

**BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES**  
**Mason County Commission Chambers, 411 North 5th Street, Shelton, WA**  
**Week of October 19, 2015**

Monday, October 19, 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 9:35 a.m. with Bill Kenny and Frank Pinter. Cmmr. Sheldon left the session at 9:20 a.m.
- 9:30 A.M. Support Services - Bill Kenny  
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
- Reviewed the revised 2016 budget workshop schedule. Two workshops have been added; afternoon of October 27 and November 2.
  - Offer to purchase Shorecrest surplus property was approved to move forward.
  - Request for several price reductions of surplus property was approved.
  - Frank provided the status of Anthony Road property tire cleanup. Ecology wants assurance the County is enforcing tire storage regulations. Frank will check with Solid Waste.
  - Veterans' Advisory Board applicants for two at-large positions. Jeff Thompson is requesting reappointment. The Board requested interviews be scheduled for all applicants.
  - Frank stated the VAB intends to request an increase for the veteran levy by 1% to fund housing for homeless veterans.
  - Ross presented the Alert Sense proposal. This will be brought back at a later date.
  - September financial statements were reviewed.
  - Recruitment proposal from KMAS for radio advertisement of County job openings. Dawn will work with Jerry to come up with the details. Staff is recommending a 4 month trial period at \$300 per month. There is no recruitment money budgeted.
  - LTAC recommendation for 2016 small event marketing contract. Cmmr. Neatherlin requested additional time to consider the proposal and this will be brought back next week.
  - Frank presented a counter offer for Pebbles Court property at \$4,300. The Commissioners agreed to counter at \$4,800 as our last and highest offer.
  - The Board agreed to move forward a proclamation recognizing the 1985 SHS Football Championship.
- 10:25 A.M. Public Health & Human Services – Vicki Kirkpatrick  
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
- Tammy Newton requested the 2015 contracts for the 2060 & 2163 professional services contracts be extended six months in order to request an RFP the first part of the new year. The Board approved moving the contract extensions forward.
  - Ben Johnson requested approval of the contract with Shelton High School SADD Club/ASB in an amount not to exceed \$6,000 for a media awareness campaign. There was discussion of how to reach out to the north end of the county.
  - Recruitment to fill the solid waste Environmental Health Specialist position that is being vacated was approved by the Board.
  - The Commissioners brought up the request of Ecology for assurance for tire disposal. Debbie Riley explained the current process for tire disposal businesses and she will work with Frank.
  - Debbie talked about the LEAN process she learned about at a recent conference and talked to other counties who have gone through the process.
- 11:00 A.M. Department of Community Development – Barbara Adkins  
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
- Discussion of Ken VanBuskirk's email to be considered for the Belfair/Allyn UGA Committee as a business owner who does business in the Belfair UGA and not an at-large position. The Commissioners asked Barbara to follow-up with Ken to see if he is on the Farmer's Market Board and if they have requested Ken to represent them on this committee.

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- Regarding marijuana retailer licenses - Cmmr. Jeffreys does not want to limit the number of retailers but is willing to limit to UGA's. Concerned that limiting the numbers is not defensible. Cmmr. Neatherlin would like to discuss with legal staff.
- Cmmr. Jeffreys brought up the issue of grandfathering Forbidden Farms as an outdoor grow. Would like a pre-defense review from the Risk Pool if outdoor grows were not allowed.

11:20 a.m. The Board recessed for 25 minutes.

11:45 A.M. Allyn & Belfair UGA Advisory Committee Interviews  
Martin Ellis  
Commissioners Neatherlin and Jeffreys interviewed Martin Ellis for the Allyn and Belfair UGA Advisory Committee citizen-at-large position. Commissioner Sheldon was absent.

Commissioner Discussion

Mason County Journal reporter Andrew Davis questioned Commissioners Neatherlin and Jeffreys on the Sheriff litter control grant and tipping fees. Andrew questioned where the tipping fees are paid from. The Board's response was they have been absorbed by Utilities but need to be charged. Andrew had a copy of the 2013 - 2015 grant signed by the Sheriff.

BREAK The Board recessed at 12:37 p.m. to 2 p.m.

2:00 P.M. 2016 Budget Workshop  
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.

- Support Services 2016 budget requests were reviewed that include Central Operations, Board of Equalization, Emergency Management, Facilities & Grounds, Human Resources, Information Technology, Non-Departmental, Parks & Trails, certain Special Funds. Also reviewed was the Commissioners budget.
- Two staffing requests - Senior Financial Analyst in Central Operations and a Maintenance II for Facilities & Grounds.
- Frank provided information on what the Senior Financial Analyst would do. Cmmr. Neatherlin stated he believes the county needs a grant writer.
- Diane relayed Cmmr. Sheldon's request for \$1,000 travel for each Commissioner. Cmmr. Neatherlin stated he supports this however would like to off that to each elected official, if they have not budgeted for travel.
- Information Technology Department provides support to the Sheriff's office. A MUNIS update is included in the budget request.

4:00 P.M. Allyn & Belfair UGA Advisory Committee Interview  
Commissioners Neatherlin and Jeffreys interviewed Kelley McIntosh for the Allyn and Belfair UGA Advisory Committee citizen-at-large position. Commissioner Sheldon was absent. Ken Van Buskirk was unavailable for an interview.

Commissioner Discussion – there was no discussion.

Tuesday, October 20, 2015

1:30 P.M. 2016 Budget Workshop  
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.

- Treasurer Lisa Frazier presented information on her 2016 budget. The banking fees have increased significantly. Lisa has no staffing requests. If there was money available, Lisa would like the front office remodeled and move her Courthouse basement storage.
- Discussion of potential sales tax increase - budgeted at \$4.2M from \$3.9M. This may be adjusted later in the year.

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- Letter dated July 2015 reported that DNR estimates 2016 timber trust tax to be \$2.8M with a 50% reliability. Frank suggested we budget for half of DNR's estimated amount. Lisa pointed out she does distribute this tax to all the taxing districts.
- City/County Assistance budgeted at \$750K and it's estimated to be \$783,000.
- Cmmr. Jeffreys asked if any retail marijuana revenue has been budgeted. Lisa stated she is unsure how much is being paid, it is not coded but it could be searched by name. Received \$1,800 at the end of September titled Criminal Justice Marijuana Enforcement money and was deposited in Current Expense. She intends to add \$5,500 to the 2016 revenues.
- Add \$30,000 to liquor excise tax.
- Add \$420,000 to Roads for county portion of new sales tax added to gas tax.
- Road Diversion was talked about. In 2015 the Sheriff budgeted at \$1.2M but the levy was set at \$1.5M. Need to budget an amount that will be paid back to Roads once the actual amount is known.
- Cmmr. Jeffreys brought up the Clark County model of combined services county for Auditor, Assessor and Treasurer. There was discussion of this concept and the Commissioners asked the Treasurer to discuss with the Auditor and Assessor. Lisa understands it is difficult to manage staff time and costing since it involved three separate elected officials.
- Discussion of sales tax; where in the county it is paid and from what industry. Lisa said she has staffing available to audit and will work with Frank on what information is needed.
- Current Expense Ending Fund Balance reserve was discussed.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS

  
\_\_\_\_\_  
Randy Neatherlin  
Chair

  
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Tim Sheldon  
Commissioner

  
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Terri Jeffreys  
Commissioner