

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of December 9, 2013

According to staff notes, the following items were discussed.

Monday, December 9, 2013

- 9:00 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion
Commissioners Neatherlin, Sheldon and Jeffreys met in Closed Session from 9:03 a.m. to 9:43 a.m. with Bill Kenny.
- 9:30 A.M. Central Operations - ~~Diane Zoren~~-absent
Risk Management - Dawn Twiddy
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
Dawn reviewed the following items:
- Finance Committee scheduled on Monday, December 16, 2 p.m.
 - Veterans' Advisory Board has two applicants. The Board would like to schedule interviews.
 - Veterans Service office in Belfair (renew contract with North Mason County Resource Office).
 - Murder Fund resolution – amending where it is budgeted.
 - Timberland Regional Library concurrence with Grays Harbor appointment of Corby Varness.
 - Area Agency on Aging applicant – Marilyn Vogler.
 - Criminal Justice Advisory Task Force
 - Discussion of the District Court request to correct a budgeting error on FICA and retirement. This error is in the preliminary budget and an additional \$7,141 is requested. Commissioners requested this be briefed on Tuesday.
 - Assessor Melody Peterson requested a supplemental appropriation to add a GIS staff person to her department and said that Matt Stull has left and it is not budgeted in the 2014 to replace him. Melody's concern was that one person in GIS would not be able to complete all the work necessary for them to be in compliance and it affects the appraisals. Commissioners were not aware one position had been eliminated in the 2014 budget and added a briefing tomorrow at 11:45 to include Assessor & Public Works to discuss the matter.
- 10:00 A.M. Facilities, Parks & Trails – John Keates
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following items were reviewed:
- Keates and Richard Beckman discussed listing a 24 parcel off Razor Road for sale. The 24 acre parcel is set for a timber harvest in early 2014. The Commission was worried about listing the property and the timing of the timber sale. Keates will work with Mr. Beckman and Prosecutors office for some disclaimer language for the listing form.
 - Keates told the Commission that Oakland Bay Park will be featured in a national report for the Land and Water Conservation Fund.
 - Keates asked if the Commission wanted him to prepare a letter to the Recreation and Conservation Office declining an RCO grant for MCRA. The Commission indicated yes.
 - Executive Session – Real Estate. Executive Session started at about 9:55 a.m. and concluded about 10:10 a.m.
- 10:25 A.M. BREAK
- 10:30 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:
- Request the Board approve the resolution adopting the updated procedure of Real Property and Right of Way Acquisition Procedures and rescind those found in Resolution 27-11.
 - Title VI Non-Discrimination Agreement.

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- 10:45 A.M. Department of Community Development – Barbara Adkins
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following items were reviewed:
- Planning Advisory Commission
Four citizen applications received for consideration and appointment into a vacant Planning Commission seat. Commissioners directed staff to schedule interviews for each applicant. No other specific questions or concerns.
 - Scrap Metal Business Licensing
Washington State Department of Licensing sent a letter to the Commissions dated November 12 requesting a point of contact for future scrap metal business license applications. Staff noted that the Department of Community Development reviews and approves similar applications for other state licensed businesses and suggested it would be appropriate on this license as well. Commissioners agreed and had no other comments or concerns.

- 11:00 A.M. Public Defense Administrator – Susan Sergiojan
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following items were reviewed:
- Discussion of changing contract attorney positions to employees. Susan will work on the cost with the goal being to stay within the same budget amount.

- 11:30 A.M. Superior Court – Judges Finlay/Sheldon
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following items were reviewed:
- Discussion of having a third Superior Court Judge rather than a full-time Court Commissioner.

BREAK – NOON

- 2:00 P.M. Sheriff's Office – Sheriff Salisbury/Frank Pinter
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following items were reviewed:
- Proposal to create a separate pay schedule for the Sheriff's office command staff that uses a set incremental percentage between all command staff ranks. A follow-up briefing will be scheduled on December 23.

- 3:00 P.M. Public Works/Stormwater – Brian Matthews/Melissa McFadden/Loretta Swanson
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
- Hood Canal Coordinating Council Stormwater Retrofits
This was an informational briefing in preparation for the 12/11/2013 Hood Canal Coordinating Council (HCCC) Board of Directors meeting. The HCCC Board of Directors agenda includes a briefing on the regional stormwater retrofit project and opportunity for Board members to provide feedback on the process.
Loretta summarized the work to date, noting that she supported the criteria used to prioritize projects and the process to select top projects. However, a "reality check" of the top retrofit sites in Mason County caused some concern. Commissioner Jeffreys asked how we got to a list that did not make sense. Loretta felt that it was because we assumed that retrofitting was an easy place to start for a regional stormwater approach. However, a retrofit is the most costly stormwater management tool that can be undertaken. Education and outreach, maintenance, and other techniques usually happen first before an expensive retrofit. Retrofits are appealing though, because they are visible.
Commissioner Jeffreys expressed concern that we don't throw more money at a process that might not work for us. Loretta said that the HCCC has heard the concerns and wants the stormwater regional retrofit plan to work for all jurisdictions.
Commissioner Sheldon did not want to spend funds on retrofits that might not make sense. Several sites around Hood Canal were discussed, particularly Hoodspout, Belfair and Union.

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Commissioner Sheldon asked if the Union boat ramp might be a site to consider or the location near the Union store. Loretta said, yes, both are good sites.
Commissioner Neatherlin said to provide Commissioners with what staff is looking for and they will support staff and relay comments to the HCCC.

4:00 P.M. Commissioner Discussion – no discussion.

Tuesday, December 10, 2013

11:00 A.M. Central Operations – ~~Diane Zoren~~/Dawn Twiddy


Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.

- Preparation for 2014 budget adoption. Several 2014 budget changes will be made: Consolidate Human Resources and Civil Service under the new Support Services Department that will also include BOE, Central Operations, and Information Services. Move Emergency Management to a Current Expense budget. Create a Human Resources Analyst position. Move the anticipated revenue from Utilities & Waste Management to Support Services/Central Operations for Budget Manager work on the annual financial reports. Fund a .5 FTE position in the Assessor's office for GIS work.

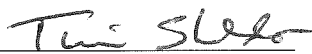
Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS



Randy Neatherlin
Chair



Tim Sheldon
Commissioner



Terri Jeffreys
Commissioner