

## BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of February 24, 2014

According to staff notes, the following items were discussed.

### Monday, February 24, 2014

- 9:00 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion  
Commissioners Jeffreys, Neatherlin and Sheldon met with Bill Kenny in Closed Session from 9:00 a.m. to 9:36 a.m. for labor discussion.
- 9:30 A.M. Department of Community Development – Barbara Adkins  
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.  
Staff included Barbara Adkins, Rebecca Hersha and Larry Waters.
- Code Enforcement Officer – Civil Service Officer  
Continued discussions regarding proposal to replace currently vacant position within DCD with a newly created one (e.g. Code Enforcement Officer). Commissioner questions and comments included: level of enforcement activity within the department, daily job duties of the position, possibly hiring a building inspector to do enforcement and overflow plan review, and the role of the Sheriff's office. Commissioner Neatherlin asked that this item be held over for additional input from the Sheriff's Office.
  - ProGlass  
In response to recent public comment, Larry Waters and Rebecca Hersha answered some questions regarding the ProGlass project. Commissioner questions and comments included: review for fire suppression, storage of materials on site, necessary ORCAA permits, timing of a CARA review, requirement of a Best Management Practice plan, and the types of uses allowed in this area under the Resource Ordinance.
  - Amendment To Development Regulations – Fence Height  
Staff proposed an amendment to the development regulations that would exempt fences less than seven feet from being considered a "structure". Commissioners had no specific comments or concerns. Item to be placed on Action Agenda for public hearing.
  - Contract Extension – Hood Canal Coordinating Council  
Staff requesting Chair sign a contract extension for the agreement between HCCC and Mason County to provide support services work in the ILF Program. Commissioners had no specific comments or concerns. Item to be placed on Action Agenda for approval.
- 10:00 A.M. Support Services - Bill Kenny  
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.  
The following items were reviewed:
- Adoption of resolution to form Citizen's Task Force on Public Safety and Criminal Justice will be placed on the agenda.
  - Operating Guidelines were presented for the Board's initial comments. The guidelines would provide the requirements for submitting items to the Commissioners for consideration. A Study Session will be scheduled.
  - Timber County Coordinator bill from WSAC. The Board declined to pay the bill.
  - Civil Service applicant. The Board approved moving forward to appoint LouAnn Davis.
  - Rob McDaniels, WSU, is asking if ok with job description for Extension. Dawn Twiddy will provide a copy to the Commissioners.
  - Risk Pool resolution will be on the agenda for adoption.
  - Official newspaper resolution will be on March agenda. Commissioners asked staff to check on qualifications.
  - Skokomish GI Study meeting. Informal "listening session" on Tuesday, March 4, 5:30 p.m. at Skokomish Grange; formal meeting on Thursday, March 20, 5:00 p.m. at Public Works.
  - Contract between Squaxin Island Tribe and Sheriff's Office. Diane will set a briefing with MCSO.
  - Due to time constraints there was no Division Reports/Status Overview.

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10:30 A.M. BREAK

- 10:45 A.M. Public Works - Brian Matthews & Melissa McFadden  
Utilities & Waste Management - Brian Matthews & Tom Moore  
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.  
The following items were reviewed:
- Selection from the Request for Proposals for the North Bay water reclamation facility and collection system pump stations repair, improvement and cost estimates for the System Command and Data Acquisition System. Submittal deadline was February 21, 2014.
  - Request the Board authorize the Chair to sign Supplement #2 for the Belfair Wastewater Project DRB. Agreement with KBA Construction Project Management project (Project # 013026-01) for addition of Forensic Scheduling Services. Additional \$22,600 for revised contract total not to exceed total budget authorization of \$82,600.
  - Cmmr. Sheldon left at 11:00 a.m. to attend the legislature.
  - WSDOT Detour Agreement for the SR 3 Widening Project between MP 26.36 and MP 26.52. NE Clifton Road to be used as a detour road during project.
  - Draft response letter to the Washington State Auditor's Office regarding 2013 ER&R Findings was reviewed. The Commissioners offered their edits.
  - Green Stars for Larry Forsman, Greg Brown and Gary Corey (Westward Way Road repair work). Letter from Jack Janda and Dan Bolender.
  - Green Stars for Melissa McFadden, Allan Eaton and Ken Howard (Schafer State Park assistance with design, procurement and placement of new signs). Letter from Gregory Johnson & Team.

- 11:15 A.M. Facilities, Parks & Trails – John Keates  
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.  
The following items were reviewed:
- Provided an update of control room project at the jail and the request to extend the contract with ECS Services until the end of March.
  - Provided a draft Social Media Policy. Commission requested that the policy be shared with Elected Officials and Department Heads.
  - Provided an overview of HVAC systems on buildings, main point being that in most cases, the systems are at or beyond their useful life span.
  - Presented information to the Commissioners that the City of Shelton may not be willing to take management responsibilities for the skatepark. Primary option includes closing the park, which would involve demolition of the park and removal of all the ramps. Keates will follow through with the City to ascertain more about their intentions.
  - Informed the Commissioners that he would be contacting Quigg, Brothers Construction about the repair of a dock at Latimers Landing. Bellingham Marine built the dock, but Quigg Brothers was the general contractor for the project. It's the County's belief that the dock was not built to project specifications, which has contributed to the damage and work that needs to be done. Quigg Brothers will be informed that the County intends to follow legal action unless the dock is repaired.
  - Introduced Bob Pastore and Glen Jurgens. Mr. Pastore has 15 acres in the Grapeview area very near the Fair Harbor Marina Boat Ramp and he'd like to donate the property to the County or the Port of Grapeview in an effort to try and purchase the 20 acres Mr. Jurgens owns, which is next to Mr. Pastores property and also near the boat launch. Keates informed the Commissioners that he had attended a meeting with Mr. Pastore, Mr. Jurgens, RCO staff and citizens in Grapeview about the potential of improving the boat ramp and consolidating the acreage owned by Mr. Pastore and Mr. Jurgens into a conservation site. Keates requested permission from the Board to assist the Grapeview Community and the Port of Grapeview with this project, which was approved.

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- 11:30 A.M. Public Health & Human Services – Vicki Kirkpatrick  
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.  
The following items were reviewed:
- Request to fill vacated Accounting Technician position was approved.
  - Follow-up from Hood Canal Coordinating Council meeting.
  - Letter of support for the PIC grant. The February 25 Commission agenda will be amended to include the letter.
  - Contract change for Homeless funds to correct an error in the amount to be paid.
  - Cmmr. Jeffreys asked staff to attend a Veterans Assistance Advisory meeting to talk about mental health.
  - Discussion of the RSN and Behavioral Health Resources (BHR).

- 11:45 A.M. Commissioner Discussion  
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.  
The following items were reviewed:
- Code Enforcement Officer

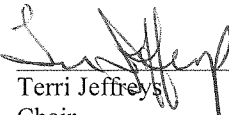
BREAK – NOON

- 2:00 P.M. Work Session on North Bay/Case Inlet Water Reclamation Facility Budget - Brian Matthews/Tom Moore  
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.
- Discussion of the North Bay/Case Inlet water reclamation system and budget. Latecomer fees were discussed. Staff will bring forward changes to consider and schedule a public hearing. The Capital Facilities will be updated. Conduct an annual rate review and see if only the amount of the rate for O&M can be increased pursuant to the CPI and the rate for debt service is not granted the same increase.
- 3:00 P.M. Commissioner Discussion – as needed  
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.
- Undersheriff Barrett thanked the Board for attending the opening of the north end precinct office.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS

  
Terri Jeffreys  
Chair

  
Tim Sheldon  
Commissioner

  
Randy Neatherlin  
Commissioner