

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of January 26, 2015

Monday, January 26, 2015

8:30 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion
Commissioners Neatherlin, Jeffreys and Sheldon met with Bill Kenny and Frank Pinter from 8:40 a.m. to 9:32 a.m. for a labor discussion.

9:30 A.M. Auditor – Karen Herr
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.

- Fina Ormond explained the use of the imprest checking account for Elections that needs to be increased to \$5,000. The Board approved placing the resolution on an agenda for approval.

9:45 A.M. Support Services - Bill Kenny
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.

- Inventory of machinery & equipment is due March 1 and Diane is working on the Oath of Inventory.
- 2015 budgets are published and on website
- Cmmr. Jeffreys brought up the possibility of a consolidation of North Mason Fire and Central Fire.
- Cmmr. Jeffreys asked Cmmr. Neatherlin to attend one of the sessions with Blue Collar Agency in February.
- The letter from the Belfair Sewer Advisory Committee was discussed. Cmmr. Neatherlin stated his preference is to not establish a Citizens Utility Advisory Committee until the finances of the Belfair Sewer are secured.
- The Commissioners asked that a briefing be scheduled with Community Development to learn more about the Hearings Examiner appeal request from The Bend. There was a brief discussion about how the County can track these types of businesses when there is no business license requirement.
- Cmmr. Jeffreys brought up her attendance at the Criminal Justice Working Team and the request for the Commissioners to establish the vision for criminal justice. The Commissioners asked that a briefing item be included on the Support Services briefing agenda for the next several weeks to discuss the 2015 Commissioner Work plan.

10:15 A.M. BREAK

10:20 A.M. Public Works - Brian Matthews & Melissa McFadden
Utilities & Waste Management - Brian Matthews
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.

- Melissa talked about the surplus vehicles and equipment list and she will place the authorization to declare surplus the agenda.
- Paint striping, manufacturing & stockpiling of mineral aggregate and emulsified asphalt call for bids will be placed on an agenda.
- Request to procure a sole-brand solicitation for the snow stop roofing system for the Public Works facility.
- Hearing on the franchise agreement between Mason County and Sandy's Waterfront.
- Corps of Engineers meeting scheduled on February 12 for the Skokomish General Investigation Study. Discussion of agenda topics. The Commissioners expressed concern with any county financial obligation. Staff will schedule a briefing to provide detailed information prior to February 12.
- Request to approve a GIS lead worker was approved.
- Funding for stormwater program was discussed.

RECESS - 15 minutes

~~11:45 A.M.~~ 10:45 A.M. Public Health & Human Services – Vicki Kirkpatrick

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

- Request to fill an upcoming Public Health Nurse vacancy.
- Permission to advertise for Mental Health & Substance Abuse Advisory Committee vacancies.

11:00 A.M.

Facilities, Parks & Trails – John Keates

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

- Skatepark memorandum of understanding with the City of Shelton. John received permission to complete the repairs so the City will approve the MOU.
- Surplus property for property that did not sale at latest foreclosure sale. Hearing will be held on March 3.
- Discussion of county property that was logged and should they/could they be sold.
- The following is discussion of the relocation of Community Development to Building 8; relocating Probation Services to Building 3 and create an additional courtroom in Building 3.
Discussion:
 - Is there is enough space in Bldg 3 downstairs for Probation Services. Facilities staff believes yes, with relocation of Coroner & Search and Rescue. Some space modifications are necessary. Jim Madsen explained they do need a larger meeting space for Probation Services. Cmmr. Neatherlin brought up using the Rectory Building. Kelly Frazier stated he did meet with the City of Shelton staff and they suggested the county schedule a pre-submission meeting. Kelly believes the Rectory would provide meeting space but not large enough for Probation Services. John Keates brought up that the former church site cannot be used for parking. The back lot provides parking. Kelly pointed out the building does not have ADA access or parking.
 - Need to relocate Coroner - Options: Building 8 upstairs (space currently used by State Auditor). Facilities staff believes even with relocating DCD to Building 8, there is room for the Coroner. Possibility of relocating Coroner to Sheriff's office, would need separate entrance.
 - Need to relocate Search & Rescue - Options: Former Mel Chev Building – if leased. Alternative is former MCRA office. John noted the MCRA office is not ADA accessible.
 - Courts have requested two new bathrooms upstairs for the court space (total of three bathrooms). There is currently one bathroom upstairs; there are men's & women's restrooms downstairs (ADA accessible from outside). Option: add one additional bathroom upstairs (total of two upstairs). There is space for courtroom, jury assembly area & jury room.
 - Judge Sheldon stated they are not willing to locate Probation Services in the basement of Building 3. They are willing to place them on the ground floor and use the basement for storage. Their preference is to have additional courtrooms in the Courthouse building.
 - All the windows would need to be blocked off so people outside cannot see inside the courtroom. Option: Window coating (can see out, can't see in)
 - Is there adequate parking? ADA requirements? Need to meet with City of Shelton permitting staff.
 - DCD needs storage space for files (can store archive files off-site but still have many active files). Options: Use Bldg. 8 meeting room downstairs for DCD file storage OR locate DCD Building staff downstairs with Environmental Health & relocate Personal Health upstairs in Probation Services area. Finish dentist area as meeting/office space. May need to locate Planners upstairs of Building 8. Need off-site file storage. Possible storage solutions are Mel Chev building (if leased) or Parish Hall.
 - Barbara Adkins has expressed some concern if Bldg. 8 upstairs will lay out properly for her staff to effectively interact and function. Barbara stated it's hard to know if it will work, not knowing exactly how the office space would be laid out.
 - Building 8 is in dire need of exterior painting and rehab and an estimate has been obtained for \$12,621.
 - Floor loading needs to be done for old dentist space if used for storage.

- Considerations for Parish Hall - Would need change of use with City of Shelton. Least impact is to use the building for staff that doesn't need public access &/or storage. There is also potential to sell the building to Community Youth Services.
- General discussion:
Cmmr. Jeffreys commented that if Building 3 downstairs is not used for Probation office space, there is no concern with SAR & Coroner.
Kelly Frazier pointed out there is the possibility of using upstairs Building 3 for Probation and a courtroom (such as the courtroom space in Bldg. 8) that could be used for Juvenile Court.
Cmmr. Jeffreys suggested Bill Kenny facilitate the process to move forward with relocating D DCD to Building 8.
There was discussion of an additional courtroom and John Keates stated the estimate is at \$300,000 to make an additional courtroom in courthouse basement. There is not a public ADA restroom in the basement.
Judge Sheldon requested the actual square footage of the building space.
Cmmr. Jeffreys noted there is potential for Community Youth Services to purchase the Parish Hall.
Discussion of Juvenile Court that is held in Courtroom B, the Modular Courtroom or Building 8 court space. If Juvenile Court is held in Building 3 there might need to be security. Bill Kenny noted that some of security concerns could be addressed by the design of the space.
Discussion of what offices could be relocated out of the courthouse. It doesn't appear there is much that could be relocated to make any real difference.
Cmmr. Jeffreys noted there could be a possible restructuring of DCD and Public Health, her desire is to have all the permitting under one department.


Commissioner Discussion – as needed

- Commissioners Neatherlin and Jeffreys had discussion with Bill Kenny and John Keates about the next steps needed for the relocation.
- Steve Bloomfield noted there has been a problem at Latimer's Landing with vandalism.

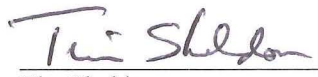
Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS



Randy Neatherlin
Chair



Tim Sheldon
Commissioner



Terri Jeffreys
Commissioner