

**BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES**  
**Mason County Commission Chambers, 411 North 5th Street, Shelton, WA**  
**Week of September 19, 2016**

Monday, September 19, 2016

9:00 A.M. Support Services – Frank Pinter

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

- Clerk Ginger Brooks, along with Frank Pinter and Ross McDowell briefed the Commissioners on the Courthouse Security contract with Pacific Security for armed and unarmed weapons screening for the Courthouse and campus security patrol. A Request for Proposals was issued and staff is recommending the proposal from Pacific Security. The Commissioners approved placing on the agenda.
- Jeff presented options for the Sandhill Park Caretaker residence which is a mobile home that has reached the end of its usable life and replacement is needed. Jeff presented several options including renovating existing structure; remove existing structure and create an RV parking area; purchase a used (estimated cost of \$30,000 to \$50,000) or new modular home (estimated cost up to \$90,000). Cmmr. Neatherlin's preference is a used modular home. Staff will search for a structure and come back with a firm number.
- Elected Official salary options were reviewed: Option I - Set salaries at the average of comparable elected officials and link future increases to the comparable counties which would mean a 5% increase to elected officials and 11% to Sheriff in 2017. Option II – Establish salaries the average of comparable elected officials and link future increases to the Superior Court Judges salaries. Cmmr. Jeffreys prefers Option I; Cmmrs. Neatherlin prefers Option II but will go with Option I to move this forward. Cmmr. Jeffreys would like to consider setting at the median salary of comparable counties and Frank will bring those numbers back next week.
- Droll Amendment #2 for Sandhill-RCO grant will be place on the agenda.
- A public hearing will be set to consider an offer on surplus property located at 180 E Peebles Court.
- Approval to circulate an application for .09 Rural Sales & Use Tax funding for 2017 – 2019 for Belfair Sewer @ \$450,000 per year.

Commissioner Discussion – there was no discussion.

10:00 A.M. Community Services – Dave Windom

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

- Kristopher Nelsen was introduced as the new Permit Assistance Center Manager.
- Rebecca Hersha reviewed the process for the update of the Shoreline Master Program (SMP). A workshop will be scheduled to review the SMP. Ultimately there will be a public hearing for the Commissioners to adopt the updated SMP. Cmmr. Neatherlin would like to know what is required by law and Rebecca will provide that information.
- Dave provided an update on Community Services including his calendar; remodel of restroom in Building 8 to bring it up to ADA standards; whether BOH wants to take a stand on firearms. Housing Coordinator position that is vacant was discussed. Possibly change a vacant Building Inspector position to a 2<sup>nd</sup> Code Enforcement position. Water Quality program was talked about including how to fund.
- Discussion of code changes in Allyn and Belfair to allow residential in certain zones. Barbara will draft a code change that must go before the Planning Advisory Commission (PAC). There is a workshop scheduled with the PAC for the Shelton UGA expansion on October 17.

10:30 A.M. The Commissioners took a 15 minutes break.

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- 10:45 A.M. Public Works – Jerry Hauth/Melissa McFadden  
Utilities & Waste Management  
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.
- The Commissioners approved moving forward with the 2016-2018 CPG grant agreement with the Department of Ecology for Solid Waste Programs.
  - Approval to move forward with authorizing Public Works to apply for the Department of Ecology 2018 Fiscal Year Water Quality Assistance Grant for the Belfair Sewer Phase 2.
  - Request to use the County MRSC Roster to select and enter into an agreement for electrical services for the Belfair Wastewater Treatment Plant.
  - Solid Waste Equipment Update/Needs. Melissa presented information on replacing or repairing the Grizzly Crane, which has quit working. Total cost of repairs is estimated at \$82,000; replace the Grizzly crane with an excavator at an estimated cost of \$240,000 or purchase a rebuilt Grizzly crane at an estimated cost of \$165,000. Staff recommendation is to purchase a rebuilt Grizzly crane. Other improvements needed are to replace and extend transfer building topload chute; resurface transfer building tipping floor and clean and repair the surface water drainage systems. The Commissioners approved moving forward with replacing the crane and the other improvements as presented. A budget adjustment will be needed and staff will review the budget to see exactly where they are financially.
  - A discussion of storm water drainage work on Dalby Road.

Commissioner Discussion – there was no discussion.

- 11:30 A.M. Closed Session RCW 42.30.140 (4) Labor Discussion  
Commissioners Jeffreys and Neatherlin met in Closed Session from 11:20 a.m. to 11:45 a.m. with Frank Pinter and Dawn Twiddy for labor discussion.

- 11:45 A.M. Executive Session – RCW42.30.110 (1)(i) Potential Litigation  
Commissioners Jeffreys and Neatherlin met in Executive Session from 11:45 a.m. to 12:20 p.m. for potential litigation. Chief Deputy Prosecuting Attorney Tim Whitehead, Frank Pinter and Dawn Twiddy were also in attendance.

BREAK – NOON

- 2:00 P.M. State Auditor Office Preliminary Audit Review  
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.  
State Auditors reviewed the two findings:
- Finding 2015-002 – The County did not have adequate controls in place to ensure capital assets were accurately reported on the financial statements.
  - 2015-001 – The County's internal controls over financial reporting were inadequate to ensure accurate reporting. This includes the reconciliation of cash between Treasurer's Office to the General Ledger.
  - Review of the aggregation of misstatements which will be corrected.

Commissioner Discussion – there was no discussion.

Wednesday, September 21, 2016

- 9:00 A.M. 2017 Budget Workshop
- Clerk Ginger Brooks presented her 2017 budget request for a total of \$863,804, a \$31,954 increase over the 2016 budget. There are no new staffing requests; the clerical position that was paid for with Auditor O&M funds will no longer be funded with O&M and the Clerk's budget request reflects that. Requesting funding for additional printer

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and supplies; notices that are required by law to be published have increased. Space continues to be an issue for the Clerk's office. Cmmr. Neatherlin proposed considering moving the Clerk's office to the Modular Courtroom and relocating that courtroom into the courthouse.


- Coroner Wes Stockwell presented his 2017 budget request for a total of \$309,805, a \$9,215 increase over the 2016 budget. The only increase is for the forensic pathology services (autopsies).
- Superior Court Judge Toni Sheldon presented information on the Law Library Fund.
- Bob Sauerlender presented information on Therapeutic Courts which consists of Drug Court, Family Recovery Court, Veterans Court and Mental Health Court. Rene explained the cost increases.
- Cmmr. Neatherlin brought up possibly moving the Clerk to the Modular Courtroom and relocating the court space to the Courthouse. Judge Sheldon stated it has been planned to relocate the Clerk to Courtroom 103.
- Judges Finlay and Sheldon presented their 2017 goals for Superior Court. The 2017 budget request is \$979,122, a \$66,793 increase over 2016 budget. They are requesting the Court Commissioner be increased to a full time position (.8FTE Superior Court; .2 FTE Therapeutic Courts). They submitted additional increases for operational costs (pink sheet). Interpreter costs have increased substantially and are a mandated service. The process for Dependency Cases was discussed in detail and the impact these cases have to county staff.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS

  
Terri Jeffreys  
Chair

  
Tim Sheldon  
Commissioner

  
Randy Neatherlin  
Commissioner