

## BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of July 22, 2013

According to staff notes, the following items were discussed.

Monday, July 22, 2013

9:00 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion  
Commissioners Neatherlin and Jeffreys met with Bill Kenny from 9:10 a.m. to 9:40 a.m. in Closed Session for a labor discussion.

9:30 A.M. Executive Session – RCW 42.30.110 (1)(i) Potential Litigation  
Commissioners Neatherlin and Jeffreys met in Executive Session with Tim Whitehead, Tim Higgs, Brian Matthews, Tom Moore and Michelle Whittaker from 9:40 a.m. to 10:10 a.m. for a litigation matter.

9:45 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:

- Diane requesting vacation day on Monday, July 29.
- Civil Service – Joene Lott is interested in serving. Diane will place this on the agenda.
- Dawn stated she researched training for new Board of Equalization members and has talked with Vicki Cluver, the Clerk for BOE to follow up.
- MACECOM fees – Cmmr. Jeffreys asked Diane to schedule a briefing with Mike Evans.
- Draft July 30 agenda for meeting in Belfair was reviewed.

10:00 A.M. Auditor's Office – Theresia Ehrich  
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent. The following items were reviewed:

- Distributed June 5 year fund comparison, revenue comparison, Current Expense expenditure comparison reports. Current Expense has collected \$13 million in revenues for the past three years through June, expended \$1 million more in 2013 so far. Sales tax is down 5% from last year.
- Civil service requested budget amendment 6/5/13 and is at 58% to budget at 6/30/13.
- Distributed June & July cash flow reports.
- Distributed June REET 1, REET 2, Sales & Use Tax funds recaps. Cmmr. Jeffreys asked about the 2013 REET 1 courthouse renovations budgeted at \$150,000 and expended \$333,061 as of 6/30/13. \$150,000 of these expenditures will be reimbursed by a state grant per the department. However, John Keates is the project manager and responsible for yearly budgets in these funds. There is \$190,758 on hand at 6/30/13 and we do not have enough to transfer the 2014 bond payments for 3rd & Pine building (Sheriff). The jail contract and renovations are not budgeted for 2013 and will also be paid from this fund.
- Distributed six year Current Expense comparison by function of government. Prosecutor actual expenditures & budget are categorized as general government by SAO. This report is on county's website.
- Asked for clarification on 2014 supplemental requests for required operating expenses. Referred to an elected official who had professional services that were not going to be charged this year, however this would not be the case in 2014. Commissioners reiterated they expect to see these items as supplemental requests for 2014 and that budgets should be within 6/30/13 levels.
- Cmmr. Jeffreys asked about the 2012 Schedule 20 and why EDC "businesses created" was reported blank. Diane responded that this is something that should be included in their application for Sales & Use Tax funds (.09 Fund) and would follow up on this.

10:15 A.M. BREAK

10:30 A.M. Public Works - Brian Matthews & Melissa McFadden  
Utilities & Waste Management - Brian Matthews & Tom Moore

Board of Mason County Commissioners' Meeting Minutes  
July 22, 2013

Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.  
The following items were reviewed:

- New Funds (504 – Information Tech. Department and 505- Phone System)
- Request the Board authorize the Chair to sign the contract amendment number two to the agreement with the Washington State Department of Corrections that will accurately reflect the dates for the partnership.
- Reducing fund transfer to Health Department was discussed.
- Extension of Solid Waste contract.

10:45 A.M. Department of Community Development – Barbara Adkins  
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.  
The following items were reviewed:

- Joint Land Use Study – Original discussion item regarding the study no longer at issue. The County will not be participating in the grant per Kitsap County. No additional action needed.
- Planning Advisory Commission – Approval to place on Action Agenda for July 23, 2013 a new release announcing a vacancy on the Planning Commission. Board requested some language clarification and approved for placement on agenda.
- Pacific Seafoods Contract – Revised contract provided to Board for final permission to place on Action Agenda. Permission granted.

11:00 A.M. Commissioner Discussion – as needed  
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.  
The following items were discussed:

- WA Forest Protection Association presentation at the July 23 Commission meeting.
- Jerry Ekenrode from KMAS asked about visions for the county.
- MACECOM rate increase.
- Economic development in Mason County.

BREAK – NOON

1:30 P.M. Bomb Threat Debrief  
Commissioners Neatherlin and Jeffreys met with several staff and Lt. Les Watson from the City of Shelton Police Department. Staff included Bob Sauerlender, District Court staff, Brian Matthews, Matthews, Marty Best, Dawn Twiddy, Diane Zoren, Kelly Frazier and Heidi Bailey.

- Recently the County has experienced two bomb threats and the evacuation/inspection process was discussed. There is an evacuation policy in place that needs to be updated. It was agreed that education of the policy is necessary along with regular drills and that employees should be wearing identification badges.

2:30 P.M. Commissioner Discussion – as needed  
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.  
The following items were discussed:

- Purpose of County Commissioners' regular meetings.
- Development in Belfair.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

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Randy Neatherlin  
Chair

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Tim Sheldon  
Commissioner

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Terri Jeffreys  
Commissioner