

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of November 30, 2015

Monday, November 30, 2015

- 9:00 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion
Commissioners Neatherlin, Jeffreys and Sheldon met with Bill Kenny from 9:00 a.m. to 9:30 a.m. in Closed Session for labor discussion. Frank Pinter was also in attendance.
- 9:30 A.M. Probation Services – Jim Madsen
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.
- Discussion of CaseloadPRO Case Management master service agreement to track and monitor Probation cases. Jim stated his plan is to contract for 11 licenses at \$412.50 a month and is in the proposed 2016 budget. They are requesting it be added to the December 1 agenda so they can start the process in December and pay for the startup costs in December. This system provides electronic home monitoring (EHM). Cmmr. Neatherlin pointed out he is interested in providing county-paid EHM to other offenders. There was a brief discussion with Judges Finlay and Sheldon about the EHM and they will discuss further this afternoon.
- 9:45 A.M. Public Health & Human Services – Vicki Kirkpatrick
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.
- Debbie Riley requested approval for the Waste 2 Resources Coordinated Prevention Grant Program Agreement with Ecology. These grant funds along with tipping fees support the solid waste program. Approved to move forward.
- 10:00 A.M. Public Defense – Susan Sergiojan
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.
- Susan provided contracts for Superior and District Courts for 2016. These are renewals of existing contracts for indigent defense with increased compensation. Cmmrs. Neatherlin and Jeffreys stated they are not in favor of the trial compensation increase. Susan expressed concern with losing the contracts if they are not increased. The increases are in the proposed 2016 budget. The Commissioners asked for the total budget impact and stated they want to check with the Budget Manager before okaying the request.
 - Office of Public Defense funding in the amount of \$76,226 for 2016 was approved to place on the December 1 agenda.
- 10:15 A.M. Commissioner Discussion
Commissioner Jeffreys brought up the Industry Round Tables RFP that is being brought forward by the EDC later this morning. She expressed concern with the timeline and that it's for only planning and this was a task the EDC stated they intended to do.
- 10:20 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.
- Cathe Bennett provided information on Road Vacation No. 392, Schafer Park Road that has been heard by the Hearings Examiner and is recommended for approval. The Board approved moving this item forward.
 - Ms. Bennett then provided information on Road Vacation No. 393, E Alder and E Third in Union that has been heard by the Hearings Examiner and is recommended for approval subject to three conditions. The approved moving this item forward.
 - Status of Eells Hill Road slide. Melissa will check and report back to the Commission.

10:50 A.M. Commissioner Discussion
Commissioner Sheldon brought up the Salmon Center and a Hearings Examiner has been scheduled for increased usage and asked why it can't hooked up to the Belfair Sewer. It's outside the Belfair UGA. Cmmr. Sheldon pointed out the Zion Church was able to hook up to the North Bay sewer. Cmmr. Jeffreys stated it's come up before for the North Mason School and there are public health thresholds that have to be met. The Board would like additional information.

- Indigent Defense increase is in the proposed 2016 budget and the Board is good with moving the contracts forward but keep the trial compensation the same.

11:00A.M. - 11:30 A.M. BREAK

11:15 A.M. Support Services - Bill Kenny - canceled

11:30 A.M. Mason County Economic Development Council – Lynn Longan
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.

- Lynn Longan reported that one proposal was received from Sharp Strategies in responses to the request for proposals for Industry Round Tables. This will be funded with the timber mill closure appropriation for \$21,000 total.
Also funded from the appropriation is \$50K for business demographics and money for work on the Comprehensive Plan update.
Discussion of the Round Table process. Lynn explained it will be a short strategy, stating where we are at and strategies to move forward with deliverables. They are looking at what Mason County has for industries and what's missing. The intent is to expand existing industries and bring in new companies.
George Sharp stated they will ask companies what they need to be successful in Mason County. It's important to reach out to the various industries. It will be a public meeting and personal invitations will be issued. Food processing aquaculture is the first round table.
Cmmr. Jeffreys believes that we need to concentrate on retail industry and is there a way to incorporate this into the work plan. There was discussion on who and how to contact in the retail industry.
Lynn stated the EDC will participate in the process.
Cmmr. Jeffreys expressed concern with the timeline going until June 2017.
Lynn stated the plan is for three roundtables in 2016 and the rest in 2017. The EDC has a contract with Commerce and she will review the options.
The Board approved moving forward with the Round Tables.

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.

District Court

- Judge Meadows talked about using the Mental Health funds to pay for Harris Haertel in 2016. He will be working with Therapeutic Courts but also developing policies and procedures and the Judge questioned if those tasks can be paid from Mental Health. The request is to fund \$6,240 from Current Expense. This is not an on-going service. The Commissioners approved moving this request forward.
- Cmmr. Jeffreys stated there has been discussion of developing a comprehensive plan with the Mental Health fund.
- Cmmr. Neatherlin noted there has been discussion about expanding the electronic home monitoring.

Intervention Center

- Judge Finlay requested one time use of Mental Health tax funds to remodel one dorm in the juvenile detention center to develop the Mason County Intervention Center. She provided information on the impact of the BECCA Bill (truancy juveniles) and the need for positive interventions.
Jim Madsen explained what the Intervention Center would provide for non-offenders and those on juvenile probation. They are developing several modules for youth to learn new skills such as life skills, job skills, drug/alcohol education, etc. The Intervention Center would not require additional FTE's.
Sonja shared the services that are needed for the juveniles and their parents.
Mr. Madsen believes the expense qualifies for Mental Health tax because the Intervention Center will link to drug & alcohol funding and mental health services. A very rough cost estimate is \$10,000 to \$12,000.
Cmmr. Jeffreys brought up community truancy board and Judge Finlay spoke to that.
Cmmr. Jeffreys then brought up community youth services and asked what services would be provided 24/7.
Staff talked about the services that would be provided and how it would be staffed. Jim stated the first step is to provide space for the kids to have access to services and it may not be 24/7 in the beginning.
This remodel would not affect the use of the detention center.
Cmmr. Jeffreys believes this would be more appropriate from the capital facilities funding. She asked the judges how they would prioritize this project with new courtrooms.
Cmmr. Neatherlin agreed it would be most appropriate from capital facilities funding and asked that this be brought back in 2016 and to bring actual costs for the remodel.

Superior Court Pre-Trial Services

- Judge Sheldon introduced the topic of Superior Court Pre-Trial Services. Mike Dunn provided the information he would obtain when he worked on adult services and this program was cut when there were staff reductions in 2008. This program would provide Superior Court with relevant, reliable information for evaluation of risk to the community from defendants pending trial and to impose appropriate pretrial conditions of release. The program will provide community supervision of defendants. They intend to model the program after Thurston County's program that is very successful. The program would be provided through Probation Services.
Cmmr. Neatherlin stated he doesn't know how the County could provide the estimated funding at \$177,654.
Judge Sheldon suggested starting out with a smaller program.
Cmmr. Jeffreys asked if the Prosecuting Attorney's office s would benefit from this program. She is interested in reducing the jail population and questioned if this program would help. She would like to see this program be for both Superior and District Courts.
After discussion, the Commissioners asked the courts to develop a program with a cap of \$100,000.

Court Commissioner 2016 Funding

- Judge Sheldon requested the Commissioners reconsider the 2016 increase of .2FTE for Court Commissioner contract. She provided a handout providing trial and non-trial proceedings information. In 2014, 66 total trials were held; YTD at 10/31/15, 68 trials have been held and they project to hold 82 total trails for 2015. Judge Sheldon explained the need for additional Court Commissioner hours to establish a daily ex parte docket and daily DV/anti-harassment docket.
Cmmr. Neatherlin stated the Commissioners agreed to bring in a 3rd judge but not to increase the Court Commissioner hours.
Discussion of the need for the additional dockets and that it is more efficient to use the Court Commissioner. The judges provided information on the impact of ex parte items.
Cmmr. Jeffreys asked if Superior Court is willing to have an ex parte calendar with existing staff. The judges stated they would have to discuss that.

Conclusion was to stay with the additional \$15K for the miscellaneous court commissioner contract budget line and not increase the Court Commissioner hours. \$10K will be moved to facilities for Building 3 remodel.

Commissioner Discussion

Commissioners Neatherlin and Jeffreys were presented with a request to increase the Narcotic Fund Checking Impress Account limit to \$20,000 from \$10,000. Diane will work with Sheriff staff and bring forward the necessary paperwork.

The meeting adjourned at 4:15 p.m.

Tuesday, December 1, 2015

10:00 A.M.

2016 Budget Workshop

Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.

Frank Pinter reviewed the current status of the 2016 budget. Currently it is proposed to add 7.33 FTE to Current Expense departments at a cost of \$545,000 and add 4.83 additional FTE's to the Special Funds for a cost of \$360,000.

Cmmr. Sheldon reviewed the number of building permits which are the same or less than 2014 numbers and with the mill closure, the population not increasing, he worries about adding employees at this time.

Cmmr. Jeffreys noted that the commercial permits may be down but believes this is impacted by the marijuana industry which was very active in 2014; she has seen the Current Expense Ending Fund Balance (EFB) increasing over the past three years and believes we need to spend it wisely. Although many employees were laid off in 2009/2010 the work didn't go away.

Cmmr. Neatherlin noted that the County has spent a lot of money this year to contract out permit review work and he has received a lot of phone calls complaining about the permitting process and that's why he is in favor of hiring staff in Building Department.

Cmmr. Sheldon stated the County has spent a lot of money on technology upgrades and the County needs to look at being more efficient. He is concerned with spending more than we take in.

Discussion of the permitting process and impact to development. Process improvement is needed and that is a reason behind the consolidation of Community Development and Public Health. It now takes 4 to 6 weeks to issue a building permit. Staff has explored on-line permitting but the cost is about \$200,000.

Levy Shift discussion. A \$1,896,000 levy shift is proposed that would be used for several Current Expense one-time expenses, most pay back to Roads or ER&R.

Need to plan for \$2M for Simmons Road project although this amount may be mitigated and it's not planned until 2018/2019. There has been discussion in the past about Squaxin Island Tribe contributing to this project.

Frank stated he has adjusted the marijuana revenue but has not been able to confirm the projections with DOR.

The Auditor has requested \$15K back for OT (was budgeted for reclass). She had kept her total budget at the 2015 level. The Board denied the request.

\$10,000 to Memorial Hall budget, the Committee has requested interior remodel. Originally there was discussion about using the Veterans Assistance Fund and/or \$5,000 from Historic

Preservation. It has been discovered that those monies are available from the Historic Preservation Fund with no limit to county buildings.

\$100,000 request from veterans for "housing seed funding". There is no solid plan, perhaps build or purchase a new structure. Options included increasing the veterans levy rate, using housing money and/or mental health money. Cmmr. Neatherlin proposed budgeting half from mental health and half from housing allowing time to fully develop a proposal. For the 2017 budget, the Commissioners could consider increasing the veteran's levy for this housing, if the program comes together. If the veteran's levy is increased, that impacts the amount going to Current Expense. Cmmr. Sheldon believes it is appropriate to use mental health and housing money for veterans. wants to focus mental health on client services, not overhead. \$100,000 will be budgeted for the veterans homeless housing project in mental health (\$50K) and housing funds (\$50K).

Cmmr. Sheldon expressed concern with revenue projections. Many are one-time revenues.

Proposal to budget \$115,798 for potential reclass requests will be left in the budget.

Proposal to budget \$100,000 for each 1% of new CBA costs that are being negotiated and \$40,000 for each 1% of non-represented employees will be left in the budget.

\$300,000 budgeted for potential capital facilities.

\$105,000 budgeted for Sheriff handheld radios. There is an option for a loan from ER&R. Discussion of borrowing from ER&R for the Sheriff vehicles and radios. This increases the projected 2016 ending fund balance to over \$4M.

11:25 a.m. Cmmr. Sheldon left the workshop.

Property Tax Levy Calculations were reviewed. Without taking the 1% levy increase, it results in a \$130,196 reduction in revenues; taking the 1% results in \$35,934 reduction. Commissioners Neatherlin and Jeffrey's agreed to budget for no increase in the Current Expense or Road levy but to bank the capacity at 1% which will take a resolution of substantial need.

Brief discussion of levy lid lift vs. levy shift.

Commissioner Discussion -

Cmmr. Neatherlin brought up the potential of funding a lobbyist. Cmmr. Jeffrey's stated she would need to know what the person would be lobbying for; she can see value in lobbying for capital projects. Cmmr. Jeffrey's is willing to talk to the person.


The meeting adjourned at 11:55 a.m.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS


Randy Neatherlin
Chair


Tim Sheldon
Commissioner


Terri Jeffrey's
Commissioner