

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of October 26, 2015

Monday, October 26, 2015

- 9:00 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion
Commissioners Neatherlin, Jeffreys and Sheldon met with Bill Kenny and Frank Pinter in Closed Session 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.
- Discussion of membership and mission for the citizen's Allyn/Belfair UGA Advisory Committee. The Commissioners would like to appoint Kelley McIntosh and Martin Ellis for the citizen at large positions and Ken VanBuskirk as a business representative for the Belfair Farmer's Market.
 - Cmmr. Neatherlin brought up the Lantern Fest. Cmmr. Jeffreys explained it was originally scheduled in May and then rescheduled to October at Ridge Motor Sports. Ridge Motor Sports then backed out for location then Port of Shelton offered hosting and then DNR requested it be shut down. Barbara asked for legal opinion and it was viewed as open burning and there can't be open burning in the UGA (Port of Shelton is in UGA). The event was canceled.
 - Code Enforcement position is open and being recruited. Cmmr. Sheldon suggested revenue from property sales be used for code enforcement.
- 10:00 A.M. Support Services - Bill Kenny
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.
- News release for Housing Authority vacancy will be placed on the agenda.
 - Request from Housing Authority for \$45,000 loan for emergency repairs to Fairmont property. Diane has referred the request to Tim Whitehead to determine if the county could loan money to the Housing Authority. Cmmr. Jeffreys suggested also considering a grant from the housing money.
 - 2016 lease with North Mason Resources for office space for the Veterans' Service Officer. Same amount at \$600 per month from the Veterans' Assistance Fund. This will be placed on the agenda.
 - Setting two 2016 budget hearings – November 24 at 6:30 p.m. to certify to the County Assessor the amount of taxes levied and to consider an increase to 2016 Current Expense property tax revenue (up to a 1% increase) and December 7 at 9 a.m. 2016 budget adoption hearing .
 - Foothills Park park host agreement with Victor Coffelt will be placed on the agenda.
 - Request for letter of support from the City of Shelton regarding EPA Brownfields Cleanups. The Commissioners declined to support at this time.
 - Bill Kenny addressed ADA Accessibility to Mason County Website. Information Technology staff have been working on our website and continue to work on this issue.
 - LTAC recommendation for 2016 small event marketing contract with Blue Collar Agency. The Board approved moving this forward.
 - United Way Campaign. The Board okayed a proclamation.
- 10:30A.M. BREAK
- 10:45 A.M. Public Works - Brian Matthews & Melissa McFadden
Utilities & Waste Management - Brian Matthews/Erika Schwender
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.
- The Board agreed to appoint Will Johnson to the TIPCAP.
 - Request for the Prosecuting Attorney's office to sign the letter joining the coalition to suspend rules for culvert replacement. Melissa has met with Tim Whitehead and Tim wanted to know the Commissioners opinion on this matter. The Board supports moving this forward.

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- 11:15 A.M. WSU Extension Office – Justin Smith
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.
- Justin provided information on a NOAA grant program. It is a two-year program; \$250,000 request with no match requirement however will still need access to Building 2. The Board supports the request.

- 11:30 A.M. Mason County Economic Development Council – Lynn Longan
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.
- Lynn provided information on WA State Commerce Fund Local campaign.
 - Discussion of contract with Commerce for Economic Development to increase employment opportunities in the county. Total request is \$235,000. Lynn has started a draft of a RFP for business demographic study. Cmmr. Neatherlin will participate in developing the RFP and the Commissioners will review the RFP and who is selected.
 - Discussion of the economic element of the Comprehensive Plan Update.
 - RFP for industry roundtable will be developed and Lynn will provide to the Commissioners for review before distributing.

Commissioner Discussion – there was no discussion.

BREAK – NOON

- 2:00 P.M. 2016 Budget Workshop
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
- Jim Madsen and Diana Renecker presented information on Juvenile Court Probation Services 2016 budget. Due to the reliance on state grants that run on a biennium budget, it is difficult to budget for a calendar year. There is a significant reduction to the Juvenile Detention Center budget and they have converted a position to Probation Services. In order to keep services at the mandated level, they are requesting additional funding of \$60,711 for salaries and benefits. Juvenile Detention Alternative Initiative (JDAI) program was discussed. The funding has been reduced.
- They plan to contract with Caseload Pro for new case management and data tracking services. Revenues from the Skokomish Tribe have come in higher than anticipated for Juvenile Detention. The Detention Center is run by two detention officers per 12 hour shift (male & female).

Commissioner Discussion

Commissioners Neatherlin and Jeffreys were in attendance. Cmmr. Sheldon was absent. Cmmr. Randy requested from Frank Pinter a running total to date on the 2016 budget. He supports creating a capital reserve budget. Cmmr. Neatherlin is requesting a Grant Administrator position and supports a .5 FTE Senior Financial Analyst and the other half of the position can support another department.

Tuesday, October 27, 2015

- 11:00 A.M. 2016 Budget Workshop
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
- Prosecuting Attorney's 2016 budget was reviewed. The Prosecutor's Salary is tied to the Superior Court Judges salary that is established by a salary commission and has been increased effective September 2015. The 2016 budget needs to be adjusted by approximately \$5,000. Half of the Prosecutor's salary is paid by the state.
 - New in 2016 is the mental health budget, (#180-164) for Therapeutic Courts and a .5 FTE Deputy Prosecutor II are funded. Prosecutor Dorcy's preference would be that this position covers all Therapeutic Courts (Drug, Mental Health and VA). He is not sure if the mental health tax can fund drug court. The other half of this position would be budgeted in the Prosecutor's budget funded by Current Expense to work primarily on District Court cases.

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- Child Support Enforcement budget is reimbursable and has been reduced. The caseload has been reduced to where two positions are no longer necessary and the Prosecutor proposed to keep one case worker and augment Darci's current salary to recognize her additional duties to support this program.
- Crime Victim's Fund (#110) was reviewed. Revenues are from fines.
- Mr. Dorcy provided an update on case management software and the budget line can be reduced to \$15,000. They anticipate implementing it this year.
- There was discussion of the measurables and workload indicators.

Cmmr. Neatherlin asked Frank to research the parameters used to determine offenders ability to pay court fines and suggested there could be an extra salary step process.

2:00 P.M.

2016 Budget Workshop

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

- Melissa McFadden presented information on the 2016 Road Fund. They have budgeted for a \$1.5M Traffic Diversion. They are tracking their cost for the public records request from Buzzard & Associates and it is already at \$10,000 for Public Works.
- A 1% increase in the Road Levy was assumed.
- Melissa reviewed the revenues. She is researching the motor vehicle fuel tax to determine the correct amount to budget. STP funding requests were discussed.
- There is a request for an additional position at the Sign Shop; additional Equipment Operator position in order to keep with up with workload and cover scheduled leave, this position was in existence up to 2012 and as staff retired, this wasn't filled but there is now a need; office person to help with GIS and extra help in summer season; Contract Administrator position who would also serve as Public Records Officer. This position was discussed and Melissa offered that the position could possibly offer contract administration to other county departments. The Commissioners counted that this service could also be done from another county department and charged to Public Works.
- Capital Projects funding has been reduced; how and what is budgeted as capital projects was discussed.
- Survey Supervisor position was discussed.
- Remodel of the Belfair Shop was discussed and the need for storage of the salt and sand.
- \$2.1 million ending fund balance is necessary to meet the needs for first part of year.
- Frank had several questions on how certain costs are determined.
- GIS budget was reviewed. Loretta suggested that for 2017, the County consider making GIS a Current Expense funded service so it can be utilized by all departments and the fund could bill to the special funds.
- Melissa talked about Harstine Island Bridge and needed repairs.
- Skokomish Flood Control Zone Fund - no new revenues and the existing fund balance is anticipated to be used to leverage grants. Brief discussion on boundaries and maintenance of the flood control zone.
- Riverhill Road Improvement District money was reviewed. The Commissioners directed staff to research where the funding originated and if it's from the Riverhill Association, to find out if the money can be refunded.
- Stormwater Fund was reviewed.

Commissioner Discussion

Commissioners Neatherlin and Jeffreys talked about the update to the CEDS list.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

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BOARD OF MASON COUNTY COMMISSIONERS



Randy Neatherlin
Chair



Tim Sheldon
Commissioner



Terri Jeffreys
Commissioner