

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of June 20, 2011

According to staff notes, the following items were discussed.

June 20, 2011

9:00 A.M.

Central Operations - Diane Zoren

Commissioners Ring Erickson, Sheldon and Lingle were in attendance.

The following items were reviewed:

- 2012 Preliminary Budget Instructions. Questions supplied by the Auditor's Office were given to the Commissioners. Theresia Ehrich will review them at her briefing on June 27th so she can include in the 2012 budget instructions. Commissioners Sheldon and Ring Erickson commented it would be difficult to answer some of the questions without having revenue projections.
- Diane will circulate the .09 funding request for 2012 funding for Oakland Bay.
- Green Diamond is requesting individual appointments with the Commissioners.
- The recording equipment has been having mechanical problems and the replacement cost is \$5,000. There is no money available in the Technology Fund. Diane will submit a request in the 2012 budget process. The Commissioners asked that Diane check with Robyn Lockwood in Superior Court to compare with equipment they were looking at for the courtrooms.
- Cmmr. Ring Erickson updated the Commissioners on Hood Canal Coordinating Council business.

9:10 A.M.

Probation Services – Harris Haertel

Commissioners Ring Erickson, Sheldon and Lingle were in attendance.

The following items were reviewed:

- Reviewed the Family Functional Therapy contract that will be placed on an agenda for approval.

9:15 A.M.

Human Resources – Karen Jackson

Commissioners Ring Erickson, Sheldon and Lingle were in attendance.

The following items were reviewed:

Follow Up Item:

- Public Defense Administrator: Consultant Charles Lane, along with Robyn Lockwood and Patsy Robinson from Superior and District Court, respectively, participated in a follow-up discussion regarding the development of a new job classification. Since it takes an act of the BoCC to establish any job classification, HR will take the lead in any follow up activities, such as finalizing the job description and development of a new Public Defense department.
 - Finalization of job classification descriptions for Community Development Director and Parks and Facilities Director shall be completed by Human Resources by week's end.
- New Items:
- HR Brown Bag: First 'brown bag' meeting held on June 9 as follow up to Risk Pool training on Performance Evaluations. Seven individuals attended in addition to staff from Human Resources. Positive feedback received and interest generated around ongoing meetings. The next HR Brown Bag is planned for August on the subject of the Family Medical Leave Act.
 - Department Head Evaluations: The Commissioners requested HR prepare for Department Head evaluations to occur by October 1, 2011. Also requested HR notify departments of expectation to complete staff evaluations, as well.

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- 9:40 A.M. Facilities & Grounds – Mike Rutter
Commissioners Ring Erickson, Sheldon and Lingle were in attendance.
The following items were reviewed:
- Mike will be using his personal holidays and vacation time next week.
 - A call for bids will be on the agenda for the jail intercom and generator transfer switch.
- 9:50 A.M. Mason County Shelter – Debra Nielsen
Commissioners Ring Erickson, Sheldon and Lingle were in attendance.
The following items were reviewed:
- A letter of support for a grant for relocation of the homeless shelter.
- 10:15 A.M. Department of Community Development – Barbara Adkins
Commissioners Ring Erickson, Sheldon and Lingle were in attendance.
The following items were reviewed:
- Belfair Water District #1
New Resolution received from Belfair Water District #1 requesting the County's approval of four parcels for annexation. Staff placing on Board's June 21, 2011 Action Agenda a request to set a public hearing to consider the annexation on July 12, 2011. Email request received from the District asking if the Commissioners had any issue with current format of Resolution prior to public hearing. Commissioners would not comment or discuss the Resolution and stated that doing so could violate the Appearance of Fairness Doctrine.
 - Other Business
Commissioner Sheldon expressed an interest in making updates to the County Resource Ordinance as it pertains to regulating critical areas. This would include reviewing our current language addressing the removal of danger trees and requirements for geotechnical reports in landslide hazard areas
- 10:30 A.M. Public Works - Charlie Butros/Brian Matthews
Commissioners Ring Erickson, Sheldon and Lingle were in attendance.
The following items were reviewed:
- Revised Interlocal Agreement for work, supplies and equipment between Mason County, Mason Transit, Shelton School District and the Port of Shelton.
 - Supplemental Agreement #2 with NW Hydraulics for an additional \$3,000 for County Road Project 1941, Shelton Matlock Road – Coffee Creek bank stabilization project. The agreement currently has a maximum of \$20,000.
 - Recommend bid award for one used Gradall XL4100 series 3 to Finkbinder Equipment Co., of Burr Ridge, IL. Cost \$239,000 plus tax.
 - Recommend bid award to Tyonek Construction Group out of Belfair, WA in the amount of \$92,489 for the to repair and stabilization of the slide area on the North Shore Road at approximately Milepost 18.04 from the December 2010.
 - Cascade Land Conservancy property transfer
 - Update on negotiations
 - Capital Hill Road
 - Skokomish Flood Control Zone District (Resolution 15-81)
- 11:00 A.M. Equipment Rental & Revolving (ER&R) Manager – Dave Loser
Commissioners Ring Erickson, Sheldon and Lingle were in attendance.
The following items were reviewed:
2012 RE&R rates were discussed. Brief sheet attached. Vehicle rates were suggested at minimal cost, depreciation, operating cost and overhead that did not consider replacement funds, and a "should be" rate that would recover from below cost funding. No conclusion on rates for 2012.

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- 11:30 A.M. Utilities & Waste Management - Emmett Dobey
Commissioners Ring Erickson, Sheldon and Lingle were in attendance.
The following items were reviewed:
- Hearing for connection charges will be July 12 and there are options to consider.
 - Bid award for retention pond on June 21 agenda.

~~11:45 A.M. Parks & Trails John Keates canceled~~

Tuesday, June 21, 2011

Commission Chambers

- 11:00 A.M. Courthouse Weapons Screening Update
Commissioners Ring Erickson and Lingle were in attendance. Commissioner Sheldon was absent.
Tom Haugen presented a report for the period of April 25 through June 14, 2011 of the weapons screening process in the courthouse.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

Lynda Ring Erickson
Chair

Tim Sheldon
Commissioner

Jerry Lingle
Commissioner