

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of April 25, 2011

According to staff notes, the following items were discussed.

Monday, April 25, 2011

9:00 A.M.

Auditor's Office – Theresia Ehrich

Commissioners Ring Erickson, Sheldon and Lingle were in attendance.

The following items were reviewed:

- Presented the net asset statement for the Equipment Rental & Revolving Fund.
- Reviewed various special funds. Theresia pointed out the Commissioners can restrict money in the Current Expense fund for a special purpose. There was a discussion of the #113 Fund – Reserve for Courts. This money was established by a transfer from the Current Expense ending fund balance and there has been no activity on the fund. Theresia suggested the money be transferred to Current Expense. She noted there is the Trial Court Improvement Fund that is required by law and the County matches State funds.
- The unemployment bill is \$61,000 for the past quarter, which is higher than anticipated, but it is still projected that the unemployment fund can pay for 4 quarters.
- The summary of the budget status is that the 2011 budget is at \$740,000 more in expenditures than anticipated revenue although the projected revenue is a conservative number. Historically, about \$1 million dollars is not spent in the budget at the end of the year.

9:15 A.M.

Central Operations - Diane Zoren

Commissioners Ring Erickson, Sheldon and Lingle were in attendance.

The following items were reviewed:

- State of the County Address – Tuesday, May 10 and April 27 at North Mason Chamber of Commerce.
- LTAC awards were reviewed. It was noted the culinary loop had actually wanted \$2,000 rather than the \$1,000 they originally applied for. The requests will be placed on the May 3 Action Agenda.
- Resolution extending briefing time to include Wednesdays was presented. There was a discussion of scheduling briefings. Cmmr. Sheldon wants to be certain the public doesn't perceive this as trying to avoid public participation. Cmmr. Ring Erickson noted there are several large projects in process, such as stormwater, that require longer briefing times. Additional briefing time is also necessary during the budget development process and having this additional day places the public on notice that briefings may be scheduled.
- Island Lake Lake Management District renewal. Diane has been contacted by citizens in the area and anticipates a petition being submitted to renew the lake management district. The process is very staff intensive and the goal is to have the process complete by November so it will be on the tax rolls for 2012.

~~9:30 A.M.~~

~~Facilities & Grounds – Mike Rutter canceled~~

9:45 A.M.

Sheriff's Office - Sheriff Salisbury/Undersheriff Barrett

Commissioners Ring Erickson, Sheldon and Lingle were in attendance.

The following items were reviewed:

- Reassignment of a .25 FTE from Police Operations (205) to Traffic Policing (206) for assignment to a chip seal/road use deputy during chip seal season. This can be done with existing authorized budgets.
- Civil Service will be advertising for the replacement of the Finance Manager position.
- Mid-level management position within the Sheriff's Office. In order to anticipate continued growth in the county and policing requirements needed over the next five years, a mid-level leadership position in both the police operations and jail is absolutely necessary. These positions

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would not be new FTE's. The department would convert a Sergeant's position in each division to meet this organizational requirement.

- Inmate medical update was given.
- Belfair Sub-Station. Discussion of the utility hook-up fee. The trustees are to do a clean-up of the parking area and under the building.
- Weapons screening station in the Courthouse is underway today.

10:15 A.M. Department of Community Development – Barbara Adkins/Mark Core
Commissioners Ring Erickson, Sheldon and Lingle were in attendance.
The following items were reviewed:

- Interlocal Agreement for Fire Investigation
Fire District 5 approved the Interlocal Agreement during their April 20 regular District Commission meeting. The agreement is scheduled for approval on the Board's April 26, 2011 Action Agenda. Commissioner questions and comments included:
 - When would the agreement expire
 - Was District #2 in competition for providing services
 - Can the Agreement be extended
 - Removal of the fire marshal vehicle and equipment – temporarily – from DCD budget
 - Building long term relationship with local fire districts
 - Re-evaluation of the fire marshal program and restructuring of its location
- Shoreline Master Program
Discussion of placement of public hearing to consider Public Participation Plan on the Board's Action Agenda. Two hearing date options were discussed, including an evening meeting. Board did not feel an evening hearing was necessary as they generally receive more attendance during their regularly scheduled day time meetings. Commissioner questions and comments included:
 - Provide document that shows what currently exists together with what is proposed for change that is available to the public; perhaps on the website
 - Place the League of Women Voters under a category other than government that would be a better fit
 - Add local community clubs and associations to the list of potential participants
- Budget Amendment
On the Board's Action Agenda for April 26 is a public hearing for a Budget Amendment. This amendment is associated with the funds received from the Washington Rural Development Loan Fund Grant and disbursed to Ms. Deborah Wallace.
- Koloski Dock – follow up with Grace on this issue.
- Tahja House – Brian Matthews and Mark Core made a visit to this site. A formal write up of Brian's findings and conclusions will be forthcoming.
- Fee Comparisons – prepare comparisons of department fees with neighboring jurisdictions; annual revenue comparisons as well.

10:30 A.M. Public Works - Charlie Butros/Brian Matthews
Commissioners Ring Erickson, Sheldon and Lingle were in attendance.
The following items were reviewed:

- Authorize Bob Deans as our Microsoft Software Coordinator with Washington State Dept of Information Services.
- Post for Quotes/Telephone Bid procedure to purchase metal decking to repair the bridge decking on the Public Works temporary bridge. The estimated cost is under \$20,000.
- Hearing to consider the application of Jack Johnson/North Ridge Properties, LLC for a Private Line Utility Occupancy Permit to construct, operate, and maintain 1" water line for water distribution for a 2-party well and water system between tax parcels 22330-50-00023 and 22330-50-00033. Located on both sides of 1761 NE Tahuya Blacksmith Road.
- Bid Award to Bruch & Bruch Construction out of Port Angeles, WA in the amount of \$264,846.00 for County Road Project 1874 Shelton Matlock Road Safety project.
- Comcast Government Access Channel.
- Stormwater presentation follow-up.

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~~11:00 A.M. Utilities & Waste Management – Emmett Dobey~~ rescheduled to Tuesday, April 26 @ 2:30 p.m.

11:30 A.M. Closed Session – RCW 42.30.140 (4) – Labor Discussion
Commissioners Ring Erickson, Sheldon and Lingle met with Karen Jackson, Human Resources Director, from 11:35 a.m. to 12:05 in Closed Session for a labor discussion.

BREAK

1:30 P.M. Health Services – Vicki Kirkpatrick
Commissioners Ring Erickson, Sheldon and Lingle were in attendance.
The following items were reviewed:

- Vicki Kirkpatrick briefed the Board on the potential impacts of public health funding reductions contained in the 2011-2013 State Budget proposals.
- Briefed the Board on 2012 funding challenges for the Water Quality Program.
- Discussed the Joint Board of Health meeting with the Thurston County Board of Health.

2:00 P.M. Closed Session – RCW 42.30.140 (4) Grievance Discussion
Commissioners Ring Erickson, Sheldon and Lingle met with Karen Jackson, Human Resources Director, from 2:00 p.m. to 2:35 p.m. in Closed Session to discuss a grievance.

Tuesday, April 26, 2011

2:30 P.M. Utilities & Waste Management – Emmett Dobey
Commissioners Ring Erickson, Sheldon and Lingle were in attendance.
The following items were reviewed:

- Solid Waste
On the May 3rd agenda there will be awards for the request for proposals for bio-solids and scrap metal.
Public hearing on May 3 to approve amendments to the Solid Waste Mng Plan. Amendments to Chapter 3 (recycling) and the incorporation of the Hazardous Waste Mng Plan as Chapter 7.
Discussed temporary lead pay for a staff person.
- Hoodspout/Potlatch/Skokomish Sewer. Discussed rescheduling the joint meeting with Skokomish Tribe that was scheduled on March 21.
- Discussed the scope of work for the coordinated water system plan.
- Human Society will make a presentation during Utilities May 2 briefing time.
- Security cameras in Building 3 were discussed.
- Emmett will be meeting with Dr. Peterson's Belfair group on 4/28 to discuss sewer connections.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

Lynda Ring Erickson
Chair

Tim Sheldon
Commissioner

Jerry Lingle
Commissioner