

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of June 2, 2014

According to staff notes, the following items were discussed.

Monday, June 2, 2014

- 9:00 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion
Commissioners Jeffreys, Neatherlin and Sheldon met with Bill Kenny from 9:00 a.m. to 9:35 a.m. for a labor discussion.
- 9:30 A.M. Department of Community Development – Barbara Adkins
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.
The following items were reviewed:
- Heritage Grant news release. The Board approved placing it on the June 3 agenda.
 - Amendment to the agreement with Hood Canal Coordinating Council in support of the In Lieu Fee Mitigation program through December 31, 2014.
 - Discussion of the Shoreline Master Program update timeline.
 - Comp Plan grant from Department of Commerce will be forthcoming.
 - Set a hearing to adopt a resolution to designate residential targeted areas for multifamily housing incentive program.
- 10:00 A.M. Support Services - Bill Kenny
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.
The following items were reviewed:
- Comprehensive Economic Development Strategy Project List for 2014 – approved by the EDC Board & circulated to Public Works, Utilities & Facilities & Grounds. Cmmr. Jeffreys would like the Belfair Sewer, pedestrian walkways for Belfair, Allyn and Hoodspert, and Shelton/Highway 101 entry projects added to the list.
 - Open Government Training Act – effective July 1. Direction from Commissioners to advisory boards - conduct training at a committee meeting or allow members to view training on their own time? The Board agreed that public records officers and their back-up officers shall attend training provided by Risk Management; for committee members, they can attend a county training, view the training materials as part of a committee meeting or view the training materials on their own time and attest they have completed the training.
 - Lake Nahwatzel/Forterra/Green Diamond requested a briefing to discuss the lake management process. Proposed on Tuesday, June 16 at 9:30 a.m. Diane pointed out the creation to form a lake management district is quite lengthy and staff time intensive and she recommended the Board require a \$2,000 deposit.
 - Purchase Orders & 2015 Budget Process will be discussed on June 9. The Board agreed that the thresh hold for purchase orders is \$500.
- 10:30 A.M. BREAK
- 10:35 A.M. Public Works - Brian Matthews & Melissa McFadden
Utilities & Waste Management - Brian Matthews & Tom Moore
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.
The following items were reviewed:
- Utility Easement Agreement between the County and the City of Shelton for a City easement on parcel number 42202-10-00020 on Public Works Drive to for the future City water tanks on Public Works property. Tim Whitehead and City of Shelton staff were in attendance and the agreement was reviewed in detail. The Commissioners agreed to place the agreement on the agenda.

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- Request the Board authorize Public Works to submit a Highway Safety Improvement Program (HSIP) grant that is federally funded and administered through WSDOT. Loretta Swanson provided details of the grant.
- A map was displayed regarding the Log Yard Road.
- Recommendation from the Belfair Sewer Committee will be briefed on June 16 at 2 p.m.
- Culvert work at the bottom of Romance Hill Road. A budget amendment may be necessary for this project and other projects on the Belfair Sewer. Cmmr. Jeffreys would like a briefing to update the Commissioners on the financial status of the Belfair Sewer.

Commissioner Sheldon left the briefings at 11:15 a.m. for an appointment.

~~11:00 A.M.~~ 11:40 a.m. Executive Session – RCW 42.30.110 (1) (b) Real Estate
Commissioners Jeffreys and Neatherlin met in Executive Session from 11:40 a.m. to noon with John Keates to discuss real estate matters. Diane Zoren was also in attendance.

~~11:15 A.M.~~ Noon Facilities, Parks & Trails – John Keates
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.
The following items were reviewed:

- Memorial Hall roof replacement.
- Truman Glick park hose agreement.
- Real estate contract expires the end of June. Extend the contract to September to allow time to go through the request for proposal process.
- CEDS list projects were discussed.

Commissioner Discussion – there was no discussion.

BREAK – NOON

2:00 P.M. Finance Committee
Finance Committee members Lisa Frazier, Treasurer; Karen Herr, Auditor and Chair Jeffreys were in attendance. Commissioner Neatherlin was also in attendance.

- Treasurer Frazier called the quarterly meeting to order and reported the Current Expense cash balance as of May 15, 2014 is \$9,726,804. Cash and Investments were reviewed. Investment interest collections have improved slightly over the last five years.
- Cash Handling Policy and Procedures will be brought forward by Ms. Frazier.
- Ms. Frazier presented the Plaque and Certification she received from the Washington Municipal Treasurer's Association for completing an Updated Investment Policy. The Investment Policy was adopted and signed by the Finance Committee.
- Auditor Herr updated the members on the status of the 2013 Annual Report. She gave special thanks to the new Chief Finance Manager, Ed Baker along with the special efforts of the Finance Services staff. Although submitting the Annual Report to the SAO was delayed due to formatting issues, a PDF was created to send information. Karen also thanked Frank Pinter who has taken on additional responsibilities while the annual report was being prepared.
- The meeting adjourned at 2:14 p.m.

Commissioner Discussion – There was no discussion.

Tuesday, June 3, 2014

10:30 A.M. Utilities & Waste Management – Brian Matthews/Tom Moore
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- Brian Matthews and Tom Moore provided an update on a claim with Boss Construction for the Belfair Sewer. They continue to work with the Dispute Resolution Board to resolve the issue. Will need funding to defend the claim.

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- Department of Fish & Wildlife have paid sewer hookup for the Thai Restaurant property.
- DNR own property that has a parking lot on North Bay and Cmmr. Jeffreys asked the Board if they would like to write a letter to DNR stating it is time for this property to hook up to the sewer. Utilities staff will draft a letter for the Commissioners' signature.

10:55 a.m. Executive Session – RCW 42.30.110 (1)(b) Real Estate
Commissioners Jeffreys, Neatherlin and Sheldon met in executive session for 5 minutes to discuss a real estate matter.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS


Terri Jeffreys
Chair


Tim Sheldon
Commissioner


Randy Neatherlin
Commissioner