

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of April 17, 2017

Monday, April 17, 2017

- 9:00 A.M. Support Services – Frank Pinter/Prosecutor Tim Whitehead & Mike Dorcy
Commissioners Shutty, Jeffreys and Neatherlin were in attendance.
Topic: Budget Adoption Methodology
- Frank Pinter discussed resolution 46-16 and the budgeting allowances included within it. He said that for the 2017 budget a new resolution may need to be signed. Tim Whitehead stated that he reviewed the resolution and it does not apply to 2017. Frank said the options are to redo the resolution so it applies to all budget years, or do nothing meaning those that request changes in their budgets would need to go in front of the BOCC.
 - Cmmr. Shutty and Cmmr. Neatherlin discussed the current flexibility within departments and its effectiveness. Cmmr. Shutty noted that all of the department heads will meet next week, and said he would like to continue this conversation at that time.
 - Cmmr. Jeffries talked about using two bottom lines because so much of the budget is used on personnel. She then said that she would be in favor of adopting a new resolution with no date so it can be used in the future. Cmmr. Neatherlin agreed that two bottom lines are very helpful in seeing where the funds are being used and also voiced his support of adopting a new resolution with no date.
 - Frank said that after the elected official meeting next week he will bring this back to briefings for further review.
- 9:30 A.M. Support Services – Frank Pinter
Commissioners Shutty, Jeffreys and Neatherlin were in attendance.
- Opioid Grant Submission – Frank said they are moving forward and application will be turned in by April 25, 2017.
 - Cmmr. Shutty asked about the Criminal Justice grant that was due at the beginning of the month. Frank announced that due to lack of information from other departments, it was not submitted. Cmmr. Shutty said that from now on if there are any road blocks such as other departments not stepping up, he would like to know so he and the other Commissioners can assist.
 - Modification to Personal Property Position – Frank said he received letters asking to go back to the table for further discussion.
 - Letter of Agreement between Public Works & Teamsters re: temporary transition of medical benefits – Frank said this topic is due to an employee moving from one union position to another on a temporary basis. This employee does not want to give up their current medical during the move. The union has authorized the temporary switch and this item will be on the agenda for April 25, 2017.
 - Follow up to Budget preparation – Frank suggested discussing this topic at the elected officials meeting.
 - Cmmr. Shutty agreed and then referred to minutes from July 2016 which discussed a tour of the Jail. Frank said there is an invitation to hold briefings at the Jail. Concern was voiced over allowing the public in to which Frank said he would check and follow up with the commissioners.
 - Request from Thurston/Mason NAMI asking Mason County to consider a proclamation recognizing May as Mental Health Awareness month – Cmmr. Shutty said in the past there had not been a proclamation for Mental Health Awareness month. Cmmr. Jeffreys said she would be in favor of this, adding some sort of activity would be nice. She also suggested speaking with the Mental Health Advisory Board. Cmmr. Shutty suggested tabling further discussion until next Monday.
 - Commissioners retreat follow up – Cmmr. Shutty presented notes on the retreat asking for input. Cmmr. Jeffreys suggested going into more detail on the notes for future reference. Cmmr. Neatherlin suggested holding a round table in the future for land use discussion. Cmmr. Shutty

suggested setting up a meeting with contractors and possibly realtors for better insight. Cmmr. Jeffreys noted that under the Jail facility section, she would like to see a discussion with Grays Harbor about a joint regional facility. She then asked to review the Public Benefit Rating System which was previously written by Barbara Adkins. Dave Windom said he would look back in Barbara's documents and follow up.

- County policy implementation- Cmmr. Shutty asked Dave to work on a proposal to have services available in the north end of the county. Cmmr. Neatherlin suggested starting at 2-3 days per week having a planner and permit technician available.
- Shellfish Initiative – Cmmr. Jeffreys said that in spring of 2016 a discussion was had about the creation of a Shellfish Initiative. She said that she spoke to various groups and created a list of suggestions from these groups. Cmmr. Jeffreys said that currently, Mason County has surpassed other locations as the leader in aquaculture. Cmmr. Neatherlin explained the creation of districts, which lead to talk on possible fees to be used for water quality. Cmmr. Shutty suggested engaging the Governor's office for guidance on setting up districts. Cmmr. Jeffreys agreed and asked if Community Services could also assist. Dave questioned the possibility of having the Shellfish Industry assist with funds to support this. Cmmr. Jeffreys said that she spoke with Taylor Shellfish who said if the rules were in place for a couple of years, they may be interested in financial assistance.
- Cmmr. Jeffreys discussed the most recent Behavioral Health Organization meeting. She said a clinical director is in the works and the goal is to have someone hired by July. In regards to space, they are hoping to have a location by October and are looking to become licensed by January. She invited the other Commissioners to take part in these changes and discussions.
- Cmmr. Shutty asked about the Area Agency on Aging. Cmmr. Jeffreys said there are still some decisions being worked on so she had no news at this time.

10:30 A.M. BREAK

10:45 A.M. Community Services – Dave Windom and Michael MacSems
Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Michael MacSems discussed the Mason County Historic Preservation Ordinance and the proposed amendments from the Historic Preservation Commission (HPC). Cmmr. Jeffreys went through the proposed changes and questioned the source of some items. Cmmr. Neatherlin questioned how an area can become a cultural landscape. Michael said that a process will be in place, but ultimately it would go in front of the Commission.
- Cmmr. Shutty asked if these changes could be used towards water rights. Dave said no, unless the water was being used a specific way. After some discussion on sections of proposed language Michael said he would take it back to the HPC then present it at another briefing.
- Planning Advisory Commission (PAC) - Dave discussed the agenda for the meeting this evening. He said that Paula has been working on her outline to readdress Capital Facilities and will present that to the PAC this evening.
- WSPHA- Theme this year is "Building Healthy Communities". Dave and Debbie will speak at the conference in Wenatchee this fall. Cmmr. Jeffreys asked if they could also make this presentation in front of the Commission.
- Code Enforcement- Shannon is leaving the department, so the job will be reposted.
- Salad Shack, Belfair- The change of occupancy permit is being reviewed and should be done soon.
- Administrative review- Dave said that accessory dwelling units should not have to go in front of the Hearing Examiner and could instead be figured out by establishing a checklist. He said that Paula also has some more suggestions to help applicants save money and time.
- Boag Property- Dave said he spoke with Randy Boag about violations on his property. He noted that there may be interest in returning the property into a group home which would mean going through the special use permit process. Dave said that the rezone will need to go to the PAC in the fall, but he is concerned there will be pushback due to the location of the property along Highway 101.
- One year review- Dave asked for a one year review from the Commissioners on him and the department. Cmmr. Jeffreys suggested an executive review to do the reviews.

- Cmmr. Jeffreys discussed tiny homes and asked Dave about the regulations in place. He said that inside the UGA a tiny home will have access to city services, but those outside the UGA, a tiny home would need to have at least a two home septic system. Dave said that codes will need to change because the International Residential Codes IRC do not work for these small locations.
- PAC vacancies- Only one application has been turned in. Cmmr. Shutty asked to schedule an interview with the applicant.
- Cmmr. Neatherlin asked about Village Commercial zoning and the overlay discussing the fact that real estate agents are having a difficult time. Cmmr. Neatherlin also addressed the possibility of checklists so applicants know if they have everything in place to obtain their permits.
- Cmmr. Neatherlin said he was contacted by a woman who owns property across from Belfair State Park and set up condos on the property. Dave explained that the property was never legally changed and no boundary lines were ever changed, so the property is two acres and should only have 2 residences.
- Cmmr. Jeffreys said that the water rights meeting held with the tribes needs to be debriefed.

11:15 A.M. Public Works – Jerry Hauth, Loretta Swanson, Dave Smith, & Sarah Grice
Commissioners Shutty, Jeffreys and Neatherlin were in attendance.
Utilities & Waste Management

- Bridge limit resolution- Sarah said the resolution needs to be revised to add one more bridge.
- Right of way procedures- Loretta Swanson said the procedures need to be updated and will be brought forward for the action agenda.
- 2017 annual bridge report- Sarah said some key changes include the completion of repairs on Goldsborough Creek Bridge, Evers Bridge, and Hunter Creek Bridge. Loretta added that traffic studies have been done to assist with the impacts on the bridges.
- Discussion was had regarding Fudge Point State Park and road requirements.
- WADOT corridor sketch initiative- Loretta said the upcoming meeting is about congestion and possible solutions to relieve the congestion.
- Cmmr. Shutty asked when the consultants were going to return to give an update on the Allyn project. Loretta said she believes the next meeting is scheduled for May 12th.
- PUD Streetlight proposal- Loretta addressed paperwork that was sent to them via mail from PUD 3. She said that they will be coming back with more information as to where this lighting could be placed in the county to reduce traffic accidents.
- Cmmr. Jeffreys asked about any feedback on the meeting with the Shelton Chamber of Commerce. Loretta said that there was a great amount of feedback and interest. She said the Chamber is looking to setup another meeting within the next two months.
- Cmmr. Neatherlin asked that contact is made with DOT regarding signage, and the Sand Hill area of State Route 300 because it is still flooding.
- Franchise agreement- Loretta said about 40 franchises are up for renewal between June 2017 and June 2018. She questioned if the renewals should go in front of the Board or if Public Works can handle these independently. Cmmr. Neatherlin suggested that if the renewal is identical perhaps they can address them, whereas any renewal with new information should still be heard by the Board.
- Loretta notified the Commissioners of an issue in Beards Cove that is being researched by PUD, the county, along with the property owners' geotechnical engineer and attorney. She noted that impacts and solutions are being looked at.

Commissioner Discussion – as needed

BREAK –NOON 12:17 p.m.

- 2:00 P.M. Capital Facilities Plan Briefing- Dave Windom, Paula Reeves, Jeff Vrabel, Frank Pinter
Commissioners Shutty, Jeffreys and Neatherlin were in attendance.
- Frank Pinter said he wanted to discuss which projects are necessary versus not necessary at this time. He asked Jeff Vrabel to speak to the topic. Jeff first noted that the HVAC estimate should be

three times the cost quoted. Due to the age of the current system, parts are very difficult to locate meaning the systems need to be replaced.

- Frank said badge entry cost to all buildings is around \$400,000. He asked the Commissioners to think about the fact that buildings on the campus may be replaced within the next five to ten years meaning that adding a new HVAC system or badge entry may not be a priority at this time.
- Jeff continued with the topic of replacing the suspended ceiling which he said is not necessary. In talks about windows he said that only 12 windows need to be replaced which would cost around \$15,000. Ceiling lights do not need to be replaced unless there is an issue. Jeff said that PUD is coming out to do an audit and he will have more information after that.
- Building 2 recently added a new roof, but carpet and new paint are still needed.
- Building 3 needs some lights retrofitted at a cost of \$15,000. Jeff said there is a need for a generator for the data center which sits at \$55,000. Also at building 3, the original front door and stairs are in place even though they're not used. Jeff recommended decommissioning the stairs at a cost of \$20,000. The exhaust fan replacement, repair of the east door and addition of a bathroom have all been completed. At this time, Jeff said that window replacement is not a necessity.
- Building 4 has asked for siding, windows, floor coverings and paint. They have also requested an ADA compliant bathroom
- Building 5 has no current list.
- Building 6 will need a roof at \$15,000.
- Building 7 needs to change the setup for the water heater. Also, the electrical needs to be hardwired so extension cords aren't all over in the attic. Jeff discussed the floor covering and said it should be done within the next few months.
- Building 8 needs to have at least half of the windows replaced which would cost at least \$40,000. Jeff added that the windows are very cloudy. 12 HVAC units are housed in this building and they are looking at replacing the units in 2021 with a cost of \$180,000.
- Cmmr. Jeffreys asked Dave Windom about the current state of building 8. He said that the building has had some improvements made and is functional.
- Building 9 is the least energy efficient building at this time because the duct work is on the roof. Jeff recommended a ductless heat pump, new roof and removal of chimneys. The removal of the chimneys and new roof will cost around \$25,000.
- Jail- The sliding locked doors into various locations are getting to the age where parts are becoming difficult to find. Frank said the doors with the automatic locks are \$7,000 per door. In regards to the walkway, the current deterioration was discussed and Jeff suggested a roof when that is rebuilt. This project sits at a cost of \$50,000.
- Courthouse- The Clerk's office has been moved. Some minor work is still needed, but space need assessments need to be done first.
- Juvenile detention facility- The roof needs to be replaced which is estimated at \$35,000.
- Sheriff's office- The HVAC system is good. Some aesthetic items do need to be addressed.
- Frank said the spreadsheet will be redone that way items can be added/removed and recalculated within the next two weeks.

Break 3:17- 3:24

~~3:00 P.M.~~ 3:25 P.M. Belfair Sewer Plan Review of Details – Frank Pinter, Jerry Hauth, Bart Stepp
Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Frank summarized the previous briefing about the Belfair Sewer. He stated that all of the refinancing options do come at a cost to the county. The current propositions would prevent more funds being removed from REET 1. Frank noted that he is bringing this information forward to present and more in depth questions should be asked at the upcoming Finance Committee meeting.
- Frank handed out a packet prepared by Northwest Municipal Advisors and discussed each option within.
- Cmmr. Shutty asked Lisa Frazer her thoughts on the presented options. She said that options 7 and 8 were the options she liked. Lisa added that the chief financial officer in the Auditor's office does have concerns with the impact of refinancing. Lisa added that options 6, 7, and 8 do not include

refinancing the 2011 bond adding that she is not in favor of refinancing before they can call the bond due to the expense.

- Frank stated that all of the options recommend that the Commission reviews the rates more periodically. If rate payers were asked to cover the debt, each rate payer would be paying almost \$350 per month with the current debt.
- Cmmr. Neatherlin addressed the cost for businesses in Kitsap County versus Mason County, noting that they are taking a financial beating and cannot withstand more.
- Frank and Cmmr. Jeffreys talked about expansion and future debt. Lisa Fraizer questioned how the expansion will be paid for noting that the county will need to have operating money. Cmmr. Shutty said that expansion debt needs to be reviewed before he would be comfortable choosing one of the eight presented options.
- It was decided to meet again in 2 weeks. Lisa Frazer questioned if the finance meeting for April 18th was necessary since they are meeting again. The Commission agreed that the meeting would not be necessary at this time. Lisa said she would call and cancel for the following day. No specific date was set to follow up.

Commissioner Discussion – as needed

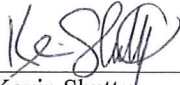
Tuesday, April 18, 2017

~~11:00 A.M. Finance Committee Meeting Canceled~~

Respectfully submitted,

Melissa Drewry, Clerk of the Board

BOARD OF MASON COUNTY COMMISSIONERS



Kevin Shutty
Chair



Terri Jeffreys
Commissioner



Randy Neatherlin
Commissioner