

**BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES**  
**Mason County Commission Chambers, 411 North 5th Street, Shelton, WA**  
**Monday, September 28, 2015**

- 9:00 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion  
Commissioners Neatherlin, Jeffreys and Sheldon met in Closed Session with Bill Kenny and Frank Pinter from 9:00 a.m. to 9:45 a.m. for labor discussion.
- 9:30 A.M. Department of Community Development – Barbara Adkins  
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.
- The Board approved moving forward the news release for the Historic Preservation Commission and approval to add the Twin Firs Cemetery to the Mason County Historic Registry.
  - Discussion of membership for the Joint Citizen Advisory Committee for the Allyn and Belfair Urban Growth Areas for 2016 Comprehensive Plan Update. The Board would like to conduct interviews.
  - Limit of recreational marijuana retailers was brought up. A briefing will be scheduled. Cmmr. Jeffreys would also like to discuss medical marijuana regulations.
- Commissioner Sheldon excused himself for a conference call.
- 10:00 A.M. State Auditor Office Exit Conference  
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
- April Taylor, SAO, provided information on the SAO Exit Conference for the 2013 financials and accountability audit and 2014 financials single audit report.
  - Review of the 2013 finding on the original financial statements (has been corrected); 2nd finding on the Roads Department revaluation of infrastructure (was identified and corrected by staff); exit item on jail remodel project.  
Commissioner Sheldon joined the briefing.
  - Belfair Sewer is part of the accountability audit and that will be reported on at a later date.
- 10:25 A.M. BREAK
- 10:50 A.M. Support Services - Bill Kenny  
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.
- Frank provided a response to State Auditor Audit for the Board's review.
  - Frank then reviewed the August Financial Statements, the Preliminary 2016 Budget Requests, the Current Expense Ending Fund Balance and the 2016 budget workshop schedule.
  - The Commissioners are good with closing the Timber contract. The Murphy contract is fulfilled.
  - Cmmr. Neatherlin will sign the authorization form for the Verizon tower placement inquiry.
- 11:30 A.M. Public Works - Brian Matthews & Melissa McFadden  
Utilities & Waste Management - Brian Matthews/Erika Schwender  
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.
- Service agreement with Thurston County for communication system and equipment or vehicle mechanical repair work approved for Public Works to sign.
  - Discussion of the litter grant program and Ecology's Coordinated Prevention Grants (CPG). Three issues identified: Disposal of debris and garbage collected by the Sheriff's inmate crews for March 2015 to August 2015 is \$4,586.73 and unpaid; road side abandoned vehicles and large objects are continually disputed regarding who is responsible for their removal and disposal; inmate crews are no longer responding to the roadside litter requests.  
The Board requested that the Sheriff's office pay the tipping fees.
- Commissioner Discussion – no discussion
- Recessed at 11:55 a.m.

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2:00 P.M.

2016 Budget Workshops

Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon joined the briefing at 2:15 p.m.

- Clerk - Clerk Ginger Brooks presented information on her 2016 budget request. The biggest increase is a request for two additional staff. Therapeutic Courts will pay for part of one clerk position. A part time position is for archiving and is paid by Auditor's O&M funds. The 2015 revenues were reviewed, there are some coding errors. Space issues were also discussed for either a relocation or reconfigure the existing office space.
- Coroner - Coroner Wes Stockwell explained he transferred some funds within his budget to cover anticipated costs in 2016. He is requesting a mass fatality response trailer at a projected cost of \$6,000. His facility needs are currently being met. The total budget increase is about \$10,000.
- WSU Extension - Director Justin Smith and Lisa DeWall presented their 2016 budget. In 2015 WSU hired Dr. Smith as the Director and officially launched the new Community and Economic Development (CED) Program. Their 2016 goals include establishing permanent funding for a Water Resources educator. Discussion of the 4-H program (WSU pays the staff benefits). They are working on building their relationship with the Conservation District. The Voluntary Stewardship Program was discussed and Justin stated they are willing to support the Conservation District in this effort. Their budget request is \$8,000 less than 2015 but the revenues are also significantly less.
- WSU Extension Noxious Weeds budget was reviewed. The request is for an additional \$22,967.

Recess for 30 minutes

4:00 P.M.

Superior Court

Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.

- Law Library was reviewed. Judge Sheldon explained the law library is required by law and is free to the judges of the state, to state and county officials and to members of the bar. Based on the County's population, there is no requirement to maintain a public law library; however they are going to open it to the public on a trial basis to see how it works. They currently contract for three users with WestLaw. Their budget request is \$4,606 less for 2016.
- Therapeutic Courts were next reviewed. Court Commission Sauerlender provided the information. There are three courts - Adult Felony Drug Court, Family Recovery Court and Veterans Court. Mental Health Court is in development and Juvenile Drug/Mental Health is under consideration. There is jail time saved due to these programs. The Program Coordinator and Office Manager have been combined into one FTE position.  
Cmmr. Jeffreys pointed out there are additional costs for Therapeutic Courts in Prosecuting Attorney's office and Probation Services. The total cost is about \$332,000.
- Superior Court budget was then reviewed. They are requesting a reclassification of the Superior Court Administrator, an increase to the Court Commissioner hours, and an increase to the hourly rate for bailiffs from \$10 to \$15 per hour. The Becca funds were explained and they are changing how it is shared between the affected departments. The services costs were reviewed which includes interpreter costs, GR 33/ADA attorneys and jury fees. They are proposing several increases to these rates and the Commissioners would need to approve these increases. There was discussion of the cost to furnish the courtroom in Building 6.  
Cmmr. Sheldon left the workshop at 5:02 p.m.
- Family Law Facilitator budget was quickly reviewed. Robyn noted that the miscellaneous Court Commissioner hours would be impacted if the Court Commissioner hours were not increased and would result in a need to increase the miscellaneous Court Commissioner by \$10,000 to \$15,000. Court calendars and cases filed were reviewed.
- Use of mental health dollars were discussed, the importance of early intervention and the long-term benefits of individuals receiving treatment.
- Benefits of pre-trial services were also discussed and the Commissioners asked for a cost estimate for these services.

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Commissioner Discussion – no discussion.

The meeting adjourned at 5:24 p.m.


Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS

  
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Randy Neatherlin  
Chair

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Tim Sheldon  
Commissioner

  
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Terri Jeffreys  
Commissioner