$285,701 additional unexpended budget, this brings the projected EFB to be \$7,118,000 after 13th month expenditures.
 - Cmmr. Neatherlin asked if the additional revenues were in the anticipated 2014 revenues. Frank stated sales tax will probably continue to increase; DNR probably not - anticipates it will be flat. Budgeted increase in 2015 is \$250,000 in sales tax.
 - Frank brought up the Citizen's Task Force recommendation of \$1M levy shift for non-personnel items and the only item that is budgeted is the software for PA; other items included in the recommendation were radios for MCSO and video conferencing.
 - Cmmr. Sheldon pointed out that if \$685K is added as recommended by Frank, it is still short of Treasurer recommendation for EFB by \$1.2M. Cmmr. Sheldon voiced concern if additional staff is hired we could have higher unemployment liability if we have a budget shortfall.
 - Cmmr. Jeffreys stated that 12% of the budget leaves the EFB at \$4.2M (per the resolution); Frank stated the resolution states the EFB resolution is based on budget but the SAO and Treasurer has recommended it be calculated on the actual expenditures and not reserve money against cash, which is part of the budget. 12% against expenditures is \$3.7M.
 - Discussion of what number to target for EFB. Cmmr. Sheldon voiced support of the \$4.7M as recommended by Treasurer Frazier. Cmmr. Neatherlin doesn't have an exact number but supports moving forward toward that number. He suggested an additional \$300K in traffic diversion and

\$200K from Current Expense/Facilities into REET 1 and REET 2 for facility and parks capital improvements. Cmmr. Sheldon wants to make sure the budget is sustainable.

- Cmmr. Neatherlin suggested additional Swift & Certain revenue of \$200K, would need to check with Sheriff's office, and that brings the EFB to \$4.3M which he is more comfortable with.
- Cmmr. Jeffreys would like input from elected officials and department heads on 2014 unexpended budget amounts.
- Frank believes we can implement purchase orders by the end of 2015.
- Discussion of unexpended budget. General consensus was that departments tend to stock up at the end of the year but still come in under budget and based on the last five years, over \$1M is not spent.
- Cmmr. Sheldon noted that seven labor contracts have to be renegotiated in 2015 and we need sufficient cash to implement those contracts.
- Cmmr. Sheldon disagreed with the \$300K additional traffic diversion and does not support an increase to levies.
- Frank stated that according to the Assessor's office the maximum Current Expense levy increase is .36% (not 1%) which brings the total increase amount to \$34K.
- Discussion of additional Swift & Certain revenues. Sheriff Salisbury stated they can look at it, but it is dependent on corrections staff level, requests from Judges for incarceration and DOC.
- There will be an additional 42 inmate beds from the jail remodel that is anticipated to be completed soon.
- Cmmr. Sheldon left the meeting at 10:00 a.m.
- Discussion of why the Swift & Certain revenues were reduced. Assumption was based on this year's revenues, staffing and there will be a 3rd Superior Court judge.
- Judge Sheldon stated the 3rd judge will not add inmates, that position will change the workload. Swift & Certain inmates are DOC inmates and District Court has a problem with getting their inmates incarcerated.
- Prosecutor Dorcy pointed out that Swift & Certain inmates are locally supervised offenders, generally on felony convictions.
- Discussion of the additional \$300,000 for Traffic Diversion. Brian Matthews expressed concern with cash flow.
- Review of how to get to \$4.4M EFB.
- Frank reviewed the 2016 cost with anticipating the additional FTE's in Current Expense departments which is about \$2,320,000 plus \$50K for deputy vehicle and this cost will continue beyond 2016. This does not include any additional incremental increases. Cmmr. Jeffreys stated we should also assume an additional \$1M in labor costs.
- Cmmr. Neatherlin stated the Board should focus on what's before them today.
- Cmmr. Jeffreys suggested they go slow on hiring additional deputies and it might be better to discuss in the context of identifying additional revenues.
- Cmmr. Jeffreys does not agree with hiring additional deputies at the end of 2016 without identifying the revenues.
- Cmmr. Neatherlin stated the hiring of the additional deputies is a priority of his.
- Cmmr. Jeffreys suggested not hiring two additional deputies; Cmmr. Neatherlin disagreed. Sheriff vehicles were briefly discussed.
- Cmmr. Jeffreys agreed to move \$200K from Current Expense/Facilities to REET 1 and REET 2.
- Cmmr. Neatherlin stated he may agree to funding the IT in one fund and not hire one deputy. He supports moving towards a three to five year plan for Sheriff's office staffing.
- Cmmr. Jeffreys brought up the outsourcing of inmates cost. With the jail remodel being complete by February, Cmmr. Neatherlin asked if the \$25K could be reduced. Theresa stated if the expansion is on schedule, that could be done.
- Additional \$26K for Public Defense to move a contract position to a staff position.
- Commissioners Jeffreys and Neatherlin stated that in early 2015 they intend to go to the voters for additional revenue and if the voters say no, there is potential for staff lay-offs.
- The alternative is to not hire any additional FTE's and allow no increases until additional revenues are identified.

- Recess - 10 minutes
- Request from the Sheriff's Office to include the weapons screening budget in the Sheriff's bottom line budget. Sheriff Salisbury stated he wants the weapons screening budget in his budget if he is going to be in charge of it.
- Judge Sheldon stated they have always considered this a stand alone budget under the Sheriff. She wants to make sure that if an outside contractor needs to be hired for weapons screening, the budget is available for that.
- Frank stated the proposed revised budget from the Sheriff is an additional \$1.6M plus the \$187,676 for Weapons Screening.
- The Commissioners stated the Sheriff's 2015 budget should be \$12,904,000 including weapons screening. The status quo budget is \$11,172,000 + \$138,000 for weapons screening, and add \$1.6M. These numbers are based on last week's numbers and do not include today's discussion.
- Cmmr. Neatherlin sees a positive for keeping the weapons screening separate and it guarantees the weapons screening money being available.
- Cmmr. Jeffreys asked that if the weapons screening budget is combined to the Sheriff's budget, a resolution be drafted to memorialize this transaction that weapons screening money is available for weapons screening.
- Discussion that the revised budget submitted by the Sheriff with the \$1.6M budget increase does not include additional care & custody funding, in anticipation of the additional 42 beds. The original preliminary 2015 care & custody budget did increase by \$360,000 but not the additional \$557,000 the Commissioners had agreed is part of the \$1.6M budget increase.
- Theresia stated they have had operational and labor increases and she will resubmit their budget.

11:00 A.M. Support Services - Bill Kenny - rescheduled to 3:30 p.m.

11:30 A.M. Executive Session – RCW 42.30.110 (1)(i) Litigation
Commissioners Jeffreys and Neatherlin met in Executive Session with Tim Whitehead and Michael Dorcy, and staff from Public Works, Public Health and Community Development from 11:35 a.m. to 12:20 p.m. for a litigation matter. Cmmr. Sheldon was absent.

BREAK – NOON

2:00 P.M. Public Works - Brian Matthews & Melissa McFadden
Utilities & Waste Management - Brian Matthews
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.

- Reviewed a redraft of a letter to Wilson Recycling. Cmmr. Neatherlin stated he is not certain the activity is in conflict with the Comprehensive Solid Waste Management Plan. There was discussion of what is required of the County. Brian Matthews brought up the potential for county liability of the garbage leaving the county. Barbara Adkins stated the condition that talks about a rezone needs to be changed because there is no zoning that allows for this type of use in the UGA. She stated a special use permit would be required. Staff was directed to let Mr. Wilson know that the Solid Waste Plan will be updated. Discussion of potential lost revenues to the County and RDC.
- Board approved placing the following on an agenda for final approval: Vendor Roster for sand and aggregate for 2015; Vendor Roster for tire repair & towing services; call for bids for Hot Mix Asphalt, Cold Mix and/or CSS1 Tack Coat and Culvert Lining. Cmmr. Neatherlin asked they include recycled materials; CRP's for sign placement, culvert installations and guardrail placement as needed; interlocal agreement with Kitsap County for household hazardous waste collection and disposal.
- Adopt a Road program proposal to pull signs for groups that are no longer active and issue a news release advertising the program.
- Performance Rally Sprint update. To address road damage potential, the Road Department is suggesting a new route and the organizers do have insurance. Cmmr. Jeffreys requested that Public Works make direct contact with the Sheriff's office and her approval is contingent upon approval from the Sheriff's office.

- Two consultant contract time extensions that have no financial impact were approved.
- Loretta stated they have only two TIPCAP applicants and would like to reissue a news release.

2:45 P.M. Department of Community Development – Barbara Adkins
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.

- Planning Advisory Commission applicants. District 2 needs representation and there are no applicants from that District. After discussion, it was pointed out the law states to appoint from the same district as the previous member (District 1) and the Board would like to appoint Kevin Shutty. Barbara will contact Mr. Shutty.
- Professional services with SWCA Environmental Consulting for the Historic Survey & Inventory of the Matlock area and the mainline railroad grade from the Shelton city limits to the Grays Harbor county line. Ok to place on the agenda.

3:00 P.M. Public Health & Human Services – Vicki Kirkpatrick
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.

- Consolidated Contract for 2015-2017 was approved for the agenda.
- Debbie Riley brought up the closure of the Simpson Dayton landfill and staff will be attending a DOE meeting tomorrow.

3:15 P.M. Facilities, Parks & Trails – John Keates
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.

- Reappointment of Linda Woytowich to the Parks & Trails Advisory Board.
- Discussion that the practice has been to issue a news release when there is a vacancy on an advisory board. The incumbent is always welcome to apply for reappointment but the Board does like to give the opportunity to everyone.
- Backflow prevention project at the Mason County Jail. Low bid is \$22,328 from Nathan Stout. Discussion of where to fund the project. Possibility of REET 1. The Board agreed to start the permitting process.
- Skatepark memorandum of understanding. Ok to place on agenda.
- Legislative Agenda for the WA Recreation and Park Association was discussed.
- Low bid for Building 8 painting is \$12,621 from Montgomery Painting. Cmmr. Jeffreys noted that Probation has brought up the concern of potential for mold. John will have a mold test conducted in Building 8.
- Discussion of relocation of Probation to Building 3 and moving DCD to Building 8. John has had an engineer review the weight limits in the "dentist" area of Building 8.
- Presubmission meeting with the City of Shelton on the "Mel Chev" building. It appears it could be used for Sheriff evidence. The Commissioners asked John to explore the cost to make the building work for Search & Rescue and Sheriff's evidence. Cmmr. Neatherlin intended to also have space for Facilities & Maintenance.
- John is also pursuing an estimate for an evidence facility by Public Works and request capital facility money from the legislature.
- Cmmr. Jeffreys stated she suggested that the Courts work with Facilities on creating a punch list for projects in the Courthouse with timelines. John pointed out that some of the requests are intended to be completed in future projects and he cautioned on doing piece-meal work.

The Board took a 5 minute recess.

4:15 P.M. Support Services - Bill Kenny
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.

- Live Streaming contract with MasonWebTV was reviewed. Diane will send an amended contract to Dedrick.
- Concurrence with Pacific County's reappointment of Robert Hall to the Timberland Regional Library Board of Trustees will be placed on an agenda.
- Crime Insurance Renewal options were reviewed. Dawn Twiddy is recommending the option with wire transfer coverage.

- 2015 Property Levy Resolutions were reviewed. Banked capacity language will be included.
- Resolution naming Support Services Director as administrator of the Information Technology Fund (#500) will be placed on the agenda.
- Interfund revolving loan from ER&R to Information Technology Fund was reviewed.

Commissioner Discussion

- Courthouse security options were discussed. Legal staff has advised that a resolution can't be written to memorialize that the service wouldn't decrease.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS


Terri Jeffreys
Chair


Tim Sheldon
Commissioner


Randy Neatherlin
Commissioner