

## BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of May 7, 2012

According to staff notes, the following items were discussed.

Monday, May 7, 2012

9:00 A.M.

Auditor's Office – Theresia Ehrich

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.

The following items were reviewed:

- Distributed April 2012 Financial Reports on county web page (Monthly Comparison, Revenue Comparisons, Expenditure Comparison). Sales Tax is up 3% over last year, property tax income/penalties are up from last year resulting in over \$300,000 more in revenue. Current Expense revenues, through April, are only \$122,494 more than 2011. Current Expense expenditures year-to-date down from April 2011 due to departmental vacancies in budgeted positions.
- Reported that the 10 retired LEOFF 1 employee liability (OPEB Liability line on Net Asset Statement) will be stated as \$1,190,857 on 2011 County Net Asset Statement as an unfunded liability.
- Reported the 2011 Net Asset Statement -Compensated Absences Liability will be \$2.7 million for Current Expense alone and \$3.8 county wide.
- Distributed April 2012 financial recaps for Sales & Use Tax Fund, REET 1 Fund, REET 2 Fund. Fund balances & obligations of these funds were discussed.
- Cmmr. Sheldon asked the DCD department to provide a recap of building permit activity and revenues recap.

9:15 A.M.

Human Resources – Karen Jackson

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.

The following items were reviewed:

- Finalists, Public Defense Administrator and Public Works Director
  - A. Public Defense Administrator – Susan Sergiojan expressed acceptance of the position, with a start date of May 16, 2012. Commissioners reviewed and approved compensation at Range 43, Step E (\$7558 per month), in consideration of her current higher monthly wage (which is \$7600 per month). Ms. Sergiojan will begin immediately to seek a replacement to contract for the District Court caseload she will be leaving behind. Office space for the new Public Defense Administrator will be in Bldg 1, near the DCD Planning Division.
  - B. Public Works Director – Previously, in the May 1, 2012, public meeting, the Commissioners decided to combine the Public Works and Utilities/Waste Management departments into one, with the Public Works Director as head. They selected Brian Matthews, who today presented a compensation proposal to the Commissioners for their consideration. The Commissioners reviewed and approved compensation at Range 45, Step D, plus a stipend for a total of \$9167 per month. The stipend will be paid from the Utilities/Waste Management Director salary budget line. During the briefing, the Commissioners also approved assignment of a county vehicle, acceleration of Mr. Matthews' vacation accrual, and approval to recruit for a Deputy Director/County Engineer.
- Deputy Director, Utilities/Waste Management  
Tom Moore, who was appointed as Interim Director, Utilities/Waste Management Department, will be restored as Deputy Director effective May 16, 2012, when Brian Matthews takes over as head of the Public Works Department. The Commissioners agreed to revisit the issue of his salary with Human Resources at a future briefing.

9:30 A.M.

Closed Session – RCW 42.30.140 (4) Closed Session

Commissioners Ring Erickson, Sheldon, and Bloomfield met in Closed Session for 5 minutes with Karen Jackson, Human Resources, for a labor discussion.

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- 9:35 A.M. Central Operations - Shannon Goudy  
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.  
The following items were reviewed:
- Discussed the Lodging Tax funding request from the EDC for the racetrack. The Board approved placing this on the May 22 agenda.
- 9:45 A.M. Economic Development Council – Matt Matayoshi  
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.  
The following items were reviewed:
- State Funding:  
The outcome of the 2012 State Legislature was positive for economic development. It was the first session in the last five years that EDC funding was not reduced or adjusted in a negative way. The EDC is able to retain the funding levels that they currently have. Other economic programs were also left in place without any adjustment including the .09 Rural Economic Development Fund.
  - Land Use Planning:  
Preparing to move forward with a Mason County Comprehensive Plan Update Application that contains a request to add nearly 1,000 acres of land to the Shelton Urban Growth Area. Nearly 400 acres is made up of the racetrack and property acquired by Washington State Patrol in the last few years. This action will open up 500 acres of “Green Field” land for future development and creation of jobs.  
Projects such as the Department of Corrections Reception Center have illustrated the need for available sites that are 40 acres and larger. EDC is researching the idea of adding capacity within the Shelton UGA for future economic development opportunities. A study completed in 2006 by E.D. Hovee and Associates illustrates that we have a deficiency of industrial land by 900 acres. In researching this area we have an eye towards creating shovel ready sites that are served fully by utilities.
  - Olympic Finance Development Authority:  
The leadership of this organization, which includes the EDC’s executive director, have made a determination to not move forward based on the lack of funding to finance the operations costs of the organization. After two years of work they found that they have been unsuccessful at fully capitalizing this organization. The structure of the organization will stay in place in the chance that we identify future funding for this organization that set out to meet the needs of small businesses seeking loans to move forward with their business plans.
  - Succession Planning Training:  
The EDC in partnership with the Shelton-Mason County Chamber of Commerce and Impact Washington will be sponsoring a succession planning workshop. Arnie Hendricks a certified exit planning advisor has over 20 years of experience in this field. They are excited to be able to put this event on June 27<sup>th</sup> at 3:00 pm at the Grove Street Brew Pub.
  - Race Track Tourism:  
EDC has submitted applications for both City and County lodging tax dollars to support the development of website and community concierge that would connect racetrack attendees with the community. The focus of this project is to put “Heads in beds” and people in restaurants. EDC staff met with the Mason County Lodging Tax Advisory Committee and provided a presentation on this project. The committee unanimously voted to recommend that the application be funded in full for \$18,000. They hope to hear from the City of Shelton on their process for considering the EDC application.
  - Manufacturing Lead:  
Working through a new lead that would potentially bring 40 to 60 jobs and would require 30,000 square feet of space. This has the potential to bring the type of jobs that the EDC is targeting to our community. Over the past month the EDC has learned that the company may be farther out in their plans than they had indicated. Their ability to expand here is contingent on securing a large contract.

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- Aquaseed:  
The client has returned after putting their project on hold for approximately two years. Their intention is to build a salmon hatchery in the Skokomish Valley. They have several operations in the northwest and intend to complete this project that has been underway for several years. There are a number of issues that require resolution including addressing various shoreline and setback regulations.
- Racetrack:  
The project continues to move forward and construction continues at the racetrack site. Smaller paving projects have occurred over the last few weeks and plan to move forward on paving the drag strip continue as well.  
Information on the track, including video can be viewed at [www.ridgemotorsportspark.com](http://www.ridgemotorsportspark.com) .

10:00 A.M. BREAK

10:15 A.M. Public Works - Brian Matthews

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.

The following items were reviewed:

- Amendment No.1 for the RAP project agreement for construction proposal of North Island Drive, Project Number 2307-01, to add new language that would be added as Section 1 to the Project Agreement.
- Milepost limits for the project is revised to: Milepost 0.31 to milepost 1.50 and design speed at milepost 0.77 is reduced to 35mph per CRABoard approval dated 4/26/12, and as authorized by WAC 136-165-030.
- Road Vacation 377: Request the Board adopt a resolution setting a hearing date on Tuesday, June 26, 2012; 1:00 p.m. with the Hearings Examiner to consider any public comment on the petition for vacation of the old northerly and southeasterly segments of Shelton Matlock Road.
- Road Vacation 380: Request the Board adopt a resolution setting a hearing date on Tuesday, June 26, 2012; 1:00 p.m. with the Hearing Examiner to consider any public comment on the petition for vacation of the old southwesterly segment of Harstine Island Road South.
- Road Vacation 382: Request the Board adopt a resolution setting a hearing date on Tuesday, June 26, 2012; 1:00 p.m. with the Hearings Examiner to consider any additional public comment on the petition for vacation of a portion of the above described area.
- Billing staff time for assisting County Property Manager with surplus property.

10:30 A.M. Department of Community Development – Barbara Adkins

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.

The following items were reviewed:

- Belfair Advisory Committee  
At the time of briefings four applications had been received for the Committee. There was consensus among the Board that the committee needed to be larger and that the positions should be re-advertised for an additional two weeks. Also, it was suggested that the notice be posted on the North Chamber website and perhaps at some local businesses.
- Belfair Zoning Code Amendments  
Updated the Board on the status of the code revisions for the Belfair sewer. The new proposal looks at allowing temporary holding tanks in residential areas. The first public hearing will held on May 21, 2012 with the Planning Advisory Commission. This should allow enough time to hold a public hearing with the Board on June 12, 2012.
- No Shooting Zones  
In response to Ms. Olson's request to speak with the Commissioners, staff is to invite her to address the Board during the Open Forum portion of any regular meeting. It was also suggested that Ms. Olson continue to contact the Sheriff's Office for action. With respect to the mapping costs incurred on the proposals, the invoice will be provided to Central Operations for payment.

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- 10:45 A.M. Utilities & Waste Management - Tom Moore/John Cunningham  
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.  
The following items were reviewed:
- May 8 agenda items:  
County Hookup Program Group #4 project bid & award authorization;  
County Hookup Program Group #1 project acceptance as complete; and  
Get Connected Phase 1 Capital Facilities Charge payment deadline extension.
  - Belfair Sewer:  
Discussed idea for allowing temporary holding tanks for existing residential parcels within  
Belfair UGA but greater than 500 feet from sewer;  
Must pay capital facilities charge up front;  
Must pay monthly sewer rate plus a pumping surcharge if applicable;  
Tanks to include monitoring alarms;  
County to pump tanks as needed;  
Must agree to connect to sewer when it becomes available;  
Notified the Board of the Squaxin Tribe's response to draft operating permit for new treatment  
plant
  - Solid Waste Long Haul Contract Update:  
Discussed idea of reducing the "minimum" trailer weight charge;  
Discussed an extension of 7 years with a 3 year renewal option;
  - Updated Board on Board of Equalization (BOE) Appeals Status:  
Only 3 appeals of tax assessments were filed within the filing period;  
Appeal hearings should only take 1 day at the BOE.

- 11:00 A.M. Facilities, Parks & Trails – John Keates  
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.  
The following items were reviewed:
- Thanked the Commissioners for attending the May 1 grand opening at MCRA.
  - Asked for guidance on moving Planning from Building #1 and consolidating them all into  
Building #3. Commission liked the idea.
  - Informed Commissioners the Public Defense Administrator will be housed in offices of  
Building #1 – adjacent to Planning.
  - Keates indicated he'd like to close Building #2 and has started discussions with Brian Matthews.
  - Latimers Project should be done in 2-3 weeks.
  - Staff has spoken with State Parks about Lake Isabella. The Commission is interested in  
proceeding further and asked Keates to continue discussion.
  - Staff will arrange a visit to Sunset Bluff View Park.
  - Keates told Commissioner Sheldon he had connected with Harley Summers about property next  
to the downtown campus.
  - Brought up an issue pertaining to Coulter Creek and a desire of the seller to retain naming rights  
for the property. The Commissioners were interested in hearing just exactly what name for the  
site the seller is considering prior to making any decision.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

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Lynda Ring Erickson  
Chair

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Tim Sheldon  
Commissioner

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Steven Bloomfield  
Commissioner