

**BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES**  
**Mason County Commission Chambers, 411 North 5th Street, Shelton, WA**  
**Week of September 21, 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 for a labor discussion.
- 9:30 A.M. Permit Assistance Center Discussion  
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.
- Bill Kenny provided a facilities update including the jail remodel, Mell Chevrolet building which will house the Search and Rescue and provide storage, Building 3 and Building 8 remodel. A Permit Assistance Center (PAC) will be developed in Building 8, combining Community Development and Public Health.
  - Cmmr. Jeffreys stated the review of permit process is an important element of the PAC and she requested this review be done.
  - Cmmr. Sheldon talked about the importance of code enforcement. He suggested using the revenues from sale of county real property to increase code enforcement.
  - Vicki Kirkpatrick talked about Public Health improvements including meeting with on-site sewer providers, improving forms, placing permits on-line weekly to allow tracking, staff meetings to improve service. On-site sewer permits are complete in about two weeks.
  - Discussion of solid waste violations. Vicki stated the ability to enforce solid waste violations is limited. There could be a court-ordered clean up and lien the property if the Prosecutor is willing to prosecute. Cooperation of the Sheriff's office is also necessary. The Commissioners requested a joint briefing be scheduled to discuss code enforcement.
  - Barbara provided a document explaining improvements made and improvements needed in Building and Planning. Staff collaboration will be an improvement of being located together in one building and the public will not have to go between two buildings.
  - Other improvements needed: scan documents as they come in; need an additional permit technician to cover workload, addressing and scanning; Internet access for Building Inspectors in the field (Smart phones); upgrade to 4 wheel drive vehicles. Manage staff assigned to dilemma desk to allow for uninterrupted permit review time.
  - Discussion of Building Inspectors and the fact we have not attracted experienced staff.
  - Genie McFarland provided information for the permit process and when fully staffed and trained, a typical home permit can be issued in three to four weeks.
  - Brian Matthews explained Public Works has a small roll for permits if road access, utilities or storm water are needed.
  - Cmmr. Jeffreys asked if lack of experienced staff due to lower pay or actual lack of qualified people available.
  - Commissioners requested staff provide recommendations with cost to improve the process. They would also like to pursue on-line permitting.
- 10:15 A.M. Department of Community Development – Barbara Adkins  
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.
- Barbara provided information for staffing changes. Need to hire a Code Enforcement Officer, a Planner to fill a position that will be vacated. Commissioners would like to consider hiring an additional Permit Tech to relieve the pressure at the front counter. Code Enforcement was again discussed, the importance of this function and cooperation with legal staff. Barbara suggested a centralized code enforcement office.
- 10:30 A.M. BREAK

Board of Mason County Commissioners' Briefing Meeting Minutes  
September 21, 2015

- 10:45 A.M. Support Services - Bill Kenny  
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.
- 4-H Proclamation will be placed on October 6 agenda.
  - Workers Compensation Retro Program was approved to move forward.
  - Cmmr. Jeffreys reported she has talked to Community Development and WSU Extension office about serving as lead for the Voluntary Stewardship Program Discussion. Community Development does not have the capacity to take on this task and the Extension office is not interested in this either. The Conservation District is interested in serving as the lead for the VSP.
  - The updated resolution for the Criminal Justice Working Team will be placed on an agenda for adoption.
  - Cmmr. Jeffreys talked about the Subcommittee Report on Jail Facilities. There is a recommendation that the county pay for electronic home monitoring (EHM). They discussed pre-trial services.
  - Cmmr. Jeffreys stated she attended a CERB meeting and \$50,000 was awarded for the feasibility request from EDC. There is a \$17,000 match and the recommendation is to pay this from the \$500,000 from Commerce.

- 11:30 A.M. Public Works - Brian Matthews & Melissa McFadden  
Utilities & Waste Management - Brian Matthews/Erika Schwender  
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.
- Set public hearing for Shorebrook Community Club on October 27.
  - Discussion of new positions of ER&R Central Stores Specialist and Radio/Up-fit Tech that will provide efficiencies and will convert two existing FTE's.
  - Public Works will be assisting for the City of Shelton Lake Boulevard project coordination of traffic reroute.
  - Selected Herrera Environmental Consultants for Belfair Stormwater.
  - Cmmr. Jeffreys brought up the requirements for low impact development for parking lots (LID). She asked if this is a code requirement that could be removed. Loretta stated Mason County adopted the LID requirement for the UGA's except Shelton UGA. Cmmr. Neatherlin asked staff to look at what it would take to repeal this requirement.


Commissioner Discussion – there was no discussion.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS

  
\_\_\_\_\_  
Randy Neatherlin  
Chair

  
\_\_\_\_\_  
Tim Sheldon  
Commissioner

  
\_\_\_\_\_  
Terri Jeffreys  
Commissioner