

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of July 10, 2017

Monday, July 10, 2017

- 9:00 A.M. Presentation of 2018 Budget Guidelines – Frank Pinter
Commissioners Shutty, Jeffreys and Neatherlin were in attendance along with several elected officials, department heads and staff from various offices.
- Frank presented the 2018 budget guidelines which request departments present a 2018 budget at a 17.5% reduction from the 2017 budget, as amended June 30, 2017 and prepare a subsequent 2019 preliminary budget at the same level as the 2018 preliminary budget. Certain departments/functions are exempt from the budget reductions. The preliminary budgets are due in August and then the Commissioner review and adoption process begins.
Cmmr. Shutty stated he appreciates everybody's interest, hopes these are the worst budget guidelines he has to send out. This is a very challenging time and over the last few years the costs have increased by about 28% and revenues increased by only about 12%. He lives in this community and relies on the same services as everybody else. His door remains open and encouraged everyone to talk to him directly.
Cmmr. Neatherlin stated if anyone finds a revenue source, the Commission would like to know. In the past years, they have pulled a rabbit out of a hat and he can no longer find a rabbit. Reminder that it's up to the elected official on how to make their budget cuts. The Commissioners have to do their job and there are only so many dollars.
Cmmr. Jeffreys stated her door is also open to hear ideas and she believes collective ideas are the best way to come up with solutions. She acknowledged this is a rough time and we'll get through it.
- 9:30 A.M. Community Services – Paula Reeves/Jeromy Hicks
Commissioners Jeffreys and Neatherlin were in attendance. Cmmr. Shutty was absent.
- Jeromy Hicks, Fire Marshal, stated the fire chiefs are meeting this afternoon, and assumes there will be a recommendation to implement a burn ban effective Saturday. Believes this will be a Stage 1 burn ban which restricts land clearing and yard debris fires. Recreational fires in established fire pits will be allowed.
- 10:15 A.M. BREAK
- 10:30 A.M. WSU Extension Office – Justin Smith
Commissioners Shutty, Jeffreys and Neatherlin were in attendance.
- Justin provided an update on accomplishments from the WSU Extension Office. In response to the budget reductions, they are considering implementing a fee for service. There was discussion of continuing education classes that are available to realtors. Cmmr. Jeffreys stated that in budget reductions, it is important to fund essential services so she is in favor of a fee for service but need to consider the cost to collect the fees. She asked what WSU does in budget reduction times. Justin has put a call into WSU because other counties are also facing budget reductions.
Cmmr. Neatherlin brought up Master Gardner classes in the north end of the county.
- 11:00 A.M. Public Works – Jerry Hauth/Melissa McFadden
Utilities & Waste Management
- Interlocal agreement with Mason Transit Authority for services provided by Public Works will be placed on the agenda.
 - Request to hire Correct Equipment using the Small Works Roster process for the installation of the decant valves and actuators for North Bay wastewater plant at the cost of \$6,781.25. This work requires confined space entry and staff is not properly trained nor does the County have the appropriate safety equipment. This was approved to move forward.

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- Reminder of the private line occupancy permit hearing that will be held tomorrow.
- Cmmr. Jeffreys asked about the flashing light at Pioneer School that is still functioning and school is on summer break. Cyndi will check.
- Melissa McFadden announced she will be taking a position in Pierce County and will be here through end of month.
- Cmmr. Jeffreys brought up property owned by Mr. Hoyt and the status of his request for temporary access off of Clifton Road.

Commissioner Discussion

- Cmmr. Jeffreys stated she has talked to Kathy Haigh who is not renewing her Housing Authority appointment and Dave Gergstad has not been attending the meetings. There will be three active members. Kathy's biggest concern is the Cascade property management contract that is up for renewal in October. A news release needs to be issued and they need members with a good business management background. There is a State audit exit meeting this Wednesday and there is a \$9,000 bill that the Housing Authority doesn't have the money to pay. Cmmr. Jeffreys has talked to CAC about providing administrative support to the Housing Authority. Cmmr. Neatherlin stated the CAC is interested but wants to see how the State Audit comes out.

11:30 A.M.

Juvenile Court Services- Jim Madsen

Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Jim briefed on the Evidence Based Expansion Grant in the amount of \$36,244 which is reduced by \$1,189 and the Consolidated Block Grant. They were approved to place on the agenda.

11:45 A.M.

Closed Session – RCW 42.30.140 (4) Labor Discussion

Commissioners Shutty, Jeffreys and Neatherlin met in Closed Session from 11:35 a.m. to noon with Frank Pinter and Dawn Twiddy for a labor discussion.

BREAK – NOON

2:00 P.M.

Thurston Mason Behavioral Health Organization (TMBHO) – Mark Freedman/Fred Johnson

Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Fred Johnson, attorney for the TMBHO, provided information regarding the conversion of the TMBHO to a limited liability company (LLC). The existing interlocal agreement between Thurston and Mason Counties will need to be amended to move to a LLC and the LLC Model allows flexibility for the health care integration. Mr. Johnson's assumption is the LLC will be subject to the OPMA and PRA. At Cmmr. Neatherlin's request, Mr. Johnson and Freedman explained that forming the LLC provides no additional risk to Mason County. Mr. Freedman stated the next step is the formation and adoption of an LLC operating agreement and that will be sent to our legal staff.

2:30 P.M.

Support Services – Frank Pinter

Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Follow up to June 19 briefing regarding two funding requests for lodging tax :
 - 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. Additional information from Blue Collar requested from Cmmr. Neatherlin was included on performance of current video series. Cmmr. Jeffreys and Neatherlin support this request. Cmmr. Jeffreys pointed out this provided additional collateral for tourism promotion and provides a family/camping piece.

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- 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.
Commissioners do not support this funding request although they do support the event.
- Jeff and Mr. Winans provided the status of contract for Youth World Series event which has been pared down to 16 to 17 teams and will be renting two fields for a total of \$1,500. Cmmrs. Jeffreys and Neatherlin indicated they are willing to waive these field fees as the County's contribution to this event. The field use agreement will be placed on the agenda.
- News release for the Area on Aging Advisory Board vacancies will be placed on the agenda.
- Diane will draft rule for use of Electronic Devices during Commission meetings.
- Cmmr. Shutty provided information from the Deputies Guild requesting an increase for the Sheriff's salary. He suggested attaching the salary to the State Salary Commission. Cmmr. Jeffreys and Neatherlin stated all elected officials salaries were reviewed and increased in 2016. Cmmr. Jeffreys prefers to address all elected officials salaries in a holistic manner. Cmmr. Neatherlin questioned why the Guild would make a request regarding management. No Guild members were present.
- After discussion of adoption a proclamation for LGBT Pride month (June), the Commissioners declined for 2017.

Commissioner Discussion – there was no discussion.

- Cmmr. Jeffreys talked about participation in a LSC conference call and has been told by WSAC that would not be a violation of the OPMA as long as her participation is announced and there is no county business discussed.
- The ballot box initiative was not funded by the legislature and there has been no help in the Hirst decision.

Tuesday, July 11, 2017

11:00 A.M.

Support Services – Frank Pinter

Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Frank Pinter provided the restructure of Support Services in response to the mid-2017 budget reductions. This includes eliminating nine positions and three seasonal positions and creating three positions from this to continue to provide the essential services. The new positions will be offered to Support Services staff and then to internal County employees. If there are still positions open, then post to the general public. The Administrative Clerk position will be posted to the public for one week on our website, pursuant to Civil Service rules. Frank explained how the various duties will be distributed between staff. Frank stated he intends to bring forward reclassification requests for staff. After discussion, the Board indicated they would consider 5% reclassification requests. The Commissioners noted that all departments have the opportunity to restructure and asked that any reclassification requests be expedited. Staff requested permission to post the three positions. Unemployment benefits are self-funded by the County and currently the fund has about \$190,000 in it. The Accrued Leave budget balance was discussed.

11:45 A.M.

Public Defense- Peter Jones

Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Peter Jones provided current status of the 2017 Public Defense budget and addressed the budget reduction request. Their 2017 budget is currently facing a projected \$97,355 shortfall. With the request for a budget reduction of \$62,696 they are facing a \$160,051 shortfall. They are required to cover the cases and if the courts order cases into hourly-

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billing status with no input from Public Defense that would cost the County more. Mr. Jones is requesting \$80,000 from the Mental Health Fund for Therapeutic Court attorney services and \$20,000 for evaluation and expert witness fees of mentally ill clients. This would leave an \$80,000 shortfall. Peter provided various options for providing staff coverage and/or contract attorneys. In the best case scenario, Public Defense is left with a \$46,237 shortfall in 2017.

Requested permission to promote a Deputy I staff person into the Deputy II position that was vacated when Peter was appointed as the Chief Public Defender. This will be placed on the agenda.

Also on the agenda will be an item canceling a contract attorney contract.
The request for Mental Health money will need further review.

12:15 A.M.

District Court- Judge Victoria Meadows

Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Judge Victoria Meadows provided information and stated District Court is unable to comply with the request to reduce the 2017 budget or reduce the 2018 & 2019 budgets. She stated they are at the same staffing levels as 1997. District Court Probation generates revenue that pays for that program however courts are not required to fund themselves. Considering what revenues are generated by the court, Judge Meadows stated there is a net cost of \$40,366 to Current Expense.

12:45 A.M.

Superior Court

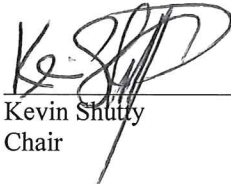
Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Judge Goodell shared information regarding the 2017 budget reduction request to Superior Court. He stated the total budget for Superior Court is overstated by \$50,000 in the spreadsheet that was circulated. Depending on court activity, there will be a cost savings in the Superior Court budget. Request to provide two budget numbers, one for salaries and benefits and one for operating. Anticipate there will be anomalies that will result in savings.
Judge Goodell then addressed the impact of budget reductions to the Juvenile Probation Department.
Sharon Fogo spoke to the impact of budget reductions to her department. She is researching ways to increase revenue in her office.


Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS


Kevin Shutty
Chair


Terri Jeffreys
Commissioner


Randy Neatherlin
Commissioner