

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of June 26, 2017

Monday, June 26, 2017

9:00 A.M.

Support Services – Frank Pinter

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

- 2017 budget reduction proposal in response to the Finance Committee's recommendation to reduce the 2017 Current Expense budget by \$2,000,000. Jenifer Sliva stated she reviewed the budget and it equates to a 17.5% reduction for the remaining five months of the year. Depending on revenues, this could bring the Ending Fund Balance to 9%. Tuesday's agenda needs to be amended setting the budget reduction hearing on July 18. The request is for the departments to submit their budget reduction detail to the Budget Manager no later than July 12 and staff lay-offs will be effective July 31, 2017.
 - Current Expense Fund reductions/revisions not to exceed a reduction of (\$2,100,000)
 - Public Health Fund reductions/revisions not to exceed a reduction of (\$31,000)
 - Information Technology reductions/revisions not to exceed a reduction of (\$48,900)
- Frank presented draft 2018 budget guidelines – items still open are the Traffic Policing amount; non union salary increases. Chief Ehrich stated the Sheriff's budget has nowhere to reduce except staff. Cmmr. Shutty responded the point is well taken and that also applies to other departments.
- Frank then presented revenue increase options: Single year lid lift; multi-year lid lift, excess levy for general government purposes; Road Levy shift; Criminal Justice levy. Commissioners directed Frank to pull together the information to pursue the Criminal Justice levy for up to .5 cents per \$1,000 of assessed value, up to \$4M annually for 6 years. This will be briefed again in July for further recommendations from the Commissioners.
- Call for a review of fee increases will be sent out to departments.
- Authority to sign the PUD 3 application for fiber optic network construction will be placed on agenda.
- Opportunity for WI-FI at MCRA via Hood Canal Communications. The charges were discussed. The Commissioners declined at this time due to cost.

A 5 minute break at 9:40 a.m. was taken.

9:45 A.M.

Community Services – Dave Windom

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

- Public hearing will be set to revise MCC Chapter 17 regarding Development Requirements and Performance Standards allowing on-site septic in Belfair and Allyn UGAs as a transitional strategy.
- Staff changes were discussed; the department is filling vacated positions.
- Reviewing options to replace the TideMark software system which is used for permitting. A financing option is an interfund loan and a technology fee on the permits. Cmmr. Neatherlin stated he is supportive if the technology fee is on a sliding scale, depending on the permit fee amount. New software will allow on-line permitting and use Cloud storage.
- Cmmr. Neatherlin brought up issues with VRBO's and asked if there can be County Code requirements to deal with the problems. Staff will review what options are available.

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- 11:00 A.M. Mason County Economic Development Council – Lynn Longan
Commissioners Shutty and Neatherlin were in attendance. Commissioner Jeffreys was absent.
- Lynn presented information on a business recruitment services. The proposal states they will provide eight to ten solid new business leads per year. The cost is \$17,500 for an annual contract. Cmmr. Neatherlin stated he would consider up to \$10,000 from the .09 Fund for this purpose. Cmmr. Shutty stated he needs to review the .09 Fund and would like other partners to step up with funding. Lynn has talked to Green Diamond; has increased funding from PUD 3; has talked to the Port of Shelton and the City of Shelton.
 - Deliverables due June 30 will be submitted.

Commissioner Discussion

- Todd Parker asked what direction the Commissioners want to go with the proposals for the mental health funding. The area lacking is services for Veterans. An option is to increase two contracts by \$10,000 and issue an RFP for \$71,000. Cmmr. Neatherlin prefers to go out for proposals again for veterans services; if no proposals received, then call for proposals not veteran specific.

BREAK

- 1:30 P.M. Public Works – Jerry Hauth/Melissa McFadden
Utilities & Waste Management
Commissioners Shutty and Neatherlin were in attendance. Commissioner Jeffreys was absent.
- Bart spoke to the United Way request for no tipping fees on the Day of Caring. Republic Services contract allows up to four days a year of free tonnage for cleanup days and the proposal is to use one of these days for this United Way request. Cmmr. Neatherlin asked staff to look for ways to open the other free dump days to the general public.
 - Cyndi received permission for ER&R to purchase a Mason Transit van for \$1 that will be available for departments to use.

- 2:00 P.M. Belfair & Allyn Transportation Plans – Public Works
Commissioners Shutty and Neatherlin were in attendance. Commissioner Jeffreys was absent.
- SCJ Alliance consultants were in attendance to discuss the draft version of the Allyn Circulation and Waterfront Access Plan. There has been community outreach with the focus being how to make SR3 a better “Main Street” for Allyn; how to enhance access to the waterfront and how to improve circulation to support local trips and economic growth. The draft plan will be reviewed by the Planning Advisory Committee, TIP-CAP and the potential implementing agencies including WSDOT, MTA and the Port of Allyn. Once all comments have been received and addressed, a final plan will come before the Commissioners for adoption.

Tuesday, June 27, 2017

- 3:00 P.M. Executive Session – RCW 42.30.140 (4) Labor Discussion
Commissioners Shutty, Jeffreys and Neatherlin met in closed session from 3:07 p.m. to 3:40 p.m. for a labor discussion. Also in attendance was Frank Pinter, Dawn Twiddy and Diane Zoren.

- 3:30 P.M. Support Services – Frank Pinter
Commissioners Shutty, Jeffreys and Neatherlin were in attendance.
- Frank Pinter presented a draft 2017 budget reduction memo in response to the Finance Committee's recommendation to reduce the 2017 budget by \$2,000,000. Details on the budget reductions are due to the Budget Manager by July 12. The hearing is proposed to be held on July 18, 2017.

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Cmmr. Neatherlin stated the Board recognizes that departments may need to request reclassifications in order to meet these budget reductions.

Judge Meadows stated the elected officials have a duty to request the budget amount they believe they need to operate their office. The Commissioners have authority to not approve the budget as requested.

With regards to 2017 budget reductions, Judge Meadows asked what is the emergency which could not have been foreseen during the 2017 budget process. She also asked the Commissioners to identify the mandatory, necessary and "nice, but not necessary" functions and cut the "nice, but not necessary" functions first.

Commissioners Jeffreys and Neatherlin recalled that review was done in 2013 and very few non-mandated services were identified.

Judge Meadows pointed out that District Court provides mandated services and it is the county's obligation to fully fund the courts.

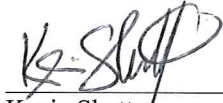
- The draft 2018 budget guidelines were then reviewed. Cmmr. Jeffreys supports authorizing the same salary increases for non-represented employees to avoid compression and to keep up with the market. She recognized there will need to be staff reductions in order to have budget authority for any increases.
- Cmmr. Shutty stated he supports the 2% general wage and COLA increase with the caveat that donations can be made to offset budget reductions.
- Cmmr. Neatherlin appreciates the comments but supports a 1% increase for non-represented employees, same as Commissioners and Elected Officials. His focus is to have the lowest impact to the reduction of staff.
- Traffic Policing will remain at \$1.5M.
- Frank will come back with final 2018 budget guidelines on July 10 and they will then be circulated to departments.

Briefing adjourned at 4:14 p.m.

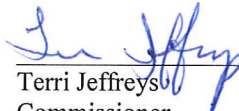
Respectfully submitted,

Diane Zoren, Administrative Services Manager

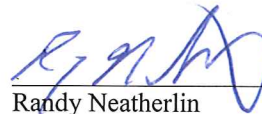
BOARD OF MASON COUNTY COMMISSIONERS



Kevin Shutty
Chair



Terri Jeffreys
Commissioner



Randy Neatherlin
Commissioner