

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of February 9, 2015

Monday, February 9, 2015

- 8:30 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion
Commissioners Neatherlin, Jeffreys and Sheldon met in Closed Session with Bill Kenny and Frank Pinter from 8:30 a.m. to 9:00 a.m.
- 9:00 A.M. Executive Session – RCW 42.30.110 (1) (i) Potential Litigation
Commissioners Neatherlin, Jeffreys and Sheldon met in Executive Session with Tim Whitehead from 9:00 a.m. to 9:20 a.m. for potential litigation. Bill Kenny and Frank Pinter also attended. From 9:20 a.m. to 9:50 a.m. there was a second Executive Session for another litigation matter with the three Commissioners, Tim Whitehead, Barbara Adkins and Grace Miller.
- 9:30 A.M. Department of Community Development – Barbara Adkins
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.
- Discussion of appeal on administrative decision for The Bend. This is scheduled to go before the Hearing Examiner in April and is due to neighbors complaining about the noise and parking. Rich Balderstrom explained why it doesn't qualify for the residential building code. This was originally permitted as a three bedroom dwelling and it is being advertised on VRBO for seven bedrooms and can hold up to 23 occupants. Due to the usage, the structure needs to be sprinkled for fire code. Staff also has fire code concerns with how the basement has been finished, which the building department has not seen; it was permitted as an unfinished basement. It is not a zoning issue. The Board requested to be kept informed as this moves forward.
 - Judge Sheldon commented on the request for a public hearing for the Capital Facilities Plan. Her overall concern from courts is they have not been consulted as to what their needs are. They have not had the opportunity for input and space needs are their #1 priority. Judge Sheldon asked this item be delayed until the Courts have had the opportunity to comment.
Cmmr. Neatherlin stated Judge Sheldon should meet with John Keates this week and they will delay setting the public hearing.
Cmmr. Jeffreys asked if other departments have been consulted. Barbara Adkins was directed to email all departments and refer them to John Keates for input. The Sheriff's office did not respond to a previous email requesting their input on facilities needs.
Planning Advisory Committee concerns were stormwater and that the spaces needs analysis was so outdated. John Keates did attend the PAC meeting.
 - Public hearing tomorrow on the multi-family housing tax incentive. Discussion of changes to the income guidelines. Barbara will draft an amendment.
- ~~10:35 A.M.~~ 10:20 a.m. Support Services - Bill Kenny
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.
- Frank presented the December 2014 Financial Status. The actual 2014 Current Expense revenue is \$29,497,637 and expenditures are \$28,213,359.
 - Contract with Blue Collar Agency for Tourism Promotion was discussed. The Board agreed to place it on the agenda. The target audience is the millennials through social media strategy. North Mason Chamber will be contracted with for a local contact. The website will be changed to a content management system and the brand is Hood Canal.
 - 2015 Commissioner Work Plan. Cmmr. Jeffreys talked about the definition of recidivism.
 - Discussion of briefing with Environmental Health staff to learn what they have accomplished. The Board agreed to have Debbie Riley bring staff to Commission meetings and present information under Item 10 on Tuesdays.
Cmmr. Sheldon left to attend the legislature.
- ~~10:30 A.M.~~ 11:05 a.m. BREAK

Board of Mason County Commissioners' Briefing Meeting Minutes
February 9, 2015

- 11:15 A.M. WSU Extension – Zena Edwards, Interim Director
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
- Zena provided an update on the selection of the new Director, not sure of exact timeline. Cmmr. Jeffreys pointed out her main area of concern is water quality.
 - The 2015 Memorandum of Agreement with the WA State University Extension that provides funding for programs in Mason County was reviewed.

- 11:30 A.M. Auditor – Karen Herr
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
- Auditor Karen Herr has accepted Ed Baker's resignation and has begun the hiring process to fill this position. Frank is helping in the interim. The SAO exit conference is March 3. They plan to start the 2014 audit in April. Ms. Herr plans to contract out for the 2014 financial reports and she is hopeful that this contracted person will then work with the person who is hired for future financial reports.

Commissioner Discussion

- Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
- Cmmrs. Neatherlin and Jeffreys talked to Marilyn Vogler about the proposed changes to the multi-family tax incentive code changes. Marilyn submitted proposed language changes and the Commissioners asked her to email to Barbara.
Discussion of low income housing and the impacts from the Growth Management Act. Ms. Vogler is on the Housing Coalition Executive Committee and Cmmr. Jeffreys talked about her and Cmmr. Neatherlin's goal is for the housing funding to go for building low income housing.
 - Cmmr. Jeffreys brought up discussions she has had with Mike Evans regarding standardized communications for all MACECOM technology. A MOU will be coming forward with county, city, tribes that as we upgrade our communications, we use this technology. There is technology to bridge the technology to the federal protocol. Mike Evans has been in discussions with MCSO.

BREAK – NOON

- 2:00 P.M. District Court – Patsy Robinson
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
- Increase District Court Judge Pro tempore and District Court Commissioner hourly rate to \$60. The 2015 budget was adopted with the increase. There were recommended changes to the resolution and it will be effective the date of adoption.

Melody Peterson brought up her request to increase her two chief deputy's salaries.

The Commissioners stated the judge pro tems are independent contractors and the pay structure is different than a union employee.

There was discussion of the fact there is not a standard practice for reclassifications because as they come in individually, it creates a problem.

Karen Herr stated they see discrepancies on how departments have the ability to apply special pay and lead pay.

Both Assessor Peterson and Auditor Herr expressed frustration with the pay inequities.

The Commissioners stated they are working on how to create pay equality but cannot disclose too much information because of the labor contracts.

- 2:30 P.M. Public Works – Brian Matthews
Utilities & Waste Management - Brian Matthews
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
- Preparation for the meeting that is scheduled this Thursday with the Corps of Engineers regarding the Skokomish River General Investigation (GI). Loretta Swanson provided an update on the status of GI. John Bolendar and Joe Pavel provided information on the process, the project and how the funding works. The local match is dependent upon grant funding.

3:30 P.M.

Facilities, Parks & Trails – John Keates

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

- Discussion of the parcels near Union Transfer Station that have been logged and whether to sale the property. Richard Beckman provided information on the property. Discussion of boundary line adjustment and subdivision process and how these processes would be paid. The property will be replanted. Mr. Beckman brought up the possibility of a building moratorium due to the recent logging.
- Status of Skatepark. Mason County Park's staff has completed the repair work and John is waiting for the signed MOU from the City of Shelton and he will then bring it forward for the Commissioners to approve.
- Request to release the RFP for the marketing project for Mason County Parks & Trails. The Board approved moving forward with the RFP.
- Agreement with Ecology for funding replanting at Sunset Bluff Park and the Board approved.
- WWRP funding level, Coulter Creek is on the list; youth athletic facilities funding could open up some funding for Sandhill and MCRA.
- Regarding the Sheriff Evidence Facility, John stated he received a call from Senator Sheldon's legislative aid for paperwork. John has met with Representatives Griffey and McEwan.
- Cmmr. Neatherlin brought up Judge Sheldon's request for capital facilities and John plans to meet with all three judges tomorrow.
- Regarding the Mel Chev building lease, John is having Risk Pool looking at it and sent to legal. The proposal is to start the lease amount at \$1,500 a month with an escalation clause so it's \$1,500 per month for the first year; \$1800 for the next two years and then negotiable for the next 5 years. It would be using it for evidence and facilities. Cmmr. Neatherlin expressed concern with using it as an evidence facility and if the building sells, we would have to quickly move and pay to remove the improvements. John has talked to the Sheriff and there would have to be fencing, cameras and alarms that could be removed and reused. John stated he requested a 6 month notice however is concerned if it had to be vacated; there would no other location to move the evidence. Cmmr. Neatherlin proposed negotiating other lease terms such as offering \$1,000 a month, all up front, with the clause it wouldn't be sold during the lease term. Cmmr. Neatherlin then asked John to look at the cost for a simple, fully enclosed metal building by Building 9 for a facilities shop. John proposed a three-year lease with a no sale clause for the Mel Chev building and the Board asked him to try that.

Commissioner Discussion

Commissioners Neatherlin and Jeffreys discussed the following items:

- An email was received from Pat Loudin regarding TIP CAP. The Board will address this at tomorrow's Commission meeting.
- Discussion of the Transportation Improvement Plan (TIP). The Commissioners would like to amend the TIP to include the Belfair Bypass and the Railroad Ave/Shelton Matlock intersection improvements. Diane will let Public Works know.
- Diane pointed out there is a separate resolution for the Superior Court Commissioner pay. There was discussion of increasing that to \$60 per hour so it's the same as District Court. The Commissioners directed Diane to contact Superior Court.

Tuesday, February 10, 2015

11:30 A.M.

Finance Committee

Commissioner Randy Neatherlin, Treasurer Lisa Frazier and Auditor Karen Herr were in attendance. Commissioner Terri Jeffreys was also in attendance.

- Treasurer Frazier presented the 2014 4th quarter financial status. Current Expense cash balance as of December 31, 2014 was \$8,038,298.93.
- Cash Handling Policy and Procedures is pending.
- Obtained signatures for the annual filing statement with the PDC.
- Auditor Herr brought up the vehicle use policy and the status of a cell phone policy because there is a financial impact of these policies.

Board of Mason County Commissioners' Briefing Meeting Minutes
February 9, 2015

- Cmmr. Jeffreys brought up the proposed finance plan for the Belfair Sewer and assumes the Finance Committee would be making a recommendation. Ms. Frazier stated she hasn't received a formal finance plan. Cmmr. Jeffreys recommends having early input in the plan. Ms. Frazier stated once she receives a formal proposal, she will call a Finance Committee to discuss the proposal.
- Their offices are now through an entire financial cycle and finding efficiencies and improvements with MUNIS. Report writing is an important element.
- Cmmr. Jeffreys brought up the Parks crowd funding proposal and how it will work financially. Ms. Frazier questioned the cash receipt process with using a 3rd party vendor. The Treasurer had discussions with John Keates and recommended he talk to the State Auditor. Ms. Frazier will follow up with John Keates.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS


Randy Neatherlin
Chair


Tim Sheldon
Commissioner


Terri Jeffreys
Commissioner