

**BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES**  
**Mason County Commission Chambers, 411 North 5th Street, Shelton, WA**  
**Week of January 5, 2015**

Monday, January 5, 2015

- 8:30 A.M. Superior Court – Judge Sheldon  
Court Commissioner Contract  
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.
- 2015 Court Commissioner Professional Services Agreement for 20 hours per week at a salary of \$58,636.13. The Court Commissioner salary is set at 75% of judge's salary. This salary will be paid .4 FTE through the Superior Court budget and .1 FTE with the Drug Court budget.
  - Building 3 for court space was discussed. Judge Sheldon stated the primary concern is there needs to be two more bathrooms upstairs and that the basement may not be large enough for Probation Services. She asked if a portion of the upstairs could be available and the Coroner would need to be relocated.
- Commission Discussion
- Discussion of the Continental Floral sale.
  - Cmmr. Sheldon brought up the applicants for the Housing Authority Commissioner positions. Discussion of the Housing Authority.
  - Capitol Land Trust invitation to breakfast meeting.
- 9:00 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion  
Commissioners Jeffreys, Neatherlin and Sheldon met in Closed Session with Bill Kenny and Frank Kenny from 9:00 a.m. to 9:30 a.m. for labor discussion.
- 9:30 A.M. Executive Session – RCW 42.30.110 (1) Potential Litigation  
Commissioners Jeffreys, Neatherlin and Sheldon met with Chief Deputy Prosecutor Tim Whitehead, Brian Matthews, Dan Lossing, Bill Kenny and Frank Kenny from 9:30 a.m. to 10:20 a.m. in Executive Session for potential litigation.
- 10:00 A.M. Support Services - Bill Kenny  
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.
- Two vacancies for Lewis-Mason-Thurston Area Agency on Aging, news release will be issued.
  - Veterans' Assistance Board is requesting the assistance to indigent veterans be increased to \$800 per year and the catastrophic amount be increased to \$300 per year. Have been budgeting \$100,000 for this service and in 2011 \$55,663 was spent; 2012 - \$56,977; 2013 - \$55,292 and YTD \$43,778.  
RCW 73.08.010 (1) "The county legislative authority shall consult with and solicit recommendations from the veteran's advisory board...to determine the appropriate services needed for local indigent veterans."  
and  
(4) (a) Solicits advice from the veteran's advisory board.....  
Cmmr. Jeffreys suggested a public hearing be scheduled to receive comment on use of the Veterans' Assistance Fund. The Commissioners approved setting a public hearing on February 10 to take public comment and to solicit comment for other potential veteran services.
  - Underground Storage Tank pollution liability policy renewal options were discussed. Heidi will request various policy limits and the Commissioners approved having the Risk Manager sign future requests for insurance quotes.
  - Joint meeting with City of Shelton scheduled on Tuesday, January 6, 10:30 a.m. @ Public Works to discuss legislative priorities.
- 10:30A.M. BREAK

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- 10:45 A.M. Public Works - Brian Matthews & Melissa McFadden  
Utilities & Waste Management - Brian Matthews  
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.
- Staff will call for bids for the recycling bins and extend the contract with Mason County Garbage in the mean time.
  - Road projects to reflect the \$300,000 additional diversion and rent reduction from the Sheriff and Emergency Management for a total revenue reduction of \$437,605. Staff proposes to reduce maintenance projects, eliminate contract administrator position (new position that is not filled), not fill a Teamster Operator position that is vacant, and push out the Little Mission Creek culvert project. Melissa McFadden explained Fish & Wildlife has changed their specifications for this project and she would like the time to appeal their request. Cmmr. Neatherlin suggested the revenue loss be met by deferring the Carmen Road culvert. Loretta explained this project is planned in tandem with another project. Cmmr. Neatherlin suggested reducing the ER&R loan payback. Discussion of the Little Mission Creek culvert project. Staff assured the Board they would continue to work on the project as they go through the appeal process. Commissioners Sheldon and Jeffreys agreed with staff recommendations.

- 11:15 A.M. Public Health & Human Services – Vicki Kirkpatrick  
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.
- Contract with ESD 113 for Project SUCCESS (Schools Using Coordinated Community Efforts to Strengthen Students). This program is designed to prevent and reduce substance use among students 12 to 18 years of age. The Board approved placing the contract on the agenda.

- 11:30 A.M. Facilities, Parks & Trails – John Keates  
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.
- Real estate pricing sheets were reviewed with John Keates & Richard Beckman. Several suggestions were made and additional information will be brought back to the Board.
  - Courthouse signage plan. The quote is \$3566. The Board approved moving forward with the signage plan.
  - \$4.5 to \$4.8 million was original estimate for a Sheriff evidence facility. John is now working with Sheriff staff for a Plan B and he presented preliminary information for a 160' x 70' pole building and it is estimated at \$1.2M. Still looking at including the Squaxin Island Tribe. The request is not ready for a Capital Budget funding request. The Commissioners requested the Sheriff be involved in the plan.
  - Youth Activity funding was discussed.
  - Further discussion on the evidence facility. The Board needs to know it's a solid plan and the Sheriff supports the proposal.
  - Commissioner Sheldon left at 12:10 p.m.; the briefing ended at 12:20 p.m.

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.
- Building Inspector/Plans Examiner. The Lead Plans Examiner will be leaving at the end of March 2015 and Barbara requested permission to advertise to fill the position to allow for training time.
  - Fire Marshal Program. Since September 2014 Jeromy Hicks (Fire District #2) was hired as extra help for fire code review. According to the Teamsters contract, extra help can only work for up to five months and this contract will end mid-February. Bill Kenny stated he can ask the Teamsters if the contract could be extended and the County will need to get approval from Jeromy and the fire district.
  - Debbie Riley spoke to Environmental Health staffing levels and how customer service will be provided in Building 3 since there will not be a EH person in Building 3.

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- Multi-Family Housing Tax Incentive Program was discussed. Discussion of the impact of the tax incentive to the county and the length of time the tax incentive is available. One of the goals is to increase Belfair sewer hookups. A public hearing will be set.
- Wilson Recycling was discussed, including if the expanded use is a legal non-conforming use and the sign that is off-premises. Barbara has received a legal opinion. Cmmr. Sheldon requested the sign be dealt with.
- Cmmr. Sheldon left the briefing at 3:08 p.m.

Commissioner Discussion


- Cmmr. Jeffreys reported she has met with a couple of the Belfair Sewer Advisory Board members and she suggested a meeting be scheduled that includes Commissioners and Frank Pinter. Cmmr. Jeffreys stated she supports using the .09 and REET 2 monies.  
The briefing ended 3:28 a.m.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS

  
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Randy Neatherlin  
Chair

  
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Tim Sheldon  
Commissioner

  
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Terri Jeffreys  
Commissioner