

**BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES**  
**Mason County Commission Chambers, 411 North 5th Street, Shelton, WA**  
**Week of September 25, 2017**

Monday, September 25, 2017

9:00 A.M. Superior Court – Judge Goodell

Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Judge Goodell provided information on the Court Security Policy & Procedure Guide which has been adopted by the Courthouse Security Committee in response to the new State Court Rule, GR 36, effective September 1, 2017.

The Commissioners took a 15 minute break.

9:30 A.M. WSU Extension Office – Justin Smith

Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Justin presented Amendment #1 to the MOA with the Washington State University for the Extension office which reduces the budget by \$20,941 impacting the Small Farms and Water Resources Programs.

Cmmr. Drexler asked interaction between the Extension Office Water Resources Program and Public Health and asked Justin to contact Dave Windom. Justin stated the septic workshops will continue.

9:40 A.M. Commissioner Discussion

- Cmmr. Drexler provided information from WSAC regarding a proposed program to join a program for Litigation and Strategic Communications. Cmmr. Neatherlin doesn't support joining this program.

10:00 A.M. Homes First – Trudy Soucoup

Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Trudy Soucoup, Homes First CEO, provided current status on the veterans housing in Shelton that Mason County has contracted Homes First to manage. They have a new service provider, Pacemaker Consulting, for veterans services and he is a current coordinator working in Thurston County. They have also met with the Veterans Service Officers (VSO) at Memorial Hall and they believe they have a veterans family who is eligible for the duplex and should be moving in October 1. The service provider will coordinate the resources to make sure the rent obligations are met.

Trudy explained that the VSO's will directly make referrals to the Pacemaker consultant and he will serve as the coordinator. They are still trying to figure out what will work for Mason County.

Cmmr. Neatherlin believes the shared housing will be successful. He wants the housing to remain for veterans and possibly the income requirements could be changed if it continues to be difficult to fill the shared housing. Cmmr. Shutty concurred.

Lydia and Todd asked about the "at less than 50% area median income" requirement.

Trudy stated that is in the contract and may be modeled after HUD requirements.

Cmmr. Shutty asked that a briefing be scheduled with Pacemaker Consulting to learn more about his service.

10:30 A.M. Community Services – Dave Windom

Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Provided department updates: Community Services will be closed on October 4 for the bi-annual all staff raining; the adoption of the Comp Plan is moving forward; a joint meeting is scheduled with the Planning Advisory Commission; there is a Board of Health meeting tomorrow.

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- Todd Parker presented a contract amendment with Northwest Resources II, Inc. to address increased transportation costs. This is funded with the Treatment Sale Tax Fund (Mental Health).
- Cmmr. Drexler asked about Allyn's Development Code and maximum lot size. She asked Dave to have staff draft revisions for the Commissioners to consider. Staff continues to work on developing Building Code for tiny homes.
- Lydia and Todd have met with the Veterans Service Officers and they have provided information on various services available and Todd has arranged a meeting bringing the service providers to Memorial Hall.

Commissioner Discussion

- Cmmr. Neatherlin talked about the services provided by ARC of Washington.
- Cmmr. Drexler brought up the County property at Highway 101/102. It will first need to be surplused. It is owned by Public Works. Cmmr. Neatherlin would rather hold on to it for now but go through the surplus process.

11:00 A.M.

Support Services – Frank Pinter

Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Wave Cable status. Cmmr. Neatherlin is very happy with the response from Wave Cable.
- Frank brought forward a proposal to change a CBA allowing staff to take furlough time and for that to not affect their seniority. This would not have a cost to the county. Frank will bring forward a memorandum of agreement.
- Frank presented the draft of the letter to departments requesting the 2018 budget request be resubmitted. Cmmr. Shutty suggested asking for budget narratives indicating what the impact will be due to budget reductions rather than a budget detail. Cmmr. Jeffreys agreed. Frank noted that if the lid lift is not successful, he will need a line item budget reduction from the departments. There will be reductions to some departments even if the levy lid lift is passed because the budgets were submitted with increases. Cmmr. Neatherlin stated we will still have to have reduced budget detail from departments. Cmmrs. Jeffreys and Shutty agreed to revise the letter thanking the departments for the meeting last week; it will be helpful to the Commissioners and the public to understand what the impacts are of the budget reductions and include the spreadsheet with the budget reduction numbers. There was discussion of what information to request. Frank will re-draft the letter.

Cmmr. Neatherlin disagreed with the process that will be followed because the request is not for budget detail. He wants to know the necessities and what services would be restored. He believes it is his job as a Commissioner to know the budget details in order to prioritize how the money is spent.

- Frank presented draft Frequently Asked Questions for the levy lid lift proposal with proposed changes to the "what will the levy lid lift pay for" which would have a proportionate allocation to departments. An amount could be included of what would go to reserves. Revisions will be made.

11:30 A.M.

Mason County Economic Development Council – Jennifer Baria

Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- James Thomas presented the EDC's request for 2018 funding which is \$68,000 from the Rural Sales Tax Fund (.09). Mr. Thomas stated that with the resignation of Lynn Longan they are reassessing how the EDC functions and they are moving through a restructure. Mr. Thomas provided information on various business prospects they are trying to recruit to Mason County. The EDC will return with a request for additional funding to assist in the recruitment process.
- The .09 funding request will have to be circulated for comment. Cmmr. Drexler brought up the ADO function which Commerce also funds. She wants the ADO requirements defined in the contract.



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- The updated CEDS list was included for review. The EDC does have project sheets that provide additional detail.

BREAK – NOON

2:30 P.M.

Public Works – Jerry Hauth  
Utilities & Waste Management

Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Hearing will be set to consider the Private Line occupancy permit for Marcia Walsh.
- There will be an update to the Small Works, Vendor and Consultant Resolution to reflect current legislation.
- An interlocal agreement between Mason County and Fire District 18 to provide various services will be placed on the agenda.
- Request for Amendment 1 for crane walkway and stairs repair design by HDR, Inc. for the Eells Hill Improvements project.
- Chip spreader award to Pac West Machinery.
- Jerry followed up on his request from last week regarding funding available from bond proceeds which he would like to put in the Road Fund for the 2019 budget year. Staff checked with the Treasurer and the funding is available. Cmmr. Drexler stated she would like to decrease the amount of miles for chip seal and direct funding to a possible connector road project to the Belfair Bypass.
- Discussion of possibly surplus some property, including the Highway 101/102 parcel. Cmmr. Neatherlin also asked staff to look at possibly trading that property for Current Expense property.

2:40 P.M.

Support Services – Frank Pinter

Commissioners Shutty, Jeffreys and Neatherlin were in attendance.


- Frank reviewed the August 2017 financial reports including Current Expense cash flow.
- Position control was discussed. A plus is it allows running various budget scenarios affecting payroll. There is a request from a department to leave unfunded positions in the 2018 budget. Cmmr. Shutty stated the only opposition he heard was the cost involved; he wants to talk to MUNIS to find out what it would take to implement so the Board has the information in order to make the decision; Frank stated that would allow us to implement in 2019, if the decision is to move it forward.

Commissioner Discussion – there was no discussion.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS

  
Kevin Shutty  
Chair

  
Terri Drexler  
Commissioner

  
Randy Neatherlin  
Commissioner