

**Mason County Finance Committee**  
Meeting Minutes  
April 23, 2024

**Committee Members in attendance:**

Liza Frazier, Treasurer & Committee Chair  
Randy Neatherlin, Board of Commissioners Chair & Committee Member  
Steve Duenkel, Auditor & Committee Secretary

**Others in attendance:**

Kevin Shutty, Commissioner, District 2  
Sharon Trask, Commissioner, District 3  
Leo Kim, Chief Finance Officer  
Mark Neary, County Administrator  
Jennifer Beierle, Support Services Budget & Finance Manager  
Cami Olson, Acting Clerk

**Meeting Summary**

Treasurer Lisa Frazier opened the meeting at 1:01 p.m. and presented a review of the 2024 Q1 Mason County Finance Committee Report. CE Cash Balance as of March 29, 2024, is \$25,804,027.12. This is as \$387,933.80 increase over the same period in 2023. General Fund Reserve contingencies required per Contingency Policy (2021-034) are on track and \$19,054,081.49 over the amount required. (Total Reserves are \$7,900,000.00)

Cash and Investments total \$260,829,797.85, with \$245,153,301.28 in the Treasurer's Investment Funds portfolio. Investment interest for 2024 as of March 31<sup>st</sup> totals \$635,663.95 against the budgeted amount of \$900,000.00. Interest rates remain high.

Outstanding debt for the County is \$16,549,334.80. Most debt payments have interest payments due on June 1 and principal and interest payments due on December 1, 2024.

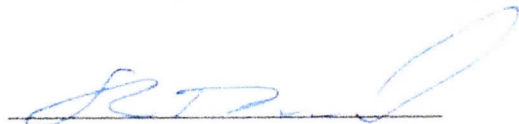
Treasurer Frazier led the discussion on Old Business items. The Skokomish River Restoration (comprised of 5 discrete projects) continues with property acquisition activity. Contract award is now anticipated in February 2026 with construction beginning in the summer. The Belfair Wastewater System Extension is substantially complete, with the Public Works Board submitting their project report to lock in a .54% interest rate for the final note remaining for a loan amount anticipated at \$2,787,844.39 (less 5% Loan Forgiveness).

For New Business, Treasurer Frazier addressed the Shetland Road RID (Road Improvement District). Estimated costs for the district (if approved and created) are \$365,000 with a target start in the summer of this year. Initial expenditures can come from the Road Fund as a short-term loan, however Treasurer Frazier anticipates challenges with obtaining a 10-year loan for this amount. General Obligation debt is preferred; however, this amount is not large enough for a bond. There was discussion on potential ways

to secure the loan and the Board of County Commissioners will ultimately decide how to fund the district. The loan would be repaid by a special assessment by the RID and the debt would be foreclosable.

Treasurer Frazier then provided an overview of the registered warrants. Shelton School District #309 has been able to redeem their registered warrants each month though the district's expenditures exceed cash on hand. The district is paying about 7% interest (total) on short-term loans to cover them until their next apportionment. The Port of Allyn recently redeemed their registered warrants.

The meeting adjourned at 1:24 p.m.



Steve Duenkel  
Auditor

RESOLUTION NO. 2024-040  
AMENDING RES. 2024-032  
COUNTY ROAD IMPROVEMENT DISTRICT (RID) NO. 2024-01

IN THE MATTER OF MASON COUNTY, WASHINGTON                     )  
PROPOSED IMPROVEMENT OF SHETLAND ROAD                     )     **RESOLUTION OF INTENTION**  
LOCATED IN SECTIONS 16, and 21,                                     )  
TOWNSHIP 21 NORTH, RANGE 3 EAST, W.M                     )

A Resolution of the Board of County Commissioners of Mason County, State of Washington, declaring the intention of the Board of Commissioners to improve an existing private road known as Shetland Road located in Section 16, and 21, Township 21 North, Range 3 East, W.M., Mason County, Washington, from Milepost 0.306 to Milepost 1.670.

**WHEREAS**, an informal petition, set forth in RCW 36.88.050, has been filed requesting the improvement of the following described tract of land:

Shetland Road – located in Section 16, and 21, Township 21 North, Range 3, W.M. Mason County, Washington, from Milepost 0.306 to Milepost 1.670.

**WHEREAS**, the County Auditor reports that the petition has been signed by the owners of property to an aggregate amount of a majority of the lineal frontage upon the improvement to be made and of a majority of the area within the limits of the proposed assessment district.

**THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Mason County, State of Washington, as follows:

**SECTION 1:** That it is the intention of the Board of Commissioners of Mason County to adopt Shetland Road as a County Road and order the improvement of said road once the formation of the road improvement district is approved by petition and all conveyances of easement right of ways necessary by donation to Mason County for the intended improvement are recorded. The road construction improvements shall meet the adopted Mason County Road Standards. The dedicated public right-of-way for Shetland Road will be sixty feet (60').

**SECTION 2:** The estimated cost and expense of said improvement is hereby declared to be declared to be approximately Three hundred and sixty-five thousand dollars (\$365,000) and that all costs shall be borne by the property owners; and, that the remaining construction cost of said improvements shall be borne by and assessed against the property included in the assessment district herein proposed to be established.

**SECTION 3:** It is the intention of the Board of Commissioners to establish a RID to be known and designated as RID No. 2024-01 which said district includes all the property lying within the boundaries as described above.

**SECTION 4:** All persons who may desire to speak in favor of or object to the construction of the aforesaid improvement or the formation of the aforesaid improvement district are hereby notified. Public testimony will be available in-person, email, mail and via ZOOM for those in favor of or protest such objections at a meeting of the Board of County Commissioners to be held on:



**Tuesday, August 13, 2024, at 9:15 a.m.**

in the Mason County Commissioners Chambers located at 411 N. 5<sup>th</sup> Street, Shelton, WA., at which time is hereby fixed for hearing matters relating to said proposed improvement, and all objections thereto, and for determining the method of payment of said improvement.

**SECTION 5:** The County Engineer is hereby directed to submit to the Board, at or prior to the date fixed for such hearing, an assessment map or print showing thereon the lots, tracts and parcels of land and other property which will be specially benefited thereby together with a preliminary assessment roll showing the estimated amount of the cost and expense of such improvement to be borne by each lot, tract or parcel of land or other property, and also designating thereon all property which is being donated by easement right of way to the County, if any.

The method of assessment to be utilized will be the total estimated construction cost of \$365,000.00 with a maximum of 10-year repayment, with an estimate of 6% interest which may vary per lender, and the costs spread out among an estimated 91 parcels. 17 of those 91 parcels will deed right-of-way for their equitable contribution. The remaining 74 parcels will pay an estimated \$657.13 per tax parcel, per year for a 10-year period.

Specifically, this method of assessment is the most practical and equitable under the prevailing conditions and reflects the special benefits derived.

**SECTION 6:** to meet the requirements of RCW 36.88.050 and RCW 79.44.040, the County shall:

- A. Publish the resolution of intention of said hearing in at least two consecutive issues of the Shelton-Mason County Journal, the date of the first publication to be at least 15/30 days prior to the date fixed by this resolution for hearing before the Board.
- B. Send the notice of the adoption of this Resolution of Intention to each owner or reputed owner of any lot, tract or parcel of land or other property within the proposed improvement district by mailing said notice to the owners or reputed owners of the property as shown on the tax rolls of the County Treasurer at the address shown thereon at least 15 days before the date fixed for the public hearing and 30-days for state owned property. The notice shall refer to the Resolution of Intention and designate the proposed improvement district by number. Said notice shall set forth the nature of the proposed improvement, the total estimated cost, the proportion of the total to be borne by assessments, the estimated amount of the cost and expense of such improvement to be borne by the particular lot, tract or parcel, the date and place of the hearing before the Board and the fact that property owners may withdraw their names from the petition or add their names thereto at any time prior to five o' clock p.m. of the day before the hearing.

The notice given to the public or to the owners of specific lots, tracts, or parcels of land relating to the formation of a County Road Improvement District shall contain a statement that actual assessments may vary from assessment estimates so long as they do not exceed a figure equal to the increased true and fair value the improvement adds to the property.

**EFFECTIVE** this 8<sup>th</sup> day of July, 2024.

**BOARD OF COUNTY COMMISSIONERS  
MASON COUNTY, WASHINGTON**

**ATTEST:**