

**BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES**  
**Mason County Commission Chambers, 411 North 5th Street, Shelton, WA**  
**Week of October 3, 2016**

Monday, October 3, 2016

9:00 A.M. Executive Session - RCW 42.30.110 (1)(g) Performance of a public employee  
Executive Session - RCW 42.30.110 (1)(i) Potential Litigation  
Commissioners Jeffreys, Neatherlin and Sheldon met in Executive Sessions for performance of public employee and potential litigation from 9:00 a.m. to 9:45 a.m. Chief Deputy Prosecuting Attorney Tim Whitehead, Frank Pinter and Dawn Twiddy were also in attendance.

9:30 A.M. Support Services – Frank Pinter  
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- The draft news release regarding Squaxin Island Tidelands that was provided by the Tribe was approved as a joint news release. The signing ceremony is scheduled on November 1.
- Diane presented the amended resolution for procedure to close county offices that will be placed on an agenda for approval.
- Jeff provided three options for the replacement of the Sandhill Park Host residence. After discussion, it was agreed to pursue replacing the residence with a used manufactured home. Staff will come back with a firm cost. There is funding available in REET 2.
- The contract with Richard Beckman Realty Group will be placed on the agenda for approval.
- Discussion of grant funds to establish an Accessible Communities Advisory Committee (ACAC). Staff was asked to contact the Auditor regarding the voting access advisory committee and Thurston County on the possibility of a joint committee and to determine the due date. Need to determine what barriers we would use the funds for.
- The agreement with WA State Dept. of Commerce for Belfair Wastewater System Rate Reduction due to \$1.5M appropriation was approved to be placed on the agenda. Cmmr. Sheldon stated it is important that the county refinance its debt to reduce the debt. He believes developers have to pay for development and the County can't continue to ask the legislature for money if it subsidizes developers. There was discussion of reducing the Belfair UGA. Cmmr. Jeffreys pointed out this would be down zoning properties if they are removed from the UGA.
- Offer made for property at 111 E Lakeshore Drive E. The Board agreed to counter offer at \$4,400.
- At Cmmr. Neatherlin's request, Frank provided information he received from the Sheriff in a phone call pertaining to the Sheriff's salary.

10:15 A.M. BREAK

10:20 A.M. ~~Community Services – Dave Windom - canceled~~

11:00 A.M. Forterra – Jordan Rash  
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- Jordan Rash, Forterra, provided updated information on property along the Little Skookum Inlet that Forterra and the Squaxin Island Tribe have partnered in an effort to conserve 816 acres of riparian, wetland, and forested habitat that includes nearly two miles of Puget Sound shoreline. Port Blakely is the property owner. This effort is to prevent the property from being converted to non-forest uses. The proposal is a purchase of a conservation easement at a total estimated cost of \$2.1M and Forterra anticipates acquiring the easement in 2018. The proposal more than doubles no-cut areas adjacent to shoreline and salmon-bearing streams. Forterra has applied for grant funds and have received high rankings in the competitive process. Mr. Rash asked for a letter of support.
- Forterra has contacted property owners for purchase of property in the Skokomish Valley in support of the General Investigation Study. The ultimate landowner would be the Skokomish Tribe or Mason County.

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Commissioner Discussion

Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- Cmmr. Neatherlin brought up a letter from Port of Grapeview regarding property purchase.
- Cmmr. Sheldon stated that he recently met with Shaun McGrady regarding the Quixote Village in Olympia that provides affordable housing. They would like to duplicate this type of housing in Mason County and would need at least five acres.

BREAK – NOON

2:00 P.M. Workshop for Review of Shoreline Master Program Update  
Community Services - Dave Windom/Rebecca Hersha  
Department of Ecology – Rick Mraz/Tim Gates  
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- Rebecca Hersha provided the Shoreline Master Program (SMP) update process that began in 2010 after receiving a three year grant, which expired in July 2013. Ecology provided staff from their Shorelands and Environmental Assistance Program who assisted with the update. Tim Gates stressed the amount of public involvement that this update process went through. In 2011, a Citizen Advisory Committee (CAC) was formed which held 27 meetings, and a Joint Technical Advisory Committee (JTAC) which held 14 meetings. This document is co-owned by the State and Ecology is committed to providing assistance to the County in order get the SMP updated. The Planning Advisory Commission (PAC) review of the first draft began in January 2013. After 47 public meetings, the PAC is recommending the Commissioners adopt the revised draft policies, regulations, and maps. Revisions have been made to the Shoreline Master Program (Title 17.50 MCC); Resource Ordinance (Title 8.52 MCC) and Development Code (Title 15 MCC). Staff responded to several questions from the Commissioners. A public hearing will be scheduled on October 25, 2016.

3:30 P.M. Public Works – Jerry Hauth/Melissa McFadden  
Utilities & Waste Management

- Ecology enforcement order will be issued due to a spill at the North Bay facility. They continue to be short on Operators for the wastewater plants. Request for Cmmr. Jeffreys to sign a letter to Ecology designating Larry William, City of Bremerton, as interim Supervisor. This provides the required level III operator for the North Bay/Case Inlet, Belfair Water Reclamation Facility and Rustlewood Wastewater Treatment Plant.
- Jerry reported there are pump repairs required at Belfair Sewer and North Bay facilities. The actual cost is unknown and Cmmr. Sheldon asked where will it paid from. Jerry will obtain a firm cost for the repair and will work on developing a policy to authorize him to sign for repairs that do not exceed an amount to be determined.
- Approval to move forward the request for ER&R to declare the Athey Sweeper (pickup broom) as surplus equipment to dispose of at Richie Bros. Auctioneers.
- Discussion of the 2017 Annual Construction Program & 2017-2022 Six-Year TIP and allowed use of STP funds which are roads that are major arterials or collectors, highest ADT and existing road network. Commissioners Jeffreys and Neatherlin would like to put aside \$2M for construction of new roads. Melissa presented the idea of saving \$450K in 2017 by not constructing the Homer Adams culvert replacement and pursue an agreement with Green Diamond for use of one of Green Diamond's roads as a detour; \$300K savings if salt storage facility is not constructed in 2017. A proposed Belfair Connector Road was discussed, Cmmr. Sheldon does not support this project. Melissa stated that if there was a levy shift to be used for Utilities in 2017, it would be difficult to also set aside \$2M for new roads.
- Cmmr. Sheldon left the briefing at approximately 4:15 p.m.
- Solid Waste Budget, a \$100,000 budget adjustment will be necessary for 2017 for additional budget authority. This is necessary before year end.
- Fish Barrier Removal Board will be briefed at a later date.

Commissioner Discussion – there was no discussion.  
The briefing adjourned at 4:35 p.m.

Tuesday, October 4, 2016

10:30 A.M. 2017 Budget Workshop

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

Indigent Defense

- Frank Pinter presented the 2017 Indigent Defense budget request. A budget narrative has not been completed. Proposed budget eliminates contract attorneys and increases staff positions by a total of 6.5 FTE. Total of \$563,000 increase for salaries and benefits. There is a \$126K reduction in contract attorneys. The budget request includes placing the Public Defense Administrator position at 85% of the Prosecuting Attorney salary, which would result in a salary increase of \$38,000.
- Discussion of the use of a contract investigator vs. employing an investigator as an employee.
- Information requested: if investigator is an employee rather than contracted, does that require court order and are there case limits for this position. Review of case limits on employees and contract attorneys.

1:00 P.M. District Court

- Judge Meadows stated that for 2017 they are requesting a .7 FTE Court Commissioner/Pro-tem Judge and two additional clerical staff. Space needs were discussed and where these positions, if approved, would be located. The 2017 request is \$240,144 higher than the adopted 2016 budget. Judge Meadows is in favor of offering community service to offset fines for those who cannot afford paying the fines.  
Cmmr. Neatherlin expressed concern with the additional budget request. He does not doubt there is a need for an additional judge and staff but he does not see how this can be funded.  
Discussion of how to share one FTE in two separate offices.  
Patsy presented a District Court revenue spreadsheet.
- The District Probation 2017 budget request was reviewed.
- Trail Court Improvement Fund 2017 budget was reviewed. The use of the funds were discussed.
- General discussion of how to determine what increases are in response to the budget guidelines and what increases are for other reasons. Frank will work on determining these numbers.
- Discussion of the indirect charge and not requiring Community Services to pay the indirect charge because they are Current Expense funded. Cmmr. Neatherlin expressed concern with this change and wants to be certain it meets State Auditor guidelines.

WSU Extension Office

- Dr. Justin Smith presented the 2017 budget request for the WSU Extension Office. The WSU Administration budget 2017 request is \$4,422 higher than 2016 due to wage increases. The Noxious Weed budget has decreased bringing the total office budget down \$646 from 2016.
- The Community Intelligence Lab was launched in 2016. Dr. Smith and colleagues have developed curriculum to provide hands on education and research services to improve the use of information technology and open data technologies.
- WSU Extension provides the following programs: 4-H Youth Development, Nutrition Program, Water Resources, Master Gardener, Small Farms Education and Noxious Weed Control. Cmmr. Jeffreys asked about septic workshops. She would like the county to be more proactive when water quality has been downgraded and not wait until a shellfish protection district is required.
- GIS was discussed and what services the Extension Office can provide.

Other Business

Cmmr. Jeffreys brought up the potential of an informational mailing for the proposed Metropolitan Park District. She has talked to the Auditor's office and they feel their budget should be adequate for the November election costs. The mailing would be informational only.

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TPL would help develop the mailing and estimates to mail 25,000 pieces, the cost would be no more than \$15K which will be paid from Current Expense. Various mailing options were discussed.

Wednesday, October 5, 2016

9:00 A.M.

2017 Budget Workshop

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

- North Bay Sewer 2017 budget was reviewed. The 2017 preliminary beginning fund balance is \$505,019. The 2017 rate is set at \$104 per ERU and if all expenses were calculated in the rate, the rate would be \$121 per ERU. There is a projected net loss of the system. The rates were discussed and comments were received from George Funk. Staff will look into whether a rate increase notice is sent to the customers.
- Rustlewood Wastewater Treatment Plant's 2017 budget was reviewed. The budget does not include installation of water meters due to no funds and DOH has mandated that water meters must be installed by January 2017. \$185 would be the break even rate if there were no REET funds used. Commissioners requested a breakdown of rates between sewer and water.
- Lack of trained Utility operators is an issue with all the utility systems.
- Jerry stated there is a lack of revenue issue with all the utilities and even if PUD 1 takes over the water systems, the County will still have the sewer systems. Commissioners asked staff to look for grant funding.
- Beard's Cove Water System's 2017 budget was reviewed. Discussion of including a surcharge for capital expenditures.

RECESS – 10:20 a.m. to 10:25 a.m.

- Belfair Wastewater System budget was reviewed. \$314.19 would be the base rate to cover the actual expenditures. The current rate is \$96. This system relies on REET and .09 funding. There is a negative ending fund balance. There was discussion of how to implement the code changes necessary. Discussion of the \$750,000 grant match and the possibility of a levy shift that would shift to Current Expense and then to Utilities. Discussion of the customer potential for the sewer system and the various options. Cmmr. Jeffreys asked for the build out potential for Phase 1.
- Solid Waste budget was reviewed. Melissa brought up flow control and the impact it would have to residential and commercial customers, revenue to the county and necessary operational changes. Staff will bring back additional information in 2017. Capital expenditures have been budgeted for improvements. The Household Hazardous Waste operations are out of compliance and staff is working to achieve compliance.
- Discussion of providing a separate entrance to the recycling bins. The consultant advised that this project is not a compliance issue so to put that money towards other projects that are out of compliance. Melissa stated the approximate cost to punch in a gravel road to the recycling bins would be \$40,000. Cmmr. Jeffreys believes this is important for customer service. Staff will research additional information on how much this would divert traffic from the scales.
- County Road Fund budget was reviewed. The proposed New Road Project budget line was discussed and will be budgeted at \$1.68M. Discussion of a Trails Road alternative road. 2017 diversion to the Sheriff's office for Traffic Policing is budgeted at \$1.2M, the same as 2016. Assumed no levy shift in the proposed budget. The rental charge that Roads charges the other departments has been recalculated and it resulted in lower rent to the other departments. Construction of a salt storage shelter at the Public Works facility will stay in the budget.
- Geographic Information Systems (GIS) was reviewed. GIS is budgeted as a program under the Road Fund. Commissioners asked staff to contact Justin Smith at the Extension Office to determine what GIS services WSU has available. Discussion of increasing Current Expense funding for GIS. The Road Fund has a substantial investment into GIS. Jerry stressed the importance of using correct survey information for the maps. In 2017 will need to ensure GIS component of NG911 meets WA State standards by July 1, 2018.
- Review of RID #1, 2 and 3 Reserves and Paths & Trails Reserve.

Adjourned at 12:40 p.m.

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Respectfully submitted,


Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS



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Terri Jeffreys  
Chair



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Tim Sheldon  
Commissioner



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Randy Neatherlin  
Commissioner