

**BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES**  
**Mason County Commission Chambers, 411 North 5th Street, Shelton, WA**  
**Week of September 8, 2014**

Monday, September 8, 2014

- 8:30 A.M. Superior Court – Judges Sheldon & Finlay  
Commissioners Jeffreys and Sheldon were in attendance. Commissioner Neatherlin was absent.
- Judge Finlay gave an update on the modular courtroom jury assembly area which is progressing. Judge Sheldon will follow up with Robyn on the chairs.
  - Bench for Courtroom B is estimated to be \$2,500 and Judge Sheldon said the budget is \$3,000. The Commissioners will check with John Keates on funding.
  - Judge Sheldon reported on a new Supreme Court rule on juveniles effective September 1. Not allowed to bring juveniles into courtroom in restraints. This will be difficult to comply with in Courtroom B. It will be easy to comply with in the basement courtroom.
  - Cmmr. Sheldon brought up names and signs for the courtrooms. Judge Sheldon said Robyn has been working on this.
  - Judge Sheldon brought up the task given to Jim Madsen as Chair of the Criminal Justice Working Team (CJWT) from the Public Safety & Criminal Justice Task Force, which was created at the request of the CJWT. He is employed under the courts and his duties are restricted. Cmmr. Jeffreys provided some information on the request. The Task Force is working on developing criminal justice priorities and the Task Force asked the CJWT to work together and prioritize how additional revenues would be spent by the criminal justice offices. Judges Sheldon and Finlay are uncomfortable being involved in deciding how funds would be spent by the other criminal justice offices. Cmmr. Jeffreys commented that when we strategically plan for the county, it's too bad if the judges are not participating.

The Board recessed for 2 minutes. Cmmr. Neatherlin joined the briefing.

- 9:00 A.M. Support Services - Bill Kenny  
Commissioners Jeffreys, Sheldon and Neatherlin were in attendance.
- Board of Equalization (BOE) request to meet up to two days to review the assessment roll (cost of \$800 that wasn't anticipated but should not be a problem with existing budget). Board approved the request.
  - Amendments to Rules of the Board to reflect changes to the Open Public Meetings Act that regular meeting agendas must be posted online 24 hours in advance will be placed on the Action Agenda.
  - Amended Letter of Engagement from Foster & Pepper regarding the proposed Lake Nahwatzel lake management district. Permission to place on September 16 Action Agenda. Mason County has signed commitment letters from Green Diamond & Forterra to pay up to \$2,000 each of Foster & Pepper fees will be placed on the agenda.

- 9:30 A.M. Superior Court Clerk, Ginger Brooks  
Commissioners Jeffreys, Sheldon and Neatherlin were in attendance.
- Ginger Brooks explained the court management system (CMS) is changing by the state to Odyssey with Tyler Technologies. The new CMS offers a new document management system (DMS) which is totally interactive with Odyssey at no cost to the individual counties with the possible exception of server costs. It's estimated to cost from \$500 to \$5,000. The request is for the Chair to sign the DMS Commitment form which is to signify the county's initial intent, rather than a final commitment.
  - Jury system has been more costly than anticipated because more summons are being sent out and they are working on how to reduce that and they have exceeded the budget.

- 9:45 A.M. Public Works - Melissa McFadden & Loretta Swanson  
Commissioners Jeffreys, Sheldon and Neatherlin were in attendance.

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- Melissa reported that Brian Matthews and Tom Moore are attending the Dispute Resolution Board for the Belfair Sewer dispute this week.
- Request to set a public hearing with the Skokomish Flood Control Zone Board to consider abolishing the district zone boundaries established by Resolution 659 (August 23, 1976). Commissioners asked that language directed at the Skokomish Indian Tribe's request be deleted and to move forward setting the hearing.
- Set Hearing for the 2015 Annual Construction Program and Six-Year (2015-2021) Transportation Improvement Program for October 14, 2014 at 9:30 a.m. Melissa reviewed the process and reviewed the road projects. Melissa specifically brought up the North Island Drive project which is proving to be more expensive than anticipated and RAP funding has been awarded that expires next spring. Discussion of impact of a levy shift.
- Approved placing the Interlocal Agreement between Island County and Mason County for Reimbursable work performed by County Public Works and/or Rental of County equipment on the agenda for approval.
- Authorization from the Board of Commissioner to allow the County Engineer, to sign the agreement allowing PUD 3 to use a portion of County owned property located at the intersection of W Matlock Brady Road and W Matlock Deckerville Road (Parcel No. 62011-23-00060) was approved to place on the agenda.
- Discussion of preparations for the PRTPO Countywide meeting that will be held this Wednesday.
- Request to fill a Transportation Engineer position that is budgeted. Cmmr. Jeffreys would like to see the final reorganization before approving the request and wants to see workload responsibilities. Melissa said they have been working with Human Resources. Cmmr. Neatherlin asked that it be bought back when Brian Matthews is in attendance.
- Loretta brought up a letter from Pirate's Cove regarding a slide area.

10:15 A.M. Department of Community Development – Barbara Adkins  
Commissioners Jeffreys, Sheldon and Neatherlin were in attendance.

- Request from the Historic Preservation Commission to request for proposals for a qualified contractor to perform a Historic Resource Survey and Inventory for the Matlock area and the mainline of the logging railroad between Shelton and Grays Harbor County line. The estimated cost is \$20,000. The Board approved the request.
- Planning Advisory Commission vacancy. Representation from Commissioner District No. 2 is needed to balance the county-wide representation. Commissioners would like to know when the terms expire and Cmmr. Neatherlin noted that a news release should go out soliciting members from District 2.
- Jeremy Hicks, Mason County Fire District #2, is working at extra-help to review building plans for fire code compliance.
- DCD will contract with CodePros, LLC to perform supplemental building plan review services due to the recent vacancy of a senior Building Inspector position.
- Review of the spreadsheet that Barbara put together regarding recreational marijuana applicants.
- Code Compliance Officer and Building Inspector positions close today.
- Lessons Learned briefing will be scheduled with DCD, Environmental Health and Public Works to explore where improvements can be made to the permitting process.

10:40 A.M. BREAK

10:45 A.M. Auditor's Office – Karen Herr/Ed Baker  
Commissioners Jeffreys, Sheldon and Neatherlin were in attendance.

- Ed Baker explained the updated 2015 Preliminary Budget document that will be presented tomorrow. Current Expense expenditure requests exceed revenues by \$7million.

11:00 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion  
Commissioners Jeffreys, Sheldon and Neatherlin met with Bill Kenny in Closed Session from 11:50 a.m. to 12:55 p.m.

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Commissioner Discussion – there was no discussion.

BREAK – NOON

- 2:00 P.M. Public Health & Human Services – Vicki Kirkpatrick  
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.
- Permission to pursue Request for Proposals for the use of 2163 Housing funds to select contractors to provide homelessness and housing services for 2015 as recommended by the Housing Coalition. The Commissioners approved placing this on the agenda.

- 2:45 P.M. Facilities, Parks & Trails – John Keates
- John provided information of unexpected or unbudgeted costs for 2014. The bench for Courtroom B was also brought up and Cmmr. Neatherlin believes the BAR Association may be paying for this. Cmmr. Jeffreys will check with Julie Sund from the BAR. Cmmr. Jeffreys also brought up that chairs need to be purchased for the jury assembly area. Current Expense ending fund balance may be needed to pay for these costs.
  - Skatepark update - repairs are estimated at \$5,100 and they hope to have the park open this Friday, September 12. Discussion of the overall condition and how much the county should continue to invest in the park. Cmmr. Neatherlin asked John to contact past donors to see if they would donate additional funding for the repairs.
  - The City of Shelton and Mason County Parks Advisory Boards have met and are considering a joint test project and maybe that could be a skatepark. Cmmr. Neatherlin suggested a skatepark be located in the north end. Discussion of a metropolitan parks district. Cmmr. Neatherlin asked if there can be two park districts. John will bring forward a letter of agreement with the Trust for Public Lands to use them in a public polling of residents about future funding and parks and open space needs.
  - Marketing video created by Anne Voice's husband for free. John plans to place this on the Park's web site soon.
  - RCO grants were reviewed.
  - Staff is working on updating the surplus property spreadsheet. Cmmr. Neatherlin wants to be certain that all surplus property is identified and has gone through the proper process.
  - Timber value on county property located at SR 101 and SR 102. The Commissioners do not want to pursue this at this time.

- 3:00 P.M. Executive Session – RCW 42.30.110 (1)(b) Real Estate  
Commissioners Jeffreys and Neatherlin met 4:32 p.m. to 4:35 p.m. with John Keates in Executive Session for a real estate matter. Commissioner Sheldon was absent.


Commissioner Discussion - Cmmr Jeffreys brought up a proposed bill on water quality monitoring which would have an assessment on the property taxes.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS

  
Terri Jeffreys  
Chair

  
Tim Sheldon  
Commissioner

  
Randy Neatherlin  
Commissioner