

**BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES**  
**Mason County Commission Chambers, 411 North 5th Street, Shelton, WA**  
**Week of January 23, 2017**

Monday, January 23, 2017

9:00 A.M.

Mason County Youth Baseball Association (MCYBA) - Jason Winans, President  
Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Steve Avila and Jason Winans presented information regarding the possibility of having two events at the Mason County Recreation Area (MCRA). The first event is 12U youth baseball "world series" and the second event is the Native American "world series". The proposed dates are July 24 – August 12, 2017. Each tournament costs about \$150,000 for umpires, balls and trophies.

Responded to questions regarding transportation impacts, logistics, liability, lodging, concessions. Issues to work out include grant restrictions and impact of charging fees and if park is closed down to general public during tournament.

The MCYBA has been awarded the 2017 event and they are looking for support from the County.

9:30 A.M.

Support Services – ~~Frank Pinter~~

Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Lynn Longan spoke to the Economic Development Council's request for 2017-18 funding in the amount of \$100,000 each year, which is \$32,000 additional from current funding and will be dedicated to business recruitment.  
Cmmr. Shutty would like to see the outcomes of the roundtables. Lynn stated they are not ready yet, that is due to Commerce by end of June 2017 but hoping to have it much sooner than that.  
Cmmr. Shutty asked if the website will be updated and how much is the technology budget. Lynn responded they will be updating the website but they do not have much of a technology budget.  
Cmmr. Neatherlin supports the \$68,000 funding level and keep the \$32,000 request separate and determine what is the deliverable. James Thomas, EDC Board member, stated the \$32,000 would be building the foundation.  
Cmmr. Shutty supports the \$68,000 and wants to continue to work out the details for the \$32,000 request, he wants to see the roundtable outcomes, a recruitment plan and a technology plan.  
The Board agreed to move the \$68,000 forward and requested Lynn to submit a separate request for the \$32,000.
- Consolidated Food Management contract for the Jail and Juvenile Detention Center. The savings will be used for the alternative sentencing program. The two employees currently employed as cooks will become Community Service Officers reducing the total FTE count by two. Funding will be used from jail outsourcing to inmate nursing. Cmmr. Jeffreys expressed concern that the Sheriff stay within the current budget because there is no additional money to provide a supplement. Undersheriff Barrett stated the priority is the nursing needs of the existing jail population and the alternative sentencing program should allow them to mitigate the jail population. Cmmr. Neatherlin supports the Sheriff's decision but also cautioned they have to stay within their existing budget and if they are unable to do so, it will be the Sheriff's decision on who to lay off. Cmmr. Neatherlin asked if the Sheriff needs any shifts between the salary and operating budgets. Undersheriff Barrett stated not at this time and he brought up that they have not had an answer to their question they posed in December to Frank on internal controls of moving money. The Commissioners will ask Frank to follow up.
- Frank is working on scheduling a briefing to discuss the Belfair Sewer Plan. The Board requested an extended briefing be scheduled and be certain to have Ecology staff attend who can state what the contractual obligations are according to the Ecology grants.
- The Commissioners had a couple of definition changes that were suggested by the Sheriff's Office for the Vehicle Take Policy. Staff will follow up.

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- Amendment to Interlocal Agreement with Hood Canal Coordinating Council (HCCC) to reflect the adoption of a Procurement Policy by HCCC. Staff will follow up and bring back to a briefing.
- Cmmr. Shutty will attend as an alternate for the March 23 Area Agency on Aging meeting.
- Transportation priorities – Belfair highway widening project. The Commissioners have talked to Senator Sheldon about funding.
- Cmmr. Jeffreys will attend the Senate hearing tomorrow regarding SB 5239.
- Cmmr. Neatherlin will withdraw his request to sit on the LSC and Cmmr. Shutty will request to represent Mason County on this committee.
- The Board agreed to sign a letter of support for HB1526 regarding a tax exemption for Senior Centers. Patti Kliet is to submit a draft letter.

10:30 A.M. The Commissioners took a 7 minute break.

- 10:45 A.M. Community Services – Dave Windom  
Commissioners Shutty, Jeffreys and Neatherlin were in attendance.
- Consolidated Contract Amendment #11 will be placed on the February 7 agenda.
  - Planning Advisory Committee applicants will be scheduled for interviews.
  - Green Diamond Resource Company has submitted a request to modify language in MCC Chpt. 17.70 Master Development Plans. This has been reviewed by the Planning Advisory Commission. A public hearing will be scheduled.
  - Overdose prevention work funding in the ConCon contract was brought forward by Lydia. This will be brought up at the Board of Health.
  - Housing Authority discussion. Kathy Haigh, Housing Authority Commissioner, stated they need a person on the Board with strong financial background and a staff person to work with the Board. Lydia stated they need an executive director and it doesn't seem appropriate to have a county staff person fill that position. Also, the clerical support is taking more time than anticipated. 2163 and 2060 funding can be used for the Housing Authority. The Section 8 vouchers are administered through the Bremerton Housing Authority. More information is needed. Public Health cannot continue providing clerical support. There is the possibility of using 2163 or 2060 funding for staffing. Additional briefing time will be scheduled.
  - Homes First Veteran's Housing Project was discussed. Homes First is responsible to provide supportive services but the contract with Catholic Community Services did not work out. Tom Davis provided history on this project. Mr. Davis suggested increasing the Veterans Assistance levy to 3 cents which would impact Current Expense. Cmmr. Neatherlin stated he expects Homes First to fulfill their contractual obligation. Staff will contact Homes First.

Commissioner Discussion – no discussion.

BREAK 12:25 p.m.

- 2:00 P.M. Public Works – Jerry Hauth/Melissa McFadden  
Utilities & Waste Management  
Commissioners Shutty, Jeffreys and Neatherlin were in attendance.
- Approval to move forward the contract with AAA Septic, LLC for sludge hauling services.
  - Approval to appoint Kevin Schmelzlen to the Solid Waste Advisory Committee.
  - The 2016 Road levy Certification to CRAB will be placed on the February 7 agenda.
  - Public hearings will be set on March 8 to consider two Private Line Occupancy Permits.
  - Melissa stated she continues to follow up on the agreements with WSDOT and she will bring forward additional information.
  - Staff continues to work with the schools on road load restrictions.



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- Cmmr. Neatherlin brought up an issue with pedestrians on Highway 300 and asked staff to provide options to improve the situation.
- Bart asked what information the Commissioners would like to see at the Belfair meeting regarding the Belfair Sewer.

3:30 P.M.

Commissioner Discussion –

Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Cmmr. Neatherlin brought up the possibility of the rail depot at the log yard in Belfair to increase from 250K tons to 400K tons of product a year. Cmmr. Neatherlin will work with staff to make this happen. There is potential for an impact to traffic.
- Dawn brought up Leo Kim's job reclassification request that was made last fall. Dawn provided her analysis to Frank in September and he then met with Leo and Karen Herr to negotiate the new job description. A 10% reclassification was anticipated in the 2017 budget. Cmmr. Jeffreys requested job descriptions for the Budget Manager and Chief Finance Officer.

Wednesday, January 25, 2017

9:00 A.M.

Community Services – Dave Windom

Code Enforcement Workshop

Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Dave Windom presented information on the back log of code enforcement cases. Some of the biggest issues are multiple RV's on a site with no on-site septic. The process was reviewed. Many of these properties have multiple violations and fines don't make a difference.
- Short discussion of law enforcement involvement. There is not dedicated funding for this. There are some locations that involving a deputy is necessary. Discussion of when the violation becomes a criminal violation.
- Question – does Board want to impose fines, at what point and how much. Cmmr. Neatherlin prefers using fines as a last resort. Cmmr. Shutty supports imposing a fine to show Mason County is serious about code enforcement but is concerned with the ability to pay. The Board agreed staff needs the flexibility to adjust the fees if the offender is coming into compliance. Staff will work on improving the policy and will keep the Commissioners informed of the process.
- Discussion of multiple RV's on one parcel. Debbie Riley talked about the possibility of a placement permit that addresses water and septic. Per code, one RV is allowed along with a dwelling.
- Next steps – policy changes, research squatter RV's. Zoning for trailer parks may not help because a developer would still be needed.
- Lack of regulations on Airbnb and VRBO. Staff will research how other counties regulate these types of establishments.

Recess for five minutes.

11:00 A.M.

Support Services – Parks – Frank Pinter

Commissioners Shutty, Jeffreys and Neatherlin were in attendance.

- Youth World Series event at MCRA was discussed. Frank asked if staff should continue discussing this with the event organizers (Mason County Youth Baseball Association). Cmmr. Shutty believes there needs to be a clear ask from the organizers and that private capital is also raised. Frank stated there are many issues that need to be defined, what the cost will be and how the County would be reimbursed for these costs. Cmmr. Jeffreys left the briefing at 11:15 a.m.
- Deliverables for the \$68K contract with EDC was discussed. Cmmr. Neatherlin wants to see what will the county get for the funding.
- Take Home Vehicle Policy. Define the taxing mechanism. Options are : leased valuation, vehicle cost per mile, community valuation. If the staff person lives outside 15 miles

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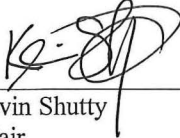
from Mason County border, they would not be able to have a county vehicle. The Commissioners would like to keep the tracking of the policy as simple as possible.

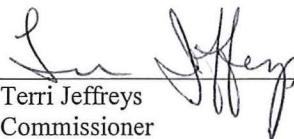
The briefing adjourned at 11:42 a.m.


Respectfully submitted,

Diane Zoren, Administrative Services Manager

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\_\_\_\_\_  
Kevin Shutt  
Chair

  
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Terri Jeffreys  
Commissioner

  
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Randy Neatherlin  
Commissioner