

**BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES**  
**Mason County Commission Chambers, 411 North 5th Street, Shelton, WA**  
**Week of October 10, 2016**

Monday, October 10, 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 Session from 9:00 a.m. to 9:25 a.m. for review of performance of a public employee and potential litigation. Tim Whitehead, Frank Pinter and Dawn Twiddy were in attendance.

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

- Recreation and Conservation Office (RCO) grant applications for MCRA irrigation, \$200,000 grant match, and field lighting projects, \$250,000 grant match. Letters of Interest are due 10/25. The match could be paid from REET 2 funds. Issues raised: look at in-house staffing for irrigation work; ask Johnson Controls about energy savings funding; existing poles in the fields need to be removed; currently MCRA has no field lighting. Staff will bring this back to another briefing.
- The Commissioners agreed to cancel November 14 briefings and November 15 regular meeting due to no quorum.
- Bond fees will be recorded in the Commission meetings when paid as part of the recording of warrants paid.
- FY16- Emergency Management Performance Grant (EMPG) contract E17-096 will be placed on the agenda.
- The public hearing to transfer the Squaxin Island tidelands will be set on October 25.
- Two contracts will be added to the October 11 agenda – Charles Lane who will administer the Public Defense office on an interim basis; Jeffreys Meyers will conclude the Public Records request from the Public Defense office.
- Cmmr. Jeffreys brought up distributing a Fact Sheet on Proposition 1 (proposed metropolitan park district). The Fact Sheet has been sent to the Public Disclosure Commission (PDC) and Tim Whitehead for review. The estimated cost is \$2,100 and could be paid from Support Services budget. Cmmr. Sheldon believes this is spending public resources to advocate for a ballot issue and is a violation of law. Cmmr. Neatherlin suggested a few language changes and is supportive as an educational item. It was agreed that before placing this on the agenda for approval, it needs PDC and/or Tim Whitehead approval.

The Commissioners took a break from 10:20 a.m. to 10:30 a.m.

10:30 A.M. Community Services – Dave Windom/Barbara Adkins  
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- Place on November 22 agenda rezone request on McEwan Prairie from Rural Residential 20 to Rural Commercial 2.
- Dave brought up a recent court case in Whatcom County regarding the legal water availability for building activity. The impact is unknown at this point.
- Dave met with City of Shelton regarding Dayton Airport Road and will receive an overlay where they see sewer as being available.
- Marijuana licensing issue. Community Services notifies the WA State Liquor and Cannabis Board if the proposal does not meet code or zoning but it does not stop WA State from issuing a state license. This needs to be fixed legislatively.

11:15 A.M. Public Works – Jerry Hauth/Melissa McFadden  
Utilities & Waste Management  
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- Set public hearing on November 22 to consider extending the 20mph speed limit on Plantation Way to MP .20 to .56, making the entire county road 20 MPH.

Board of Mason County Commissioners' Briefing Meeting Minutes  
Week of October 10, 2016

- Options will be presented regarding the hazardous waste collection and disposal opportunities.
- Quotes were requested to repair a pump at Belfair Sewer Lift Station. One quote of \$16,528 was received and will be paid from the Belfair Sewer Fund. The Commissioners agreed to allow the Director expend up to \$10,000 without prior Commissioner approval for emergent items in the Utilities Department. These items will be reported to the Commissioners.
- Thank you letter to City of Bremerton will be drafted by Cmmr. Jeffreys to be read at next week's meeting.
- Cmmr. Neatherlin brought up placing a "no passing zone". Melissa cautioned doing this if it's not in the road standards. Enforcement is the key.

Commissioner Discussion – there was no discussion.

BREAK – NOON

2:00 P.M. Finance Committee

Chair Lisa Frazier, Treasurer and Commissioner Terri Jeffreys were in attendance. Karen Herr, Auditor was absent. Also attending was Cmmr. Randy Neatherlin; Cmmr. Tim Sheldon, attended via telephone. Frank Pinter was also in attendance.

Chair Frazier convened the Finance Committee at 2:05 p.m. The Current Expense Cash balance as of September 30, 2016 is \$4,165,197; total cash and investments is \$157,222,240. Registered warrants have been issued for Central Fire. A breakdown of investments was included in the packet.

Old Business – Cash Handling Policy and Procedures is pending.

Scott Bauer, Northwest Municipal Advisors, presented information regarding loan refinancing for Mason County. Savings could be obtained by refinancing five Bonds: LTGO 2002 (NCBI Loan 9201); LTGO Bonds, 2008B (Rustlewood 92-5); LTGO Bonds, 2008; LTGO Bonds 2008A (Rustlewood 92-3) and DOE 2010 (0800017) for a total of \$10.3M that would refinance to a total of \$8.9M and net savings would be \$947,879. The refinancing would have a fixed rate.

Only Bonds and state loans are being looked at; not the \$1.2M interfund loan.

Cmmr. Neatherlin asked if there were other options for savings over the 2017 to 2020 time period.

Cmmr. Sheldon brought up the high delinquency rate of the utilities.

Mr. Bauer explained these are general obligation bonds, not revenue bonds.

*Cmmr. Jeffreys/Treasurer Frazier moved and seconded for the Finance Committee to forward this analysis to the Commission to identify which loans to refinance. Motion carried.*

Northwest Municipal Advisors were directed to review the proposal to see if there can be more savings in the first four to five years.

A briefing will be scheduled with the Commissioners.

Interfund Loan Policy and Procedures

Chair Frazier reviewed the proposed amendments to the Interfund Loan Policy and Procedures.

Commissioner Sheldon left the meeting at 3 p.m.

Policy to address invoices that straddle two fiscal years

A policy has been drafted, in response to SAO, for consistency in handling invoices that straddle two fiscal years. The policy is to pay out of the budget year when the invoice is due.

Board of Mason County Commissioners' Briefing Meeting Minutes  
Week of October 10, 2016

There was discussion of when services are rendered but not billed until the next fiscal year. There has been discussion with the SAO of how to address this.

Another issue to address is request for prepayment of services.

Meeting adjourned at 3:12 p.m.

Commissioner Discussion

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

- Cmmr. Jeffreys talked about editing the fact sheet on the MPD. This will be added to the meeting agenda to be reviewed.

Tuesday, October 11, 2016

11:00 A.M. 2017 Budget Workshop

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

- Assessor  
Assessor Melody Peterson and Chief Deputy Amber Cervantes presented the 2017 budget request. She is requesting two additional appraisers. Mason County has approximately 55,000 parcels. An analysis of Assessors offices with comparable counties was provided. Mason County ranks 5<sup>th</sup> for parcel count size against the seven comparable counties. There was a discussion of the staff request, existing staffing and duties. Assessor's office will provide a detailed analysis of staffing positions. Several maintenance/building improvement requests were submitted.
- Treasurer  
Treasurer Lisa Frazier presented the 2017 budget request. Ms. Frazier expressed concern with the budget amendment process. Concern with continued state shared revenues due to the Legislature requirement to fund education. Overall budget is slightly less than previous due to a turnover of staff and the new staff is at a lower salary classification. Request for storage space. The existing storage is in the Courthouse basement and it has restricted access. Brief discussion of creating a combined front desk for the elected offices located in upstairs Building 1 – Auditor, Assessor and Treasurer. Revenues are flat.

Commissioner Discussion

Brief discussion of the MPD fact sheet. It may not go to print this week. Review of the revised fact sheet.

Wednesday, October 12, 2016

9:00 A.M. ~~2017 Budget Workshop~~ canceled

Noon ~~Quarterly Elected Official/Director Meeting~~ canceled  
~~Election Ballot Processing Room – Building 1~~

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS

  
Terri Jeffreys  
Chair

~~Absent~~  
Tim Sheldon  
Commissioner

  
Randy Neatherlin  
Commissioner