

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of September 12, 2016

Monday, September 12, 2016

9:00 A.M. Public Works – Jerry Hauth/Melissa McFadden
Utilities & Waste Management

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

- Bart Step was introduced as the new Utilities Deputy Director. Mr. Step reported that Department of Ecology sent a letter regarding water rights for the Rustlewood utility system. Mason County will need to apply for additional water rights. Mason County would have to pay Ecology to process the water right request for Rustlewood and any applications that are senior to this request. Cmmr. Sheldon believes this is due to not installing water meters and the water systems should be handed over to PUD 1 to manage. He doesn't support spending any money on pursuing water rights. Cmmr. Jeffreys supports discussing with PUD 1 the acquisition of Rustlewood and to contact Ecology to see if they would off on this issue if PUD 1 is willing to take over the system.
- The new Utility Operator has quit. Jerry introduced a draft RFP for grinder pump maintenance. Mason County staff would respond to alarm calls. The Board approved placing on the agenda.
- A draft agreement with the City of Shelton was presented for the handling of bio-solids.
- The Board authorized applying for Rural Arterial Program funding for a culvert replacement project on North Island Drive at approx. MP 3.460 to MP 3.470.
- Reminder of the hearing for September 20, 2016 @ 9:30am for Contract Award hauling of Drop Box bins from the Belfair, Hoodspport, and Union Drop Box Stations to the Shelton Transfer Station to the apparent low bidder.
- Cmmr. Sheldon asked the projected price for the Tahuya River Bridge project. Mason County is not pledging funding other than staff time to review the project as it affects the County road. The Salmon Enhancement Group is applying for funding in order to obtain a more detailed scope.
- Staff provided an update on FEMA flood zone maps. Public Works was involved to technical review of the draft maps. The code updates and public outreach will be done through Community Services. Lake elevations were changed based on the County's recommendations. Some properties are now out of the flood zone but some are now in so net result seems to be about the same. Staff believes property on salt water will be impacted because of the formula FEMA is using. Cmmr. Sheldon requested that our federal representatives be invited to the public meetings. Cmmr. Jeffreys asked that at the FEMA briefing, they demonstrate the impact to Mason County. Discussion of a county-wide post card mailing and the cost. Currently there is no money budgeted but this will be a Current Expense item. The Commissioners requested staff move forward with obtaining a cost for a mailer.
- Staff brought up a Facilities/PW Multi-Use Regional Paths meeting and funding opportunity. Commissioners approved moving forward with this.
- The loader at the transfer station is not fully functional and staff will bring forward additional information.
Commissioner Neatherlin joined the briefing at 10:10 a.m.

10:00 A.M. Mason Transit Authority – Mike Oliver

Commissioners Jeffreys, Sheldon and Neatherlin were in attendance.

- Mike Oliver requested a letter of support for a grant application to WA State DOT for sustaining existing services and assisting n providing needed replacement vehicles for the Mason Transit Authority. This will be placed on the agenda.
- Discussion of other WSDOT funding that may be in jeopardy.

10:25 A.M. BREAK

10:30 A.M. Support Services – Frank Pinter
Salary Options for Elected Officials

Commissioners Jeffreys, Sheldon and Neatherlin were in attendance.

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- Staff presented various options for the Commissioners to consider in order to adjust the elected official salaries. To bring the elected salaries in-line with comparable counties [Mason County's comparable counties as established by the Public Relations Employment Commission (PERC) are Clallam, Cowlitz, Grays Harbor, Island, Jefferson, Lewis and Skagit counties] the recommendation is to increase the salaries of the elected officials (Auditor, Assessor, Clerk, Coroner, Treasurer) by 6% for 2017 and increase the Sheriff's salary by 11%. There was discussion about tying the elected official's salaries to either the Commissioners', Non-Represented employees or the Superior Court Judge. The Commissioners asked staff to draft a recommendation tying to the elected official's salaries to the Superior Court Judge after making an adjustment so they are in-line with comparable counties, minus Jefferson and Skagit counties. Cmmr. Neatherlin asked these two counties be removed from the equation because Jefferson is much lower in population and Skagit is much higher.

Cmmr. Sheldon left the briefing at 11 a.m.

The Board recessed for five minutes at 11:25 a.m.

11:30 A.M.

Therapeutic Courts – Bob Sauerlender

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

- Request to advertise and hire a Therapeutic Court Caseworker using the funding (\$35,000) that was appropriated for a Mental Health Case Manager//Certified Counselor/Certified Advisor that was not filled. The Commissioners approved moving this forward. The proposed permanent position will be addressed in the 2017 budget process. Cmmr. Neatherlin asked if there is currently a part-time position that could be increased to full time so not to double up on benefits.
- Cmmr. Jeffreys brought up access to the new Veterans housing.
- Cmmr. Jeffreys then brought up the proposed BHO's Triage Center.

Commissioner Discussion – there was no discussion.

BREAK – NOON

1:45 P.M.

Community Services – Dave Windom

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

- News release to solicit for open positions on the Historic Preservation Commission will be issued.
- Barbara is seeking direction regarding the moratorium on Medical Marijuana Cooperatives for the Planning Commission to consider. The Commissioners do not support outdoor grows or near in-home day cares.
- Discussion of Code amendment to add recreation storage to list of allowed uses to Low Intensity Mixed Use in the Shelton UGA. A public hearing will be scheduled.
- Consolidated Contract Amendment 10 will be placed on the agenda.
- Request to conduct an all-staff meeting and training on October 19 and the office will be closed to the public.
- Request authorization for the Community Services Director to sign Consolidated Contract amendments, not to exceed \$15,000. David will draft a resolution for the Board to consider.
- Public hearings will be scheduled on October 11 to consider rezones for one parcel from Rural Commercial 1 (RC1) to Rural Residential 5 (RR5); two adjacent parcels from Rural Industrial (RI) to Rural Commercial 5 (RC5); and to consider correction to the Future Land Use Map and Official Development Areas (Zoning) Map Panel 7 of 10.
- Cmmr. Jeffreys stated the millage agreements with Thurston County must be adopted before October 7 for the BHO and DD.

The Board recessed for 10 minutes at 2:35 p.m.

2:45 P.M.

Mason County Historical Society – Kristen Fabry/Annette McGee

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

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- Members of the Mason County Historical Society presented a proposal for land along Highway 101 North to build a heritage museum. Cmmr. Neatherlin stated this land is owned by Public Works, it would have to be surplussed and he wants a business plan; he is considering a 5-acre piece. The Commissioners would like this appraised; determine if Public Works is willing to surplus the property; what it would take to transfer the property to the Historical Society.

3:15 P.M.

WSU Extension – Justin Smith

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

- Update on the WSU Extension CED Data Science Initiative, CDBG Micro-Enterprise and other initiatives. WSU has developed new curriculum to provide hands on education and research services to improve the use of information technology and open data technologies.

3:45 P.M.

Support Services – Frank Pinter

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

- Lodging Tax 2017 contracts with Blue Collar Agency for Tourism Promotion, \$228,000 with \$33,500 dedicated to marketing of festivals and small events; Shelton-Mason County Chamber of Commerce, \$60,000, and North Mason Chamber of Commerce, \$40,700, for Visitor Information Services will be placed on the agenda for approval. The Lodging Tax Advisory Committee (LTAC) met in June and recommended these awards.
- Ross reported the Social Media Policy has been circulated county-wide and he received very few comments. The Board agreed to enter into an agreement with ArchiveSocial for records retention for 10 accounts and 1,000 records.
- Frank presented the Homes First contract and after discussion it was agreed the contract needs further review and will be brought back.
- 2017 Budget Workshop Schedule has been circulated and the workshops begin September 21.
- Squaxin Island land transfer signing ceremony will be scheduled in November.

4:30 P.M.

Closed Session – RCW 42.30.140 (4) Labor Discussion

Commissioners Jeffreys and Neatherlin met in Closed Session for a labor discussion from 4:28 p.m. to 4:38 p.m. Sheriff Salisbury, Undersheriff Barrett, Frank Pinter and Dawn Twiddy were in attendance.

Commissioner Discussion – there was no discussion.

Tuesday, September 13, 2016

10:30 A.M.

Support Services – Frank Pinter

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

- OSG Dozing Construction Contract for MCRA Fields 6 and 7 will be placed on the agenda for approval.
- Mason Transit Authority (MTA) agreement for William O. Hunter Park will be placed on the agenda for approval. This is so MTA can replace the current bus shelter. MTA is responsible for routine maintenance of grounds and shelter.
- Jacoby Park Boat Launch improvement project update. Jeff presented the history of the project and the estimated cost is \$80,000 with a 25% match. The request is whether to pursue grant funding through the Recreation and Conservation Office (RCO), Boating Facilities Program for a master plan conceptual drawing. Discussion of whether to move forward with this grant application with the potential for a metropolitan park district being created. The next grant cycle is in two years or 2018. It was agreed to move forward with the grant application.
- Frank reported he has discussed the DRS audit with Human Resources and payroll staff and there will be a discussion with Commissioners in the next few weeks.
- Frank presented the revised Budget Manager description. Responsibilities have been revised in conjunction with Chief Finance Manager and Risk Manager duties have now been added to the Budget Manager position. Property Manager duties remain with the Budget Manager. Cmmr. Jeffreys requested this job description be reviewed by the Auditor.

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Closed Session - RCW 42.30.140 (4) Labor Discussion

Commissioners Jeffreys and Neatherlin met in Closed Session for a labor discussion from 11:05 a.m. to 11:23 a.m. Frank Pinter and Dawn Twiddy were in attendance.


- Status of Mason Thurston Behavioral Organization
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent. Discussion about the BHO Triage Center that is not required to be in Mason County's Capital Facilities Plan (CFP) but it is recommended by Community Services Director to be included. Cmmr. Neatherlin cautioned including this in the County's CFP because he is concerned with community concern for this facility and what is the benefit to the County. Cmmr. Jeffreys explained that because BHO is a joint Thurston and Mason County regional governance entity, it could be interpreted that Mason County is part owner of this facility. The RCW talks about including structures that are owned by a public entity. In the past, the litmus test on what to include in the CFP has been if there are county funds involved in the facility. Legal review will be requested. Cmmr. Jeffreys has also talked to Mason General Hospital about locating the Triage Facility as part of their campus.
The BHO will have a budget review meeting in Mason County on October 7. Lydia Buccheit and Dave Windom have been invited.
Cmmr. Jeffreys talked about the Thurston County Triage Center that recently opened and the challenges they are addressing.
- Discussion of the Rustlewood Water System and Ecology letter regarding water rights. Cmmr. Jeffreys and Sheldon agreed yesterday to have discussions with PUD1 about taking over the water systems. The impact to staff and county will need to be considered.
- FEMA map revision. A mailing to notify residents of the public workshops that will be held in November will be done. Cmmr. Neatherlin asked if there could be federal funding made available to help property owners in the appeal process.

The briefings adjourned at 11:45 a.m.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS


Terri Jeffreys
Chair


Tim Sheldon
Commissioner


Randy Neatherlin
Commissioner