

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of October 20, 2014

According to staff notes, the following items were discussed.

Monday, October 20, 2014

- 8:30 A.M. Superior Court - Judges Sheldon & Finlay
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.
- Work on Courtroom B bench is moving forward.
 - Office space for 3rd Judge will need some painting and cleaning. The Judges asked for some general cleaning and painting of the courthouse.
 - Discussion of how to communicate the issues with John Keates rather than through a briefing.
 - Courthouse signage was reviewed.
 - Looking at contributing \$50,000 from the Trial Court Improvement Fund to the video arraignment.
 - Cmmr. Jeffreys brought up holding Veterans Court at Memorial Hall. Judge Sheldon said it is possible to do, but the building floor is very noisy and makes for a difficult recording. The space needs to be cleaned up and be professional.
 - Patsy Robinson reported that the lower level bathroom that is currently locked, could be unlocked while the upstairs bathroom is repaired.
- 9:00 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion
Commissioners Jeffreys, Neatherlin and Sheldon met with Bill Kenny and Frank Pinter for a Closed Session from 9:00 a.m. to 9:30 a.m. for a labor discussion.
- 9:30 A.M. Department of Community Development – Barbara Adkins
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance. Cmmr. Sheldon left the briefing at about 9:45 a.m. and returned at 10:20 a.m.
- Reviewed the proposed changes to Title 17, Recreational Marijuana. Barbara needs to change the language regarding processors and tiers. Commissioner Sheldon stated he wants recreational marijuana allowed only in industrial and agricultural zones, he doesn't want it allowed on 5 acre parcels. There was discussion of building size allowed in the development code. Cmmr. Jeffreys summarized the question is if the Commissioners will limit the size of the building based on what it is being used for. Cmmr. Neatherlin asked if there is a building square foot maximum on RR5. Barbara read what's allowed in RR5. Discussion of whether to restrict building size for processors in all zones. Definition of rural character was discussed and the Board stated the definition needs to be changed. Barbara provided maps of current permitted operations. Cmmr. Neatherlin asked the square footage of a square 5-acre parcel.
- 10:00 A.M. Support Services - Bill Kenny
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.
- Request to convene the Board of Equalization in anticipation of the tax roll being certified by the Assessor by first of November will be placed on the agenda.
 - Schedule an informational hearing to receive input on whether to proceed with the lake management district process for Lake Nahwatzel. Informational hearing is proposed to be held on Tuesday, November 18 at 6 p.m. The Commissioners indicated they would like to hold the meeting the Lake Nahwatzel area. November 18 may not work due to the MTA meeting.
- 10:30 A.M. BREAK
- 10:35 A.M. Public Works - Brian Matthews & Melissa McFadden
Utilities & Waste Management - Brian Matthews
Commissioners Jeffreys and Neatherlin were in attendance. Cmmr. Sheldon was absent.

Board of Mason County Commissioners' Briefing Meeting Minutes
October 20, 2014

- Annual bridge limit resolution establishing lane limits for traffic control on certain Mason County bridges will be placed on an agenda for approval. 64 bridges have been inspected and 7 bridges have limitations.
- Agreement amendment to the interlocal agreement with Kitsap County for Household Hazardous Waste Collection services for Mason County residents.
- Set hearing for November 18, 2014 at 9:30am to amend Title 13 of the Mason County Code to add Chapter 13.32 "Latecomer agreements for utility facilities" and Title 15 of the Mason County Code revising Section 15.03.005 (Purpose and applicability) and Section 15.11.010, (Appeal of Administrative Determinations). There was discussion of the various options.
- Annette McGee was in attendance is requesting for a space for the Historical Society storage container. Cmmr. Jeffreys asked if there is a charge to lease property. Brian suggested there would be a location on the Port of Shelton (POS) property. Annette stated they have sent a request to the POS and have not heard anything back. This is a 40' cargo storage container.
- Cmmr. Jeffreys asked about the status of the Union street ends.

11:15 A.M. Public Health & Human Services – Vicki Kirkpatrick
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- Notice of intent to become member of the regional on-site sewage system repair/replace loan program. This loan program is the preferred method to provide loans to fix failing systems in marine shoreline counties.

11:30 A.M. Facilities, Parks & Trails – John Keates
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- John reported the Historical Society's storage container can be located at MCRA. The Board requested there be a written formal agreement.
- Cmmr. Jeffreys reiterated her position with regards to the parcel at Highway 101 and 102 is she wants to wait until there is a comprehensive plan from Skookum Rotary Foundation for the property and not piece meal a project. Annette respectfully disagreed and stated the Historical Museum is a year-around event. Cmmr. Jeffreys encouraged the Historical Society to contact Skookum Rotary. There was discussion of the property and having a follow-up discussion with Skookum Rotary Foundation.
- Cmmr. Sheldon left the briefing at 11:45 a.m.
- Discussion of easement request from PUD #3 in front of Truman Glick Park, west of Matlock to cut down 5 to 6 mature trees. The request is so PUD can install above ground power lines. Cmmr. Neatherlin would like some type of mitigation/compensation for this. Cmmr. Jeffreys asked that PUD #3 send a formal request with the purpose and what they propose for compensation.
- Request that John attend the Superior Court briefings since the briefing topics are facility related. Commissioners would like the courts to deal with the facility maintenance issues directly with the Facilities Department via the work order process. John has talked to Patsy and Robyn about signage that includes directories and etching on windows.
- Terri asked John if he believes the Union street ends should be parks. John stated he has talked to Public Works and it would be consistent with the comprehensive parks plan. There was discussion if this would increase the County's liability. John recommends very little development and sign it as a "pack it in, pack it out" park.
- Surplus property spreadsheet is about ready to determine what property the county should pursue to sell.
- Status of Skatepark lease was brought up. Cmmr. Jeffreys supports maintaining as a county park if the City of Shelton will not take it over. John will bring this back as a briefing item.

Commissioner Discussion – there was no discussion.

BREAK – NOON

2:00 P.M.

2015 Budget Workshop

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

Public Health

- Vicki Kirkpatrick stated they intend to amend their proposed 2015 budget. The change will be to move the AIDS Case Management to somewhere else in the community and reallocate the staff to mental health. This budget doesn't include that because still working on relocating the AIDS services. They are also proposing a reorganization that includes a reclassification to the Community Family Health Manager and Environmental Health Manager positions. Bottom line is that the proposed changes will be revenue neutral except a request to fund an Environmental Health (EH) staff person for environmental health for Building 3 position. They are losing two Environmental Health (EH) Services positions that are grant funded. Debbie Riley explained that the staff that has been located at Building 3 has been scanning the Environmental Health paperwork and that task will be done at the end of the month and that has been grant funded. Discussion of what the Building 3 staff person would be doing on a day-to-day basis now that the scanning project is complete. They have issued very few EH permits from that location. Ms. Riley suggested possibly helping to fund a Permit Tech but is concerned if there is capacity with existing staff.
- The Current Expense 2015 request has an increase of \$76,526.
- Discussion of Health Officer funding.
- Cmmr. Jeffreys would like to see where the Current Expense monies are spent.
- Cmmr. Sheldon joined the briefing at 2:30 p.m.
- Ms. Kirkpatrick noted that they have budgeted the mental health expenses in the mental health fund.

Family Recovery Court

- Harris Haertel reported there have been proposals for Veterans and Mental Health Courts and the budgets are not reflective of these changes. The Mental Health Advisory Committee is meeting Thursday.

Law Library

- Becky Rogers explained the 2015 budget is about \$2,000 higher and that will come from the Law Library ending fund balance.

Trial Court Improvement

- Patsy Robinson explained this is money transferred from Current Expense to match the amount the state pays towards the District Court Judge's salary and she is anticipating the same amount of revenue in the 2015 budget. They anticipate paying for some of cost for video conferencing from this fund.

Family Law Facilitator

- Funds are from marriage license and filing fees.

Superior Court

- Judge Sheldon spoke to their 2015 goals and their first goal is to work on facilities, they need an additional dedicated courtroom.
- Discussion of additional security needed.
- The 2015 proposed budget is within a few dollars of the 2014 budget.
- Discussion of court case scheduling and filings and how to compare to other counties.

Clerk

- Ginger Brooks explained her original request did not include the O&M funded clerk which is \$29,407.
- Jury costs have been higher than anticipated but they are learning they don't have to summon as many potential jurors as we move through the calendar year because of requests to delay the jury term.

Board of Mason County Commissioners' Briefing Meeting Minutes
October 20, 2014

- Ms. Brooks stated she may have to request a .5 FTE to support the additional judge and two additional courts.

Community Development

- Kathy Chausse provided information on expenses and revenues, both have increased.
- \$125,244 of mandated services, long range planning and fire investigation services are not covered by fees.
- Discussion of vehicles.

District Court

- Patsy Robinson explained the District Court 2015 budget is about the same as 2014.
- They increased the pro tem wage to \$60 per hour.
- Staff training has been increased to accommodate new clerical staff.
- Discussion of probation fees which have increased.
- They have requested an additional Probation Officer.
- Kitsap County has offered their moving file system to District Court but they need to be professionally moved and installed. Patsy is checking to see if this filing system will give her additional filing space.

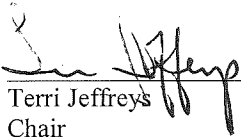
4:00 P.M. Executive Session – RCW 42.30.10 (1)(i) Potential Litigation
Commissioners Jeffreys, Neatherlin and Sheldon met in Executive Session with Tim Whitehead, Brian Matthews, Frank Pinter and Bill Kenny from 4 p.m. to 5 p.m. for a discussion of potential litigation.


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