

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Monday, September 14, 2015

8:30 A.M.

Superior Court/Therapeutic Court Discussion

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

- Chief Deputy Prosecuting Attorney Tim Whitehead explained the draft resolution reclassifying the Superior Court Administrator position brought up several issues including that Therapeutic Courts affects many offices and how is the reclass funded. Will Commissioners entertain similar reclass requests from other departments?

Judge Sheldon stated the original request had two parts; one was due to Harris Haertel retiring and reclassifying the Office Manager position to Program Manager I that is fully funded by the Mental Health Fund and that request is resolved for 2015 (the Commissioners have agreed to the reclassification for 2015). The Court Administrator position is funded by Current Expense and is a separate issue. They are dealing with salary alignment with the District Court Administrator position that was reclassified a number of years ago. This should be based on value of skills, education, and duties. Judge Sheldon noted that the Superior Court Administrator is the official court reporter. Prosecutor Dorcy stated they were well aware when the District Court Administrator was reclassified when Probation Services were taken on and fees were brought in; he asked how does the Board intend to address the other staff that should also be reclassified due to Therapeutic Courts.

Discussion that the resolution should reflect what is happening. Cmmr. Sheldon stated this is an equity issue.

Cmmr. Jeffreys agreed it is an equity issue however at the previous briefing Superior Court did talk about additional duties due to Therapeutic Courts. Her stance continues that this should be addressed during the budget process. She is willing to move it forward to the agenda but she does not support the reclassification at this time.

Cmmr. Sheldon then brought up another issue and suggested that when the County sells real properties the County should focus this money on enforcement of solid waste laws, use for clean up and improve the housing stock.

9:00 A.M.

Joint Special Meeting with City of Shelton Commission

Mason County Commissioners Jeffreys and Sheldon were in attendance; Commissioner Neatherlin was absent; City of Shelton Commissioners Moore and Olsen and Mayor Cronce were in attendance along with Lynn Longan, EDC Director; Jackie Woodsen, Department of Commerce and Heidi McCutcheon, Shelton Chamber of Commerce.

- Topic of discussion was the \$500,000 State Appropriation for Workforce & Economic Development Activities.

Cmmr. Sheldon explained he intended to use the Memorandum of Understanding (MOU) he drafted as a spring board on how to use the \$500K appropriation.

Jackie Woodsen, Department of Commerce, explained Commerce can contract with all three entities - city, county, EDC or with city and county and pass through to EDC. Cannot use the money to pay for existing EDC services. It is important to start using the funds, it is \$250K each biennium and \$7,500 to Commerce for administration.

EDC distributed a document for proposed projects: Feasibility Study for Business Resource Center, \$17,000; Industry Workplans, \$9,000; Economic Gardening, \$25,000; Economic symposium/Asset Mapping, \$20,000; Economic Opportunity Grant Program, \$31,500.

Dave O'Leary distributed a handout from the City of Shelton: Pre-Application Engineering & Counter Support \$10,000; Water System Modeling, \$20,000; Railroad Ave Corridor Study, \$100,000; GMA Update, \$150,000; Pine/1st Alder Street Traffic Revisions, \$20,000. He is

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confident the City has the capabilities to handle the SPI permitting process. They need an industrial area in City for business growth.

Mayor Cronce stated his priority is keeping the City running.

Discussion of GMA update to focus on the economic development element including the capital facilities plan.

Mayor Cronce asked about directing some of the money to the Forterra contract. \$10,000 to \$20,000 for process they are already in.

Ms. Woodsen stated that it is allowable to reallocate 10% of a project to another project.

Heidi McCutcheon likes the economic gardening and industry workplans; downtown revitalization revisioning plan; and entry corridor.

Ms. Woodsen stated Commerce needs the full plan and have to spend \$250K by June 30, 2016.

The EDC Board goal is to work towards job creation and job retention.
Lynn Longan stated the CEDS update may include infrastructure that could be funded.

Cmmr. Moore stated she believes that improving the entrance at Railroad Avenue will make our community more attractive to investors.

Mayor Cronce brought up updating business demographic study.

Cmmr. Jeffreys asked if the money could be used for land acquisition for the Railroad Avenue corridor.

Ms. Woodsen explained Commerce would disburse the money to the county and/or city and could be passed through to EDC. The money can be used for consulting/engineering, projects and permitting assistance. The work plan would have the specifics. RFP would have deliverables and specific amount to contractor.

Contract Administration needs to be decided.

Jay Hupp supports improving the regulatory environment in community; update business demographic study and to make business development more friendly.

Steve Goins provided a report on the SPI process; they are starting demolition of the kiln.

The meeting adjourned at 10 a.m.

10:00 A.M. Break. Cmmr. Sheldon left the briefing.

10:10 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.

- Request to set hearings for October 20, 2015 at 9:30 a.m. for public comment and adoption of the 2016 Annual Construction Program and 2016-2021 Six Year Transportation Improvement Program. The TIP-CAP has met seven times since March to develop the transportation improvement recommendations and will hopefully finalize the recommendations at their September 9 meeting. Review of the expenditure analysis for the 6-year TIP and the Road Fund. The hearings will be scheduled.
- Request the Board set a hearing date for Road Vacation No. 392 with the Hearings Examiner for Wednesday, October 28, 2015 at 1:00 p.m. to consider public comment on the petition for

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vacation of a portion of Schafer Park Road. Discussion of how the County received the land and how value is determined.

- Request the Board set a hearing date for Road Vacation No. 393 with the Hearings Examiner for Wednesday, October 28, 2015 at 1:00 p.m. to consider public comment on the petition for vacation of a portion of E. Alder Street, E Third Street and portion of alley, Hood Canal Land & improvement Company's, plan of Union. Discussion that many roads are not actually built where platted on paper.
- Will be bringing in a structural engineer to inspect the Shelton Transfer Station building.
- Looking for direction for 2016 budget process. The Board wants separate discussions for Road Fund, ER&R and Utilities.

11:00 A.M.

Support Services - Bill Kenny

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

- The Commissioners agreed to not have a 5th Tuesday meeting (September 29) in Belfair due to no agenda items.
- News release for Veterans' Advisory Board at-large positions will be placed on agenda.
- Request if the Board would authorize the Parks Manager to approve the Park Host contracts. The Commissioners want to retain approval authority.
- Timber contract close out was reviewed.
- Squaxin Island property status. Title searches will be conducted.
- Offer for Anthony Road and Willchar Blvd properties. The Board will wait for the tires to be cleaned up.
- 2016 Budget process was reviewed. Cmmr. Jeffreys asked that a media plan be developed to encourage public involvement. The Board asked that the workshops be spread out to include 11 a.m. time on Tuesdays and Wednesday mornings, if necessary.
- Verizon has inquired about placing a cell phone tower on county property located adjacent to the Public Works shop. They would pay a lease fee. The Commissioners approved Frank exploring this proposal.
- Cmmr. Neatherlin brought up a proposed media plan with KMAS to advertise county job openings.

Commissioner Discussion – as needed

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

- Cmmr. Jeffreys updated Cmmr. Neatherlin on the earlier discussion of the Superior Court reclassification request. The request is now based on a parity issue; not due to Therapeutic Courts duties. Cmmr. Jeffreys agreed to place the reclass request on the agenda although she doesn't support.
- With regards to the \$500,000 appropriation from the state legislature due to timber job losses, although she doesn't support planning-only projects the focus is on the City since that's where the big job losses occurred. There will be one contract with Commerce and MOU's between parties. The Board asked that the City draft the MOU and contract with Commerce.

11:30 A.M.

Closed Session – RCW 42.30.140 (4) Labor Discussion

Commissioners Neatherlin and Jeffreys met in Closed Session from 12:05 p.m. to 12:20 p.m. with Bill Kenny and Frank Pinter for labor discussion. Cmmr. Sheldon was absent.

BREAK

2:00 P.M.

Public Health & Human Services – Vicki Kirkpatrick

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

- Debbie Riley presented information for a memorandum of understanding (MOU) with several counties for a septic loan program. There will be a request for proposal for the financial partner. Permission granted to move the MOU to the agenda for approval.
- Amendment 4 to the 2015-2017 Consolidated Contracts, C171118 will be placed on the agenda.

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- Proclamation for National Recovery Month will be presented at tomorrow's Commissioner meeting.
- Vicki shared that Tammy Newton has accepted the Housing Coordinator position. There was discussion of the homeless funding process.
- Cmmr. Neatherlin brought up a couple of citizen complaints.

2:30 P.M.

Skokomish General Investigation Study Update – Loretta Swanson/Rich Geiger
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.

- Loretta reported on their recent trip to WA DC that was very successful. An update on the General Investigation Study was discussed including funding. A partnership agreement will be brought forward for final match for construction.

Commissioner Discussion

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

- Cmmr. Jeffreys reported that she attended the Port of Hoodspout meeting where there was discussion with DOT for pedestrian traffic. Discussion topics included Highway 3 and Pickering Road lane narrowing to slow traffic and traffic count on Highway 101 in Hoodspout.
- Cmmr. Neatherlin brought up a citizen request to install a sign that reads "In God We Trust" in the Commission Chambers. Cmmr. Jeffreys stated she believes that's a national motto but she wouldn't object. Cmmr. Neatherlin will talk to Cmmr. Sheldon.


Respectfully submitted,

Diane Zoren, Administrative Services Manager

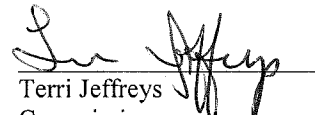
BOARD OF MASON COUNTY COMMISSIONERS



Randy Neatherlin
Chair



Tim Sheldon
Commissioner



Terri Jeffreys
Commissioner