

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of December 17, 2012

According to staff notes, the following items were discussed.

Monday, December 17, 2012

9:00 A.M.

Auditor's Office – Theresia Ehrich

Commissioners Ring Erickson, Sheldon and Jeffreys were in attendance.

The following items were reviewed:

- Distributed six year audited Current Expense recap
- Distributed December cash flow
- Explained items on 12-18-12 budget order (reported amount of Teamster pay outs in November & estimates in December received from departments)
- 2013 adopted detailed budgets on line as of 12/6/12
- Outlined the three situations that allow budget modifications after adoption - unanticipated, emergency and new revenue sources.
- New Munis countywide financial system has purchase orders, accounts receivable, accounts payable, and project modules that should be utilized by all departments. Estimating cash flow and AP without encumbrances (purchase orders utilized) is extremely difficult. Auditor's department has responsibility, no authority over other departments or elected officials. However it would be beneficial and should be a requirement that all departments utilize our new financial systems modules. BOCC agreed again and asked to have a policy presented in this regard. Theresia & Diane Zoren to work on this.
- Now that the Belfair WW project is not "under construction" all assets should be categorized and reported to auditor's financial department for input/depreciation in county wide asset system by 12/31/12.
- Working on Mason County's certified cost allocation plan due by month end to DSHS. This is the reimbursement rate that departments can utilize to recoup 2013 indirect costs from grantors & agencies. This rate is also utilized by the county for indirect/central service costs to funds outside Current Expense in the new year budget process (2014).

9:15 A.M.

Central Operations - Diane Zoren

Commissioners Ring Erickson, Sheldon and Jeffreys were in attendance.

The following items were reviewed:\

- Civil Service appointment- Louann Davis & Susan Guerrero applied. Commissioners agreed to place an appointment item on the January 2 agenda for Susan Guerrero.
- 2013 HCCC billing. Diane asked if the Board wanted to pay a pro-rated amount for January & February which is \$417. The Board agreed this should be paid to allow time for further discussion with HCCC. Diane noted this will be paid from Non-Departmental and is currently not in the 2013 budget.
- Dawn Twiddy brought up the Crime Shield insurance policy that needs to be renewed before the end of the year. Diane will amend the December 18 agenda to include this item.
- Cmmr. Jeffreys brought up the Lodging Tax awards that are on the December 18 agenda. She would like to include an amount for the Traveller's Day event that the LTAC has recommended denial of. Diane noted that she understands the LTAC recommended denial because they don't see this event as bringing "heads in beds" which is the goal of the events, since that's how the tax is generated.

9:30 A.M.

Executive Session - RCW 42.30.110 (1)(g) Personnel

Commissioners Ring Erickson, Sheldon and Jeffreys met with Patrick LeMay and Bonnie Cap from Human Resources and Dawn Twiddy, Risk Manager, to review the qualifications of the Human Resources Director applicants. The Board asked that an item be placed on the December 18 agenda so they can make a selection. The Executive Session was from 9:34 a.m. to 10:05 a.m.

Board of Mason County Commissioners' Briefing Meeting Minutes
December 17, 2012

- 9:45 A.M. Facilities, Parks & Trails – John Keates
Commissioners Ring Erickson, Sheldon and Jeffreys were in attendance.
The following items were reviewed:
- Presented the Commissioners with information from the recently concluded process of submitting a request for proposals for privatized custodial service. The County received seven completed RFP's from six businesses in Olympia area and one from the Shelton area. Three of the businesses will be interviewed on Thursday, December 20. The cost for a full year of custodial service using the same staff in 2013 will amount to approximately \$164,698.49. The bids received from the RFP's could save the County anywhere from \$80,000 to \$100,000 annually. Keates mentioned he would want to possibly add service for shampooing carpets and stripping and waxing floors one time annually. Keates will report back to the Commission with a recommendation in January.
- 10:00 A.M. BREAK
- 10:15 A.M. Public Works - Brian Matthews & Melissa McFadden
Commissioners Ring Erickson, Sheldon and Jeffreys were in attendance.
The following items were reviewed:
- Request authorization to use the Letters of Interest Roster and enter into a letter agreement tracts for Construction Project Inspector Services for calendar year 2013.
 - Request the Board accept all bids received to provide Mason County with Hot Mix Asphalt 50 Cold Mix and/or CSS 1 for calendar year 2013.
 - Request the Board award the bid for Towing Services for 2013 for Auto/Light Truck Zone 1 to North Shore Towing of Belfair, Auto/Light Truck Zone 2 to Jims Towing of Shelton and Auto/Light Truck Zone 3 to Affordable Towing of Shelton. Heavy Truck Zone 1 to Bethel Towing of Port Orchard and Heavy Truck Zone 2 and 3 to Jims Towing of Shelton.
 - Road name hearing for the proposed Gator Place was discussed. Staff is recommending the hearing be continued.
- Utilities & Waste Management - Brian Matthews & Tom Moore
- News Release for Christmas tree drop off and recycling at Shelton Transfer Station and Belfair drop-off Facility.
- 10:30 A.M. Department of Community Development – Barbara Adkins
Commissioners Ring Erickson, Sheldon and Jeffreys were in attendance.
The following items were reviewed:
WDFW Nearshore Protection and Restoration Grant: Jeremy Hammar began working as an Enforcement Office as part of a grant from Washington Department of Fish and Wildlife to enforce the Mason County Resource Ordinance regulations. A quarterly report provided to the Board of County Commissioners is a deliverable of that grant. Commissioner comments and questions included inquiry as to the total number of enforcement cases in the area over the past several years; and the overall success of the efforts thus far.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

Randy Neatherlin
Chair

Tim Sheldon
Commissioner

Terri Jeffreys
Commissioner