

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of April 24, 2017

Monday, April 24, 2017

9:00 A.M. Executive Session – RCW 42.30.110 (1) (i) Potential Litigation
Commissioners Shutty, Jeffreys and Neatherlin met in Executive Session for potential litigation. In attendance was Tim Whitehead, Jerry Hauth and Sarah Grice.

~~9:30 A.M.~~ 10:00 A.M. Community Services – Dave Windom

Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- News release for one day closure of Community Services on May 4 for all staff training.
- Cargo containers used for storage. The PAC approved usage but didn't address how many will be allowed. Must be used for dry storage only. Currently the number allowed is not restricted, must meet setbacks (between containers and from property line) and cannot be stacked. Cmmr. Jeffreys commented that unless it affects public safety, is there a reason to restrict to a certain number. Cmmr. Jeffreys asked staff to bring a proposed amendment regarding the setbacks. Cmmr. Shutty believes having the setbacks will eliminate the concern of too many on one parcel. If they are used for commercial use, must meet building code. A public hearing will be scheduled.
- When 2015 building code was adopted, certain size decks at certain height didn't require a permit but that wasn't included in the code update and staff will bring back so code will not require a permit.
- Cmmr. Jeffreys asked if the City was consulted on the self storage in industrial zone change. Dave stated the City was notified of the hearing.
- Proposed code regarding nuisance property. Commissioners asked Dave to check with Tim Whitehead.
- Cmmr. Neatherlin asked if a building would qualify for the tax incentive program if it's a multi-family above commercial space. Paula referred to the County Code and it has to have at least 4 units if low-income. Paula will confirm how long this tax incentive is available to developers.

BREAK – 10:35 a.m.

10:45 A.M. Public Works – Jerry Hauth/Melissa McFadden
Utilities & Waste Management

Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Announcement that Lakeside Industries is low bidder for 2017 overlay project, CRP 2010, Arcadia Road.

Commissioner Discussion

- Cmmr. Jeffreys asked the Commissioners to consider providing \$30,000 in funding for the feasibility study for a proposed YMCA by SHARK. A request will be forthcoming. Will need to determine if a feasibility study is eligible for lodging tax. There was a discussion of the location of the proposed facility. Cmmr. Neatherlin would like to see such a facility centrally located in the county such as the Grapeview area.
- Cmmr. Neatherlin brought up surplus property located at Shorecrest. The County needs to resolve if we owe past water fees and he confirmed the Board still supports moving forward with the sale of property.

BREAK – 11:00 a.m.

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

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- Review of EDC's quarterly report. There was discussion of the occupation data. Report on local businesses that are expanding their operations. Discussion of required infrastructure for various businesses including electricity requirements. The EDC is working with PUD 3 on their substation proposals. PUD has identified 5 areas in the county that need new substations.

BREAK – 12:08 p.m.

2:00 P.M. Executive Session – RCW 42.30.110 (1) (i) Potential Litigation
Commissioners Shutty, Jeffreys and Neatherlin met in Executive Session for potential litigation. In attendance was Tim Whitehead and Sheriff staff.

- 3:00 P.M. Support Services – Frank Pinter
Commissioners Shutty, Jeffreys and Neatherlin were in attendance.
- The Board agreed to the amended process for issuance of checks to indigent Veterans and to increase the annual amount to \$1,200 for qualified indigent veterans. This will be placed on the April 25 agenda.
 - Diane confirm to leave BOE interviews on May 9 although Cmmr. Neatherlin will be out of the office.
 - Planning Advisory Commission interview will be held Tuesday, April 25.
 - Frank explained the County obligations to RCO for the North Mason School District RCO grant agreement. The fields must be open to the public for a certain percentage of time and it's up to the County to be certain that happens. The agreement will be placed on the agenda.
 - March financial statements were reviewed.
 - Request from Thurston/Mason NAMI asking Mason County to consider a proclamation recognizing May as Mental Health Awareness month and that will be placed on the May 2 agenda.
 - Chief Public Defender interviews will be scheduled in May.
 - Frank brought up contracting with Spyglass, a company that audits the telephone bills to see if there are unnecessary charges, and could ultimately save the County money. The Commissioners approved looking at a contract.

Commissioner Discussion – there was no discussion.

Tuesday, April 25, 2017

- 3:00 P.M. Mason County Elected Official Meeting
In attendance: Commissioners Shutty, Jeffreys, Neatherlin; Coroner Wes Stockwell, Sheriff Casey Salisbury, Clerk Sharon Fogo, Assessor Melody Peterson, Superior Court Judge Sheldon, Auditor Karen Herr, Treasurer Lisa Frazier, Chief Deputy Prosecuting Attorney Tim Whitehead represented the Prosecuting Attorney's office.
- Frank Pinter presented a Current Expense cash flow analysis. Projected adjusted revenues for 2017 is \$33,528,452 and projected adjusted expenditures is \$34,318,444. The adjusted ending fund balance is projected at \$2,082,706 and if the County stays on the same path, there will be a cash short fall in March 2018.
Reviewed several options -
Lisa Frazier noted that the County is already seeing a cash shortfall in March 2017 so it is an issue we are currently experiencing.
Issues discussed: ending fund balance, accrual basis vs. cash basis accounting; 13th month expenditures; cash shortfall is projected at \$1,114,113 considering a 9% reserve at March 2018.
 - Frank had hoped to increase the reserve in 2018 but need to be careful because if it is increased, it needs to be implemented. Pressures in 2018 budgets for revenues – potential to lose franchise fees which is \$500,000; Swift & Certain revenues will no longer be

available due to lack of jail space, has been as high as \$400,000; criminal justice entitlement fees may be reduced by the legislature, estimated at \$100 to \$300K reduction in 2018; alarm and nuisance program could generate about \$300K in revenue; additional fees across department could be about \$150K and the 1% increase to the levy generates about \$100K.

- Biennium budget – need to discuss the pros and cons and the Commissioners need to discuss how that would be managed. Karen Herr noted that election terms end in 2018 and doesn't believe a new elected would want to come into the 2nd half of a biennium budget. Cmmr. Jeffreys commented the law allows it to be for only specific funds and may try with only the Road Fund to see how it works.
- Jerry Ekenrode asked about revenue from Code Enforcement. That doesn't generate a lot of revenue and the goal is get the problems fixed.
- Updates from Elected Officials –
Judge Sheldon – Truancy Court is their newest project.
Assessor Melody Peterson – their goal is to audit exemption programs and they started with farm and agriculture.
Clerk Sharon Fogo – office has been relocated in Courthouse; new software goes live in May.
Sheriff Salisbury – torch run in June for Special Olympics; alternative to sentencing is running; crime stats are down; has several retirements in office; are currently nine approved positions down.
Coroner Wes Stockwell – with the increased use of the Building 3 courtroom, there is a need to devote more space for the court and he is fine with relocating if there is an opportunity. His office is working with Dr. Yu on the opioid issue in the county.
Treasurer Lisa Frazier – property tax season.
Auditor Karen Herr – today is election day; Karen noted that placing an item on the August ballot has an approximate cost of \$20 - \$30K and the general election cost would be \$9K. (for a new sales tax to be effective in January, it would have to be approved in August); New system in licensing; legislature has passed a bill that requires ballot drop box in certain post offices at a cost of \$10,000 per drop box and could be from 2 to 8 locations for Mason County and is an unfunded mandate.
Tim Whitehead – their office is working with the courts on Truancy Court; have worked hard with courts on developing new therapeutic courts.
Cmmr. Jeffreys – BHO has purchased the former PUD 3 building to be used as a Mental health triage facility; she has asked Commissioners to consider facilitating a shellfish initiative and she has asked Mason County to implement a sustainable water quality program with the ultimate goal of being recognized as shellfish capital of the state.
Cmmr. Neatherlin – referred to the budget and noted that in his first year in office they were faced with a \$3.2M shortfall; may need to look at banked capacity in Road Department to supplant functions in Sheriff's office; look at other legal items Road Fund can pay for.
Cmmr. Shutty – his three main issues are a biennium budget, Belfair sewer, improving facilities including a criminal justice facility.

The next elected official meeting will be around the time for preliminary budget discussions and the Commissioners always welcome conversations with the elected officials at any time.

It was confirmed there will be a budget adjustment made to the 2017 budget for the CBA increases by end of June.

Two bottom line budget – There is no mechanism for automatic transfers but an office can request any necessary transfers to the Commissioners.

Meeting adjourned at 4:15 p.m.

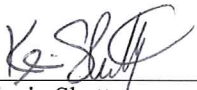
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4:45 P.M. Planning Advisory Commission Interview
Commissioners Shutty, Jeffreys and Neatherlin interviewed one applicant for the
Planning Advisory Commission.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

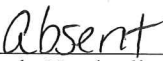
BOARD OF MASON COUNTY COMMISSIONERS



Kevin Shutty
Chair



Terri Jeffreys
Commissioner



Randy Neatherlin
Commissioner