

**BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES**  
**Mason County Commission Chambers, 411 North 5th Street, Shelton, WA**  
**Week of November 7, 2016**

Monday, November 7, 2016

9:00 A.M.

Support Services – Frank Pinter

Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- 2016 Holiday schedule was reviewed.
  - November 11 (Friday) is a holiday
  - November 24 and 25 are Thanksgiving holidays
  - November 29 is 5<sup>th</sup> Tuesday; no Belfair meeting is scheduled; may need that day to complete the certification of levies hearing. If there is a meeting, the Commissioners asked that it be scheduled at 9 a.m.
  - Christmas and New Year's Day fall on Sundays so the holiday is observed on Monday, December 26 and Monday, January 2. The Commissioners agreed to allow any offices that are open on those Saturdays (Dec 24 and Dec 31) and are not required to be open, to close at 3 p.m., such as the Transfer Station.
  - Tuesday, December 27 is the 4<sup>th</sup> Tuesday. If there is a meeting, it will be rescheduled at 9 a.m.
- Teamster's Memorandum of Understanding will be placed on the agenda for approval.
- Funding to Homes First for Veterans' Housing was reviewed. The budget hearing is scheduled for November 8 and the recommendation is to increase the #190 Veteran's Fund by \$100,000 in order to pay back the \$50,000 transfers to Mental Health (#164) and Community Services Fund (#117) that were made incorrectly.
- Request to set final 2016 budget hearing to consider adjustments that will be held on December 13. The requests will be brought forward.
- Coulter Creek acquisition Phase II will be placed on the November 22 agenda. Cmmr. Jeffreys requested assurance that the tidelands can be used for recreational shellfish.
- Port of Hoodspout comments on the Rural Sales & Use Tax request (.09) for Belfair Sewer were presented to the Commissioners.
- Jennifer Sliva was introduced as the new Budget Manager.
- Elected Officials Salary options were reviewed. After much discussion, Commissioners Jeffreys and Neatherlin agreed to consider Option A, setting the Elected Officials' salaries at 95% of the Commissioners' salaries and set the Sheriff's salary at 22% above the Elected Officials' salaries in 2017. No changes will be made to the Commissioners' salaries. Commissioner Sheldon supports Option D, setting the Elected Officials' salaries at 95% of the Commissioners' salaries and set the Sheriff's salary at \$1 above the Undersheriff's salary which results in setting the salary 51% above the other Elected Officials. Cmmr. Sheldon supports placing the salaries higher than the average of comparable counties in order to attract the best qualified for these elected positions. Commissioners Jeffreys and Neatherlin support placing the salaries at the average of comparable counties. Commissioner Jeffreys noted the 2017 budget is currently \$1M out of balance and she needs to consider the cumulative impact to the budget.

10:00 A.M.

Sheriff's Office – Sheriff Salisbury

Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- Chief Ehrich stated the Patrol budget has been over benchmark each month this year. To be certain they do not exceed 2016 budget authority they want to be certain they will receive a budget supplement. Considering anticipated cash out of comp time, CBA salary increases, outsourcing of inmates and replacement of fingerprinting machine and Polycom system at the jail the total 2016 budget supplemental request is \$540,000. Cmmr. Jeffreys stated this needs to be reviewed to determine the difference between budget numbers from the Auditor's office and the budget numbers from the Sheriff's office.
- 11 a.m. Cmmr. Sheldon left the briefing.

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Premium day payout is included in the request for \$150,000 for Patrol and the premium days are paid in December.

Cmmr. Neatherlin asked several questions to clarify the request. He asked why the September 13, 2016 \$629,000 has not been processed.

Frank Pinter explained the September 13 supplement has been posted as of this morning, there was a delay in BARS coding for the alternative sentencing program.

Undersheriff Barrett brought up allowing departments system access to MUNIS.

Cmmr. Jeffreys would like a budget detail of the \$150,000 supplement.

Chief Ehrich stated the amount needed for Patrol is \$200,000; this includes costs for premium pay, comp time payout, retro pay and five more payrolls. She will provide the detail in time to be considered in the next 2016 budget hearing which is anticipated on December 13.

Cmmr. Jeffreys brought up the management of comp time that she understands has historically been paid from the overtime budget. She suggested we may need to reduce the overtime budget in order to add a comp time budget.

Chief Ehrich stated the comp time has been paid from actual salary lines.

Discussion of who will have access to input directly into MUNIS. This will be discussed further this afternoon.

10:30 A.M. BREAK

10:45 A.M. 11:30 a.m. Mason County Audit Committee

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

- Auditor Karen Herr and Leo Kim, Chief Finance Manager, presented several items for the Commissioners consideration.
- Resolution establishing the Mason County Audit Committee will be placed on the November 22 agenda to consider adoption.
- The Mason County Capital Asset Policy was then reviewed. A few corrections were suggested and this will be brought forward on November 22.
- Split Year Invoice Policy was then reviewed. SAO suggested paying the invoice from the budget when the invoice is due. This policy will also be brought forward on November 22.
- Transfer and Remittance Forms that facilitate the process of electronic transfers/payments. These forms will be included as part of future accounts payable policies.

Commissioner Discussion – there was no discussion.

BREAK – NOON

2:00 P.M. Public Works – Jerry Hauth/Melissa McFadden  
Utilities & Waste Management

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

- The following items were approved to move forward: News release for new rates for the Solid Waste Facility & Drop Box Station per Resolution 105-07; authorization to advertise for Letters of Interest for 2017 for Construction Project Inspectors, Contract and Fee Appraisers, Construction Material Testing and Timber Management Services; Road Closure on Old Belfair Hwy Sunday, December 4, 2016 from 3:30pm to 5:00pm for the Belfair Christmas Parade.



- Staff was informed that the Commissioners approved early closure (3 p.m.) for the transfer station on Saturday, Christmas Eve and Saturday, New Year's Eve. Staff was directed to get notice out ASAP.
- Approve to move forward the contract with Correct Equipment for service of grinder pumps at North Bay and Belfair.
- Interlocal Agreement with Kitsap County to provide residential household hazardous waste collection and disposal to Mason County residents not to exceed \$50,000 per year (1,000 customers) is on the agenda.
- Reminder of the public hearing on November 22 at 6:30pm to consider extending the 20 mph speed limit on Plantation Way, making the entire county road 20mph (MP 0.00-0.56).
- Spencer Lake Road maintenance. Property owner (Raymond) has been notified there will be work completed in the right-of-way to improve sight distance.
- Household Hazardous Waste Flyer will be circulated.
- Melissa provided information on replacing the Grizzly Crane on a sole source basis. She will brief again on November 21.
- Jerry provided a draft interlocal agreement with the City of Shelton for treatment of digested sewer sludge.

3:00 P.M.

#### 2017 Budget Workshop

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

- Review of employee access to MUNIS for access to the budget. There are five levels – department request level (Level 1), Auditor preliminary budget level (Level 2), 2 adjustment levels (Levels 3 and 4), and budget adoption level (Level 5). Allowing staff a higher level access would allow that person access to the lower levels. Cmmr. Salisbury stated they are requesting greater access into MUNIS. Leo Kim stated it is his opinion that no department should be allowed access beyond Level 1 except for Commissioners staff. Historically, departments have not been allowed access beyond Level 1, except for Auditor's Office and Commissioners' Office. The Commissioners will leave the MUNIS permissions at the current level for internal controls and based on the advice from the Auditor's Office.
- Cmmr. Jeffreys requested the Sheriff submit the detail for the 2016 supplemental request by this Friday in order for it to be considered to include in the December 13 budget hearing for the 2016 budget.
- Frank Pinter presented 2017 budget numbers. \$36,667,000 is needed for a status quo budget. Suggested revenue adjustments to Swift & Certain, \$200K could be increased depending on success of Alternative Sentencing Programs. Possibly could increase PUD privilege tax and interest income. Cmmr. Neatherlin asked if any functions can be funded from the REET funds or Mental Health fund. Cmmr. Jeffreys stated it is not clear to her how much of Drug Court is funded from the Mental Health fund. Cmmr. Neatherlin suggested increasing Traffic Diversion to \$1.5M and reduce the budget line for new road projects. Sheriff suggested placing a cap on the jail and reduce the outsourcing. This decision is not popular but it would save a significant amount of money. The inmate cap would be set at 105 with using Alternative Sentencing programs. There is potential for 144 inmates but that number includes boats and counts holding cells which should not be counted because that area will be used for the Alternative Sentencing programs. There is savings in utilizing the Alternative Sentencing program because no meals are provided and there are no medical costs. Cmmr. Jeffreys would like a discussion with the Prosecuting Attorney on setting a jail cap. Sheriff Salisbury stated it is his (Sheriff) choice whether or not to set a jail cap. Sheriff cautioned that the crime rate could go up if there is a jail cap because criminals are not held accountable. Undersheriff Barrett did

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point out there is accountability by using the Alternative Sentencing programs. Jail staff believes there are currently 20+ inmates that qualify for the Alternative Sentencing programs.

Cmmr. Jeffreys stated there has been discussion of making budget reductions but she wants to be sensitive to those small budgets that are very careful with their spending.

Commissioner Discussion – there was no discussion.

Adjourned at 4:35 p.m.

Tuesday, November 8, 2016

11:00 A.M. 2017 Budget Workshop

Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

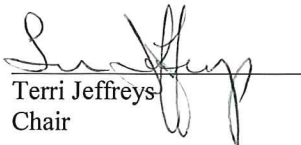
- Frank Pinter provided 2016 financial statements as of October 2016. He will check on Forest Excise Taxes and DNR & State Timber Trust tax which are at a much lower collection rate than anticipated. For future reports, Frank will note the \$1.824M levy shift that is reflected in the financial statements.
- Frank then went on to review Current Expense ending cash balance as of November 8, 2016 which is projected to be \$3,188,380 at end of 2016. The requested 2017 expenditures are \$7.8M above anticipated revenues.
- Items Discussed: Schedule 2017 budget workshops at 9 a.m. on November 16 and 17; request budget detail on what is required by departments; what other functions could be funded by the Mental Health Fund; Frank stated Drug Court is fully funded by the Mental Health Fund; after reviewing various options, the 2017 budget is still \$1.3M short; look at a Community Services fee increase; possibly place the real properties that were logged on the market; review other surplus property to sale, including Eells Hill property; review cell phone charges, travel and dues; consider asking departments to make an across-the-board cut; consider a levy shift and the impact to the City of Shelton - the biggest impact is from new construction, Cmmr. Jeffreys stated she will not support a levy shift.


Adjourned at 12:30 p.m.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS

  
Terri Jeffreys  
Chair

  
Tim Sheldon  
Commissioner

  
Randy Neatherlin  
Commissioner