

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of June 13, 2011

According to staff notes, the following items were discussed.

Monday, June 13, 2011

- 9:00 A.M. Prior to the scheduled briefings at 9:00 a.m. Commissioner Ring Erickson acknowledged there may be people in the audience wishing to speak to the 1/10th of 1% Sales and Use Tax for Mental Health, Substance Abuse, and Therapeutic Courts. Commissioner Ring Erickson stated that several people asked if they could come and speak and that she has received several emails in support of implementing the program. Two people spoke of the need for additional mental health and substance abuse services in Mason County.
- 9:10 A.M. Auditor's Office – Theresia Ehrich
Commissioners Ring Erickson and Sheldon were in attendance. Commissioner Lingle was absent.
- Reviewed May financials and answered questions.
 - Current Expense (CE) revenues are flat at \$11 million through May the last five years.
 - Sales tax up 3% from last year.
 - 2010 Mason County Annual Report on county web site.
 - 2010 MD&A reflects an increase to 58% from 50% of the CE annual budget for Judicial and Public Safety expenditures.
 - Commissioners stated that the 2011 indirect allocation percentage of 17.26% to be utilized for 2012 central service rate with 3% reduction for Public Works, Public Health, and Utilities (direct payment of their insurance premiums, SAO bills, and litigations).
 - Provided copy of House Bill 1953 on REET tax uses and update on fund balance and encumbrances/obligations.
 - Provided update on Sales & Use Tax Fund balance as of 6/7/2011 and encumbrances.
 - Department of Revenue provides boxes of receipts to Treasurer's office monthly.
 - Provided a five-year comparison of revenues & expenditures for the Public Defense/Indigent Defense program.
 - Discussion on providing space for public defense program facilitator. Theresia reminded the Commissioners of the state auditors coming anytime who will need a locked space to utilize for months due to facilitating concurrent audits.
 - Reported eight employees other than Sheriff's Department that utilize take-home vehicles from the ER&R fleet.
 - Reserve for Leave Fund utilized for Current Expense fund employees only. The resolution numbers were provided on the surplus property/Mason Lake issue.
 - Belfair Wastewater project has utilized \$7 million in loans to date (2.8-3.1% interest) not including one on agenda 6/14/11, \$24 million in loans, and \$2,280,000 in rural sales & use tax awards (800,000 still to be used).
- 9:30 A.M. Central Operations - Diane Zoren
Commissioners Ring Erickson and Sheldon were in attendance. Commissioner Lingle was absent.
- Accrued Leave Fund – a revised resolution was distributed correcting the Exhibit A so it has items “A through E”. The Commissioners requested Diane schedule a briefing to discuss the fund. Cmmr. Ring Erickson has concerns with the funding goals and Cmmr. Sheldon had questions on leave accumulation. Theresia Ehrich and Karen Jackson will be invited to the briefing.
 - Revised Comprehensive Economic Development Strategy (CEDS) list was distributed for the Board's review.
- 9:45 A.M. Health Services – Vicki Kirkpatrick
Commissioners Ring Erickson and Sheldon were in attendance. Commissioner Lingle was absent. The following items were reviewed:
- June 30, 2011 Joint Board of Health Meeting with Thurston County – Health Department staff will prepare the motion to cancel the June 28, 2011 regular Board of Health meeting and reschedule it to June 30th and note the location change from Commission Chambers to Mason General Hospital.

Board of Mason County Commissioners' Briefing Meeting Minutes
Week of June 13, 2011

- Staff requested that the June 28th continuation hearing on the 1/10th of 1% Sales and Use Tax for Mental Health, Substance Abuse, and Therapeutic Courts be further continued to September 20, 2011 to allow for the community process to occur and for the advisory committee to have time to prepare recommendations for the County Commissioners.
- Staff reported that Vibrio has been found in Hood Canal 9, which is located at the far end of Lynch Cove and ends at an imaginary line drawn across the canal from Stinson Creek to Sunset Beach.
- Housing Options for People living With Aids (HOPWA). The Longview Housing Authority needs the County's agreement to bring HOPWA funds into Mason County. The funds are managed by the Shelter and they provide short term housing assistance for people living with AIDS.
- The Health Department may have two retirements in 2012, but have not yet received anything in writing from the employees.
- Commissioner Tim Sheldon asked for updates on the abatement of the Tahja property and the status of the solid waste and on-site complaints on the Riverhill property. Staff was directed to provide the updates and to be prepared at each Board of County Commissioner meeting to speak to the most current status of the two properties. He also asked that the health department and the building department work together to determine whether or not there needs to be a change in state law that would facilitate quicker resolution to violations.

10:15 A.M. BREAK

10:30 A.M. Department of Community Development – Barbara Adkins
Commissioners Ring Erickson and Sheldon were in attendance. Commissioner Lingle was absent. The following items were reviewed:

- Fire Investigation
Item on June 14, 2011 Action Agenda authorizing the extension of fire investigation services from Fire District 5 through July 31, 2011.
- Department Direction
Provided Commissions with brief outline of proposed changes within the Department. These include appointing a single Director and removing managers, reinstate one lead position in Building 3, reduce/remove Fire Marshal budget, transitioning Fire Marshal position to a Fire Marshal Program, relocation of entire staff, utilizing contracted Building Official, and the addition of 1 FTE for Code Enforcement. Financial analysis of proposal to be provided by end of week.

10:45 A.M. Public Works - Charlie Butros/Brian Matthews
Commissioners Ring Erickson and Sheldon were in attendance. Commissioner Lingle was absent. The following items were reviewed:

- News release for the chipseal and road striping of County Roads in the months of July and August.
- Set a hearing date with the Hearing Examiner for Road Vacation Number 376, Portion of Kaufman Road (Plat of Allyn) for August 9, 2011.
- Interlocal agreement with the City of Shelton for DEM to provide Emergency Management Service.
- Reimbursement agreement with Fire District 2 for the fabrication of signs during the 2011 calendar year.
- Purchase a replacement financial system (Munis) and authorize the Chairperson sign a contract with Tyler Technologies, Inc. for the software and installation services.
- Authorize the transfer of surplus county vehicle #28, a Ford Crown Victoria to Fire Protection District #6, Union, WA at no cost for training use.
- Hearing for the Hood Canal Communications Cable TV Franchise renewal.
- Bid award to for Gradall Excavators for Public Works will be at the June 28th meeting.
- Bid award to Kamin Excavation, LLC out of Shelton, WA in the amount of \$340,907.75 for the clearing and grubbing phase of County Road Project 1379-2, Grapeview Loop Road.
- Next week's briefing discussion topic for ER&R Rates.
- Hood Canal Communications newsletter for rate changes.

Board of Mason County Commissioners' Briefing Meeting Minutes
Week of June 13, 2011

- 11:15 A.M. Utilities & Waste Management - Emmett Dobey
Commissioners Ring Erickson and Sheldon were in attendance. Commissioner Lingle was absent.
The following items were reviewed:
- The June 14 agenda items were reviewed.
 - A contract extension with Harris & Associates may be need for LEED certification for the Belfair sewer project.
- 11:30 A.M. Facilities & Grounds – Mike Rutter
Commissioners Ring Erickson and Sheldon were in attendance. Commissioner Lingle was absent.
The following items were reviewed:
- Courthouse update for Phase I and Phase II. Change orders will be forthcoming.
 - Call for bids for the Jail Intercom system and Jail generator transfer switch will be on the June 21 agenda. This will be funded from REET 1 monies.
- 1:30 P.M. Committee of the Whole
Commissioners Ring Erickson and Sheldon were in attendance. Commissioner Lingle was absent.
The following items were reviewed:
- Follow up on Safety Issues
Employee ID Badges – staff was reminded that everyone should be wearing their employee ID badges. Public Works can issue new badges, as needed.
Security Cameras – Building 1 will have security cameras installed as soon as a new fiber optic line is installed. This will have video and audio capabilities.
Status of Computer Alert – the initial computer alert test didn't work. Dave Loser is working with the computer company.
Key access was discussed.
 - Safety Committee – Karen Jackson, Human Resources Director, will work on coordinating the existing safety committees.
 - Training Needs – Karen Jackson reported there was very little response to her inquiry for training needs. The largest need appears to be interpersonal training for staff.
 - Vacation Leave Policy – staff is encouraged to use vacation leave so there are not large accumulations of leave.
 - Electronic Calendar Policy – Barbara Adkins & Vicki Kirkpatrick distributed a draft policy for electronic calendar use. This will be further discussed at the July COW meeting.
 - Next COW meeting date is Tuesday, July 12, 2011.

Tuesday, June 14, 2011

- 11:00 A.M. Risk Pool Annual Review
Cmmr. Lynda Ring Erickson and Cmmr. Tim Sheldon were in attendance. Mike Dorcy, Tim Whitehead, Karen Jackson, Vicki Kirkpatrick, and Dawn Twiddy were also in attendance.
- Vyrle Hill, Executive Director and David Goldsmith, Member Services Manager, gave a PowerPoint presentation to the Commissioners. The PowerPoint covered what the Risk Pool is and how it serves its members. The 2010 Washington Counties Risk Pool Annual Report was presented along with specific information regarding Mason County and the number of claims since becoming a member of the Risk Pool in 1988 and comparison data with the other member counties.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

Lynda Ring Erickson
Chair

Tim Sheldon
Commissioner

Jerry Lingle
Commissioner