

## BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of June 6, 2011

According to staff notes, the following items were discussed.

Monday, June 6, 2011

9:00 A.M.

Central Operations - Diane Zoren

Commissioners Ring Erickson and Lingle were in attendance. Cmmr. Sheldon joined the briefing at 9:10 a.m.

The following items were reviewed:

- A Closed Session has been scheduled on Wednesday, June 29 for two Step 3 Grievance Hearings (Hargraves & Fire Marshal) from 9 a.m. to noon.
- DSHS General Terms & Conditions agreement needs approval. This agreement governs individual program agreements between the county and DSHS. The Board agreed to place it on the Action Agenda.
- Employee service awards will be on July 27 rather than July 20 at 2 p.m. at the Colonial House.
- Cmmr. Lingle will be out of town the week of June 13. Cmmr. Ring Erickson and Sheldon will attend the briefings and Commission meeting.
- Cmmr. Ring Erickson brought up the complaint that District Court submitted regarding the mess from the Courthouse remodel project. There is a concern of damage to equipment and the dust. Cmmr. Lingle stated he did visit the site and it appears to be cleaned up.
- The Commissioners agreed a policy is necessary requiring employees to wear their ID badges during work hours. They asked Diane to refer this to Human Resources for a change to the personnel policies.
- The Commissioners agreed to notify Theresia to include the indirect rates she submitted with the 2012 budget instructions.
- The Commissioners asked that an ER&R briefing be scheduled to give instructions to Mr. Loser in the preparation of the 2012 ER&R rates.
- A thank you letter to Mary Jo Cady will be prepared for her participation the Workforce Development Council. A news release will be issued to fill the vacancy.
- Cmmr. Ring Erickson asked that Human Resources contact the PERS 1 and PERS 3 employees who may be impacted by the new rules for early retirement.
- Cmmr. Ring Erickson asked Human Resources to review the proposed job description that has been prepared combining Parks & the Facilities & Grounds Manager positions.
- Cmmr. Sheldon brought up placing a 6-month moratorium on new marijuana dispensaries because the state law will change July 1. He is concerned Mason County could be a magnet for new businesses coming into Mason County. Cmmrs. Ring Erickson and Lingle stated they would like to first check with the Prosecuting Attorney and the Sheriff before enacting a moratorium.

9:30 A.M.

Closed Session – RCW 42.30.140 (4) Labor Discussion

Commissioners Ring Erickson, Sheldon and Lingle met with Karen Jackson, Human Resources, and Sheriff Salisbury and Undersheriff Barrett in a Closed Session from 9:30 a.m. to 9:45 a.m. to discuss a labor issue.

~~9:15 A.M.~~ 9:45 a.m. Human Resources – Karen Jackson

Commissioners Ring Erickson and Lingle were in attendance. Cmmr. Sheldon joined the briefing at 9:10 a.m.

The following items were reviewed:

- Safety Training: Risk Management, working in conjunction with staff in the Sheriff's Office, is able to ensure employees are receiving training in First Aid, CPR, Blood-Borne Pathogens, and Defibrillator usage.

Board of Mason County Commissioners' Briefing Meeting Minutes  
Week of June 6, 2011

- Safety Committee: In the absence of employee nominees to the County's Safety Committee, HR will request that each department head appoint an employee to serve approximately 1 hour per month on the committee. This topic will be added to the COW agenda for June 13.
- Employee Grievances: To assist the Commissioners in proceedings relative to employee grievances brought before them (per provisions in a labor contract), HR recommends that clerical assistance be provided for note taking on their behalf. The Commissioners recommended Shannon Goudy, given her position as Clerk of the Board.
- Job Classifications: HR recommends that to ensure all newly created job classifications and/or critical modifications to existing job classifications (e.g. change in title, salary range, and significant changes in duties) are addressed, they be adopted by county resolution.

~~9:45 A.M.~~ 9:55 a.m. Facilities & Grounds – Mike Rutter

Commissioners Ring Erickson, Sheldon and Lingle were in attendance.

Mike informed the Board he would be removing his name from the various accounts in his department in preparation for his retirement.

10:00 A.M. BREAK

10:15 A.M. Department of Community Development – Barbara Adkins

Commissioners Ring Erickson, Sheldon and Lingle were in attendance.

The Belfair Water District #1 Proposed Annexation was reviewed.

- Discussion concerning public hearing scheduled for June 7, 2011 to consider Resolution 11-05 received by the Board from Belfair Water District. The Resolution and included materials from the District asks the Board to consider annexation of four parcels owned by Riverhill Properties LLC and Blue Star Properties LLC. Tim Whitehead was asked to attend this briefing to address some specific questions of the Board. These questions included whether or not the Board should consider any ongoing issues regarding a previously denied annexation request from February of 2010 or if these issues could or should prevent them from taking formal action on the current proposal. Additionally, Board comments and questions included citizen concerns the denial of previous annexation and public notification process, and legalities of the District's Resolution as to format or content. Mr. Whitehead was asked to attend the public hearing to assist the Board with any specific questions regarding the County's role in the annexation process.

10:30 A.M. Public Works - Charlie Butros/Brian Matthews

Commissioners Ring Erickson, Sheldon and Lingle were in attendance.

The following items were reviewed:

- Fuel agreement with Fire District #6.
- Authorize Bob Deans as our Adobe Software Coordinator with Washington State Dept of Information Services.
- Upcoming Clean Water Public Meetings:
  - Tuesday, June 7, 12:00-2:00 p.m. - Mason County Public Works
  - Wednesday, June 8, 5:30-7:30 p.m. - Hoodspout Fire Hall
  - Thursday, June 9, 5:30-7:30 - Theler Community Center

11:00 A.M. Treasurer – Lisa Frazier

Commissioners Ring Erickson, Sheldon and Lingle were in attendance.

- Ms. Frazier requested the Board place a resolution on the agenda authorizing the County Treasurer to designate certain expenditures for potential reimbursement from bonds that may be authorized and approved for issuance by the Commissioners. This resolution is required to meet IRS guidelines for expenditure reimbursement by bond proceeds.

Board of Mason County Commissioners' Briefing Meeting Minutes  
Week of June 6, 2011

- 11:10 A.M. Parks & Trails – John Keates  
Commissioners Ring Erickson, Sheldon and Lingle were in attendance.  
The following items were reviewed:
- The tour of county parks will be rescheduled.
  - John will be attending a complete streets workshop on June 9 and will be in Baltimore from June 13-17 for the Mason County Achieve Grant.
  - Highlighted the grant awards for Mason County, at present about 1.6 million dollars with potential for over 2 million.
  - John asked Commissioners about interest in looking at using REET revenues for Parks M and O.
  - John informed the Commissioners he will not be present for the June 14 meeting when the Boat Launch Fees will be revisited and he asked if they would like to continue the meeting. Commissioners said they would rather hear testimony on June 14 and take action.
  - An intern from CWU will be starting during late July.
  - Requested approval to begin the process to get the matching money for the Sunset Bluff Park acquisition. Commissioners first want to rectify and revisit two resolutions that dealt with the proceeds of surplus property from Mason Lake park property.
  - A MOU for a geocache location has been prepared for Jacoby Park.

11:30 A.M. BREAK

- NOON Elected Officials  
Commissioners Ring Erickson, Sheldon and Lingle were in attendance.  
The following items were reviewed:
- Continued discussion on ways to save the county money other than staff reductions. There was discussion of updating the travel policy to include criteria on the distance that would be required of the meeting/training before an overnight stay is permitted.
  - Discussion of scheduling briefings with the Commissioners. The Commissioners are willing to brief when there is new information to be discussed.
  - District Court brought up documenting expenses that staff has paid for out-of-pocket to be used during the budget process.
  - Sheriff's office brought up public disclosure requests (PDR) from county employees and tightening the language on requests from employees. The Commissioners cautioned that employees couldn't be treated differently than the general public when making a PDR.
  - Non-representative employees' step increases are still frozen due to budget constraints.
  - The next meeting date for an elected officials briefing is July 12 @ noon.

Tuesday, June 7, 2011

- 11:00 A.M. Utilities & Waste Management – Emmett Dobey  
Commissioners Ring Erickson, Sheldon and Lingle met with Emmett Dobey, Michael Dorcy, Prosecuting Attorney and Tim Whitehead, Chief Deputy Prosecuting Attorney, in Executive Session on a possible litigation matter from 11:00 a.m. to 11:40 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