

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Week of May 9, 2011

According to staff notes, the following items were discussed.

Monday, May 9, 2011

- 8:30 A.M. Charles Lane briefing – Indigent Defense
Commissioners Ring Erickson, Sheldon and Lingle were in attendance.
- Charles Lane briefed the Board on the three proposals that have been received for indigent defense. Due to the cost, Mr. Lane will work with Human Resources to create a job description for a new a position to manage indigent defense. The information will be brought back at a later briefing.
- 9:00 A.M. Auditor's Office – Theresia Ehrich
Commissioners Ring Erickson, Sheldon and Lingle were in attendance.
- Judge Sheldon was also in attendance and the briefing discussion centered on the Trial Court Improvement Fund.
- 9:15 A.M. Parks & Trails Department – John Keates & Facilities & Grounds - Mike Rutter
Commissioners Ring Erickson, Sheldon and Lingle were in attendance.
The following items reviewed:
- Staff discussed the options if the Parks & Facilities Departments were combined. Mike Rutter offered to work on a part-time basis for the county following his retirement to assist with the transition of the Facilities Department.
 - Mike Rutter received permission to call back Teri Myers effective May 16 due to Linda Anderson (Maintenance I) retiring the end of May.
 - Ken Dobey will be making a presentation at the Criminal Justice Working Team on home monitoring.
- 9:30 A.M. Executive Session – RCW 42.30.110 (1) (g)
Commissioners Ring Erickson, Sheldon and Lingle met with Tim Whitehead, Deputy Prosecuting Attorney, in Executive Session from 9:30 a.m. to 10:15 a.m. on a personnel issue.
- 10:15 A.M. Health Services – Vicki Kirkpatrick
Commissioners Ring Erickson, Sheldon and Lingle were in attendance.
The following items reviewed:
- Brief overview of the status of the complaint in the Riverhill subdivision. A group of county representatives met on April 22, 2011 to discuss what each department was doing, could do and could not do. Representatives from the homeowners association requested a meeting and were informed of the date and time of this briefing. Neither showed up in person. One of them, Katie Lagner, spoke with Commissioner Sheldon on Friday. There is progress on the situation: a 20 yard dumpster was completely filled and hauled away. The homeowners do not have the funds to have another dumpster at this time. Notable improvement was noted by Environmental Health (EH) staff although the property is not cleaned up. A ticket was issued on April 22 because they did not meet their timeline for cleanup of the solid waste. A new onsite septic system is required because the current system is failing. Amanda Reynolds spent an hour on Friday helping the owner through the paperwork for the USDA funding available for the funding for the repair. Commissioner Lingle and Chief Deputy Prosecuting Attorney, Tim Whitehead noted Amanda's efforts and how she has gone above and beyond in her assistance to the property owners to achieve compliance.
 - It was announced that the food handlers' class is now available on-line and we are currently in a soft start. A problem roster is being kept at the front counter for questions and issues to go back to the technical folks at Tacoma Pierce. Mason County keeps \$7 of the \$10 collected for the card. The balance goes to support and maintenance of the system.
 - Dr. Jan Newton's report is available describing the work completed through the Hood Canal Dissolved Oxygen Project. Tom Eaton informed Commissioner Ring Erickson and Debbie Riley at the Earth Day on Oakland Bay celebration that a report would be coming out from EPA and Washington State Department of Ecology in response to some of the conclusions reached by Dr.

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Newton's team and their work. That report has not been released, but will be the topic of a future briefing.

- The Commissioners received a letter from the consultant for the WRIA 16/14b Planning Group. It outlined the group's prioritization of sites in need of sanitary facilities for recreational users. The county owned property at Menard's Landing was in the group of highest priority sites. Park Director, John Keates, has talked to the commissioners and EH manager about the possibility of a vault toilet at the site.
- The Public Health Director requested permission to utilize the funds remaining in the Mental Health Fund (approximately \$42,000) to cover the cost for the Consultant to be hired to manage the process and write the final report on the Sales and Use Tax for Mental Health, Substance Abuse and Therapeutic Courts. Additionally, she requested that the health department be reimbursed from this fund for the time the Public Health Director spends on this as well. The Commissioners gave their approval for the use of the funds for these purposes. Director Kirkpatrick stated that the health department will follow up with the Auditor's office to find out what is necessary for this to happen.

Cmmr. Sheldon left to attend the legislature.

10:15 A.M. Department of Community Development – Barbara Adkins
Commissioners Ring Erickson and Lingle were in attendance. Commissioner Sheldon was absent. The following items were reviewed:

- Tahja Residence
Provided Commissioners Ring-Erickson and Lingle with Memorandum from Brian Matthews summarizing his visit to the Tahja residence with Mark Core. Mr. Matthews previously provided a copy of this Memorandum to Commissioner Sheldon. No specific comments or concerns were received from the Commissioners, and staff will be working with Environmental Health and the Prosecuting Attorney's Office on the County's options for proceeding at this point.
- Job Descriptions
In follow up to a briefing held on Wednesday, May 4, 2011 wherein organizational restructuring was discussed, copies of job descriptions for all exempt positions within the Department were provided. Commissioners had no specific questions or comments.

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:

- News Release for National Public Works Week – May 15th – May 21st will be on the agenda.
- Local Agency Federal Aid Project Prospectus for the County Run-Off and Intersection Safety Road Projects -2010 County Road Safety Program- (CRP 1951-1958).
- Bid award to for the two used Gradall XL4100 Series 3 excavators for Public Works.
- County Road Projects 1961, Purdy Cut Off Road – Estimated Cost \$15,000 and County Road Project 1962, Old Belfair Highway – Estimated Cost \$30,851 are projects from the December 2010 storm that will be funded through Federal Highway Administration (FHWA). Waiting for confirmation of funding.
- Jean Springer letter was discussed and staff will follow up.
- Comprehensive Emergency Management plan will include the City of Shelton.

11:00 A.M. Utilities & Waste Management - Emmett Dobey
Commissioners Ring Erickson and Lingle were in attendance. Commissioner Sheldon was absent. The following items were reviewed:

- The bio-solids contract award may need to be amended.
- The Ecology meeting for Johns Creek will be at the Civic Center
- There may be a future need for a septic pumper for the Utilities Department.

11:15 A.M. Finance Committee
Members in attendance: Cmmr. Lynda Ring Erickson, Cmmr. Jerry Lingle, Lisa Frazier, Treasurer and Karen Herr, Auditor. Others in attendance: Emmett Dobey, Utilities & Waste Mng., Alan Dashen and his associate, and Jane Rouch.

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Cmmr. Ring Erickson called the Finance Committee meeting to order at 11:17 a.m. in the Commissioner Chambers.

Alan Dashen, with A. Dashen & Associates, presented the Belfair Wastewater Project Financing Plan and Recommendation. Issuance of a bond has increased to the amount of \$6.225 million (\$4,100,000 without reimbursable grants and \$2,030,118 with reimbursable grants).

Discussion ensued regarding the grant reimbursement options, structuring options, security bond structure, the county's rating, and type of sale. There are two types of sales, utilizing an underwriter that sells bonds - or utilizing the option of competitive sales - Mr. Dashen recommended the latter.

The bond sale is planned for the first couple weeks in August. Cmmr. Ring Erickson thanked Alan Dashen for his financial update and looks forward to working with him and Ms. Frazier on securing a bond for the Belfair Wastewater Project.

11:45 A.M. Superior Court – Judge Sheldon
Commissioners Ring Erickson and Lingle were in attendance. Commissioner Sheldon was absent. The following items were reviewed:

- Amendment to the County Court Commissioner Agreement with the Department of Social and Health Services for IV-D Funding. This extends the period of performance for another five years to June 30, 2016. The amendment will be placed on the May 17 agenda for approval.

NOON Executive Session RCW 42.30.140 (1) (g)
Commissioners Ring Erickson and Jerry Lingle met in Executive Session from noon to 12:40 p.m. with Karen Jackson, Human Resources, on a personnel matter. Cmmr. Sheldon was absent.

1:30 P.M. Committee of the Whole
Commissioners Ring Erickson and Lingle were in attendance. Commissioner Sheldon was absent. The following items were reviewed:

- Visitor's Badges
- Calendar & GPS Tracking Options for Employee Safety
- Phone Text Message Notification to Cell Phones
- Tracking Staff Time for EDC Requests
- Budget Follow-Up Discussion
- Next meeting date is June 13, 2011

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

Lynda Ring Erickson
Chair

Tim Sheldon
Commissioner

Jerry Lingle
Commissioner