

## BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of December 13, 2010

According to staff notes, the following items were discussed.

Monday, December 13, 2010

- 9:00 A.M. Public Works - Brian Matthews  
Commissioners Gallagher, Ring Erickson and Sheldon were in attendance.  
The following items were reviewed:
- Agreements, as needed in 2011, from the Professional Services Roster for Hydrology services will be selected and announced in a Commission meeting.
  - Authorization to appoint seven TIP CAP applicants. Application due date is December 17, 2010.
  - Advertise for Letters of Interest in 2011 for: Construction Project Inspector Services, Contract/Fee Appraisers, Negotiators and Title Research Services, Geotechnical Lab Services, and Engineering Software Program Services.
  - Request approval of CRP's for sign placement, culvert installations, wetland mitigation, and guardrail placement, as needed, County wide for 2011.
  - Set hearing to update the Mason County Cable TV Ordinance (Repealing and reenacting Chapter 5.20 and amending Chapter 12.24 of the Mason County Code). Hearing request for Tuesday, January 11, 2011 at 9:30am.
  - Resolution for County Road Project 1945 for County Forces to BST (Bituminous Surface Treatment) Star Lake Drive (County Road No. 02750) from milepost 2.398 to milepost 2.62. This will connect both sides of existing paved ends.
  - Reimbursable Agreement for County Road Department to perform survey work for the Mason County Parks and Trails Department for the 2011 calendar year.
  - Request by Treasurer for \$1,400 plus tax in Technology funds.
- 9:15 A.M. Auditor's Office – Karen Herr  
Commissioners Gallagher, Ring Erickson and Sheldon were in attendance.  
Karen Herr briefed the Board on a request to reclassify the Chief Accountant position to Chief Financial Manager. The resolution will be placed on the December 21 agenda.
- 9:30 A.M. Central Operations - Diane Zoren  
Commissioners Gallagher, Ring Erickson and Sheldon were in attendance.  
The following items were reviewed:
- Lodging Tax recommendations were reviewed. A follow up LTAC meeting will be January 4<sup>th</sup> for those applications that needed additional information. Cmmr. Ring Erickson requested additional information on the joint tourism request from the Chambers of Commerce.
  - Diane provided information for a new desk for Commissioner District 3. The cost would be \$1,500. Cmmr. Sheldon does not support purchasing a new desk. Diane also explained that if Cmmr. Elect Lingle purchases a "smart phone" the Commissioners 2011 budget does not support the service. Cmmr. Sheldon stated he wanted the Commissioners to live within the budgeted amount. Both Cmmr. Sheldon and Ring Erickson agreed that the benefits budget line should be split into three and the Commissioners can spend it as they determine.
  - Copiers for Central Operations/Lobby. Diane provided new contracts for upgraded copy machines that are better and cost less. The Board approved placing the contracts on the December 21 agenda.
- 9:45 A.M. Prosecuting Attorney's Office – Mike Dorcy/Darci Ward  
Mike Dorcy and Darcy Ward briefed the Board on the employment of Gary Burleson in 2011 for transitional services in the Prosecuting Attorney's office. Mr. Burleson's term

ends 12/31/2010 but he has agreed to stay on to assist in the transition. While it will be a lower pay range than prosecutor, Mr. Dorcy is advising the Commission he will “Y Rate” the exempt Chief Deputy position during the few months of the transition. Mr. Dorcy was clear that Mr. Burluson is not retiring until after the transition.

- 10:15 A.M. Department of Community Development – Barbara Adkins/Mark Core  
Commissioners Gallagher, Ring Erickson and Sheldon were in attendance.  
The following items were reviewed:
- Shoreline Master Program Update – Two resolutions placed on the Commissioners’ Action Agenda for December 14, 2010. These resolutions establish a Citizen Advisory Committee on Policy Review and a Joint Technical Advisory Committee with the City of Shelton. Commissioner comments included: criteria for selecting members, number of committee members, and ratio of city to county citizens.
  - Historic Preservation Commissioner – Staff seeking reappointment of three current Historic Preservation Commission members on the Board’s December 28, 2010 Action Agenda. Commissioners Ring-Erickson and Sheldon expressed concerns over the reappointment of Frank Benavente and suggested that staff seek another appointment for his seat.
  - Belfair Future Roads Map – This item has been tabled from December 7, 2010 to December of 2011. Staff seeking guidance from the Commissioners on how to proceed with the project considering the original grant was fully expended. The Commissioners are not suggesting that an advisory committee be formed at this point, but would support using “5<sup>th</sup> Tuesday” meetings in Belfair as a mechanism for exchanging information on the project. The next meeting opportunity will be March 29, 2011.
  - Temporary Outdoor Event Ordinance – Mel Armstrong spoke during the December 14, 2010 Commission meeting suggesting the Temporary Outdoor Event Ordinance needed to be revisited. Staff will contact Mr. Armstrong to review his suggestions and bring those to the Commissioners in the near future.
  - Belfair UGA Planning Group – Suggestions were made by Mr. Van Buskirk during the public hearings on December 7, 2010 that the County should consider re-establishing the Belfair UGA Planning Group. In light of reduced staff, the Commissioners are not considering this request at this time. Commissioner Ring-Erickson suggesting we consider this again when updating the Comprehensive Plan in 2015.
  - Belfair Sewer Code Revisions – Staff proposing amendments to Title 17 (zoning) of the Mason County Code. Amendments would provide for property owners adjacent to boundary of the Belfair UGA to be eligible for voluntary hook up the new Belfair sewer. Commissioner Sheldon questioned the State’s position on such an amendment. Staff will move forward with proposed amendments to the Planning Advisory Commission in January 2011.
- 10:30 A.M. Utilities & Waste Management - Emmett Dobey  
Commissioners Gallagher, Ring Erickson and Sheldon were in attendance.  
The following items were reviewed:
- Staff proposed bringing forward an ordinance for Belfair Sewer hook up criteria.
  - Reviewed submitting a joint Community Development Block Grant application with the Belfair Water District. The funding would be used to assist the water district relocate water lines and to connect customers to the Belfair sewer.
  - The roll of the Stormwater Task Force Citizen Committee was clarified.
- 11:00 A.M. Mason Matters – Kim Klint  
Commissioners Gallagher and Ring Erickson were in attendance. Commissioner Sheldon was absent.  
Kim Klint and Patty Sells briefed the Board on the 10-year Plan to Reduce Homelessness Phase 6 and the 2011 contracts that are necessary for this phase. The funding is from the

Affordable Housing Fund (2060) and the Homeless Prevention Fund (2163). The contracts will be on the December 28 Action Agenda.

11:30 A.M. Probation Services – Harris Haertel  
Commissioners Gallagher and Ring Erickson were in attendance. Commissioner Sheldon was absent.  
Harris Haertel and Judge Toni Sheldon briefed the Commissioners on a request for a supplemental appropriation to Probation's 2011 budget for the Juvenile Court Probation Services Drug Court. The Commissioners asked this be included with the supplemental requests.

11:45 A.M. Indigent Defense – Charles Lane  
Commissioners Gallagher and Ring Erickson were in attendance. Commissioner Sheldon was absent.  
Mr. Lane briefed the Board on bringing forward the indigent defense contracts for 2011.

Tuesday, December 14, 2010

10:30 A.M. Parks & Trails Department – John Keates  
Commissioners Gallagher, Ring Erickson and Sheldon were in attendance.  
The following items were reviewed:

- The following “for your information items” were discussed with the Commissioners; a) Parks and a Shelton HS class are partnering to do a trail project, b) John met with the University of Washington Statistics Department to ask for help with a survey, c) John met with Rep's Fred Finn and Kathy Haigh about Legislative items, d) The Mason Lake project is about 70% done, e) Mason County has pledged for donations of AED's at Sandhill and MCRA for 2011, f) In 2011 the Mason County Journal will be allowing parks to include articles about the parks and park operations.
- Parks Code update: John mentioned that he had three items that need amending in the parks code and these items will be brought forward in 2011, including; language to allow staff to more effectively get rid of abandoned vehicles, list all county trails as non motorized, firearms possession in County parks, and align with state law.
- Boat Ramp Fees: John indicated he would want to implement boat launch fees for Mason Lake, Latimers Landing, and Union (Commercial only) in 2011 and requested feedback on this proposal. Commissioners agreed but would like more information on cost benefit.
- U of W Meeting: John told the Commissioners that he had met with staff from the University of Washington in regard to helping with a county survey.
- MCRA Lease: Requested permission to market the old MCRA Parks office for lease. Commissioners granted approval but asked that first other county departments are given an opportunity to respond.
- John has been asked to run for President of the Washington Recreation and Parks Association and asked the Commissioners if that would be okay since it would require some county time spent. Commissioners said okay.
- John indicated he was included on the planning committee for Tahuya and Green Mountain State Forests.
- John asked permission to include a resolution supporting the Land and Water Conservation Fund on the Dec 21 agenda. Permission was granted..
- Updated the Commissioners on the delay of the Oakland Bay Park Project.
- Smartmeme Studios: John brought forward a proposal to have Smartmeme Studios of Union work on a project in 2010 and 2011 regarding markets marketing, publicity, and advertising. After discussion about the project, John agreed to withdraw the proposal and look at other approaches.

11:00 A.M. Closed Session – RCW 42.30.140 (4) Labor Negotiations  
Commissioners Gallagher, Ring Erickson and Sheldon met in closed session with Karen Jackson, Human Resources, from 11:06 a.m. to approximately noon on labor issues.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

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Ross Gallagher  
Chair

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Tim Sheldon  
Commissioner

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Lynda Ring Erickson  
Commissioner