

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of April 25, 2016

Monday, April 25, 2016

- 9:00 A.M. Olympic Region Clean Air Agency – Fran McNair
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.
- Fran McNair, Executive Director of ORCAA, talked about the 2017 ORCAA budget proposal. Local jurisdictions must pay a fee to ORCAA based on per capita and is currently 45 cents per person. The fee has not been raised since 2007. The ORCAA region has 25 cities and six counties and deals with air quality issues. They are anticipating a budget cut from EPA and the State and they have been dipping into their reserve fund. ORCAA will hold a public hearing to consider the fee increase in May and the hearing will be continued to their June 8 meeting for a vote. Mason County's current annual fee is \$23,402 and if the fee is raised, the 2017 fee would be \$39,004. Fran shared information on the ORCAA activities in Mason County.
- 9:30 A.M. Department of Community Development – Barbara Adkins didn't attend
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.
- There is a vacancy on the Planning Advisory Commission for Commissioner District 3. Because District 2 is underrepresented, the Commissioners asked that a news release be issued soliciting applicants from Commissioner District 2.
Cmmr. Sheldon presented the following items:
 - Requested status for dive activities in Hidden Cove.
 - Frazier Metalworks is requesting a change of use on a Port of Shelton building that they will be leasing for a job they have been awarded from JBLM.
 - Mike Purvis, Hoodsport IGA Grocery, has a hearing scheduled with the Hearing Examiner in order to build an Ace Hardware Store in Hoodsport.
 - Cmmr. Sheldon presented a letter from Annie Robbins, Hood Canal School Board Chair, regarding their desire to renovate the Hood Canal School football field and track and they are asking Mason County to be the primary sponsor for a RCO grant and to partner with the Mason County Parks. Frank Pinter stated the grant application to RCO is due May 2. Mason County has been awarded an RCO grant for North Mason School and they may not use that and RCO has indicated they would consider transferring this to the Hood Canal School. The Commissioners agreed to add to the April 26 agenda permission to apply for an RCO grant for Hood Canal School.
 - Nathan Stout will be again requesting a rezone for a mini storage proposal on McEwan Prairie Road.
- 9:45 A.M. Sheriff's Office – Sheriff Salisbury
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.
- Chief Spurling and Corporal Filyaw presented information for recruitment banner, items to give away at job fairs and advertisement on the jail van. They are requesting a \$2,000 supplement budget allocation for job fair materials for recruitment of correction and patrol deputies.
 - Chief Spurling requested a \$70,000 budget supplement to purchase a Safe Boat from GSA. This boat is a larger boat and would allow the deputies to operate it on Hood Canal in inclement weather.
 - Request for a \$10,000 budget supplement for jail biohazard cleanup services. They have contracted with a cleaning company who is certified to do this type of cleaning. Discussion of whether to use unexpended budget authority. Chief Ehrich stated they are at benchmark for payroll.
 - The request will be considered with other budget amendment requests that will be coming before the Commissioners in May/June.
- 10:15 A.M. BREAK

Board of Mason County Commissioners' Briefing Meeting Minutes
April 25, 2016

10:30 A.M. Support Services – Frank Pinter

Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- Two Board of Equalization applicants, Robert McKibbin, incumbent; Cheryl Williams. The Board indicated they are willing to reappoint Mr. McKibbin.
- Courthouse Security needs was reviewed by Frank. It was agreed to move the responsibility to the Clerk's office. There is the potential for up to \$87,000 budget supplement. The current security contract expires June 30, 2016 and Frank suggested a RFP be issued for this service.
- Proposed amendment to 2016 budget management. Frank brought forward a proposal to amend the 2016 budget resolution that adopted the budget to allow a limited dollar authority (\$25,000 for all departments except Sheriff and \$50,000 for Sheriff) for the elected official or department head to move this budget authority between salary/benefit expenditures and operational expenditures at their discretion. It was suggested that the dollar authority be based on a percentage of the budget. Cmmr. Jeffreys supports allowing a variable and noted that if a department needs an amount moved beyond the variable amount, the department could make a request to the Commissioners. There was discussion on how this variable would be tracked and managed. Auditor Karen Herr stated she supports the concept but is concerned with the process. Further discussion is needed to determine how this could be managed.
- Discussion of preparation for Community Services Director. Frank Pinter will be point of contact to coordinate the preparation of the new Director, Dave Windom. Frank will make sure an office space is ready and he has been in contact with Dave. Diane will schedule a two-hour block of time with each Commissioner with Dave and Jerry Hauth, Public Works Director.
- The Commissioners agreed to sign a letter of support for the South Sound Behavioral Hospital.

Cmmr. Neatherlin left the briefing at 11:40 a.m.

11:30 A.M. Mason County Economic Development Council – Lynn Longan

Cmmr. Jeffreys and Sheldon were in attendance.

- Discussion of funding for contract S16-75460-001, funding from WA State Department of Commerce. Lynn Longan requested moving \$19K budgeted for Comprehensive Plan update to contract with Zoom Prospector Enterprise for online GIS Planning information to be used for economic development. Contract is \$8,100 per year and they will purchase customer relations management (CRM) software called Executive Pulse, \$8,000. Lynn will draft a letter approving these expenditures to be added to the April 26 agenda.
- Cmmr. Jeffreys brought up the possibility of hiring a land use attorney to advise on the zoning overlay.

Commissioner Discussion – there was no discussion.

NOON BREAK

2:00 P.M. Public Works/Utilities & Waste Management - Loretta Swanson

Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- Update of timeline Transportation Element for Comp Plan. Loretta provided a draft copy of the Transportation Element that she will be sending to Department of Commerce.
- Private Line Occupancy Permit for Scott Barnard public hearing will be scheduled.
- Request to seek outside legal counsel specializing in cable franchises regarding a new voice internet and television service provider has been advised that they need to apply for a cable franchise agreement. Loretta will request a letter from our Prosecuting Attorney allowing outside counsel; Loretta will check with the City of Shelton who has also been dealing with this issue and she will respond to Richard Finnigan, attorney for Hood Canal Communications.
- Seal replacement for Lift Station 1 for the Belfair Waste Water Facility.
- Jennifer provided current utility collection information.
- TIP CAP will be at North Mason Voice meeting.
- Allan Eaton will be Public Works contact for the Ridge Motorsports request.

Board of Mason County Commissioners' Briefing Meeting Minutes
April 25, 2016

- Cmmr. Jeffreys requested an update on Simmons Road project. This is a county road project with state funding because it improves safety on a state highway.
- Lake Cushman road to Stair Case status.
- ATV usage on county roads - Pacific, Grays Harbor and Clallam Counties have adopted regulations allowing this. Cmmr. Sheldon has an interest in allowing ATV's on certain County roads.

Commissioner Discussion

- Cmmr. Jeffreys stated she has a phone call with CGI tomorrow for the county promotion videos and it was agreed to focus on promoting business development, county parks and refer to Explorehoodcanal.com .
- Frank reported he has been in contact with Squaxin regarding Pioneer Cemetery.
- City of Shelton is amending the levy shift contract because there is no impact to the City.
- Frank provided budget status for the Sheriff's office. Their salaries/benefits are at 32.6% and 33% is the benchmark. Patrol overtime is at 53%. \$125K unexpended salaries for the January - June time period for unfilled positions.


The briefing adjourned at 3:00 p.m.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS


Terri Jeffreys
Chair


Tim Sheldon
Commissioner


Randy Neatherlin
Commissioner