

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of February 8, 2016

Monday, February 8, 2016

- 9:00 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion
Commissioners Jeffreys, Neatherlin and Sheldon met in Closed Session from 9:00 a.m. to 9:40 a.m. for labor discussion with Bill Kenny and Frank Pinter.
- 9:15 A.M. Support Services - Bill Kenny
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.
- Continued from February 2 Commission meeting - Amend County Code Chpt. 2.88 to reflect changes to RCW 36.32.080 for regular meetings outside the County seat and joint meetings with another legislative authority(s). The Commissioners agreed to leave the notice requirements pursuant to the legislation, which is 24 hours.
 - The Commissioners agreed to meet in Belfair on March 29 (5th Tuesday). Potential topics: WSDOT SR3 widening update, Sweetwater Creek, Beard's Cove Clean-up Award.
 - Copier lease for Support Services copiers will be with Ricoh and will be placed on the agenda.
 - Frank stated he is waiting to hear from Ecology in order to identify which Belfair Sewer Loan(s) to apply the \$1.455M grant.
 - The paperwork will be brought forward for the re-finance with State Treasurer for Public Works Buildings.
 - Frank will email the Sheriff's office regarding funding options to purchase Jet Skis for Sheriff Marine Patrol program.
 - The Commissioners are good with the Interfund Loan Resolution for Sheriff hand-held radios.
 - Bill Kenny reported the Public Works Director position is posted and the Board agreed to appoint the County Engineer as interim director. Staff will be notified.
 - The March 7 and 8 Commissioner briefing/regular meetings will be canceled due to scheduling conflicts.
 - 2016 Budget Narrative was reviewed. It is strictly stating facts and no minority opinion will be included.
 - Counter offer of \$6,200 for Evergreen Drive properties.
 - Oath of Inventory will be on agenda prior to March 1.
 - North Mason School District fields were discussed. If school doesn't have RCO match, the project wouldn't be done. Long-term maintenance would also have to be addressed.
- 10:00 A.M. Superior Court – Robert Sauerlender
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.
- Bob Sauerlender presented information for a request for proposals for a Mental Health Case Manager/Certified Counselor/Certified Advisor for the Therapeutic Courts. Anticipated start date is May 1, 2016. Cmmr. Jeffreys asked about transportation of the clients to the facilities which is not addressed in this proposal.
- 10:30 A.M. BREAK
- 10:35 A.M. Public Works - Brian Matthews & Melissa McFadden
Utilities & Waste Management - Brian Matthews/Erika Schwender
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.
- Request the Board authorize Public Works to solicit for a Request for Qualifications (RFQ) to evaluate and provide an estimated cost to bring the current solid waste system up to compliance. This is the first step to consider privatization. \$50K for consultant services, use \$10k for this contract. SWAC is supportive of exploring this option. This evaluation will also be used for long-term utility planning.

SWAC member comments: They understand the cost and the operation of the systems and efficiencies are needed. This proposal will have an outside consultant evaluate the systems which gives the county something to weigh against. The Solid Waste Management Plan needs to be updated.

The Commissioners approved to move the RFQ forward.

- Reminder of hearing to consider speed limit changes on changes on Belfair Tahuya Road.
- 2016 Asphalt Emulsion Bid Award announcement is on February 9 agenda to accept all bids.
- Cyndi Ticknor provided an update on Equipment Rental & Revolving (ER&R) Department. Hiring an in-house up-fit staff is working very well and is saving money. Four fire districts are also using the service. With savings, may be able to purchase a jail van in the original \$750,000 that was approved for Sheriff vehicles. With purchase of new Sheriff vehicles, some of the old vehicles will be washed down to other Current Expense departments.
Cmmr. Jeffreys asked if there is a quick enough turnaround for the Sheriff vehicles, will that reduce the number of extra Sheriff vehicles needed. Chief Osterhout responded that they plan to get rid of some of the extra vehicles, but need to keep at least four. Cyndi stated she is working closely with the Sheriff office to analyze exactly what the Sheriff needs.
The Commissioners made it clear they do not intend to expand ER&R in order to take business away from local private businesses. The goal is to reduce the County ER&R rates.
- The consolidated purchasing is working very well and they are ready to expand to offer service to other county departments for safety supplies, small tools.
- Cmmr. Neatherlin briefly talked about purchasing the jet skis from Boating Fund and the issue with the Courthouse Security budget that needs a correction.
- Brian provided an update on Utilities Collection effort.
- Public Works Facility Lighting Audit for energy savings and to provide better lighting at the Public Works facility is \$46K, \$13K incentive check back from PUD 3 and will make up the remaining cost in just over 5 years. They have funding available in current budget. Approved to move forward.
- Trails Road anticipated to open soon.

11:00 A.M. Stormwater Briefing – Community Development/Public Works – will be rescheduled

11:30 A.M. Department of Community Development – Barbara Adkins
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.

- Michael MacSems presented a request to add the Pioneer Cemetery in Union, WA to the Mason County Historic Registry. The Board approved moving this item forward.

11:45 A.M. Hood Canal Salmon Enhancement Group
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.

- Mendy Harlow presented a request for a letter of support for the Sweetwater Creek Waterwheel Park project. Mendy presented an illustration of the proposal and explained the details. This is located in the Belfair Urban Growth Area. The cost is \$825,000, they have received in-kind donations of \$300,000 and they are looking for \$525,000 in grants. The Salmon Enhancement Group is partnering with Fish & Wildlife for a WA Wildlife Recreation Program grant application due in March.
Cmmr. Neatherlin noted that the County may consider funding for restrooms in the future. North Mason School District owns most of the land; there is a small parcel, about 1 acre, that is privately owned, and that will be given to the Hood Canal Salmon Enhancement Group and they would like the County to consider owning this parcel.
The Salmon Enhancement Group has been meeting with the school district.

Commissioner Discussion – there was no discussion.

BREAK – NOON

Board of Mason County Commissioners' Briefing Meeting Minutes
February 8, 2016

2:00 P.M.

Review of Reclassification Requests

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

- Bill Kenny introduced the topic which is a review of the twenty-six reclassification requests received during the "Exceptional Request Window of Opportunity". In December 2015 the Commissioners adopted a Reclassification Policy and the "window period" was afforded to consider the identifiable requests made within the past three years. All County Departments had the opportunity to submit reclassification requests from November 23, 2015 to December 31, 2015.

Cmmr. Jeffreys stated this briefing was not intended to have discussion with the audience and there is no appeal process during the exceptional window, although the Department could request the reclassification under the Reclassification Policy which does have an appeal period.

This is the Board's opportunity to have questions answered from HR and she noted these are reclassifications of the position, not the individual. She would then want time to consider the requests.

In the Exceptional Request Rules, it is stated that reclassifications will not be granted based only upon alignment to market comparables, purely for merit increase, increased volume of work, or for Elected Officials.

Cmmr. Sheldon left word that he is in agreement with Human Resource's recommendations.

Cmmr. Jeffreys suggested this be brought back on Monday February 22 for briefing, if necessary, and could place items on February 23 agenda for action.

Commissioner Discussion – as needed

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

- The Commissioners discussed the rezone request for marijuana retail in Belfair. There was discussion of retail and industrial in the Belfair area and potential impact of Belfair Bypass.
- Karen Herr asked when there would be an opportunity for departments to discuss the reclassification requests. The Board agreed to allow discussion with Elected Officials and Department Heads at the February 22 briefing that will be scheduled at 2 p.m.
- Brief discussion of Pickering Road speed limit community meeting.

Tuesday, February 9, 2016

Finance Committee

8:35 a.m.

Treasurer Lisa Frazier and Cmmr. Terri Jeffreys were in attendance. Auditor Karen Herr was absent. Cmmr. Randy Neatherlin, Dawna Woodruff and Frank Pinter were also in attendance. The Finance Committee meeting called to order at 8:40 a.m.

- Discussion of the refinance of the Public Works Building Lease with the State of Washington. Frank Pinter was contacted by the State Treasurer's Office asking if the County would be interested in refinancing the Public Works Building Lease. Refinancing would allow for a lower interest rate that will be set at the time of the refinance (tentatively March 31st). It is thought it could be as low as 1.5% and would have the same terms as the current lease (pay off in 2027). The county would save approximately \$800,000 over the term of the loan.

Tim Whitehead has reviewed the documents and has agreed to act as counsel in the action to refinance.

Public Works is holding \$750,000 from the original financing proceeds that were planned to be used to pay down principle when the option could be exercised. Frank has contacted the State Treasurer's Office to see if we can use those proceeds or a portion of those proceeds to lower the amount from not to exceed \$10,657,000 to something under \$10,000,000.

To refinance will require that the county pre-pay its next bond payment due June 1st to March 31st.

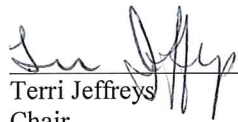
Board of Mason County Commissioners' Briefing Meeting Minutes
February 8, 2016

Terri Jeffreys made the motion to approve the refinancing of the Public Works Building Lease with the State of Washington not to exceed \$10,675,000. Lisa Frazier seconded the motion.
Motion Passed.
Finance Committee minutes submitted by Lisa Frazier, Mason County Treasurer
Finance Committee Chair
Meeting adjourned 8:47 a.m.


Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS



Terri Jeffreys
Chair



Tim Sheldon
Commissioner



Randy Neatherlin
Commissioner