

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of July 13, 2015

Monday, July 13, 2015

9:00 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion
Commissioners Neatherlin, Jeffreys and Sheldon met in Closed Session from 9:00 a.m. to 9:30 a.m. with Bill Kenny and Frank Pinter for a labor discussion.

9:30 A.M. Support Services-Bill Kenny
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.

- Frank provided the status of State Auditor Finding on ER&R inequity. He has had discussions with the State Auditor, CRAB and Public Works and expects to have a conclusion in the next two to three weeks.
- Frank asked for any edits to the 2016 Budget Guidelines and there were none so he will distribute the Guidelines later this morning to departments.
- Ross requested stated the Emergency Declaration is on the July 14 agenda.
- Bill provided an overview for grants and explained the complexities to not only pursuing grants but then managing them.
- Dawn brought up Risk Pool coverage for the courthouse for reproduction as a historic building. This coverage was declined in 2010 and needs to be updated. The Board asked Dawn to check on any grant obligations and what the premium amount is.

10:00 A.M. Sheriff's Office – Undersheriff Barrett
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.

- Jail update - some repairs have been completed and they are at a 74 bed capacity. The population increases in summer and they are at 89 inmates today. Jeff Vrabel expects a punch list for the jail remodel by the end of the month, they will then work with the contractor to make sure everything is satisfactory so probably two months before final. He will be contacting ECS for the videoconferencing. The Sheriff's office has hired new staff and training is required. They expect to continue outsourcing at least 30 inmates until the end of the year. The jail will have room for 24 females, but currently have 26 female inmates at Nisqually. Undersheriff Barrett reminded the Commissioners there are a number of people who are waiting to serve their jail sentence. There was a discussion of inmates with mental health issues and how they can obtain treatment.
- Transportation van will be included in their 2015 budget amendment request.
- Request of a reclassification of an open CSO position to a financial assistant position. Needed for the jail financial, back up when the other two financial assistants are gone, manage the personnel files, and manage the training for the accreditation. Civil Service is ok with reclassification. The third CSO is not needed as much as a financial assistant. The financial assistant costs \$800 more annually than a CSO. Cmmr. Jeffreys questioned if the CSO position is needed to run the litter crew, Barrett said the litter crew will continue without this 3rd CSO position. If this reclassification is approved, they will need to go through testing, hiring process. Cmmr. Neatherlin asked if there will be a request for additional personnel in 2016 budget or will this satisfy the need? Undersheriff Barrett stated they will not be requesting an additional CSO. Undersheriff stated that once the open positions are filled and this position is reclassified, and they are trained, they can do what they need to do for 2016. Cmmr. Neatherlin asked that Undersheriff confirm with the Sheriff and brief next week.
- Cmmr. Neatherlin brought up jail interior painting work by the inmates. Cmmr. Sheldon wants Jeff to evaluate the work and bring back a recommendation. Undersheriff will work with Jeff to come up with a plan, trustees can only do certain work.
- Undersheriff Barrett provided crime stats which are on a downward trend for the period of January - June 2014 vs. 2015.
- Discussion of new software.

10:30 10:50 A.M. BREAK

- 11:00 A.M. 2016 Budget Guidelines-Frank Pinter
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.
Frank Pinter reviewed the 2016 budget guidelines, which he will email along with the spreadsheet to departments. Preliminary budgets are due to the Auditor no later than August 10, 2015.
There was discussion of the "baseline plus" process. The narrative and other requested information is due to the Budget Manager September 1.
Cmmr. Sheldon left the briefing at 11:10 a.m.
- 11:30 A.M. Public Works - Brian Matthews & Melissa McFadden
Utilities & Waste Management - Brian Matthews/Erika Schwender
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
- Road closure on Clifton Lane for the Taste of Hood Canal on August 8 was approved for the agenda.
 - Letter to Department of Navy for an easement agreement for Mason Benson Road railroad crossing will be placed on the agenda.
 - Erika explained the Labor & Industries "On-the-Job-Training" program to allow the placement of up to two Operators in training. Bill Kenny noted there are some concerns if it is a bargaining unit position they need to talk to the unions and the training does impact existing staff. After discussion, the Board approved moving forward to explore the program.
 - Request to hire replacement staff at the sign shop. The Board approved the request.
- Commissioner Discussion
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
- Cmmr. Jeffreys stated she has talked to the Farm Bureau and for the buildings exempt from permits, it was suggested to allow a wall height of 14 feet. Cmmr. Neatherlin brought up parcel size. The Board asked Diane to schedule a briefing with Barbara Adkins this afternoon.
 - Cmmr. Neatherlin asked Cmmr. Jeffreys if she met with SAO regarding the Belfair Sewer financial plan. She responded that yes, she had short meeting. Cmmr. Jeffreys suggested creating a narrative that states the rates could be increased, if necessary. There was discussion of how to proceed to implement the proposed plan. Diane stated there would need to be code changes.
- BREAK-NOON
- 2:00 P.M. Public Health & Human Services-Vicki Kirkpatrick Casey Bingham/Lydia Buechit
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
- Request to place Amendment 2 for the Public Health Emergency Response Planner/Trainer Professional Services contract to extend the contract for an additional year. The Board approved placing the amendment on the agenda.
- 2:30 P.M. Auditor-Karen Herr
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
- Auditor Herr requested approval to pay an extra amount to the Chief Finance Officer due to a PEBB interpretation. This employee had previously been in a PEBB medical plan and his PEBB medical premium is higher than anticipated. Cmmr. Neatherlin does not support retroactive pay but will support from July to end of year and from Auditor's existing budget. Karen explained the changes she is making so she has the funding available. She created a special pay request to make up this difference and wants the employee to be totally reimbursed. Cmmr. Neatherlin stated Human Resources recommended this be paid as a Y-rate and approved by the Commissioners. Bill Kenny joined the briefing at 2:28 p.m. He recapped the situation and stated departments need to be made aware of this PEBB rule for any new hires. He clarified that the Board is good with paying \$520 a month from July to end of year.

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- Capital Asset management discussion. Karen says that is a Commissioner job and the Chief Finance Officer had to prepare it.

3:00 P.M.

Community Development

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

- Cmmr. Jeffreys stated she has information from the Farm Bureau who suggested the permit exemption allow up to 14 feet building height. Discussion of potential code changes. everything but residential at 14 feet. residential will stay at 10 feet if under 10 acres.
- Discussion of random rural commercial zones and 3 walled structures built from ecology blocks and if a permit would be required. Barbara will have to check on that.
- Comp Plan update discussion; public participation and discussion of industrial lands
- Discussion of the public comment time on the July 28 agenda regarding solid waste facilities. Diane will schedule a briefing next Monday and invite Utilities, Community Development, Public Health and Tim Whitehead.

Commissioner Discussion – there was no discussion.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

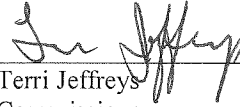
BOARD OF MASON COUNTY COMMISSIONERS



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Chair



Tim Sheldon
Commissioner



Terri Jeffreys
Commissioner