

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of December 14, 2015

Monday, December 14, 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 for labor discussion from 9:00 a.m. to 9:38 a.m.

9:30 A.M. Public Health & Human Services – Vicki Kirkpatrick
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.

- Continuation of the Mental Health Professionals, LLC (\$100,000) and Northwest Resources II, Inc (\$115,998) 2016 contracts for case management and housing assistance paid from the Mental Health Fund. The request is to add Clinical Peer Support Counselors for veterans in the Mental Health Professionals contract. There was discussion of the services and caseload difference. Cmmr. Jeffreys asked if the contract pays for training. Vicki noted the mental health tax is due to sunset the end of 2016 and she intends to issue a request for proposals in July 2016. Cmmr. Jeffreys stated she is not hearing a good rational to increase the contracts; concerned with difference in caseloads. She is willing to move forward as is and would like to negotiate a higher caseload.
Vicki stated the contractor is out of country until December 30 and the contract ends December 31. She can negotiate when he returns. She does have a proposal without additional staffing and has increased caseload.
Tom Davis supports the proposal and serves as a volunteer mentor for veterans and explained his role in the program.
The Mental Health Professionals contract is to serve veterans, current 2015 contract is for \$65,500 for 30 clients; the Northwest Resources is to serve at-risk/vulnerable low-income population, current 2015 contract is for \$115,008.
Vicki stressed the difference in the type of clients and the cost per client is different because of the different services provided.
The Commissioners agreed to extend the Northwest Resources contract for 2016 and the contract with Mental Health Professionals for one month (January 2016) and schedule a briefing with Adrian. The Commissioners requested the contractor's budgets.

~~10:00 A.M.~~ — ~~BREAK~~

10:10 A.M. Support Services - Bill Kenny
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.

- Discussion of the options for ADA Parking in front of Building 1. Due to legal requirements for ADA parking it would be difficult to place such parking in front of the building. The Board would like to explore limiting the parking time to either 15 or 30 minutes and asked staff to come back with a recommendation.
- 2016 Crime Insurance renewal information was included in the briefing packet and the Board approved moving it forward.
- State Auditor Office comments regarding reporting of the Internal Bond for the annual financial statements were reviewed regarding interfund loan vs. internal investment bond.
- Frank reviewed the Financial Statements as of November 2015.
- Bill reported that Probation has requested permission to move their medical to PEBB and the Board agreed.

11:00 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 approved moving forward the following: news release for new rates for water and sewer utility system; news release for free Christmas Tree Drop Off and Recycling at Shelton

Board of Mason County Commissioners' Briefing Meeting Minutes
Week of December 14, 2015

Transfer Station and Belfair Drop-off Facility; County Road/Speed Restrictions and Emergency Road Closing Orders Resolution; CRP's for culvert installations and miscellaneous work as needed County wide for calendar year 2016; annual bridge limit resolution establishing lane limits for traffic control on certain Mason County bridges.

- County Road Speed Limit requests - discussion of four locations of citizen requests for speed limits.
- Weekly Utilities Collections spreadsheets were provided showing current status.

11:30 A.M.

State Auditor Exit Conference

Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.

- April Taylor, SAO, reviewed the highlights of the accountability audit; acknowledged efforts to resolve ER&R issues; progress made in Belfair financial situation; no findings this year however have management letter - concern with Belfair Sewer loans and accounts receivables. April talked about RCW4.16.040(2) that states accounts receivable incurred in business operations have a 6 year limitation then has to be written off. They have requested more information from their attorney and will pass on the information. SAO recommends a policy for consistent collection of receivables.

Discussion of dedicating REET and/or .09 Funds to the Belfair sewer finances for debt service. Because those funding sources can change, the SAO recommends the system be self-sufficient at some point for both debt service and operations and maintenance.

ER&R issues are an exit comment.

Sheriff's Office was over budget by about \$200,000 due to year end accruals. The Commissioners will need to review with the Prosecutor for guidance on how to handle this because it must be corrected.

Take home vehicles were discussed, do not have compliance issues. Have a recommendation for establishing centralized controls regarding what is taxed pursuant to IRS regulations.

Reviewed a complaint of Landfill rates not being charged correctly; were not able to substantiate.

They anticipate the 2015 audit should go smoother and the costs should be lower.

Commissioner Discussion

- Commissioner Jeffreys brought up the MTA budget, short term park & ride in Belfair is not funded. Also discussion of a property transaction. These items will be brought up at the MTA meeting.
- Cmmr. Jeffreys reported she is meeting with Chris Tibbs who is offering lobbyist services for county at no cost. Unless we have legislative priorities in mind, she doesn't know if we need a lobbyist but she asked if there are policy needs.
Cmmr. Sheldon stated it will be a short legislative session; fire costs will be a discussion item; doesn't believe there will be a capital budget; won't be a transportation budget. He is concerned with having Mr. Tibbs representing the County; if the county believes we need a lobbyist, then we should call for RFP.
There was a discussion of WSAC services.

BREAK – NOON 12:55 p.m.

2:00 P.M.

2016 Budget Workshop

Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.

- Sheriff's Department
Sheriff Salisbury reviewed the proposed 2016 budget compared to 2015 and the agreed upon changes and stated the 2016 budget is about \$468,000 short.

Frank provided a payroll cost analysis:

4,861,385 - 2015 Adopted Budget Patrol Salaries and Benefits

922,805 - 2015 Adopted Budget Traffic Policing Salaries and Benefits

Board of Mason County Commissioners' Briefing Meeting Minutes
Week of December 14, 2015

5,784,190
5,390,401 - 2015 Salaries & Benefits Estimated Actual Costs
393,789 - Over Budgeted in Salaries & Benefits

5,822,592 - 2016 Modified Budget Salaries & Benefits
5,390,401 - 2015 Salaries & Benefits Estimated Actual Costs
432,191- Increase in Salaries & Benefits due to CBA

Cmmr. Neatherlin suggested they can ask the Auditor's office to review the numbers and verify their accuracy.

Sheriff stated they intend to use the cameras in the cars, once they have staff to make sure they are in compliance

Sheriff requested clarification of the Marine Patrol Deputy. After discussion, Commissioners agreed to fund a fully burdened Patrol deputy paid from Current Expense at a cost of \$83,000 for the marine program.

The Sheriff's office currently has two boats - one for fresh water and one for marine waters. The boating grant money will be used for OT and operating costs. The county's match will be a dedicated deputy that will be budgeted in Patrol.

After confirming the \$83K has been committed, Sheriff Salisbury offered to use the \$83K to increase elected official salaries instead of funding a marine deputy. The Commissioners did not agree to this proposal.

Undersheriff Barrett stated they can meet the boating program needs with existing staff and a 3rd boat.

Cmmrs. Jeffreys stated citizens do not feel they are getting adequate boating patrol.

Sheriff noted that is not the first time the total budget is over \$100M.

Cmmr. Sheldon expressed concern with the number of staff being added and many of the revenues are one-time only. He supports an ATB flat amount increase; not by percentage. He is worried the county government is growing faster than the economy.

- Undersheriff Barrett read aloud language from the proposed 2016 budget adoption resolution that states the department's budgets will have two totals, salaries/benefits & operating, and expressed concern that will restrict the ability to address unanticipated expenditures. He stated it would have been nice to know of that restriction when the budgets were developed. *(note – this is language from the 2016 budget guidelines that were distributed by the County Commissioners to all departments: "Expenditure authority for the salaries and benefits for Elected Officials and County Departments budgets shall be restricted to the total detail budgeted salaries and benefits appropriated in their adopted 2016 budget. Operational expenses shall be restricted to the total detail budgeted expenditures appropriated for all other expenses in the adopted 2016 budget. In effect "two" bottom lines."*

Undersheriff Barrett stated the litter grant should be in the jail budget and not part of the non-violent offender special fund. After discussion, the conclusion was to create a special fund for the litter grant with \$10,400 from Current Expense for tipping fees.

RECESS for 5 minutes

Frank Pinter reviewed the current status of the 2016 proposed budget and reviewed the changes made to date. The projected ending fund balance is just over \$8M. Mr. Pinter then reviewed the one-time charges that are proposed to be paid from the levy shift.

There was discussion of the budget increases and banked capacity. The Boating Fund doesn't change other than moving the deputy to patrol and no transfer in. Litter grant will be a special fund with \$10,400 for tipping fees.

Board of Mason County Commissioners' Briefing Meeting Minutes
Week of December 14, 2015

Amber Cervantes, Assessor's office, spoke to the levy shift. The Assessor's office sets the levy rate once all the districts submit the amounts they want to levy.

Frank has talked to Dave O'Leary and Cathy Bierle at the City of Shelton regarding the impact of the levy shift to the City of Shelton/Metropolitan Park District. Mr. O'Leary is talking to the City Commission today. The proposal is to pro rate the park district \$154K and if the County elects to buy down that impact, there is no impact to citizens of Shelton as far as a tax increase. It does impact City's ability to levy future new construction incurred in 2016 which is expected to be minor in 2016.

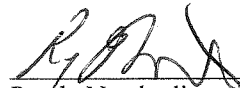
Commissioner Discussion – there was no discussion.

The meeting adjourned at 4 p.m.


Respectfully submitted,

Diane Zoren, Administrative Services Manager

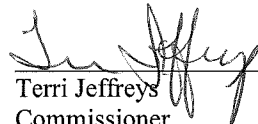
BOARD OF MASON COUNTY COMMISSIONERS



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Chair



Tim Sheldon
Commissioner



Terri Jeffrey
Commissioner