

**BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES**  
**Mason County Commission Chambers, 411 North 5th Street, Shelton, WA**  
**Week of October 30, 2017**

Monday, October 30, 2017

9:00 A.M.      Treasurer – Lisa Frazier

Commissioners Shutty, Drexler and Neatherlin were attendance

- Lisa Frazier presented the resolution to refinance the bonds that were originally issued for the North Bay Case Inlet and for the purchase of property at 3<sup>rd</sup> and Pine Street with a proposed closing date of December 21.

9:15 A.M.      Support Services –Diane Zoren

Commissioners Shutty, Drexler and Neatherlin were attendance

- Advisory Board news release for several openings will be placed on the November 7 agenda.
- CDBG Response to Micro Enterprise Program Funding will be delayed because Frank is absent.
- Staff provided an update on City of Shelton's Alder Street modifications. The current parking in front of the Courthouse and Bld 8 on Alder Street will be eliminated and there are parking options proposed by the City. There is concern with handicap parking availability. Staff will look at options and will draft a letter of concern to the City of Shelton. The City has applied for TIB funding and the Commissioners asked staff to draft a letter of support for this funding.
- Cmmr. Neatherlin and Cmmr. Shutty will attend Risk Pool conference.

10:00 A.M.      Community Services – Dave Windom

Commissioners Shutty, Drexler and Neatherlin were attendance

- Request to approve the professional services contract between Hood Canal Coordinating Council and Public Health for Phase III of the Environmental Protection Agency National Estuaries Program Pollution Identification and Correct (HCRPIC) work. This contract provides \$111,000 to Mason County to work on this project. Approved to place on agenda.
- Request to designate Alex Paysee as Lead Worker the Environmental Health at an annual cost of \$5,805 and the cost will be covered by revenue from the increased number of onsite sewage permits and well as direct management of existing grants. The former lead for EH retired the end of July.
- Interlocal agreement for fire investigation services with Mason County Fire Chiefs Association.
- Cmmr. Neatherlin requested information on Comp Plan changes. He also talked about a drive way issue with a citizen in Belfair and he requested staff review options available to improve the drive way.
- Dave reviewed his calendar.
- Cmmr. Drexler brought up Timber Lakes and the placement of buoys at 150' which prevents water skiing on certain parts of the lake and she asked Dave to look into this.
- Lake Cushman permitting issues and Tacoma Power has declined to provide funding for the staff time.

Commissioner Discussion – Cmmr. Neatherlin stated he has been talking to a provider about outpatient care in the Belfair area.

10:30 A.M.      BREAK

10:45 A.M.      Public Works – Jerry Hauth  
Utilities & Waste Management

Commissioners Shutty, Drexler and Neatherlin were attendance

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- Request to set a public hearing for the 2018 Annual Construction Program and 6-year TIP. The TIP-CAP recommendations will be presented to the Commissioners at the November 20 briefing. There was discussion of the Annual Construction Program and 6-year TIP. Cmmr. Neatherlin asked about sidewalks on Old Belfair Highway, he stated it was a Board decision to fund this project. Staff stated grant funds were applied for and denied. The cost is \$185,000 and there was discussion of where to reduce funding in order to fund the sidewalk project. Cmmr. Neatherlin expressed frustration this is not in the plan with county funding. Cmmr. Drexler asked what will it take to make these projects eligible for TIB funding. Trails Road project could be deferred in order to fund the Old Belfair Highway sidewalk project.
- Revised Interlocal Agreement with Mason Transit Authority allowing for both parties to request for acquisition of services will be placed on the agenda.
- Sidewalk on North Shore Road has been removed.
- Staff is working with Green Diamond to sign routes out of Skokomish Valley; overspray claim; Commissioners will interview an applicant, Butkus, for the TIP CAP.
- Surplus of PW property at Highway 101/Dayton Airport Road; Commissioners understand the plan is to rezone mid-2018. Jerry noted that if this property is surplus and sold, that money could be used for the Belfair Sidewalk project.
- Cmmr. Neatherlin brought up the following issues: requested staff to contact North Mason School District; speed bumps in Beards Cove, asked for information from staff on why that wouldn't work; access to William O Hunter Park, he would like to do a land swap and eventually put a skate park there. Loretta said that Park will not work for stormwater purposes.

~~11:30 A.M.~~ 11:00 A.M. Mason County Economic Development Council

Commissioners Shutty, Drexler and Neatherlin were attendance

- Request for applications for a new Director is being advertised.
- Karin Leaf provided a proposed business visit schedule that she would be doing to learn more about Mason County businesses and develop working relationships. She will invite the Commissioners as she schedules the meetings to see if a Commissioner is available.
- A business profile/visitation form was provided and the Commissioners provided input. They suggested the form be provided to the business a head of the visit and be completed by EDC staff.
- Brief discussion of the Micro-enterprise program. Karin said an e-mail was sent last week from Frank stating the funding has been suspended.

Commissioner Discussion

- Cmmr. Drexler brought up the jail contract and the price difference in the cover sheet and contract. She questioned how to get a commitment to not spend more than what is budgeted. Cmmr. Neatherlin stated he has the same issues as Cmmr. Drexler; he wants a guarantee that outsourcing costs are spent from the Sheriff's budget. When jail painting project occurs, the outsourcing cannot be paid from REET funds. The Commissioners asked that Frank draft a letter to the Sheriff on these concerns and request a written response.

The briefings adjourned at 11:30 a.m.

Wednesday, November 1, 2017

9:00 a.m.

2018 Budget Workshop – Sheriff

Commissioners Shutty, Drexler and Neatherlin were attendance

- Sheriff Salisbury stated they have submitted their narrative with potential impacts of budget reductions and he doesn't have anything else to add and they are here to answer questions.



Undersheriff Barrett added that without a budget number they do not know the actual impact. They are here to answer questions. The jail and support staff are decimated and are at the lowest level they can go, jail was cut 10% in July and support staff was cut 8%. There is nowhere else to cut but patrol.

Cmmr. Shutty stated the Commission just received the Sheriff's budget document from the Auditor's office with the budget numbers 30 minutes ago. (Sheriff's budget was not entered into MUNIS for preliminary budget)

Cmmr. Drexler asked several questions:

- How much of an increase in Traffic Diversion would it take to use for the Litter Crew. Undersheriff Barrett stated they believe Patrol alone could account for \$2M to \$2.1M of Diversion. To include the litter crew, it would be an additional \$200K to \$300K of Diversion to run two crews and could be used as the DOE match. Chief Spurling noted that CRAB identifies 12 items to be used for Diversion. The DOE Litter Crew grant for 2017 – 2019 is \$45,000 and the required match is tipping fees and trustees. Cmmr. Drexler then asked how much of Diversion could be used for patrol cars. Lt. Adam stated they submitted \$300K in the original preliminary budget for patrol cars. Full amount of Diversion that could be accounted for is \$2.5M, includes Patrol, Litter Crew and new vehicles. Undersheriff Barrett noted that the Diversion annual amount could be reduced if there is a 3 year interfund loan for vehicles. They need a minimum of seven new cars.
- Levy Shift was suggested and could make the City of Shelton whole by not charging the City for jail inmates. Discussion of how to buy down the rate to the City of Shelton and impacts of a levy shift.
- Potential change to Patrol's 4-11 schedule. Lt. Adams stated they continue to look at Patrol options and at the beginning of 2017 they had enough positions filled to go to the 4-11 schedule. No new positions and the filled positions had completed training. Sheriff Salisbury noted they have required training; going back to a 5-8 schedule would impact overtime; SWAT would be gone along with a canine team. Lt. Adams stated the current schedule allows 9 training days without overtime which covers mandated training and those areas of high liability. Discussion of how the school patrol works. It covers the schools located outside city limits. Sheriff's office has talked to school superintendents about schools helping to fund this program.
- Jail medical – the law was changed 18 months ago allowing the county to pay a reduced medical cost to MGH. (RCW 70.48.130)
- Alternative Sentencing (AS) program – there are 18 beds reserved for the AS program which is for work release, litter crew, expanded community labor program. Chief Hansen stated they are not supervising non-custodial inmates – that's Probation. If AS went away, jail upstairs would be empty.

Sheriff Salisbury stated it comes back to their mission and vision which is accountability for criminal behavior.

There was discussion of funding one program over another and the impacts. There has to be a balance of all programs.

Lt. Adams stated the worst case scenario for their budget with the requested reduction is \$11.6M total and wages & benefits are \$10.9M in payroll across all departments

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including increases. They have required contracts that include inmate food services, nursing, and MACECOM that amount to \$1.5M. Their total operation cost is \$2.1M and there is a very small amount they can cut. The only thing left to cut is Patrol staff.

Sheriff Salisbury expressed concern with potential liability due to budget reductions.

Undersheriff Barrett stated the IT Deputy may have to be moved to Patrol and they rely heavily on volunteers who are supposed to augment services, not supplant.

Mental Health tax transfer of \$150K would be for inmate nursing program for mental health services. Budget is \$369K and nursing program costs \$500K. This would be for 40 hours a week on-site service.

- Cmmr. Neatherlin clarified various revenue lines.  
There was a discussion of how to increase Swift & Certain revenue. Sheriff Salisbury noted they submitted \$200,000 for Swift & Certain revenue in 2017 and the Commission increased to \$300K. It would take jail space, staff and cooperation of judges and prosecuting attorney to increase the Swift & Certain revenue.

Chief Hansen stated there is currently an average of 70 felons in jail; they have only 94 beds – if some beds are dedicated to DOC, he asked who is not incarcerated.

The City jail revenue amount is due to the City paying all of 2016 costs in 2017. They are now paying quarterly for seven beds.

The Jail remodel was discussed. Undersheriff Barrett pointed out the jail facility is in the same footprint; the nature of the jail inmates has changed and based on classification and segregation requirements along with female population, it requires certain configurations.

Undersheriff Barrett asked what is the vision for public safety – will it be about incarceration or therapeutic courts that need jail space for sanctions.

- Cmmr. Shutty asked about the \$30,000 budgeted in a software line. Chief Ehrich provided the software systems they use and it was previously budgeted in a different BARS line.

Staff is looking at various fee increases and will bring those forward.

- Lt. Adams stated the Sheriff would need \$13M for status quo of current budget with the cuts made in July. Anything below \$13M would be Patrol cuts; \$13M would be status quo operations.

11:00 a.m.

2018 Budget Workshop - District Court

Commissioners Shutty, Drexler and Neatherlin were attendance.

- Judge Meadows stated their original preliminary budget continues to be their request. The reduction of even one person would cripple the court's ability to function. The Court's goal is to have a well functioning court when Judge Meadows retires which she anticipates being the end of 2018. In 1995, there was a full-time Court Commissioner funded in addition to a Judge. District Court has not been properly staffed for several years.
- Still looking for approval to post to replace the Probation Officer who intends to retire at end of year.
- Two courtrooms are needed for when the pro tem is running a court.
- Cmmr. Drexler asked for the Judge's philosophy on the use of alternative sentencing. Judge Meadows stated they are already using alternative to jail but not through the



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Sheriff's program. The Court uses trans dermal alcohol monitoring which is 24 hour monitoring. She is happy there is now a work release program. She stated day reporting in the past has not been successful. There was a discussion of day reporting options offered through Pacific Workforce program. Judge Meadows stated that Probation is a huge part of their alternatives to jail program.

- Placing District Court Probation fees into a special fund was discussed. It would probably not qualify for a special fund.
- Revenue lines were reviewed.
- Discussion of the veterans program that is administered by District Court Probation.
- Trial Court Improvement budget was reviewed.

The briefings recessed at 12:15 p.m.

2:00 p.m.

2018 Budget Workshop - Clerk

Commissioners Shutty, Drexler and Neatherlin were attendance.

- Clerk Sharon Fogo thanked the Commission for the support to relocate her office to the first floor of the Courthouse. Odyssey software has gone live and OAC is reimbursing for overtime costs and there may need to be a 2017 budget adjustment. Storage space continues to be an issue and eventually the plan is to scan documents, however it is required to keep two copies, in different mediums, of the documents. Potential storage space is at the evidence facility (Mel Chev) and Judge Sheldon asked that the storage space in the Courthouse basement, currently used by other departments, be vacated so it could be used for attorney/client meetings. Sharon did apply for Auditor O&M funding to digitize documents. Historic preservation funds are another potential resource. Superior Court manages the jury system which manages juries for Superior Court, District Court and Municipal Court. The annual cost is \$10,000 + tax for a total of \$10,800. Currently there is one jury manager.

Clerk Fogo presented the Clerk's 2018 budget which includes a collection deputy.

Dynamic collection contract does not include collecting for new cases.

The intent is to take passport photos in 2018 and equipment is needed along with staff to run the equipment.

Video arraignments have not been used. This can be used in the main courtroom and the modular.

Discussion of using Trial Court Improvement funds for small equipment.

Heating and cooling is an issue and improvements are planned.

3:00 p.m.

2018 Budget Workshop - Coroner

Commissioners Shutty, Drexler and Neatherlin were attendance.

- Coroner Wes Stockwell provided information on his 2018 budget request and he is unable to meet the additional 7.3% reduction without the possibility of putting the office into a negative balance a year end. The Coroner stated he is fiscally responsible and provides an essential public service. The Coroner uses the Kitsap Coroner facility for autopsies and x-ray imaging, saving approximately \$26,000.

3:15 p.m.

The Commissioners then had a general discussion of budget options, including ER&R services. There is a budget workshop scheduled next Wednesday to review budget options and the election results will be known. For that workshop, Frank will provide info on the impacts of increasing the Traffic Diversion and does it qualify to use for litter control. Potential impacts to the Road Fund will also have to be considered. What road projects would not happen.

Cmmr. Drexler stated she is having a hard time making cuts to small offices.

Cmmr. Neatherlin believes the Sheriff budget could be reduced without cutting a deputy.

Discussion of jail capacity, the seven beds reserved for City of Shelton and how to make beds available for Swift & Certain inmates to generate revenue.

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Frank will prepare a document with threshold numbers, meaning any cuts after that mean staff cuts.

A levy shift is not off the table but it is a temporary fix.

A priority is a fully funded Public Defender office because of the liability.

Possibility of paying the jail remodel bond with additional REET 1 funds.

In lieu of paying \$375,000 for seven new patrol vehicles, a three-year inter-fund loan is an option.


The briefing adjourned at 3:45 p.m.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS

  
Kevin Shetty  
Chair

  
Terri Drexler  
Commissioner

  
Randy Neatherlin  
Commissioner