

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of July 1, 2013

According to staff notes, the following items were discussed.

Monday, July 1, 2013

- 9:00 A.M. Central Operations - Diane Zoren
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following items were reviewed:
- MRSC used Mason County Commission minutes as an example of how to do it right.
 - Finance Committee – Tuesday, July 9, 10:30 a.m. (following Commission mtg)
 - Diane out of office July 3 – 12.
 - Draft 2014 budget guidelines were enclosed and Diane asked if there were edits. The Board agreed to change the guidelines so that departments are absorbing all increases except 50% of the ER&R rates, which will be distributed by Public Works. Budget guidelines, benefit rates and department budget worksheets will be distributed at 9 a.m. on Monday, July 8 in the Commission Chambers. This will be the first item on the briefing agenda.
- 9:15 A.M. Facilities, Parks & Trails – John Keates
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following items were reviewed:
- Introduced Paul Graves and talked about some specifics of the possible contract for a timber harvest on county owned property. The Commissioners asked a lot of questions and Mr. Graves provided answers. Mr. Graves and Mr. Keates will take this information and incorporate specifics into the draft contract for the Timber Harvest.
 - The new courtroom for District court in the basement was just about complete.
 - Ms. Hove had removed her request for and MOU concerning Cove Drive.
 - The Commission asked Keates to return to another briefing at 11:30 to discuss tidelands. At that meeting (11:30 – July 1), Keates was asked to make a master list of County owned tidelands with GIS mapping to determine if any of the tidelands have market value for sale or a lease.
- 9:45 A.M. WSU/Noxious Weed Control Board – Pat Gruver
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following items were reviewed:
- Contract with Bonneville Power Administration for an Undesirable Plant Survey (noxious weeds) for the Peninsula Light Emergency Connection Program from Shelton-Kitsap 18/1 to Tacoma P.U.L.D. Transmission Line. Item will be placed on the July 9 agenda.
- 10:00 A.M. BREAK
- 10:10 A.M. Public Works - Brian Matthews & Melissa McFadden
Utilities & Waste Management - Brian Matthews & Tom Moore
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following items were reviewed:
- Road closure on Tahuya River Road for County Road Project 1856 culvert replacement project starting 8:00am August 12, 2013 and reopening 4:30pm August 29, 2013 at approximately MP 1.23.
 - FYI: County Road Project 1963, Elfendahl Pass Road Bridge has been awarded to the lowest bidder, Quigg Brothers, Inc. out of Aberdeen, Washington in the amount of \$427,196.00.
 - Cove Drive gate.

Board of Mason County Commissioners' Briefing Meeting Minutes
July 1, 2013

- 10:30 A.M. Treasurer – Lisa Frazier
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following items were reviewed:
- Establishment of the Treasurer's Service Fund Account
- 10:45 A.M. Public Health & Human Services – Vicki Kirkpatrick
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following items were reviewed:
- Lydia Buccheit briefed the Commissioners on two Department of Social and Health Services (DSHS) Contracts and a Nurse Family Partnership (NFP) agreement with the NFP National Service Office.
 - DSHS Contract #1363-77443 for the continuation of the current Early Family Support Services (EFSS) contract for \$16,384.78 through 6/30/2014. This contract is budgeted in the 2013 health & human services budget and has no match requirements. The purpose of the EFSS contract is to control threats to child safety so children can remain safely in their own homes, while continuing to support families.
 - DSHS Contract #1363-77444 for the continuation of the current Early Intervention Program (EIP) for \$36,623.04 through 6/30/2013. This contract is budgeted in the 2013 health & human services budget and has no match requirement. The purpose of the EIP contract is to provide home visiting public health nursing services which address health conditions, physical growth, child development, social-emotional health, caretaking/parenting and home safety issues for children served by the DSHS Children's Administration. Referrals for this program can only be made from the Child Protective Services.
 - Nurse Family Partnership (NFP) Implementation Agreement is a renewal of the Agreement and covers the public health and human services department's NFP program from July 1, 2013 – June 30, 2016. This Agreement is with the NFP National Service Office and is required in order to be an authorized, evidence-based NFP program. All fees paid to the NFP National Service Office are included in the grant received from our Thrive-by-Five contract and are budgeted in the 2013 budget. There are no county funds used or match funds required.
 - Commissioners agreed that the two contracts and the NFP Agreement can go forward to the July 9, 2013 BOCC meeting under the Action Agenda.
- 11:00 A.M. District Court – Patsy Robinson
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following items were reviewed:
- Request to use the Trial Court Improvement Fund for furnishings in the new District Courtroom that is being built in the Courthouse basement.
- 11:15 A.M. Commissioner Discussion – as needed
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following items were reviewed:
- Discussion of county-owned tidelands with Steve Bloomfield and John Keates.
 - DOC reception center location.
 - Hood Canal Coordinating Council In Lieu Fee Program – Patty Michak, ILF Program Manager, has provided a Contract between HCCC and the County together with a scope of work regarding the award of a grant. The grant will fund tasks associated with the County's participation in technical analysis, mitigation identification sites, and policy review for HCCC's In Lieu Fee Program. Barbara Adkins requested these items be placed on the Board's July 9, 2013 Action Agenda. Commissioners had no specific comments or questions.
 - Shelton UGA Expansion/Memorandum of Understanding – Barbara Adkins provided Commissioners with revised MOU as discussed in previous briefing. An immediate concern was to add clarification with respect to the City's role as applicant. As such the City will be solely responsible for choosing and directing the consultant, as well as any cost overages of the consultant.

Board of Mason County Commissioners' Briefing Meeting Minutes
July 1, 2013

Tuesday, July 2, 2013

10:10 A.M. Department of Community Development – Barbara Adkins

Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.

- Inspections – Commissioner discussion regarding the building inspection and permitting process. Current review time by the Plans Examiners is 21 to 28 days for residential permits. Review time for other departments varies. Commissioner Jeffreys would like to see a strategy between departments to work towards shorter review times. Commissioner Neatherlin inquired as to why a Building Inspector IV was conducting simple firework stand permit reviews. The department has only one person qualified to do fire prevention inspections at this time. It was suggested that these inspections be conducted by the Fire Districts instead of this Department. This will be reviewed with the Fire Chiefs. Additionally, there was discussion regarding whether or not this department would be able to “borrow” an employee from the Facilities as needed. One of their Maintenance staff was laid off from the Building Department in 2009 and is still a certified building inspector. The details of this exchange are to be worked out. Commissioner Neatherlin inquired as to the duties of the Permit Techs. Staff outlined some of these activities regarding the intake of building permits. Commissioner has requested a copy of their job description as well as a copy of their resumes.

10:30 A.M. Public Works

Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.

- Equipment Rental & Revolving Fund 2014 rate updates for vehicles. The goal is to carry six months of operating cost plus replacement of equipment. Staff will put together a five-year replacement plan and will be reviewing the rates for computers and phones. ER&R rates must be paid in 2014.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

Randy Neatherlin
Chair

Tim Sheldon
Commissioner

Terri Jeffreys
Commissioner