

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of April 22, 2013

According to staff notes, the following items were discussed.

Monday, April 22, 2013

9:00 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion
Commissioners Neatherlin and Jeffreys met with Bill Kenny in Closed Session from 9:00 a.m. to 9:35 a.m. for a labor discussion. Commissioner Sheldon was absent.

9:30 A.M. Central Operations - Diane Zoren
Risk Management - Dawn Twiddy
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
The following items were reviewed:

- Dean Byrd's retirement is April 26, 4 to 7 p.m. Commissioner Jeffreys will attend.
- Civil Service interview questions are enclosed and the interviews start at 1:30 p.m. Bill Kenny will also attend.
- April 30 Belfair meeting agenda was reviewed.
- Employee Service awards are tentatively scheduled on Wednesday, July 17, at 2 p.m.
- 2013 budget supplement request for Human Resources.
- HR Supplemental Appropriation – On November 10, 2012 the Commissioners approved an adjustment of the salary range for the Human Resources Director job classification from Range 39 to Range 43 on the Non-Union Salary Alignment table. This was found to be necessary when a comparable was done with other counties and the difficulties in attracting qualified applicants for the vacant position. The position was filled on January 2, 2013 requiring a supplemental appropriation to accurately reflect the wages & benefits negotiated within Range 43. The amount requested is \$12,059.
- Commissioners Neatherlin and Jeffreys need to take the National Incident Management Systems (NIMS) 100 & 700 Training. NIMS – The Commissioners passed a Resolution in 2005 stating that the County will be NIMS compliant by all staff taking ICS 100, 200 & 700 courses. It is a federal/state requirement that the County must certify they are in compliance to receive emergency management funds. The two online courses that you both need to take can be found at <http://www.training.fema.gov/IS/NIMS.aspx>

9:50 A.M. Executive Session – RCW 42.30.110 (1) (i) Potential Litigation
Commissioners Neatherlin and Jeffreys met with Tim Whitehead, Barbara Adkins from 9:55 a.m. to 10:30 a.m. in Executive Session for potential litigation. Dawn Twiddy, Risk Manager, was also in attendance. Commissioner Sheldon was absent.

10:00 A.M. BREAK

10:15 A.M. Public Works - Brian Matthews & Melissa McFadden
Utilities & Waste Management - Brian Matthews & Tom Moore
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
The following items were reviewed:

- Request the Board reject the bids for the 2013 Emulsified Asphalt from the April 12, 2013 bid opening and authorize Public Works to re-advertise.
- Follow-up on Over-weight/Over-width permits.
- Surface Transportation Program (STP) Funding Application Process.
- Belfair Sewer Advisory applicants.
- Official decline letter for the Get Connected Two Grant/Loan.

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- 10:45 A.M. Public Health & Human Services – Vicki Kirkpatrick
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent. The following items were reviewed:
- Debbie Riley provided information about how Kitsap County and Thurston County health departments were planning to address medical marijuana/collective gardens. The two health departments are not planning to inspect any baked goods or anything edible that contains medicinal marijuana. They are not sold to the general public plus they are considered medicine and local public health has no authority over medicine. Nor is marijuana an approved (by the FDA or the Department of Agriculture) food ingredient.
 - Debbie Riley updated the Commissioners on the report from the Department of Health which identified the commercial shellfish growing areas which are threatened or of concern. Mason County has two areas of concern and two areas that are threatened. They are areas that historically have had water quality issues over time and they are areas we pay close attention to.
- 11:00 A.M. District Court – Judge Meadows/Patsy Robinson
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent. The following items were reviewed:
- Request for a supplemental to the 2013 District Court budget in the amount of \$98,521 due to a dramatic increase in the jury trials. As of March 31st, 30 jury trials have been held and there were a total of 64 jury trials in 2012. The Commissioners requested additional information and stated they would like to wait until later this year to see the status of their budget before taking any action.
- 11:15 A.M. Public Defense Administrator – Susan Sergiojan
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent. The following items were reviewed:
- Request for an additional contract attorney for indigent defense. Susan believes it would be more cost effective than paying for off-contract attorneys. There was a discussion of the number of court cases and the contract payment terms. There is a flat rate and additional fees are paid if motions are made and a per day fee if the case goes to trial. There was discussion of how other counties pay for their indigent defense attorneys. Susan will provide contracts from other counties for the Board's review and she will schedule another briefing in two weeks.
- 11:45 A.M. Commissioner Discussion – there was no discussion.

BREAK – NOON

- 1:30 P.M. Civil Service Commission Interview- Philip Grabicki
Commissioners Neatherlin and Jeffreys and Bill Kenny, Human Resources Director, interviewed the three applicants for the vacant position on the Civil Service Commission. The applicants are Philip Grabicki, Joene Lott and Brian Kelly. There interviews were scheduled from 1:30 p.m. to 2:30 p.m. The Board will have further discussion about who to select for the position. Cmmr. Sheldon was absent.
- 3:00 P.M. Commissioner Discussion – as needed
Commissioner Neatherlin and Jeffreys reviewed the following items. Cmmr. Sheldon was absent.
- Belfair sewer financing - debrief of briefing with Ecology - action items: Would really like to have a briefing with Cmmr. Sheldon on this topic and will ask Diane to schedule a briefing that is mutually convenient for all.
 - Commercial zoning in Rural Areas.
 - Surface Transportation Program (STP) grant application proposals.
 - John Malik joined the meeting at approximately 4:10pm requesting the Commissioner's reinstate his eligibility for Veteran's Services funds. Commissioner Neatherlin asked him to have his Veterans Affairs liaison contact him to discuss the request. Commissioners discussed a simplified process for reviewing these types of requests.

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Wednesday, April 24, 2013

10:00 A.M. 2013 Budget Review – Facilities/Parks & Trails – John Keates
Commissioners Neatherlin and Jeffreys met with John Keates and Parks/Facilities staff to review the 2013 budget for Facilities and Parks and Trails.

11:30 A.M. WSU Extension Introduction – Bob Simmons/Rich Koenig
Commissioner Neatherlin and Jeffreys were introduced to Rich Koenig, the new Director for WSU Extension. Bob Simmons was also in attendance. The Extension programs were discussed and the Board brought up the potential role the Extension office could play in economic activities.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

Randy Neatherlin
Chair

Tim Sheldon
Commissioner

Terri Jeffreys
Commissioner