

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of April 8, 2013

According to staff notes, the following items were discussed.

Monday, April 8, 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 from 8:30 a.m. to 8:55 a.m. for a labor discussion.

9:00 A.M. Auditor's Office – Theresia Ehrich
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following items were reviewed:

- Distributed March cash flow recap for Current Expense, Public Health, and Roads Fund. Road Fund received \$2 million loan from ER&R in February 2013 which is reflected in both funds for the 3/31/13 cash on hand.
- Distributed March 5 year monthly recap, two- year Current Expense fund revenue recap, 5 year revenue comparison, and two- year Current Expense fund expenditure recap.
- Leave fund has \$46,519 on hand as of 3/31/13 with several employees considering retirement with about \$200,000 in pay outs. Even though they may take monthly payments, we need to reserve fund balance for these.
- Distributed March Sales & Use Tax, REET 1 Fund, REET 2 Fund recaps. Sales tax and REET taxes are down 8% from 2012 through March of each year.

9:15 A.M. Central Operations - Diane Zoren
Risk Management - Dawn Twiddy
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following items were reviewed:

- Open Public Meetings Act/Public Records training on Thursday, May 16, 10 a.m. to 3 p.m. at Public Works training room. Attorney General's office is trainer and is free. This will be offered to all departments, advisory boards and outside entities.
- Posting hearings and special briefings to Commissioner calendars.
- Bob Simmons, WSU Extension, is asking if he and Rich Koenig, new Director for WSU Extension can stop by for a quick hello on April 24 (2013 budget reviews starting at 9 a.m.)
- Civil Service vacancy. It was agreed to wait until next week because at least one more application is expected and then schedule interviews with all applicants. Diane will provide interview questions.
- KMAS Program schedule was reviewed. Diane will circulate to elected officials and they can schedule time directly with Jerry at KMAS.
- News release for Housing Authority – issued one in September and no applicants. A member has indicated she would like to step down. Diane asked if this could be added to the April 16 agenda.
- Lodging Tax Advisory Board member terms expires in June. A news release will be issued.
- Department of Health will introduce themselves at a briefing on April 29.
- Diane is still scheduling 2013 budget review workshops and will need to use some Tuesday afternoons.

9:45 A.M. Economic Development Council – Matt Matayoshi
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following items were reviewed:

- Matt talked to the Board about the EDC being designated as the county's Associate Development Organization (ADO) with Department of Commerce. Cmmr. Neatherlin brought up the importance of soliciting for new businesses.

10:00 A.M. BREAK

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- 10:15 A.M. Public Works - Brian Matthews & Melissa McFadden
Commissioners Neatherlin and Jeffreys were in attendance. Cmmr. Sheldon was absent.
The following items were reviewed:
- FYI - Spring application of herbicides for vegetation control along county roads on or after May 1, 2013.
 - Set a hearing with the Hearings Examiner for Road Vacation 384 to vacate an old portion of Island View Road. Hearing to be held on May 14, 2013.
 - Request the Board execute the "Notification of Final Cost" of County Road Construction completed in 2012 that was performed by county force.
- Utilities & Waste Management - Brian Matthews & Tom Moore
- News Release - Expanding Hours of Operation at the Household Hazardous Waste Collection Facility
 - Request the Board sign Amendment No. 4 to loan Agreement L1000026 /L10S0026 and Amendment 2 to Loan Agreement L11000013/L11S0013 for Belfair Treatment Plant for finalizing the Loan with Department of Ecology.
 - Request authorization to purchase a replacement grapple for the crane equipment at the Shelton Transfer Station as a sole source purchase.
 - Belfair Water Treatment Facility
 - Coordinated Prevention Grant (CPG) Grant
- 10:45 A.M. Department of Community Development – Barbara Adkins
Commissioners Neatherlin and Jeffreys were in attendance. Cmmr. Sheldon was absent.
The following items were reviewed:
- Preparation for afternoon briefing – Discussion of topics for the afternoon briefing regarding status of Shoreline Master Program update; and guidance document prepared for introduction at the next Planning Commission SMP Workshop.
 - Shelton UGA Expansion – Matt Matayoshi of the EDC discussed pending proposal for seeking to expand the Shelton Urban Growth Area. Commissioner comments and questions included: performing the update "in-house" versus out sourcing it; financial analysis for the project; elements of the proposal in need of expert assistance; and review of similar process by the City of Centralia.
- 11:00 A.M. Public Health & Human Services – Vicki Kirkpatrick
Commissioners Neatherlin and Jeffreys were in attendance. Cmmr. Sheldon was absent.
The following items were reviewed:
- Discussion about medical marijuana and edible products. Commissioner Neatherlin expressed concern that the health department would not be inspecting the medical marijuana cooperatives which might be providing medical marijuana in an edible form. Staff explained that the cooperatives are not open to the public and they are not supposed to "sell" products. Baked goods are a low hazard food and the health department does not inspect bake sales, etc. for that reason. Additionally, marijuana is not an approved food ingredient. Approval of food ingredients is the purview of the FDA and the Department of Agriculture. Health Departments cannot attest to the safety of the ingredient even if safe food handling practices are followed. Commissioner Neatherlin asked that staff survey Kitsap and Thurston Counties to see how they are handling medical marijuana.
 - Commissioners were given official copies of the 2013 National County Health Rankings for Washington. Staff did not have the right number of copies of the official document so an additional official copy will be forwarded to the Commissioners so they each have a copy.
 - Commissioner Neatherlin reminded staff that he would like to see written information about our permit policies and procedures in the context of maximizing customer service.
- 11:30 A.M. Commissioner Discussion – there was no discussion.

BREAK – NOON

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- 1:30 P.M. Department of Community Development
Shoreline Master Plan Update
Commissioners Neatherlin and Jeffreys were in attendance along with Planning Advisory Commission (PAC) Members: Jim Sims, Kristi Buck and Vicki Wilson; Staff: Barbara Adkins, Rebecca Hersha and Mindi Brock; and members of the public as reflected in the official recording. Cmmr. Sheldon was absent.
- Shoreline Master Program Update – PAC Chair Sims discussed the progress of the update review and extension of the original deadlines. The PAC is slowing down their review to incorporate comparatives of other jurisdictions, and to better explore state mandates versus agency recommendations. PAC is striving to not only consider what is appropriate for Mason County, but also the implications of effective implementation by the staff. The PAC's schedule over the coming year includes semi-monthly workshops and public hearings in November or December. It is the PAC's intent to bring forth amendments to the Shoreline Master Program along with coordinated edits to the Resource Ordinance where the regulations dove-tail the review process. Amendments to both of these documents will be crucial in the County's future efforts to create symbiosis between development and protection. Commissioner comments and questions included: whether or not the drafts produced by the technical and citizen groups were overhauled; what is the actual need for such a substantial update to the current SMP; where the comments submitted by the Ports included; and the distinction between critical habitat and critical areas.
- 2:30 P.M. Belfair Sewer Rate Update – Brian Matthews/Tom Moore
Commissioners Neatherlin and Jeffreys were in attendance. Cmmr. Sheldon was absent.
- Brian Matthews, Tom Moore and John Cunningham met with the Commissioners for an in-depth discussion of the financial status of the Belfair Sewer. There is a \$2 million principal payment due this year on a bond and the system is not generating the revenue that was originally anticipated.
- 3:30 P.M. Commissioner Discussion – there was no discussion.

Wednesday, April 10, 2013

- 9:00 A.M. 2013 Budget Review – Department of Community Development
Commissioners Neatherlin and Jeffreys were in attendance. Cmmr. Sheldon was absent. Barbara Adkins and Kathy Chaussee presented the 2013 financial information for Community Development.
- 1:00 P.M. 2013 Budget Review – WSU Extension Office
Commissioners Neatherlin and Jeffreys were in attendance. Cmmr. Sheldon was absent. Bob Simmons and Lisa DeWall presented the 2013 financial information for the WSU Extension office.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

Randy Neatherlin
Chair

Tim Sheldon
Commissioner

Terri Jeffreys
Commissioner