

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of November 27, 2017

Monday, November 27, 2017

- 9:00 A.M. Executive Session RCW 42.30.110 (1)(g) Qualifications of Applicant
Commissioners Shutty, Drexler and Neatherlin met in Executive Session with Jerry Hauth from 9:02 a.m. to 9:20 a.m. to review qualifications of an applicant.
- 9:15 A.M. Public Works – Jerry Hauth
Utilities & Waste Management
Commissioners Shutty, Drexler and Neatherlin were in attendance.
- Two news releases for free Christmas tree drop off and Transfer Station schedule.
 - Review of a sample Traffic Safety policy and guidelines from CRAB. Currently Mason County does a levy diversion for Traffic Safety services. Options include a reimbursement of expenses or a transfer to the Current Expense Fund/Sheriff. Jerry provided history on how the traffic diversion has been tracked. There was discussion of how the Traffic Diversion is budgeted. Frank understands there are dedicated deputies to the traffic policing program. Cmmr. Neatherlin prefers we continue with the Traffic Diversion levy method and have the Sheriff's office sign an agreement. Public Works will provide an agreement for the Commissioners to then brief with the Sheriff's office. In addition to this agreement there is an MOU between the Sheriff and County Engineer. Frank will inform the Sheriff of this agreement with the Commissioners.
 - The Sheriff's vehicle inventory was then reviewed. Cyndi Ticknor provided an updated list and identified patrol and administration vehicles. There was discussion of the upfit expenses and how it gets paid. Frank stated there is \$538,320K total budgeted for ER&R and leased vehicle payments in the preliminary 2018 Sheriff's budget. Cyndi stated that number doesn't include any new ER&R vehicles. Cyndi will provide an estimate cost to upfit the new leased vehicles.
 - There has been slide activity on North Shore Road over the weekend and there was a spill at the North Bay Wastewater lift station.
- 10:00 A.M. Community Services – Dave Windom
Commissioners Shutty, Drexler and Neatherlin were in attendance.
- Dave provided information he received at the WSALPHO meeting he attended that included revised setback requirements and Tobacco 21. Comp Plan update language will be provided on-line and to the Commissioners today.
 - At last week's BOH Cmmr. Drexler asked that opioid overdose information be included in Dr. Yu's report. Cmmr. Shutty stated he did bring up Tobacco 21 but it needs to be revisited.
- 10:30 A.M. BREAK
- 10:35 A.M. Support Services – Frank Pinter
Commissioners Shutty, Drexler and Neatherlin were in attendance.
- Approval to place the 2018 contracts for lodging tax awards on agenda in December. Awards were made on September 26 for \$57,400 to Shelton Chamber of Commerce and \$33,500 to North Mason Chamber of Commerce for Visitor Information Centers; \$206,000 to Northwest Event Organizers, Inc. for Tourism Promotion .
 - Ross McDowell and Kelly Frazier reviewed 2017 Facility projects completed and the 2018 project list. The 2018 projects funded by REET include painting the interior of jail and finishing the courtroom in the basement of the Courthouse. There was a discussion of how to paint the jail and deal with the inmates. Commissioner Drexler asked that the removal of the ductwork in the 2nd floor jury room be moved to a priority in 2018 and that Bld. 1 and Courthouse window washing be done twice annually. The

Board of Mason County Commissioners' Briefing Meeting Minutes
November 27, 2017

Commissioners asked that the 3rd floor of the Courthouse be evaluated for use. Currently that space is used for record storage.

- The Sheriff's 2017 budget transfer request was reviewed. Chief Ehrich provided information on the \$118,840 request. Cmmr. Drexler had several questions on how many of the requested items were unanticipated. Ammunitions \$7,600 – Lt. Adams stated it can take some time to receive an ammunition order and a 2016 purchase had to be paid in 2017; First Responder Kits/Holsters \$12,000 – Lt. Adams purchased firearms at end of 2016 but needed specific holsters that were purchased in 2017 (department issued rather than have deputy purchase); \$11,500 DOJ grant for bulletproof vests, grant revenue was budgeted and the expenditures are at \$10,000; \$5,000 litter grant for 2nd trailer will be reimbursed.

Cmmr. Drexler asked if there is capacity in salaries/benefits that the Commissioners could authorize a transfer to operating expenses. Chief Ehrich responded that there are many variables to December payroll and there may be some capacity available. Sheriff Salisbury provided information on some of the items such as inmate bedding that was replaced to mitigate suicide attempts and there were additional animals (horses) that had to be euthanized.

Cmmr. Neatherlin stated he believes some of the items were unanticipated and may be considered for a budget transfer.

Frank summarized the request is to cover an anticipated shortage for operational expenses. He suggested including a request for those items that are over budget and there will probably be unexpended authority in salaries/benefits.

This 2017 budget hearing will be set at tomorrow's Commission meeting for December 19 and at this time do not have any requests for Sheriff's office. A request for a \$55,142 budget transfer for the Sheriff's office and \$17,186 for revenue will be added to the budget hearing resolution.

11:30 A.M.

Mason County Economic Development Council

Commissioners Shutty, Drexler and Neatherlin were in attendance.

- Review of the 2018 contract for the \$68,000 in .09 funding. Cmmr. Drexler asked that in the EDC's reporting, they include what they see trending for the business environment. Jennifer suggested that she provide industry information in her quarterly reports.

Commissioner Discussion – there was no discussion.

The briefing recessed at 12:45 p.m.

2:30 P.M.

2018 Budget Workshop – Review of current budget status

Commissioners Shutty, Drexler and Neatherlin were in attendance.

- Frank Pinter reviewed the 2018 proposed budget for Current Expense. As of November 22, the revenues are budgeted at \$35,166,203 including the beginning fund balance of \$3,061,750. Expenditures are at \$39,230,304 for a difference of \$4,064,101. Departments were requested to submit by November 22 budgets that are in line with the original budget guidelines. There are some potential revenues to consider including Timber Trust Revenue of \$200,000; DNR Revenue of \$200,000; additional unexpended budget authority of \$200,000; additional sales tax of \$45,000; increase Traffic Policing by \$500,000; use Roads Banked Capacity of \$841,986 and a levy shift of \$658,014. Frank explained the Shared Work Program and Mason County is eligible which allows an employee who has hours reduced to collect unemployment benefits. Mason County pays unemployment dollar for dollar.

The Commissioners indicated they will take the 1% levy increase for the 2018 levy.

The Roads Banked Capacity was discussed which is \$841,986.

Cmmr. Shutty supports the levy shift with the understanding it is a stop gap and is not intended to be long term. He suggested a citizen-led budget sustainability committee be formed. Supports exploring reduced hours to see if it leads to a cost savings. He questioned if Public Defense can sustain the reduction they submitted.

It was pointed out that even if all proposed revenues are budgeted, there is still not enough to fund all the expenditures requested.

Cmmr. Shutty suggested the departments engage in a more thoughtful process to run a ballot issue again.

Cmmr. Shutty's priorities are the criminal justice side of the budget.

Cmmr. Drexler stated she is willing to increase the Timber Trust, DNR and additional sales tax revenues.

Cmmr. Shutty noted that three of the suggested revenues affect Roads and wants to have a conversation with Public Works.

There was review of the Roads Annual Construction program.

Cmmr. Neatherlin expressed concern with the known salary increases in the 2019 budget which will be about \$700,000. He stated if you take away the ending fund balance, revenues are at \$32,104,453. He supports requesting departments to cut as requested and spend the proposed revenues (Timber Trust, DNR, unexpended budget authority, additional sales tax) as follows: \$100K to Public Defense; \$120 to Prosecutor; \$50K to Auditor; \$50K to Assessor; \$75K to District Court; \$40 to Coroner and \$100K to Superior Court for a total of \$535K. He cautioned that the ending fund balance needs to be increased. He supports using up to a \$400,000 levy shift.

Unexpended budget authority was discussed. Historically it has been about \$1.5M.

Cmmr. Neatherlin believes the Sheriff can cut his budget without laying off a deputy. He suggested the Sheriff may want to commit to increase the Swift & Certain revenue.

Undersheriff Barrett stated if the judges are willing to work with the Sheriff's office and concede some of the jail space they are willing to work on increasing that revenue. There are also seven beds committed to the City of Shelton. If 12 beds were committed to Swift & Certain every day every month it could generate \$300,000 to \$400,000.

There was discussion of housing inmates and the choices that are made that could lead to additional Swift & Certain revenue. Undersheriff and Sheriff stated if the Commissioners want to have 12 DOC holds, tell the Sheriff and they will work with the judges.

Cmmr. Drexler supports backfilling \$65K to the Treasurer; increasing the Traffic Diversion by \$500K increasing the Sheriff to a total of \$12.2M; and a levy shift of \$655K.

The Commissioners support forming a citizen-led budget sustainability committee.

Cmmr. Shutty supports a levy shift of \$655K.

Suggestion to leave Public Defense at their original prelim budget amount and increase the levy shift up to the banked capacity amount.

Frank provided the summary of proposed changes: Assessor add \$50K; Auditor add \$50; Clerk add \$100K; District Court add \$75K; Prosecutor add \$120; Coroner add \$40K; Public Defense add \$200K; Superior Court add \$100K; Treasurer add \$65K for a total of \$800K. And add \$400K to EFB reserve. This \$1.2M to be funded by Timber Trust, DNR, additional sales tax, levy shift of \$845K. Plus increase traffic policing \$500K for a total Sheriff budget of \$12.2M. Cmmr. Shutty suggested increasing the Prosecutor back fill.

The Board recessed at 4:20 p.m.

~~3:30 P.M.~~ 4:40 P.M. 2018 Budget Workshop - District Court – Judge Meadows

Commissioners Shutty, Drexler and Neatherlin were in attendance.

- Judge Meadows stated if the District Court budget is reduced beyond \$843,162 they cannot continue to provide the present level of service.

Patsy expressed concern that if Traffic Policing is increased, it could impact the District Court workload.

Cmmr. Neatherlin left the briefing at 4:40 p.m.

Frank summarized: eliminate the 2.5 unapproved positions in District Court for a total of \$161K; budget cut is \$351K; add \$75K; take \$29K from District Court probation and add

Board of Mason County Commissioners' Briefing Meeting Minutes
November 27, 2017

to District Court; total reduction is at \$92K. Patsy asked if there is somewhere else to cut the \$92K. The Commissioners stated the only place is from another department.

It was pointed out that the current 2018 proposed budget is not sustainable in 2019.

Commission Discussion

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

There is a question of how these back fill numbers suggested earlier by Cmmr. Neatherlin impact the various departments.

Prosecutor Dorcy was present and he responded that \$120K back fill could result in eliminating an unfilled position but not lay off a deputy prosecutor. There was discussion of increasing the back fill to the Prosecutor by an additional \$90K. Mr. Dorcy will work with staff to determine the impact to his budget and brief the Commissioners tomorrow.

Briefing adjourned at 5:15 p.m.

Tuesday, November 28, 2017

3:00 P.M.

2018 Budget Workshop

Commissioners Shutty, Drexler and Neatherlin were in attendance.

- Public Defense 2018 budget was reviewed. Peter Jones, Chief Public Defender, submitted a reduction of \$186,325 assuming the case load in his office may be impacted by budget cuts in other offices (Sheriff and Prosecuting Attorney) but stated he doesn't believe it can be sustained and he would probably make a supplemental request in 2018. If the budget is reduced, he funded those services needed to operate for the first 6 months and then evaluate the case loads.
If DWLS3 (driving while license suspended) vanished from his workload, it would significantly reduce caseload and he could reduce contract attorneys and/or a staff attorney. DWLS3 make a significant portion of the misdemeanor workload.
The juvenile workload has decreased.
- Prosecuting Attorney Mike Dorcy understands there may be a final reduction amount of \$68,330 to his 2018 preliminary budget. He would need to change the staff structure and an option is to reduce the vacant Deputy 3 position to a Deputy 1 position.
Mr. Dorcy stated his office had been working on a program for the DWLS 3 charges but has halted that because the attorney position he eliminated to meet the July budget reductions was the attorney that was going to work on that program.
He pointed out that the Therapeutic Court program in his department is revenue neutral. There was discussion of what it would take to implement the DWLS3 program.
- Frank Pinter reviewed the current status of the 2018 preliminary budget. \$1.8M increase in revenue allocated to : \$50K to Assessor; \$50K to Auditor; \$100K to Clerk; \$75K to District, move \$26,979 from District Court Probation to District Court so the total adjustment to District Court would be \$101,729; \$210K to Prosecuting Attorney; \$40K to Coroner; increase Traffic Policing by \$500K , \$200K to Public Defense; \$100K to Superior Court; \$65K to Treasurer.
There is \$150K from BHO that could be used for pretrial services. The Sheriff had asked for an additional \$150K from the Mental Health tax for jail inmate nursing services and this BHO funding could be applied to the jail nursing.
Frank reviewed the levy amounts and resolutions that need to be adopted at tonight's hearing.
Frank reported the unemployment program for reduced work hours is reimbursed by the County so it doesn't save the County any money.
Sheriff vehicles were reviewed. Undersheriff Barrett stated the preliminary request is to replace seven vehicles; the bare minimum is to replace three vehicles that will get the department through 2018 and use wash down vehicles for non-pursuit positions. A patrol

Board of Mason County Commissioners' Briefing Meeting Minutes
November 27, 2017

vehicles costs \$55K per vehicle. Additional information will be provided at tomorrow's meeting.

Wednesday, November 29, 2017

9:00 A.M. 2018 Budget Workshop

Commissioners Shutty, Drexler and Neatherlin were in attendance.

- Review of Sheriff's preliminary budget. Undersheriff Barrett stated the animal control truck is leased and there is an opportunity to purchase it. Jail inmate medical services – they believe they are eligible to use mental health tax for these services because many inmates have mental health issues. Undersheriff believes the mental health services can be tracked by hours. Based on hours reported on the current nursing contract in 2017 they believe they can support \$200K to \$300K in mental health services. Dealing with mental health issues starts with the initial deputy contact.
Cmmr. Drexler stated that the BHO \$150K is for services only and she wants to be certain the funding is spent on only eligible expenses.
Cmmr. Drexler stated she is comfortable to supplant the jail nursing program with the BHO \$150K and review the programming of the mental health tax programs.
Undersheriff Barrett asked if the \$150K that was added to their jail nursing program in the preliminary budget can be used to stabilize Sheriff staffing. The Commissioners need to discuss that.
Cmmr. Shutty shared an experience he had in a ride along where the deputy had to deal with a citizen who has mental health issues and now this person is in the criminal justice system. We need to be aware of the impact of mental health issues on the criminal justice system. Data needs to be collected so we know where the service gaps are in order to help direct funding to these gaps. He suggested quarterly updates on mental health issues in the jail.
Cmmr. Shutty supports keeping the \$150K in the Sheriff budget.
- Sheriff vehicles. Undersheriff Barrett stated the ideal situation would be to have an annual replacement cycle of seven patrol vehicles. Chief Osterhout provided the following information: they need to get rid of the two Magnums and the Crown Vic's. Chevy Tahoe and Explorer are in good shape and can be washed down. That would leave five spare patrol vehicles and one good canine spare. There are a couple of vehicles that are over 100K in miles but are in good shape. The request is to replace three patrol vehicles; get rid of old spares and purchase the one animal control leased vehicle. The cost is \$55K per vehicle. Some vehicles are specialty vehicles and not assigned to a particular employee such as the truck that pulls the boat or the jail vehicle.
Cmmr. Drexler asked how many non-commissioned employees are assigned cars. Undersheriff answered zero.
There was discussion of the total FTE positions. Sheriff's office will provide an FTE count. There have been some changes due to the July budget cut.
There was discussion of assignment of vehicles. Chief Osterhout provided a list of vehicles.
Cmmr. Drexler asked if there is the ability to "pool" administrative vehicles for cost savings. Undersheriff stated they are making those adjustments.

Cmmr. Shutty asked that throughout these conversations the departments consider what would happen if these dollars are not available in the future. He encouraged departments to continue to come forward with budget savings.

Cmmr. Neatherlin shared his proposed cost savings which has the intent of saving deputies: Increasing Swift & Certain revenue; maintain the positions cut in July; reduction of OT, recognition awards; travel; reduce new hire testing; reduce vehicle rental amounts; he has an issue with chief positions; reducing officer in charge; do not fill

Board of Mason County Commissioners' Briefing Meeting Minutes
November 27, 2017


specialist position. His intent is to not lay off any deputies or correction officers; lay off animal control officer instead of a commissioned officer.


Undersheriff said some of these could be looked at and they are willing to meet with Cmmr. Neatherlin.


Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS



Kevin Shetty
Chair

Terri Drexler
Commissioner

Randy Neatherlin
Commissioner