

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of July 15, 2013

According to staff notes, the following items were discussed.

Monday, July 15, 2013

9:00 A.M.

Central Operations - Diane Zoren

Risk Management - Dawn Twiddy

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

The following items were reviewed:

- Employee Service awards on Wednesday, July 17 at 2 p.m. @ Colonial House
- Agenda for the July 30 Commission meeting in Belfair was reviewed.
- Summary of 2013 unexpended budget estimates was provided.
- Bill Kenny will probably need a July 30 special meeting for labor contracts.
- Susan Guerrero sent an email announcing that she is resigning from the Civil Service Board, as she is moving to another county. Her last meeting will be July 18, 2013. The Board asked staff to contact applicant that applied for the previous position to see if she is still interested in serving on this board.
- Discussion of County Building Fire Drills.
- North Mason Chamber – Second Quarter 2013 Progress Report was provided.
- The Board asked Diane to schedule a meeting for Cmmr. Neatherlin to meet with Carol Suomi with the FAA.

9:15 A.M.

Public Health & Human Services – Vicki Kirkpatrick

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

The following items were reviewed:

- Staff briefed the Commissioners on Amendment #2: Interlocal Agreement between Grays Harbor County and Mason County for Community Transformation Grant and a Washington Early Learning Fund d/b/a Thrive by Five grant agreement renewal.
- Amendment #2: Interlocal Agreement between Grays Harbor County and Mason County for Community Transformation Grant. This is an amendment to existing contract that expired on 6/29/2013. The contract provides additional funding for continued support for bike/pedestrian plan implementation and Safe Routes to School Projects.
- Washington Early Learning (Thrive) grant agreement renewal for the Nurse Family Partnership (NFP) Cohort 1 program. Funding is for \$100,846.00 from 7/1/13 to 6/430/13 This Agreement continues the NFP program work for Cohort 1 according to the NFP.
- Commissioners agreed that the Interlocal Agreement with Grays Harbor County can go forward to the July 23, 2013 BOCC meeting under the Action Agenda. Commissioner Neatherlin agreed to the Washington Early Learning grant Agreement to go forward to the July 23, 2013 BOCC meeting pending Commissioner Jeffreys further review and approval. Commissioner Jeffreys will contact Mrs. Buchheit if she has further questions and to make her final decision on movement of the agreement to the Action Agenda for July 23, 2013.
- Staff briefed the Commissioners on an upcoming retirement of a clerical staff in Public Health and requested advertisement of new position. The Commissioners would like further information on the job duties of the two clerical of Public Health and a recommendation from Human Resources.

9:45 A.M.

Department of Community Development – Michael MacSems

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

The following items were reviewed:

- Historic Preservation Commission – Staff seeking to place a contract amendment on Action Agenda for AquaTerra. The original contract does not include all aspects of the project and consultant seeking additional funding to complete. Board is not willing to authorize the increase in the consultant's budget and suggested the work be complete within the agreed budget, or that staff perform missing tasks. Amendment not to be placed on Action Agenda.

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- Aqua Seed (n/k/a Pacific Seafoods) Contract – Staff seeking placement of contract approval on Action Agenda. Contract is a three party agreement between Mason County, Pacific Seafoods and Skillings Connolly in compliance with a Decision made by the Hearings Examiner. Board asked that additional language be added to the contract reinforcing the County's position as not financial responsible for any of the consultant's fees. If timely revised, will be placed on July 23 Action Agenda.

10:00 A.M. Public Works - Brian Matthews & Melissa McFadden
Utilities & Waste Management - Brian Matthews & Tom Moore
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
The following items were reviewed:

- FYI – County Road Project 1856, Tahuya River Road, bid awarded to Contech Engineered Solutions out of Portland, Oregon in the amount of \$ 34,500.00 for the aluminum pipe arch. The project will be completed by use of County Forces.
- Set hearing for Private Line Occupancy Permit for Richard and Jeanette McCallum for a sewer line at 311 NE Landon Drive in Belfair, Washington. Hearing date request for August 13, 2013 at 9:30am.
- Stormwater Centennial Grant Offer.
- 2014 Rates for ER&R

10:30 A.M. Commissioner Discussion – as needed
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
The following items were reviewed:

- Letter for the FAA regarding the fairgrounds.
- Civil Service Committee. Bill Kenny to provide guidance on bring Chief Examiner position under Human Resources.
- HCCC – PERC money, retreat, low dissolved oxygen, property tax lost when land put into conservation.
- North Mason School District.
- Property Tax.
- Department of Emergency Management.
- Environmental Health permits.

Tuesday, July 16, 2013

10:00 A.M. Facilities, Parks & Trails – John Keates
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
The following items were reviewed:

- Provided the Commission with an update on the timber sale.
- Discussed the purpose of a “Deed of Right” from the Recreation and Conservation Office for Sunset Bluff View Park.
- Keates, Matt Emlin and the Commissioners talked about the energy service proposal for the Mason County Jail. No decisions were made. Keates will bring back updated financial information at a later date.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

Randy Neatherlin
Chair

Tim Sheldon
Commissioner

Terri Jeffreys
Commissioner