

## BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of February 7, 2011

According to staff notes, the following items were discussed.

Monday, February 7, 2011

- 9:00 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion  
Commissioners Ring Erickson and Lingle met with Karen Jackson in closed session for approximately 30 minutes for a labor discussion. Cmmr. Sheldon was absent.
- 9:30 A.M. Department of Community Development – Barbara Adkins/Mark Core  
Commissioners Ring Erickson and Lingle were present. Commissioner Sheldon was absent.
- Building III Archival Shelving Update – Provided the Commissioners with a verbal update on progress in the basement of Building III. Shelving has been purchased and installed for placement of the archival boxes of parcel records. The base level of the newly installed shelves is approximately 6” above finished floor level which should be enough to keep product above the water level in case a repeat flood were to occur.
- 10:00 A.M. Public Works - Charlie Butros/Brian Matthews  
Commissioners Ring Erickson and Lingle were present. Commissioner Sheldon was absent.  
The following items were reviewed:
- Revise the resolution for County Road Project #1829 (CRP 1829-R) Hunter Creek Bridge replacement project on Skokomish Valley Road and set bid opening date.
  - Local Agency Federal Aid Project Prospectus for Hunter Creek Bridge (County Road Project #1829-R) replacement project.
  - Bid Award for Hot Mix Asphalt Bid for 2011 Calendar year to all four bidders - Granite Construction Company out of Everett, WA, Ace Paving out of Bremerton, WA, Lakeside Industry out of Lacey, WA, and Prime Asphalt out of Poulsbo, WA. Bids were opened on February 9, 2011.
  - Revised Local Agency Federal Aid Project Prospectus for the Harstine Island Road North and Harstine Island Road South clear zone safety project.
  - Selected Tim Krause out of Seattle, Washington from the Professional Services Roster for Sound Study for the Lynch Road/ Simmons Road project (County Road Project 1861) in the amount of \$6361.00.
  - Sale of the Public Works parcel on the corner parcel off Hwy 101 and SR102.
  - DOT Safety Grant Award letter was received.
- 10:20 A.M. Executive Session – RCW 42.30.110 (1) (c)  
Commissioners Ring Erickson and Lingle met with Public Works staff in Executive Session for approximately 10 minutes to discuss the surplus property sale.
- 10:30 A.M. Utilities & Waste Management - Emmett Dobe  
Commissioners Ring Erickson and Lingle were present. Commissioner Sheldon was absent.  
The following items were reviewed:
- Staff stated they have tentatively received \$2.3 million from Department of Ecology for Belfair sewer connections. They will contact Shorebank to determine their interest in administering those funds for connections.
  - Also discussed a personnel issue.
- 11:00 A.M. Parks & Trails – John Keates  
Commissioners Ring Erickson and Lingle were present. Commissioner Sheldon was absent.  
The following items were reviewed:
- John Keates will be attending Washington Wildlife and Recreation Coalition and Transportation Choices Advocacy Day on 2/10 in Olympia.

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- Park Board meeting is on 2/8 at MCRA
- Parks now has a work study student from Evergreen State College helping, Brianna Brownawell who lives on Harstine Island.
- John will attend the Capitol land Trust Breakfast on 2/15.
- The Oakland Bay park Project is now back on track as the National park Service and County have agreed on a plan for evaluating the historic home.
- There will be Parks Department articles in the Mason County Journal Outdoors Section.
- Thanked the Commissioners for the approval to begin working with the Trust for Public Land on a Public Outreach Program.
- WWRP Letter: John requested the Commissioners send a letter to the Washington State Legislature supporting the WWRP Program.
- Water Hookup Agreement: Since MCRA is now receiving water from the City of Shelton the City has requested that the County enter into a water use agreement with the City. Staff had reservations of entering into said agreement and Commissioners asked that John consult the Prosecutor's office. If okay with the Prosecutors office, the approval to proceed was provided.
- Mason Lake Project is progressing and should be complete in 2-3 weeks. A public re-opening will be held.
- Informed the Commissioners that Human Resources and Parks is drafting an MOU for the Teamsters to consider relative to using extra help in 2011.
- Requested permission to proceed with a project to remove a retaining wall from Sandhill Field #1. Approval was granted.

11:30 A.M. Superior Court – Judge Sheldon  
Commissioners Ring Erickson and Lingle were present. Commissioner Sheldon was absent. Judge Sheldon briefed the Board on the law library. Commissioner Ring Erickson will sit on the law library board of trustees and a Central Operations employee who is working reduced hours could be offered the job of law librarian.

1:30 P.M. Auditor – Theresia Ehrich  
Commissioners Ring Erickson and Lingle were present. Commissioner Sheldon was absent. The following items were reviewed:

- January revenue, fund balance and expenditure reports and comparisons.
- 2011 Current Expense Expenditure graph and percentages.
- Sales & Use Tax, REET 1, REET 2 Fund uses recap

Tuesday, February 8, 2011

10:30 A.M. Facilities & Grounds – Mike Rutter  
Commissioners Ring Erickson and Lingle were present. Commissioner Sheldon was absent. The following items were reviewed:

- Courthouse interior renovations Phase 1. Mr. Rutter is preparing to call for bids.
- The mechanical electrical engineering bid will be awarded to Richmond Engineering.
- Campus security was discussed. Mr. Rutter will meet with Jesi Chapin of Homeland Security Region 3.

10:50 A.M. Central Operations – Dawn Twiddy/Becky Rogers  
Commissioners Ring Erickson and Lingle were present. Commissioner Sheldon was absent. The following items were reviewed:

- Revising Resolution No. 92-86 for Mason County EMS Advisory Council  
Received an email from Jeromy Hicks, Chair of the MCEMS Advisory Council, recommended making revisions to the resolution. Revisions include adding a representative from the following: new Hospital District No. 2; Skokomish Tribal Nation; Squaxin Island Tribal Nation; and change the one citizen/consumer representative from each of the three Mason County Commissioners Districts to be non fire/EMS affiliated. Draft resolution will need to be cleaned up for signature

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and sent to Prosecutor's office for review. Commissioners approved placing item on consent agenda after review by Prosecutor's office.

- Board asked that the March 8, 2011 meeting be canceled. Cmmr. Ring Erickson will be gone. Will need to place on consent agenda.
- Cmmr. Ring Erickson asked that when multiple departments have a budget hearing together the Board prefers separate coversheets for each specific department rather than lumping on one coversheet.
- Staff was notified that Jerry Lingle will be out of the office February 18-23; therefore he will not attend the February 22, 2011 meeting.

11:00 A.M.

Human Resources – Karen Jackson

Commissioners Ring Erickson and Lingle were present. Commissioner Sheldon was absent. The following items were reviewed:

- Personnel Files: The Commissioners had asked HR to review and present information addressed in a RCW or WAC on the maintenance of employee personnel files. This information was researched and will be shared at an upcoming briefing, along with information regarding the current practices of Mason County departments. Human Resources is also analyzing recent legislation on GINA and its requirements to determine what, if anything, needs to be amended in our practices.
- *Labor Relations Forum for Counties* is scheduled to occur February 17, 10-2 pm, in Olympia. The seminar is sponsored by the Association of Washington Cities, WSAC and the County Training Institute. The HR Director's request to attend was approved and one of the Commissioners may attend the seminar, as well. The cost is \$65 for WSAC members.
- Wage Freeze - Non-Represented Employees: One elected official has formerly requested that HR review this issue, but other department heads and even employees have raised similar concerns. The Commissioners are aware of and sensitive to the concerns raised, but feel they must first allow the collective bargaining process with the County's ten open labor contracts to move far enough along to provide a better sense of potential budget impacts.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

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Lynda Ring Erickson  
Chair

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Tim Sheldon  
Commissioner

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Jerry Lingle  
Commissioner