

**BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES**  
**Mason County Commission Chambers, 411 North 5th Street, Shelton, WA**  
**Week of May 18, 2015**

Monday, May 18, 2015

- 9:00 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion  
Commissioners Jeffreys and Sheldon met in Closed Session with Bill Kenny and Frank Pinter from 9:00 a.m. to 9:15 a.m. for a labor discussion. Commissioner Neatherlin was absent.
- 9:15 A.M. Executive Session – RCW 42.30.110 (1)(i) Litigation  
Commissioners Jeffreys and Sheldon met in Executive Session with Tim Whitehead and Dawn Twiddy from 9:22 a.m. to 9:31 a.m. for a litigation matter. Commissioner Neatherlin was absent.
- 9:30 A.M. Mason County Veterans' Advisory Board – Ron Berg, Chair & Jeff Thompson  
Commissioners Jeffreys and Sheldon were in attendance. Commissioner Neatherlin was absent.
- Review of proposed changes to the Veterans Advisory Board Operating Policy. One of the changes is removing a one year waiting period after receiving assistance for two years. Discussion of allowing an applicant using a hotel as proof of residency. The appeal policy has been revised. Cmmr. Jeffreys is anticipating additional changes including petty cash and gas credit cards. She also pointed out there is new federal money for veterans in rural areas and she will be contacting the local contact to learn more about the program. The revised policy will be placed on the June 2 Commission agenda.
- 10:00 A.M. Support Services - Bill Kenny  
Commissioners Jeffreys and Sheldon were in attendance. Commissioner Neatherlin was absent.
- Lodging Tax Advisory Committee appointments – two spender positions. Applicants: Nancy Johnson (Union Tourism Assoc), Heidi McCutcheon (Shelton Chamber), Arnold Hampton (WA State Parks/Friends of Schafer Lake Sylvia). Interviews will be scheduled.
  - Civil Service position, interviews will be scheduled on Monday, June 8. Applicants: Kirk William, Cheryl Williams, David Eklund, Michael Foster & B Dean Byrd
  - Risk Pool Resolution (name Ross McDowell as Safety Officer rather than John Keates)
  - Streaming contract with MasonWebTV. Contract ends June 23. The Board agreed to extend to end of year.
  - Earthquake Exercise – June 17-24, 2015.
  - Commendation letter for Becky Rogers. Becky was recognized at last week's Commission meeting by the Board of Equalization.
  - SmartMeme Studios contract for Park's Kickstarter campaign continued to May 19 agenda. Staff recommendation is to not approve at this point and they will continue to research other funding options for adopt-a-park campaign.
  - April Financials were reviewed.
  - 2016 Budget timeline was reviewed. The call for budgets by the Auditor is July 13. Frank is recommending that the budgets be input directly into MUNIS. He explained a report will be generated when modifications are made for the Commissioners to sign so there is a paper trail of the changes. The budget guidelines will be brought forward in June for the Commissioners' review and direction.
- ~~10:20 A.M.~~ 11:15 - 11:20 A.M. BREAK
- ~~11:00 A.M.~~ 11:25 A.M. Sheriff's Office – Undersheriff Barrett  
Commissioners Jeffreys and Sheldon were in attendance. Commissioner Neatherlin was absent.
- Update on contracted jail space to Forks and Nisqually, medical, nursing and food service costs at jail.  
They are working with Civil Service to hire female correction officers. Chief Haugen explained the training process for the correction officers.

Budget impacts - \$43,000 YTD for the Forks contract, about \$13,000 a month. The Nisqually charges for April are \$17,105.

Cmmr. Sheldon asked if it cheaper to contract out female inmates. Chief Haugen believes it is cheaper for the long term to house them here.

Undersheriff Barrett explained that to determine if outsourcing is more economical, they need a bit more time to have accurate data. He believes we will still need these contracts to maintain the inmate population. They are seeing less food costs, but there are fuel costs for transport and two officers are needed.

Nursing budget is about of 50% of budget. The nursing hours were increased and their hourly price increased. Cmmr. Jeffreys asked when it was known that the hourly price increased. Chief Haugen explained they added holiday coverage and added a psych nurse, Mason General costs have decreased. The contract was signed at the end of December.

Undersheriff Barrett stated the industry standards have been implemented which includes on-site nursing and on-call doctor.

Commissioner Jeffreys asked if these services were anticipated in the 2015 budget. Apparently some of the costs were anticipated but the types of service have changed.

A transport van is at the end of its service life and the replacement cost is \$40,000.

- Sheriff Civil Division Fees revolving checking account in the amount of \$10,000 to pay for payments and refunds for Sheriff sales and fees. Cmmr. Jeffreys had several questions and would like to hold this item for now.

~~11:30 A.M.~~ Noon Public Works - Brian Matthews & Melissa McFadden

Utilities & Waste Management - Brian Matthews/Erika Schwender

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

- Private Line Occupancy Permit public hearing will be set on June 16.
- Cmmr. Jeffreys requested she requested a detailed budget for the KBA Construction Management supplemental agreement. Brian Mathews will provide that.
- Tractor Drive - Melissa stated they were approached by a citizen who is organizing a Tractor Drive, 8 a.m. to noon on July 11. The tractors would drive along the route during this time. Melissa will bring back additional information.
- Larson Lake area request for no parking. Melissa has worked with Sheriff's Office to get vehicles moved. Melissa received another request from the citizen to sign it no parking. She is recommending to not do that, do not see it as a safety issue.
- ER&R audit finding - Melissa provided information on proposed solutions but it has not been resolved.
- North Bay equipment has been fixed in-house.
- Pursuant to the long haul solid waste contract extension, they would like to proceed to purchase scale, estimated cost is \$150,000.

Commissioner Discussion – there was no discussion.

Tuesday, May 19, 2015

10:30 A.M.

Commissioner Discussion

Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.

- Cmmr. Jeffreys brought up the TIGER grants, she had thought the Gateway project would be a good project to apply for TIGER grant funds. The County Engineer didn't think we would be competitive because she heard they were favoring shovel ready projects and not planning grants. Cmmr. Jeffreys is very disappointed the Commissioners didn't have an opportunity to weigh in on the grant.  
Cmmr. Neatherlin thinks the County is missing an opportunity for funding. He supports maybe having a grant writer on staff to take advantage of funding.  
Cmmr. Sheldon stated it is important to have Directors in the room when discussed because they are paid to manage the departments and explain these projects.  
Discussion if the grant writer position should be a consultant or staff under a department, such as Support Services. Cmmr. Neatherlin suggested that maybe the person should be under Roads

because of the nature of a large amount of grants available to Roads but still be available to other departments. Cmmr. Sheldon stated he would prefer a consultant with performance measures. It's important to partner with other jurisdictions. The Commissioners directed Diane to schedule a briefing to discuss this topic and invite all elected officials and department heads.

10:45 A.M

Department of Community Development Briefing – Barbara Adkins  
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.

- Revised grant agreement with WA State Department of Commerce to reflect the revised Scope of Work. This grant has been used for expenses associated with update of the Comprehensive Plan. Discussion of population projections. Barbara uses data provided by OFM and then breaks it down from there. The projections go out to 2035 and she can break down in 5 year increments. Cmmr. Sheldon emphasized that accurate population projections are very important for planning and to not be too optimistic. Cmmr. Jeffreys sees the Comp Plan updates as a way to make necessary adjustments to reflect where the populations actually landed, including commercial development. Need to include other assumptions with the OFM numbers. Cmmr. Neatherlin cautioned on shorting the Belfair UGA because there has been a moratorium that will hopefully be lifted.  
Commissioners approved placing the grant amendment on the agenda.
- Revisions to Title 17 with respect to Motorized Commercial Outdoor Recreation for parcels that are 100 acres or larger.  
Barbara pointed out that if this is approved, the county will lose all ability to influence activities at the racetrack. Right now, a special use permit requires the noise levels be monitored and mitigated. The SEPA determined noise permitted levels and that will go away. The county's noise ordinance was amended to allow the racetrack. If no special use permit is required, SEPA conditions go away. Traffic control was also part of the SEPA. Barbara will bring back additional information on the impacts of this code change.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

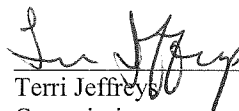
BOARD OF MASON COUNTY COMMISSIONERS



Randy Neatherlin  
Chair



Tim Sheldon  
Commissioner



Terri Jeffreys  
Commissioner