

**BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES**  
**Mason County Commission Chambers, 411 North 5th Street, Shelton, WA**  
**Week of November 28, 2016**

Monday, November 28, 2016

9:00 A.M. Executive Session – RCW 42.30.110 (1) (h) Review Qualifications of Candidates for Appointment to Elective Office  
Commissioners Jeffreys, Neatherlin and Sheldon met in Executive Session to review the qualifications for the nominees for the Mason County Clerk position. Ginger Brooks was also in attendance.

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

- Submission Approval for a Grant to Expand Substance Abuse Treatment Capacity in Adult Drug Courts was approved to move forward.
- Approval to move forward with LaserFische software purchase and purchase of SAN (Storage Area Network) for Mason County's Computer System
- Approval to enter into a lease agreement for a copy machine for Public Defense Department.
- Discussion of the 2017 budget workshop that is scheduled tomorrow morning.
- Cmmr. Sheldon reviewed December's schedule.

10:15 A.M. Community Services – Dave Windom  
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- Medical Marijuana Cooperatives were discussed. The request is to set a public hearing on December 20, 2016 to consider an Order Repealing the Moratorium on Medical Cannabis Cooperatives, amending Title 17 to add Section 17.09 to the Mason County Code regulating Medical Cannabis Cooperatives and Reducing the Permitted Distance from Cooperatives under RCW 69.50.331 (8)(b). Cmmr. Sheldon stated he is currently not in favor of lifting the moratorium. The Board approved setting the public hearing.
- Stormwater was discussed. Request to set a public hearing on December 20 to consider annual updates to the 2017-2022 Capital Facilities chapter of the Comp Plan.
- Cmmr. Sheldon brought up the Oakland Bay Park and apparent lack of recorded access easement – this will be forwarded to the Facilities & Parks Manager.

The Commissioners took a 5-minute break at 10:50 a.m.

10:50 A.M. Public Works – Jerry Hauth/Melissa McFadden  
Utilities & Waste Management  
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- Interlocal agreement between Mason County and the City of Shelton that will allow the County to deliver digested sewer sludge to the City Wastewater Treatment Plan for further treatment required by Ecology. Cmmr. Sheldon brought up the possibility of accepting at the Belfair Sewer plant the material that is currently going to Webb Hill. The agreement will be placed on the agenda.
- Discussion of Belfair & Allyn Transportation Studies. The Board is not in favor of creating an advisory board but wants the staff to have community meetings to gather as much public comment as possible.
- Simmons Road – Cmmr. Sheldon expressed frustration with the delay of this project by WSDOT. He wants staff to push the project as much as possible. This project is being reviewed for safety improvements. Loretta suggested that the project be framed as not only a safety project but also for economic development. Cmmr. Sheldon will be meeting with WSDOT.

11:30 A.M. Finance Committee

Treasurer Lisa Frazier and Chair Terri Jeffreys were in attendance. Auditor Karen Herr was absent. Also in attendance Scott Bauer and Allen Dashen, Northwest Municipal Advisors.

- Treasurer Frazier called the meeting to order and stated the 3<sup>rd</sup> quarter Finance Committee Report has been circulated and there were no questions.
- Review of a plan to refinance several Mason County loans. A review of savings at estimated interest rates would amount to a gross savings of about \$780,000, not including the Belfair Sewer debt.

Part of the refinance plan is to refinance and/or restructure Belfair Sewer debt and three scenarios were presented. Scenario 1: Extend the Belfair Loans by 10 years would cost about an additional \$2M; Scenario 2: Interest only first 5 years would cost \$307,375; Scenario 3: Extend Belfair Loans by 10 years and Interest Only first 5 years, would cost \$2.4M.

Discussion of the Belfair Sewer options. Cmmr. Sheldon cautioned on taking any action that locks in the Belfair Sewer loans because it is unknown what will happen at the federal level. He also stated the Belfair Sewer should look at all options to increase revenues.

Chair Frazier recommended the County move forward on refinancing the four LTGO Bonds and not include any Belfair Sewer debt at this point.

*Cmmr. Jeffreys/Treasurer Frazier moved and seconded to recommend to the County Commissioners to refinance LTGO 2002, LTGO Bonds 2008B, LTGO Bonds 2008, LTGO Bonds 2008A and DOE 2010. Motion carried.*

Discussion of applying one of the scenarios to the DOE 2010 Belfair loan in the refinance.

Treasurer Frazier stated the Belfair Sewer financial plan needs a comprehensive review. Frank Pinter agrees with Treasurer Frazier to move forward with the proposal to refinance the five loans, look at a restructure scenario in conjunction with a comprehensive review of the Belfair Sewer debt including revenue supplementation. Cmmr. Neatherlin is in support of restructuring the Belfair Sewer debt to buy additional time.

Cmmr. Sheldon left the meeting at 12:30 p.m.

- Interfund Loan Policy was reviewed. This has been reviewed by the Mason County Audit Committee. *Cmmr. Jeffreys/Treasurer Frazier moved and seconded to recommend to the Commissioners to approve the Resolution amending Resolution 17-10 Interfund Loan Policy. Motion carried.*
- Registered Warrant Policy and Procedure was reviewed. This sets a limit on the amount to be registered by each district to a maximum of \$500,000. *Cmmr. Jeffreys/Treasurer Frazier moved and seconded to recommend the County Commissioners adopt the updated Registered Warrants Policy and Procedures dated November 2016. Motion carried.*
- The meeting adjourned at 12:35 p.m.

Public Works Continued Briefing

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

- Discussion of the meeting format for the public meeting for Old Belfair Highway Sewer Collection System SEPA process. This is for public comments on the funding application to the Department of Ecology for design of the Old Belfair Highway Sewer Collection System. A public meeting room at the North Mason Library has been reserved on December 13. Options are for an "open house" format or a presentation with public input allowed. Staff from Community Services also needs to be included.

Mason County Commissioners' Briefing Meeting Minutes  
Week of November 28, 2016

Commissioner Discussion – Cmmrs. Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.

- Cmmr. Neatherlin brought up the Belfair Sewer financing which will provide relief although it does cost the County. Cmmr. Jeffreys stated she wants a comprehensive review of entire Belfair Sewer situation including the rates, additional debt for possible expansion. Agrees there is a possibility of new money coming in. She believes it will be appropriate to regroup when the new Commissioner comes on. New customers are needed.

The briefing adjourned at 1:20 p.m.

Tuesday, November 29, 2016

9:00 A.M. 2017 Budget Workshop

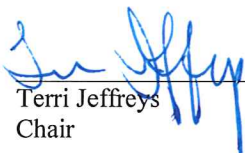
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.


- Frank Pinter reviewed the current status of the preliminary 2017 budget. After several modifications in both expenses and revenues, the proposed budget is balanced. Cmmr. Jeffreys noted that this proposal uses all budget capacity and departments need to plan to manage their departments within the budget. The budget will be adopted with two bottom lines, salaries/benefits expenses and operating expenses by department total – departments are allowed to move existing budget between program salaries/benefits and between program operating expenses.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS

  
Terri Jeffreys  
Chair

  
Tim Sheldon  
Commissioner

  
Randy Neatherlin  
Commissioner