

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of October 31, 2016

Monday, October 31, 2016

- 9:00 A.M. Executive Session – RCW 42.30.110 (1) (i) Litigation
Commissioners Jeffreys, Neatherlin and Sheldon met in Executive Session from 9:07 a.m. to 9:32 a.m. for a litigation matter. Also in attendance: Prosecuting Attorney Mike Dorcy, Chief Deputy Prosecuting Attorney Tim Whitehead, Attorney Jeff Meyers, Risk Manager Dawn Twiddy and Support Services Director Frank Pinter.
- 9:30 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion
Commissioners Jeffreys, Neatherlin and Sheldon met in Closed Session with Frank Pinter from 9:33 a.m. to 9:50 a.m. for a labor discussion.
- 9:45 A.M. Support Services – Frank Pinter
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.
- Issue Request for Proposals for Janitorial Services RFP was approved to move forward.
 - Request for funding from the .09 Rural Sales & Use Tax Fund - \$450,000 for years 2017 – 2019 for Belfair Sewer will be placed on the agenda for approval. Cmmr. Sheldon requested this be for only current obligations for Phase 1.
 - Staff spoke to the budget hearing that has funding from the Veterans Assistance Fund. The recommendation is to increase the Fund by \$100,000 in order to return two budget transfers that moved money into the Fund by error.
 - John Bolender spoke to the Voluntary Stewardship Program (VSP) and explained the Conservation District was been actively educating the public on the program and has been soliciting interested parties for the Watershed Work Group. They currently have 15 applications and they will bring forward for the Commissioners consideration.
 - Shoreline Master Plan proposed amendments were briefly discussed and the impact to Lake Cushman residents.
- 10:15 A.M. Community Services – Dave Windom
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.
- Discussion of impact of revised Shoreline Master Plan (SMP) on Lake Cushman property and on flood plain property. Discussion of remanding to Planning Advisory Commission but that would be difficult in the existing timeline. The process is the Commissioners would be approving the draft SMP and sends to DOE for their approval. Redesignating the Lake Cushman area can be addressed during the next process. The Commissioners would like to have the designation changed at the December 6 hearing. Barbara will check with Rick Mraz, DOE, for his recommendations on the Lake Cushman.
There was then discussion of impact to flood plains and flood ways.
 - Update on impact of Whatcom County v. Hirst and how other counties are responding. As of now, Mason County has not changed our process and Dave is viewing it as a GMA and Whatcom County issue.
- 10:45 A.M. BREAK
- 11:00 A.M. Public Works – Jerry Hauth/Melissa McFadden
Utilities & Waste Management
- Approved to move forward: ER&R to use written and/or telephone solicitations for tire repair and towing services for the 2017 and Public Works to use written and/or telephone solicitations to establish a 2017 Surfacing Materials unit pricing vendor list and purchase quantities as needed for projects throughout Mason County, on as needed basis.
 - Resolution setting up a restricted fund balance of \$1,680,000 reserved for new road projects beginning with the 2017 adopted budget. Cmmr. Sheldon believes it is too generic by not naming the actual roads.
 - FEMA flood maps meeting on Tuesday, 1 p.m. to 3 p.m. at Public Works.

Board of Mason County Commissioners' Briefing Meeting Minutes
Week of October 31, 2016

- Melissa stated she has had a conversation with Michele Britton from WSDOT regarding two SR3 widening project agreements for financial participation from Mason County. Ms. Britton stated she has had conversations with Cmmr. Neatherlin for the installation of speed limit beacons and understood that Mason County will participate financially. The cost is \$21K for the initial installation of flashing beacons and two speed signs at three locations. Melissa stated she was not aware of this project and it is not included in annual construction plan. Cmmr. Jeffreys stated that she didn't understand there would be a financial impact to the county. 2nd agreement is a maintenance agreement that the county would pay for maintenance of the speed signs and that is not allowed from Road Funds. Cmmr. Neatherlin stated he had requested WSDOT to submit the maintenance agreement in writing and nothing has been approved by the County. WSDOT has expended money on infrastructure to install the signs.
- Household Hazardous Waste collection and disposal Discussion of Household hazardous waste that including whether to charge customers or not.

11:30 A.M. Mason County Economic Development Council – Lynn Longan
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- Discussion of changing the contract for the Department of Commerce grant contract (Timber Impacted Communities) and Lynn is requesting direction from the Commissioners.
- Lynn asked if she should pursue a feasibility study on the rail that goes to Mill 5. Cmmr. Sheldon asked what the owners of the rail (Simpson Timber) putting forward about long-term objective for the rail. The rail located inside the City of Shelton has been given to the City. Cmmr. Sheldon requested a proposal.
12:05 p.m. Cmmr. Sheldon left the briefing.
- Discussion of the Comprehensive Plan Update and whether it would be done by the EDC or Mason County. Various scenarios were discussed.
- A follow up briefing will be scheduled on November 21. EDC needs to submit their request for 2017 funding from the .09 Fund.

The briefing recessed at 12:30 p.m.

Commissioner Discussion – there was no discussion.

BREAK – NOON

2:00 P.M. 2017 Budget Workshop
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.

- Cmmr. Jeffreys went on the record stating the June 13 briefing minutes reflect that Cmmr. Neatherlin did bring forward the \$21,000 cost for speed limit signs and flashing beacons. Cmmr. Jeffreys stated she is not okay with spending county dollars on speed sensors.
- Frank Pinter talked about the use of REET funding for utility projects. The REET 1 and REET 2 funds and Capital Facilities Plan were reviewed. A set amount will be budgeted for capital improvements to address the facilities requests from the departments. The list of projects will be brought back in a briefing for review.
- Rural County Sales & Use Tax (.09) Fund reviewed.
- Non-Departmental budget was then reviewed. Discussion of how compensatory time is accrued and paid out.
- Frank provided a spreadsheet showing summary of Current Expense requests.

Commissioner Discussion – There was no discussion.

Tuesday, November 1, 2016

Noon Commissioners Jeffreys, Neatherlin and Sheldon met with the Squaxin Island Tribe to complete the transfer of the Squaxin Island tidelands. This ceremony was hosted by the Tribe at the Collier House, 80 SE Arkada Ct, Shelton.

Board of Mason County Commissioners' Briefing Meeting Minutes
Week of October 31, 2016

Wednesday, November 2, 2016

9:00 A.M. 2017 Budget Workshop

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

- Discussion of current status of 2016 budget and concern with overspending budgets. Departments should not be submitting vouchers without having adequate budget authority. Policy and procedures are being developed to address this issue.
- Discussion of Sheriff salary budget lines and the fact that the numbers on the recent MUNIS report are different than what was reported at last week's Sheriff briefing. Frank is confident in the MUNIS report. Cmmr. Neatherlin stated he will defer to Financial Services process and is confident in their abilities. General discussion of how salaries are budgeted and review of positions that had significant increases in the 2017 budget request. In 2016 a total amount was approved by the Commissioners and the Elected Official allocates the amounts based on what they see as need. Some positions may not have been budgeted for a full year if the position wasn't filled for the entire year. Cmmr. Neatherlin would like a total budget number at fully staffed for the entire year. The Commissioners could then decide if a reduction is in order if positions will not be filled for the entire year.

RECESS – 9:40 a.m.


- Discussion of overtime in Sheriff's office. Cmmr. Neatherlin noted that Commissioned Officers are fully staffed and asked why the increase in overtime. Calls for service also need to be considered.
 - Position control needs to be implemented in order to track approved positions. Discussion of how to improve the budget process. Frank's goal is that Human Resources/Payroll will provide the salary/benefit budget lines and departments will budget only operating expenses.
 - Review of the 2017 budget requests. \$36M is the real 2016 amount compared to 2017 revenue of \$30M without including ending fund balance. If only contractual obligations were approved: \$550K salaries, taxes, \$103K, medical \$186K, \$840K total leaving \$3,115,000 EFB.
 - Commissioners asked Frank to determine large budgeted amounts in 2016 budget that will not be required in 2017 budget.
 - Various options were considered on how to balance the budget requests. An option is to spend down EFB by \$4M but still need to find \$1M.
- RECESS – 11:05 a.m.
- Cmmr. Jeffreys stated her goal was to work on the recruit and retain issue.
 - For next week, Frank will bring forward information on the full cost of MCSO staff; OT analysis of staffing level against lowest staffing level; other costs in 2016 not necessary in 2017.
 - Discussion of requesting an across-the-board budget reduction. Various options were considered including taking the 1% levy increase, a levy shift or using banked capacity.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS


Terri Jeffreys
Chair


Tim Sheldon
Commissioner


Randy Neatherlin
Commissioner