

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of April 1, 2013

According to staff notes, the following items were discussed.

Monday, April 1, 2013

- 9:00 A.M. Closed Session – RCW 42.30.140 (4) – Labor Discussion
Commissioners Neatherlin and Jeffreys met with Bill Kenny and Bonnie Cap in Closed Session from 9:12 a.m. to 9:49 a.m. for a labor discussion. Commissioner Sheldon was absent.
- 9:30 A.M. Human Resources – Bill Kenny/Bonnie Cap
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent. The following items were reviewed:
- Bill discussed the proposed relocation of the Human Resources Department from Building I to Building 9. Confidentiality and the need for increased office space and a larger meeting room are the current issues that can be resolved by moving. However there's maintenance and repair needed including roof repair, carpet replacement, and painting to Building 9 (all of which should be done regardless of the proposed relocation). The HR professional services budget line could possibly contribute to the costs of needed improvements up to approximately \$5,000 and still keep a balance that may be needed for future legal consulting services. Bill advised that he did not wish to speak for Facilities Director John Keates, however, there would also need to be some consideration of the best location for the Facilities Staff, as they currently occupy part of Building 9. Bill noted that they were previously in the church Rectory building and this may serve as potential relocation for the facilities maintenance staff. It was also noted that the Rectory will need some work in order to be maintained and be useable. Cmmr. Neatherlin mentioned that the Commissioners would confer but that he has heard confidentiality concerns with the current location and knows that he can overhear HR activities (himself as well as visitors) at the current location.
 - Cmmr. Jeffreys discussed the Civil Service issues. A new commissioner needs to be appointed and only two applicants have been received. Bill suggested filling the vacancy now and the Board can consider increasing the Civil Service Board from three to five commissioners. It was also noted that the demographics of the Sheriff's Office staff are changing considerably at this time due to retirements and other vacancies, so the Civil Service Commission will see a marked increase in the number of eligibility lists and vacancies. The current Civil Service budget is insufficient to cover the costs of the increased examinations.
- 10:00 A.M. BREAK
- 10:15 A.M. Public Works - Brian Matthews & Melissa McFadden
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent. The following items were reviewed:
- Request authorization for the Chair to sign all pertinent documents for the 2013 Manufacturing and Stockpiling of Chipseal Aggregate and for Public Works to re-advertise, set bid opening date/time and award contract.
 - Richardson Road
 - Bridge Report was reviewed.
 - Oversize /Overweight Load Permits. An extended briefing will be scheduled.
- 10:30 A.M. Utilities & Waste Management - Brian Matthews & Tom Moore
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent. The following items were reviewed:
- Request authorization to purchase a replacement grapple for the crane equipment at the Shelton Transfer Station as a sole source purchase.
 - Reminder of April 8, 2013 afternoon briefing at 2:30pm on Belfair Sewer Rates.

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- Expand hours of operation at the Household Hazardous Waste Collection Facility.

10:45 A.M. Department of Community Development – Barbara Adkins
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
The following items were reviewed:

- Shelton Urban Growth Area Expansion – Apprise Commissioners of pending request and action by the City of Shelton to consider an expansion of the Shelton UGA. An MOU is to be drafted for consideration by both jurisdictions to outline strategy, participation and funding. No specific comments or questions at this time.
- Collective Gardens – Public hearing to reconsider amendments to Title 17 for the regulation of collective gardens scheduled for April 2. Commissioners are prepared and no additional requests or inquiries prior to the hearing were made.
- Staffing – Requested the Commission consider allowing a soon to be vacated position to be reclassified from a Clerical III to a Permit Technician I. Commissioners delayed this discussion until Budget Review on April 10.
- Permit Reports – Tidemark reports reflecting permit activity provided to Commissioner Jeffreys. Discussion regarding information available and Commissioner access to Tidemark system.

11:00 A.M. Facilities, Parks & Trails – John Keates
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
The following items were reviewed:

- Displayed some pictures of county owned surplus property that is in need of site clean-up. The issues range from a former junk yard, to a burned mobile home to general garbage, waste and old tires. Keates requested permission to use the small works roster to solicit bids to clean up each of these properties; there are five trouble properties that are known at this time. Commissioners granted permission to proceed.
- Gave an overview of the former church rectory on the old Catholic Church lot. Keates asked if the Commissioners were okay with Facilities Maintenance moving back into the rectory. Keates told the Board that there is interest of a church group to use the rectory as a youth shelter, but there are many hoops yet to go through relative to that process. Human Resources also has an interest in moving into Building 9, which would displace the Facilities Maintenance. Keates will also develop a price or cost estimate to renovate Building 9 for Human Resources. Cost estimates for HR going to Building 9 and Facilities to the Rectory will be developed and brought back to the Commission.

11:15 A.M. Commissioner Discussion – there was no discussion.

BREAK – NOON

1:30 P.M. Commissioner Discussion
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
The following topics were reviewed:

- Public hearing on collective gardens.
- Civil Service – for now fill 3rd Commission position and consider expanding board to five members. Schedule a briefing with Commission and Hearings Examiner regarding their budget. Does Chief Examiner position need to be advertised?
- Relocation of Human Resources was discussed.
- Collecting additional property tax from forestry land re-designated to rural lands.
- HCCC Integrated Watershed Plan was discussed.
- ADO reauthorization.
- Engineer of the Year nomination.

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Tuesday, April 2, 2013

- 8:00 A.M. Executive Session – RCW 42.30.110 (1) (i) - Litigation
- Commissioners Neatherlin and Jeffreys met with Brian Matthews, Tom Moore, Dawn Twiddy, and Dan Lossing in Executive Session for a legal matter from 8:00 a.m. to 8:43 a.m. Commissioners Neatherlin and Jeffreys then met by themselves from 8:45 a.m. to 8:50 a.m. and then the group rejoined them until the session ended at 8:57 a.m.

Wednesday, April 3, 2013

1:00 P.M. 2013 Budget Review – Commissioners' Budgets
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent. Diane Zoren and Dawn Twiddy reviewed the 2013 Commissioners, Central Operations and Non-Departmental budgets with the Commissioners. Cmmr. Neatherlin brought up the possibility of implementing a program to reward employees for not double insuring themselves for medical coverage, if they have the opportunity. Then the question was raised if the County can forgive county liens on tax title property that is sold – Dawn will pose the question to the prosecuting attorney's office. Dawn will also research the options for higher deductibles with the Risk Pool and the impact to the premium. Cmmr. Neatherlin made it clear he is looking for any and all budget savings.

2:30 P.M. District Court – Judge Meadows/Patsy Robinson
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent. Judge Meadows indicated they were there to not only review their 2013 budget but to make a request for a \$98,000 budget supplement. Cmmr. Neatherlin stated the briefing is to only review the budget and another briefing will have to be scheduled to consider the budget supplement request.
Patsy Robinson then reviewed their 2013 budget.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

Randy Neatherlin
Chair

Tim Sheldon
Commissioner

Terri Jeffreys
Commissioner