

MASON COUNTY FINANCE COMMITTEE  
COMMISSION CHAMBERS, 411 NORTH 5TH STREET, SHELTON  
Tuesday, October 17, 2017

11:00 A.M.

Finance Committee Meeting

Treasurer Lisa Frazier, Auditor Karen Herr and Chair Kevin Shuttly were in attendance. Commissioners Drexler and Neatherlin were also in attendance.

Treasurer Frazier called the meeting to order at 11 a.m.

- The Current Expense ending fund balance as of September 30, 2017 is \$3,146,301 which is \$1,018,896 less than same period in 2016.
  
- Lisa reviewed the banking information.
  
- The Cash Handling Policy and Procedures is pending.
  
- The resolution amending the General Fund Reserve and establishing additional reserves was reviewed. Frank Pinter distributed draft copies of the county wide Financial Management Policy that is referenced in the resolution. Lisa suggested adding a signature for the Finance Committee to the resolution.  
Frank provided cash flow analysis which demonstrates that our expenditures are growing at a higher rate than our revenues. The General Fund Reserve options were reviewed. Frank's recommendation is to strive to budget the General Fund Operating Reserves at 15% of the prior year's actual expenditures.  
Also provided was a Reserve Forecast Model spreadsheet demonstrating how the Reserves could be met.  
Frank then provided a revised draft of the resolution amending the General Fund Reserve establishing the goals over a five years period beginning in 2019 for all reserves except the Contingency Reserve which shall be established over the successive next five years. Treasurer Frazier and Frank Pinter will work on making further amendments to the General Fund Reserve resolution and will bring back before the Board.
  
- Lisa and Karen met with Scott Bauer of Northwest Municipal Advisors to interview KeyBanc, Piper Jaffray and D. A. Davidson as potential Bond Underwriters. The recommendation is to select Piper Jaffray  
*Cmmr. Shuttly/Auditor Herr moved and seconded to accept the Piper Jaffray proposal to serve as the underwriter for the sale of bonds. Motion carried.*  
Lisa stated they hope to sell the bonds the first part of December 2017. The plan is to have a resolution on the November 7 Commission meeting.
  
- Utilities is requesting approval of a USDA loan for the installation of water meters at Beards Cove.  
*Auditor Herr/Cmmr. Shuttly moved and seconded to recommend to the Commissioners to accept the proposed loan from the USDA of \$163,500 plus the cost of obtaining bond quotes at 2.625 % for 20 years for the installation of water meters at Beards Cove. Motion carried.*
  
- Post Issuance Compliance Policy  
Lisa provided a draft Post Issuance Compliance Policy that would be adopted by the Commissioners. This policy is intended to guide the County in meeting its obligations under applicable statutes, regulations and documentation associated with publicly offered and privately placed securities of the County.  
*Auditor Herr/Cmmr. Shuttly moved to adopt the Post Issuance Compliance Policy as presented. Motion carried.*

The Finance Committee adjourned at noon.

Minutes submitted by Diane Zoren