

## BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of December 16, 2013

According to staff notes, the following items were discussed.

Monday, December 16, 2013

- 9:00 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion  
Commissioners Neatherlin, Jeffreys and Sheldon met in Closed Session with Bill Kenny from 9:05 a.m. to 9:50 a.m.
- 9:30 A.M. Central Operations - Diane Zoren  
Risk Management - Dawn Twiddy  
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.  
The following items were reviewed:
- 2014 Boards/Committee assignments for Commissioners.
  - 2014 revenue change reassigning revenue for work on Utilities financial statements to Support Services from Auditor. The Budget Manager will be doing this work.
  - Status of 2014 budget adoption.
  - Legislative priority meeting at PUD 3.
- 10:00 A.M. BREAK
- 10:15 A.M. Public Works - Brian Matthews & Melissa McFadden  
Utilities & Waste Management - Brian Matthews & Tom Moore  
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.  
The following items were reviewed:
- Vendor Roster Annual Notice/Publication
  - Integrity Structural Engineering selected as the design consultant for the Eddie Evers Bridge rehabilitation/preservation project
  - Letter of service contract extension for the Regional Recycling “Blue Box” Hauling Agreement between Mason County and Mason County Garbage & Recycling (MCG&R) extending said service contract through December 31, 2014 and authorizing the Solid Waste Manager to execute the letter of extension.
  - Amendment No. 5 to the Solid Waste Drop Box Hauling Agreement between Mason County and Mason County Garbage & Recycling (MCG&R) extending said contract through December 31, 2014.
  - Request authorization to use the Vendor Roster for quotes on sand and aggregate for the 2014 calendar year.
  - Request authorization to solicit tire repair and towing services for the 2014 calendar year.
  - Request authorization to advertise for Letters of Interest for 2014 for: Construction Project Inspector Services, Contract/Fee Appraisers, Negotiators and Title Research Services, Construction Materials testing, Utility Franchise/Permits and Stormwater.
  - Request the Board authorize ER&R to call for bids to furnishing Mason County with Hot Mix Asphalt, Cold Mix and/or CSS1 Tack Coat for calendar year 2014 and award.
  - ER&R Audit
- 10:45 A.M. Department of Community Development – Barbara Adkins  
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.  
The following items were reviewed:
- Fire Investigation Service Agreement  
For consideration and approval on the Board’s December 17<sup>th</sup> Action Agenda is a proposed Interlocal Agreement for Fire Investigation Services with the Mason County Fire Chiefs Association. Commissioners asked Chief Burbridge if the Association would consider extending

Board of Mason County Commissioners' Briefing Meeting Minutes  
December 16, 2013

the agreement from one year to two years. Chief Burbridge agreed and an amendment agreement will be provided.

- 2014 Capital Facilities Update  
A public hearing to consider adoption of the 2014 Capital Facilities Comprehensive Plan update is scheduled for December 17, 2013. Commissioner questions and concerns included discrepancies in the parks and facilities project totals, and possible discussions of creating a ULID (Utility Local Improvement District) to address financial issues with the Belfair sewer. Further discussion of the update reserved for the public hearing.

11:00 A.M. Facilities, Parks & Trails – Heidi Bailey  
Commissioners Neatherlin, Jeffreys were in attendance. Cmmr. Sheldon left the meeting at 11 a.m. and was not present for this briefing.

- Interagency Amendment with Department of Enterprise Services that changes the date of the agreement. Apparently the original had the wrong August date.
- Applications for the Parks Advisory Board. The Commissioners asked that interviews be scheduled.

11:15 A.M. Public Defense – Susan Sergiojan  
Commissioners Neatherlin, Jeffreys were in attendance. Cmmr. Sheldon was absent.  
The following items were reviewed:

- Request for new Deputy Public Defender I position to replace District Court contract attorney.

11:45 A.M. Commissioner Discussion – There was no discussion.

BREAK – NOON

2:00 P.M. Finance Committee  
In attendance: Commissioners Randy Neatherlin, Tim Sheldon, Terri Jeffreys, Lisa Frazier, Treasurer and Karen Herr, Auditor.  
Lisa Frazier presented an overview and documentation of the county finances as of December 9, 2013. Current amount of monies invested is: \$159,368,228.71. Current Expense cash balance at the end of November was \$7,885,100.74. Investment interest collect exceeded anticipated budgeted revenue by \$14,431.76.

2013 sales tax revenue exceeded 2012 sales tax revenues beginning in May through November. The county started collecting criminal justice sales tax in June 2012. This year these revenues will also exceed budgeted amounts.

Under Old Business: Belfair Wastewater Financing Update – cash and investments on hand as of 12/02/13 are \$982,028.84. Allan Dashan and Lisa sent out RFPs for Bank Line of Credit distributed (\$5M for 10 years) to Bank of America, Key Bank, Cashmere Valley Bank and Columbia Bank. Proposals are due December 18, 2013. So far there have been no proposals.

Lisa asked about the response from the Commission in regards to the Belfair Wastewater audit finding by the State Auditor's Office. Cmmr. Neatherlin stated they were working on a generic response because a definite plan had not yet been completed. Discussion also ensued regarding the ER&R audit finding and a response is also being drafted.

Lisa updated the members on the financing for the jail upgrade, the financing is complete. The amount received was \$2,292,657.10.

Lisa was pleased with Standard & Poor's bond rating upgrade for Mason County, it improved from an A+ to an AA- with potential for another upgrade should the county's annual unemployment drops below 10%. Karen congratulated Lisa for her diligence and efforts in securing the increase in our ratings.

Board of Mason County Commissioners' Briefing Meeting Minutes  
December 16, 2013

Lisa stated the Cash Handling Policy and Procedures are still pending. Because of the new financial system's implementation scheduled for January 1<sup>st</sup> and all of the recent bond activities it has not been a priority.

Cmmr. Jeffreys asked what challenges and goals the finance committee has next year. Lisa stated she does not see any major issues, however monitoring the financing for the Belfair Wastewater System will be of utmost importance.

3:00 P.M. Commissioner Discussion – as needed

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

- Discussion with the Sheriff regarding their 2014 budget. The proposal is to add three deputies and reorganize Community Service Officers so they can also do code enforcement work. The funding for these additional services is from additional Swift & Certain revenues.

Tuesday, December 17, 2013

Commission Chambers

1:00 P.M. Housing Coalition Briefing – Vicki Kirkpatrick/Patti Sells

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

- 2014 grant recommendations for contracts funded from the 2060 and 2163/2048 Housing Funds.

2:30 P.M. 3:30 P.M. Update on MUNIS Implementation – Bonnie Miller

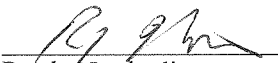
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.


- The Board was updated on the MUNIS implementation which will go live on January 1. The Board gave direction that all employees will have core access to their personal information and the Sheriff's Department, Public Works and Utilities will be the first to use Employee Self-Service.

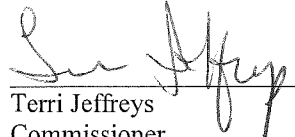
Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

  
Randy Neatherlin  
Chair

  
Tim Sheldon  
Commissioner

  
Terri Jeffreys  
Commissioner