

**BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES**  
**Week of September 19, 2011**

According to staff notes, the following items were discussed.

Monday, September 19, 2011

8:30 A.M.

Central Operations - Diane Zoren

Commissioners Ring Erickson and Sheldon were in attendance.

The following items were reviewed:

- Meeting with City of Shelton regarding MACECOM is scheduled on Wednesday, October 5 @ 9 a.m. @ City of Shelton Public Safety Building (Franklin Street).
- Discussion of the schedule for the Commission candidate interviews on Monday, September 26.
- The September 27 Commission meeting and Board of Health will be canceled due to Commissioner Sheldon not being available.
- News releases for vacancies on the Housing Authority and LTAC will be on the October 4 agenda.
- Request from Skamania County for \$700 for the Partnership for Rural America invoice. There is nothing budgeted and the Commissioners requested a copy of their budget. Diane will contact Cmmr. Pearce from Skamania County.
- Received petition from Island Lake Lake Management District to renew their assessment. It is a lengthy process and assessment will not be collected until 2013.
- Received petition to remove Lake Cushman from the Skokomish Flood Zone District. This has been referred to Public Works.

~~9:00 A.M.~~

~~Human Resources – Karen Jackson canceled~~

9:30 A.M.

WSU Extension Office – Bob Simmons

Commissioners Ring Erickson and Sheldon were in attendance.

The following items were reviewed:

- Introduced the newly hired WSU Mason County Extension – 4 – H Educator, Dan Teuteberg. His background and moving logistics were discussed, as well as his regional responsibilities with the youth programs in Grays Harbor and Mason County.
- Approval of 2011 Budget Transfer for Washington State University Extension Noxious Weed Control Board of \$1,000 from Memorandum of Understanding Washington State University Mason County and \$2,000 from Memorandum of Understanding Washington State University US Forest Service to Extra Help. This transfer will have no effect on the overall budget. Bob Simmons provided the background information that this transfer is necessary to facilitate the Noxious Weed Control programs ability to hire temporary staff through Mason County, as opposed to through WSU Extension.
- Discuss a resolution to set a budget hearing on October 11, 2011 to consider a supplemental appropriation to the 2011 budget for WSU Extension to accommodate a Mason County Utilities contract to install rain gardens at the Belfair Wastewater Treatment facility. \$ 49,724  
Bob explained that this contract would facilitate the installation of rain gardens at the Belfair Wastewater Treatment facility, which are part of the planned construction to appropriately control stormwater at the site. Through this project WSU would train and utilize volunteers to assist with the installation, and those volunteers would be empowered to hopefully take on additional projects at their homes or in the community. Cmmr. Ring Erickson mentioned that this was a creative and enterprising approach for this project.
- A supplemental appropriation to the 2011 budget for WSU Extension for the Noxious Weed Control Board to receive and use funding from a Washington State Dept. of Agriculture Knapweed contract for \$3,670 and a Mason Conservation District contract in the amount of \$4,000.  
Bob explained that these contracts were not anticipated when the 2011 budget was developed. He also explained that if the supplemental budget request were approved we would need to revise the 2011 Washington State University Extension – Mason County MOA Appendix A Form for 2011.

Board of Mason County Commissioners' Briefing Meeting Minutes  
September 19, 2011

- 9:45 A.M. Department of Community Development – Barbara Adkins  
Commissioners Ring Erickson and Sheldon were in attendance.  
The following items were reviewed:
- Shoreline Master Program Grant Amendment  
Placement of an amendment to the County's Grant Agreement with Department of Ecology to meet specific federal guidelines. Commissioners had no specific comments or concerns.
  - Planning Advisory Commission News Release  
Review of news release announcing a vacancy on the Planning Advisory Commission specific to the Commissioner District #3 area. To be released at September 20, 2011 regular Board meeting.
  - Rezone Public Hearing September 20, 2011  
Review of staff report and materials regarding public hearing on rezone request of Five C's for a 13 acre parcel current zoned R-5 to be changed to Mixed Use. Planning Advisory Commission recommended approval by the Board; issues raised during public process included access and road improvements. Commissioners had no specific comments or concerns.
  - Fire Marshal Agreement and Budget  
Budget proposal received from Fire Chiefs' Association for providing fire investigation services to Mason County for a one-year period. The placement of this budget item and the responsibility of this agreement will remain within the Department of Community Development per Commissioners' request. Preliminary DCD budget will be amended to reflect this.
  - Collective Gardens Ordinance Amendment  
Original Ordinance adopting Findings of Fact on Collective Garden moratorium containing an error in the termination date. Moratorium adopted on July 19, 2011 was to continue for 120 days. Ordinance adopting Findings of Facts as required for a Moratorium stated the termination date to be six months. Amended Ordinance on Action Agenda for September 20, 2011 correcting Moratorium termination date to November 16, 2011.
  - Fairgrounds Update  
Staff email outlining problems with some of the existing and unsafe buildings at the fairgrounds, now owned by the Port of Shelton. Commissioners advised that staff should address unsafe buildings at the property consistently with any others found within the County. A letter clarifying the Port's responsibility for the proper repair of those buildings will be drafted.
- 10:00 A.M. BREAK
- 10:15 A.M. Public Works - Charlie Butros/Brian Matthews  
Commissioners Ring Erickson and Sheldon were in attendance.  
The following items were reviewed:
- Request the Board accept the recommendation of the Hearing Examiner to grant Road Vacation No. 376, a Portion of Kaufman Street, platted right of way.
  - Request authorization to use the Small Works Roster for the construction of the Sanding Rack Foundation and for the County Engineer to select and enter into contract.
  - Authorization to call for bid for a Gradall replacement for Public Works.
  - Approve the granting of an easement to PUD 3 for power pole guy wire and anchor and authorize the Chair to sign the easement agreement provided by PUD 3.
  - Transfer of jurisdiction of ROW on Arcadia Point to the Squaxin Island Tribe.
  - Bid opening award to lowest bidder for the HMA Overlay projects to Lakeside Industries, Incorporated out of Lacey, Washington in the amount of \$498,353.70.
  - Bid opening award to lowest bidder for the Harstine Island Safety Project to Kamin Excavating, LLC out of Shelton, Washington in the amount of \$389,477.00.
  - Bid opening award to lowest bidder for the Weaver Creek Bridge replacement project to Apollo, Incorporated out of Kennewick, Washington in the amount of \$752,849.85.
  - Funds available from returned vehicles and computers.
  - Tidelands/Upland property

Board of Mason County Commissioners' Briefing Meeting Minutes  
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- 10:45 A.M. Utilities & Waste Management - Emmett Dobey  
Commissioners Ring Erickson and Sheldon were in attendance.  
The following items were reviewed:
- Emmett will attend the Planning Advisory Committee due to the Capital Facilities Plan (CFP) being the meeting topic and the Belfair Sewer project is on the CFP.
- 11:00 A.M. Parks & Trails – John Keates  
Commissioners Ring Erickson and Sheldon were in attendance.  
The following items were reviewed:
- Informed the Board that the two jail projects, the generator transfer switch and Intercom Project are moving forward. The carpeting in the control room is completed and the HVAC system evaluation has just begun.
  - Informed the Board that the courthouse renovation project was ongoing and John has asked for a 6-month extension for Phase II.
  - Asked if the Board would support preparing a master site plan for the old Catholic Church property. Possible use would be a community garden or neighborhood park. The Commissioners provided direction to proceed.
  - Received permission to hire Bill Rasmussen as an extra help employee to do project management with Oakland Bay Park. Funding will come from grant proceeds.
  - Provided a draft of procedure to use REET funds. After review, the Commissioners provided direction to proceed.
- 11:15 A.M. Executive Session – RCW 42.30.110. (1) (b) – Real Estate  
Commissioners Ring Erickson and Sheldon met in Executive Session from 11:15 a.m. to 11:35 a.m. for a real estate matter.

Tuesday, September 20, 2011

- 8:30 A.M. Executive Session – RCW 42.30.110 (1) (i) Litigation  
Commissioners Ring Erickson and Sheldon met in Executive Session from 8:35 a.m. to 8:55 a.m. with Mike Dorcy, Prosecutor; Tim Whitehead, Chief Deputy Prosecuting Attorney; Karen Jackson, Human Resources Director and Dawn Twiddy, Risk Manager to discuss litigation.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

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Lynda Ring Erickson  
Chair

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Tim Sheldon  
Commissioner

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District No. 3  
Commissioner