

**BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES**  
**Mason County Commission Chambers, 411 North 5th Street, Shelton, WA**  
**Week of October 2, 2017**

Monday, October 2, 2017

- 9:00 A.M.      Community Services – Dave Windom  
Commissioners Shutty, Drexler and Neatherlin were in attendance.
- Request for contract renewal for the Early Intervention program for \$36,623 which supports a .3FTE Public Health Nurse. Approved to move forward.
  - Received notice that Mason County has received a Department of Justice grant for Comprehensive Opioid Abuse Site-based Program for a 36 month project in the amount of \$300,000. The purpose of this program is to improve collaboration and strategic decision making of regulatory and law enforcement agencies and public health officials to address prescription drug and opioid misuse, save lives and reduce crime. The Commissioners want to see the statement of work.
  - Dave stated his Department notifies the state liquor board of the issues with marijuana establishments that have not been inspected or have enforcement issues.
  - Dave reported there is potential state funding issue with Public Health due to the Health Departments being part of the negotiation of which programs are funded.
  - Planning Advisory Commission appointment. Cmmr. Neatherlin is attempting to reach Jeff Carey who sits on the TIP-CAP and the County's policy is to give deference to applicants who do not already sit on an advisory board.
  - Public Benefit Rating System – Cmmr. Drexler voiced concern that the current draft is not as pared down as she wanted. She's not sure the goal for the county is being met. If a landowner receives a tax break, it has to be for a reason that benefits the entire county. This will be pulled out of the Comp Plan.
  - Dave is attempting to understand the parameters around a potential hydrological study on soils for water usage.
  - Cmmr. Shutty stated he had a meeting regarding the Housing Authority and they are working through issues. The intent is the Housing Authority will name Kathy Haigh as their Interim Director. CAC not interested in property management; could provide staff support for a fee. Public Health has some Housing Authority files.
  - Cmmr. Drexler stated they have worked through a draft resolution for the distribution of the Mental Health Tax. It will be sent to Therapeutic Courts and will be brought forward at a future briefing. The draft resolution designates 60% to Therapeutic Courts; 30% to the RFP for intensive case management; and 10% administration.
- 9:45 A.M.      Public Works – Jerry Hauth  
Utilities & Waste Management  
Commissioners Shutty, Drexler and Neatherlin were in attendance.
- Small Works solicitation for an outfall inspection contract for Rustlewood Wastewater Plant was approved to move forward.
  - Bart confirmed the Commissioners do not have any comments regarding the solid waste RFP.
  - Jerry shared a draft budget projection for the Road Fund. \$3.6M is a required fund balance in order to meet operational expenditures.
  - There was a discussion of TIP-CAP vacancies and Jerry asked for flexibility on filling the vacant positions. Cmmr. Shutty will see if he can find candidates from his Commission district.
- 10:00 A.M.      Support Services – Frank Pinter  
Commissioners Shutty, Drexler and Neatherlin were in attendance.
- Board of Equalization request to reconvene was approved to move forward. Petitions filed for 2017 assessment year, to date, total 240.
  - News Release for Civil Service Commission will be placed on the October 10 agenda. A position expires December 31.
  - Frank reported he met with City of Shelton staff regarding road improvements to Alder Street and it could impact parking in front of the Courthouse (on Alder Street). If parking

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is impacted, they will attempt to find parking elsewhere. The City will bring forward a proposal.

- Cmmr. Drexler reported on a meeting regarding the Mental Health Mobile Outreach program and they are working through the issues.
- Cmmr. Neatherlin has a family emergency and there will be no budget workshop this morning and he will be unable to attend the workshop this afternoon. It's scheduled to review the Current Expense Non-Departmental and Commissioners' Special Funds.

10:30 A.M. — 2018 Budget Workshop rescheduled to 2 p.m.  
Commissioner Discussion – no discussion

BREAK – NOON

2:00 P.M. 2018 Budget Workshop

Commissioners Shutty and Drexler were in attendance. Cmmr. Neatherlin was absent.

- Cmmr. Drexler informed Cmmr. Shutty that Kittitas County has filed a lawsuit against the Liquor Control Board regarding marijuana licensing.
- Review of Current Expense Non-Departmental which is costs not assigned to a specific department.
- Current Expense Revenue is projected at \$31,373,174; preliminary expenses are at \$36,473,478 including Sheriff's budget. This means Current Expense preliminary expenditures exceed projected revenue by \$5,100,304.
- Non-departmental – VSP and CAC grants revenue and expenses will be removed. They are direct bill.
- ORCAA is budgeted at \$40,000; SAO is budgeted at \$145,000; the 3<sup>rd</sup> payment for Sheriff vehicles is budgeted along with WSAC and WACO dues. Cmmr. Jeffreys asked if \$5200 could be placed in the "maybe column" for Communications and Litigation Strategy costs to WSAC. Cmmr. Shutty is ok with placing this in the "maybe column" but wants to see a better plan of what WSAC would do with the money; Accrued Leave is budgeted at \$385,000; 911 payments are a pass through and will probably have to be increased; the MACECOM charge has increased and is budgeted in the Sheriff's budget. The increase is around \$1,000. Indirect charges were reviewed. It is proposed to change the methodology in 2018 for the indirect charges and it will be driven by how much service the various departments provide to the special funds. This is being reviewed by the SAO. Other services in Non-Departmental are the County's insurance costs (WA Counties Risk Pool) that total \$950,000.
- The Transfers Out was reviewed. Public Health should be \$347,551 and Frank will make sure that is what is anticipated in the Public Health budget; Information Technology's transfer has been reduced from \$670,584 to \$364,000.
- In reference to the draft Fund Reserve/Contingency Resolution and based on preliminary budgets including Sheriff it would be \$4,377,000 for a 12% reserve; \$5,471,000 for a 15% reserve. Frank also reviewed what the other proposed reserves would be based on preliminary budget.
- Special Funds reviewed: .09 Rural Sales & Use Tax (#103) includes \$450,000 to Belfair Sewer and from REET 2 there is \$800,000 budgeted to Belfair Sewer
- Reserve for Technology (#119) – this is funded by the \$285 per FTE charge from all departments; expenses include VOIP (telephone) payment; MUNIS maintenance and improvements; software upgrades.
- LTAC (#163) is anticipating about \$300,000 in revenue which is about the same as 2017.
- Veterans Assistance (#190) anticipated revenue is \$84,800 from property taxes; expenses include rent for the Belfair office that has been reduced and may be terminated, this amount could be moved to the Veterans Assistance budget line; the entire ending fund balance has been budgeted in the Veterans Assistance line so is available to be spent.
- REET 1 (#350) anticipated revenue is \$880,595 There is \$742,405 budgeted for building improvements and the Commissioners need to make the final call on what projects will be done. Loan payments to jail bond and Bldg. 8 are budgeted.
- REET 2 (#351) also anticipates \$880,595; budgeted is \$200,000 to Rustlewood; \$800,000 to Belfair Sewer; \$100,000 to North Bay (needs to be corrected because it shows



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Stormwater (#480) and should be to #403 Fund.) There are no new projects planned for in Parks & Trails. In order to utilize the REET funds for repair and capital improvements staff time, it requires detailed accounting that Frank needs to work out the accounting/reporting requirements.

Cmmr. Drexler requested information on what the Rustlewood and North Bay transfers are for.

- Cmmr. Drexler asked about ending fund balances and wants to know what may be available for community needs.
- Unemployment Fund receives its revenue by charging \$200 per FTE and currently is adequately funded but if there are additional layoffs this will need to be reviewed.

Commissioner Discussion – there was no discussion.

The Workshop ended at 3:15 p.m.

Wednesday, October 4, 2017

9:00 A.M. 2018 Budget Workshop

Commissioners Shutty, Drexler and Neatherlin were in attendance.

- Commissioners' 2018 budget was reviewed. The salaries are increased 1% pursuant to Resolution 73-12 and all three Commissioners indicated they intend to donate that wage increase back to the County – 2 additional revenue lines will be included at \$816 each. Their small tools will be decreased to \$1,000 (-\$2,500); and reduce their travel lines by half (-\$1,474).

9:30 A.M.

Support Services budget was then reviewed. The required 17.5% budget reduction has been met within the total budgets of all departments in Support Services which includes Support Services Administration, Human Resources, Information Technology, Emergency Management, Facilities and Parks. Included in this reduction is the Commissioners' budget reduction amount. One position (Grant/Contract Management) is eliminated and the Senior Financial Analyst position is reclassified down to a Financial Analyst and will soon be filled. Part of the restructure was creating an Administrative Clerk in Human Resources to cover Civil Service and Board of Equalization duties and Becky Rogers moved into that position. The Secretary/Receptionist position will be filled and that person's duties include back up on the switchboard, accounts payable, managing the Veterans' Assistance program and provide assistance with various Human Resources duties. The 2018 preliminary budget is \$73,682 less than the adopted 2017 budget.

- Ross McDowell reviewed the #134 Fund – Forest Safety. These monies are used for services provided on National Forest Lands by the Sheriff's Office for search and rescue missions and for Fire Wise communities. Receives approximately \$26,000 in funding.
- Emergency Management – training position eliminated; has two grants which will continue in 2018 – EMPG (dollar for dollar match which is made with salaries) and Homeland Security Grant which can be used for only equipment and there is no match. This has been used on communication equipment.

Discussion of allocation of Ross' salary – it will be .25 from DEM, IT, Facilities/Trails. Vehicles – 2 communication vehicles. Frank explained the ER&R rates will be changing. Ross intends to have no ER&R services and will pay for the services to the communications vehicles from the grant funding.

- Information Technology – one position eliminated; Ross' salary allocation will be reduced to .25FTE; the reductions were reviewed which include eliminating the ER&R vehicle and reducing the capital outlays for equipment down to \$50,000. There was a discussion of moving to Microsoft Outlook and Office 365 and the pros and cons which include the cost and the training requirements to move to new software versions. It would be easier for IT if all employees were on the same version of software

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and makes document sharing easier. Departments are responsible for paying for software and equipment upgrades.

IT provides service to Sheriff's office except for the Spillman system.

Capital improvements including providing generator power to Building 3 so in an emergency event, the telephone front desk would stay powered. Discussion of supplying each building with a radio and Ross will look into providing that equipment.

- Facilities/Parks – three positions plus seasonal staff have been eliminated. Frank and Ross share the management duties. Seasonal help will be needed in 2018 at Parks because they cover after-hours and weekends. Frank will provide a cost for four full-time seasonal staff for a three month period.

Frank and Ross have requested the Parks Advisory Board to review the Parks rental rates and the Capital Improvement projects for Parks. There is reluctance to do this from the advisory board and staff is working with the group. Cmmr. Drexler supports allowing several concessionaires at the Parks; Cmmr. Neatherlin expressed concern that if there are too many vendors, they won't make money. Staff will review options.

Boat launch fees for commercial use were brought up. Issues to consider: is the general public also charged; how are the fees collected.

Capital improvement project requests were reviewed that would be funded with REET dollars. Projects include an RCO funded irrigation project; septic system at Walker Park, several old HVAC systems that need attention, remodel of Courthouse basement, new windows and painting projects including jail painting project.

11:00 A.M. WSU/Extension – Justin Smith and Lisa DeWall presented the 2018/2019 preliminary budget. For 2018, WSU has committed to backfill Justin's salary so Water Resources staff won't have to be cut but there is no commitment in 2019. The goal is to not reduce service in 2018 but may be unavoidable in 2019. The Extension office has been communicating with Environmental Health regarding water quality funding and at this time there is no funding available. Cmmr. Drexler referred staff to HCCC for potential funding.

The benefits budget has been adjusted so it is the correct amount.

The WSU MOA pays for the Director, 4-H faculty (Dan Teuteberg split with Grays Harbor), 4-H Coordinator (.75FTE) and Water Resources staff. In 2019, Water Resources would not be funded and the 4-H and Office Manager position would be reduced to meet the current budget bottom line.

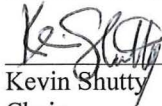
The Noxious Weed program is funded with Title II money, grant funds and Current Expense.

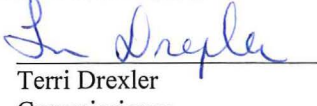
The Workshop ended at 11:40 a.m.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS

  
Kevin Shutt  
Chair

  
Terri Drexler  
Commissioner

  
Randy Neatherlin  
Commissioner