

**BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES**  
**Mason County Commission Chambers, 411 North 5th Street, Shelton, WA**  
**Week of October 24, 2016**

Monday, October 24, 2016

9:00 A.M. 2017 Budget Workshop

Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- Commissioners' 2017 budget request was reviewed. Diane suggested \$3,200 be added in anticipation of a new Commissioner District 2 being elected and a new computer and cell phone will need to be purchased. 2017 medical is also short by \$4,217 knowing the correct pooled dependent rate. Total revised request is \$352,976
  - Support Services budget was then reviewed. This budget includes Clerk of the Board, Administration and Budget functions. The Director's wage is totally budgeted in Human Resources budget. The preliminary budget is \$3,810 less than the 2016 budget however applying the correct 2017 pooled medical rate, the request is to add \$9,839. Board of Equalization's budget request remains the same. The revised request is \$607,865 plus BOE of \$53,515.
  - Information Services budget was then reviewed. The professional services budget line pays for the various maintenance contracts.
  - Emergency Management was then reviewed.
  - Contract/Grants Manager position was discussed. It was originally anticipated the cost would be split with Public Health and Public Works. This first year a lot of time has been spent on cleaning up current contracts and the hope is this person will be able to pursue new grant funds.
  - National Forest Title III Funds budget was reviewed. Basically used for Firewise Communities and Search and Rescue equipment for services performed in national forests.
  - Reserve for Technology was reviewed. Items being considered from this fund: Microsoft 365 and Laserfische. This fund paid for the new telephone system.
  - Human Resources was reviewed next. A new position was requested. Civil Service has a .2FTE (8 hours a week) budgeted that has not been filled. HR absorbed Civil Service duties in 2014 and the function has taken far more than 8 hours a week of staff time. Concern with not being able to address the regulatory items that are required with existing staff. State Auditor's Office (SAO) has found many items that are out of compliance, there are changes to FLSA, Department of Retirement Systems (DRS) has found many items out of compliance, and there are new Affordable Care Act (ACA) requirements. There was discussion of the "Cadillac tax" that will be implemented in 2018 by ACA and the impact to the total budget. There may need to be Civil Service testing for a Lieutenant position in 2017 and that would cost \$20,000 that is not budgeted.
  - Facilities/Parks & Trails was then reviewed. Subject budget lines are being combined and the various buildings will be tracked by project codes so the actual costs, by building, can be tracked. Utility rates were adjusted to reflect anticipated new rates. There was discussion of the rate savings in the jail for the Johnson Control remodel work. Jeff stated part of the savings will be absorbed in rate increases, if the temperatures are adjusted beyond what was assumed in the model and if there are such things as space heaters. Johnson Controls staff is tracking costs and they will be contacted for a report.
- Water usage at Parks was reviewed. The 2017 budget request is underfunded based on usage. Departments have submitted their facilities requests and Cmmr. Jeffreys suggested these be reviewed in a budget briefing to prioritize with the goal of being proactive on the requests. A request for proposals will be issued for janitorial services and there will be mandatory a walk-through for the bidders to participate in so quality service can be contracted. Jeff has also considered this cost vs. hiring staff. Tasks will be identified in the specifications so the work can be monitored.
- Memorial Hall usage was discussed. This building was remodeled and Cmmr. Jeffreys suggested limiting who could rent the facility in order to preserve what has been done.

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Commissioner Discussion

- Elected officials salaries will not be discussed at Support Services briefing today because Frank is out of the office.
- Discussion of Mason County property at Highway 101/102. An appraisal has been ordered. EDC is marketing for a motel and that property was suggested as a possibility. Cmmr. Sheldon is meeting on the possibility of using county property for some type of tiny housing for the homeless but there is no property identified. General discussion of possible properties.

Recess was taken at 11:35 a.m.

BREAK – NOON

- 2:00 P.M. Sheriff's Office – Sheriff Salisbury  
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.
- They are still waiting for the 2016 budget amendments to be posted that were approved in September.
  - They are requesting an additional \$150K for Patrol; \$50K comp time payout in December; \$200K for outsourcing of inmates; \$110K for approved Woodworker contract and \$25K for fingerprinting machine and Polycom system at jail needs to be replaced.
  - Chief Hanson talked about the plan to reduce the outsourced inmates and implement the alternative sentencing program. Minor remodeling will be necessary. Part of the plan is for a day reporting program.
  - 2016 budget status was reviewed. Sheriff staff will forward current status.
- 2:30 P.M. Support Services  
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.
- Discussion of Elected Officials Salaries was delayed due to Frank Pinter being absent.
  - Review of Mason County Voluntary Stewardship Program (VSP) Work Group Designees. The Commissioners agreed to send a letter to Mason Conservation District recommending those designees brought forward be considered along with any that the District would like to consider.
  - Teamsters MOU for Probation Services to participate in PEBB will be placed on the agenda.
  - Resolutions for 2017 salary increase (2.88%) and medical contribution will be placed on the agenda. Cmmr. Jeffreys asked that the total budget impact be included on the agenda summary sheet.
  - Jacoby Park RCO Boating Facility Grant Application will be submitted.
  - MCRA Fields 6 and 7 change order will be placed on the October 25 agenda.
- 3:30 P.M. Public Works – Jerry Hauth/Melissa McFadden  
Utilities & Waste Management  
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.
- Melissa presented a draft resolution for funding future road construction. If a project is added to the annual construction program, a public hearing would need to be held. This will be brought back for another briefing.
  - Approval for Public Works to select and sign agreements for structural, geotechnical, hydraulic and archaeological services for 2017-2018.
  - Need to extend contract with Marty Grabill for Water and Wastewater Management Services for North Bay and Rustlewood systems. Will be added to October 25 agenda.
  - Jerry presented information on a USDA Rural Development 1.875% loan for 40 years with potential of 45% grant for water meter installation for Beards Cove and Rustlewood.
  - Solid Waste Program Manager that is budgeted and not filled and Jerry is requesting to be reclassified to a higher range. He was referred to Human Resources to follow the reclassification policy.
  - Biosolids from City of Shelton has not been resolved.
  - Cmmr. Neatherlin brought up cash handling issues at transfer station and comments made to the State Auditor. Melissa said cash handling policy has been changed.



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- Commissioners brought up the necessary code changes for Belfair Sewer. Jerry stated he sent to Frank, 2 weeks ago, information for Belfair Sewer rate schedule.

4:00 P.M.

Community Services – Dave Windom

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

- Review of Planning Advisory Commission recommendations for Medical Marijuana Cooperatives. One of the recommendations is to reduce the distance from 1,000 feet to 100 feet between Cooperatives and recreation centers, child care centers, park, public transit center, library or game arcades. Cmmr. Neatherlin would like additional time to think about this recommendation.
- Design Standards for Urban Growth Areas. Cmmr. Jeffreys brought up meeting with Dick Settle for potential code changes such as changing the code to talk about “not allowed uses” rather than “allowed uses”.

Commissioner Discussion

- November 4 HCCC Cmmr. Neatherlin will attend.

Tuesday, October 25, 2016

9:00 A.M.

2017 Budget Workshop

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

- From 9:00 a.m. to 12:15 p.m. Sheriff Salisbury and his staff presented information on all the programs in the Sheriff's office. The PowerPoint presentation will be available on their website. Undersheriff Barrett, Chief Erhich, Chief Shepherd, Chief Osterhout, Chief Spurling and Chief Hanson talked about their divisions.
- One position will provide coverage at the schools and in summer time provide marine coverage. Recess until 2 p.m.
- Questions asked:  
Sheriff Admin - Increase to extra help from \$2K to \$5K. Cover for vacancies.  
Awards increase from \$1K to \$5K. Recognition of additional staff, guest trainers and others.  
Discussion of various positions that have significant increases.  
Patrol overtime increased by \$100K in order to maintain minimum staffing.  
Many of the positions were not budgeted correctly to start with and the budget request corrects this.  
In Patrol – New Hire line in Services is for testing, background checks, etc. of new hires.  
Increased from \$5K to \$20,000. Estimated initial cost for a new hire is \$5,000 per employee.  
Cmmr. Jeffreys asked the Sheriff's office to reconcile their ER&R records with ER&R staff.
- Corrections budget – some of the positions can't be filled until mid-2017 because of required training. They are willing to not request additional Corrections staff at this time, except for an additional cook, to see how the jail is functioning with the implementation of the alternatives to sentencing programs. Corrections staff will administer the EHM (electronic home monitoring) program. Cmmr. Neatherlin asked them to check with Jim Madsen to see what Probation is using.  
2016 Jail Outsourcing budget was reduced because funding moved to nursing. In 2017 \$300K is budgeted for outsourcing; nursing is requested to increase from \$290K to \$500K.

Adjourned at 3:40 p.m.

Wednesday, October 26, 2016

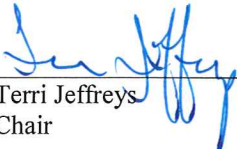
~~9:00 A.M.~~ 2017 Budget Workshop canceled


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Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS

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

  
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Tim Sheldon  
Commissioner

  
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Randy Neatherlin  
Commissioner