

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of October 23, 2017

Monday, October 23, 2017

9:20 A.M.

Community Services – Dave Windom

Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Approval to reappoint Ed Huber to a three-year term on the Mason County Historic Preservation Commission. Because there are remaining seats open and this is a reappointment, the Board is ok with not interviewing Mr. Huber.
- Dave provided an update on the status of the Fairmount Cove apartments which are a Housing Authority property. Last week the septic grinder pumps failed and there was no water or septic service for a couple of days. Environmental Health worked with the City of Shelton, Housing Authority and property management company to rectify the situation. There is an interim fix so water and sewer service is provided. New pumps should be arriving this week.
- A second issue was at Arcadia Pointe, the porta potties were burned down and not replaced by Squaxin Island Tribe and there is an issue with sewage and Dave is working the Tribe.
- Paula provided an update on the Mason County Comprehensive Plan and amendments. The Planning Advisory Commission has reviewed and is recommending several amendments. Citizen initiated plan amendments include two rezones – Neil and Padden and Belfair Development Regulations. County initiated plan amendments include a Shelton UGA Rezone, Shelton UGA expansion and changes to Titles 15 and 17 and updates to the Mason County 2016-2036 Comprehensive Plan. There was discussion of the request to rezone a parcel at Highway 101/Dayton Airport Road and the first step is to do a survey. Paula provided four process options. If the rezone requests are moved to 2018, that would be the only rezones considered in 2018. Paula explained there are deadlines to request rezones. Cmmr. Drexler stated she would like a joint meeting with City of Shelton regarding the expansion of the Shelton UGA. After discussion of the hearing process, the direction is to adopt the docket at the November 7 Commission meeting setting separate public hearings for each item at the December 5 Commission meeting.

10:00 A.M.

AHBL – Lisa Klein, Associate

Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Proposed Belfair UGA Development Regulations were presented by Lisa Klein that were submitted by the July 31 deadline. The goal is to improve the Belfair UGA regulations to improve economic development. Her first impression of the regulations is they don't fit into a rural area. Some of the proposed changes are for clarity and consistency purposes. Lisa reviewed her proposal in detail including lot coverage maximums and setback exceptions. Cmmr. Drexler suggested allowing one acre residential lots in UGA's by removing the minimum densities and the Commissioners concurred. Cmmr. Drexler suggested several changes to the Special Use Requirements and remove funeral parlors, mortuary services, gyms, laundromats, live entertainment, private transportation depot, commercial recreation facilities, dance and music studios and dance floors and add these to allowed uses. There was discussion of public sidewalk food vendors. Cmmr. Neatherlin suggested allowing RV parks in mixed use areas only. Strike from 17.26.020 (2)(D) "and on site drainage facilities". Strike "(3). Usable open spaces should be positioned in areas with significant pedestrian traffic to provide interest and security." Paula will bring back this revised proposal for review.

11:15 A.M.

Public Works – Jerry Hauth

Utilities & Waste Management

Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

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- Approval to place on agenda: solicitation for road surfacing materials, tire repair and towing services, culvert pipes and culvert linings and asphaltic materials for 2018.
- Review of Solid Waste Facility hours and staffing. Mason County Garbage has asked the Eells Hill facility extend the hours from 4 p.m. to 5 p.m. One option proposed was to change the service hours from the current period of 8 a.m. to 4 p.m. to 9 a.m. to 5 p.m. and staff kept track of the number and type of customers that came to Eells Hill during the 8 a.m. to 9 a.m. time period. To be open 8 a.m. to 5 p.m., there would have to be additional staff with a CDL. Cmmr. Drexler would like to be open 8 a.m. to 5 p.m. but would like to know if opening that additional hour will pay for itself and the Commissioners concurred. Staff will review and bring back additional information.
- Also presented was a request to open the Hoodsport transfer facility on Sundays at an estimated cost of \$10,000. The Commissioners concurred with this starting in 2018.
- A citizen concern regarding chip seal on North Shore was briefly discussed.
- Pets allowed in workplace discussion. The Commissioners do not support this for many reasons – would be a distraction, possible lawsuit, fleas, and allergies.
- Rezone of parcel at Highway 101/Dayton Airport Road will be in 2018 but staff will keep working on the BLA.

11:45 A.M.

District Court – Judge Meadows/ Patsy Robinson
Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- A Probation Officer is retiring in December and District Court intends to recruit a replacement. This position is in their 2018 preliminary budget request. Cmmr. Drexler asked if there are budget cuts at 17.5%, can this position be maintained. Judge Meadows stated probation fees do pay for the probation services as required by law, RCW 10.64.120(4) and RCW 3.62.050. Discussion of the revenues and expenses for this position and the impacts of potential budget cuts. The Commissioners will check with Frank on the budget status of this program.

Commissioner Discussion – there was no discussion.

BREAK – NOON

2:00 P.M.

WA Counties Risk Pool – Derek Bryan, Executive Director
Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Derek Bryan, Executive Director, provided information on the WA Counties Risk Pool which provides liability, cyber and property insurance to Mason County. Derek explained how the assessments are calculated. There is an option to increase the county's deductible.

2:30 P.M.

Support Services – Frank Pinter
Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- 2018 Funding Request from EDC from Rural Sales & Use Tax (.09 Fund) several comments were received and EDC staff and board members were present to answer questions. The Commissioners approved placing this request on the agenda.
- Request to amend Commissioners' Operating Guidelines to reflect changes in the OPMA and housekeeping items approved to place on agenda.
- Proposed change to the Mason County Code Chpt. 2.88 Rules of the Board establishing rules for the use of electronic devices during Commission meetings will be placed on the agenda.
- Request to renew the contract with MasonWebTV.com for live streaming services of regular Commission meetings and Board of Health meetings for 2018 will be placed on the November 7 agenda. The terms stay the same at \$50 for up to 4 hours and each additional hour is \$25. This is anticipated in the 2018 Current Expense Non-Department budget.

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- Veterans Advisory Board citizen at large position expires November 5. Currently held by April Pooler and April would like to continue her service. The Board approved moving this reappointment to the November 7 agenda.
- 2018 budget hearings will be scheduled for November 28 at 6:30 p.m. to consider levy adoption and Monday, December 4 at 9 a.m. to consider adoption of 2018 budget.
- The Board agreed to interview the two applicants to the Lewis-Mason-Thurston Area Agency on Aging.
- 2018 Medical Contribution resolution will be placed on the November 7 agenda.
- Frank presented the final version of the fact sheet for the Mason County Property Tax Levy Lid Lift/Proposition 1 with comments submitted by the Prosecuting Attorney and Chief Deputy Prosecuting Attorney. The Board agreed to the recommended amendments and asked this be presented at the October 24 meeting, posted on our website and FB page and provide copies in the County offices.
- Frank stated the funding for the CDBG Micro-Enterprise program has been cut off because the State Capital Budget has not been approved. Frank has informed the contractors to stop work on this program as of last Friday and stated there is possible federal funding. This will be briefed again next Monday. If there is no outside funding available, the Commissioners requested the program be stopped.
- Frank reviewed the September Financial Statements.
- Cmmr. Neatherlin left the briefing at 3:35 p.m.
- Frank brought up the issue of how the Commission wants to deal with revenue increases or revenues not realized in the 2018 budget process. Frank will provide a spreadsheet.

Commissioner Discussion – there was no discussion.

Tuesday, October 24, 2017

2:15 P.M.

2018 Budget Workshop

Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Jerry Hauth reviewed the 2018 Public Works preliminary budget. The beginning fund balance is estimated to be \$5.3M; revenue is estimated to be \$15,330,860; the diversion to the Sheriff's office for traffic policing is budgeted at \$1.5M; overall, costs remain very close to 2017 levels. The Public Works Bond Reserve of \$757,047 is no longer required to be withheld and staff is recommending these be placed in the Public Works fund in 2019.
- Cyndi Ticknor presented the 2018 Equipment Rental & Revolving (ER&R) budget. This is an internal service fund and provides rental equipment to county departments. Through September ER&R has billed out \$40,000 for services provided to outside agencies. Cyndi stated she is anticipating the Sheriff's Office will discontinue leasing some of their leased vehicles and use some of the high mileage vehicles that ER&R had planned to surplus. Sheriff's office budgeted \$375,000 in their 2018 preliminary budget for new vehicles.

4:00 P.M.

Finance Committee

Finance Committee members in attendance: Lisa Frazier, Treasurer; Karen Herr; Auditor and Chair Kevin Shutty. Also in attendance were Cmmrs. Drexler and Neatherlin. Treasurer Lisa Frazier called the meeting to order at 4:01 p.m.

- The Resolution establishing a General Fund Reserve and Contingency Policy was presented.
Shutty/Herr moved and seconded to adopt the Resolution establishing a General Fund Reserve and Contingency Policy for Mason County. Motion carried.
This Resolution will be considered by the Commissioners at tonight's meeting.
- Lisa has talked to bond counsel and the bond resolution will be on the November 7 agenda with an anticipated December 21 bond closure date.
The Finance Committee meeting adjourned at 4:06 p.m.

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Wednesday, October 25, 2017

9:00 A.M. 2018 Budget Workshop

Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Prosecuting Attorney Michael Dorcy presented his 2018 budget. The two primary duties of the Prosecuting Attorney's (PA) office are to represent the people in criminal matters originating in Mason County and to act as legal counsel to the County Commissioners. The PA budget includes Child Support Enforcement which is totally funded by contract through DSHS. In the July 2017 budget cuts, staff was reduced by one Deputy Prosecuting Attorney II (DPA II) with the full savings of \$104,000. The PA's office also participates in the Therapeutic Court programs which are separately funded outside of the Current Expense budget.

Due to the elimination of the DPA II position, Prosecutor Dorcy has advised the Superior Court Judges and Juvenile Probation that pursuant to RCW 13.40.070, the PA's office will no longer be reviewing non-felony juvenile criminal cases. The screening and charging responsibilities may be fulfilled by the Juvenile Probation Department.

District Court Judge and Administrator have also been advised the PA's office may have to reduce its involvement in District Court probation hearings. Prosecutor Dorcy explained the impact to his staff of these probation hearings.

If the PA's budget is further reduced, they will have to reduce the criminal caseloads in District Court and Superior Court in order to effectively prosecute higher priority cases. Legal services provided to the Commissioners, other elected officials and department heads, will also be reduced.

Cmmr. Neatherlin brought up the postage and travel budgets that appear to be under spent; and he questioned the mental health reimbursement. It was pointed out that some expenses don't occur until the end of the year.

If they reduced operating expenses as much as they can and eliminate the vacant DPA III, they would still be about \$154,000 short of the requested budget reduction amount. They are looking for grant funding.

10:00 A.M. Public Defense Briefing & 2018 Budget Workshop

Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Public Defense Chief Peter spoke to his 2018 budget request. He has looked at all options and he cannot reduce his budget and still meet caseload requirements. It is impossible to predict if there will be a reduced caseload due to budget reductions that impact other offices.

Cmmr. Shutty asked what does a fully funded public defense office look like. Peter responded that it would include a social worker and investigator but that is not realistic in current budget conditions; he has submitted a budget he believes will meet constitutional obligations.

If caseloads diminish, there may be budget lines that are not spent, but it is impossible to know the impacts.

The preliminary budget is based on historical caseload data.

- Peter briefed a contract with Ari Goldstein that replaces a contract that has been terminated effective November 1. This will be placed on the November 7 agenda.

2:00 P.M. 2018 Budget Workshop

Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Judge Toni Sheldon provided a handout of the Superior Court 2018 Preliminary budget which is reduced by 3.5% and they identified additional operational shifts reducing the budget by an additional 1.5% for a total of a 5% reduction. Superior Court cannot close their office in order to reduce expenses. It was also pointed out that with Judge Sheldon's anticipated retirement early in 2018, there will be transition costs for the new judge.

Superior Court had over 13,000 hearings last year.

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Judge Finlay stressed the importance of timely access to justice.
Judge Goodell pointed out that staff creates the court calendars, coordinate schedules and help citizens complete paperwork and much of this cannot be done by the judges so there is no ex parte communication.
Judge Finlay stated they have examined their processes and calendars for efficiencies.
Court Commissioners cannot do jury trials or sentence.

- 3:00 P.M. 2018 Budget Workshop
Commissioners Shutty, Jeffreys and Neatherlin were in attendance.
- Jim Madsen presented the Juvenile Probation Services 2018 budget. Included in this budget are the Guardian ad Litem Program, Juvenile Detention, JDAI Program, and Juvenile Probation Program. The Detention Manager position has been eliminated and most of the duties have been absorbed by the Administrator and Detention Supervisor. In 2018, the focus is to continue the transformation of the Detention Center to community programming. The 2016 average daily population at the Juvenile Detention Center was 3.5. Grant funding continues to be reduced. Mason County has contracts with Skokomish and Squaxin Island Tribes to provide juvenile probation services. Judge Sheldon noted that the budgeted Transfer In from Mental Health is \$46,150 and doesn't match what is budgeted as a Transfer Out in the Mental Health Fund. Frank stated this will be reconciled in the budget process.

3:30 P.M. Court Commissioner Bob Sauerlender presented information on the Therapeutic Courts. The Therapeutic Courts are a division of Superior Court and serve as an alternative to incarceration and have seen dramatic growth in 2017. These include the Adult Felony Drug Court, Family Recovery Court, Veterans Court and Mental Health Court. Recidivism rate is 22% to 23% for all Therapeutic Courts.
Cmmr. Neatherlin left the briefing at 3:45 p.m.
There was a lengthy discussion of how the courts work, their impact to the community and to other county services.

The meeting adjourned at 4:05 p.m.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS



Kevin Shutty
Chair



Terri Drexler
Commissioner



Randy Neatherlin
Commissioner