

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of November 25, 2013

According to staff notes, the following items were discussed.

Monday, November 25, 2013

- 8:30 A.M. Executive Session – RCW 42.30.110 (1)(i) – Potential Litigation
Commissioners Neatherlin, Sheldon and Jeffreys met in Executive Session with Tim Whitehead from 8:40 a.m. to 9:10 a.m.
- 9:00 A.M. 2014 Budget Workshop
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following items were reviewed:
- Projecting a \$6.2 million ending fund balance. Current policy requires a 12% reserve or \$3.6 million.
 - Nine of the eleven labor agreements are ratified or have tentative agreements in place. The contracts do have a reasonable COLA and increased medical contribution and is comparable to other counties.
 - Step increases for non-represented employees.
 - Consolidation of Central Operations with Human Resources and Risk Management. The Budget Manager position would be included and other functions as the Board decides.
 - The anticipated \$1 million from the timber sale was discussed.
 - Cmmr. Neatherlin stated additional revenues need to be considered in 2014.
 - Discussion of bringing Information Services under the Commissioners.
 - Lisa Frazier suggested there be a reserve of \$500,000 for the current bonds for Belfair Sewer.
- 11:00 A.M. Parks, Trails & Facilities – John Keates
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following topics were discussed:
- Ribbon Cutting ceremony for the new courtroom. All Commissioners favored the idea.
 - Sign support letter for a courthouse grant, the request was approved.
 - Keates indicated the City would accept the skatepark and the County would work with the City to make some repairs prior to making the transition. This can hopefully be done prior to year's end. Estimated costs for repairs are \$5,000 - \$6,000.
 - Executive Session – Real Estate. Executive Session started at about 11:10 – concluded about 11:15.
- 11:30 A.M. Central Operations - Diane Zoren
Risk Management - Dawn Twiddy
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following topics were discussed:
- Veterans Service office in Belfair (renew contract with North Mason County Resource Office). The Veterans' Advisory Committee will be making a recommendation.
 - Bill back special funds for labor contract settlements (paid from Current Expense- Non-Departmental).
 - CJWT recommendation to create a citizen's advisory committee to consider an increase in sales tax or other revenue sources. Discussion of how the advisory committee should be structured, their mission, and it can be staffed.

BREAK – NOON

Board of Mason County Commissioners' Briefing Meeting Minutes
Week of November 25, 2013

- 1:30 P.M. Public Works - Brian Matthews & Melissa McFadden
Utilities & Waste Management - Brian Matthews & Tom Moore
Commissioners Neatherlin and Jeffreys were in attendance. Cmmr. Sheldon was absent.
The following items were reviewed:
- Request the Board authorize Public Works to apply for the Washington State Department of Ecology Clean Diesel Grant Program, 2013-2015 and the Director to sign and act as the representing applicant for the grant agreement.
 - HCCC Stormwater retrofit Project Update.
 - Peninsula RTPO Regional Transportation Plan Open House is scheduled on December 16th
- 2:00 P.M. Skokomish General Investigation Study Briefing
Commissioners Neatherlin , Sheldon and Jeffreys were in attendance.
Others in attendance: Brian Matthews, Melissa McFadden, Loretta Swanson, Rich Geiger and John Bolender, Mason Conservation District, Mamie Brauer and Rachel Mesko, USACE Seattle District, Joseph Pavel, Skokomish Tribe, Tom Davis and Steve Bloomfield, citizens.
- This was an informational briefing in preparation for the upcoming public review of the draft Skokomish GI Tentatively Selected Plan (TSP) and EIS. Skokomish GI project partners (US Army Corps of Engineers and Skokomish Tribe) and the Mason Conservation District were in attendance to share information with Commissioners and answer questions.
Mamie Brauer and Rachel Mesko presented the GI timeline covering a period now through 2019, which is the projected earliest construction date. Current budget status was reviewed as well, noting that the cost estimates for the current agreement are being updated to complete the GI. The estimated construction cost for the TSP is approximately \$41 million.
Once USACE Headquarters review and comments have been satisfied, the draft TSP and EIS will be released for formal public review and comment. This is anticipated to happen in January. Prior to that, a meeting is planned to happen at the Skokomish Grange so residents and property owners will have an advance opportunity to gain a better understanding of Plan recommendations and provide informal feedback. The informal meeting at the Skokomish Grange is planned for December 11, 2013.
- 3:00 P.M. Department of Community Development – Barbara Adkins, Michael MacSems
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following topics were discussed:
- Historic Preservation Commission
Staff seeking approval to place on December 3, 2013 Action Agenda the appointment of Jamie Bariekman to HP Commission; and to read into the record a News Release announcing the Winter 2013-2014 Heritage Grant Cycle. Approval granted; no specific comments or concerns.
 - Capital Facilities Annual Update
Commissioners provided with copies of Annual Capital Facilities Plan. Staff seeking approved to place hearing notice on December 3, 2013 Action Agenda, and public hearing for December 17, 2013. Commissioner Jeffreys asked if the document contained any areas of concern and where her focus may be directed. Staff could recommend none at briefings but would re-review the information.
 - Interlocal Agreement for Fire Investigation Services
Staff seeking to place on December 17 2013 Action Agenda the approval for County Commissioners to sign an Interlocal Agreement for Fire Investigation Services with the Mason County Fire Chiefs Association. Commissioners sought to extend the agreement beyond one year and the Chiefs agreed to consider a two-year contract. No other questions or concerns.
 - 27221 N US Highway 101, Hoodspout
Staff provided an update of the abatement process for a residential structure located at 27221 N. US Highway 101. Wells Fargo has retained a contractor to put together a bid for the demolition of the house and stabilization of the bank. Commissioners suggested that fines be assessed to expedite the process.

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4:00 P.M. Public Health & Human Services – Vicki Kirkpatrick
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following topics were discussed:

- Staff requested permission to re-fill a public health nurse position. One of the public health nurses will be leaving the health and human services department leaving only 2.6 FTE public health nurses who will be unable to pick up the additional full time workload. The Commissioners approved filling the position.
- Staff briefed the Commissioners on the 2014 Foodworker Card Interlocal Agreement with the Tacoma-Pierce County Health Department for participation in their on-line Food Worker Card classes, testing, and issuance of food worker cards. The Interlocal Agreement was approved to move forward to the Board of County Commissioners for approval.
- The Director requested permission to close the office on December 17, 2013 from 11:00 a.m. to 1:00 p.m. for Staff Development. Permission was granted.
- Staff and Commissioners had a follow-up discussion to the 2014 Health and Human Services budget workshop. Additional potential reductions in Current Expense funding to the Department were discussed. Because any additional reduction would result in reducing staff, Commissioners will not take any additional Current Expense funds from the Health Department in 2013 or 2014 beyond the approximately 3% (\$12,000) already taken in 2013.

Tuesday, November 26, 2013

~~11:00 A.M. – 3:00 P.M. Executive Session RCW 42.30.110 (1)(g) Personnel~~
Budget Manager Interviews Rescheduled to Monday, December 2

2:30 P.M. Central Operations – Diane Zoren/Dawn Twiddy/Bill Kenny
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.

- Proposal for Support Services Department was discussed. This would create a centralized staffing structure under the Commissioners. It would consolidate Human Resources, Risk Management and Central Services and provide support for several functions including Budget Manager, BOE, Information Services, Civil Services, and labor negotiations.


Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS



Randy Neatherlin
Chair



Tim Sheldon
Commissioner



Terri Jeffreys
Commissioner