

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of February 28, 2011

According to staff notes, the following items were discussed.

Monday, February 28, 2011

9:00 A.M.

Central Operations – Diane Zoren

Commissioners Ring Erickson, Lingle and Sheldon were in attendance.

The following items were reviewed:

- There will be no briefings or Commission meeting next week – March 7 and 8.
- The Board confirmed there will be a meeting in Belfair on March 29.
- PUD 3 asked if a joint City/County/Port/PUD 3 meeting will be scheduled. The Commissioners are ok with scheduling however they have no agenda items at this time. Diane will contact PUD 3.
- Cmmr. Lingle asked about the Lodging Tax awards. He would like to review the recommendation to not award any money to the rodeo. The Board asked that the LTAC recommendations be placed on the agenda.
- Cmmr. Lingle asked that a news release be placed on the agenda for the vacancy on the Pacific Mountain Workforce committee.
- Cmmr. Sheldon asked that a sign be placed at the top of stairs in Building 1 letting people know there are other locations to obtain a vehicle license.

9:15 A.M.

Department of Community Development – Barbara Adkins/Mark Core

Commissioners Ring Erickson, Lingle and Sheldon were in attendance.

The following items were reviewed:

- Historic Preservation Commission – Requested placement of Heritage Grant Program on the Board's Action Agenda. Commissioner Ring Erickson suggested that a review of Kitsap County or others be conducted to get a better idea of similar programs in other jurisdictions. Also, requested placement of new Historic Preservation Commissioner appointment on Board's Action Agenda. Ms. Stephanie Neil is seeking to join the Commission as a qualified expert. Commissioners had no specific comments or concerns regarding this appointment.
- Community Development Block Grant – Issue Paper distributed to Commissioners discussing the recent request by Faith In Action to seek a Community Development Block Grant through the County. Faith in Action is looking to place a senior center in Belfair using these grant funds. Commissioners had no specific questions or comments regarding this request and suggested that Staff provide organization with some guidance in the application process.
- Permit Comparisons – In response to Commissioners' request, permit tracking data comparisons for the month of January, 2010/2011 were provided showing all permits issued and applied for during this those months. Also provided was percentage difference between the two years.
- Medicinal Marijuana – Commissioner Sheldon inquired as to the County's ability to impose a moratorium on future medical marijuana dispensaries locating within the County. He was interested in making a motion for such a moratorium during the March 1, 2011 regular Commissioner meeting. Staff agreed to provide research on the issue, including jurisdictions already seeking similar remedies, prior to the meeting.

9:30 A.M.

Facilities & Grounds – Mike Rutter

Commissioners Ring Erickson and Lingle were in attendance. Commissioner Sheldon was absent.

The following items were reviewed:

- Memorial Hall request for funding for renovations.
- Courthouse weapons screening station

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- The Commissioners discussed the cleaning of county facilities.

9:45 a.m.

Sheriff's Office – Sheriff Salisbury/Undersheriff Barrett

Commissioners Ring Erickson and Lingle were in attendance. Commissioner Sheldon was absent.

The following items were reviewed:

- Public disclosure – they are running into cost overruns. Due to the number of requests and the amount of time it takes to meet the statutory requirements they are looking at possible office closure in the morning to meet this obligation.
- Patrol will go to 4/10 shifts starting March 1st.
- Provided a proposal for a county alarm policy.
- Discussed the storage/evidence facility plan.
- Building opening ceremony will be scheduled in May.
- Mobile computers in cars are coming on line.
- Discussed concern with fuel prices.

10:15 A.M.

WSU Extension Office – Bob Simmons

Commissioners Ring Erickson and Lingle were in attendance. Commissioner Sheldon was absent.

The following items were reviewed:

- Approval of 2011 Budget Transfer for Washington State University Extension of \$3,000 from Memorandum of Understanding and Washington State University Stormwater to Professional Services Stormwater. This transfer will have no effect on the overall budget. Bob Simmons explained that this 2011 Budget Transfer is necessary to allow for the payment of professional services for Stormwater project that is funded through the Department of Ecology. Commissioner Erickson noted that such a change should not need to go onto the consent agenda, but that the Commission may need to sign for the change to occur. Bob confirmed that was his understanding as well, but will follow up with the necessary paperwork and necessary signatures.
- Explanation of 2011 Washington State University Extension – Mason County MOA Appendix A Form. Bob Simmons explained that the “Memorandum of Agreement” Appendix A between Mason County and Washington State University Extension provides funding for WSU Extension to provide programs in Mason County based upon the 2011 budget. The funding will allow WSU Mason County Extension to provide the programs outlined in its 2011 Plan of Work. He also explained the funding source for each the programs. There were no questions.
- Jim Kropf, formerly the Western District Director explained that WSU Extension may be transitioning away from having District Directors. This decision will be directed by a WSU task force on restructuring. Jim's new position is Program Leader for WSU Natural Resource programs, and will supervise Bob in that capacity.

10:30 A.M.

Public Works - Charlie Butros/Brian Matthews

Commissioners Ring Erickson and Lingle were in attendance. Commissioner Sheldon was absent.

The following items were reviewed:

- Set public hearings for 9:30 am, April 12th to request the Board revise the Annual Construction Program (Resolution 85-10) and the Six Year Transportation Program (2011-2016, Resolution No. 86-10).
- Service Agreement to provide mechanical repair and maintenance services and Cooperative Use Agreement for fuel with Fire Protection District #16.
- Authorize ER&R Fund Manger to negotiate a contract for the purchase of a Financial System from Tyler Technologies of Falmouth, ME for Mason County.
- 2011 Paint Line Contract has been awarded to the lowest bidder, Specialized Pavement Marking, Inc. out of Tualatin, Oregon in the amount of \$230,158.56.

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- 2011 Manufacturing and Stockpiling of Chip Seal Aggregate has been awarded to the lowest bidder, Northwest Road, Inc. out of Aberdeen, Washington in the amount of \$110,026.
- PRTPO unified planning work program and the 6-year proposal/Olympic Region Transportation Corridor Studies.
- Status of Stormwater Funding

~~11:00 A.M. Utilities & Waste Management Emmett Dobby canceled~~
Commissioners Ring Erickson and Lingle were in attendance. Commissioner Sheldon was absent.

~~11:15 A.M. Health Services Vicki Kirkpatrick canceled~~

11:30 A.M. Closed Session – RCW 42.30.140 (4) Labor Negotiations
Commissioners Ring Erickson and Lingle met in Closed Session from 11:34 a.m. to 12:04 a.m. for a labor discussion. No action was taken.

NOON Commissioners Ring Erickson and Lingle met at the Public Works facility regarding the Skokomish General Investigation Study.

1:30 P.M. Finance Committee
Member of Committee in Attendance: Cmmr. Lynda Ring Erickson; Lisa Frazier, Treasurer; and Karen Herr, Auditor.
Others in Attendance: Cmmr. Jerry Lingle and Theresia Ehrich
Lisa Frazier explained to Commissioner Lingle the purpose and role each member had on the Finance Committee - Lisa is Chair, Karen is Secretary, and Lynda is the third member as the Chair of the Board of County Commissioners, although anyone is welcome to attend.
Ms. Frazier provided copies of Mason County's finances as of December 31, 2010. Also discussed was a break down of monies invested, state pool interest rates, unencumbered cash balances, investment interest collections, and provided a sales tax revenue comparison report. Cmmr. Ring Erickson pointed out that our sales tax collection had exceeded our expectations in 2010, which was the result of reducing our budget in this area.
Ms. Frazier also reminded the committee members that we still have a Revolving Interfund Loan not to exceed \$2M from ER&R if needed, but is unused to date.
Ms. Frazier stated that the property tax statements were not yet mailed because they were still in the process of balancing with the Assessor's office, but will be mailed out no later than next Friday, March 11th.
Ms. Frazier asked Dave Loser, ER&R Manager, to discuss the RFP for the new financial system. Dave stated that out of eight bids, we had selected the system believed to be the best fit for Mason County after seeing demonstrations of most systems and pouring over the specs each vendor submitted.
Mr. Loser explained there was no system that worked for both the Auditor and the other departments along with the Treasurer. It was decided to select the system that worked best for the County and post another RFP for a Treasurer's system.
The Commissioners requested Dave to submit the paperwork at their next Commission meeting in order to authorize him to start negotiations with the preferred vendor.

2:15 P.M. Auditor – Karen Herr
In attendance: Cmmr. Jerry Lingle, Cmmr. Lynda Ring Erickson, Karen Herr, Amber Cervantes, and Fina Ormond. Cmmr. Sheldon was absent.
Karen Herr, Auditor, presented an overview of the County's responsibilities for redistricting. Every 10 years the Federal Government conducts a census of the nation's population and once census data is received boundaries need to be changed to reflect the current population of congressional districts, legislative districts, county districts, and

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those jurisdictions that have internal districts (which in Mason County includes most schools, ports, PUD 1, PUD 3, & county districts). In conjunction with adjusting these district boundaries, the 57 voting precincts will also need to be adjusted.

Ms. Herr stated there was a lot of interest in this issue by political parties, the League of Women Voters, and other interested citizens eager to participate on an advisory committee if formed by the County for input.

Because the census data has already been released to Washington State two months earlier than expected, many of the deadlines have been moved up so Karen encouraged the County to move quickly on this project.

Amber Cervantes presented a timeline for this project and listed all of the requirements and deadlines thru the spring of 2013.

Ms. Herr stated that although the establishment of election precinct boundaries and Commissioner district boundaries are the responsibility of the Board, her office would prefer to take on these responsibilities because they had the expertise and because of the significant impact the entire project has on elections and how they are conducted. However, she stated that she did not have the resources in her budget to take on this project for the County without additional help.

The Auditor requested a .5 FTE at the cost of approximately \$24,900. She stated that not only would this .5 employee be able to assist with redistricting, but would also be trained in election law in order to provide much needed help during the 2012 Presidential election in which their workload triples.

The Commissioners requested that the Auditor provide them with an action agenda and the cost to the county if her office provided these services and a list of the services that would be provided.

Tuesday, March 1, 2011

11:30 A.M. Executive Session – RCW 42.30.110 (1) (g)
Commissioners Ring Erickson and Lingle met in Executive Session for approximately 5 minutes to discuss a personnel issue. Cmmr. Sheldon was absent.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

Lynda Ring Erickson
Chair

Tim Sheldon
Commissioner

Jerry Lingle
Commissioner