

## BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of March 17, 2014

According to staff notes, the following items were discussed.

Monday, March 17, 2014

- 9:00 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion  
Commissioners Jeffreys, Neatherlin and Sheldon met in Closed Session from 9:10 a.m. to 9:35 a.m. for a labor discussion.
- 9:30 A.M. Community Development – Barbara Adkins  
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.
- Code Enforcement - discussion of creation of a Code Enforcement Officer position in DCD and how the enforcement process would work. There are a total of 1,125 unresolved cases dating back to 2006; 445 are building and 680 are for planning. Cmmr. Neatherlin addressed the lack of staffing in the past has impacted the services and believes it is wise to bring in a multi-faceted person. Barbara explained that relieving building inspectors and planners of code enforcement will give them more time to provide the building/planning services.  
Cmmr. Neatherlin wants the ability for this staff person to do more, as needed.  
Discussion of adding language to the job description that would allow the person to assist with building permit review and long range planning. If the person is trained, they can be assigned a lesser degree of work, if caseload allows.  
Cmmr. Sheldon supports hiring a person with a narrow job description for code enforcement, who is trained in code enforcement and does it well.
- 10:00 A.M. Support Services - Bill Kenny  
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.  
The following items were reviewed:
- Selection of Official Newspaper (April 1 deadline)
  - Finance Committee scheduled on Monday, March 24 @ 2 p.m.
  - Study Sessions scheduled on Monday, April 7, 2 p.m. – Operating Guidelines; 3 p.m. – Compensation Strategy
  - Summary of Board of Equalization 2013 petitions enclosed.
- 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:
- Submittals for County Road Administration Board  
Documents prepared by Public Works to be submitted to the County Road Administration Board: Annual Certification for 2013, Certification of Expenditures for Traffic Law Endorsement – 2013, Certification of Expenditures for Fish Passage Barrier Removal 1– 2013, Annual Certification for 2013 (County's level of compliance with pertinent laws and regulations).  
Cmmr. Jeffreys asked for a copy of the accident report.
  - Request to use the vendors selected by Cowlitz County for their call for bids solicited for culvert pipe supplies and sign materials through the Cooperative Purchasing Agreement.
  - Request to authorize the Director of Public Works to execute the Centennial Clean Water Grant Agreement Number G1400542 between Ecology and Mason County Public Works.  
Discussion of work proposed under the grant. Cmmr. Jeffreys wants to see projects that are actually built.

Board of Mason County Commissioners' Briefing Meeting Minutes  
March 17, 2014.

- Set a public hearing to consider a new Franchise Agreement with Jack Johnson of Sandy's Waterfront LLC for the purposes of constructing, operating and maintaining a private sewer line to be located within County right-of-way in the vicinity of 16542 North Shore Road. The requested public hearing date is Tuesday, April 15, 2014.

11:15 A.M. Problem Solving Court/Public Health & Human Services – Harris Haertel/Vicki Kirkpatrick

Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- Update on Mental Health Fund: The Health and Human Services Director provided the Board with an update on 2013 revenues and expenditures; 2014 beginning fund balance, known expenditures, estimated collections, and 2014 ending fund balance; 2015 estimated BFB, estimated expenditures (based on 2014 expenditures plus 1.5%) showing the projected unallocated funds remaining in 2015. What the information shows is that there may be around \$250,000 plus or minus in unallocated funds each year based on current expenditures. Additionally, the Director talked about some of the ways that the money could be spent (indicating that she was just presenting ideas and others would also come forward). The list would be taken to the Mental Health and Substance Abuse Advisory Committee for discussion and work.

Commissioners stated that they would like to wait before moving to expend these dollars because the current contracts in 2014 will provide valuable information, including a gap analysis of the needs of Mason County related to mental health and substance abuse. It would be premature to expend all of the dollars now until we have this information. The Director concurred stating that the intent was not to have any recommendations made on any particular timeline, but to begin gathering information and discussing possible options. She suggested that the only exception to waiting until we receive the information from the Contractors this year, might be the need for some funds for training. The Administrator of the Problem Solving Court provided some examples of training needs and why. Commissioners responded that if there is a recommended training, they would be very willing to be briefed on it and would consider approval of the training and using the Mental Health funds to pay for it.

Cmmr. Sheldon left the briefing at 11:58 a.m.

12:00 noon Public Health & Human Services – Vicki Kirkpatrick

Commissioners Jeffreys, Neatherlin were in attendance. Cmmr. Sheldon was absent.

- Public Health Week: The Health and Human Services Director asked the Board for permission to send health information related to the themes for each of the work days of public health week to all county employees. Commissioners approved the request. The Director further indicated that there is an annual proclamation which could go either to the Board of County Commissioners meeting or to the Board of Health. Commissioners were asked which they preferred. They would like both the Board of Health and the Board of County Commissioners to present the Proclamation.

Commissioner Discussion – there was no Commissioner discussion.

BREAK – NOON

2:00 P.M. Public Works- Brian Matthews/Melissa McFadden

Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

The following items were reviewed:

- The 6-Year Transportation Improvement (TIP) development and approval process was reviewed. The priority array is to be updated each odd-numbered year. It was noted that the Transportation Improvement Program - Citizens Advisory Panel (TIP-CAP) is not required by law. The role of the TIP-CAP is to provide public input on the 6-year TIP and they have not actively met since July 2012

Board of Mason County Commissioners' Briefing Meeting Minutes  
March 17, 2014.

Discussion of how to review the road program and how to best serve economic development.

Staff is recommending a series of briefings between now and July to discuss the transportation planning topics in-depth.

- General Investigation Study was discussed. Loretta provided the current status of the project and the funding requirements.
- Discussion of the Skokomish Flood Control Zone District and the process to redraw the boundaries excluding Lake Cushman. The advisory committee has not met.

3:00 P.M.

Facilities, Parks & Trails – John Keates

Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

The following items were reviewed:

- Reported that the contractor should be cutting trees in the next 30 days.
- Quigg Brothers will be fixing the Union Boat Ramp for no charge.
- Jail Control Room project is almost complete.
- Status of back up courtroom in the Courthouse basement.
- Discussion of new courtroom for additional judge that was approved by the legislature in 2015.
- Provided the MCRA pro bono work for the RCO grant project and how to meet the county's portion.
- Update on a meeting with a variety of people including Kitsap County Commissioner Garrido and Department of Navy staff to discuss the use of the Naval Railroad easement.


Commissioner Discussion – there was no discussion.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

  
Terri Jeffreys  
Chair

  
Tim Sheldon  
Commissioner

  
Randy Neatherlin  
Commissioner