

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of July 11, 2011

According to staff notes, the following items were discussed.

Monday, July 11, 2011

9:00 A.M. Auditor's Office – Theresia Ehrich
Commissioners Ring Erickson, Sheldon and Lingle were in attendance.
The following items were reviewed:

- June financial statements.
- REET 1 Fund recap.
- Unemployment bill and allocation rate for 2012.
- ER&R State Auditor Office guidelines.

~~9:30 A.M. Economic Development Council – Matt Matayoshi canceled~~

9:45 A.M. Health Services – Vicki Kirkpatrick
Commissioners Ring Erickson, Sheldon and Lingle were in attendance.
The following items were reviewed:

- The Director and Environmental Health Manager discussed cost recovery basis in fee-based programs. Should there be 100% cost recovery including departmental and county overhead or something less than that? Historically, environmental health (EH) fees have covered all direct costs (except complaint investigation or disease investigation) and the EH division overhead. However, department and county overhead have been subsidized by county dollars appropriated to the health department. Staff will bring forward for Board review fees at the 100% cost recovery level, where they are currently, and the fees charged by other nearby counties.
- The Director asked about several county charges and the rationale behind them and to raise a couple issues of concern. The Director will follow up with appropriate staff to get the answers.

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 following items were reviewed:

- Historic Preservation Commission
News release announcing vacancies on the Historic Preservation Commission. Request to place approval of Kamilchie Cemetery on Mason County's Historic Register for Board's July 19, 2011 Action Agenda.
- Fire Chiefs Presentation
District Fire Chiefs presented a proposed model to Commissioners for providing fire investigation services to the County. Jeremy Hicks of Mason County Fire District #2 presented a PowerPoint handout the proposed program and answered Commissioner questions. Dave Salzer, retired City of Shelton Fire Chief, also spoke on behalf of the program and in support of a joint effort between the districts and the County. Commissioners will consider the proposal and a future Interlocal Agreement.

10:45 A.M. Public Works – Charles Butros/Brian Matthews
Commissioners Ring Erickson, Sheldon and Lingle were in attendance.
The following items were reviewed:

- Request authorization to repair equipment #620, a 2007 Volvo L45B wheel loader as a Sole source purchase to Clyde West of Kent, WA, the Volvo dealer. Estimated cost is \$24,846.61.
- Consultant selection for the Skokomish Valley Road, CRP 1829-R, Hunter Creek Bridge realignment/construction to KPF Consulting Engineers out of Lacey, WA with a maximum payable amount of \$159,959.98.

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- Discussed the transfer of Right of Way to the Port of Grapeview.
- Status update for Capital Hill Road.
- ER & R Rates were discussed.
- Comcast franchise approval, public hearing will be scheduled on September 6, 2011.
- Landfill Loader repair was discussed.

11:00 A.M.

Stormwater Briefing

Commissioners Ring Erickson, Sheldon and Lingle were in attendance.

The June public meetings were reviewed.

- Advertising: Postcards mailed to 28,887 homes and businesses; KMAS radio spot; news release on web site; Journal article; announced at Commissioner meetings.
- Attendance: 82 people signed in; more in attendance.
- Common themes:
 - Generally supportive of efforts and need for program
 - Need to clearly state the reasons for the program
 - Not a good understanding of current efforts (are efforts enough?)/results/how funded
 - Not a good understanding of County's assessment of problems and priorities
 - Concern about potential duplication and inefficiencies
- Recommended next steps
 - Set aside the question of "what revenue sources might be considered to fund a program?" for now, and focus on program options.
 - Prepare materials describing current efforts and program options.
 - SWTF develops program recommendations over the next two months after a more thorough review.
 - Staff meets with various stakeholders over the summer.
 - Consider conducting a survey?
 - Present program options during public meetings in November; responsive to common themes noted above.

11:30 A.M.

Parks & Trails – John Keates

Commissioners Ring Erickson, Sheldon and Lingle were in attendance.

The following items were reviewed:

- Johns asked Commissioners if there was interest in rescheduling the park tour. Commissioners responded yes.
- Johns will attend park board meeting July 12, RCO grant evaluation July 14 and will be gone on vacation last week of July.
- Intern from Central Washington University would be joining the Parks Department. Duties will be volunteer coordinator.
- Updated Commissioners on the consolidation of parks and facilities departments.
- Contract for vending machines at various county buildings needed to be re-negotiated.
- No bids were received for the jail intercom system.
- Need to get phone and computer service to the facilities shop at the former Catholic rectory.
- Requested additional staffing help for parks administration staff due to the addition of facilities duties. Costs could be managed by salary savings and an unfilled position.
- Work has begun on an asset management plan.
- An \$8,000 sponsorship had been secured from Fred Meyer for MCRA Park – 2012
- Shared project list with the Commissioners.

Tuesday, July 12, 2011

11:00 A.M. Elected Officials Briefing

Commissioners Ring Erickson and Lingle met with the elected officials and discussed 2012 budget guidelines and potential office space in the north end of the county. The Sheriff's office may be relocating and they may have grant money that can be used for a rental space. Cmmr. Sheldon was absent.

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- 1:30 P.M. Committee of the Whole
Commissioners Ring Erickson and Lingle met with department heads and discussed the following items. Commissioner Sheldon was absent.
- Computer Alert – Dave Loser reported that the pop-up option in the original program didn't work and staff is testing another program.
 - Cell phone emergency notification process was discussed and it will be left up to the department head as to who would need to be notified in their department.
 - Review of electronic calendar policy. Vicki Kirkpatrick sent out a proposed electronic calendar policy to the department heads and Karen Jackson will add it to her list for an update to the personnel policy.
 - Next meeting is Monday, August 8, 2011.
- 2:30 P.M. Utilities & Waste Management - Emmett Dobey
Commissioners Ring Erickson and Lingle were in attendance. Cmmr. Sheldon was absent.
The hearing for the Belfair Sewer connection charges was discussed.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

Lynda Ring Erickson
Chair

Tim Sheldon
Commissioner

Jerry Lingle
Commissioner