

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of April 18, 2011

According to staff notes, the following items were discussed.

Monday, April 18, 2011

9:00 A.M.

Central Operations - Diane Zoren

Commissioners Ring Erickson, Sheldon and Lingle were present.

The following items were reviewed:

- Elected officials have requested a monthly briefing with the Commissioners. This will be a lunch box meeting at noon starting the 1st Monday of May.
- Lodging Tax Advisory Committee appointments. The applicant information was given to the Commissioners. The Commissioners discussed appointing citizens to serve on only one standing committee at a time. No direction of LTAC appointments was given at this time.
- Cmmr. Sheldon will not be attending the April 26 Commission meeting.

9:15 A.M.

Facilities & Grounds – Mike Rutter

Commissioners Ring Erickson, Sheldon and Lingle were present.

The following items were reviewed:

- Courthouse security was discussed. The equipment is installed and staff has been hired. There was also discussion of campus security.
- Mike announced his retirement effective August 15, 2011.

9:30 A.M.

Economic Development Council – Matt Matayoshi

Commissioners Ring Erickson, Sheldon and Lingle were present.

- The annual contract with the Economic Development Council (EDC) was discussed. The .09 award is for \$68,000 for 2011 and 2012. The contract will be on the action agenda.
- EDC will have a monthly briefing with the Commissioners.
- EDC will present an update on a quarterly basis at a Commission meeting.

Following the EDC briefing, Cmmr. Sheldon left the briefing meeting to attend the legislature.

9:45 A.M.

Human Resources – Karen Jackson

Commissioners Ring Erickson and Lingle were present. Cmmr. Sheldon was absent.

The following items were reviewed:

- Grievance follow up: Human Resources (HR) Director to draft a statement for the Commissioners' signature in relation to a grievance filed by the Mason County Sheriff Deputy's Guild.
- Training Needs Assessment: As discussed in the April 11th Committee of the Whole (C.O.W.) meeting, HR Director to send an email to each department head in appointed and elected offices requesting a statement or list of the training needs/interests in their respective agency. From that, HR Director will summarize results and report back to the C.O.W. on May 9.
- Retirement: Commissioners advised that Mike Rutter, Facilities Director, is retiring effective August 15, 2011. Commissioners requested that HR begin recruitment process for his replacement. Also needs analysis on final pay out.
- DCD Director: Commissioners requested HR to finalize update to Department of Community Development Director job description. Commissioner Ring Erickson considering appointment of current Planning Manager at a salary step that would recognize work performed as well as credit her for time served working out of class. Commissioner Lingle would like to review the updated job description before determining salary level. Both Commissioners would like to review any job description available for Deputy Director, DCD.
- Vacation Leave Practices: HR Director has reviewed current Personnel Policies, which provide broad discretion on the part of the Commissioners to modify those policies. Per vacation leave policy and collective bargaining agreements (CBAs), department heads have responsibility to

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schedule vacations and manage use of. In CBAs, employees are encouraged to use leave in the year in which it is accrued. HR Director will continue to research subject and report out at next C.O.W. meeting on May 9th.

- HR Director is on vacation leave April 22, 2011.

10:15 A.M. Department of Community Development – Barbara Adkins/Mark Core
Commissioners Ring Erickson and Lingle were present. Cmmr. Sheldon was absent.
The following items were reviewed:

- Interlocal Agreement for Fire Investigation
Updated the Commissioners on the progress of the fire investigation interlocal agreement. The Prosecutors office and Fire District 5 have reviewed the tentative agreement. The agreement has been sent out to FD #5 for presentation at their next board meeting scheduled for 4-20-11 at 10:00am. The Commissioners requested staff to speak to FD #5 about the possibility of extending the agreement beyond the 6-15-11-termination date or explore other means to complete services for fire investigation.
- Wild Cat Sanctuary
Updated Commissioners regarding meeting with Suzanne Sheldon. Staff met with Ms. Sheldon and Ms. Jo MacGugan to discuss neighbor's concerns over the proposed use of her property. Ms. Sheldon assured us that the wild cats were declawed and were confined according to USDA standards. Commissioner comments included obtaining documentation regarding the precautionary measures being taken or proposed to ensure the safety of the neighbors and what kind of inspections are conducted to monitor those measures. Staff will follow up with Ms. Sheldon.
- Barbara Adkins requested leave time Friday morning for pediatric appointment with her children. Confirmed with Commissioners that department head leave request needs to be approved by Commissioners. Will provide Commissioner Ring Erickson with the request.
- Ridge Motorsports Update
Staff spoke to Commissioners about a grading permit application for a potential future racetrack. A grading permit needs to be applied for at the site known as "Ridge Motorsports". Permit may not be issued until ruling from hearing examiner on the special use permit has been received with an approval. Staff was made aware that the applicant had contacted the Commissioners with concerns about the amount of time it is taking for the permit. Staff advised Commissioners that they would contact the representatives from "Ridge Motorsports" and schedule a meeting to address their concerns and assist them getting the permit process started.

10:30 A.M. Public Works - Charlie Butros/Brian Matthews
Commissioners Ring Erickson and Lingle were present. Cmmr. Sheldon was absent.
The following items were reviewed:

- Resolution for the County Road Fund to obtain a reimbursable loan from the Equipment, Rental and Revolving (ER&R) Fund for unforeseen expenses resulting from critical events.
- Request authorization to hire a Project Support Services Manager. Current manager, Rick Hirschberg, will be retiring at the end of July of this year.
- Request authorization to again call for bids for Emulsified Asphalt for the 2011 calendar year. Date and time of opening to be May 25, 2011 at 9:00am. No bids were received at the March 22, 2011 bid opening.
- Discussion of the fuel usage.

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:

- Belfair Sewer project will need interim financing due to anticipated cash flow problems. This will be discussed at the April 19 Finance Committee.
- Utilities will bring forward a request for proposals for engineering services for the "Get Connected" program for the Belfair Sewer.
- Request to hire a temporary employee for the Solid Waste division to fill David Baker's position.

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- A request for proposals for grinder pumps for the Belfair Sewer will be brought forward.

~~11:30 A.M. Parks & Trails – John Keates~~ rescheduled to Tuesday

~~11:45 A.M. Probation Services – Harris Haertel~~ rescheduled to Tuesday
~~BECCA Funding~~

BREAK

1:30 P.M. Stormwater Work Session
Commissioners Ring Erickson and Lingle were in attendance. Commissioner Sheldon was absent. Others in Attendance: Staff members Brian Matthews, Emmett Dobey, Debbie Riley, John Bolender, Mark Core, Barbara Adkins. Consultant team members Randy Young, Henderson, Young & Company; Joe Simmler, Otak, Incorporated; and Melinda Posner, MPC.
Randy Young presented the following:
A 45-minute overview of the document entitled “Funding Strategies for Mason County’s Stormwater Management and Water Resources Program *Technical Memorandum #1A*”, followed by a 15-minute discussion.
Charlie Butros introduced the topic and provided some background per Commissioner Ring Erickson’s request. This is the first time Commissioners have seen this document and they will have time for a more thorough review and discussion. Mr. Young emphasized that we are only looking for first impressions and initial reactions at this stage. A follow-up work session has been scheduled for May 3rd and Commissioner Ring Erickson requested that we also discuss during the Public Works briefing on April 25th. The consultant team will make a presentation to the Stormwater Task Force on April 25th, from 3:00 – 5:00pm.

Tuesday, April 19, 2011

9:30 A.M. Parks & Trails – John Keates

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

- Possible state grant money could be available to the County. Currently both the House and Senate have submitted budgets and negotiations will determine the final amount. Potential is possible for up to \$1,935,450 from House Capital Budget and \$2,312,450 from the Senate Capital Budget. In reality, the amount will be less. More should be known in a couple of weeks.
- John will be presenting two Boating Facilities Grants for Mason County on April 20.
- There will be a Foothills Park Volunteer Day on April 23.
- John attended the Tahuya State Forest Planning Meeting on April 19.
- Ribbon Cutting Ceremony will be May 17 at Mason Lake Park.
- Request to hold a public hearing to implement boat launch fees at Latimers Landing and Mason Lake County Park.
- John informed the Commissioners that the County will need to start considering the funding source for the matching funds for Sunset Bluff Park. Amount is \$80,000.
- John informed the Commissioners that Parks is not able to hire any seasonal park maintenance staff this year for the first time ever and service to the public will be reduced. Most days, the Parks Department is not able to complete the required assigned tasks due to lack of staffing.

9:45 A.M. Probation Services – Harris Haertel

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

- Amendment 3 to the Interagency Agreement IAA10178 with the Administrative Office of the Courts and Mason County Juvenile Court to adjust the maximum reimbursement from \$144,696 to \$142,886 for the BECCA BILL funds. This will be on the May 3 Commission meeting.

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10:30 A.M. Finance Committee
In attendance: Commissioner Lynda Ring Erickson, Commissioner Jerry Lingle, Lisa Frazier, Treasurer; Theresia Ehrich, Auditor's office; Emmett Dobe, Utilities Department; Charlie Butros, Public Works; Vicki Kirkpatrick, Public Health; Dave Loser, ER&R; Ross Gallagher, citizen.

Cmmr. Ring Erickson called the meeting to order at 10:38 a.m. in Commission Chambers.

Emmett Dobe recapped his project financial needs as the following:
\$270,000 by June 1, 2011
\$210,000 by July 1, 2011
\$5 million bond issuance by August 2011
\$2.2 bond refunded by December 2012 when Department of Ecology releases this retainage by project completion.

Discussion and questions followed.

Cmmr. Ring Erickson stated awarding Sales & Use Tax Fund (.09) would be a good use of this revenue. Mr. Dobe stated concern over whether this process would meet his timeline.

Mr. Dobe gave the following outline:
-Obtain funds to pay current bills on the project
-Obtain bond to use proceeds to begin next phase of the project
-December 2011/January 2012 begin collecting revenues from customers
-Have until December 2012 to make the plant operational
-\$750,000 in revenue is delayed due to approval necessary at the federal level

Cmmr. Ring Erickson would like a present recap of the Sales & Use Tax Fund for this year and past year uses.

Meeting adjourned at 10:59 a.m.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

Lynda Ring Erickson
Chair

Tim Sheldon
Commissioner

Jerry Lingle
Commissioner