

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of December 18, 2017

Monday, December 18, 2017

9:00 A.M. Auditor/Treasurer/Assessor

Commissioners Shutty, Drexler and Neatherlin were in attendance.

- Auditor Karen Herr stated that due to budget reductions and loss of staff it is essential to reduce their hours to the public to 9 a.m. to 4 p.m. in order for staff to keep up with the required paperwork. They believe this will have less of an impact to the public and more efficient for staff.
- Treasurer Lisa Frazier stated her office will work the same way – open to the public 9 a.m. to 4 p.m. with reduced staff during the lunch hour.
- Assessor Melody Peterson stated her staff has agreed to take a reduction in hours and they will be closed to the public on Fridays and open to the public Monday – Thursdays 9 a.m. to 4 p.m.
- A resolution will be placed on Tuesday's agenda for the reduction in hours along with a memorandum of understanding with AFSCME.

9:30 A.M. Community Services – Dave Windom

Commissioners Shutty, Drexler and Neatherlin were in attendance.

- Dave updated the Commissioners on proposed legislation to address the Hirst decision relating to the protection of water quality and quantity. Dave handed out a document for Exempt Well/Water Information. The intent is to post the document on-line and for staff to use when educating the public and he asked for the Commissioners to review the document and let him know of any edits. Regarding the draft letter that Windom wrote to legislators. It will be placed on Commissioner letterhead, the entire Board will sign and distribute to Mason County's legislators along with the entire House Agriculture & Natural Resources Committee.
- Cmmr. Neatherlin brought up a citizen concern on the adoption of Planning's 2018 work plan that is on the December 19 agenda (Item 8.7). It was agreed to delay this until the January 2, 2018 meeting.
- Discussion of what qualifies as a citizen request to amend the Comp Plan.
- Discussion of what is allowed in the Taylor Towne zone. There has been concern with the auto sales business and a letter has been sent to the business owner. There has not been a change in occupancy. Cmmr. Drexler wants to make sure the business is put into compliance or shut down because they did not follow process and other businesses in the area have.
- Other septic/sewer concerns - A business in Belfair that has 5 RV's hooked up to the sewer. A non-compliance letter has been sent to the trailer park across from the Tractor Supply Store.

10:00 A.M. City of Shelton – Ryan Wheaton & Chief Moody

Commissioners Shutty, Drexler and Neatherlin were in attendance.

- Ryan Wheaton expressed concern regarding a letter received last Friday from the Sheriff regarding a 20% jail bed increase. The difficulty is the timing of the letter because of the late notice. Mr. Wheaton stated they will work with the Sheriff's office but have had no discussions with the Sheriff. In the current contract, 7 beds are paid for whether used or not for certain crimes and on average the City actually uses 4 beds. A letter dated July 18, 2017 regarding jail booking restrictions from the Sheriff to the jail users was provided. An option is for the City to contract with another jail facility and not use the County jail but that is not their intent.
- Cmmr. Neatherlin stated he doesn't support this jail bed cost increase and would like to find a way to mitigate this.
- Cmmr. Drexler stated she wants to remove the revenue anticipated in the 2018 Sheriff's budget from the City of Shelton for jail space.

BREAK

The Board took a 10 minute break

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- 10:15 A.M. Public Works – Jerry Hauth
Utilities & Waste Management
Commissioners Shutty, Drexler and Neatherlin were in attendance.
- Road Vacation 395, vacating portion of E Mason Lake Drive West, will be placed on agenda for Commissioner approval.
 - Update to the Eells Hill Transfer Station. The project design has been completed and is out for bid with bids due January 19. The bid information will be brought forward. The construction cost estimate is \$523,000.
 - A notice regarding road restrictions was provided that will be sent to the school districts in preparation for potential freezing conditions.
 - Discussion of an issue on Gosser Road and road right of way issues.
 - Review of Sheriff's request for Public Works excavation services this past summer and the bill of \$14,074.72 from Public Works to Sheriff. Cyndi suggested that in lieu of payment, a DEM vehicle that is valued at \$16K could be purchased from Current Expense by Public Works in essence providing the funding for Current Expense to pay the bill. Cyndi will check to see if this transaction can be settled in 2018.
 - Cmmr. Neatherlin requested information on Wheelwright Road in Allyn – would like to know what parts have been vacated by law and what sections are available for road use.

- 10:45 A.M. WSU Extension Office – Justin Smith
Commissioners Shutty, Drexler and Neatherlin were in attendance.
- Justin provided accomplishments of the WSU Extension office.

- 11:15 A.M. Superior Court
Commissioners Shutty, Drexler and Neatherlin were in attendance.
- 2018 Court Commissioner professional services agreement. This is a proposed contract with Robert Sauerlender and the contract is for 24 hours per week at a salary of \$86,860.68. This will be split between the Superior Court budget (.35FTE) and Therapeutic Courts budget (.25 FTE). Additional work over .6 FTE will be paid at the hourly rates. Mr. Sauerlender is a contract employee.

- 11:30 A.M. Sheriff's Office – Chief Spurling
Commissioners Shutty, Drexler and Neatherlin were in attendance.
- There was a potential crime scene identified in Mason County and the Sheriff's office contracted for excavation work with Public Works. There was a \$25K reimbursement from Internet Crimes Against Children (ICAC) for overtime costs. Public Works has billed the Sheriff's office for the excavation work. Cyndi Ticknor proposed that Public Works purchase a vehicle that was owned by DEM (Current Expense) so Public Works could pay for that vehicle and that money could be used to pay Public Works.
Cmmr. Neatherlin stated that although he was not briefed by the Sheriff's department when this was happening, he was made aware from Public Works and they thought the costs would be reimbursed by ICAC. Chair Shutty was updated by Sheriff's office during the process. Cmmr. Neatherlin is in support of paying the bill by PW's purchase of the vehicle.

- 11:45 A.M. Executive Session RCW 42.30.110 (1)(i) Litigation
Commissioners Shutty, Drexler and Neatherlin met in Executive Session with Prosecutor Mike Dorcy and Chief Deputy Prosecutor Tim Whitehead for litigation from 11:45 a.m. to 12:15 p.m. Also in attendance was Sheriff Salisbury and staff and Dawn Twiddy, Risk Management.

Commissioner Discussion – there was no discussion.

BREAK – NOON

- 2:00 P.M. Support Services – Frank Pinter
Commissioners Shutty, Drexler and Neatherlin were in attendance.
- Treasurer Lisa Frazier provided information on the sale of the bonds - \$4,435,000 Limited Tax General Obligation Refunding Bonds, 2017.

The 2012 North Bay bonds were sold; 2008 bonds were not sold. Mason County's credit rating is downgraded to A+ with a negative outlook for the future. The Treasurer will look at the bond market in 2018 to see if it would be favorable to sell the 2008 bonds. Closing will occur on December 27. Lisa stressed the importance of working to upgrade our credit rating.

- Ross McDowell and Frank Pinter reviewed the 2017 accomplishments and 2018 projects for Parks & Trails. In 2017 RCO grant funds were used to complete two synthetic ball fields at MCRA; 58+ acres were purchased for Coulter Creek Park and redeveloped two ball fields at Sandhill Park. Staff also assisted North Mason School District with a RCO grant for the football/soccer field in Belfair. In 2018, the goal is to pay for staff time from the REET funds for those projects that are REET funded.
- Frank is proposing the Parks fees be increased and the policy be updated as to how to collect fees. Frank will continue work on the proposal and bring it back for review.
- Jail inmate outsourcing agreement – Frank asked how the Board wants to address the jail inmate outsourcing. Cmmr. Shuttly believes it shouldn't be in the Lewis County agreement but should be an internal agreement. Frank stated it is not anticipated to use outsourcing when the jail interior painting project is completed. Cmmr. Drexler believes the goal is to control the costs; Cmmr. Neatherlin stated his goal is to have someone else involved in the decision process to determine an emergency. Frank will work on an agreement with Chief Hansen.
- Ross announced the draft County Hazard Mitigation Plan is out for public review and comment.
- Frank stated he has the MOU with AFSCME to address the reduced staff hours in 2018 in the Assessor's office and that will be on tomorrow's agenda.

2:30 P.M.

2018 Final Budget Review – Frank Pinter

Commissioners Shuttly, Drexler and Neatherlin were in attendance.

- Frank reviewed the most recent draft 2018 budget which is at \$36,930,990. Some changes that have been made since the December 12 review include removing a \$150K Mental Health transfer anticipated in revenues in Sheriff's office that was not approved by Commissioners nor on the Mental Health side of the budget; added \$140K in revenue for new construction; reduced budgets who had a reduction of ER&R charges; calculated the new indirect charges which should bring in an additional \$150K to Current Expense.
- In the 2017 budget, \$350K is budgeted in nursing jail inmate budget; \$500K is in the preliminary budget request; there will be \$150K from BHO. There was a discussion of how to budget the mental health services for jail inmates in 2018. \$150K will be reduced in expenditures and revenues in Sheriff's office.
- Judge Meadows stated her revenues will be less because there will be staff reductions which reduces the ability to process infractions.
- Cmmr. Neatherlin noted that offices haven't been held accountable for projected revenues which is a problem and there is not enough money to make the departments whole.
- Cmmr. Drexler is inclined to use the additional revenue from the new indirect charges or new construction for District Court. Cmmr. Shuttly agreed to fund District Court.
- Treasurer Frazier interjected her office will be in the same predicament if staff is reduced; they will be unable to collect delinquent taxes.
- Pursuant to the EFB policy, the Commissioners need to have the EFB at 12% and have 5 years to get there.
- Request to increase Sheriff revenue by \$80K for the school resource program at North Mason School. There is not a signed contract at this point and it will be a supplemental to the budget when the contract is signed.

Support Services –

Commissioners Shuttly, Drexler and Neatherlin were in attendance.

- Cmmr. Shuttly provided an update on the Housing Authority; Marilyn Vogler has resigned; Kathy Haigh has met with Cmmr. Shuttly and Dave Windom and an MOU is being drafted for administrative support from the County and the Housing Authority will pay a fee; Kathy may be willing to come back on the Board if the administration piece is provided by the County. Cmmr. Drexler pointed out there is an opportunity for the Housing Authority to apply for housing grant funds from the County; possibly share executive director duties with Crossroads Housing.

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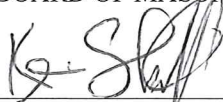
- Review of the WSAC legislative priorities; Cmmr. Shutty will work on a letter to our legislators.

The meeting adjourned at 3:55 p.m.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS



Kevin Shutty
Chair

Terri Drexler
Commissioner

Randy Neatherlin
Commissioner