

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of January 10, 2011

According to staff notes, the following items were discussed.

Monday, January 10, 2011

8:30 A.M.

Indigent Defense Briefing

Commissioners Ring Erickson, Sheldon and Lingle were present.

Robyn Lockwood and Patsy Robinson reviewed the following items for Indigent Defense:

- Budgets. The Courts will continue to maintain budgets and pay vouchers through June.
- OPD Funds. The Courts are authorized to continue payments using OPD Funds. Mr. Lane will prepare addendums or letters of understanding to counsel.
- Supervising Attorney. The Commissioners would like Charles Lane to continue assisting in this matter. He will be paid from the Superior Court indigent defense budget. He shall submit a plan in late January/early February that includes an estimate of his time/cost and a framework for an RFP for an indigent defense system and advisory panel. The Commissioners discussed they would like the proposals to be submitted in February so they can be reviewed in March and a decision made in April.
- Advisory Committee. Mr. Lane will begin establishing an advisory committee. Tentative members are James Sawyer, Bob Hole and Geri Burt. Commissioner Ring Erickson would like at least three experienced defense attorneys.

~~9:15 A.M.~~8:55 A.M. Central Operations – Diane Zoren

Commissioners Ring Erickson, Sheldon and Lingle were present.

The following items were discussed:

- The Board's committee assignments for 2011. Diane will send to Ben for the website.
- Commissioners' medical benefit budget for 2011. After discussing the various options, it was agreed to set a budget hearing to consider increasing the Commissioners medical benefit budget line by \$7,382 so that Commissioner District No. 3 will have the same county contribution as other employees/elected officials, pursuant to Resolution No. 64-10 which established the health insurance contributions.
- Pat Swartos, Clerk, has requested her briefing be rescheduled.

~~9:00 A.M.~~9:20 A.M. Auditor's Office – Theresia Ehrich

Commissioners Ring Erickson, Sheldon and Lingle were present.

The following items were discussed:

- Theresia reviewed the December 2009 financial statements.
- Theresia talked about the 2010 budget process and pointed out that part of the process to balance the budget was to reduce the ER&R expenditures.
- Cmmr. Ring Erickson asked for information on the Mental Health Fund. She would like to know, for the past two years, the amount of revenue, how much was paid out and what the balance is.

Cmmr. Sheldon left the briefing meeting at 9:30 a.m.

9:30 A.M.

Assessor – Melody Peterson

Commissioners Ring Erickson and Lingle were present. Cmmr. Sheldon was absent. This was an addition to the briefing agenda.

- Melody Peterson addressed the Assessor's 2011 budget. She is requesting the Board increase her budget so she is able to schedule the appraisers at a 40-hour workweek. Currently they are scheduled at 36 hours. This would enable staff to pick up new construction, which benefits the county revenues. She also needs to be certain they are current on their training.

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- Ms. Peterson also addressed concerns she has with GIS mapping. She needs to restore staff so they can make the necessary corrections.
- The budget for TeraScan is also under budgeted.

The Commissioners expressed appreciation of the budget concerns and several departments have suffered budget cuts. Cmmr. Ring Erickson suggested the Assessor schedule quarterly briefings to keep them apprised of the situation.

- 9:40 A.M. Prosecuting Attorney – Mike Dorcy
Commissioners Ring Erickson and Lingle were present. Cmmr. Sheldon was absent. This was an addition to the briefing agenda.
Prosecutor Dorcy addressed the process for budget amendments. He is still researching the subject, but he understands there are three ways to amend the budget – a traditional emergency (calamity of some sort); unforeseen emergency and unanticipated revenue. His review is to determine if the Board can amend the budget and it will be up to the Board if they should amend the budget.
- 9:45 A.M. Health Services – Vicki Kirkpatrick
Commissioners Ring Erickson and Lingle were present. Cmmr. Sheldon was absent. The following items were reviewed:
- Oakland Bay Clean Water District Board of Directors' meeting – April 2011
Staff briefed the Board on the proposal to hold an Oakland Bay Clean Water District Board of Directors' meeting in April – date to be determined by the Oakland Bay Advisory Committee. Staff asked if there were any specific items the Board wanted to hear about. Commissioner Ring Erickson suggested a very brief history of the Oakland Bay Clean Water District would be good since Commissioner Lingle is new. The Education Sub-committee of the Oakland Bay Clean Water District Advisory Committee will prepare the agenda and the presentation.
Commissioner Lingle requested a one on one briefing to learn more about the Oakland Bay Clean Water District and other shellfish protection districts we've had in Mason County. Staff will arrange for the briefing.
 - Staff updated the Board on the Health Officer Contract with Thurston County.
- ~~10:00 A.M. Department of Community Development – Barbara Adkins/Mark Core canceled~~
- 10:00 A.M. Closed Session – RCW 42.30.110 (4) Labor Discussion
Commissioners Ring Erickson and Lingle met with Karen Jackson, Human Resources from 10:00 a.m. to 10:13 a.m. in closed session for a labor discussion. Cmmr. Sheldon was absent.
- 10:15 A.M. Probation Services – Harris Haertel
Commissioners Ring Erickson and Lingle were present. Cmmr. Sheldon was absent. Superior Court Judge Toni Sheldon and Mr. Haertel met with the Commissioners to brief them on the reductions called for by the Governor in September. They outlined the Court Appointed Special Advocate (CASA) efforts and identified the amount of reduction required. The Board agreed to place the Contract/Interagency Agreement Amendment IAA10138 between the Washington State Administrative Office of the Courts and Mason County Juvenile Court on the Action Agenda.
- 10:30 A.M. Public Works - Charlie Butros/Brian Matthews
Commissioners Ring Erickson and Lingle met in Executive Session with Public Works staff from approximately 10:35 a.m. to 10:45 a.m. to discuss a potential real estate transaction, pursuant to RCW 42.30.110 (1)(b).
Public Works then gave an update on the following:
- Road restrictions

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- Phone coverage on Friday
- Authorization for Public Works to sell the trees from the property adjacent to the Public Works Office site in an auction sale either as standing timber or decked logs and inform the Commission of the sale results.

11:00 A.M. Utilities & Waste Management - Emmett Dobey
Commissioners Ring Erickson and Lingle were present. Cmmr. Sheldon was absent.
The following items were reviewed:

- Public hearing on the CDBG grant scheduled for January 11th. They reviewed Ken VanBuskirk's email regarding the hearing.
- Thurston County Commissioners meeting schedule on biomass: briefing on January 26, February 2, a hearing on February 7th and debriefing on February 9.
- Revision to Ed Cebron's contract for work on Belfair sewer rate revisions.
- Reminder that on February 14th the briefing will be on utilities management options.

11:30 A.M. WSU Extension Office – Bob Simmons
Commissioners Ring Erickson and Lingle were present. Cmmr. Sheldon was absent.
The following items were reviewed:

- \$25,000 DSHS contract with Mason 4-H to continue the Youth in Action Program at the Mason Transit Community Center. Implementation of this contract will not incur additional use of county resources.

Bob explained that the Mason 4-H program is partnering with the Youth Empowerment Strategies Program based at the Transit Center to continue the local Youth N Action Program started in May 2010. The Division of Behavioral Health Resources of DSHS is providing a \$25,000 contract in support of this project. University of Washington is also working in partnership to assist in the further development of the Youth N Action Program. A portion of the program will be conducted in Thurston County. A 4-H experiential educator working out the WSU Thurston Office will be assisting with the program. The goal of the program is to engage and develop the life and leadership skills of at-risk youth, throughout the county.

Commissioner Ring Erickson remarked favorable about some of the program's efforts to date, such as how the youth involved with that program have taken on some of the maintenance and cleanup at the skatepark. Although also mentioned that there is some new graffiti out there.

Bob also explained that a subcontract with Michael Diamond and Helping Hands Media will be necessary to provide staffing for the work out of the Mason Community Transit Center. It was also recognized that a budget adjustment will be necessary if the contract is signed, to allow the funding into and expended through the WSU office budget.

Commissioner Jerry Lingle expressed his support for youth programs, especially those that successful engage at-risk youth such as this one.

- Request to re-instate the office manager position to full time.
Bob Simmons explained that in the 2010 budget the WSU Mason County Extension office manager position was cut from full time to 0.8 FTE. The position has a number of responsibilities that include overall office operations, assisting in the management of 18 full and part time staff, tracking and managing county and WSU budgets, as well as numerous grants. Our experience in 2010 demonstrated that this was too much work to be conducted within the reduced staff time.
Both Commissioners recognized that the need exists, however current budgetary constraints precludes consideration at this point. There are also needs in other departments that can also not be filled at this time as well. Commissioner Ring Erickson asked if there are any other resources that could be used to fill the funding gap at this point. Bob Simmons responded that a small portion could be obtained through the office manager's work supporting the administration of some of the grants received through the office, such as the DSHS contract previously discussed.
- Resolution to set a budget hearing on February 8th, 2011 to consider:

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Bob Simmons explained that a supplemental appropriation to the 2011 budget for the WSU Extension due to DSHS Contract \$25,000 and an additional \$10,000 from the Ecology Stormwater grant through Mason Public Works.

Both Commissioners present recognized that a budget hearing for these items is necessary and that there were other supplemental budget items from different departments that could be considered in the same hearing, saving time and expenses.

11:45 A.M. E911 Communications – Jill Evander
Commissioners Ring Erickson and Lingle were present. Cmmr. Sheldon was absent. Ms. Evander briefed the Board on the 2011 E911 contract and that a new signature authorization form will need to be signed. The Board agreed to place this on the January 18th Action Agenda.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

Lynda Ring Erickson
Chair

Tim Sheldon
Commissioner

Jerry Lingle
Commissioner