

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of June 12, 2017

Monday, June 12, 2017

9:00 A.M.

Public Works – Jerry Hauth/Melissa McFadden

Utilities & Waste Management

Commissioners Shutty and Jeffreys were in attendance. Commissioner Neatherlin arrived at 9:09 a.m.

- News Release: County Road Chip Seal and Restriping in the Months of July and August. The Board asked this be put on Facebook in addition to the County's website.
- Announcement for Cloquallum Road Improvement Project CRP 1916 has been awarded to Active Construction out of Tacoma, WA at their bid price of \$2,123,123.00.
- Request to set public hearing for a Private Line Occupancy Permit requested by Gedora Leasing Company, Clarence Williams for a water and sewer line for address: 320 E Island Lake Drive, Shelton, WA. on Tuesday, July 11, 2017 at 9:30a.m. This will be placed on an agenda for action.
- County Road Project (CRP) 2011 – North Island Drive (Harstine Island) culvert replacement project M.P 3.460 to 3.470.
- Calendar items: PRTPO tour of Clallam County is June 16; WSDOT Corridor Sketch Workshop is on Tuesday.
- Cmmr. Neatherlin brought up a citizen discussion regarding Clifton Road and the possibility of a Skate Park.

Commissioner Discussion

- Cmmr. Jeffreys noted she will not be at the June 26 briefings.
- Cmmr. Jeffreys has been in contact with City of Shelton regarding latecomers agreement at Public Works.
- Short review and discussion of Belfair Sewer report that staff provided at the last briefing.

9:45 A.M.

Probation Services – James Madsen/Sonja Miles

Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Sonja Miles provided information on the Juvenile Detention Alternatives Initiative (JDAI) grant contract for 2017-2018. Focus is on an Intervention Center that could house the entire alternative to detention programs as well as being a youth resource center. A steering committee needs to be developed. Discussion of the JDAI admission to detention statistics. The Board agreed to place the agreement on the agenda.

The Board took a 5 minute break at 10:08 a.m.

10:15 A.M.

Community Services – Dave Windom

Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Todd Parker requested permission to move forward with contract award for the Mental Health & Substance Abuse Treatment RFP. The Commissioners recognized Todd's work on the RFP process. Todd will draft a thank you letter for the Board's signature to the community members who assisted in the process.
- Dave talked about the Public Health conference he attended last week and the state budget request.
- Dave has a plan to hire extra help (former employee) to catch up on building permits.
- Dave has concerns with Mason Matters and will be meeting with stakeholders.
- Status of proposed pizza establishment trying to locate in Hoodspport.
- Cmmr. Jeffreys brought up how to fund a water quality program such as a septic system fee. Dave stated that in checking with staff, it would cost about \$400,000 annually for a

Board of Mason County Commissioners' Briefing Meeting Minutes
Week of June 12, 2017

comprehensive program. Discussion of a shellfish initiative and how to involve shellfish growers. This will be briefed again July 10.

- Dave will meet with Human Resources to evaluate staff and funding sources due to the legislature not having an adopted budget.

- 11:00 A.M. Mason County Economic Development Council – Lynn Longan
Commissioners Shutty, Jeffreys and Neatherlin were in attendance. Stephanie Rowland, North Mason Chamber and Lisa Smith, E4E, were also in attendance.
- Lynn shared information from some people who have used the classes for the Microenterprise Program. Lisa talked about the training classes that are offered to those seeking help on how to run their business.
There was a discussion of E4E's performance and staff concerns Lisa stated E4E have concerns with the management of the contract. She doesn't feel the County has been operating in good faith with E4E. In the contract, it states the contractors cannot directly contact the funder (WA State Dept. of Commerce).
Lynn believes it's a good program and will lead to developing business in Mason County and stated the issues need to be worked out.
Staff will be meeting with Lisa along with Commerce to address some performance concerns staff has with E4E.

Commissioner Discussion – no discussion

BREAK – NOON

- 2:00 P.M. Capital Facilities Plan Briefing – Frank Pinter
Commissioners Shutty, Jeffreys and Neatherlin were in attendance
- Review of capital improvement projects for 2018 that include replacing windows, siding and paint for Bld 4; replace windows in Bld 8; finish basement in Courthouse; paint inside of Juvenile Detention Facility.
 - The REET 2 Capital Improvement Plan for county parks was then reviewed. For 2018, staff is recommending improvements to Phillips Lake Park, Latimers Landing and Walker Park septic. Other 2018 anticipated expenditures for REET 2L: Belfair \$150K + \$650K for a total of \$800K; \$200K to Rustlewood; \$100K for Skokomish Flood Plain.

- 3:00 P.M. Belfair Sewer Briefing – Frank Pinter
Commissioners Shutty, Jeffreys and Neatherlin were in attendance
- Senate bill on impact to septs in UGA's
 - The Commissioners reviewed the Belfair Sewer Report that was first reviewed on May 22, 2017.
 - Cmmr. Shutty presented his recommendations on how to move forward with the Belfair Sewer Plan by identifying short-term, mid-range, long-term and on-going items.
 - Cmmr. Jeffreys agreed that all of the items need to be done.
 - Cmmr. Neatherlin then provided his recommendations.
 - Staff will take these recommendations to create the Belfair Sewer Plan with timelines and who is responsible including a financial component.

Commissioner Discussion – no discussion.

Tuesday, June 13, 2017

- 7:30 A.M. Commissioners Shutty and Jeffreys attended the 2017 Legislative Breakfast at the Shelton Civic Center, 525 West Cota Street, Shelton.

- 10:00 A.M. Support Services – Frank Pinter
Commissioners Shutty, Jeffreys and Neatherlin were in attendance
- Review of draft 2018 Budget Guidelines

Board of Mason County Commissioners' Briefing Meeting Minutes
Week of June 12, 2017

Commissioner comments – name traffic policing #, budget will verify budgeted positions. Cmmr. Shutty's comments: wants to reference Commissioners' issues and priorities in guidelines to include rebuilding/stabilizing the reserves; one-time revenues will go into reserves; separate from the salaries & benefits bullet that there will be no new positions. He talked about a two-year budget process – this is the time to plan for the future; he's sees a benefit from giving pause in the budget process allowing a review of policy priorities; acknowledged the concern with spending authority for a 2 year timeframe; he believes a 2 year budget allows for a more predictable budget.

Frank shared what he has learned from Thurston County who has adopted a 2017 budget along with a proposed 2018 budget. For the 2018 budget, they will make any necessary adjustments to expenditures and revenues based on what is now known and to reflect any policy changes. The salaries & benefits along with baseline budgets have been established; just updating to be in line with reality. This hybrid could be used to work towards a biennium budget. This means there is only a one-year budget authority but allows for predictability for the 2nd year.

Cmmr. Jeffreys supports the two-year budget and likes using the hybrid model.

Cmmr. Neatherlin is not a fan of biennial budget but likes the hybrid which is essentially establishing the following year's budget much earlier. He referred to that budget as a straw dog budget.

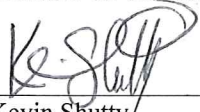
Staff will make modifications to the guidelines and come back with a document next week.

- Frank met with Port of Grapeview Commission Carlson to review the Port's request for \$50,000. It looks like the Port wouldn't need funding in 2017 and if the Commissioners choose to approve this funding, it would need to be planned for. The Port does not have the funding to cover the interest on their loan. They will wait to see if RCO approves their grant, then work with their bank to determine how much money they actually will need and they will then come back to the County for a request.
- Frank provided information on the surplus process for County parcel at Highway 101/102. Current Expense would have to purchase the parcel from Public Works and that funding has to be identified. It could then be rezoned.
- Frank addressed the elevator ADA compliance concern that was voiced at the Commission meeting. These compliance requirements apply if the building is remodeled.
- Ross asked the Board for permission to place the Amateur Radio day proclamation on the June 20 agenda.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

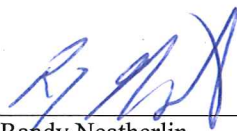
BOARD OF MASON COUNTY COMMISSIONERS



Kevin Shutty
Chair



Terri Jeffreys
Commissioner



Randy Neatherlin
Commissioner