

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of February 27, 2017

Monday, February 27, 2017

- 9:00 A.M. Executive Session – RCW 42.30.110 (1)(i) – Litigation
Commissioners Shutty and Jeffreys met with Tim Whitehead, Melissa McFadden, and Dan Losing from 9:00 a.m. to 9:25 a.m. for discussion of a litigation matter. Cmmr. Neatherlin was absent.
- 9:30 A.M. Support Services – Frank Pinter
Commissioners Shutty and Jeffreys were available. Commissioner Neatherlin was absent.
- Contract with AssetWorks will be placed on next week's agenda.
 - 2017 Budget Supplement request for public hearing will move forward after briefing to review capital project requests is complete.
 - Request from City of Shelton to access County owned property for stormwater work will be placed on agenda for approval.
 - Frank reviewed the contract status with Public Defense contract attorneys. One of the issues is the contracts state the hourly rate is \$40 however the attorneys are actually being paid \$60 per hour. Frank is recommending the Board approve a 3 month contract extension at the \$60 per hour to allow time for further research.
 - Sheriff request to move LEOFF 1 budget to Support Services/Human Resources from Sheriff's budget was reviewed. Frank recommended this be approved and will need the budget moved and a resolution will be drafted. Undersheriff Barrett stated their office will assist in the transition process.
 - Jeff provided an update on the removal of caretaker residence for Sandhill Park. The total estimated cost is \$5,000 and staff will check with Community Services about using the Abatement Fund. The Board approved moving forward with removing the dwelling.
 - A public hearing for the 2017 Public Services Community Development Block Grant, specifically funding the Community Action Council will be scheduled.
 - AFSCME labor agreement will be postponed until next week.
 - Contract with Mason Matters will be briefed by Community Services.
 - Letter of support for the Shelton Health and Recreation Center (SHARC) will be placed on the agenda.
- The Commission took a break from 10:22 a.m. to 10:45 a.m.
- 10:45 A.M. Community Services – Dave Windom
Commissioners Shutty and Jeffreys were available. Commissioner Neatherlin was absent.
- Approval to move forward the two Winter 2017 Heritage Grant applications totaling \$6,000.
 - Review of the 2016-2017 Mason Matters contract. This will be placed on next week's agenda.
 - Discussion of the Comp Plan/Capital Facilities Plan. Recommendation from Dept. of Commerce is to have an eight-year plan with annual updates. Dave explained the areas of the Comp Plan he is working on.
 - Dave met with the Beards Cove Homeowners Association on code enforcement issues.
 - Dave provided an updated on the funding for Foundational Public Health Services.
 - Housing Authority issues were discussed. Lydia will attend the next Housing Authority Board meeting. There is a possibility of using the recording fee funding for the Housing Authority. Lydia said the RFP for this funding should go out soon and Public Health is looking at taking on the Consolidated Housing contract.

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- 11:15 A.M. Public Works – Jerry Hauth/Melissa McFadden
Utilities & Waste Management
Commissioners Shutty and Jeffreys were available. Commissioner Neatherlin was absent.
- Contract amendment with Correct Equipment for the grinder pump contract was approved to move forward.
 - Bid award information was reviewed for chip seal aggregate and asphaltic emulsion.
 - Cyndi provided an update on Equipment Rental & Revolving. The Sheriff's Office has informed her that they were awarded \$30,000 for a litter grant vehicle. Nothing has been purchased and this will be briefed. Public Works will be meeting with Sheriff's Office regarding litter control. The Grizzly Crane work is being completed today at the Transfer Station.

The Commission took a 5 minute break until 11:45 a.m.

- 11:45 A.M. Housing Authority Interviews
Commissioners Shutty and Jeffreys interviewed Randy Olson for the Housing Authority Board.

Commissioner Discussion – there was no discussion.

BREAK – NOON

- 2:00 P.M. Housing Authority Interviews
Commissioners Shutty and Jeffreys interviewed Marilyn Vogler and John Bonin for the Housing Authority Board.

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- 9:00 A.M. Belfair Sewer Finance Plan – Frank Pinter
Commissioners Shutty and Jeffreys were in attendance. Commissioner Neatherlin was unavailable but hopes to be here this afternoon, therefore the briefing was rescheduled to 3 p.m. this afternoon.
- 3:00 P.M. Belfair Sewer Finance Plan
Commissioners Shutty, Jeffreys and Neatherlin were in attendance.
- Frank Pinter, Jerry Hauth, and Dave Windom presented a PowerPoint with a proposal for the Belfair Sewer. The Belfair Sewer Utility began operations in 2012 charging customers \$96 per month for each equivalent Residential Unit (ERU). The project was financed through loans issued by Ecology and a general obligation bond and at the end of 2015, the Belfair Sewer had \$11.5 million in outstanding debt. The sewer has not generated enough revenue to pay back the debt and REET 2 and .09 Sales Tax funds have helped pay debt payments. A financial plan was developed in 2015 to improve the sewer's financial condition and includes expanding the number of customers in 2018 but the County has not started this phased expansion due to lack of funds for construction. This plan has not been adjusted to forecast actual activity and is no longer accurate. Dave Windom noted there is County Code (Chpt. 17.03.030) regarding holding tanks being allowed in the Belfair UGA.
There is not necessarily a "moratorium" but there are non- growth areas due to code constraints, lack of road access, water supply, and terrain issues.
Jerry Hauth has had a discussion with the Ecology finance person and it was suggested if the County could get USDA Rural Development (RD) funds to connect to SKIA and then possibly refinance all together.
Frank reviewed the Ecology loan agreements and stated there is nothing in the Ecology documents that require a certain number of sewer hook-ups. Cmmr. Neatherlin stated in past meetings with Ecology it was stated that Ecology expected the County to have a

certain number of hook-ups. Cmmr. Neatherlin would like this expectation, or lack of, in writing from Ecology.

Map overlays from GIS were shown that demonstrate the various options, including buildable areas and restricted areas.

Next steps are to meet with Ecology next week to discuss financing, review take-aways from today; meet the week of March 20 to discuss final review of the revised Belfair Sewer Plan and review options for Rustlewood Sewer.

- Rustlewood Sewer Utility was also part of the discussion because at the end 2015 the Rustlewood Sewer Fund had \$1.3 million in outstanding debt and if current financial situation continues, the fund will have more current liabilities than assets in 2016.
- Following items discussed:
 - Financing options for the Belfair Sewer and involvement of Port of Bremerton and/or City of Bremerton.
 - Expansion options which appear to be Roy Boad Road, Old Belfair Highway, and SKIA. Cmmr. Jeffreys stated she is ok with dedicating REET 2 and .09 funding; allow building, and explore the expansion to SKIA.
 - Direction given to Dave Windom is to bring back code language to lift the "moratorium". Cmmr. Neatherlin supports spurring growth by reducing hook-up fee for two years.
 - Frank will get updated numbers from bond counsel for LTGO refinancing options.
 - Cmmr. Neatherlin requested a definitive yes or no from Ecology on refinancing.
 - Cmmr. Jeffreys wants to look at rates in order to build a reserve; Frank stated there should be a minimum of a 90 day reserve for operating and then work towards a reserve for capital improvements.
 - Cmmr. Neatherlin stated there should be a different ERU rate for multi-family dwellings.
 - Frank noted that if the UGA is amended resulting in a lawsuit, that would put a hold on any financing.

Meeting adjourned at 4:40 p.m.

Wednesday, March 1, 2017

9:00 A.M.

Hood Canal Coordinating Council - Haley Harguth, Watershed Planning & Policy Coordinator; Scott Brewer Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Haley and Scott provided information regarding the Hood Canal Regional Pollution Identification and Correction (PIC) Program. There was a rebate program that provided funding for septic checks.

Cindy Waite explained the process County staff follows for monitoring the septic systems in the County. Mason County tracks all septic systems and they have had great results from following up on pumper reports. She emphasized that the PIC program and O&M work together.

Teri King emphasized that staff is needed to follow up on O&M reports.

What seepage pits are and how they function were discussed. 30 seepage pits were identified close to the shoreline, 6 of these parcels were included in the sampling and they did not find greater discharge than other sites. Haley emphasized this was a very small study and the goal of the study is to better understand what impact seepage pits have on the environment.

There is concern with funding of the PIC program because they are grant dependent.

10:00 A.M.

Court Clerk – Sharon Fogo Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Court Clerk Fogo requested the Clerk's office be moved to the first floor of the Courthouse for easier access to the public and they are in need of additional space. They are receiving new case management software in May and there will be temporary training staff. This relocation has been the plan for some time. Judges Sheldon and Meadows support this relocation.

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Judge Meadows stated there is office space that Probation staff will need to continue to use. She emphasized the basement courtroom also needs to be finished. The existing courtroom on the first floor would be relocated to the current Clerk's area. Jeff Vrabel provided the sequence of how these moves can happen. Judge Finlay stated she understands the end goal is to finish the basement courtroom space and make the existing Clerk's space a hearing room. Using the Court Clerk space for a courtroom can work on a temporary basis until the basement courtroom is finished. Estimated cost to relocate the Clerk is \$10,000. The estimated cost to finish the basement courtroom space is \$100,000. Basement vault space was discussed. It was agreed by both courts to use this as a multi-purpose meeting space with a white board, table and chairs. This space will need ventilation and Jeff has included that cost in the \$100,000 estimate for basement court space. The Clerk's office will retain use of the vault in her existing space (upstairs Courthouse). Options for existing Clerk space – make it a permanent courtroom (walls would need to be removed); District Court would like to locate their entire District Court probation staff in that space but are ok with making it courtroom space as long as they don't lose any existing District Court/Probation space; Superior Court's goal is to keep as many court rooms in that building as possible. Sharon stated they can access the vault even if court is in session. Next step, depending on funding, is to relocate Clerk to first floor and establish a temporary courtroom on 2nd floor. Then finish the basement courtroom. REET 1 funding is available. The Commissioners need to review the capital project requests and REET 1 fund. Logistics of moving the Clerk's office was discussed. Jury space in the modular courtroom could be used. Some weekend work would be required.

- Request for \$5,000 from Trial Court Improvement Funds for the purchase of two additional bar code printers and one additional scanner for the Clerk's office. District Court and Superior Court Judges are in support of this expenditure and this will be placed on the Action Agenda for Commissioner approval.

10:30 A.M. The Commissioners took a 10 minute break.

~~10:45 A.M.~~ 11:00 a.m. WSU Extension Office – Justin Smith

Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Review of the memorandum of understanding with the 2017 Washington State University Extension Office to provide programs in Mason County. Justin has a monthly briefing scheduled to improve communication with the Commissioners and will have program managers at Commissioners' meeting to announce upcoming programs. This will be placed on the March 14 Action Agenda.

11:00 A.M. Parks & Trails Advisory Board Interviews

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

The Commissioners interviewed three applicants for the Parks & Trails Advisory Board.

Commissioner discussion of Shellfish Initiative options, a briefing will be scheduled in April. A briefing will be scheduled on March 21 with Squaxin Island Tribe to discuss the Hirst decision.

NOON

BREAK


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- 1:30 P.M. Sheriff's Office/Jail - Chief Hanson
Commissioners Shutty, Jeffreys and Neatherlin were in attendance.
- Chief Hanson presented the Jail inmate health care contract with Healthcare Delivery, Inc. This contract expands the services to 16 hours per day, 365 per year and is an annual increase of approximately \$160,000. The additional funds will be shifted from within the existing 2017 Sheriff's budget. For a full 12 month period, the total cost would be \$500,000.
Cmmr. Neatherlin stated he has no problem with this contract but wanted to remind the Sheriff's staff that the department needs to manage within the existing budget, there is no additional money.
Chief Hanson pointed out that inmate healthcare is a liability to the county and the nursing hours need to be increased.
The contract will be placed on next Tuesday's agenda.
- 2:00 P.M. Closed Session – RCW 42.30.140 (4) Labor Discussion
Commissioners Shutty, Jeffreys and Neatherlin met with Frank Pinter from 2:00 p.m. to 2:40 p.m.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS


Kevin Shutty
Chair


Terri Jeffreys
Commissioner


Randy Neatherlin
Commissioner