

**BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES**  
**Mason County Commission Chambers, 411 North 5th Street, Shelton, WA**  
**Week of June 23, 2014**

Monday, June 23, 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 10:00 a.m. for labor discussions.
- 10:00 A.M. Assessor/Auditor/Treasurer - Melody Peterson, Karen Herr & Lisa Frazier  
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.
- Due to staff reductions in 2009, the Assessor, Auditor and Treasurer's office received permission to close their offices to the public during the lunch hour. Cmmr. Sheldon was opposed to this closure.  
Auditor Karen Herr shared information on the closure and frustration with the lack of parity with other offices.  
Treasurer Lisa Frazier pointed out there are safety issues if there is only one staff left at the counter.  
Assessor Melody Peterson stated she also lost staff and the workload is picking up. It was noted that besides having less staff, they also have to deal with a variety of staff leave issues, which compounds the problem.  
Lisa does keep her office open during property tax time because she doesn't allow any scheduled staff leave. Karen Herr does the same during election time.  
Cmmr Sheldon stated the closure is a disservice to the public.  
Review of 2013 budget shows there was an unexpended budget amount of \$97,252 for the three offices and Cmmr. Sheldon would like to use this to serve the public.  
Cmmr. Neatherlin asked the offices to think outside the box and work together to try and serve the public.  
Cmmr. Jeffreys stated she would like the offices to explore using a floater position to cover lunch breaks in all three offices.  
Lisa stated she is working on a reorganization in her office that she hopes to present to the Commissioners in the 2015 budget cycle. MUNIS has been a challenge for their office.  
Cmmr. Sheldon hopes to bring this topic forward at a public hearing.
- 10:25 A.M. BREAK
- 10:30 A.M. Public Works - Brian Matthews & Melissa McFadden  
Utilities & Waste Management - Brian Matthews & Tom Moore  
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.
- Request authorization to set a hearing to amend the City of Shelton's Franchise Agreement to include water main and appurtenances with Mason County's right-of-way on Public Works Drive. Hearing date set for August 5, 2014
  - Request approval of an Interlocal Request and Agreement for Reimbursable Work by Public Works providing Maintenance Services /Engineering and Traffic Count Services/ Emergency Assistance / Fabrication of Signs and Material for Port of Hoodspoint.
  - KBA contract extension for \$10,000. They will assist with the Dispute Resolution Board (DRB).
  - Discussion to extend the Belfair Sewer Advisory Board terms.
  - Fish & Wildlife park area on North Bay is hooking up to the sewer system.
  - Renew property lease on portion of the Belfair Shop parcel to Fire District 2. This will be placed on the agenda.

- Cmmr. Jeffreys thanked Melissa and Loretta for their help on the PRTPO tour of Mason County.

11:15 A.M. Facilities, Parks & Trails – John Keates

Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- Scoreboard purchase for Sandhill Park Fields from the North Mason Little League (NMLL) in exchange for a waiver of field use fees. The cost for four scoreboards is \$13,292.93 and the average field use fee for NMLL is about \$7,000. Due to concern for the budget, the Board declined to approve this request.
- Historic Courthouse grant for a 2nd courtroom in the basement that would cover 50% of the cost. Cost is estimated in the \$300,000 range. John stated his staff is working on the jury assembly area in the modular courtroom and the bench in Courtroom B. Cmmr. Jeffreys would like to identify where the county match would be funded. The Board approved applying for the grant.
- WWRC request to sign letter to Governor Inslee to support \$97 million for WWRP. The Board declined to sign the letter.
- Request to purchase mowers for the Parks Department and one 4WD utility vehicle. This will be paid from the timber sales proceeds and the Board approved placing on an agenda.
- Real Estate Services RFP will be placed on the agenda.
- Two MLS listings need to be signed. Cmmr. Neatherlin would like to look at the properties before signing the forms.
- Call for bids for the jail DSU was discussed.

11:45 A.M. Executive Session – RCW 42.30.110 (1)(b) Real Estate

Commissioners Jeffreys, Neatherlin and Sheldon met in an Executive Session from 11:45 a.m. to 12:3 p.m. with John Keates, Bill Kenny and Kelly Frazier to discuss potential purchase of real estate.

Commissioner Discussion – there was no discussion.

BREAK – NOON

2:00 P.M. Department of Community Development – Barbara Adkins

Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- Request to set a public hearing to designate residential targeted areas for the purpose of a multifamily housing incentive program, pursuant to RCW Chapter 84.14. The Board agreed to hold the hearing on July 15.

2:30 P.M. Public Health & Human Services – Vicki Kirkpatrick

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

- Follow-up on the relationship with Thurston County regarding the provision of Mental Health, Chemical Dependency and Developmental Disabilities through the Thurston County Public Health and Social Services Department for low-income residents.
- Discussion of potential changes to the relationship. One option is to leave the service infrastructure with Thurston County and ask for a joint governance board.
- Vicki suggested that she develop a proposal and Cmmr. Jeffreys, as Chair, could meet with Thurston County to negotiate a change in the program.

Commissioner Discussion – as needed

- Scott Wilson, Wilson Recycling, was in attendance and Commissioners Jeffreys and Neatherlin and Mr. Wilson gave a brief description of his proposal to expand his services to include the in-take of solid waste. Mr. Wilson brought up the idea to privatize the

transfer station and he expressed his desire to bid on running the transfer station. There was discussion of the options in privatizing the transfer station.

- Cmmr. Neatherlin brought up Rasor Road.
- Cmmr. Neatherlin brought up the issue of Public Works pay back of \$1.4 million for ER&R.
- Discussion of the recommendations on the Belfair Sewer. Cmmr. Jeffreys wants to determine the continuing role of the advisory committee.
- The Commissioners asked for information on the elected official salary commission.
- Cmmr. Neatherlin brought up the Skokomish Flood Control Board.

Tuesday, June 24, 2014

4:00 P.M.

Support Services - Bill Kenny


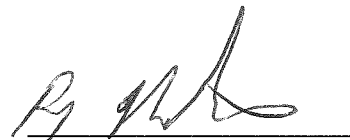
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- Office space for State Auditor will be in Building 8.
- Flu shot clinic will be provided by Rite Aid in the fall. They will bill employee's insurance direct.
- Letter to DNR regarding Kennedy Creek Natural Area Preserve will be on July 1 Action Agenda.
- Two personnel policy updates – religious holiday and accommodation for breast feeding will be on July 8 Action Agenda.
- Frank Pinter provided information on county revenues.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS

  
Terri Jeffreys  
Chair  
Tim Sheldon  
Commissioner  
Randy Neatherlin  
Commissioner