

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of June 19, 2017

Monday, June 19, 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 with Michael Dorcy and Tim Whitehead from 9:00 a.m. to 9:35 a.m.
- 9:30 A.M. Assessor – Melody Peterson
Commissioners Shutty, Jeffreys and Neatherlin were in attendance.
- Amber Cervantes presented a proposal to increase application and transfer fees for Open Space, Timber, Farm & Agriculture, and Designated Forest Land programs to \$500. Assessor staff is working on auditing the Farm & Agriculture program and there are several transfer requests to the Open Space program. The Commissioners approved scheduling the hearing to consider the increased fees.
 - There was a brief discussion of a Public Benefit Rating System and how the rating could work.
- 9:45 A.M. Support Services – Frank Pinter
Commissioners Shutty, Jeffreys and Neatherlin were in attendance.
- Request from Assessor/Treasurer to adopt resolution regarding refunds for manifest error, limiting the refunds to no more than three years back. Approved to move forward.
 - Request to combine the Current Use Timber Land and Designated Forest Land programs was approved to move forward.
 - Request to set public hearing on July 18 to consider the 2016 Current Use Open Space applications was approved.
 - Two funding requests for lodging tax were considered. The May 30 LTAC meeting notes are included along with applications. There was not a quorum for the LTAC meeting and by law, the Commissioners can make an award 45 days after the request was submitted to LTAC. The requests are as follows:
 - 1) Request from Blue Collar Agency to produce another Wild Side Explorer Series video extending the campaign into the fall season. The request is for \$16,850 and would be funded from the additional 10% allowed in their contract.
Commissioner Shutty stated he is not in favor of funding this request. Cmmr. Neatherlin would like additional information on the current videos that are on the website – not only how many clicks but how many viewed the entire video.
 - 2) Request from American Amateur Baseball Congress (AABC) for a Pee Wee Reese World Series event to be held at Mason County Recreational Area (MCRA) July 29 - August 6, 2017. The request is for \$20,000 and would come from the unallocated reserves.
The Commissioners are not in favor of funding this request but would like to consider assisting by waiving the field fees.
No action can be taken until mid-July.
 - The Board concurred with Thurston County's appointment of Jenna Noll to the Timberland Regional Library Board and this will be placed on the agenda.
 - The Board approved placing the PUD Privilege Tax resolution on the agenda. The County's share to Current Expense is \$682,494; anticipated \$650,000.
 - Request from Noxious Weed Control Board to recognize Patricia Grover - Diane
 - Jeff reviewed the Construct Inc. contract for Sandhill Park project that will be placed on the agenda.
 - Contract to fill the Public Defense contract attorney vacancy – ½ time for District Court will be placed on the agenda.
 - Jenifer reviewed the May Financial Reports.

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10:50 A.M. BREAK

- 11:00 A.M. Community Services – Dave Windom
Commissioners Shutty, Jeffreys and Neatherlin were in attendance.
- Planning will host a series of public meetings to begin developing design guidelines for signage within the Belfair UGA. There is a Supreme Court decision that states any sign regulations must reference only the number of signs, size, location, type of sign structure, and category of sign (temporary or permanent). Any regulation related to the content of signs may violate freedom of speech.
 - Request to set a public hearing to consider amending the Mason County Flood Damage Prevention Ordinance to reflect the current Flood Insurance Rate Map (FIRM) which is preliminary at this point.
 - Shoreline Master Program Ordinance - Ecology did not email to the County's contact list regarding their 30-day comment period, so another 30 days is needed for notification. The County will then receive Ecology's final version, the County will have an opportunity to make final edits and then hold a final hearing to adopt the ordinance implementing the new Shoreline Master Program.
 - Dave stated that effective July 1 there could be temporary lay-offs in Public Health if no WA State budget is adopted by end of June. Grant funded programs will be impacted.

- 11:30 A.M. Mason Conservation District – John Bolender
Topic: Voluntary Stewardship Program (VSP)
Commissioners Shutty, Jeffreys and Neatherlin were in attendance.
- John asked the County to extend the contract with the Conservation District for the VSP although it is contingent on the WA State budget. The contract expires June 30, 2017.
 - Barbara Adkins provided the current status of the Voluntary Stewardship Program. The Mason County Work Group has been meeting although not formally appointed by the Commissioners. Both Tribes have been invited to participate, one Tribe declined and the other Tribe has not participated.
 - John believes there will be a draft Work Plan ready for consideration in March/April 2018; the Work Plan is due, under GMA, by June of 2018.
Cmmr. Neatherlin left the briefing at noon.

Commissioner Discussion – no discussion.

BREAK – NOON

- 2:00 P.M. Finance Committee
Chair Lisa Frazier, Treasurer; Auditor Karen Herr and Commissioner Kevin Shutty were in attendance. Also in attendance were Commissioners Terri Jeffreys and Randy Neatherlin along with several representatives from various offices.
Lisa reviewed the County's financial information.
Discussion of Current Expense Ending Fund Balance (EFB). Lisa provided history back to 2010. Resolution 77-09 establishes what the EFB should be. Lisa stated budgeting the EFB at only 9% is not enough for cash flow purposes; 12% reserve is closer to what is needed. The best practices guidelines state to budget the reserves at two months of expenditures, or \$6,000,000.
Cmmr. Shutty is fine to amend the Current Expense EFB resolution and identify how to meet that amount.
The new EFB can be met in an incremental manner.
The 2017 beginning fund balance was only at \$3M and no new revenues have been identified. Lisa is recommending a \$2M budget reduction in 2017 in order to live within current revenues and begin building the EFB. This equates to about a 15% decrease in

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each Current Expense department not considering any new revenues/fees. The numbers for tomorrow's budget hearing are not included in these calculations. Frank interjected that for 2018 there would need to be an additional \$4M budget reduction.

The process for a hiring freeze was discussed. Elected officials may have budgeted positions they could still fill but if there was a percentage of a budget reduction requested, it would be up to the elected officials to manage where those reductions will be implemented.

Karen/Kevin moved and seconded to recommend to the Commissioners to reduce the 2017 Current Expense budget by \$2,000,000. Motion carried.

The process to reach this reduction was discussed. There is a form that can be used for the detail of where the reductions will be. MUNIS can also be used. It's proposed to hold a public hearing in July reducing the 2017 budget.

Lisa will draft a resolution changing the Current Expense ending fund balance reserves. Cmmr. Shutty stated the Commission needs to formally request all departments to review fees and requested staff to bring back levy shift/lid lift options that are still available for the 2018 budget.

Cmmr. Neatherlin noted that Cmmr. Jeffreys will not be here next Monday and would want any revenue options to be briefed in July with a full Board in attendance.

The Finance Committee adjourned at 3:00 p.m.

- Leo presented a draft resolution changing Mason County's financial reporting to a cash basis.
Auditor Karen Herr stated they are requesting the resolution be passed prior to calling for the 2018 budgets so departments use the correct BARS information.
The resolution will be placed on next Tuesday's agenda.

3:00 P.M.

Public Works – Jerry Hauth/Melissa McFadden

Utilities & Waste Management

Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Interlocal Agreements with WA State Department of Corrections, Community Response Unit, and Central Mason Fire-EMS authorizing services provided by the Public Works Department for vehicle, road or site maintenance, engineering, survey, GIS, emergency assistance, sign fabrication, fueling and materials supply approved to move forward.
- Request for Paradigm software purchase for Eells Hill Transfer Station including staff training. Staff also requested funding for "point and pay" software (for credit card payments) increasing the cost to \$18,844.16 plus annual maintenance. To include all the transfer stations the cost would be about \$32,000. This will be placed on the agenda next week.
- Cyndi reported they may need a Broom replacement.

Commissioner Discussion

Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- \$5,000 United Way request – Mason County receives a certain number of free tipping days from Republic Services and the Commissioners would like to utilize these days towards the United Way request.


Briefing adjourned at 3:25 p.m.

Respectfully submitted,


Diane Zoren, Administrative Services Manager

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BOARD OF MASON COUNTY COMMISSIONERS



Kevin Shutt
Chair

Terri Jeffreys
Commissioner

Randy Neatherlin
Commissioner