

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of November 16, 2015

Monday, November 16, 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 9:30 a.m. for labor discussion.
- 9:30 A.M. Support Services - Bill Kenny
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.
- Dawn Twiddy stated she has met with KMAS staff and provided a recruitment proposal at \$300 per month for a four-month trial period. Cmmr. Jeffreys is in favor of on-line recruitment but not on-air. Cmmr. Neatherlin also spoke in favor of trying this service; Cmmr. Sheldon is not supportive of the proposal.
 - The Board agreed to reconvene the Board of Equalization.
 - The hearing notice for the November 24 levy public hearing was not printed in the *Mason County Journal* as requested and after checking with legal staff, one publication will meet the notice requirements so the public hearing will be held on November 24.
- 10:00 A.M. Sheriff/Equipment Rental & Revolving - Frank Pinter
2015 Sheriff Request for Vehicles
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.
- Frank Pinter and Chief Osterhout presented information on a request for 15 new pursuit vehicles. Frank stated that although short term leased vehicles are cheaper ER&R has a fixed cost that is spread across the fleet (little less than \$500K a year) and if vehicles are leased, that fixed cost is spread on a smaller fleet so the cost goes up for the other ER&R vehicles. Need a decision to utilize ER&R to purchase and manage the fleet; or modify fixed cost; or go to an outside maintenance program such as Ford maintenance program replacing ER&R. A Radio Technician has been hired recently which will reduce up-fit costs and the timeline. Frank's recommendation is to purchase the vehicles through ER&R.
Cmmr. Sheldon asked if the Sheriff could decide to lease the patrol vehicles.
Chief Osterhout is recommending the patrol vehicles be purchased through ER&R and in his opinion, the Sheriff will agree to this.
The recommendation is to purchase seven vehicles replacing those with the highest mileage in the first part of 2016; purchase eight more mid-year 2016. Total cost is \$750K for 15 vehicles.
Sheriff is also requesting two additional vans.
Funding options - finance thru ER&R; pay from Current Expense or a loan from the States "LOCAL" funding program.
Cmmr. Jeffreys stated that at some point, the County needs to decide if we will continue using ER&R or move to leasing vehicles.
Cmmr. Sheldon doesn't think it's appropriate that Sheriff non-Commissioned staff drive a county car home.
Frank noted that the State Auditor (SAO) has brought up the issue of supplying a vehicle that could be a benefit and taxed as such.
Undersheriff Barrett stated it's industry standard that Division Chiefs be issued county cars; they are in conversation with SAO to meet IRS standards.
Commissioners are in agreement to purchase the vehicles.
Undersheriff Barrett stated the decision to lease vehicles was intended to be a short term fix.
- 10:30 A.M. BREAK
- 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.

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- News release for Solid Waste Facility Drop Box Station per Resolution 105-07. Estimated cost to update signs is less than \$2,000. Cmmr. Jeffreys believes the cost to update the signs is high. She also questioned using the Consumer Price Index for the Olympia area and we use a different CPI for labor contracts. Brian will compare the two CPI's.
- Staff will bring forward a news release St Andrews Drive news release - not sure if will be able to open before Thanksgiving.
- State Auditor Office (SAO) comments on County Utilities operations. SAO is requesting information on what funding mechanisms the County has in place to address the increasing needs for repairs and replacement of equipment and infrastructure. Discussion of industry standards for utilities; discussion of delinquencies on utilities and using a collection agency. Mason County does not hold official loan documents for all of the Belfair Sewer Hook Up Program. Cmmr. Sheldon and Cmmr. Jeffreys agreed that staff should draft policies that implement full cost recovery.
- Melissa McFadden reported that the Public Works cost for a recent public records request is at about \$26,000.
- Ms. McFadden provided an update on the Hunter Creek Bridge.

11:00 A.M. Public Health & Human Services – Vicki Kirkpatrick - Lydia Buchheit/Casey Bingham
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.

- Amend DSHS agreement for new funds from the state's Dedicated Marijuana Account.
- Amend WSU Youth n Action contract to complete a Theater Forum Project.
- Renewal of Nurse Family Partnership contract.

All were approved to move forward.

11:30 A.M. Department of Community Development – Barbara Adkins
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.
Mike Patti and Jeromy Hicks were also in attendance.

- News release for Planning Advisory Commission will be brought forward.
- Discussion of interlocal agreement for Fire Investigation Services with Mason County Fire Chiefs Association. This is a two-year agreement for \$79,000 per year and will be placed on the agenda.

Commissioner Discussion –

Commissioners Neatherlin, Jeffreys and Sheldon discussed the following:

- Cmmr. Neatherlin stated he reviewed the assessed value in the commercial cores of Hoodspport, Union, Matlock, Allyn and Belfair.
- Discussion of process to follow for review of the 2016 Sheriff budget.
- Cmmr. Sheldon would support putting the criminal justice sales tax option on the ballot.

BREAK – NOON

2:00 P.M. 2016 Budget Workshop
Sheriff's Office

- Commissioners Neatherlin, Jeffreys and Sheldon discussed the Sheriff's 2016 budget. There was no representation from the Sheriff's Office.
- Frank Pinter provided the paperwork submitted by the Sheriff's Office. No budget narrative was submitted. Frank requested a copy of last week's presentation from the Sheriff's Office.
- Cmmr. Sheldon pointed out that the entire criminal justice system has to work together. Improvements made in recent years to the Sheriff's office: Sheriff's Office relocation; north end precinct office in Belfair; jail remodel in order to increase inmate capacity; evidence storage at Mell Chev Building; use of Parish Hall.
- Items reviewed and questions the Commissioners have of the Sheriff's budget:
Have contracts been negotiated with Lake Cushman and Timber Lakes.
What is justification for 2016 Patrol Deputy salary increases of 6 to 10%.
There is a 35% increase request for Sheriff salary.
\$4,562,180 increase to total expenditures, 36% increase.

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Swift & Certain revenues were questioned.

Request for additional staff: one in administration; patrol deputy; jail administration in addition to two additional correction officers.

Does Sheriff intend to use cameras in patrol vehicles.

Boating Program was discussed. There is a \$50,000 budget request for a new boat; there is no budgeted deputy for this program; \$80,000 is budgeted in overtime; total boating program request is \$187,900 or a 241.7% increase over 2015.

Sheriff request includes removing two deputies from Patrol to Traffic Policing. Request for \$1.6M for traffic policing diversion.

Cmmr. Neatherlin made the following recommendations: status quo for administration plus across-the-board (ATB), COLA, and benefit increases; any other additions have to be discussed later. Add one boating deputy instead of overtime. Status quo for operating; add funding for new vehicles; budget \$300K for outsourcing jail inmates and set the bed capacity at 156 including the outsourced beds.

Cmmr. Sheldon stated they need to approve a budget that is affordable; he suggested placing the criminal justice sales tax on the ballot and if the Sheriff wants additional revenue, that ballot issue would have to be approved.

Cmmr. Sheldon stated he didn't approve tying Sheriff command staff to union wages and is hesitant to provide any increase to these positions.

Cmmrs. Neatherlin and Jeffreys agreed that command staff should not have been tied to union wages and requested Frank to develop an alternative for those positions.

Total requested overtime budgets are \$890,000.

Cmmr. Jeffreys stated she is in favor of a dedicated boat patrol but questioned how much time to devote to this position. Also wants to know the status of current boats.

Frank presented the cost of various items that need funding: MCSO vehicles; Sheriff radios; county phone system, ER&R payback; facility capital improvements and suggesting using a \$3M one time levy shift.

Discussion of request for two vans for inmate transport.

Discussion of levy shift and the impact to the City of Shelton and Road Department. Cmmr.

Sheldon does not support a levy shift.

Discussion to create a line item in Roads budget for \$300K for new infrastructure.

- Frank's to-do list: Separate salaries/benefits; status quo + obligated increases pursuant to budget guidelines; address Command Staff - rescind the resolution; create boating deputy and reduce OT request in the boating program (Cmmr. Sheldon voiced objection to this direction because it is operational and up to Sheriff); operating costs left at status quo +\$300K for jail outsourcing; \$750K for new vehicles.

Commissioner Discussion – there was no discussion.

Tuesday, November 17, 2015

10:30 A.M. 2016 Budget Workshop

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

- Assessor 2016 budget workshop
Assessor Melody Peterson and Amber Cervantes were in attendance.
Request for new position that will help with the levy process along with other duties.
Operational increase of \$12,000 for training for new employees and new copier.
Commissioners approved including the requests in the proposed budget
Cmmr. Jeffreys stated she is hoping this new position will be able to provide data for long-range forecasting of things like population increases. The Commission needs measurable data and she is hopeful this new staff will be able to provide this type of data.
- Review of other departments
District Court - remove reclass request; increase bailiff pay, cost is absorbed.
There is a request for staff in Therapeutic Courts paid from Current Expense and that is policy decision that needs to be made. Lack of jail space continues to be an issue. Add \$12,480 revenue from Mental Health for extra help position for District Court Probation.

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- Community Development - Barbara Adkins and Kathy Chausse were present.
Discussion of possible revenue reduction due to some permits now being exempt. Revenues did not anticipate any fee increases nor these exempt permits. Kathy is confident in her revenue projection as budgeted.
Add making a Building Inspector a lead position. Fund a Building Inspector that has been hired; add a Permit Technician; budget to allow for shadow for Planner; fund 10 smart phone/tablets for Building Inspectors (\$15-18K).
Discussion of Code Enforcement position which is requested in the preliminary budget.
On-line permitting was discussed but the cost is still being investigated.
- Facilities/Parks & Trails -
Commissioners support new Maintenance II that is split between Parks & Facilities.
Adding Mell Chev lease and utilities are increased.
Using REET funds for operations.
Building 8 retrofit may be moved to a Capital Improvement Fund.
- Juvenile Services
Discussion of additional personnel request. Diana Renecker explained that due to declining grant revenues staff has been reassigned.

Power temporarily went out at approximately 11:45 a.m.
- Prosecutor
Reduce the case management to \$15,000.
Fund 1/2 of Deputy Prosecutor (other half funded from Therapeutic Courts).
Check on reclassification request. At workshop Prosecutor Dorcy had asked that Darci's salary be augmented for the extra duties she performs for the Child Support Enforcement Program.
Increase Prosecutor's salary, as required by resolution.
Check Chief Deputy Prosecuting Attorney salary.
- Coroner
Budget is good to go.
- Public Defender
Pull out all reclassification requests. Request to increase the off-contract hours by 1,133 and increase the hourly rate of contract attorneys. Leave the off-contract amount the same for now.
Revenues are reduced from District Court fees.

1 hour lunch break - 12:30 p.m.

2016 Budget Workshop reconvened at 1:45 p.m.
- General Discussion
Discussion of level of information that will be presented at the 2016 budget workshop.
- Sheriff
Discussion of Sheriff budget and if the Commissioners elect to budget for the purchase of vehicles, it could be budgeted in Non-Departmental. Diane noted that a briefing has been scheduled on Monday, November 23 at 11:30 a.m. with Sheriff's office for the litter grant and Theresia indicated they will also be discussing their 2015 budget supplement.
- General Discussion
Discussion of across-the-board salary increases, per the budget guidelines it is 2% across the board and COLA at .08%.

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Commissioners Neatherlin and Jeffreys met with Frank Pinter in Closed Session from 2:25 p.m. to 2:40 p.m. for labor discussion.

- Superior Court
Therapeutic Courts - \$218K from Mental Health Fund. Court Commissioner salary increase was reviewed. Budget approved to move forward as is.
Discussed the request to increase Court Commissioner to .6 FTE from .4FTE. - not approved because the Commissioners approved three judges so are not in favor of increasing Court Commissioner hours. Also request to increase the miscellaneous Court Commissioners hours. Frank will contact Superior Court as to why this increase is requested.
Operating cost increase for Building 3 Courtroom - move the \$10,000 to Facilities budget.
Increase to contract attorneys at \$60 per hour and bailiff increase.
\$3,200 for video conferencing maintenance okayed.
- Treasurer
Budget is good to go.
- Public Works
Utilities
Remove request for assistant utilities deputy director.
Approved Solid waste attendant.
No to the split utilities supervisor.
Yes to the additional split operator for North Bay, Belfair, Beards Cove and Rustlewood.

Roads
No to sign technician. Ok with adding an equipment operator. Ok with .17 extra help Roads.
Budget .5FTE shared position for grant writer/contract administrator position. Yes .5 FTE for GIS extra help intern.

ER&R
Discussion of fixed cost of ER&R hours. Frank has calculated that ER&R worked 1,500 hours on Current Expense vehicles with the cost at \$500,000 or \$300 per hour. Market rate should be charged for shop space. This needs to be analyzed in 2016. Also need to analyze the administration charge to utilities.
Discussion of mechanic and parts position.
Ok with addition of .5 FTE.

3:35 p.m. Adjourn

Thursday, November 18, 2015
Special Meeting 2016 Budget Workshop
10:30 a.m.

Commissioners Neatherlin & Jeffreys were in attendance. Commissioner Sheldon was absent. Frank Pinter provided information on the proposed 2016 Current Expense Budget showing the proposed modifications to-date.

Removed the requested reclass requests and established a \$100,000 reserve in the ending fund balance to address these requests in 2016.

The 2016 Preliminary Budget Request was \$38,001,740 and the proposed revised 2016 Budget is \$37,983,322.

Projected revenues were discussed. DNR timber harvest revenues have been increasing but may not continue. Retail sales tax may add as high as an additional \$300K to \$400K. Frank has

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proposed up to a \$3M levy shift to cover several one-time expenditures and that is not included in the proposal.

Cmmr. Neatherlin explained this is the first time the Commissioners have seen the revised budget and they now need to work on balancing the budget.

Discussion of increasing the sales tax revenue; timber tax; levy shift. Frank will research projections for marijuana revenue.

Sheriff's budget has the across-the-board and known CBA costs; \$750K for vehicles and \$300K for outsourcing inmates. A deputy was added to the Boating Program.

Vicki Kirkpatrick asked about the financial analyst and grant/contract administrator positions in the Support Services budget. It was explained these are placeholders to develop a program for grant writing and administration and contract administration.

Brian Matthews believes that PW would not be able to utilize this position due to the complexity of the contracts and grants at PW.

Cmmr. Neatherlin believes a person could be hired that would be capable.

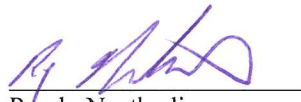
Departments were directed to contact Diane to schedule time at a 2016 budget workshop, if needed.

Mr. Matthews reminded the Board there are laws to follow for a levy shift.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS



Randy Neatherlin
Chair



Tim Sheldon
Commissioner



Terri Jeffrey
Commissioner