

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of June 17, 2013

According to staff notes, the following items were discussed.

Monday, June 17, 2013

- 8:30 A.M. Executive Session – RCW 42.30.110 (1)(i) Potential Litigation
Commissioners Neatherlin, Sheldon and Jeffreys met with Brian Matthews, Tom Moore and Tim Whitehead in Executive Session for potential litigation from 8:35 a.m. to 9:10 a.m.
- 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 from 9:10 a.m. to 9:37 a.m. in Closed Session for a labor discussion.
- 9:30 A.M. Auditor's Office – Theresia Ehrich
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following items were reviewed:
- Distributed May five year comparison, May Current Expense two year revenue report, May Current Expense two year expenditure report
 - Referred revenue questions to the Treasurer on sales & use tax revenues that are down 6% year to date from last year. Department of Revenue issues reports to Treasurer only.
 - Distributed May REET 1, REET 2, Sales & Use Tax cash flows.
 - Distributed 2014 budget questions and timeline.
- 9:45 A.M. Central Operations - Diane Zoren
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following items were reviewed:
- Staff schedules – Becky out of office Monday and Tuesday, Diane out of office on June 21 and Kathy from Kelly Services is covering the PBX.
 - 2014 budget instructions – what information does the Board need in order to determine guidelines? The Board agreed to brief next Tuesday afternoon to discuss the 2013 budget which needs to be reduced and discuss the 2014 budget guidelines.
 - Lewis-Mason-Thurston Area Agency on Aging Appointment. Applicants – Marilyn Jo Vogler & JoAnn Ray. The Board agreed to place an agenda item appointing Ms. Ray.
- 9:55 A.M. Economic Development Council – Matt Matayoshi
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following items were reviewed:
- Comprehensive Economic Development Strategy (CEDS) Project List for 2013-2014 was reviewed. The Board agreed to add the expansion of the Shelton UGA to the CEDS list and place it on an agenda for adoption.
- 10:10 A.M. BREAK
- 10:15 A.M. Public Works - Brian Matthews & Melissa McFadden
Utilities & Waste Management - Brian Matthews & Tom Moore
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following items were reviewed:
- Request authorization to use the County MRSC Consultant Roster to hire a design consultant for the Evers Bridge repair project, County Road Project 1975.
 - Annual agreement with PUD 3 allowing Public Works to park maintenance equipment at PUD 3's Dayton Facility.

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- Additional bids to furnish hot mix asphalt, cold mix and/or CSSI Tack Coat for 2013.

- 10:30 A.M. Public Health & Human Services – Vicki Kirkpatrick
Utilities & Waste Management - Brian Matthews & Tom Moore
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following items were reviewed:
- As requested, Ms Kirkpatrick brought additional information on three Housing Contract recommended by the Mason County Housing Coalition. After providing additional information, Commissioners agreed that the contract with the Mason County Shelter extending the date for the CDBG Contract Compliance Officer from 6/30/2013 to 4/30/2013 could move on to the Action Agenda. They also agreed that the contract with the Community Action Council Dental Clinic for the provision of dental services for the homeless could also move forward.
 - The Commissioners had more unanswered questions regarding the second contract with the Mason County Shelter and directed staff to return for an additional briefing on this contract with more information. That briefing will be June 24, 2013. Ms. Kirkpatrick indicated that she would also invite the Executive Director of the Mason County Shelter, who can provide much more detailed information, to the briefing as well.
- 10:45 A.M. Probation Services – Sonya Miles
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following items were reviewed:
- Juvenile Detention Alternative Initiative Contract (JDAI) was reviewed. This will be placed on the June 25 agenda for adoption.
- 11:00 A.M. Department of Community Development – Barbara Adkins
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following items were reviewed:
- Building Code (Title 14) Update – Public hearing on June 18 to consider updates to the building code. The state updates its codes on a three year cycle and Mason County adopts, implements, and enforces those changes. Staff provided some last minute clarifications and confirmation that no amendments will be proposed that exceed the State's minimum.
 - In Lieu Fee Program Grant Proposal – Continued discussions on funding and staffing options for grant proposal from Hood Canal Coordinating Council. Future discussions with Patty Michak will be scheduled.
- 11:30 A.M. Facilities, Parks & Trails – John Keates
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
The following items were reviewed:
- Presented the Commissioners with the proposal of hiring a professional contract administrator/project manager to assist the County with the possible timber sale on County Land. Keates has received proposals from five forestry professionals. Commission felt that the person hired should have experience with public sector timber sales. After some discussion, the Commission asked Keates to check references and make a recommendation to hire one of the five, based on costs and experience. Contract would be an hourly rate not to exceed a total of \$10,000.
- 11:45 A.M. Commissioner Discussion – as needed
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.
- The budget process was discussed.
- Commissioner Sheldon left to attend the legislature.

BREAK – NOON

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3:00 P.M. 2013 Budget Review – Assessor's Office - Melody Peterson
Commissioners Neatherlin and Jeffreys reviewed the 2013 Assessor's budget with Melody Peterson. Commissioner Sheldon was absent.

Tuesday, June 18, 2013

11:00 A.M. Sheriff – Frank Pinter/Treasurer – Lisa Frazier
Bond Financing – Jail Projects
Commissioner Neatherlin, Sheldon and Jeffreys were in attendance. Also present was Lisa Frazier, Sheriff Salisbury, Frank Pinter, Tom Haugen and John Keates.

- Discussion regarding the Jail Direct Supervision Unit (DSU) remodel and control panel. Proposal is to pay with bonds and use with Swift & Certain Revenue. Energy saving projects were also discussed. The proposal was referred to the Finance Committee.

Wednesday, June 19, 2013

10:00 A.M. Public Works Briefing – Brian Matthews
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent. Brian Matthews, Tom Moore, Melissa McFadden and Bill Kenny were also in attendance. Staff reviewed a proposed Public Works reorganization. Phase I will be completed by end of 2013. Workforce size is being reduced by eliminating vacated positions, some positions will be reclassified and no layoffs are anticipated.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

Randy Neatherlin
Chair

Tim Sheldon
Commissioner

Terri Jeffreys
Commissioner