

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of October 9, 2017

Monday, October 9, 2017

9:00 A.M.

Community Services – Dave Windom

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

- Reclassification request for Stacey Ells which is a \$370 monthly increase and DCD's budget can absorb the cost. The Commissioners approved moving this forward but not retroactive.
- Steven Scott presented information on the Mason County Code Enforcement process. In July there were around 1,500 open code cases and currently they are down to around 1,100. The citizen filing the complaint is contacted to let them know the status. Part of the process is to send the fines to collection if they are not paid. The process is to hold the person who is most responsible for the violation accountable for the violation- could be the property owner and/or the tenant. The violation stays with the property. Current issues include multiple RV's; living in RV's; grading and clearing without permits; unpermitted buildings; zoning violations; illegal signs and critical area violations. In some cases, a Sheriff's Deputy accompanies Code Enforcement staff.
- Paula Reeves brought up the idea of a settlement agreement for Code violations over five years old giving violators an incentive to resolve code violations and creating a policy for transitory housing.
- Discussion of the process to move cases from a civil violation to a criminal violation.
- Todd Parker provided an update on the Veteran outreach group that meets monthly to bring the providers together. Todd has also talked to the HomesFirst provider, Pacemaker, and they are charging \$450 per room for the Veterans' housing that the County has a contract with HomesFirst to manage. Cmmr. Drexler brought up providing transportation to the Veterans for medical appointments and the possibility of partnering with MTA.
- Lydia stated the Department of Justice opioid grant is on tomorrow's agenda and deliverables are included; in this grant there is funding for a FTE position and temporary staffing. Cmmr. Drexler requested the funding sources for Abe, Ben and the new opioid position. Permission was granted to go forward with the new FTE and staff will provide information to Frank for a supplemental appropriation.

9:30 A.M.

Public Works – Jerry Hauth

Utilities & Waste Management

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

- The following items approved to place on the agenda:
- Surplus ER&R property includes vehicles, motorcycles and equipment and will be disposed at the Washington State Surplus Sales and Ritchie Brothers Auctioneers.
- Public hearing for speed limit changes on Little Mission Creek Lane, Lincoln Court and Dewatto Beach Drive.
- Cooperative Streamgaging Program with USGS for the Skokomish River and is paid from the Skokomish Flood Prevention Fund. The County's cost is \$5,715 annually. In the future possibly there is Emergency Management funding available for this fee since this gauge is used in the early warning process.
- Jerry Hauth presented information on the Highway Safety Improvement Program (HSIP) that was awarded in December 2014. The total project is \$100,000 with \$10,000 from the Road Fund. The Safety Plan requires significant data acquisition and the contractor has the capability to update road imaging which is now ten years old and Public Works has budgeted an additional \$60,000 for the road imaging work.

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- TIP-CAP appointments; there are two positions open from Commissioner District 2. Discussion of membership criteria. Staff is recommending changing the language so membership is not narrowed to certain interests but to seek balanced representation. A resolution will be brought forward with revised language.
- Staff has notice from Department of Ecology that the City of Shelton is being considered for a municipal stormwater permit; the Commissioners will receive a letter regarding the Shelton UGA and this could mean permitting for stormwater discharge.
- Cmmr. Drexler would like to meet, at the first of the year, with the City on what is their stormwater plan.

10:25 A.M. The Commissioners took a 5 minute break.

- 10:30 A.M. Treasurer – Lisa Frazier
Commissioners Drexler and Neatherlin were in attendance. Commissioner Shutty was absent.
- There was a discussion of surplus property which does not currently include Tax Title properties so the RCW must be followed for Tax Title property. Mason County Code needs to be amended to include the process for Tax Title properties. The Commissioners requested the Code be amended ASAP and this will be assigned to Frank Pinter.
 - Lisa informed the Commissioners of her plan to cover personnel changes in her office that include transferring some funding within her Salaries/Benefits due to a recent resignation. She continues to work on her plan on how to meet the requested budget reductions. Cmmr. Drexler asked that Lisa include in the budget narrative how much more funding would she need to keep this position in 2018. Lisa said she is considering reducing all staff to a 7 hour day.
 - Cmmr. Drexler asked for Lisa's comment on the Fund Reserve Resolution. Lisa stated she is questioning the \$1M on top of the EFB reserve and how will the plan be fulfilled in the 5 years. Regarding a Financial Management Policy; is it realistic to have it complete by end of year. Discussion of the pros and cons on a purchase order policy.

~~10:45 A.M. WSU Extension Office Justin Smith canceled~~

- 11:00 A.M. Support Services – Diane Zoren
Commissioners Drexler and Neatherlin were in attendance. Commissioner Shutty was absent.
- Property offer for property on Bucktail View in Belfair for \$140,000. The Treasurer confirmed this is not Tax Title property. The Commissioners counter-offered at \$150,000. Staff will communicate this to our contracted realtor.
 - The Commissioners agreed to not hold a 5th Tuesday meeting in Belfair due to that being on October 31 – Halloween. Diane will circulate notice.

Commissioner Discussion – there was no discussion.

Tuesday, October 10, 2017

- 10:30 A.M. 2018 Budget Workshop
Commissioners Shutty, Jeffreys and Neatherlin were in attendance.
- Community Services 2018 preliminary budgets were reviewed. This included Building, Planning, Environmental Health and Community & Family Health 2018. Dave Windom reviewed Community Services budget narrative.
 - Public Health – looking at a cross jurisdictional partnership with Thurston and Lewis counties to maintain delivery of Nurse Family Partnership program. Additional funding from Department of Health should allow the County to add one water quality environmental health specialist. Ideally, there would be two full time water quality personnel to monitor shellfish beds and investigate sources of reduced water quality which would require an investment of around \$250,000 to \$400,000 in stable funding.

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- Community Development – in 2016 one additional permit technician was added bringing the total to three. Code Enforcement continues to be a priority and two code enforcement positions have been added. Lag times in processing building permits continue to be a problem. The building division needs at least one full time dedicated plans examiner and they are researching funding sources and possible reorganization. Implementing on-line permitting should improve the process. RFP's for on-line permitting are due this Friday and the plan is to have it running by next summer. This would replace the Tidemark software and will be paid with an inter-fund loan.
- Moving to Office 365 which includes Sharepoint intranet will allow staff to share files and projects. The budget impact is expected to be around \$7,400 annually.
- Vehicle proposal. Currently Community Services pays ER&R \$289 per vehicle per month to cover maintenance and repairs amounting to \$48,552 annually. Dave proposed taking their fleet out of ER&R and managing the fleet themselves. They would set aside \$25,000 per year for vehicle replacement leaving \$23,552 for oil changes, repairs and tires.

Frank reminded Dave that the direct costs (fuel, oil, repairs) are paid the year after they are incurred so 2017 direct costs will be charged in 2018 and they will need to anticipate that cost. Frank also noted that as vehicles are pulled out of the ER&R department, the direct costs are spread over those vehicles left in ER&R. The direct cost impact to Current Expense may be reduced by outside contracts that ER&R has been pursuing.


- Handicap access remains an issue that needs to be coordinated with the City of Shelton and there are dead trees on 6th street that need to be removed. Frank has discussed these issues with the City.
- There continues to be concern with the impacts of the *Hirst* decision.
- Cmmr. Drexler likes the ER&R idea but she prefers to approach that holistically. Frank pointed out the proposed Reserve Resolution includes a vehicle reserve for Current Expense vehicle replacement costs but the problem being where does the funding come from. Saving \$289 per Current Expense vehicle would have an impact once the direct costs have been paid for.
- Other Business - Cmmr. Drexler brought up proposed Development Code changes for Belfair and Dave Windom will bring this forward at the October 23 briefing. Cmmr. Shutty would like to move forward with moving final plat reviews to an administrative function rather than the Hearing Examiner and this will also be briefed. Cmmr. Drexler also brought up the issue with having a minimum and maximum lot size in Code.

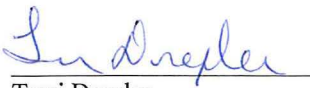
The workshop adjourned at 11:30 a.m.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS


Kevin Shutty
Chair


Terri Drexler
Commissioner


Randy Neatherlin
Commissioner