

**BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES**  
**Mason County Commission Chambers, 411 North 5th Street, Shelton, WA**  
**Week of October 17, 2016**

Monday, October 17, 2016

9:00 A.M. Executive Session – RCW 42.30.110 (1) (i) Potential Litigation  
Commissioners Jeffreys, Neatherlin and Sheldon met in Executive Session from 9:00 to 9:40 a.m.  
Also in attendance: Chief Prosecuting Attorney Tim Whitehead, Jerry Hauth, Melissa McFadden

9:30 A.M. Executive Session – RCW 42.30.110 (1) (i) Potential Litigation  
Commissioners Jeffreys, Neatherlin and Sheldon met in Executive Session from 9:40 a.m. to  
10:00 am. Also in attendance: Chief Prosecuting Attorney Tim Whitehead, Dawn Twiddy and  
Frank Pinter.

9:45 A.M. Closed Session - RCW 42.30.140 (4) Labor Discussion  
Commissioners Jeffreys, Neatherlin and Sheldon met in Closed Session with Frank Pinter for a  
labor discussion from 10:00 a.m. to 10:15 a.m.

~~10:00 A.M.~~ 10:20 A.M. Support Services – Frank Pinter

Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- Frank Pinter presented several options for the Board's consideration for Elected Official salaries.
- The Commissioners intend to continue the Streaming contract with MasonWebTV into 2017. Diane will work on updating the contract.
- A 2016 budget hearing will be set on November 8 to make necessary budget adjustments.
- November 1 Action Agenda items to set 2017 budget hearings: November 22, Certification of Levies to Assessor; December 5 – 2017 budget hearing.
- Discussion of the Recreation and Conservation Office (RCO) grant applications for MCRA irrigation (\$200,000 grant match) and field lighting (\$250,000 grant match) projects (Letters of Interest due 10/25). The Board does not want to submit a letter of interest, this may be misinterpreted as a commitment of funds and the MPD issue is unknown at this time.
- Discussion of Port of Grapeview's request for \$50,000 matching funds for RCO grant application. Port of Grapeview Commissioner John Anderson was in attendance. The total amount needed is \$150,000, the Port would provide a \$50,000 match and then the grant would provide \$50,000. Cmmr. Sheldon pointed out the Port could increase their levy which is set at 3.6 cents per \$1,000 of assessed value to help raise the funding. After discussion of the options, the request was declined.
- Contract with Cascade Resource Management for herbicide application on county-owned property.
- Consider moving the Department Heads and Elected Officials agenda item from Item 11 to the top of the agenda to allow the Department Heads & Elected officials an earlier time to make announcements. It was agreed to move Item 11 to Item 9 on the agenda.
- Cmmr. Jeffreys stated she has asked the Prosecuting Attorney's office to review if there can be a land swap between Current Expense owned and Public Works owned property as suggested by the Historical Society.

10:45 A.M. BREAK

~~11:00 A.M. Community Services – Dave Windom canceled~~

11:30 A.M. Public Works – Jerry Hauth/Melissa McFadden  
Utilities & Waste Management

Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.  
The following items were approved to move forward:

- News Release advertising for 2017-2018 Transportation Improvement Program Citizen Advisory Panel.

Board of Mason County Commissioners' Briefing Meeting Minutes  
Week of October 17, 2016

- Call for Bids for 2017 Manufacturing and Stockpiling of Chipseal Aggregate; 2017 Paint Line service; 2017 Asphaltic Materials and 2017 Asphalt Emulsion.
- Melissa provided an analysis of Revenue/Expenditures for the Solid Waste Drop Box Stations. Commissioners were good with moving forward with the \$30,000 improvements.
- Letter of support for Floodplains by Design for State Capital budget funding request will be revised by staff and brought forward.

Commissioner Discussion – there was no discussion

Meeting adjourned at noon.

BREAK – NOON

Tuesday, October 18, 2016

11:00 A.M.

2017 Budget Workshop

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

- Prosecutor Dorcy stated his 2017 budget is basically status quo except for the increases allowed in the budget guidelines. Case Management software has been purchased and should not be in the 2017 budget except for the license/maintenance. The anticipated increase for the Prosecutor's salary that would be effective September is included in the budget request.

Therapeutic Court Services funded by the Mental Health Fund were discussed. Caseworker services split between Public Defense and Therapeutic Court were part of the discussion.

Cmmr. Jeffreys asked about a case weighting policy in Public Defense. There are rules to follow to determine an average. Prosecutor Dorcy stated his office could be involved in establishing this type of case weighting policy. Cmmr. Neatherlin commented it may be most beneficial to have Public Defense staff meet with the Prosecuting Attorney's staff to develop a recommendation.

Prosecutor Dorcy brought up the Driving While License Suspended citations and he has been meeting with the State Patrol, Sheriff and Tribal Police to improve this process. It would involve having the field officers referring these citations to the Prosecuting Attorney's office rather than District Court. A relicensing program would be needed. Prosecutor Dorcy reviewed the current process which clogs up the courts and he believes there is a better way and can be done with existing staff. This could be up to 600 cases a year.

Brief review of Child Support Enforcement budget that has its own funding.

A building improvement request has been submitted in order to accommodate the potential of additional staff. A victim witness services grant has been applied for that is designed to hire a victim witness coordinator to improve services. The program keeps the victims and witnesses informed of the process. The improvement would involve using the upstairs of their building.

NOON

BREAK 12:20 p.m.

1:30 P.M.

2017 Budget Workshop

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

- Public Works staff presented the 2017 budget request for Equipment Rental and Revolving (ER&R), Cyndi Ticknor explained how the Radio Technician position works which reduced the ER&R cost to Current Expense because those services are no longer out-sourced. Public Works Building rent was reduced to reflect market value which reduced ER&R overhead expenses. Overall ER&R expenses to Current Expense vehicles is reduced in 2017. In the budget development process, ER&R staff communicates with the various departments on their ER&R needs. Fund balance needs to be at \$3M for cash flow.

Board of Mason County Commissioners' Briefing Meeting Minutes  
Week of October 17, 2016

- Discussion of ER&R requests for Sheriff's office and Cyndi's recommendation is to plan for seven new vehicles a year for the Sheriff. For administrative staff, the leased vehicles could be purchased. Discussion of the impact of take home vehicles or sharing vehicles. Cyndi pointed out there needs to be time allowed for maintenance and repairs.
- The net difference in the budget after the ER&R payback to Roads is about a \$100,000 increase.

General Discussion

- North End Sheriff precinct and the possibility of relocating the Sheriff's Belfair office to a new Mason Transit facility. Cmmr. Neatherlin brought up the need for infrastructure.

Meeting adjourned at 2:52 p.m.

Wednesday, October 19, 2016

9:00 A.M. 2017 Budget Workshop

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

- Jim Madsen presented the 2017 budget for Juvenile Services which includes Juvenile Court Probation, Guardian ad Litem, Juvenile Services Grants, JDAI and Juvenile Detention. They are very grant dependent, grants have been reduced and they are requesting additional funding from Current Expense. Obtaining adequate interpreter services has been a challenge. Medical services budget for the Detention center has been increased.
- Trying to change how they do business by changing the use of the Detention Center to an Intervention Center and they requested an additional position. The non-offender population is growing, such as dependency cases.
- Jim talked about the development of truancy boards which would have representation from each school.
- Did not budget for cell phones and requested \$6,000 be added to the budget.
- Cmmr. Jeffreys encouraged staff to communicate to the public this change of juvenile services.
- They will be short for 2016 salaries/benefits and will let Frank know how much.

Auditor

- Auditor Karen Herr presented her 2017 budget. Their expenditures have increased by \$45,997 which includes non-discretionary salary, benefits, and operational increases and the following requests: decrease an Election full time position to part time position; decrease extra help salaries in Elections; decrease overall budget in Elections and decrease overtime hours in Financial Services; increase for a reclassification of the Chief Finance Manager position; add a .5 FTE Recording Manager/Archives Coordinator from O&M budget back into the Current Expense budget and increase professional services by \$20,000 to assist with improving internal controls within the county and review all financial reporting for the annual report as required by SAO.
- The annual support costs for the Tyler recording system have increased significantly and the recording revenues have not increased at the same rate.
- Discussion of the function of the Audit Committee and the SAO Accountability Audit. Priority is improvements to capital assets. Guidelines will be provided to departments from the Auditor's office.

General Budget Discussion

- Review of the 2017 budget workshop schedule. Frank brought up the proposal from Jerry Hauth regarding a levy shift that could be used for utilities. There will be a significant amount of new construction in the City of Shelton and a levy shift impacts their ability to tax on that new construction forever. The exact impact is unknown.

Board of Mason County Commissioners' Briefing Meeting Minutes  
Week of October 17, 2016

Thursday, October 20, 2016


1:00 P.M. Conference Call with WA State Association Counties (WSAC)  
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon called in from off-site. Also in attendance: Tim Higgs, Dave Windom, Barbara Adkins and Squaxin Island Tribe representatives.  
This conference call was a discussion of the Supreme Court decision in *Whatcom County V. Hirst et al.* Laura Berg, WSAC, hosted the conference call and there were several participants. Brief summary of the impact of this court decision is that counties have the responsibility under, and for the purposes of, the GMA to make determinations of water availability for development permit approval and cannot defer to others for that decision or rely upon the decision of others because the GMA-responsibility to protect ground and surface water is (at least perhaps) not coterminous with water-related responsibilities other agencies are charged with. There is still a lot that is unknown at this point and the discussion will continue.  
The phone call ended at 2:25 p.m.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS

  
\_\_\_\_\_  
Terri Jeffreys  
Chair

  
\_\_\_\_\_  
Tim Sheldon  
Commissioner

  
\_\_\_\_\_  
Randy Neatherlin  
Commissioner