

**BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES**  
**Mason County Commission Chambers, 411 North 5th Street, Shelton, WA**  
**Week of February 13, 2017**

Monday, February 13, 2017

9:00 A.M.

Support Services – Frank Pinter

Commissioners Shutty, Neatherlin and Jeffreys, via telephone were in attendance.

- Diane is gathering information for the Oath of Inventory for equipment and will place on the February 28 Action Agenda. This will tie into the Capital Asset Inventory.
- Community Block Grant prioritized activities. Mason County partners with Lewis County in coordination with the Lewis, Mason, Thurston Community Action Council (CAC) to provide services through a Public Services-Community/Block Grant. Staff is seeking input from the Commissioners on what allowable activities to include in this year's application. Funding available is \$99,289. The Commissioners are good with continuing with what has been done unless Lewis County identifies other services. Staff will be meeting with representatives to discuss the scope of the 2017 activities.
- Staff is recommending the County enter into a contract for Capital Asset Inventory with AssetWorks. Jenifer stated the State Auditor has recommended the Commissioners move forward with adopting the Oath of Inventory for equipment by the March 1 deadline and after the asset inventory is complete, make any necessary amendments. Cmmr. Neatherlin requested the SAO email that states this.
- Review of the Scope of Work for Economic Development Council contract. A draft contract will be brought forward.
- Frank provided an update on Johns Prairie Shop/Manke Property. There is a pit that has a variety of stuff (stumps, old guard rails, etc.) in it that has been in existence for some time. Manke will still allow access to the salt/sand storage. Frank will bring back additional information.
- Cost analysis of Little League World Series event @ MCRA. The estimated cost, if field fees are waived, is \$38,012. Staff needs to research if the field fees can be waived. Deb recommended that if this moves forward, the contractor be responsible for porta potty rental and septic pumping. Frank stated the City of Shelton does not intend to provide any funding. Staff will bring this back with additional information.
- Jail contract with City of Shelton. The City has signed the contract although Deb is recommending some minor language changes. After discussion, it was agreed to move forward the contract as signed by the City; Chief Hanson will have Sheriff Salisbury sign and return the original contract to Commissioners' office. The contract will be placed on the February 21 agenda for Commissioner approval.
- Discussion of the status of Public Defenders Administration & Staff. The Commissioners are good with filling the Administrator position and requested the job description. Superior Court Judge Sheldon supports hiring an Administrator and recommended the County continue with the existing contract attorneys for the Superior Court. Staff did draft a request for qualifications for contract attorneys. The existing contracts expire the end of March 2017. Deb Dunithan suggested the contracts be rewritten or at least amend the existing contracts. The Board asked staff to review the contracts with Tim Whitehead and brief this item again.
- MCRA/Sandhill Concession Request for Proposals will be placed on the agenda.
- HMPG grant funded mitigation plan update – contract with Bridgeview Consulting will be placed on the agenda.
- Jenifer explained the County is out of compliance with many State & federal requirements, assurances and obligations. She will bring this to the Audit Committee and will come back with recommendations.
- Topics for the Commissioner Retreat scheduled on February 22: Cmmr. Jeffreys priorities are to complete the Comp Plan update; streamline the Development Regulations so it lists uses not allowed; use the Capital Facilities Plan in the budget process; jail population and uses of jail.

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Cmmr. Shutty's topics from Congressmen Kilmer and Heck are to identify funding sources, potential infrastructure packages; opioid addiction funding; perspectives on what the new administration's stance will be on recreational marijuana.  
Cmmr. Neatherlin would like to hear about any utility loan refinancing opportunities and any economic development opportunities.

- 10:30 A.M. Hood Canal Communications – Mike Oblizalo  
Commissioners Shutty, Neatherlin and Jeffreys, via telephone were in attendance.
- Mike Oblizalo, Hood Canal Communications, requested a letter of support for a USDA grant to expand broad band service at Lake Cushman area. They have several letters of support from the Lake Cushman residents.

10:45 A.M. BREAK

- 11:00 A.M. Community Services – Dave Windom  
Commissioners Shutty, Neatherlin and Jeffreys, via telephone were in attendance.
- Dave will be holding interviews on Friday, Feb 24, Planning Manager and Cmmr. Neatherlin will participate.
  - Dave is watching HB1918 and 1885 regarding the Hirst decision.
  - Permitting of storage containers. Dave will run this topic through the Planning Advisory Commission, with the possibility of not having a permit requirement. No occupancy allowed, for dry storage only. Concern with the number allowed and Dave will draft a regulation.
  - Next staff retreat is scheduled on April 20.

Commissioner Discussion – no discussion.

The Commissioners recessed at 11:10 a.m.

BREAK – NOON

- 2:00 P.M. Public Works – Jerry Hauth/Melissa McFadden  
Utilities & Waste Management  
Commissioners Neatherlin and Shutty were in attendance. Commissioner Jeffreys was absent.
- Eels Hill Transfer Station will be closed Monday, February 27 to allow the installation of a new grizzly crane.
  - Jerry brought up having a Public Works Facebook page. Diane noted that staff is bringing forward the concept of having one FB page that all departments can post to.

- 2:30 P.M. Public Works – Belfair Stormwater – Loretta Swanson  
Commissioners Neatherlin and Shutty were in attendance. Commissioner Jeffreys was absent.
- Joy Michaud, project manager for Herrera, reviewed project goals, analysis and results for stormwater management options for the Belfair vicinity. Staff will obtain comment from the public and bring forward a draft plan for Commissioners' consideration.

Commissioner Discussion

Cmmr. Neatherlin brought up a property in the north end that could be used for a skate park.

The briefing adjourned at 3:30 p.m.

Tuesday, February 14, 2017

10:30 A.M. Planning Advisory Commission Interviews



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Commissioners Shutty, Neatherlin and Jeffreys interviewed the following four candidates for the Planning Advisory Commission: Sylvia Florez-Milsom, Allan Borden, Joe Nolze and Bill Kysor.

Commissioner Discussion – as needed

Wednesday, February 15, 2017

9:00 A.M.

2018 Budget & Revenue Proposals Workshop – Frank Pinter/Jenifer Sliva  
Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Frank Pinter provided budget information in preparation for the 2018 budget process. The ability to increase property taxes is limited by the 101% state mandated levy limitation and there is not enough funding to maintain county government as it exists today. The solution is to increase revenues, decrease expenditures, and/or reduce services. Revenue options were reviewed including various property tax levy increase options, and sales tax increase options including the Public Safety Sales Tax (RCW 82.14.450). Departmental fees need to also be reviewed. Frank then reviewed options to reduce costs.

Cmmr. Neatherlin would like to look at the Public Safety Sales Tax, the false alarm policy and look at eligibility for medical benefits for part-time employees.

Cmmr. Jeffreys stated if we are going to look at increasing revenues, we need to also look at reducing costs. She pointed out it is important to know the detail on the cost of doing business which increases at least 2% a year.

Cmmr. Neatherlin brought up an option to charge separate tax rates only when real property is sold. Lisa Frazier commented that the state constitution protects equal taxation so that would need to be changed by legislature or an initiative of the people.

Cmmr. Neatherlin brought up the tax on open space/timber property; Cmmr. Jeffreys noted a Public Benefit Rating System could be implemented. Melody Peterson, Assessor, stated her office is reviewing Open Space properties to make sure they qualify, especially farm & agriculture.

There was a brief discussion of false alarm calls and the impact to Sheriff's staff.

Frank was directed to contact City of Shelton regarding the Public Safety Sales Tax

The Commissioners took a 5 minute break.

Frank presented final 2016 financial statements. Actual revenues for Current Expense Departments, excluding Treasurer, were \$1M less than budgeted. Cmmr. Jeffreys requested detail on recorded documents.

Frank then reviewed current status of 2017 budget. Staff will work on a cash flow to see if Current Expense will need an interfund loan (from Road Fund). Discussion of \$1.2M payback from Belfair Sewer. Commissioners need to also consider increasing the Current Expense reserve due to cash flow problems. Need to review 2017 budget compared to 2016 budget and determine what new programs were funded.

Adjourn at 11:22 a.m.

2:00 P.M.

WA Association of Counties (WSAC)/National Association of Counties (NACO)

Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

Eric Johnson, WSAC and Skagit County Commissioner Ken Dahlstedt shared information regarding the services provided by NACO and encouraged Mason County to join the association. Many counties pay the NACO annual dues (\$1100) from the Road Fund because the SRS funding goes to the Road Fund. There was a discussion of the Timber dues, which are \$3,000.

The Commissioners took a 5 minute recess.

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3:00 P.M. Planning Advisory Commission Interview  
Commissioners Shutty, Jeffreys and Neatherlin interviewed an applicant for the Planning Advisory Commission.

The Commissioners asked that an agenda item be placed on the February 21 Commission Agenda to select a PAC member.

Commissioner Discussion


Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Brief discussion of building permit process, regulations and Belfair UGA.
- NACO and WSAC Timber Dues. Commissioners are in favor of paying the NACO dues from the Road Fund however Cmmr. Neatherlin would like to hold off for now.
- Discussion of Road Fund cash balance.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS

  
Kevin Shutty  
Chair

  
Terri Jeffreys  
Commissioner

  
Randy Neatherlin  
Commissioner