

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of June 10, 2013

According to staff notes, the following items were discussed.

Monday, June 10, 2013

9:00 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion
Commissioners Neatherlin, Sheldon and Jeffreys met with Bill Kenny and Bonnie Cap in Closed Session from 9:00 a.m. to 9:20 a.m. for a labor discussion. At 9:20 a.m. Cmmr. Sheldon left to attend the legislature. The session ended at 9:30 a.m.

9:30 A.M. Auditor's Office – Theresia Ehrich
Commissioners Neatherlin and Jeffreys were in attendance. Cmmr. Sheldon was absent.
The following items were reviewed:

- Distributed the Management's Discussion and Analysis from the 2012 Mason County Annual Report. The report is on the county website.
- State Auditors to be here Monday June 24, 2013 to begin Financial audit. Accountability audit to be started at a later date.
- Distributed the certified indirect cost allocation and workbook accomplished for the county to recover indirect costs from agencies & grantors (DSHS, DOE, Dept Health, WSU, elections, lenders etc). County has utilized this rate by the budgeted salaries of funds outside Current Expense Fund to recover some of the expense of services provided by departments in Current Expense for those funds.
- Distributed RCW's, memos, dates, resolutions, etc for the 2014 budget process.

9:45 A.M. Central Operations - Diane Zoren
Risk Management - Dawn Twiddy
Commissioners Neatherlin and Jeffreys were in attendance. Cmmr. Sheldon was absent.
The following items were reviewed:

- Calendar items - Becky on vacation June 13-18; Diane on vacation June 14 and Britta's last day is Friday, June 14.
- Lodging Tax Advisory Board – Dawn confirmed both generator applicants (A Lighthouse on Hammersley B&B and Allyn House Inn) pay lodging tax.
- CEDS list for 2013-2014 enclosed from EDC. Cmmr. Jeffreys asked that Matt Matayoshi brief the Board on the updated CEDS list.
- United Way is asking for a Proclamation on June 19 - Mason County Day of Caring.
- Correcting Housing Authority term for recent appointment for Janet Thompson.
- Cmmr. Jeffreys agreed to lead the discussion for the garage/sale hearing.

10:00 A.M. BREAK

10:15 A.M. Public Works - Brian Matthews & Melissa McFadden
Utilities & Waste Management - Brian Matthews & Tom Moore
Commissioners Neatherlin and Jeffreys were in attendance. Cmmr. Sheldon was absent.
The following items were reviewed:

- FYI: Vendor Roster Annual Notice/Publication
- FYI: County road chip seal and striping in the months of July and August
- Hearing for the Private Line Occupancy Permit between Mason County and Roger and Bonnie Nance for their septic transportation at 371 NE Landon Road Belfair, Washington.
- Cove Drive gate issue
- Webb Hill Road

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- 10:45 A.M. Department of Community Development – Barbara Adkins
Commissioners Neatherlin and Jeffreys were in attendance. Cmmr. Sheldon was absent.
The following items were reviewed:
- In Lieu Fee Program Grant Proposal – In response to Commissioner inquires, Staff posed additional questions to the HCCC ILF Program Manager. The possibility of adding additional training for Staff was suggested and a revised proposal was received. Commissioners continue to clarify the training, its scope, and its applicability to future non-ILF planning.
- 11:00 A.M. Public Health & Human Services – Vicki Kirkpatrick
Commissioners Neatherlin and Jeffreys were in attendance. Cmmr. Sheldon was absent.
The following items were reviewed:
- Presented three housing contracts recommended by the Mason County Housing Coalition for briefing. Commissioners had several questions and asked that Ms. Kirkpatrick bring the information back to a briefing on June 17, 2013.
 - The contracts for use of the Homeless funds from the recording fees were:
 1. An extension of a contract with the Mason County Shelter for a CDBG Contract Compliance Officer from June 30, 2013 to April 30, 2014.
 2. \$40,000 to the Community Action Council Dental Clinic for the provision of dental services to the Homeless.
 3. \$170,000 to the Mason County Shelter as an estimated contingency for the building of the apartments to house homeless. The additional funds are needed due to construction bids coming in higher than anticipated.
- 11:30 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion
Commissioners Neatherlin and Jeffreys met in closed Session from 11:30 a.m. to 12:10 p.m. with Bill Kenny, Judge Sheldon, Harris Haertel and Patsy Robinson for a labor discussion.
- ~~11:45 A.M.~~ 12:10 P.M. District Court – Patsy Robinson
Commissioners Neatherlin and Jeffreys were in attendance. Cmmr. Sheldon was absent.
The following items were reviewed:
- District Court copier contracts are up for renewal. Because of the new Risk Management policy, Patsy requested permission to sign the contracts.
- BREAK – NOON
- 1:30 P.M. Mason County Sheriff – Sheriff Salisbury/Frank Pinter
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
- Mason County Jail projects were discussed. The ESC Control Panel and DSU Rebuild with funding from LOCAL funds are the priority and Frank Pinter will discuss with Lisa Frazier. The funding needs to be discussed in a Finance Committee meeting.
- 2:00 P.M. 2013 Budget Review – Sheriff's Office – Sheriff Salisbury
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
- The Sheriff's 2013 budget was reviewed.
- 3:00 P.M. Civil Service Briefing
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance along with Civil Service members Danielle Lindsay-Skeeters and Brian Kelly along with Acting-Chief Examiner LouAnn Davis.
- A supplemental appropriation request was presented and the rate of pay for the Chief Examiner was discussed. The Board will consider the request.

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- 3:30 P.M. Commissioner Discussion – as needed
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following items were reviewed:
- 2013 budget discussion including the pros and cons of a levy shift and levy diversion.
 - Fudge Point property.
 - MUNIS implementation.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

Randy Neatherlin
Chair

Tim Sheldon
Commissioner

Terri Jeffreys
Commissioner