

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of April 13, 2015

Monday, April 13, 2015

9:00 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion
Commissioners Neatherlin and Jeffreys met with Bill Kenny and Frank Pinter from 9:00 a.m. to 9:30 a.m. with Bill Kenny and Frank Pinter for labor discussion. Cmmr. Sheldon was absent.

9:30 A.M. Finance Committee – Treasurer Lisa Frazier, Auditor Karen Herr
Belfair Sewer Finance Proposal
Finance Committee Members Treasurer Lisa Frazier, Auditor Karen Herr, Commissioner Randy Neatherlin were in attendance. Commissioner Jeffreys was also in attendance and Cmmr. Sheldon attended via telephone.
Lisa Frazier, Chair of the Finance Committee, stated the purpose of this meeting was to discuss the latest Belfair Sewer Financial Plan and the recommendations for internally funded bonds.

The proposed plan is to acquire county match funding for DOE loans to construct Phases 2, 3, and 4 of the Belfair sewer trunk lines and to fund the payment of the BOSS settlement.

The terms: Principle – available upon request, up to a maximum of \$3,000,000; Drawdown with 90 days notice; Drawdown increments of \$250,000 as necessary to meet the objectives of “the plan”; Interest – “interest only” payments, twice annually in June & Dec – based at 1.5% & re-priced to State Treasury Bond rate every five years; Term – 25 years with no prepayment penalties.

Before the meeting commenced, Sheldon commented that he did not approve of the recommendations being presented. Neatherlin commented that only the Finance Committee members were able to vote on the recommendation and that the recommendation was simply to agree to send a draft of “the plan” to the State Auditors for review, prior to it being vetted by the public and any decision that would be made by the Commission.

Frazier stated that although our debt policy does not specifically address internally funded bonds, after talking to bond counsel, it will not be necessary to revise our debt policy as written.

Sheldon is concerned that our prior preliminary engineering estimates were done in 2007 and 2010 – but not recently. Again, Neatherlin assured Sheldon this was not a final plan, rather just another important step forward in the process.

Discussion ensued regarding the BOSS settlement – all agreed it should be two separate bonds. One bond to fund phase 2, 3, & 4 and the other for the BOSS settlement.

Sheldon commented that the legislature still might come through for some rate relief for the Belfair sewer. Jeffreys asked if there were any parameters around these funds – apparently not.

Frazier said internal bonding was doable, but she would not be comfortable with more than a \$3M bond.

Neatherlin asked if the members of the Finance Committee approved of sending two variations of this draft plan to the State Auditors for their review. Herr, Frazier, & Neatherlin all approved.

10:00 A.M. Sheriff's Office – Sheriff Salisbury
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.

- Undersheriff Barrett reviewed the outsourcing of jail inmates for long term holds and female inmates. They have contracts with Nisqually and Forks. Ten are incarcerated in Forks; 13

incarcerated in Nisqually; one in Pacific County. 24 total inmates outsourced at about \$1,500 a day for that group. The jail population is at 87 today. If they continue to outsource 23 to 25 inmates, it would be about a \$360K commitment, excluding medical. They are hopeful that once the jail construction is complete and vacant staff positions filled they won't need to outsource as many. There will be 38 more beds in the jail remodel, which means no outsourced inmates but beds will be full.

- Screening process in place to place the inmates on any available medical coverage. If the situation warrants, can delay arrest to not have to pay any current medical issues.
- Sheriff Salisbury stated the Public Works agreement for SOG and cost is \$34K annual. They are currently putting together a task force with the US Marshal & DOC and they need a space to meet. They propose using the Rectory building.

Cmmr. Jeffreys stated if using the Rectory building is ok with Facilities, she is ok with the Sheriff using the building. She noted that the briefing document talks about using special funds to help pay for the operations.

Undersheriff Barrett stated that is in reference to forfeitures, seizures money that could be used for operations money. The amount varies and averages 30K to \$50K.

Cmmr. Jeffreys asked if the building needs any retrofit.

Undersheriff Barrett responded that hopefully Wi-Fi will work from their building. The SOG unit is not in the office that much. There is potential for reimbursement from the US Marshal for fugitive apprehension.

- Commissioner Jeffreys brought up proposed legislation for early release for those incarcerated for burglary and asked local impact.

Sheriff Salisbury responded that the majority of sheriffs and prosecuting attorneys are opposed to this legislation. This is an early release out of the state system to the community with supervision. He asked the state how much more funding would be available for additional DOC officers for supervision. The opinion of most law enforcement is the funding is being shifted from the state to county and additional funding has not been identified.

- Chief Haugen provided current status of Correction Officer testing.
- Sheriff Salisbury asked how much the Commission is willing to spend on how many to hold in the jail. He asked how many inmates should be held.

Cmmr. Jeffreys responded that is up to judges and prosecuting attorney, the Commissioners do not determine sentencing. She noted the Sheriff made the jail limit very clear by setting emergency limits. She also pointed out the Criminal Justice Working Team's intent by RCW is jail management. She brought up the jail population management committee in Thurston County. Sheriff Salisbury pointed that Thurston County has a pre-trial service that we don't have.

- Sgt. Ott pointed out that the hiring process takes a long time, 4 to 5 months after being hired before trained. They jail is in a critical situation right now. He shared the challenges in a typical day the corrections officers face.

10:30 A.M. 10:48 a.m. BREAK

10:55 A.M. Public Works - Brian Matthews & Melissa McFadden
Utilities & Waste Management - Brian Matthews/Erika Schwender
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.

The following items were approved to be placed on the agenda:

- Revised annual bridge limit resolution establishing lane limits for traffic control on certain Mason County bridges.
- County Road Project 2001, Homer Adams Road culvert replacement project and authorize the Chair to sign all pertinent documents and Public Works to advertise, set bid opening date/time, award contract. Contract award will be announced during a regular meeting of the Board.
- Reimbursable Agreement for Mason County Public Works Department to provide maintenance, engineering and traffic count service, emergency assistance and fabrication of signs and materials requested by the Washington State Department of Natural Resources.

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- Request the Board execute Amendment No. 2 to sign revised loan agreement for the Belfair Water Reclamation Facility – Get Connected (Phase 1) project (Loan No. L1200025/L12S0025) decreasing loan amount for items that were not eligible for reimbursement.
- Revised letter regarding Skokomish GI Study was reviewed. Rich Geiger, provided status of Floodplains by Design program, \$43M approved in the House budget.
- Grapeview Loop complaint from resident. Melissa reported the project has been closed for some time, if he feels wronged he needs to file a claim.
- Cmmr. Neatherlin asked if residents on Grapeview Loop can hook up to North Bay sewer. Staff will research.

Commissioner Discussion

Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.

- Cmmr. Neatherlin reported the Democrat Committee has asked for a presentation on the Belfair Sewer. He would like to put a draft plan on the agenda to be submitted to the SAO. There would be two options - as is and one that integrates the \$1.5 from the Capital budget.
- Cmmr. Neatherlin brought up creating a citizen's appeal committee for building permits. Cmmr. Jeffreys supports in theory but doesn't see how it would work and wants to make sure it would expedite the process.

Rescheduled from afternoon Facilities, Parks & Trails – John Keates

Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.

- Had a recent PUD 3 energy audit for the MCRA exterior lights. \$7500 cost, labor in house, rebate \$3K from PUD 3 and will see energy savings. Ok to proceed.
- Vance Creek Bridge update. Had discussion with Green Diamond and they will work on drafting an agreement. Bungee jumping company is interested in partnering with county; potential for county providing material to redeck and fence bridge and they would provide labor. John stated he could look for grant funds for the materials.
- Ballistic window coating for first floor windows in Courthouse. Discussion of whether to coat all windows or judges only. Coat only District Courtroom and judges chambers.
- Rectory building. There is interest from MCSO using the building. John supports that and was told to make that happen.

11:30 A.M. Superior Court – Judges Sheldon, Finlay and Goodell

Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.

- Court Commissioner compensation, request to increase to \$60 per hour. The Courts have a contract with Court Cmmr. Sauerlender that is not included. The Board approved placing the resolution on next week's agenda.
- Judge Sheldon stated they want to make sure the Commissioners are pursuing additional court space. Cmmr. Neatherlin stated that yes the Board understands the desire of courtroom space in the Courthouse basement but funding has to be identified. Cmmr. Jeffreys stated there will be a discussion in the 2016 budget process but will need to be addressed in the capital needs discussion. Judge Sheldon stated that Building 3 basement is another option. She pointed out that courtroom space also needs furnishings, computers, etc. Judge Sheldon brought up the idea of a modular courtroom to allow for jury services. Courtroom basement is good for a hearing room or a small jury trial but not a 12 person jury trial. Conclusion was that all options have to be reviewed before moving forward. Cmmr. Jeffreys stated she wants to land on a plan, determine the costs and quit changing the plan.

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Facilities, Parks & Trails briefing continued – John Keates

Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.

- RCO match to purchase approximately 60 acres next to existing Coulter Creek Park. Ok to proceed.
- Contract with SmartMeme Studios for the work on Phase I for Adopt a Park Kickstarter campaign. John has reviewed with Tim Whitehead, Treasurer & SAO. Cmmr. Jeffreys asked if \$10K is not raised, then campaign is not successful. Discussion how services are paid for if campaign is not successful. John will amend the language in the agreement. It needs to be clear that the county is not liable for the services from county funds - it is all dependent on a successful Kickstarter program.
- Riverhaven lot - have offer of \$600. Cmmr. Neatherlin doesn't think we should sell property outside of the real estate contract and we should follow existing process. Cmmr. Jeffreys asked staff to check with legal on this issue.
- Three new listing agreements for property at Union, Harstine and Star Lake.
- John announced that effective early May he is leaving Mason County. In the interim, the Parks & Facilities Department will be managed by Support Services.
- Steve Bloomfield provided status of leased tidelands.

BREAK – NOON

2:00 P.M.

Discussion of Collocation of Buildings 3 and 8

Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.

- Bill Kenny explained that Commissioners gave the direction to relocate Community Development to Building 8 for a Permit Center. On a square footage basis, the move will work with some cost due to needed modifications.
- Reviewed upper floor of Building 8 where the Permit Center would be located. DCD file cabinets would have to be located along the outside walls with the theory this area could handle the weight load and they are getting an engineer review. The anticipated office space is the same as DCD currently has. Would place the existing cubicles in the open space. There would be cosmetic changes, paint and carpet, in addition to remodeling the "dentist" area to the Permit Center. \$50K to \$100K anticipated total cost.
- May need to dedicate a meeting space for pre-submission meeting.
- In addition to the file cabinets, there are about 100 boxes in Building 3 basement that need to be archived.
- Building 3 basement. Very close to finalizing a lease with the Mel Chev Building which will house MCSO evidence, facilities and Search & Rescue (SAR). SAR currently occupies space in Building 3. The Coroner's space in Building 3 remains untouched.
- Building 3 restrooms will need to be remodeled.
- Building 3 upstairs area was reviewed.
- At this time, the current space that Public Health uses will remain the same.
- REET 1 monies would be used.
- On an interim basis, modular office space may be needed.
- Commissioners Neatherlin & Jeffreys gave approval to move forward. Operational efficiencies will then be reviewed.

~~3:30 P.M.~~ 3:00 P.M.

Support Services - Bill Kenny

- Board of Equalization appointment, only applicant is from existing member, Gary Miner. Ok to reappoint.
- Announcement of WSU Director will be on agenda.

Commissioner Discussion – there was no discussion.

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Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS



Randy Neatherlin
Chair



Tim Sheldon
Commissioner



Terri Jeffreys
Commissioner