

**BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES**  
**Mason County Commission Chambers, 411 North 5th Street, Shelton, WA**  
**Week of April 28, 2014**

According to staff notes, the following items were discussed.

Monday, April 28, 2014

- 8:30 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion  
Commissioners Jeffreys, Neatherlin and Sheldon met in Closed Session from 8:30 a.m. to 9:30 a.m. with Bill Kenny.
- 9:30 A.M. Executive Session – RCW 42.30.110 (1)(b) Real Estate  
Commissioners Jeffreys, Neatherlin and Sheldon met in Executive Session from 9:35 a.m. to 9:50 a.m. with John Keates on a real estate matter.
- 10:00 A.M. Skokomish Flood Control District Briefing – Brian Matthews  
Rescheduled from 11:00 a.m.  
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.
- Loretta Swanson briefed on an agreement Landau Associates out of Edmonds, WA for geotechnical material testing services for the Skokomish General Investigation Geotechnical Investigation. There was discussion of the cost.
  - Discussion of the boundaries of the Skokomish Flood Control Zone District and the direction to remove the Lake Cushman parcels.
- Commissioner Sheldon left the briefing at 10:30 a.m. due to an appointment.
- 10:15 A.M. BREAK
- 10:20 A.M. Public Works - Brian Matthews & Melissa McFadden  
Utilities & Waste Management - Brian Matthews & Tom Moore  
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.
- A plan was displayed for a proposed sidewalk project in Belfair and grant funding opportunities. The Board approved moving forward to apply for the grant.
  - Title VI Non-Discrimination Agreement Annual Accomplishment and Update Report. Reporting Period May 1, 2013 to April 30, 2014 for the May 6 agenda.
  - "Notification of Final Cost" of County Road Construction completed in 2013 that was performed by county force for the May agenda.
  - Tom Moore discussed the process for installation of service meters at Beards Cove. This will need to be either contracted out or hire seasonal staff due to the size of the project. Cmmr. Neatherlin suggested staff also check with PUD 1.
  - Request to hire two operator positions to fill vacancies that are budgeted. The Board okayed filling these positions.
- 9:40 A.M. Support Services - Bill Kenny  
Commissioners Jeffreys, Neatherlin were in attendance. Commissioner Sheldon was absent.
- Status of proposed Event Center. Commissioners requested they meet jointly with Port of Shelton Commission and the Skookum Rotary Foundation. Diane will contact the Port.
  - Department of Retirement Systems (DRS). Bill explained the potential impacts for public employers.
  - Frank reviewed the initial budget preparation discussions that included the following:
    - Meetings with departments
    - Handling of 13<sup>th</sup> month expenditures

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- Ending Cash Balances of Funds
- MUNIS – Employee Self Service (ESS) & Cubes (report function)
- Have been working with the Sheriff's Office on using the IT staff for their IT needs. The Sheriff has money budgeted for IT and will be paying for the services effective April 1. A "help desk" level IT staff person will need to be hired.
- The Auditor's office will also be using IT staff for her Recording Department IT needs.
- Discussion of the memo from the Sheriff regarding his declaration of emergency for the jail due to staff vacancies. The population cap will be maintained at 104. Dawn Twiddy stated they have been trying to fill the vacancies, especially female correction officers. The Commissioners asked Diane to schedule a briefing to discuss ways to mitigate the situation.

Commissioner Discussion – there was no discussion.

BREAK – NOON

2:00 P.M. Lodging Tax Advisory Committee Applicant Interviews  
Commissioners Jeffreys and Neatherlin interviewed the following Lodging Tax Advisory Committee applicants: Generators - Kelly Bergh, Bonnie Knight, and Shaun Tucker; Darin Barry was not available. Spenders - Stephanie Rowland, Heidi McCutcheon, Angela Rabelos, Duane Wilson, James Calle and Julie Gray.

The Commissioners took a 15 minute break.

4:15 P.M. Commissioner Discussion – Commissioners Neatherlin and Jeffreys agreed they would like to appoint all the generators. For spenders, recommendation is to retain the current two members and to add Angela and Julie. The appointments will be on the May 6 Action Agenda for final action.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

  
Terri Jeffreys  
Chair

  
Tim Sheldon  
Commissioner

  
Randy Neatherlin  
Commissioner