

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of October 6, 2014

According to staff notes, the following items were discussed.

Monday, October 6, 2014

8:30 A.M. Superior Court - Judges Sheldon & Finlay
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.

- During bomb threat, someone went into modular courtroom and the Judges want to make sure the buildings are properly signed so no entry during such an event.
- Courtroom bench is moving forward.
- Discussion of office space for 3rd Judge and the process for selection of the position.
- Juvenile Detention washer is broken and John Keates stated the plan is to purchase a heavy duty residential unit.

9:30 A.M. 8:53 A.M. Facilities, Parks & Trails – John Keates
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.

- Discussion of legislative capital request for MCSO Evidence facility. John will talk to the Sheriff.
- Property donation offer to County for property located on Schoolhouse Hill Road. Discussion of options on how to use the property, could be a passive park or sold. It's a little under 1/2 acre. The Commissioners approved accepting the parcel.
- Courthouse signs, the original proposal was about \$20,000. John suggesting using a phased in plan. The signs have to comply with the historical element and the county road shop is probably not capable. Cmmr. Jeffreys would like to move forward with some type of signs and Cmmr. Neatherlin stated he favors doing what is absolutely necessary. John will meet with court staff to prioritize a plan and move forward. Cmmr. Neatherlin suggested using the Historical Preservation fund.
- Support letter to Youth Activities Fund. The Board approved placing this on an agenda.

9:00 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion
Commissioners Jeffreys and Neatherlin met with Bill Kenny and Frank Pinter in Closed Session for a labor discussion from 9:05 a.m. to 9:50 a.m. Commissioner Sheldon joined the briefing at 9:20 a.m.

9:50 A.M. BREAK

10:00 A.M. Executive Session – RCW 42.30.110 (1)(i) Litigation
Commissioners Jeffreys, Neatherlin and Sheldon met in Executive Session from 10:00 a.m. to 11:00 a.m. with Mike Dorcy, Tim Whitehead, Bill Kenny and Frank Pinter from for litigation. Karen Herr joined the Executive Session for approximately the last 10 minutes.

~~10:15 A.M.~~ Executive Session – RCW 42.30.110 (1)(i) Potential Litigation
Commissioners Jeffreys, Neatherlin and Sheldon met in Executive Session with Mike Dorcy, Tim Whitehead, Dawn Twiddy and Jan Alvord for litigation from 11 a.m. to 11:10 a.m.

~~10:45 A.M.~~ Support Services - Bill Kenny
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- Discussion of November 11 regular meeting that is the Veteran's Day holiday. Pursuant to Rules of the Board, County Code Chapter 2.88.010 and the Open Public Meetings Act, this meeting would be held November 12. Due to calendar conflicts, the Board agreed they would like to cancel the Commission meeting but hold briefings on Monday, November 10.
- 2015 NACO dues, \$1,141, the Board does not want to budget to pay.
- Resolution for Title II/III Funds was reviewed. The Board agreed to place on October 8 Action Agenda.

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- 2015 Budget Process Calendar. Planning to hold budget workshops on Monday afternoons from 2 p.m. to 4 p.m. starting next Monday. Commissioners Jeffreys and Neatherlin would like to include Cmmr. Sheldon and will schedule around his calendar.
- Cmmrs. Jeffreys and Neatherlin have expressed interest in a review of the county permit process and Frank Pinter has contacted the State Auditor's Office for information from their Performance Review Center. He will keep the Board informed as he learns more information.
- Next step for LTAC Tourism Marketing proposal? LTAC's recommendation is to contract with Blue Collar Agency – proposed Statement of Work & Client Services Agreement enclosed.

11:30 A.M. Finance Committee – Auditor Karen Herr/Treasurer Lisa Frazier/Chair Jeffreys
Commissioners Neatherlin and Sheldon were also in attendance.

- Lisa Frazier reviewed Current Expense cash balance which is \$6,145,794 as of September 26, 2014. There was a discussion of the 2014 banking fees, which have increased. Cash and investments were reviewed. Central Mason 5 is on registered warrants. Lisa is intending to contact the State Auditor's Office for cash handling training. Karen pointed out there is BARS training next week. Cmmr. Jeffreys brought up contracting with credit unions. Lisa will send the requirements for credit unions.

Commissioner Discussion – there was no discussion.

BREAK – NOON

2:00 P.M. Community Development/Public Health & Public Works – Barbara Adkins/Vicki Kirkpatrick/Brian Matthews
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance

- Discussion of commercial permitting process. Staff has met twice to review the process and presented several ideas to improve the permitting process. Discussion of having a point of contact not only for the county but for the applicant. Discussion of whether to accept only complete building applications to avoid false starts, staggered reviews and sometimes the plans change.
- Debbie Riley suggested establishing an inter-departmental staff meeting to review applications and potential problems.
- A daily status report is printed on building permits. Discussion of monitoring the report.
- Granting additional staff access and training to Tidemark.
- Online permitting was researched and the Board requested staff to follow-up with IT.
- Follow-up on credit card acceptance on-line.
- Barbara brought up the issue of prioritizing commercial permits in Belfair over other permits. That is not the policy and the Board agreed to address the permits as they come in. Cmmr. Neatherlin stressed the importance of commercial permits.
- Vicki Kirkpatrick pointed out that they have limited staff and if someone is sick and/or on vacation, permits are delayed.
- Provide the applicant with instructions on how to access permit information on-line.

3:00 P.M. Public Works - Brian Matthews & Melissa McFadden
Utilities & Waste Management - Brian Matthews
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- Utility Easement with Hood Canal Communications for a small underground emergency power generator and propane tank use to supply power to fiber optic network in the event of a power outage. Board approved placing this on the agenda.
- Two public hearings are scheduled for October 14 for the 2015 Annual Construction Program and the Six-Year (2015-2021) Transportation Program.
- Razor Road was discussed. The ultimate goal is to investigate what it would take to have Razor Road connect to Highway 3. Cmmr. Neatherlin stated this would alleviate traffic on Highway 106 and provide for commercial and transportation traffic and if the UGA is expanded, it would provide additional access. Brian Matthews stated this exploratory work would allow the

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opportunity to discover flaws, if any, before any land use changes. Cmmr. Sheldon stated he recalls there may be right-of-way issues.

- North Island Drive is no longer on the 6-year plan. A waiver of pay back to CRAB needs to be an Action item. The cost is much higher and there is a time limit of available funding. Staff plans to provide information to residents.
- Transportation Engineer position. Cmmr. Sheldon expressed concern for added expense. Staff was asked if other adjustments could be made to other staffing to fund this position, if there are budget impacts. Cmmr. Neatherlin supports this position. Commissioner Neatherlin left the briefing at 3:35 p.m.
- Loretta provided an update on a FEMA flood map meeting. There will be significant changes to residential areas.
- A public hearing will be set for latecomer fees.

3:45 P.M.

Olympic Broadcast & Media – Dale Hubbard/Angela Rabelos

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

- Dale Hubbard presented a Multi Media Outreach proposal to distribute governmental information to the public. The proposal is \$150 a week. This would include website information and radio support. Cmmr. Neatherlin joined the briefing at 4 p.m. The proposal includes having a local government tab. Cmmr. Sheldon supports a tie into the county website. Cmmr. Neatherlin sees a value in radio time for county news. Commissioners need to contact the elected officials and department heads to see how this proposal could be used county-wide. Dale Hubbard stated this gives the county the ability to control the message.

Commissioner Discussion – there was no discussion.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS

Terri Jeffreys
Chair

Tim Sheldon
Commissioner

Randy Neatherlin
Commissioner