

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of February 1, 2016

Monday, February 1, 2016

- 9:00 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion
Commissioners Jeffreys, Neatherlin and Sheldon met in Closed Session from 9:00 a.m. to 9:30 a.m. with Bill Kenny and Frank Pinter for labor discussion.
- 9:30 A.M. Veterans' Advisory Board – Jeff Thompson, Chair
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.
- Jeff Thompson, VAB Chair, stated the main rationalization for the request to allow payment up to \$1,000 annually to qualified indigent veterans is due to inflation. The VSO's are also supportive of the increase. The main use of this money is for housing and utilities. Jeff stated that 13 of the 20 veterans served so far this year have taken the entire \$800 for housing; there are 8,200 veterans in Mason County, 1,200 below poverty line. In 2015, this fund assisted 115 indigent veterans. Discussion of the status of the fund which has had a roll over balance for the last several years. Cmmr. Jeffreys expressed concern with this increase because another effort is to create veterans housing and she suspects if there is a shelter, there will be operational costs and she guesses those costs will come from this fund. She suggested that the catastrophic clause language be changed to allow when the VSO sees the need, to use the \$300 catastrophic funding. Jeff stated he understands the shelter is for those coming out of incarceration and from the general homeless population. The appropriation for the veterans housing is in the Homeless Fund and Mental Health Fund. Cmmr. Neatherlin stated they don't know how the funding will be done for the proposed veterans housing; hoping to utilize excess funding generated from the housing side for the shelter side. They could request funding for the shelter from the Veterans Assistance Fund. In order for funding to be used for the shelter, it would have to be for indigent veterans who meet the income guidelines. Jeff stated he would prefer going to \$1,000 and amending the language for the catastrophic language for more leeway of the VSO's to use. Cmmr. Jeffreys stated she wants the VAB to be involved with the Homes First proposal. Commissioners Neatherlin and Sheldon are good with increasing the annual benefit to \$1,000 and Cmmr. Neatherlin wants to review amended catastrophic language.
- 10:00 A.M. Support Services - Bill Kenny
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.
- Frank Pinter presented information for offers made on surplus property at Evergreen Drive. The Commissioners countered at \$7,000.
 - Jeff Vrabel provided an update on the proposed Memorial Hall project which includes interior and exterior painting, replacing ceiling tiles, repairing light fixtures and refinishing the wood floors. Estimated cost is \$10,000 and will come from the Historic Preservation Fund. Cmmr. Jeffreys pointed out the Commissioners can access those funds without going through the grant process and they don't need permission from the Historic Preservation Committee (HPC) although the HPC was notified of this expenditure.
 - The Commissioners okayed renewing the Walker Park Host contract.
 - Bill Kenny will request the status of fund raising from the Friends of the Park.
 - 2016 Budget Narrative will be reviewed next week.
 - Peninsula RTPPO 2nd alternate; the Commissioners agreed to appoint Dave Smith and will discuss with Public Works.
 - Cmmr. Jeffreys thanked Ross for the DEM/IT update and requested that all departments under the Commissioners provide a similar type of update to the Commissioners.
- 10:15 A.M. BREAK

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10:27 A.M. to 10:30 A.M. Cmmr. Sheldon left the briefing to attend the legislature.

- 10:30 A.M. Public Works - Brian Matthews & Melissa McFadden
Utilities & Waste Management - Brian Matthews/Erika Schwender
Commissioners Neatherlin and Jeffrey were in attendance. Commissioner Sheldon was absent.
- Public notice will be issued for Spring application of herbicides for vegetation control along county roads on or after March 1, 2016.
 - Request the Board authorize Public Works to use the County MRSC Consultant Roster or Letters of Interest for appraisal services for various projects and enter into agreements. Maximum payable amount not anticipated to exceed \$50,000.
 - Request the Board authorize the Chair to execute the annual 2016 State of Washington Road Levy Certification to County Road Administration Board (CRAB).
 - Hearings to consider speed limit change on Highland Road and North Bay Road have been set for February 9.
 - No change from last report for Utilities Collection efforts.
 - Melissa provided an update on North Shore Road - tree removal has been done; Trails Road - watching the slide movement, it is currently closed. Staff has requested a big map of Razor Road for a discussion. Cmmr. Neatherlin voiced concern with Trails End Road.

- 11:00 A.M. Public Health & Human Services – Debbie Riley
Commissioners Neatherlin and Jeffrey were in attendance. Commissioner Sheldon was absent.
- Adrian Magnuson - Whyte explained the services that would be provided by the Mental Health and Chemical Dependency Intensive Case Management contact with Mental Health Professionals, LLC for veterans. The 2016 is proposed at \$90,216 and includes the additional of .75FTE (two individuals, one at .5 FTE and one at .25 FTE).
Cmmr. Jeffrey suggested not including the .25 FTE position.
Mr. Magnuson-Whyte stated he is not sure if not having the .25 FTE will allow them to provide the services that are needed.
Sarah Magnuson-Whyte spoke to the advantages of the Peer Counselor based on their own military experience.
Cmmr. Jeffrey stated the model being explained is what was approved by the Commissioners for volunteer veteran mentors. She understands from Tom Davis he has several volunteers willing to serve.
Mr. Magnuson-White spoke to the volunteer's role vs. the Clinical Peer Support Counselor.
Cmmr. Neatherlin stated he will support the contract as-is or removing the .25 FTE.
Cmmr. Jeffrey agreed to move the contract forward as proposed as a contract extension.
 - Debbie Riley presented resolutions to form Shellfish Protection Districts for McLane Cove in Pickering Pass and the Big Bend area of Hood Canal #6. No fee required from citizens, state is funding the writing of the plans and implementation of the plans.
How the boundaries are established was discussed. The resolutions will be on the February 9 agenda.
 - Green Star recommendation for Alex Passee will be placed on an agenda.

- 11:30 A.M. Sheriff's Office – Chief Ryan Spurling
Boating Program
Commissioners Neatherlin and Jeffrey were in attendance. Commissioner Sheldon was absent.
- Chief Spurling presented a supplemental budget request for \$16,000 to purchase two used Jet Skis for Marine Patrol. A new jet ski is \$18K and the request is for two used jet skis at \$16K plus six services.
Discussion included the following: Two people are not required on a jet ski. Jet skis will allow quicker launch. They can patrol a large area and have the boat as back up. The boats must have two deputies on board. Sheriff staff is exploring regional marine patrol that would partner with tribes and state parks.
Chief Spurling presented information on the Marine Program. A deputy needs to be hired and trained. They are trying to obtain a boat to replace one of the three boats they have in the

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program. They currently have two working boats. They have to be able to get on rivers, lakes and salt water.

The Sheriff's staff is not proposing this being paid from the Boating Fund. Cmmr. Jeffreys stated she needs to review the request to see the impact to the ending fund balance. Chief Spurling is looking for grants for a Safe Boat or a boat from the GSA. The Commissioners' office will be in contact with Chief Spurling once they have reviewed the budget impact.

Commissioner Discussion

Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.

- Discussion of budget status with Frank Pinter; everything is allocated up to the reserve. There is a \$8.4M Beginning Fund Balance. There is funding available in the Sheriff's Special Fund for the jet ski request. Cmmr. Jeffreys requested EFB in boating fund and if the resources are restricted.
- The Courthouse Security funding is budgeted in salaries/benefits and operational budget is over spent in January.
- Community Action Council has approached Mason County to manage their CDBG.

Tuesday, February 2, 2016

11:00 A.M. Finance Committee Meeting

Treasurer Lisa Frazier, Auditor Karen Herr and Chair Terri Jeffreys were in attendance. Commissioner Randy Neatherlin and Budget Manager Frank Pinter were also in attendance.

Treasurer Frazier provided the 2015 4th quarter financial report. The Current Expense ending fund balance is \$8,408,703.12. Total 2015 13th month expenditures for Current Expense are \$86,050.21.

Auditor Herr will provide a list of total 13th month expenditures including which departments over -pent their 2015 budget. The Auditor's office tracks those 2015 bills that are paid in 2016 for the State Auditor.

Banking services will be moved to Columbia Bank and the banking fees should be must less in 2016. The goal is to use the new accounts starting March 1.

Regarding the Belfair Sewer \$1.2M internal bond that was issued in July 2015, there have been discussions with SAO and staff, concluded that it needs to be reported as an interfund loan on the financial statements, no longer investment, shows as a receivable. Belfair Sewer is an internal utility. Does not change EFB. This is a 5-year interfund loan. The Auditor's office is moving towards making the County GAAP compliant.

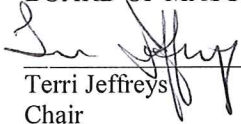
Discussion of MUNIS reprogramming items that will be needed due to switching to a new bank. It's estimated the total cost could be \$20,000 and should be able to be paid from the Technology Fund.


11:25 a.m. adjourn

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS


Terri Jeffreys
Chair


Tim Sheldon
Commissioner


Randy Neatherlin
Commissioner