

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of April 18, 2016

Monday, April 18, 2016

9:00 A.M.

Finance Committee

Treasurer Lisa Frazier, Auditor Karen Herr and Chair Terri Jeffreys were in attendance.

Guests: Commissioners Neatherlin and Sheldon and Budget Manager Frank Pinter.

- This meeting was scheduled to re-address the proposed Interfund loan from ER&R (Equipment Rental & Revolving fund) to Current Expense for funding hand-held radios and vehicles for the Sheriff's Office.

Lisa Frazier opened the meeting by stating that there was an adjustment to cash made in the 13th month to restate the Interfund Bond Investment as an Interfund loan – thus lowering the county's unencumbered cash balance accordingly for year-end 2015.

At the last finance meeting in April, Lisa stated that she preferred all pertinent parties be in agreement as to the specifics of the loan prior to approval. Discussion ensued on whether an agreement had been reached. Frank Pinter, Budget Manager, stated he had not yet met with the Sheriff's office to resolve their issues with the loan.

Cmmr. Sheldon was disappointed that the Sheriff and/or personnel was not in attendance to provide input on this issue. He recommended scheduling another briefing with the Sheriff's office on this matter. All Commissioners were in agreement.

Discussion also ensued on a proposed budget amendment to the Sheriff's Current Expense fund specifically for the Interfund loan payment. Cmmr. Jeffreys asked whether the finance committee members could approve the Interfund loan and amend the budget a later date. Cmmr. Neatherlin asked Lisa Frazier for her recommendation. Lisa Frazier recommended having all the issues resolved and the budget amendments approved prior to any approval of this Interfund loan.

Cmmr. Jeffreys made the motion to table the approval of the Inter fund loan until the next scheduled quarterly finance meeting in May. Karen Herr seconded the motion. Motion carried - 3 yea; 0 nay.

Meeting adjourned at 9:22 a.m.

Minutes submitted by Karen Herr, Secretary of Finance committee

9:15 A.M.

Treasurer's Office – Lisa Frazier

Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- The Treasurer's Chief Deputy position will be vacated the end of August and the Treasurer is requesting a \$28,390 budget supplement in order to hire a person before the Chief Deputy leaves her position to allow training time. Included in this request is \$4,726 for additional software upgrades for the Optic Scanner that were necessary for the banking services conversion to Columbia Bank.

Commissioners were good with moving forward and will consider the budget amendment with other budget adjustments that will be brought forward by the Budget Manager prior to June 30.

9:30 A.M.

Support Services – Frank Pinter

Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- The Board approved an agenda item to appoint Rosemary Vasalech to the Lewis-Mason-Thurston Area Agency on Aging Advisory Board.
- Heidi Bailey reviewed the process followed for the Community Services and Public Works Director positions. The Commissioners agreed to follow a similar process for Support Services Director position. This will be advertised internally and externally for about one month.
- Frank Pinter reviewed the March 31 Financial Statements. The Commissioners asked for a description of Excise Taxes and Entitlements & Impact Payments.
- The Board asked that the Boards/Calendars Reports agenda item be moved to before "Other Business".

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- Olympic Regional Clean Air Agency (ORCAA) budget discussion. Diane will schedule a briefing with Fran McNair.
- Frank brought up the lease for the North Mason Sheriff Sub-Station that expires the end of August 2016. Owner is willing to go for a 6-year lease at same rental rate however the County will pay the utilities which are about \$4,000 a year. The Commissioners want this item brought back.
- Teamsters General Services will be voting on their contract the end of April.
- Cmmr. Sheldon brought up who can sign final real estate documents when county property is sold. Diane has checked with Tim Whitehead and it can be any of the Commissioners designated in the final resolution.

10:00A.M. BREAK

10:10 A.M. Public Works - Melissa McFadden
Utilities & Waste Management

Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- Title VI Non Discrimination Agreement will be on agenda.
- O&M plans for the utilities are being developed/amended. Cmmr. Sheldon emphasized that we need annual maintenance plans.
- TIPCAP will be starting their public outreach efforts.
- 2016 ER&R rates for Sheriff were reviewed. They were sent out in July 2015 and the original ER&R rates included the capital purchases. The rate was then adjusted when the capital purchases were pulled out because it is anticipated the capital purchases will be paid with the interfund loan.
- Hood Canal Communications letter was received regarding franchise fees from Fiber One. Public Works is gathering information and will brief next week.

10:30 A.M. Assessor's Office – Amber Cervantes

Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- Phil Franklin provided information on 2014 applications for the Current Use Program. There are 15 applications for Open Space and four Timber applications. There is an option for the Current Use Timber program to be combined with the Designated Forestland program and the Assessor's office will be reviewing the impact. Public Benefit Rating program was briefly discussed and a future briefing will be scheduled. The Commissioners approved setting a public hearing to consider these applications.

A 5-minute break was taken.

11:00 A.M. Mason County EDC/Ridge Motorsports - Joe Manke, Fred Wright, Rusty Gill
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- Lynn Longan introduced the topic of a proposed use of County-owned property adjacent to Eells Hill Solid Waste Transfer Station. A map was displayed of the property at Ridge Motorsports. Ridge Motorsports talked about their ideas and use of the western half of the parcel across the road from Ridge Motorsports. This includes activities such as overflow parking from Ridge; possible to host large events such as OysterFest and bring back the Fair and use for future needs of Ridge. This is not an immediate need but Ridge wanted to start the conversation and discover what it would take to use this property. Ridge Motorsports hopes to eventually expand their facility. Cmmr. Neatherlin asked if Ridge would purchase or lease the county property. Rusty stated this meeting is to start the conversation and see what it will take. Patti Case spoke to what it took to host OysterFest on the Port of Shelton property which went well last year, but that location is very weather dependent. Skookum Rotary's wish is to have a permanent location and the Port has never committed to that. The Oysterfest used 47 acres last year including parking and RV parking. The parcel in question was purchased by Public Works from Simpson Timber for gravel although apparently it has not been used for that. There is may be 150 board feet of small second growth timber on the parcel. The parcel was combined with landfill property and has been separated into

a separate 98 acre parcel. This parcel is zoned long term commercial forest and rezones are typically processed at end of the year. Barbara will check on that process.
Cmmr. Jeffreys noted there has been a discussion in the past that if land is used for public benefit, the property can be leased/sold at lower price.
Cmmr. Neatherlin stated he is very open to leasing or selling the property at a fair market rate. Debbie Riley stated will need to check the post closure plan for the landfill.
Cmmr. Jeffreys stated she is pro commercial development and especially when they support tourism.
The Commissioners requested Melissa McFadden to designate Public Works staff to serve as lead contact.
Steve Goins, City of Shelton, pointed out on the map the potential for an expansion of the Shelton UGA.
Commissioners are interested in exploring the proposal from Ridge Motorsports and a point of contact will be assigned. Debbie will check on the land fill post closure requirements, Barbara will check on rezone process and Cathy Bennett will make sure the 300 foot buffer is part of the landfill parcel and will request survey markers be placed on the property.

- 11:30 A.M. Thurston – Mason Behavioral Health Organization (TMBHO) Discussion – Cmmr. Jeffreys Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.
- Cmmr. Jeffreys provided an update on the TMBHO which has been meeting every two weeks since January to work through and vote on an assortment of organization issues.
Cmmr. Sheldon asked if Mason County receives a proportionate share of services.
Cmmr. Jeffreys noted that \$150K property tax is contributed to the TMBHO. She talked about the services being offered.
There are methadone clinics in Thurston and Grays Harbor counties. There has been some advocacy to have a methadone clinic in Mason County.
Cmmr. Jeffreys suggested \$350,000 from the unallocated Mental Health fund be dedicated for a Diversion House which would pay for modifications, three years of rent and utilities.
 - Mobile Response Team & Acute Mental Health/Substance Abuse Diversion House Proposal. The Mobile Response Team would run the Diversion House. Yes, it should be included in the CFP. Cmmr. Jeffreys is proposing the Diversion House be leased by Mason County using the \$350K unallocated MH Fund and add this to the CFP. A report is being generated for the Mental Health tax that will answer how the money has been used. They hope to have mobile response team up and running by July.
Cmmr. Neatherlin believes this direction is on the right track and supports moving it forward.

Commissioner Discussion

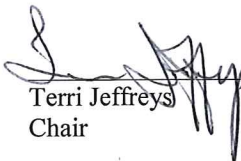
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.


- John Eaton stated he is leasing 20,000 acres from Green Diamond for off-road vehicle use. Noted there is a law for ATV use on public roads if approved by the County. It was noted that the Sheriff has expressed some concern with enforcement of this law in the past and the Commissioners asked John to get the Sheriff's buy-in before they consider adopting it.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS


Terri Jeffreys
Chair


Tim Sheldon
Commissioner


Randy Neatherlin
Commissioner