

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of March 2, 2015

According to staff notes, the following items were discussed.

Monday, March 2, 2015

- 9:00 A.M. Support Services - Bill Kenny
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
- Board approved placing the resolution for official county newspaper on the agenda.
 - Board of Equalization member Gary Minor term expires in May 2015. Preparing to issue news release.
 - Discussion of GIS services.
- 9:20 A.M. Public Works - Brian Matthews & Melissa McFadden
Utilities & Waste Management - Brian Matthews
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
- Request the Board approve a Lease Agreement with North Mason Regional Fire Authority allowing the continued use of a portion of the Belfair Shop parcel, (22201-22-60150) as a fire substation to house emergency vehicles for Fire District 2. Board approved placing on agenda.
 - Request the Board authorize Public Works/U&W Management to purchase the credit card software for Win-Cams (Public Works Management and Financial System) allowing customers to pay utility and sold waste bills online, at the department or use a credit card to pay at the Shelton Transfer Station. This purchase will be an addition to existing software and will be a sole source purchase. Board approved placing on agenda.
 - Request the Board approve Amendment No. 2 as part of the waiver of payback process for County Road Project 1564 North Island Drive and authorize the Chair to sign all pertinent documents to close/cancel project. Board approved placing on agenda
 - Authorization to surplus vehicles and survey equipment at the Washington State Surplus Sales or other government entity as specified (Donation to Kitsap County and sale to Shelton Police Department). Some of the vehicles can be washed down to Mason County departments.
 - Seasonal Flaggers/laborers will be hired.
 - Equipment Maintenance Supervisor will be hired.
 - Road Rally Race has been cancelled.
 - Skokomish General Investigation discussion. Loretta reported the recommendation is to remove setback levies from the federal projects. These projects would be picked up locally. She attended a floodplains by design meeting last week with Rich Geiger. Discussion of the setback levy projects. Loretta suggested putting together financial flow chart to show the options and timeframes. The Commissioners directed staff to meet with the community.
 - Vactor truck had a leak and Brian asked for permission to replace the truck.
 - TIP-CAP's first meeting will be scheduled soon.
 - Cmmr. Neatherlin asked staff to start the Pickering Road project sooner than planned.
 - Public Works staff hours were discussed, just started 10 hour days.
 - Staff is working on a county-wide litter pick-up program. For 10 people, the cost is about \$200 to equip the people. Cmmr. Jeffreys is suggesting organizing a large litter pick up. Adopt a road focuses on one-mile stretches.
 - Loretta brought up the National Estuaries Program (NEP) that is 100% grant funded for stream typing in Tahuya Peninsula. This would stream line culvert permitting. Public Works was approached by the Wild Fish Conservancy, who would do the project and the County would apply for the grant. Commissioners approved staff to move forward and bring back additional information.
- 10:00 A.M. Department of Community Development – Barbara Adkins
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.

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- Michael MacSems requested the Board place Twanoh State Park on the Mason County Historic Register. The Commissioners agreed to do this when State Parks is ready to move forward.
- Barbara Adkins reviewed the Capital Facilities Plan (CFP) revisions. Cmmr. Jeffreys questioned the amounts anticipated to be spent for utilities and she asked Erika to determine what is really being planned to be done in the next three years and where will the money come from. Discussion of the Belfair Sewer Phase 2 that was stopped. Erika stated she is evaluating what systems are the most pressing and how to address those projects, she will bring forward information very soon. Cmmr. Jeffreys pointed out there is outdated language that needs to be cleaned up and she asked staff to make the 2016 CFP more realistic.

10:35 A.M. BREAK

10:40 A.M.(rescheduled from 11:45 a.m.) Public Health & Human Services – Vicki Kirkpatrick
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.

- Maternity Support Services contract with Eunice Santiago will be placed on the agenda.

11:00 A.M. Kitsap County Eric Baker & Facilities, Parks & Trails – John Keates
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.

- Eric Baker, John Kuntz and Patty Graf-Hoke provided information on the Kitsap Peninsula Water Trails Alliance. They are planning to expand into Mason and Pierce Counties. Mr. Baker would like Mason County to participate in the alliance that would establish the management plan. The water trails are a great tourism attraction. They are looking for details on the various water trail sites. Mapping and signage are an important element to the management plan. They are hopeful they can show the economic benefit and have staff and/or financial assistance in the future. Right now they are asking for input into the management plan and have been working with John Keates.

11:30 A.M. Facilities, Parks & Trails – John Keates
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.

- Church rectory - there are two potential uses 1) Youth group 2) Sheriff Evidence Facility. Cmmr. Jeffreys has had discussions with Community Youth Services group. If there truly is a county need for the building, she will let the youth group know it is not available to them. John Keates pointed out there is still the potential of leasing the Mel Chev building. John stated that from a facilities point of view, staff is happy with Building 9 and adding a shop. Cmmr. Neatherlin stated he would like to know what the market value of the building is. John is looking for direction on what is the priority of this space. John was directed to find out the sales price of the rectory building and determine how serious the Sheriff needs are and the cost.
- Property donation in Hoodspoint is progressing.
- Green Diamond is interested in talking with the County about the Camp Govey Trail. The Commissioners agreed to continue the discussion.
- John requested permission to move forward with the purchase of Maintenance Management software. The approved moving forward.
- Following through on cost for security cameras for the Courthouse.
- Recommended price reductions on certain real property. Cmmr. Neatherlin asked for the listing sheets.

Commissioner Discussion – there was no discussion.

BREAK – NOON

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Tuesday, March 3, 2015

11:00 A.M. State Auditor's Office Exit Conference

- April Taylor, State Auditor, provided information on the Accountability audit for 2013. They found no errors with federal grants. Significant errors were found with the financial statements. They have provided additional time and anticipate auditing the corrected financial statements when they return later this year for the 2014 audit. There will be a finding that the deadline for the financial statements was not met.

Ms. Taylor then provided the status of the prior findings and management letter items. The County Assessor's controls over personal property is resolved; the Belfair Sewer Fund's financial condition is not resolved and the Equipment Rental and Revolving Fund charging funds equitably is partially resolved.

Ms. Taylor then talked about several problems with the Belfair Sewer loans and liens. As of 11/1/14 there was more than \$50,000 in past due and liens are not being filed on these accounts.

There were issues with Public Health Services with cash receipting, sharing a cash drawer and money not being deposited within 24 hours and they have made recommendations for process improvements.

They found no issues with investments, lodging tax or 3rd party cash collections.

Cmmr. Neatherlin asked with regards to the Belfair Sewer System funding if a funding plan is adopted by the Commissioners, is that considered implementation in order to satisfy the finding.

Ms. Taylor answered they would review the plan and assumptions and that could drop the finding. Adopting the financial plan would be considered implementation and then the State Auditor would watch the process.

Respectfully submitted,

Diane Zoren, Administrative Services Manager


BOARD OF MASON COUNTY COMMISSIONERS



Randy Neatherlin
Chair



Tim Sheldon
Commissioner



Terri Jeffreys
Commissioner