

## BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of April 11, 2011

According to staff notes, the following items were discussed.

Monday, April 11, 2011

9:00 A.M.

Auditor's Office – Karen Herr/Theresia Ehrich

Commissioners Ring Erickson, Lingle and Sheldon were in attendance.

The following items were reviewed:

- Karen Herr discussed a reorganization within her office.
- Theresia reviewed the March financial reports and the April cash flow report.
- Theresia asked the Board to sign budget transfer forms when funds are obligated, in particular the REET funds, so the commitments can be tracked.
- Theresia reported she had distributed the unemployment allocations and financial system replacement amounts to the departments for payment.

9:30 A.M.

Central Operations - Diane Zoren

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

The following items were reviewed:

- The elected officials have asked for a monthly briefing time with the Board. The options will be at 1:30 p.m. on a Monday afternoon or a box lunch meeting.
- The Commissioners asked that a budget hearing be scheduled to consider a \$10,000 budget transfer from Current Expense Ending Fund Balance to Human Resources for professional services. The Department of Community Development also needs a budget adjustment for the Rural Washington Loan Fund Grant that is passing through the DCD budget. There was also discussion of a budget request from the Parks & Trails Department for supplies that are needed at MCRA and Sandhill Park. Because it looks like the legislature may allow the REET funds be used for parks operation, there won't be a budget adjustment at this time.
- Cmmr. Ring Erickson asked that Diane draft a resolution extending the public meeting times for the Commissioners to include Wednesday.
- Calendar items – a stormwater briefing will be scheduled the afternoon of May 2, Diane is working on a briefing time for the Puget Sound Partnership. Diane and Shannon plan to attend the League of Women Voters luncheon on Tuesday. Their program includes a presentation on the Open Public Meetings Act, Public Disclosure and the Appearance of Fairness Doctrine.

9:45 A.M.

Health Services – Vicki Kirkpatrick

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

The following items were reviewed:

- Debbie has been asked to sit on a Hoof and Mouth Disease workgroup as the local public health representative for one or two meetings before May 24, 2011. Gordon Kelly from Yakima will be the LHJ representative for the tabletop exercise on May 24 in the Tri-cities.
- Earth Day at Oakland Bay will be Saturday, April 30<sup>th</sup> from 11 am – 4 PM. Planned activities for the day were reviewed.
- A representative from the League of Women Voters has been in contact with Stephanie Kenny about our Oakland Bay Advisory Committee. Susan Baker has been making suggestions for changes to the website, Stephanie has been accommodating them as possible where reasonable.
- A letter was received from Constance Ibsen asking Public Health staff to notify property owners affected by WSDOH shellfish area closures. Vicki and Debbie met with the

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Prosecuting Attorney's office and when this topic was discussed, it was determined that we would not be performing this task. There is no requirement for it in our regulations (local or state) and we will not be accepting the associated liability. Debbie is drafting a response.

- Arlene Hyatt is leaving her position in the drinking water program for a position with DOH. We will miss her. The position will remain open, but will not be filled pending the final budgets from State and Federal budgets.
- Public Health will be hosting a site visit from DOH to discuss this round of the Standards Assessment on April 18, 2011 from 2-4 PM. Vicki explained that this is part of the state-wide Quality Improvement process for Public Health. This year there are two different tiers of response as well as potential National Accreditation.
- The date of the May joint Board of Health meeting with Thurston County in Thurston County has been changed and is now in conflict with the Mason Transit Board meeting. Vicki will notify Sherri McDonald of this conflict.
- There will be a pre-pre meeting to discuss solid waste enforcement tomorrow (Tuesday) afternoon. Mark Core, Vicki Kirkpatrick, Debbie Riley and Tim Whitehead will attend this first of a series of meetings.
- Debbie will be attending a meeting of the Hood Canal Coordinating Council Workgroup via Webex this afternoon. The topic is the suggested regional PIC for Hood Canal. The work is being done under the guidance of the HCCC.
- Debbie will be following up on an "upgrade" letter for part of Pickering Passage that was sent to Commissioner Ring Erickson on March 30 as a notice of threat of a "downgrade" for a portion of Pickering Passage received by Debbie on April 11, 2011. These two letters from DOH are sending a mixed message and need clarification.

10:15 A.M. Department of Community Development – Barbara Adkins/Mark Core  
Commissioners Ring Erickson and Lingle were in attendance. Cmmr. Sheldon was absent.

The following items were reviewed:

- Meeting with Local Fire District Chiefs – Provided Commissioners with information on an upcoming meeting with the local fire district chiefs at 7:00 pm that evening at the Island Lake fire hall. Mark Core had been invited to attend and provide a brief summary of the duties being performed by community development staff. Two commissioners expressed interest in also attending.
- Interlocal Agreement - reviewed agreement steps for fire investigation services between Mason County and District 5.
- Abatement Discussion – Commissioners requested DCD, Health and Prosecutor's Office to schedule a meeting to discuss the County's legal ability to abate unsafe structures and/or properties. Informed the BOCC that a meeting was scheduled with the appropriate parties and the findings from the discussion will be brought to the Board in a future briefing.
- Grievance – Informed the Commissioners that step II of a grievance for a former employee was scheduled on 4-18-11.

10:30 A.M. Public Works - Charlie Butros/Brian Matthews  
Commissioners Ring Erickson and Lingle were in attendance. Cmmr. Sheldon was absent.

The following items were reviewed:

- 2012 vehicle budget and Sheriff vehicle replacement.
- Stormwater Work Session is scheduled on April 18<sup>th</sup> at 1:30pm.

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- 11:00 A.M. Facilities & Grounds – Mike Rutter  
Commissioners Ring Erickson and Lingle were in attendance. Cmmr. Sheldon was absent.
- Discussed projects that are funded from the REET 1 and REET 2 funds and the need to track the commitments.
- 11:15 A.M Sheriff's Office – Sheriff Salisbury  
Commissioners Ring Erickson and Lingle were in attendance. Cmmr. Sheldon was absent.  
The following items were reviewed:
- Superior Court inmate housed at WCC pending trial injured himself. He is at Harborview with significant injuries. Chief Haugen is working with the courts on this.
  - Updated the Board on the inmate at Stafford Creek with health problems who is being held by District Court.
  - The Sheriff's office Finance Manager has announced her intent to resign in June but willing to stay on until August. Possible impact to Civil Service.
  - Update on the continued break-ins at the old county shop and property crimes at Johns Prairie businesses. Coordination with Matt Matayoshi on this issue has been done.
  - Status of outdoor evidence storage area to be co-located in the new Public Works area. Dean Byrd is working with site planning engineers at Public Works.
  - Title III money and the ability to use money within Police Ops/SAR/ and education is being researched. Running into difficulty getting information from feds on language authorizing the use of funds.
  - Contract with the USFS for approximately \$15,000 to conduct patrols near Lake Wynochee during summer months. High use area of forest service due to paving of access roads.
  - Update on court security/weapons screening program. Cmmr. Lingle and Cmmr. Ring Erickson expressed concerns with other electeds appearance of not following direction/recommendation of MCSO on policy/procedure.
- 1:30 P.M. Committee of the Whole  
Commissioners Ring Erickson and Lingle met with Department Directors for a Committee of the Whole meeting. Topics of discussion included the following:
- Novell Notification of Emergencies. The guidelines of when to use the notification were discussed.
  - Security Cameras – Cmmr. Ring Erickson has asked a vendor to conduct a walk through of county buildings and submit a proposal.
  - Employee ID Badges – all employees need to have an employee badge. Emergency Management is in the process of obtaining the necessary equipment and times will be scheduled for employees to obtain their badge.
- 2:30 P.M. Closed Session – RCW 42.30.110 (1) (4) – labor discussion  
Commissioners Ring Erickson and Lingle met with Karen Jackson in Closed Session from 2:40 p.m. to 3:05 p.m. Cmmr. Sheldon was absent.
- Tuesday, April 12, 2011
- 10:30 A.M. Finance Committee  
In attendance: Cmmr. Lynda Ring Erickson, Cmmr. Jerry Lingle, Cmmr. Tim Sheldon, Lisa Frazier, Treasurer; Karen Herr, Auditor; Theresia Ehrich, Chief Accountant; Emmett Dobey, Utilities & Waste Mng; Charlie Butros and Dave Loser, Public Works. Cmmr. Ring Erickson called the meeting to order at 10:30 a.m. in the Commission Chambers.
- Ms. Frazier presented the year to date sales tax revenue comparison report. January and February showed increases, March showed a decline.

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- Dave Loser briefed on the progress made in selecting the new financial system (Tyler's Munis system) and that he was currently negotiating a contract with them.
- Discussion ensued on interim financing options for the Belfair Wastewater project and whether to initiate a short-term bond or a short-term loan. A bank loan borrowing approximately \$2.2M could cost the county \$2,000 to initiate; an interfund loan through ER&R would have no initiation fee.

Charlie Butros and Dave Loser expressed concern on another loan from ER&R – whether there would be enough funding in the event of a catastrophic event. Cmmr. Lingle asked what an appropriate cash-flow level would be for the ER&R fund – how much would it cost to replace all equipment / vehicles?

Cmmr. Ring Erickson asked Emmett Dobey to work with Public Works on his financial needs and for the Finance Committee to meet again in a week for more discussion and options.

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