

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of November 13, 2017

Monday, November 13, 2017

- 9:00 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion
Commissioners Shutty, Drexler and Neatherlin met in Closed Session from 9:00 a.m. to 9:45 a.m. with Frank Pinter and Dawn Twiddy for a labor discussion.
- 9:30 A.M. Seattle Shellfish - Steve Bloomfield
Commissioners Shutty, Drexler and Neatherlin were in attendance.
- Steve Bloomfield explained that Seattle Shellfish has leased 19 acres of Mason County tidelands and lease agreement states for raising geoduck only. Some of the land is not conducive to raising geoducks and they have an issue with burrowing shrimp. Steve is requesting the lease agreement be amended to say “shellfish” and the intent is to raise oysters in suspended bags in addition to raising geoducks. There are no natural occurring oysters on these tidelands.
- Tim Whitehead stated he reviewed the requested changes and believes it can be modified by placing the amended lease agreement on Action Agenda.
- 10:00 A.M. 2018 Budget Workshop
Commissioners Shutty, Drexler and Neatherlin were in attendance.
- Dawn Twiddy, Human Resources Manager, explained her 2018 budget request is status quo FTE count compared to August 2017 status. Due to the mid-year budget reductions Support Services was reorganized and BOE and Risk Management are assigned to the HR department.
- Frank asked if the Commissioners want the number of FTE's approved in the adopted budget identified in the budget adoption document. Frank will include the FTE count in the budget adoption resolution.
- Commissioner Discussion
Cmmr. Drexler has asked Joe Mentor to look at the water mitigation plan Dave has put together.
- 10:30 A.M. BREAK
- 10:40 A.M. Community Services – Dave Windom
Commissioners Shutty, Drexler and Neatherlin were in attendance.
- Approval to recruit for Communicable Disease Nurse position.
 - Amendment 16 to Consolidated Contract C17118 approved to place on Action Agenda.
 - Discussion of implementing a Technology Fee to implement sustainable funding for the Community Service's technology and equipment upgrades. The Commissioners support charging a flat fee (\$5) for on-line transactions plus a technology fee (2%) on permits issued. This will come forward on a Tuesday agenda.
 - Review of the proposals received to replace the TideMark permitting software. WA Electronic Business Solutions (WEBS) program was used to obtain proposals. Three valid submissions were received in a range of \$114,000 to \$442,395. The new software will allow on-line permitting. Financing options need to be researched and this will be brought forward on a Tuesday.
 - Ben Ramsfield pointed out the GroupWise e-mail system is not currently set up to selectively change an email for one department.
 - Dave will be attending WSALPHO; Public Benefit Rating System changes will be briefed next Monday along with Comp Plan amendments.

Board of Mason County Commissioners' Briefing Meeting Minutes
Week of November 13, 2017

~~11:30 A.M. ————— WSU Extension Office — Justin Smith canceled~~

2:00 P.M. Interviews for Advisory Boards - LMTAAA and TIP CAP
Commissioners Shutty, Drexler and Neatherlin interviewed applicants for the Lewis Mason Thurston Area Agency Advisory Board and the TIP CAP.

2:15 P.M. Public Works – Jerry Hauth
Utilities & Waste Management
Commissioners Shutty, Drexler and Neatherlin were in attendance.

- Approval to place the resolution for Road/Speed Restrictions and Emergency Road Closing Order on the agenda.
- Review of the Interlocal Agreement with the City of Bremerton to extend a sewer line to the Puget Sound Industrial Center in Bremerton providing sewer service from the Belfair Water Reclamation Facility. The County has applied for State funding and the City of Bremerton has committed funds. This is the first in a series of agreements between the two agencies. Cmmr. Drexler stated that she will want the Commission to meet with the City of Bremerton.
- Jennifer notified the Commissioners that the Road Fund current banked capacity is at 8.7%. Jerry suggested some of this banked capacity be used in 2018 if the Commissioners decide to do a levy shift.
- Jennifer reported there is \$880,000 in the North Bay utility.

2:45 P.M. Support Services – Frank Pinter
Commissioners Shutty, Drexler and Neatherlin were in attendance.

- Frank provided the October Financial Statements. The projected cash balance for Current Expense in December is about \$3M.
- Request to post to fill a Records Specialist position in the Sheriff's office, the Commissioners asked this be held for now; the District Court Probation Officer position was approved to post and fill because it has dedicated funding.
- Frank presented a counter offer for property on Bucktail that included the County provides an easement. The Commissioners declined this counter offer.
- Mason Transit Authority Board composition resolution will be place on the agenda.

~~3:00 P.M. ————— 2018 Budget Workshop rescheduled to Wednesday, November 15.~~

Commissioner Discussion – there was no discussion.

The briefing adjourned at 3:20 p.m.

Wednesday, November 15, 2017

10:00 A.M. 2018 Budget Workshop

Commissioners Shutty, Drexler and Neatherlin were in attendance.

- Frank Pinter reported Proposition 1 didn't pass (levy lid lift ballot issue) and there is a resolution saying revenues and expenditures will balance and to establish reserves. \$1.8M has already been reduced in 2017 and \$3.2M additional reduction is necessary due to July revenue projections. The 2018 preliminary budget expenditure requests are at \$36.4M and revenues are at \$31.3 resulting in a shortfall of \$5.1M. There are no additional revenues and expenditure adjustments must be made. There are certain departments that have dedicated revenues and those functions are eliminated from reduction requests, such as District Court Probation, Child Support Enforcement and Community Development (except long range planning). Also identified to exclude is the sales tax generated for juvenile detention and the E911 tax which impacts projected revenue and means additional expenditure reductions must be made in other Current Expense departments. Considering an additional \$725,000 expenditure reduction, Frank created a spreadsheet showing the impact to departments. There is also \$750,000 in

Board of Mason County Commissioners' Briefing Meeting Minutes
Week of November 13, 2017

revenue increases identified and the Board can apply this revenue to the additional expenditure reduction that is needed.

- Frank proposed that departments submit a new budget based on original budget guidelines and this is due November 22; the Commissioners will need to dedicate the additional revenue streams; on November 27 Frank will present a revised detailed budget and he suggested the Commissioners schedule additional budget workshops with departments to fine tune the budget reductions/revenue increases. Options include a levy shift, increase traffic diversion, and allow the Road Levy to use banked capacity. Cmmr. Neatherlin clarified the request is to submit budget numbers based on original budget guideline request.

Cmmr. Drexler stated the Board needs to know how many FTE's go away; what programs go away; what can't the departments do because of the budget reduction such as reduced hours. This allows the Commissioners to prioritize services but need to know the exact impact.

Frank added that any staff hour reductions or not taking raises; he needs requests from departments in order to open negotiations with the unions.

Cmmr. Shuffy stated the Commission has heard how frustrating this process has been; they are doing their best to listen to concerns brought forward.

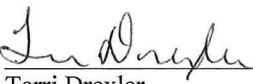
The meeting adjourned at 10:24 a.m.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS



Kevin Shuffy
Chair

Terri Drexler
Commissioner

Randy Neatherlin
Commissioner