

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Monday, January 12, 2015

9:00 A.M. Executive Session – RCW 42.30.110 (1) (g)
Commissioners Neatherlin and Jeffreys met with Karen Herr, Bill Kenny, Frank Pinter and Tim Whitehead in Executive Session from 9:00 a.m. to 9:25 a.m. to review the performance of a public employee. Cmmr. Sheldon was absent.

9 - 9:25

9:30 A.M. Assessor/Clerk – Melody Peterson/Ginger Brooks
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.

- Melody Peterson and Ginger Brooks requested their Chief Deputy positions and Chief Appraiser in Assessor's office be reclassified based on equal work should have equal pay. In 2002, the Chief Deputy positions were created at same level; change in the Treasurer's Chief Deputy position in 2011.

Bill Kenny pointed out there have been several reclassification requests and several positions have significantly changed over the last several years.
Discussion about the lack of current job descriptions in Human Resources and HR has started the process of gathering all job descriptions.
Cmmr. Jeffreys stated she wanted to make sure we are internally aligned and then review if there is the opportunity to raise the salaries.
When asked by the Board for a timeline to review positions, Bill Kenny responded the review of job descriptions and salary ranges could be done in the next 30 to 60 days.
Judge Sheldon stated the Chief Deputy and Chief Appraiser were not always aligned; now are aligned, but are not aligned with Chief Deputy Treasurer. Her Superior Court Administrator is a position that she has requested be reevaluated.
Cmmr. Neatherlin asked Bill Kenny to start the review of the reclassification requests and hopefully he will have that completed in 30 days.
Mr. Kenny pointed out this is focused on the non-represented manager group and there are other employee groups who have also indicated they want salary reviews.

10:00 A.M. Support Services - Bill Kenny
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent

- Bill Kenny provided the status of Video Conferencing. The cost is estimated at \$70,000 and a change order is needed. The Sheriff's office has committed to paying \$18,000 from Swift & Certain monies for control room doors on the booths.
- Mr. Kenny provided the compliance information for the underground storage tanks.
- Frank Pinter stated the 2015 Budget detail should be published by end of week.
- Cmmr. Jeffreys provided changes she would like to see in the Multi Family Housing Tax Incentive program. Cmmr. Neatherlin is good with the changes and Cmmr. Jeffreys will meet with Barbara Adkins (not available today) so the draft ordinance will reflect the changes. A public hearing will be scheduled on February 10.
- The Board approved setting a public hearing on February 10 to consider increasing the amount payable to eligible veterans from the Veterans' Assistance Fund.
- The Board approved placing an updated signature sheet for the E911 contract on the agenda.
- Mr. Kenny reported that Public Works has signed the agreement for DEM facility space. There was discussion about the Sheriff's use of Public Works Building 6. Undersheriff Barrett stated they have \$32,000 budgeted for rent for this space until an alternative site is found.
- Discussion of locating DCD in Building 8 with Public Health and if a Lean process will be scheduled. The Board agreed to move forward with the move and to hold off on any process improvement review until the move is complete. Frank Pinter stated he has been in contact with WA State about process improvement and they want a scope of work and five to six months lead time.

10:30 A.M. BREAK

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- 10:35 A.M. Public Works - Brian Matthews & Melissa McFadden
Utilities & Waste Management - Brian Matthews
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
- 2015 State of WA Road Levy Certification to CRAB will be placed on agenda for Chair's signature.
 - Road closure on Eells Hill Road, California Cut Off Road and California Road on January 31 and March 7 for a Performance Rally car rally. Resolutions will be placed on agenda.
 - Approval to use the MRSC Consultant Roster for Ground Water Monitoring at the Mason County Landfill and a consultant for design services for a grinder pump for the Belfair Lift Station. Items will be placed on agenda for final approval.
 - Request to declare vehicles and equipment surplus to sell at the WA State Surplus Sale. Commissioners asked Public Works to first circulate the list of vehicles to departments to give them an opportunity to receive the vehicles. Cmmr. Neatherlin asked from now on that this process be followed where departments have first opportunity on "washed down" vehicles before going to surplus sale.
 - Transportation Improvement Program Citizen Advisory Panel for 2015-2016. Applicants are still being solicited for certain categories. The Commissioners are good with appointing the applicants they have and continue to solicit for other positions.
 - Waiver of payback to CRAB for North Island Drive. Cmmr. Jeffreys will attend the January 29 CRAB meeting when the waiver will be considered.
 - New WAC rule proposed by CRAB was reviewed. Undersheriff Barrett will provide comments from the Sheriff's office.
 - Brian Matthews will be taking vacation time in February.
- 11:15 A.M. Treasurer – Lisa Frazier
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
- 2015 uncollectible personal property taxes that have been unable to collect. Resolution will be placed on the agenda for final approval.
 - 2014 Property Tax Refunds acknowledgement of receipt in the total amount of \$294,289.06 will be placed on the agenda.
 - Cmmr. Neatherlin brought up lost sales tax and asked if the county were to establish a business license fee, what would be the ramifications. Treasurer Frazier stated the past Budget Director audited the sales tax reports for miscoding. Discussion of how a business license program would work because it would need to pay for compliance.
- 11:30 A.M. Facilities, Parks & Trails – John Keates
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
- Sheriff evidence facility discussion. Proposal is for a phased facility and would be a pole building, eight bays for vehicles/equipment with security fencing. Estimated initial cost is \$1.2M to \$2M and Squaxin Island Tribe is interested in partnering. Cmmr. Jeffreys wants to have a serious capital budget proposal. She doesn't want to spend any design money if we are going to use the Mel Chev building. Detective Jason Dracolby and Undersheriff Barrett stated the Mel Chev building is a transition building and could work for a couple of years while a permanent site is developed. Future growth needs to address not only evidence but Search and Rescue. Cmmr. Neatherlin would like to see a proposal for a minimal facility that is close to the \$1.2M number because he feels it would have a better chance of receiving funding. John cautioned on going for the minimal number not knowing the various problems that could arise. Cmmr. Jeffreys stressed the importance of having support from all Legislative District 35 representatives and the Commissioners asked the Undersheriff to ask the Sheriff contact the legislators. Discussion of requesting \$1.2M for pole building, fencing and power from the State Capital budget. John will work on a capital funding request. Undersheriff Barrett will contact the two tribes and set up a meeting with Manke about the existing lease and will draft a briefing paper for the legislators.
 - Memorandum of Understanding between the City of Shelton, Shelton School District and Facilities & Parks. The Board requested the material cost be capped at \$1,000 - Item 1.3(2).

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Termination clause was reviewed. Cmmr. Neatherlin suggested removing the 50% of cost language from Item 1.3(2) and leave the termination clause as written and an alternative would be to cap the materials at \$1,000.

- Provided report on the Economics of Outdoor Recreation in WA State.
- Commissioner Discussion – as needed
Commissioners Neatherlin and Jeffreys discussed the following items. Cmmr. Sheldon was absent.
- Cmmr. Neatherlin is meeting with Lynn Longan regarding the management of the Regional EDC.
- Clarification that the PRTPPO representative is Cmmr. Jeffreys and Cmmr. Neatherlin is the alternate. A letter will be sent to PRTPPO stating the representation.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

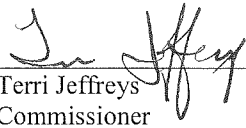
BOARD OF MASON COUNTY COMMISSIONERS



Randy Neatherlin
Chair



Tim Sheldon
Commissioner



Terri Jeffreys
Commissioner