

## BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of June 24, 2013

According to staff notes, the following items were discussed.

Monday, June 24, 2013

- 9:00 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 from 9:05 a.m. to 9:43 a.m. for a labor discussion.
- 9:30 A.M. Central Operations - Diane Zoren  
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.  
The following items were reviewed:
- Request to fill vacated clerical position. Diane provided job duties of staff and the Board approved filling the position.
  - Board of Equalization appointment. The Board asked this be held for now, they would like to see if additional people apply.
  - PUD privilege tax has been received and Diane will amend the June 25 agenda so the resolution for disbursement can be adopted.
  - Need to set budget hearing to transfer additional money into Accrued Leave Fund due to additional retirements that were unknown when the previous hearing was set. Diane asked if there are other amendments that should be included and the Board said not at this time.
  - Bruce Bennett's retirement - Friday, June 28, 3 p.m., Colonial House. Cmmr. Jeffreys will attend.
  - Diane will schedule a bomb threat debriefing.
- 9:45 A.M. Public Health & Human Services – Vicki Kirkpatrick  
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.  
The following items were reviewed:
- Staff presented a contract from the Health Care Authority (HCA) for the Access to Baby and Children Dentistry (ABCD) program. This is an ongoing grant that local health jurisdictions have had for many years. The health department just received the contract last week and the HCA has asked that it be signed and returned before July 1. Commissioners gave permission for the contract to be considered on the June 25, 2013 Board Agenda.
  - Staff discussed with the Commissioners the information received from State Agencies with whom we have contracts regarding contingency planning in case the State does not have a budget on July 1. In the very unlikely event that this should occur, due to the plan for state agencies to suspend contracts until such time as a budget is in place, the health and human services department must also do contingency planning since funding would cease and the state agencies will not guarantee that once a budget is in place we would be able to bill for work from July 1, 2013. Additionally, we have begun to receive suspension amendments to contracts which must be returned prior to July 1. Commissioners gave staff permission to sign the suspension agreements since the earliest Board of County Commissioners meeting they could go to the Commissioners is July 2<sup>nd</sup> which is too late to avoid some contract terminations. We anticipate receiving these documents over the course of this week.
  - Staff and the Executive Director of the Mason County Shelter brought the contract for Housing funds from the 2163 fund to support the construction of the Shelter and eight low-income apartments back to the Commissioners for consideration. Questions from the

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previous briefing were addressed and additional questions were asked and addressed at this briefing as well. Commissioners agreed that the contract go forward on the Action Agenda for July 2, 2013. Staff will provide the Commissioners with the current balance of funds from the recording fees for housing and homelessness after all contracts are paid.

10:00 A.M. BREAK

10:15 A.M. Public Works - Brian Matthews & Melissa McFadden  
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.  
The following items were reviewed:

- Quit claim deed between Mason County and WSDOT for the State to acquire right of way needed for their SR 3 Belfair area improvements project that complies with the terms and conditions of the Turnback Agreement No. TB3-0149.
- Set hearing for Private Line Occupancy Permit for Richard and Jeanette McCallum for a sewer line at 311 NE Landon Drive in Belfair, Washington. Hearing date request for August 6, 2013 at 9:30am.
- Cove Drive gate
- Transportation Alternatives

10:30 A.M. Utilities & Waste Management - Brian Matthews & Tom Moore  
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.  
The following items were reviewed:

- News Release: Belfair Sewer Advisory Committee

~~10:45 A.M. Public Defense Administrator Susan Sergiojan rescheduled  
Superior Court Contract Attorney~~

11:00 A.M. Department of Community Development – Barbara Adkins  
Joint Land Use Study with Department of Navy – Lynn Wall  
Attendance: Commissioners Jeffreys, Sheldon and Neatherlin; Staff: Barbara Adkins;  
Guests: Lynn Wall, Community Planning Liaison Officer for Naval Base Kitsap; and  
members of the public as reflected in the official recording.

- Joint Land Use Study – Briefing by Ms. Wall regarding a Joint Land Use Study (JLUS) to promote compatible use and future military sustainment. The Office of Economic Adjustment is providing grant funding assistance to local jurisdictions to participate in the preparation of the JLUS and implement the recommendations. Mason County has the option of being included in the grant application, along with several other eligible jurisdictions including Kitsap County, Jefferson County, Port Orchard, Bremerton, Poulsbo, and Port Townsend. Kitsap County will be the grant administrator and each participating government will provide a 10% match proportional to their funding received. Commissioners will consider the proposal together with any additional information available. The grant application must be complete by the end of July.

Cmmr. Sheldon left to attend the legislature.

11:30 A.M. Commissioner Discussion  
Commissioners Neatherlin and Jeffreys discussed the following items:

- Hood Canal Coordinating Council's In Lieu Fee Mitigation Program grant.
- MUNIS implementation.
- HCCC salmon restoration funding.
- Potential 2013 budget shortfalls.

BREAK – NOON

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~~1:30 P.M. ——— Public Works — Brian Matthews/Melissa McFadden  
————— Transportation Alternatives canceled~~

~~2:30 P.M. ——— Commissioner Discussion — as needed — canceled~~

Tuesday, June 25, 2013

- Noon Briefing with Hearing Examiner – Phil Olbrechts  
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
- Discussion of the role of the Hearing Examiner, special use permits, rezones, Comprehensive Plan amendments and code enforcement.
- 1:00 P.M. Department of Community Development – Barbara Adkins  
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.  
The following items were reviewed:
- Hearing Examiner – Follow up with staff on meeting with the Mason County Hearing Examiner, Phil Olbrecht. Mr. Olbrecht gave some recommendations to Commissioners Neatherlin and Jeffreys on how the hearing process could be improved. It was suggested that more information be obtained in the application process, including site plans showing building location, setbacks, and buffers. Also, the on-line version of the Mason County Code, specifically noted Title 16, does not reflect and/or contradict the most currently adopted Ordinances. Also of note were a reduced number of enforcement actions brought to hearing.
  - In Lie Fee Program – Commissioners Neatherlin and Jeffreys expressed an interest in pursuing the grant proposal as offered by the Hood Canal Coordinating Council. Staff will communicate with the Mason Conservation District to be the sub-recipient of the grant, or portions thereof, with the understanding that any decisions made on behalf of the County will be made by the County. Commissioner Jeffreys and staff scheduled for a meeting with Patty Michak, HCCC In Lieu Fee Program Manager, on Wednesday, June 26 to discuss details.
  - Shelton UGA Expansion – Staff made edits and comments on draft Memorandum of Understanding proposed by the City of Shelton. Suggested items of interest included adding a more active role for all parties in the consultant selection process and in the project expending authority. In the alternative, the County may want to consider allowing the City full authority in both, and stating the City, as applicant, will be solely responsible for any costs the exceed the initial deposits
  - Joint Land Use Study – After a briefing with a representative of the Naval Base Kitsap, Commissioners remain undecided on their level of participation in the grant and study. Additional information as can be provided by staff will be considered.
- 3:30 P.M. 2013/2014 Budget Briefing  
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.
- Discussion of who to meet the 2013 budget shortfall. Cmmr. Sheldon stated the options are to find new revenue, get an interfund loan or make budget cuts. The ending fund balance was discussed; the current resolution states it should be 9% to 12% of the budget which is \$2.9 to \$3.6 million. The State Auditor suggestion is 60 days of operating which is about \$4.2 million. After further discussion, the Board asked that staff write a memo directing departments to review their 2013 budgets and submit what they expect to have for unexpended budget at the end of the year.

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7:30 P.M. Closed Session – RCW 42.30.140 (4) Labor Discussion  
Commissioners Neatherlin, Jeffreys and Sheldon met with Bill Kenny in a Closed  
Session at 7:30 p.m. for a labor discussion.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

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Randy Neatherlin  
Chair

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Tim Sheldon  
Commissioner

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Terri Jeffreys  
Commissioner