

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of July 18, 2011

According to staff notes, the following items were discussed.

Monday, July 18, 2011

- 9:00 A.M. Central Operations - Diane Zoren
Commissioners Sheldon and Lingle were in attendance. Commissioner Ring Erickson was absent.
The following items were reviewed:
- Cmmr. Sheldon requested the July 19 Commission agenda be amended to include a discussion on placing a 60-day moratorium on marijuana grow gardens. Cmmr. Lingle agreed to the amendment and the Commissioners asked that the Prosecuting Attorney and Sheriff be invited to the meeting.
 - Diane has prepared a memo to the Prosecuting Attorney requesting they draft an Interlocal agreement for fire investigation services as proposed by the Fire Chiefs Association.
 - A briefing has been scheduled on Tuesday, July 26 at 4 p.m. to discuss indigent defense.

- 9:15 A.M. Human Resources – Karen Jackson
Commissioners Sheldon and Lingle were in attendance. Commissioner Ring Erickson was absent.
The following items were reviewed:
- Video Cameras: Met with AFSCME representatives on July 13 to answer their questions regarding the county's decision to install cameras at several work locations. Employees were concerned about the location of these cameras and who had access to monitor the video. AFSCME advised that cameras are result of employees requesting more safety measures in their workplaces. Brought monitoring question to Commissioners at this briefing and will follow up with email to department heads/elected officials regarding the placement of cameras for safety purposes and to explain that there will not be daily monitoring of employees' activities. Videos reviewed on incidental basis if a need arises.
 - HR Brown Bag: Next one scheduled for September 8 on FMLA. Session is intended for supervisors and managers/department heads.
 - HR Staff Training: WAPELRA conference in Bremerton, September 22-23. HR Director and Personnel Analyst to attend. Risk Manager may attend one-day SHRM training in Olympia, September 15.
 - Re-Org Proposal in District Court: HR working with District Court on review of some of its positions. Will brief the Commissioners in more detail as this develops.
 - Labor Relations: Continuation of labor contract negotiations – scheduled through August. We have a number of grievances at various stage of processing for a total of nine over last twelve months. Summit Law assisting on MCSO grievance arbitration. Need Commissioners sign off on Memorandum of Understanding to resolve a grievance in Utilities department.
 - HR Director is on vacation leave July 21-22.

- 9:45 A.M. Probation Services – Harris Haertel
Commissioners Sheldon and Lingle were in attendance. Commissioner Ring Erickson was absent.
The following items were reviewed:
- Juvenile Accountability Block Grant (JABG) in the amount of \$10,325.
 - BECCA Bill grant in the amount of \$71,154.
 - Both of the above items will be on the July 26 Action Agenda.

10:00 A.M. BREAK

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- 10:15 A.M. Department of Community Development – Barbara Adkins
Commissioners Sheldon and Lingle were in attendance. Commissioner Ring Erickson was absent.
The following items were reviewed:
- Planning Advisory Commission
Request placing news release on Board's July 26, 2011 Agenda announcing an upcoming vacancy on Planning Advisory Commission. Currently, Commissioner District #3 is under represented and seat will be open to those residents only. In the past, representation of Commissioner Districts has been based on applications received. At this time efforts will be made to provide a balance of representation, if possible.
 - Other Business
Medical Cannabis Bill – Commissioner Sheldon asked for a review of recent Bill signed by Governor and a possible moratorium on collective gardens. This has potential land use issues associated with it that should be completely evaluated prior to the establishment of any gardens within the County.
- 10:30 A.M. Public Works – Charlie Butros/Brian Matthews
Commissioners Sheldon and Lingle were in attendance. Commissioner Ring Erickson was absent.
The following items were reviewed:
- Small Works Roster Annual Notice / Publication will be announced at the Commission meeting.
 - Request to extend the fuel contract with Pettit Oil of Hoquiam for one additional year.
 - Authorization to allow the County Engineer, Brian Matthews, to sign the annual agreement with PUD 3 allowing Public Works to park maintenance equipment at PUD 3's Dayton Facility.
 - Award of County Road Project 1860, Shelton Matlock Brady to Miles Resources out of Puyallup, WA in the amount of \$1,124,742. Bid opening was on July 14, 2011.
 - Lowering the speed limit on the Hunter Creek Bridge (Skokomish Valley Road) was discussed.
 - 2011 overlay projects were discussed.
 - Election forum is scheduled on July 28th at the Public Works Facility.
- 11:00 A.M. Utilities & Waste Management - Emmett Dobey
Commissioners Sheldon and Lingle were in attendance. Commissioner Ring Erickson was absent.
Discussed the public hearing scheduled on July 19 regarding the Belfair sewer.
- 11:30 A.M. Parks & Trails – John Keates
Commissioners Sheldon and Lingle were in attendance. Commissioner Ring Erickson was absent.
The following items were reviewed:
- John Keates and Sheriff Casey Salisbury informed the Commissioners that the mobile trailer being used by the Sheriffs Department in Belfair will have to be moved within 90 days. The Sheriff is working on gaining access to an office building so the mobile building will need to be moved and Keates will investigate the process to accomplish that.
 - A new contract for the vending machines located at County facilities is needed.
 - Informed the Commissioners that the facilities staff will likely implement the jail intercom project using County staff and/or electrical firms from the County small works roster.
 - Requested permission to proceed with getting costs to set up the facilities staff with computers and phones. Permission was granted.

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- Outlined the costs to provide adequate administration staff for the office function of the parks and facilities department consolidation. John Keates recommended going with a facilities scheduler position, union position at \$3099 month. Position will provide Raegene Churchill with needed support. This position can be covered with unexpended funds from facilities department retirement and unexpended funds from a transfer to central operations that now will not be used. Commissioners Lingle and Sheldon were fine with the plan and John will brief Commissioner Ring Erickson upon her return.
- Cash Box at Courthouse: No action taken.
- John handed out a project list.
- John suggested holding a groundbreaking ceremony for the MCRA Infield Renovation Project.
- Requested approval to use a small amount of REET Funds for Parks O and M in 2012. Approval was granted.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

Lynda Ring Erickson
Chair

Tim Sheldon
Commissioner

Jerry Lingle
Commissioner