

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of November 23, 2015

Monday, November 23, 2015

9:00 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion
Commissioners Neatherlin and Jeffreys met in Closed Session from 9:00 a.m. to 9:35 a.m. with Bill Kenny and Frank Pinter for labor discussion. Commissioner Sheldon was absent.

9:30 A.M. Support Services - Bill Kenny
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.

- MOU for Corrections Officers' medical plan to move from Teamsters to Nelson Trust at the 2016 County contribution will be placed on the agenda.
- Frank Pinter reviewed the October Financial Reports. The Commissioners asked Frank to research data on recorded documents and why the decline in revenues.
- Cmmr. Neatherlin provided information on solar powered pedestrian crosswalk beacons to be installed in Belfair by WSDOT. The cost is \$6,000 per pair and Cmmr. Neatherlin has had discussions with WSDOT who has agreed to install and maintain two of these beacons in Belfair. Cmmr. Jeffreys is open to considering the purchase but wanted more information on the functionality since they are solar powered. The information was provided to Public Works staff to see if there is any funding available through Road Funds.

The Commissioners took a 5 minute break.

10:00 A.M. Public Works - Brian Matthews & Melissa McFadden
Utilities & Waste Management - Brian Matthews/Erika Schwender
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.

- Supplemental Agreement No. 1 for the Berger/Abam service agreement for CRP 1829, Hunter Creek Bridge. Ok to proceed to agenda.
- Litter grant was reviewed and how to cover disposal fees, which are estimated to be between \$6,000 to \$8,000. Possibly an agreement between Utilities and Sheriff's office for in-kind services to cover disposal costs. Public Works staff will attend briefing later this morning.

10:30 A.M. BREAK

10:40 A.M. Department of Community Development – Barbara Adkins
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.

- Request to reappoint Richard Calvin and Stephanie Neil and appoint Ed Huber to the Mason County Historic Preservation Commission. Ok to proceed.
- Permission granted to announce the Winter 2016 Mason County Heritage Grant cycle.
- Permission granted to schedule the hearing to consider amendments to Future Land Use Map expanding a portion of the Shelton UGA to include the eastern portion of the Port of Shelton's Oakland Bay marina. The hearing will take place on December 22.
- Permission granted to schedule the hearing to consider an amendment to the Belfair UGA Plan requested by Seattle Inceptive rezone two parcels from R-4 to Mixed Use. Cmmr. Jeffreys expressed concern with the Development Agreement limiting the use. Staff has been cautioned by Prosecutor's Office that this could be viewed as spot planning and to proceed with caution. Case law information was provided.
- Expansion of the Shelton UGA as part of the Comp Plan UGA was discussed.

The Commissioners took a 5 minute break.

11:00 A.M. Department Merger Recommendation – Bill Kenny
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.

- Bill Kenny reviewed the proposal to merge Community Development and Public Health. He noted there are several departments involved in the permitting process. The desire is to enhance customer service, process improvement, and find efficiencies. These departments share a common community service goal and the suggested name is Community Services. The departments will be co-located in Building 8 and the remodel should be complete by the first of the year. Building 3 is also being remodeled to accommodate Juvenile Services and a courtroom downstairs. The Building Department has some difficulty with recruiting and retaining Building Inspectors this year. There will need to be further discussion on code enforcement. One of the Commissioners' desires is to have one Director and the two current Directors are eligible to apply for the position. The proposal has one Director and five subject-matter-expert managers for finance, environmental health, permit assistance center, planning and community/family health. Mr. Kenny recommended the non-represented salary range resolution be amended to include a Range 46 so this new Director would be paid at the same level as Public Works and Support Services Directors. Currently the Public Works and Support Services Directors are at Range 45 with "special pay". Permission requested to also negotiate any bargaining unit impacts.
- Need to address Public Works permits - road access permits and stormwater.
- Planning Manager is a new position but there is a planner retiring.
- The Commissioners agreed to move forward with creating one Director at Range 46.
- Mr. Kenny thanked Barbara and Vicki for their help on this transition. Bill will bring back job descriptions.

11:30 A.M.

Sheriff's Office - Sheriff Salisbury

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

- Undersheriff Barrett brought up the supplemental appropriation request for outsourcing additional inmates at Forks and Nisqually. The request is for \$378K and anticipates an average of 40 inmates to Forks (5 inmates) and Nisqually with \$20,000 anticipated for pharmaceuticals. This is for September to December invoices.
- Cmmr. Neatherlin asked if five vehicles could be ordered now and received and budgeted in 2016. Response was yes because it takes an average of 90 days to receive so could budget in 2016.
- Litter grant - Undersheriff Barrett stated they will be purchasing a van rather than a truck. Cmmr. Jeffreys stated the grant doesn't include a detailed budget. She asked if the grant is anticipated in the 2016 budget. Theresia stated they budgeted payments on the van because the grant was not awarded at time budget was developed. Undersheriff Barrett stated they have requested \$10K supplemental appropriation for 2015 to use OT to resume the program now. Grant reimbursable expenses are for crew supervisor wages and benefits and vehicle fuel, no disposal fees budgeted. Ecology indicated the grant award would not be increased to include tipping fees; tipping fees could be paid from Current Expense. Discussion of estimated tipping fees, \$8,000 per year. Cmmr. Neatherlin stated he is ok with Current Expense to budget for tipping fees and asked that when the grant is requested again to ask for tipping fees in the grant request. Cmmr. Jeffreys asked if this program can be expanded to be a community service. Undersheriff Barrett stated they could run the program on weekends for community service if they receive cooperation of judges. Commissioners are in favor of placing grant on agenda with budgeting tipping fees from CE as a match. Tipping fees could vary, depending on amount of trash picked up.

Commissioner Discussion

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

- The Commissioners asked staff to set a budget hearing on December 15 to consider a \$378K request from the Sheriff for outsourcing inmates and include \$10K for litter program OT.
- Andrew Davis - *The Mason County Journal* - asked for comments on the proposed DCD/Health merger. Cmmr. Jeffreys stated they have a goal for customer service process improvement; the Commissioners see silos in departments and this encourages departments to work together.

BREAK - NOON

2:45 P.M.

Prosecuting Attorney - Michael Dorcy

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

- Prosecutor Dorcy stated his topic is the impact of Therapeutic Courts as the Courts start to grow including the salary classification of the Chief Deputy Prosecuting Attorney. The request is based on the planning and policy responsibilities as well as supervision of the Therapeutic Court programs. If this request needs to be considered an "exception" to the Reclassification Policy, Mr. Dorcy wanted to make sure the request is on the record. In their budget workshop, he mentioned the possibility of consolidation of Child Support Enforcement with the Office Supervisor. He then brought up "Special Pay". Three options were proposed for consideration: Compensate the Chief DPA with special pay; create a new classification for the Chief DPA at salary level 45 including special pay or tie the Chief DPA position to 75% of the elected Prosecuting Attorney.

Cmmr. Sheldon joined the briefing at 3 p.m.

Cmmr. Jeffreys asked if this is a request for reclassification and if so, why not follow the process to submit a reclassification to HR. She doesn't believe this request qualifies for an exception to the proposed reclassification policy.

Cmmr. Jeffreys stated she has been asking the departments involved with Therapeutic Courts for the total impact. There are several departments involved and the information trickles in. Mr.

Dorcy stated there are weekly planning meetings that involve all the departments. Cmmr.

Jeffreys doesn't feel that the programs are coordinated across departments.

Cmmr. Sheldon commented there is a large amount spent on administration. He asked if the number being served in proportion to the administration cost. He wants to see a comprehensive plan for Therapeutic Courts.

Cmmr. Neatherlin supports moving this request forward as an exception to the proposed reclassification policy.

There was discussion about the impact of Therapeutic Courts and the reclassification request. Mr. Dorcy stated he wanted to be certain his request is heard.

Bill Kenny explained the proposed Reclassification Policy will start January 1, 2016 with very defined rules for a reclassification. There is an exceptional window period to address requests that have been made and there is an allowance for equity issues. Bill's recommendation is to move the request forward and look at arguments based on the exceptional period and consider the impact of Therapeutic Courts.

Cmmr. Jeffreys emphasized the Commission needs to know the total impact of Therapeutic Courts and what is the Current Expense impact.

The request will move forward as an exception to the proposed Reclassification Policy.

3:00 P.M.

2016 Budget Workshop

Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.

- Frank Pinter presented the revised 2016 preliminary budget at \$37,963,244. He then reviewed changes made since last week: removed \$20K for on-line permitting software because it has been determined that with training and software the cost is estimated at \$200,000 and an in-depth analysis needs to be done.
- Special Funds were then reviewed.
Roads added .33FTE cost sharing for grants administrator; added 1 FTE equipment operator; added .17 FTE intern; excluded the request for a grants administrator.
GIS - added intern extra help.
- Sheriff Boating - added a boating deputy and left in \$50K for boat. Commissioners do not support funding a new boat. Transfers in to Sheriff special funds were not funded (Search & Rescue, Narcotics Investigation, Chaplain, K-9 Unit); need to add for litter grant and tipping fees will be funded from Current Expense. Brief discussion of the tipping fees, and although tipping fees are an eligible cost to the grant, they were not part of the grant request. Frank will budget \$8K in 2016 Non-Departmental for tipping fees.
- Changes to the Public Health budget requests were reviewed. Removed request for epidemiologist; removed cost for reclass requests.
- Mental Health fund - moved coordinator to Public Health. Casey Bingham and Frank need to review.

- Landfill - 1 FTE Solid Waste Attendant approved; Supervisor request denied.
- Combined Utilities - CS&W operator added and removed vac truck purchase.
- Cmmr. Sheldon noted in this proposed budget there are a total of 12 new positions and expressed concern with the impact.
- Commissioners Neatherlin and Jeffreys commented that the county has suffered due to all the staff cuts and support these new positions.
- Frank then reviewed the ending fund balance.
- Discussion of the \$1.9M levy shift and the impact to the Roads Fund.
- Add \$300K to sales tax revenue which will bring the projection to where we expect to end 2015.
- Add \$30K to city/county assistance. Added \$18K to marijuana revenues; Added \$600K to DNR revenues.
- Planning to budget one-time expenditures that will be funded with one-time revenues.
- Will develop a reserve for capital improvements for "county compound". If the one-time revenues are not realized, these projects will not be done.
- Budgeted for potential CBA costs – for each 1% \$100K is reserved; \$40K for non-represented employees.
- Discussion of ER&R. Recommendation is to carry a \$3M Ending Fund Balance.
- Discussion of establishing a budget line for new economic development road projects.
- Cmmr. Jeffreys commented that there are on-going revenues that build up EFB and amounts to about \$1M each year.
- There is a hearing tomorrow night to decide whether to increase the levy rates.

Commissioner Discussion – there was no discussion.

Tuesday, November 24, 2015

10:00 A.M. 2016 Budget Workshop

Commissioners Neatherlin, Jeffreys and Sheldon were in attendance

- Sheriff Salisbury read aloud a statement regarding his 2016 budget and the process.

Cmmr. Neatherlin responded to Sheriff Salisbury's statement. The Commissioners are responsible for the adoption of the budget and established a process to follow that all other departments followed and the Sheriff's office did not submit the requested documents.

Cmmr. Sheldon reviewed the changes that have been granted to the Sheriff's office over his tenure: Sheriff office relocated; Belfair Precinct, lease of a new evidence facility, jail remodel. During this time the County went from 415 employees to 315 employees. The criminal justice system involves many offices and that must be balanced. He believes citizens want to see benchmarks and how well they are protected. He noted that in 2014 the City of Shelton had more arrests than Mason County. He doesn't believe the increase requested by the Sheriff is doable.

Sheriff stated he didn't expect to get everything he asked for.

Cmmr. Jeffreys stated the Commissioners have worked very hard to work with the Sheriff's office and for the 2016 budget process the Commissioners asked for a narrative to better understand the department's needs and that was not submitted by the Sheriff's office.

Chief Ehrich reviewed the 2016 Sheriff request which is \$4.5M more than 2015 and of that, \$1.1M is for salary increases and increases to the jail budget to cover outsourcing and medical costs.

Undersheriff Barrett stated there is no doubt changes in their office have been significant and the Commissioners have funded equipment and programs. He stated they don't always ask for supplements to their budget for everything that comes up. He noted the significant budget impacts include vehicles, outsourcing jail inmates and labor costs. He stated for an ideal criminal justice system they anticipate a need for up to 180 inmates so they submitted a budget to include outsourcing additional inmates.

Cmmr. Sheldon referred to statistics that show the Mason County inmate average population is at 115 with the jail design capacity at 104 and 1/3 of the counties are over their design capacity.

Discussion of jail design and capacity which will be at 142 maximum capacity with 122 beds. The average daily population is 135 in November and that includes outsourced inmates.

Cmmr. Jeffreys reiterated the Commissioners request for benchmarks and work load indicators is so they have something they can measure against and that the citizens can easily understand.

Undersheriff stated they have developed this information and will post to their website and keep it updated.

Undersheriff reviewed the vehicles. For patrol vehicles, if 15 are purchased they will be back to a normal cycle in 2017. He then reviewed the 13 leased unmarked vehicles and their distribution. Cmmr. Sheldon questioned the request for two new vans. He suggested a compromise be found to show the public that we are trying to keep our costs down.

Cameras in patrol vehicles were discussed. Half of the fleet has cameras. Undersheriff stated the work required to maintain record retention, provide evidence support and respond to public records requests is exceeding their ability. They suspended the use of cameras while they conduct an analysis of the use of cameras. Sheriff stated other counties also suspended use of the vehicle cameras. The Sheriff's office is very supportive of the use of cameras and wants to include the camera hook up in the new patrol vehicles in anticipation of using the cameras. They need to fill support staff positions and are hopeful they can use existing staff but do not know the impact.

WASPIC accreditation in budget is for the jail.

Discussion of request to replace hand-held radios that meet current requirements. Commissioners Neatherlin and Jeffreys agreed to fund the radios up to \$105K.

Road Diversion is funded at \$1.2M, same as 2015.

The additional costs of the CBA's that are settled are added to the 2015 budget.

\$300,000 for outsourcing jail inmates is included in the 2016 budget. Cmmr. Jeffreys' hope is that the jail population management can be done within the \$300,000 and there is communication within the criminal justice team of the jail population.

Chief Spurling brought up marine patrol. Need to have two deputies, they run in teams. Undersheriff brought up sharing this deputy as a school resource officer. He offered to dedicate the deputy to marine enforcement during summer hours and then use at schools in off-season. In the past, the state funded a large part of the boating program and that has been reduced. There was discussion of the boating program. They are pursuing grants to replace one of the boats. Budget a deputy and OT at \$35,000 for boating/school.

Cmmr. Sheldon brought up the need for a code enforcement program and the impact to crime. Discussion of how the departments can work together to improve the code enforcement.

- Commissioner discussion - Cmmr. Jeffreys met with the Memorial Hall Committee. They are requesting \$10K for facility updates. After discussion, it was agreed to request \$5K from the Historic Preservation grant and \$5K from capital improvement funds.


Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS



Randy Neatherlin
Chair



Tim Sheldon
Commissioner



Terri Jeffreys
Commissioner