Mayor Cronce called the meeting to order at 6:00 p.m.

**Commission Reports**

*Colonial House Project Update.* Community and Economic Development Director Goins presented a slideshow which included an overview of the Colonial House Grounds expansion and upgrade, as well as before and after pictures. During the presentation, Diana Goldy, Green Diamond Project Manager for the upgrade project, accepted an achievement award that was presented by Mayor Cronce to Ms. Goldy and Green Diamond Resource Company for successful completion of the Colonial House project.

Commissioner Olsen expressed his appreciation of Ms. Goldy’s work on the Colonial House.

Commissioner Pannell congratulated Ms. Goldy on her achievement.

One or more Commissioners will attend the following activities this week:
- LEOFF Board Meeting
- Economic Development Council Meeting

Commissioner Pannell spoke briefly about Shelton’s sister city in Latvia and stated that she attended the Latvian Village graduation ceremony located at the Latvian Village on HWY 102 on Saturday.

**Public Comment**

Forest Cooper commended Green Diamond and Ms. Goldy for all of the work done on the Colonial House, the details that went into planning the project, and their use of recycled and reused materials.

**Consent Agenda**

1. Vouchers numbered 81451 through 81538, and 81540 through 81564 in the amount of $438,976.96
2. Commission meeting minutes from:
   - Business meeting July 1, 2013
   - Study Session July 8, 2013

The Commission asked to remove Voucher number 81539 from the Consent Agenda and move to Old Business as they were looking for clarification on the dollar amount of the voucher vs. the contract amount.

*Commissioner Olsen moved to approve the consent agenda; Commissioner Pannell seconded the motion. A vote was taken and the motion passed.*

**Old Business**

Warrant #81539 – Public Works Director Clark explained the overages in project cost to the Commission. He said the primary drivers of the overage consisted of the consultant underestimating the amount of materials needed, the unexpected filling of trenches with asphalt, and the storm drainage modifications that were added after adding Pine Street to the SR3 project.

Mayor Cronce asked how this could have been avoided and PW Director Clark stated that there should have had better communication with the commission.

Commissioner Olsen asked how the consultant could have underestimated that much and City Engineer Mike Michael explained that the material was in estimated cubic yards, when it should have been estimated in cubic tons.
After the discussion and clarification was completed, Mayor Cronce thanked Commissioner Olsen for bringing the issue forward.

*Commissioner Olsen moved to approve Warrant # 81539 in the amount of $478,483.37 to Rognlin’s Inc; Commissioner Pannell seconded the motion. A vote was taken and the motion passed.*

Asphalt Purchase (documents were delivered at meeting) – CE Michael discussed the bids received for asphalt purchases for maintenance and overlay projects and is requesting that the Commission award both companies contracts for future supply. The companies are Granite Construction out of Belfair and Pyramid Materials out of Shelton. CE Michael asked that these contracts be awarded at tonight’s meeting.

There was some concern amongst the Commission regarding the short notice of this request and, after some discussion between staff and the Commissioners, the Commission concurred to wait a week and place this item on the Consent Agenda for August 12, 2013.

**New Business**

**Historic Preservation Board Appointment** – City Planner Eric Birk asked that the Commission approve Kathleen Waugh be appointed to the Shelton Historic Preservation Board.

Commissioner Olsen expressed his sadness at losing Jane Gruver, but thinks that Kathleen Waugh would be a great addition to the Board.

The Commission agreed to appoint Ms. Waugh to the Shelton Historic Preservation Board and place this item on the Consent Agenda for August 12, 2013.

**Energy Efficiency Project Final Update** – CED Director Goins gave an overview and update of the energy upgrades that were done under a contract with Sunset Air, Inc. Among the upgrades were five rooftop units; roofing upgrades; more efficient ductwork, wiring, and controls; management system for HVAC unit; lighting control; and new skylight material. The original funding for the project was $425,660.00 and the total expended funds, including unpaid retainage, totaled $414,482.00, leaving the project delivered under budget by $11,178.00, or approximately 2.6 percent. Funding sources for the project include an Energy Efficiency Grant Award for $106,415.00; a Cascade Natural Gas Incentive for $7,744.00; a PUD #3 incentive rebate for $107,061.00, which is pending the City reporting a year’s worth of savings; and the City’s portion of $193,262.00.

The target for energy savings is $22,304.00. Although too little time has passed to accurately measure the savings, it appears that the system is on track to meet that goal. If the goal is not met, the project ESCO is guaranteed to make up the difference, but more monitoring is needed to see if the system will reach the goal.

CED Director Goins thanked several people and companies for their good work on the project, including Sunset Air, Inc. Project Manager Pat Cole, Sunset Air, Inc. LEED-Certified Design Engineer Joe Bettridge, Jim Hayes from State General Services, PUD #3, Cascade Natural Gas, and City Facilities Manager Curt Johnson.

Commissioner Olsen stated that this is a great leadership opportunity for the City to show the citizens that we are looking ahead and trying to save money.
for the construction of the Lake Boulevard/Pioneer Way Street Restoration Project. The design cost is $525,250.00 with $450,000.00 from local programs and a City match of $75,250.00. The first step of receiving this grant is City approval and signing of the “Fuel Tax Grant Distribution Agreement” by the Mayor. CE Michael is requesting that the Commission approve the Grant Agreement and authorize the Mayor to sign it for submission to TIB and that this action be placed on the consent agenda for August 12, 2013.

The Commission concurred to place the TIB Grant Agreement with authorization for the Mayor to sign for submission on the consent agenda for 12, 2013.

Administration Reports – City Administrator O’Leary will be attending the first Poverty Task Force meeting this week, as well as a meeting on Friday to discuss medical costs for the City’s incarcerated individuals.

General Public Comment – None

Administrative Final Touches – CE Michael announced that the City has received an extension from the Department of Commerce through the Public Works Trust Fund on the loan agreement for the Basin 5 Project.

Announcement of Next Meeting
Mayor Crone announced the next regular Commission meeting of Monday, August 12, 2013 at 2:00 p.m.

Adjournment
Mayor Crone adjourned the meeting at 6:45 pm

Mayor Crone

City Clerk Look