

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

Monday, December 12, 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 9:20 a.m. for a labor discussion with Frank Pinter and Dawn Twiddy.

- 9:15 A.M. Support Services – Frank Pinter  
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.
- Approval to cancel December 27 Commission meeting.
  - State Homeland Security Program (SHSP) FY-16 Grant Contract # E17-067 for \$21,506 from Washington State Military Department (EMD) and US Department of Homeland Security. Performance period is from 9/1/2016 to 3/31/2018. Approved to place on the December 20 agenda.
  - Cell phone policy and contract consolidations was reviewed. Issues to address: include language in the resolution stating this does not include Sheriff's office because they are on their own grandfathered contract; data usage; use WiFi when available. Ross will bring back a revised policy.
  - Janitorial services award will be placed on next week's agenda. Jeff reviewed the process that was followed.
  - 2017 funding request (\$100,000) from Economic Development Council (EDC) from the Rural Sales & use Tax Fund (.09). Frank Pinter presented the idea of possibly using the EDC to contract with an entity to complete a county-owned property inventory. There is currently not an accurate inventory of county-owned real property and there is anticipation this will be an audit finding from the State Auditor. Frank stated he is checking with the SAO and MRSC to see if this would be a proper expenditure of .09 funding. There was discussion of having a joint briefing with the Auditor and Assessor. Frank will also reach out to the EDC to discuss this. Cmmr. Neatherlin stated he is not comfortable increasing the EDC contract to \$100,000 unless they can complete this inventory.
  - The draft Mason County Employee Take Home Vehicle Policy was reviewed. It will also be reviewed later this morning at the Audit Committee briefing. A take home vehicle is considered a fringe benefit and unless it is exempt under IRS regulations, is taxable. Commissioners Sheldon and Jeffreys stated if there is no IRS exemption for the county vehicle then a vehicle should not be assigned to that employee.
  - Agreement with Thurston Mason Behavioral Health Organization for mental health tax funding to TMBHO for the purchase of the former PUD3 building will be placed on the December 20 agenda.
  - Counter to the Counter-offer on surplus property at 111 E Lakeshore Drive E accepted at \$4,200 and the hearing will be set on Dec. 20 agenda for a January 10 hearing.
  - Port of Shelton is hosting a joint meeting on January 11 for the Port, Mason County and City of Shelton.
  - Cmmr. Sheldon asked Jeff to contact Ron Gold regarding establishing a legal access to the Oakland Bay park property.
  - The Commissioners asked Diane to invite Cmmr.-Elect Shetty to the December 19 briefing to review 2017 committee assignments.

- 10:00 A.M. Community Services – Dave Windom  
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.
- Heritage Grant for historic preservation purposes was approved to advertise.
  - Extension of professional services contracts with Northwest Resources II, Inc and Mental Health Professionals, LLC for six months conduct a request for proposals (RFP) in 2017. The contractors expressed concern with a gap in services if they were extended for only

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six months and a RFP was issued. There was a community advisory board that provided recommendations on how to spend the mental health tax. Cmmr. Jeffreys wants to be sure we are maximizing the ability to leverage other funding with this sales tax. Lydia stated the goal is to issue the RFP by March so there is adequate time to respond. Approved to place the six-month extension of the contracts on the December 20 Action Agenda.

- Code enforcement issues were discussed. Part of the problem is mental health issues and/or drug use problems and some property owners do not have the money to complete the clean up or pay any fines. There may need to be some code changes to address some of the problems such as living in an RV.

10:30 A.M. BREAK

10:35 A.M. Public Works – Jerry Hauth/Melissa McFadden  
Utilities & Waste Management

Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- Agreements with Fire Protection District #12 will be revised and brought back next week for approve on the December 20 agenda.
- Snow removal policy was reviewed. Staff was assessing the road condition at 2:30 a.m. and crews were on the roads by 4 a.m. The roads are prepped the night before. Depending on the situation, the hours can be changed.
- Meeting agenda/process for the Tuesday public meeting regarding the Belfair Sewer SEPA was reviewed. This meeting is for public comment on the grant application.
- Interagency agreement with the City of Shelton for purchasing of de-icer will be brought forward.

11:00 A.M. Mason County Audit Committee

Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- Leo Kim presented draft policies for Purchasing, Conflict of Interest and Take Home of County-Owned Vehicles.
- Public Works has asked for time to comment on the Purchasing Policy. Approved to place on the December 20 Action Agenda.
- Conflict of Interest Policy ok to place on December 20 Action Agenda.
- Take Home of County-Owned Vehicles. There was discussion of not allowing a take-home vehicle unless there is an exemption. Questions on what is allowed per IRS regulations or are there requirements beyond IRS regulations. Jenifer Sliva stated part of the intent of the policy is to set boundaries or all miles would have to be logged. This was an exit item from the SAO in 2014. The Commissioners asked this policy be circulated to all departments for review and comment. The vehicle fleet needs to be reviewed to determine if they qualify as first responder.

11:45 A.M. Superior Court

Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- Request to approve the 2017 Court Commissioner contract. There is no increase in the 2017 contract hours. It is for 24 hours per week (.6FTE) with .4FTE paid from the Superior Court budget and .2 FTE from Therapeutic Courts budget. Judge Finlay noted there is a need for additional Court Commissioner hours and would like this to be a full time position. The request was made in the 2017 budget process and that was not approved in the budget adoption. Domestic violence and ex parte are areas they additional help. Cmmr. Neatherlin stated he is ok if they can fund the additional hours within their existing budget. Agreement will be placed on the December 20 agenda.

Commissioner Discussion

- Cmmr. Sheldon asked the Commissioners to consider not sitting on the EDC Board as it can appear to be a conflict of interest.

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- Diane asked the Commissioners if they are good with extending the contract in 2017 for office space in Belfair for the Veteran's Service Officer. Cmmr. Jeffreys asked for input from the VAB. Diane will brief this next week.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS

  
Terri Jeffreys  
Chair

  
Tim Sheldon  
Commissioner

  
Randy Neatherlin  
Commissioner