

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of June 15, 2015

- 9:00 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion
Commissioners Neatherlin, Jeffreys and Sheldon met in Closed Session from 9:00 a.m. to 9:30 a.m. with Bill Kenny and Frank Pinter for a labor discussion.
- 9:30 A.M. Sheriff's Office – Sheriff Salisbury
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.
- Sheriff Salisbury opened the briefing by stating they will be presenting information on the budget due to jail outsourcing and vehicle status.
Chief Osterhout provided the status of their ER&R vehicles. They intended to replace seven vehicles in 2015 but the budget is for only 2.5 vehicles. It takes about eight months from time of order to have ready. He reviewed status of mileage on several patrol vehicles that are at or near 150K miles (industry standard for maximum mileage). They have four spares to use when a vehicles is in for maintenance. Chief Spurling explained the wear and tear on patrol vehicles. Cmmr. Sheldon commented it would be nice if ER&R staff was here.
Cmmr. Neatherlin noted these issues were not unforeseen during the budget process.
Sheriff Salisbury stated they put in for vehicle replacements in the 2015 budget request and their request was cut.
Undersheriff Barrett shared the information on the leased vehicles which are for unmarked command staff and detectives. There are a total of 13 leased vehicles including the animal control truck. The status of the marked fleet is due to not ordering vehicles. A detailed briefing can be scheduled with ER&R.
Cmmr. Jeffreys appreciates the information on the industry standards and would like information on how much are we spending on maintenance and other detailed information.
The vehicle total for Sheriff's office is 75 including utility trailers.
Discussed on the status of the jail van that is used for the Nisqually transports that has high mileage and other issues. They have had this van for 15 years. A new van would need lights and radio.
 - Jail Nursing - in the 2015 budget they increased the budget for an additional four hours. Chief Haugen explained they increased from 8 hours to 10 hour shifts and added holiday coverage. Chief Haugen stated the rate increase was January 1 and they received notice on December 22, 2014 so was not anticipated in the budget.
Theresa Ehrich interjected that the monthly nursing bills are \$10K higher than budgeted.
Cmmr. Jeffreys pointed out the contract was changed knowing what was in the budget and she asked if they intended to ask for more money or find the money in other budget line items. She questioned if they shouldn't they have asked before signing the contract.
Sheriff Salisbury stated they thought adding nursing holiday coverage would be less money than using the hospital.
Cmmr. Neatherlin asked if their intention was to look within their budget first or ask for more money.
Sheriff Salisbury stated they always intend to be most efficient.
 - Undersheriff Barrett brought up the DSU modifications and the \$18K for doors that is to be paid from Swift & Certain revenue but there's been no budget adjustment to the revenue. To date they have received \$234K with a budget of \$400K in Swift & Certain revenue. The jail population cap will be 124 when modification is completed and could have 20 boats on the floor (supposed to be for 72 hours).
 - Chief Haugen talked about jail maintenance. They have cleaned stuff out of hallways and lockers and placed in a storage unit in parking lot. They need to have the interior of the jail deep cleaned and painted and proposed a budget of \$50K. Undersheriff Barrett stated they would like to do the work this year before the facility is full. He referred to Resolutions 87-87, jail standards. With jail modifications this should keep the jail going for several more years however we need to plan for its replacement and decide what to do with the existing facility.

Cmmr. Sheldon commented that the surrounding counties have much higher populations and need to look at a regional facility. There was a discussion of a regional jail facility and how it could work.

Undersheriff Barrett stated they have projected the Nisqually cost for female inmates out to the end of year.

Right now they have 66 beds and run 81 to 90. 124 total inmates counting those at Nisqually and Forks.

Cmmr. Neatherlin asked for time to look at request. Undersheriff Barrett will schedule a joint ER&R briefing.

The Board took a 10 minute break.

~~10:00 A.M.~~ 10:30 a.m. Department of Community Development – Barbara Adkins
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.

- Requested permission to request for proposals for Building Department Services. The Board requested copies of the responses but Barbara can make selection.
- Permission to request for qualifications for Hearing Examiner. Ok to proceed.
- Cmmr. Neatherlin brought up the Commissioners previous request for code changes to allow up to an 850 square foot building and no permit required. The Commissioners are looking for proposal for Mason County that includes agriculture and forest. The Commissioners also would like to pursue on-line permitting for such things as roofs.

10:35 A.M. Public Works - Brian Matthews & Melissa McFadden

Utilities & Waste Management - Brian Matthews/Erika Schwender
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.

- KPFF Consulting Engineers contract amendment for a \$35K increase for the Hunter Creek Bridge project. Approval to proceed.
- BOSS settlement, Brian stated they are waiting for comments from BOSS and anticipate having it formally accepted in July (not June 16). Review of language in settlement agreement which includes language referencing the June 16 date or agreement is null and void. Cmmr. Neatherlin stated he wants it on the June 16 agenda. Cmmr. Jeffreys wants to know the changes in the document.
- Shorebrook Community Club franchise agreement on water system will be coming forward. Staff provided the history of this request.
- Tim Whitehead joined the briefing to talk about the BOSS Settlement. It should be on the June 16 agenda and staff will confirm with Dan Losing.
- FEMA work session scheduled on June 22 regarding the flood map updates. The process was discussed. Important to have information to FEMA before the maps are adopted. Melissa stated Current Expense money will need to be identified for this project.
- Survey Supervisor is retiring on June 30. Create a Lead Position in CBA (+10% pay) and Lead Manager (+5%) and implement on-call with local licensed surveyor to use as needed.
- Belfair Stormwater consultants were interviewed last week and hopeful to move forward.
- TIP-CAP is meeting and representation is needed from Commissioner District 2.

~~11:15 A.M.~~ 11:40 A.M. Support Services - Bill Kenny

Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.

- June 30 Belfair meeting agenda items were reviewed. Diane will contact Fish & Wildlife, WSDOT and Belfair Water District to provide an update on their projects in the Belfair area.
- Diane brought up the request to brief on the idea of creating a grant writer position. This will be delayed for now.
- Proposed solutions to State Auditor Findings on past ER&R rates will be in July.
- May Financial Reports were presented by Frank. The Commissioners asked that he include Swift & Certain revenues.
- 2016 Budget Guidelines were reviewed.

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- Appointment to Civil Service Commission (applicants: B. Dean Byrd, Cheryl Williams & Michael Foster). Selection to be made at June 16 Commission meeting.
- Bill brought up that he has received notice from WA State that due to the possibility of the legislature not approving a budget by month end, some grants could be suspended. If this is the case, certain employees will need to be notified of possible lay-offs.

Commissioner Discussion –

Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.

- Brief discussion of various legislation that could impact Mason County.
- Cmmr. Jeffreys reported she has met with the EDC & WSU on a possible microloan program and CDBG grant. She has also met with Eric Moll & Scott Hilburn, Mason General Hospital, regarding a solution for involuntary holds for the mentally ill

BREAK – NOON

2:00 P.M. Housing Authority Commissioner Interviews
Commissioners Neatherlin, Jeffreys and Sheldon interviewed the following applicants for the Housing Authority: Robert McDonald, Gary Gordon and Dinah Griffey.

2:45 P.M. Public Health & Human Services – Vicki Kirkpatrick
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.

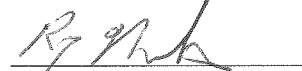
- Request to fill the .6 FTE Homeless/Housing Coordinator position that will be vacated. Cmmr. Jeffreys sees this as an opportunity. This position is paid for from homeless monies. She would like to have this position be more proactive on what to do with our homeless dollars. She believes the Housing Coalition should be a stand-alone non-profit agency.
There was a discussion of the function of the Housing Coalition. Vicki stated the Coalition writes the required 10-year homeless plan and the updates. The County is required to do an annual homeless count, which drives HUD funding. And they make recommendations to the Commissioners on how to spend homeless dollars (2060 & 2163 monies).
Cmmr. Jeffreys proposed using Section 8 administration money coupled with recording money for this position.
Discussion of potential changes to this position. This item will be held for now and Cmmr. Jeffreys will meet with Vicki Kirkpatrick.
- Vicki provided an update on VASH Vouchers - Veterans Affairs Supportive Housing - which is administered by the Bremerton Housing Authority. The VA restricts the number of miles a case manager can travel. Discussion of how to cover the south end of the county. A possibility is for Bremerton to assign VASH Vouchers to Thurston County for Mason County. Vicki will contact Bremerton on how to make this happen.
- Impact of Supreme Court decision prohibiting single bed certifications for mental health without provision of treatment. Vicki stated Mason County needs a Crisis Stabilization Facility.
- Commissioners asked for updates on the Housing Coordinator position and VASH vouchers in the next couple of weeks.

Commissioner Discussion – there was no discussion.

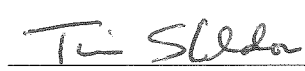
Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS



Randy Neatherlin
Chair



Tim Sheldon
Commissioner



Terri Jeffreys
Commissioner