

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of October 3, 2011

According to staff notes, the following items were discussed.

Monday, October 3, 2011

9:00 A.M.

Central Operations - Diane Zoren

Commissioners Ring Erickson and Sheldon were in attendance.

The following items were reviewed:

- MACECOM meeting with City of Shelton is Wednesday, October 5 @ 9 a.m. at the City of Shelton Public Safety Building.
- .09 funding to City of Shelton for regional sewer is for \$2,079,360 plus interest that was awarded back in 2005.
- A Grievance Step 3 hearing for the Swier grievance will be scheduled the afternoon of Monday, October 17.
- Susan G. Komen foundation requested a proclamation be added to the October 11 agenda.
- Master Lease Agreement with US Communities Purchasing Alliance to allow Mason County access to the nonprofit government cooperative. There is no cost to Mason County. The Commissioners had no concerns with the agreement and Diane will place it on the agenda.
- The Rite Aide Pharmacy has offered to conduct a flu shot clinic for Mason County employees. They will bill the employees insurance and/or collect the \$28 fee or co-pay. The county will provide a space. The Commissioners asked that Diane review it with Human Resources and work with the pharmacy.

9:15 A.M.

Human Resources – Karen Jackson

Commissioners Ring Erickson and Sheldon were in attendance.

The following items were reviewed:

- PEBB 2012 Rates for Medical – The state's Public Employee Benefits Board had announced in August the 2012 rates for the various medical plans they sponsor. The County's contribution toward health care for non-represented employees is currently \$825 per employee per month, which is pooled based on the number of covered employees to offset higher premium costs for employees with dependent coverage. The 2012 pooled rates are \$683/month and \$951/month for individual and dependent coverage, respectively. This represents an increase of \$25/month for individual and \$15/month for dependent coverage. Today, the Board determined that the individual departments will absorb these increases. The HR Director was directed to write a memo to department heads/elected officials stating this.
- 2012 Budget Process – HR Director to schedule a meeting with the Board to review the departmental budget submission.
- Staff Assistance Needed – HR Director to review budget to see if funds are available to bring on part-time extra help through the end of this calendar year.
- Mason County was mentioned at the annual WAPELRA conference, September 22-23, regarding its unfair labor practice (ULP) cases filed in 2009. The Executive Director of the Public Employment Relations Commission indicated that a decision was coming soon.
- HR Brown Bag #2 was held on September 8. The topic was FMLA and it was well attended by a dozen or more management staff. The next HR Brown Bag is slated for November.
- Mason County prevailed in an unemployment compensation case that went to a hearing on September 23. Vicki Kirkpatrick, Debbie Riley and I participated in this proceeding.
- On September 30, HR Director participated in the selection process for General Manager, Mason Transit Authority, on behalf of the Commissioners. This was time well spent and

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the MTA utilized a process that we could duplicate here at Mason County for filling department head and/or deputy director positions. Commissioner Ring Erickson joined the process later in the morning.

- 9:45 A.M. Economic Development Council – Matt Matayoshi
Commissioners Ring Erickson and Sheldon were in attendance.
The following items were reviewed:
- Department of Corrections will issue a draft EIS this month for the proposed development of a DOC Reception Center.
 - Race track - the base material is down and they are close to paving, weather permitting.
- 10:00 A.M. BREAK
- 10:15 A.M. Public Works - Charlie Butros/Brian Matthews
Commissioners Ring Erickson and Sheldon were in attendance.
The following items were reviewed:
- Set hearings for the 2011 Annual Road Construction Program and the 6-year Transportation Improvement Program on November 1, 2011.
 - Services Agreement for Mason County to provide mechanical repair and maintenance services for Fire Protection District #1.
 - Purchase a Pickup Truck, Service Body Truck and Utility Vehicle for the Department of Utilities and Waste Management from the Washington State contracts.
 - Bid award for the Hydraulic Truck Excavator.
 - City water line easement
 - Friday phone coverage
 - New accounting program
 - Transfer of roads to the Skokomish Tribe (Reservation Road and Indian Flats Road)
 - Guild Bargaining Unit
- 10:35 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion
Commissioners Ring Erickson and Sheldon met in Closed Session from approximately 10:50 a.m. to 11:05 a.m. with Public Works staff and Karen Jackson, Human Resources Director, regarding a labor matter.
- 10:45 A.M. Utilities & Waste Management - Emmett Dobey
Commissioners Ring Erickson and Sheldon were in attendance.
The following items were reviewed:
- Emmett gave an update on the Belfair Sewer connection program.
 - Emmett reported that the Department of Revenue conducted an audit of the Board of Equalization and a report will be forthcoming. There are several recommendations for the BOE and Emmett will work with Vicki Cluver, the BOE Clerk, to see that they are implemented.
- 11:30 A.M. Parks & Trails – John Keates
- Sunset Bluff Match for TPL and transfer: Keates informed the Commissioners that the Trust for Public Land was still preparing the transfer of the 36 acre Sunset Bluff View Park to Mason County in December of 2011. In order to do this, Keates reminded the Commissioner that the County needed to contribute a match of \$100,000 to the purchase price of \$1.3 million. Keates recommended utilizing a portion of the proceeds of the sale of surplus park property that was sold at Mason Lake and had since been deposited in the Accrued Leave Fund. Financial Services recommended transferring the \$100,000 from the Accrued Leave Fund into the REET I fund to pay the County contribution. Commissioners agreed and directed staff to make the necessary arrangements.

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- Facilities Department Web Site: Currently the facilities Department has no web presence on the County Web page. Keates would like to include some basic facilities information on the web page and asked for commissioner approval, which was granted.
- Facilities Offices and Space uses: Keates informed the Commissioners that the County has some unused and unfinished buildings, namely the basement of Building 3 is unused and the upstairs of Building 8 where the dentist office was previously is unfinished. Keates asked for direction on obtaining costs to improve the unfinished spaces and look into possible uses for the unused spaces. The Commissioners provided direction to complete that analysis.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

Lynda Ring Erickson
Chair

Tim Sheldon
Commissioner

District No. 3
Commissioner