

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of January 7, 2013

According to staff notes, the following items were discussed.

Monday, January 7, 2013

- 9:00 A.M. Auditor's Office – Theresia Ehrich
Commissioners Neatherlin, Sheldon and Jeffreys were present.
The following items were reviewed:
- Distributed a current December cash flow report.
 - Recapped Current Expense revenue projections, expenditure projections, and fund balance estimates given in August. Also the amounts of unexpended budget authority in Current Expense fund departments.
 - Discussion on new Munis financial system and utilizing purchase orders.
 - Went over Teamster amounts paid out by each fund so far.
 - Distributed a December 2011-2012 Current Expense Expenditure comparison.
 - Reported all departments were asked to complete 2013 goals & objectives with their 2013 budgets including efficiencies.
 - Distributed 2013 REET 1 & REET 2 fund budgets and commitments.
 - Distributed the current RCW's outlining appropriate uses and handling of both the REET 1 & REET 2 funds.
- 9:15 A.M. Central Operations - Diane Zoren
Risk Management - Dawn Twiddy
Commissioners Neatherlin, Sheldon and Jeffreys were present.
The following items were reviewed:
- Calendar items - Olympic Regional Clean Air Agency (ORCAA) meeting - January 9, 10 a.m. in Olympia; Hood Canal Coordinating Council Special Meeting of Board of Directors, Wednesday, January 16, 1 p.m. to 4 p.m. @ Alderbrook Resort; PacMtn WDC Board Retreat - Friday, January 18, Satsop
 - Board/Committee assignments were reviewed. Diane will update the list, distribute to the Board and to the website.
 - Briefing schedule was reviewed. The Board asked that a 1:30 p.m. time for overflow from the mornings be added and that 2 p.m. to 3 p.m. to be set aside to brief on specific topics that need additional time.
 - MTA Proclamation the Board approved placing it on the agenda.
- 9:45 A.M. Closed Session - RCW 42.30.140 (4) Labor Discussion
Commissioners Neatherlin, Sheldon and Jeffreys met with Bill Kenny and Bonnie Cap, Human Resources in Closed Session from 10:00 a.m. to 10:22 a.m.
- 10:00 A.M. BREAK
- 10:15 A.M. Public Works - Brian Matthews & Melissa McFadden
Commissioners Neatherlin, Sheldon and Jeffreys were present.
The following items were reviewed:
- Intergovernmental agreement between Mason Conservation and Mason County for environmental services, as needed, for calendar year 2013.
 - Authorization to replace Public works vehicle #171.
 - Adobe Products Purchase Agreement with Washington State Dept. of Enterprise Services.
 - Contact procedures with the Board regarding inclement weather conditions.
- 10:30 A.M. Utilities & Waste Management - Brian Matthews & Tom Moore
Commissioners Neatherlin, Sheldon and Jeffreys were present.

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The following items were reviewed:

- Request the Board adopt the Resolution accepting the County Hookup Program Group #2 and #3 projects as complete and authorizing staff to proceed with the project closeout procedures/process with the State for release of the retained percentage.
- Landfill personnel hire request.

10:45 A.M. Department of Community Development – Barbara Adkins
Commissioners Neatherlin, Sheldon and Jeffreys were present.
The following items were reviewed:

- **Moratorium on Collective Gardens:** Commissioners were provided with a draft proposal to repeal current moratorium and consider language that would align county code with state and federal law. Commissioners requested copies of code amendments previously proposed and denied by prior Board; and a discussion of whether or not to reopen the regulations for reconsideration purposes.
- **Expansion Proposal – Shelton Urban Growth Area –** Steve Goins with the City of Shelton is seeking to submit a grant application that, if approved, would help to fund an expansion proposal of the Shelton UGA. Mr. Goins provided a brief background on the project and sought Commissioners' position on supporting the grant. Commissioners support the City's submission of the grant application.
- **Hearing Examiner Contract –** Mason County's Hearings Examiner is under a contract with the County that expired in 2010. The Hearings Examiner, Phil Olbrecht, still provides services to the county in accordance with the contract even it is technically not in effect. Staff is considering requesting proposals from other individuals to provide these services and possibly contract with someone new. Commissioners support these efforts.
- **27221 N. US Hwy 101 Hoodspout (Tahja House) –** The subject property was impacted by a mudslide several years ago rendering the site unbuildable and the structure unsafe. Wells Fargo is the current owner and has been over the past 12-18 months attempting to hire contractors to remove the structure and replace it with a retaining wall to secure the slope. At this point the work has not been complete and the structure remains on site. Staff seeking guidance from Commissioners on whether or not to continue waiting on Wells Fargo to address the concerns; or to begin an abatement action. Commissioners requested an update on the status of the slide and structure to determine how to proceed.

11:00 A.M. Superior Court - Judge Sheldon
Commissioners Neatherlin, Sheldon and Jeffreys were present.
The following items were reviewed:

- Court Commissioner contract – this is budgeted and will be placed on the agenda for approval.

11:15 A.M. Facilities, Parks & Trails – John Keates
Commissioners Neatherlin and Jeffreys were present. Cmmr. Sheldon was absent.
The following items were reviewed:

- Informed the Commissioners that an intern from the Evergreen State College Public Administration Masters Program was going to work with Mason County in 2013. The intern will be researching funding sources for law enforcement needs.
- Updated the Commissioners on the status of potentially privatizing the custodial services for Mason County Facilities. RFP's were advertised, seven responses were received, three firms interviewed and a possible final firm identified. Keates asked for direction to check with the HR director about implications of privatizing the services and speaking with the union representative. Pending successfully doing this work, a sample contract with a scope of work, term, and costs would be brought back to the Commission for review and a recommendation by staff.
- Introduced Matt Emlin from Johnson Controls. Facilities, Johnson controls, and the state department of Enterprise Services have been working jointly on a possible conservation management program. Mr. Emlin provided the commissioners with an overview of the program and answered questions. The goal is to potentially enter into an energy audit agreement with Johnson Controls to identify possible energy saving projects for Mason County facilities based on

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work done by Johnson Controls and also from the Mason County Facilities Assessment – completed in 2013. Commissioners did not feel comfortable providing approval to proceed with an audit agreement with Johnson Controls and requested more detailed financial information and possible project scope.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

Randy Neatherlin
Chair

Tim Sheldon
Commissioner

Terri Jeffreys
Commissioner