

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

Monday, October 5, 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 9:42 a.m. for a labor discussion.

9:45 A.M. Support Services - Bill Kenny
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.

- Squaxin Island property title search. The “sandbar” property is Mason County’s. The Island property is not County property and Frank will follow through on changing the records.
- Property offer for 180 E Peebles Court, Shelton was countered.
- Final Exit Audit from State Auditor and County response will be placed on agenda.
- Public hearing required by November 30 to certify levies and consider increase to property tax revenue.
- Property Management revenues and Abatement Fund were discussed. Cmmr. Sheldon stressed the importance of code enforcement.
- Cmmr. Neatherlin brought up the KMAS marketing proposal for open county job positions.
- The Board talked about coordination between DCD and Health Department, the need for process improvement and the consideration of one Director. The Commissioners requested Bill Kenny to develop a proposal for staff structure.

10:30 A.M. BREAK

10:35 A.M. Public Works - Brian Matthews & Melissa McFadden
Utilities & Waste Management - Brian Matthews/Erika Schwender

- Call for bids for 2016 for Manufacturing and Stockpiling of Chipseal Aggregate, Paint Line service, Asphaltic Materials and Emulsion Asphalt.
- Staff is looking at changing road name change process. There is a request to change North Hill Road in Hoodspout.
- Status of Simmons Road project. Need ROW acquisition and water line changes are needed. Staff has worked with Squaxin Island Tribe and has a few more items to complete. Cmmr. Neatherlin stated the Commission needs to meet with the tribal council.
- North Shore Road request from citizens for chip seal. It is currently a primitive road status. Staff is gathering information on options, one being a road improvement district. There is an estimated cost of \$100K per mile. The Board is not interested in investing county money into this road; their interest is in the UGA's that would improve economic development.

Commissioner Discussion

- Cmmr. Jeffreys brought up a GMA work session on Friday.
- Letters and petition have been received regarding the state license for the Sells Road marijuana operation. Cmmr. Jeffreys brought up the County regulation of grandfathering existing outdoor grows.

The Board recessed at 11:12 a.m.

BREAK – NOON

Board of Mason County Commissioners' Briefing Meeting Minutes
Week of October 5, 2015

2:00 P.M.

2016 Budget Workshop

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

- Barbara Adkins and Kathy Chausse provided information on the Community Development budget.
- In September there was discussion about what is needed to improve the process and not included in the budget is an additional Permit Tech, additional Building Inspector, tablets for the Inspectors to take into the field, a new vehicle, hire a Planner 3 in anticipation of a Planner retiring in 2016.
- Kathy noted there is a total cost to Current Expense of \$32,000 for Community Development including fire investigation services and long range planning. The 2016 Planning budget does not include any increased fees.
- Discussion of the projection of revenue and how to tie the revenues to workload indicators. Comprehensive Plan Update was discussed. A grant was received for 2014-2015 but the State has indicated there may not be a grant for 2015-2016. It is a workload increase to staff.
- The programs under DCD were reviewed - Administration, Building, Fire Investigation, Current Planning, Long Range Planning, Hearing Examiner, Historic Preservation

Public Health & Human Services

- Vicki Kirkpatrick and Casey Bingham provided information on the Public Health budget. The 2016 budget includes a \$67,050 total increase for salaries and benefits and that includes a \$14,600 manager reclassification for Environmental and Personal Health. They are requesting an Environmental Health Specialist for water quality and an epidemiologist position.
- Public Health & Human Services include the Housing/Homeless Fund; Mental Health & Substance Abuse Fund; Public Health Fund (Communicable Disease Control & Prevention, Maternal Child/Infant Health and Environmental Public Health)
- The Commissioners asked for information on what programs are mandated. Vicki pointed out that some programs may not be mandated but having these programs provide financial support to staff who then also address the mandated programs.
- The 117 and 164 Funds will be reviewed at a later date.

Commissioner Discussion – there was no discussion.

Tuesday, October 6, 2015

11:00 A.M. 2016 Budget Workshop

Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.

- Frank provided an updated 2016 budget timeline.
- Judge Meadows and Patsy Robinson provided information on the 2016 budget request for District Court and answered questions on the budget narrative. The revenues were reviewed. Fines paid have decreased and a collection agency is used. The fines are written off if not collected in a 10-year time period. Request to reclassify the two Clerk 3 positions. They are requesting an increase to the bailiff pay.
- Electronic home monitoring was discussed. Outside agencies are contracted with to provide the service and the offender pays the fee. The County could opt to pay the fee, and it is estimated to cost \$136K to place 25 people on EHM and keep them out of the jail. Cmmr. Sheldon left the workshop at Noon.
- District Court Probation 2016 budget was then reviewed. They have hired Harris Haertel as extra help to develop therapeutic courts. Probation fees are anticipated to decrease. A second Probation Officer was added in 2015. There are 800 individuals on probation. Judge Meadows stated that this additional PO has provided better monitoring and the law states the probation fees are to enhance probation services. Cmmr. Neatherlin expressed concern with the decreasing revenue and the additional PO was approved in anticipation of receiving the revenues.
- Trial Court Improvement Fund was also reviewed which is a fund for match monies to the state's contribution for the judicial salary. This has been used for courtroom furniture and video conferencing.
- In response to Cmmr. Jeffreys' question of where to fund a county-funded EHM program, Judge Meadows stated it should be budgeted in law enforcement. The EHM process was discussed.

Board of Mason County Commissioners' Briefing Meeting Minutes
Week of October 5, 2015

Cmmr. Neatherlin suggested a PO could monitor the EHM program. Cmmr. Jeffreys stated her purpose of a county-funded EHM program would be for jail population reduction.

The Board recessed for 5 minutes.

- Auditor
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
- Auditor Karen Herr presented an overview of her 2016 budget. Next year is a Presidential election so she has concentrated her efforts to this function. She estimated the cost to be \$65,000 which the state will reimburse. \$12,312 is her total budget increase with a slight increase in anticipated revenues.
She has a full time position in elections but they only need this in response to an election. In 2016 she is proposing a full time position with it split 1/2 in elections and 1/2 in O&M.
- For licensing, the state will implement a new computer system in November 2016 and there will be mandatory training. The state is requesting a licensing fee increase for 2016.
- Ms. Herr stated staff has been working with county departments to determine the needs for archiving of records and they will present the information to the Commissioners. They are now working on content management with MUNIS.
- The county's share of the recording fee has not increased in 25 years and the Auditor's Association will be requesting an increase to the 2016 legislature.
- For financial services she is requesting lead pay for the senior accounting techs. She stated they have taken the lead for MUNIS training, benefits and payroll. She would like her staff to take the roll to train new employees in the areas they are responsible for and to work with HR. They plan to sit down with HR and determine who is lead on the various issues that cross both departments. It is difficult to work together when there is a salary disparity. Her overtime request has been reduced because MUNIS has been implemented and she believes her office is in a better place. Cmmr. Neatherlin questioned if it wise to reduce the overtime to \$3,000 and suggested overtime be budgeted at \$5,000. She is requesting \$10,000 in professional services to meet a state requirement for an independent review of the financial reports.
- Discussion of use of the O&M archival money. The Commissioners suggested hiring an intern to assist with scanning documents. Document management is another issue.

Commissioner Discussion – there was no discussion.

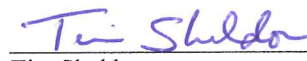
The workshop adjourned at 1:42 p.m.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS


Randy Neatherlin
Chair


Tim Sheldon
Commissioner


Terri Jeffreys
Commissioner