

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

Monday, July 18, 2016

8:30 A.M.

Sheriff's Office - Sheriff Salisbury

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

- Undersheriff Barrett presented the request to increase the Sheriff's salary to 2% above the Undersheriff's salary. For 2016, the additional budget amount would be covered by the Jail Chief's salary line due to a retirement. Undersheriff stated all elected officials salaries should be realigned. He stated the public records request the Sheriff's Office submitted was to gather data. The Undersheriff stated the salary realignments have been done in an arbitrary and capricious manner and the elected officials have been ignored.

Cmmr. Neatherlin supports reviewing the elected official salaries but does not support tying Sheriff's salary to the Undersheriff's salary.

Cmmr. Jeffreys believes an elected official is a public servant and someone who wants to take their experience and serve and cannot be compared to a director position that needs to be recruited and retained. A salary commission does not have the responsibility to consider how to find the funds and therefore she does not agree to establishing a salary commission.

The Board will not consider adopting the resolution realigning the Sheriff salary.

Cmmr. Neatherlin requested a briefing on a salary commission because he does see some benefits. Cmmr. Jeffreys agreed to a briefing on a salary commission but does not want people to assume she will change her position.

9:00 A.M.

Mason County Jail Opening – Jeff Vrabel, Chief Ryan Spurling, Frank Pinter

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

- Jeff Vrabel stated the four improvement projects at the Mason County Jail that began in 2012 have been completed. The four projects are energy savings performance contracting, control panel and video monitoring upgrades, video arraignment and cell revisions to the direct supervision unit (DSU).

In August, there will be comprehensive review from WASPIC For jail accreditation.

Chief Spurling stated he and staff has been reviewing the facility to see what needs to be done to open the facility. He referred to Resolution 87-87, jail standards and the remodel does not meet many of the advisory items in the jail standards. Jail standards must be adopted by RCW based on best practices. In 1990, Resolution 64-90 raised the jail population from 45 to 65.

Discussion of the remodel process, how the design was developed and the restrictions due to the age of the jail structure.

Chief Ned Newlan, WASPIC jail expert, has walked through the facility to offer his advice and Chief Rick Bishop, Clark County and Risk Pool jail expert, will walk through the jail facility tomorrow. Chief Newlan provided the national institute of corrections standards.

Chief Spurling explained there is indirect supervision (viewed by camera) and direct supervision (DSU), which means there has to be a corrections officer on the floor 24 hours a day.

Undersheriff Barrett stated the DSU was closed down in 2008-2009 due to the recession and the intent of the remodel was to capture as many cell spaces as possible, considering building limitations.

Chief Newlan's recommendation is they need five additional staff to open the remodeled jail area.

Cmmr. Neatherlin stated he doesn't remember having conversations during the remodel discussions of needing additional staff.

Chief Spurling stated there is no support staff in the jail and it takes a lot of time to classify the inmate based on risk. Right now they are down 1/3 in staff. They will also need to work

closely with the Prosecuting Attorney's office to bring charges against an inmate if the inmate damages a camera or sprinkler head.

Cmmr. Neatherlin stated the Commissioners approved the DSU remodel so it can be used. If we deviate from the advisory items in Resolution 87-87 we need to articulate why the deviation.

A tour of the facility for the Commission will be scheduled.

10:00 A.M.

BREAK

10:15 A.M.

Community Services – Dave Windom/Barbara Adkins

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

- Request from Tacoma Power regarding their licensing obligations for the Cushman Hydroelectric Project. The requirements include assurance that all structures in their reservoir shorelines comply with Mason County Code. There are approximately 1,200 structures that are not in compliance. This would take a staff person devoted to this project and it could take up to five years. There would be after-the-fact permits. Staff will request financial assistance from Tacoma Power for staffing. Commissioners requested Mr. Windom send a letter to the realtors association informing them of this project.
- A public hearing will be scheduled on August 16 to repeal Collective Gardens from Mason County Code Chapter 17.09 as allowed land use in Mason County.
- Dave stated at his previous position, he was authorized to sign the Consolidated Contract amendments and asked if the Commissioners want to follow that process or does the Board want to continue to sign the amendments. After discussion, the Commissioners are good with allowing Consolidated Contract amendments up to \$10,000. Cmmr. Jeffreys wants to be informed if new programs become available. Dave will draft a resolution authorizing the Community Services Director to sign Consolidated Contract amendments that do not exceed \$10,000. This amendment will be placed on the agenda and a briefing will be scheduled to discuss granting the Director authority to sign future amendments.

10:50 A.M.

BREAK

11:00 A.M.

Finance Committee

Treasurer Lisa Frazier, Auditor Karen Herr and Commissioner Terri Jeffreys were in attendance. Cmmr. Neatherlin was also in attendance.

Treasurer Frazier called the quarterly Finance Committee to order at 11 a.m. The Current Expense ending fund balance as of June 30, 2016 is \$6,516,529.77.

Cash Handling Policy and Procedures are pending.

Banking services conversion from Bank of America to Columbia Bank is complete.

An interfund resolution for the Sheriff hand radios and vehicles must be passed. Lisa drafted a resolution with the payments starting in 2017 from Non-Department. This can be later amended if the payments are budgeted in the Sheriff's budget.

*Jeffreys/Herr moved and seconded to forward the draft resolution for the interfund loan to the Commissioners to consider adopting. Motion carried.*

Cmmr. Jeffreys would like to schedule a discussion of how the county's debt should look like. Interfund loans are frowned upon by the State Auditor's Office.

Northwest Municipal Advisors, Alan Dashen and Scott Bauer, additional debt study is pending.

The Finance Committee adjourned at 11:30 a.m.

11:30 A.M.

Review of Draft Boating Regulations

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

- Diane Zoren reviewed the proposed boating regulations. The biggest concern from citizens was the proposal to increase the distance from shore that boats can operate at certain speeds to



200 feet. The distance is currently 150 feet. Diane noted that Jefferson, Thurston and Pierce Counties also have the distance at 200 feet. King County is 300 feet. The Commissioners asked that distance from permanent structures and floats be included and in the speed regulation section, to set the speed at 10 mph. Cmmr. Jeffreys brought up potential language regarding wake boats that requires the wake boats to direct their wake away from shore. Diane will contact Chief Spurling.

- Discussion – there was no discussion.

BREAK – NOON

2:00 P.M.

Public Works - Melissa McFadden  
Utilities & Waste Management

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

- Public hearing will be set on August 16 to consider a Private Line Occupancy Permit for a waterline on West Matlock Brady Road.
- Simmons Road update. Staff has met with WSDOT and the project will have to go before the Practical Design Committee first. Construction may start in 2019.
- There was discussion of the Belfair Bypass project.
- Staff will periodically ask WSDOT staff to provide Mason County project updates.
- Jerry Hauth brought up Mason County Code updates to Chapter 13.
- Jerry stated he has started inquiring into matters for Phase 2 of the Belfair Sewer. He stated there is potential for 200 customers in that Phase. It is conceivable the County could get a grant up to \$5M from Ecology. Jerry stated he is seeing construction estimates in excess of \$10M. Jerry will talk to about potential grant opportunities.
- Cmmr. Neatherlin brought up the unemployment data cited in the Transportation Element update for jobs lost. The data was actually for reduction in work force. The consultant is gathering information and staff will bring that back to the Commissioners.
- Cmmr. Neatherlin passed on positive comments for the work done on Trails End Drive.

2:30 P.M.

Support Services – Frank Pinter

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

- Diane presented the draft Metropolitan Park District resolution that will be presented at tomorrow's public hearing.
- Agreement for Sandhill Park Renovations for RCO grant award will be placed on the agenda. Cmmr. Neatherlin requested a list of needed items that can be used for the match. The actual construction will start in June/July 2017, when little league is done.
- Frank presented the draft amended 2016 budget adoption resolution that will allow Current Expense departments to transfer between budget bottom lines within a department up to \$15,000 annually except for the Sheriff who will be allowed up to \$50,000 annually. There was discussion if the \$50,000 is per Sheriff program or total budget and that needs to be decided.
- Frank requested and received approval to request appraisals for two county-owned parcels. The Commissioners will then need to decide if the parcels are surplus to county needs.
- Frank reviewed the June 2016 Financial Reports. There was a discussion of revenue projections. Frank is projecting a 5% reduction in Current Expense revenues but not in property tax or sales tax.
- Frank stated the lease for the Sheriff Belfair precinct office needs additional review to make sure the terms are written as agreed to.
- Discussion of Belfair Sewer financing including the internal bond/loan and the \$1.5M appropriation.
- The interfund loan for the Sheriff's hand-held radios and vehicles was discussed. Both Commissioners agreed to budget the payment starting in the 2017 budget however Cmmr.

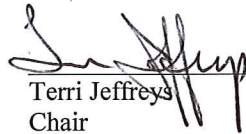
Jeffreys supports budgeting the payment in Non-Departmental and Cmmr. Neatherlin supports budgeting the payment in the Sheriff's budget. This will be brought back for another briefing.


- Cmmr. Jeffreys reviewed the advisory board appointment process for the Thurston Mason Behavioral Health Organization (TMBHO). For this advisory board, the Mason County applicants are vetted by the Mason County Commissioners and if nominated, the applicants are then vetted by the TMBHO advisory board who then recommend to the TMBHO governing board that make the actual appointment. Kathy Geist applied to serve and she has already been recommended by TMBHO advisory board for appointment although she was not interviewed by the Mason County Commissioners. Cmmr. Neatherlin agreed to waive the process for Ms. Geist but would like to continue that process for other applicants. Diane will schedule interviews for the three current applicants.
- Cmmr. Jeffreys then presented an issue for a \$2M grant the BHO is applying for a facility at the former PUD 3 building that will have psych beds and detox beds. The total cost is \$3.4M and Cmmr. Jeffreys asked for Cmmr. Neatherlin's input on whether to apply for the psych beds or detox beds in this grant cycle. After discussion, Cmmr. Neatherlin supports detox beds for the first phase.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS

  
Terri Jeffreys  
Chair

  
Tim Sheldon  
Commissioner

  
Randy Neatherlin  
Commissioner