

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of January 14, 2013

According to staff notes, the following items were discussed.

Monday, January 14, 2013

8:30 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion
Commissioners Neatherlin, Sheldon and Jeffreys met in Closed Session with Bill Kenny and Bonnie Cap, Human Resources, from 8:30 a.m. to 8:55 a.m. for a labor discussion.

9:00 A.M. Central Operations - Diane Zoren
Risk Management - Dawn Twiddy
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following items were reviewed:

- Hood Canal Coordinating Council Special Meeting of Board of Directors, Wednesday, January 16, 1 p.m. to 4 p.m. @ Alderbrook Resort
- Monday, January 21 is a holiday and no regular briefings scheduled next week.
- Meeting procedures - Diane presented the Board a draft copy of Rules of the Board to amend County Code Chpt. 2.88. The Commissioners approved placing it on an agenda for adoption.
- Briefing Matrix – Diane presented the Board with a revised briefing matrix that includes additional briefing time on Monday afternoons and allows for general Commissioner discussion at the end of the morning session and again at the end of the afternoon session.
- Process for letters of support. The Board would like requests for letters of support to go on an Action Agenda.
- January 29 meeting in Belfair. Agenda items were discussed. Cmmr. Jeffreys brought up the culvert at No Name Creek in the SR3 widening project. Diane will contact WSDOT to see if staff is available and also ask for staff from Fish & Wildlife. Diane will also ask North Mason School District if they would like to speak about their capital bond issue.
- LTAC is recommending a \$4,000 award for Traveler Days. The Board asked this be placed on an Action Agenda.
- Dawn Twiddy will provide copies of the TRAIN contract to the Commissioners.

Commissioner Sheldon left to attend the legislature.

9:30 A.M. Department of Community Development – Barbara Adkins
Commissioners Neatherlin and Jeffreys were in attendance. Cmmr. Sheldon was absent.
The following items were reviewed:

- Joint meeting with Belfair Subarea Advisory Committee: John Gunter, Chair of the Belfair Subarea Committee, has requested that this Committee meet with the County Commissioners to discuss the future of the group and provide guidance as to its overall mission. Mr. Gunter has asked to set the meeting for late January or early February. Commissioner Neatherlin questioned staff of the term limits (March 2013 or March 2014) of the Committee to first determine whether or not such a meeting would be needed. That information will be provided to the Commissioners and brought back for discussion on January 28, 2013.
- Medical Cannabis: Commissioners were provided with copies of the previously proposed code amendments regulating collective gardens. With some discussion, the Board decided to postpone the discussion to a later date wherein more time can be set aside, and additional information can be reviewed. A briefing has been scheduled for January 28 at 1:30 p.m. for a more comprehensive discussion. Copies of the proposed amendments and meeting minutes will be provided to Commissioners prior to that date.
- Shoreline Master Program: LaJane Schopfer briefed the Commissioners on the status of the Shoreline Master Program and upcoming dates of importance. She also asked to read a New Release into the record at January 15 regular Board Meeting to publicize upcoming events and

opportunities. Commissioners has no specific questions or comments, and asked that the January 15 meeting agenda be amended to official reflect the presentation of the news release.

- Puget Sound Marine Nearshore Protection and Restoration Grant: In light of two new Commissioners, staff provided an overview of the grant and deliverables. A spreadsheet of shoreline violations over the past few years was created by Jeremy Hammar and gives some perspective on development patterns. Commissioner Jeffreys received this information in December, and Jeremy will provide it to Commissioner Neatherlin as soon as possible. Updates will be provided to Board quarterly, or more frequent if necessary

- 9:45 A.M. Law Library – Tim Whitehead, Chief Deputy Prosecuting Attorney
Commissioners Neatherlin and Jeffreys were in attendance. Cmmr. Sheldon was absent.
The following items were reviewed:
- WestlawNext agreement for patron access. This would provide online wireless service for the law library. The agreement will be placed on the Action Agenda.
- 10:00 A.M. BREAK
- 10:15 A.M. Public Works/Central Operations - Brian Matthews & Diane Zoren
Commissioners Neatherlin and Jeffreys were in attendance. Cmmr. Sheldon was absent.
The following items were reviewed:
- An Emergency Closure Policy was reviewed so in the event of inclement weather there is a process to close county offices. It will be placed on an Action Agenda for adoption.
- 10:30 A.M. Public Works - Brian Matthews & Melissa McFadden
Commissioners Neatherlin and Jeffreys were in attendance. Cmmr. Sheldon was absent.
The following items were reviewed:
- Set Hearing to change the name of a portion of the old “Grapeview Loop Road” to “Cormorant Place” (County Road No. 29990). This road accesses onto the new “Grapeview Loop Road” at M.P. 2.342. Requesting hearing be set for February 12, 2013.
 - Request the Chair be authorized to execute the annual 2013 State of Washington Road Levy Certification to County Road Administration Board (CRAB).
 - Authorization to advertise, interview and hire Engineering and Construction Manager. Cmmr. Neatherlin requested this be brought back for discussion on January 28.
 - Authorization for the Chair to sign the Local Agency Federal Aid Project Prospectus forms for County Road Projects 1954 (Lynch Road/Arcadia Road), 1955 (Matlock Brady Road/Schafer Park Road) and CRP 1956 (Pickering Road/Harstine Bridge Road) Intersection Safety projects and authorize the Chair to sign all other pertinent documents for these projects.
 - Request approval to use the County MRSC Consultant Roster to select On-Call Consultants for Structural, Geotechnical, Hydraulic, Archaeological and Cultural Resource services for 2013-2014. There was discussion of the process. Cmmr. Neatherlin wants to be certain local contractors have the opportunity to bid on county work.
 - WSAC dues. Melissa McFadden stated she has researched if road dollars can be used to pay for the general WSAC dues and she is recommending this not be done. Historically, Current Expense has paid for WSAC dues from Non-Departmental. Although the dues were not budgeted that way for 2013, the Board agreed to pay the dues from Current. Expense. It was noted that Public Works does pay for the road portion of WSAC dues from the Road Fund.
 - 2013 TIP-CAP Committee
 - Hood Canal Salmon Enhancement Group – Stormwater Grant was reviewed. The total estimated eligible project cost is \$333,000 with a 25% match or \$83,250. The match is proposed to be met through in-kind activities and educational signage provided by several collaborators, including Mason county.
 - There was no Utilities & Waste Management business.

- 11:00 A.M. WSU Extension Office - Bob Simmons
Commissioners Neatherlin and Jeffreys were in attendance. Cmmr. Sheldon was absent.
The following items were reviewed:
- Discussed signing the 2013 MOU Appendix A form related to the MOU agreement between WSU and Mason County.
Bob described appendix A as giving authority to the Memorandum of Understanding between Mason County and WSU to provide funding to WSU for the programs is provides in Mason County for 2013. It was explained that much of the (\$107,400) in funding on the appendix are funds that are passed through the county that originate grants or contracts (\$65,600), but that \$41,800 does come from the general fund which supports a small portion of faculty and staff time. Commissioner Neatherlin asked how much WSU contributes and Bob responded with the approximate figure of \$250,000, with additional funds coming from other grants through WSU. Bob mentioned that the overall budget for the office is approximately \$800,000 with grants, county support and WSU support added together. Cmmr. Neatherlin asked that the item be placed on the Action Agenda for the January 22nd County Commission meeting.
Bob queried the Commissioners on their interest in having a Mason County Agriculture Advisory Committee established. Commissioner Neatherlin asked what the purpose of the Committee would be. Bob responded that the committee would work toward improving their ability to profitably farm in Mason County. They may look at any existing regulatory impediments, marketing strategies and events, educational needs, and infrastructure needs. Both Commissioner Jeffreys and Neatherlin agreed that the purposes of this advisory committee may be better served if it were not an official county advisory committee, but a less formal community-based committee that the commission would be very open to take input and suggestions from. This would also diminish the burden to the county, as well as increase the flexibility of the group. Both Commissioner Jeffreys and Neatherlin mentioned that they are very interested in ensuring that agricultural operations in Mason County are successful.
Bob also queried the Commission on whether or not they would like WSU Mason County Extension to have a regular weekly briefing time or just have briefings on an as-needed basis. Commissioner Jeffries said on an as-needed basis is likely most appropriate and Commissioner Neatherlin concurred (as did Bob).
- 11:15 A.M. Public Health & Human Services – Vicki Kirkpatrick
Commissioners Neatherlin and Jeffreys were in attendance. Cmmr. Sheldon was absent.
The following items were reviewed:
- Staff briefed the Commissioners about a solid waste complaint on property in Belfair. The complainant is concerned that the County is not doing enough to resolve the issue. Staff explained what the health and human services department is doing in response to the complaint. Staff also indicated that a referral was made to the Department of Community Development regarding the building structure. Staff also has contacted the Sheriff's office to try to clear up apparent confusion about what authority the health department does and does not have relative to complaints to avoid citizens being inappropriately told that we can do things that we cannot do.
 - Staff shared with the Commissioners that information regarding Medicaid Expansion under the Affordable Care Act appears to allow for Medicaid to cover the cost of hospitalizations for jail inmates. The Deputy Director of the Health Care Authority confirmed that was their understanding at a meeting last week. He will do some further information gathering around this and bring back additional information at a future meeting. He did indicate that he does not believe Medicaid will cover health care costs inside the jail, but would cover hospital costs if the State opts into Medicaid expansion.
 - Commissioners and staff briefly discussed customer service related to the On Site Sewage Program. Discussions will continue.

- 11:30 A.M. Auditor's Office – Theresia Ehrich
Commissioners Neatherlin and Jeffreys were in attendance. Cmmr. Sheldon was absent.
The following items were reviewed:
- Presented the Commissioners a bound copy of the County's 2011 Annual Report. Electronic copies are sent to all required entities when accomplished in May and placed on County's website. SAO completed Financial audit in August and report is on their website. They are still working on the 2011 Accountability Audit and exit conference still to be scheduled.
 - Distributed December Monthly Comparisons & December Revenue Comparisons. Discussed revenue streams and projections for Current Expense. We have been maintaining and receiving \$25 million for past six years and budgeted \$24.2 for 2013. However Current Expense expenditures have increased \$2 million over last two years. We still have one more week of 13th month expenditures for 2012. In the past three years, an average of \$400,000 has been spent in CE 13th month. Theresia estimated \$520,000 for 2012 so far.
 - Distributed January Cash flow for Current Expense, Public Health, and County Roads.
 - Distributed cash flow reports as of 12/31/12 for REET 1 Fund, REET 2 Fund, and Sales & Use Tax Fund.
- 11:45 A.M. Commissioner Discussion - as needed
No discussion took place.
- NOON Break
- 1:30 P.M. Treasurer's Office – Lisa Frazier
Commissioners Neatherlin and Jeffreys were in attendance. Cmmr. Sheldon was absent.
The following items were reviewed:
- Treasurer Lisa Frazier reviewed the cancellation of warrants and refunds that are due back to taxpayers. The items will be placed on the Action Agenda.
 - Revenue projections were discussed. Cmmr. Jeffreys would like to schedule an extended briefing to discuss the projection process. Ms. Frazier noted that the Current Expense levy can be increased by 1% and is a Board decision.
- 1:45 P.M. Parks & Trails Department – John Keates
Commissioners Neatherlin and Jeffreys were in attendance. Cmmr. Sheldon was absent.
The following items were reviewed:
- Discussed needed upgrades for the jail. There are grant funds that the can be pursued for part of the cost. The upgrades include a new roof; work on the HVAC system and a complete overhaul of the mechanical system. How to finance the project was discussed.
- 2:00 P.M. Utilities & Waste Management - Brian Matthews & Tom Moore
Commissioners Neatherlin and Jeffreys were in attendance. Cmmr. Sheldon was absent.
The following items were reviewed:
- Belfair Water Reclamation Facility project status and rate projections were discussed at length.
 - The goal is to keep the sewer rates at \$96 a month per ERU through 2017. Rate projections have been prepared and have been refined as estimated costs are updated with actual costs. Staff is projecting a significant rate increase in 2018 due to the limited number of connections to date; the actual project costs, commitments made to the system users regarding the initial sewage utility rates and projected slow future growth as a result of the economic downturn.
 - Spreadsheets showing the rate analysis and future funding needs were presented to the Commissioners.
 - Conclusion was that staff will continue to discuss possible funding options regarding a Utility Local Improvement District (ULID) or comprehensive sewer operations program.

Mason County Commissioners Briefing Meeting Minutes
January 14, 2013

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

Randy Neatherlin
Chair

Tim Sheldon
Commissioner

Terri Jeffreys
Commissioner