

## BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of November 21, 2011

According to staff notes, the following items were discussed.

Monday, November 21, 2011

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

- Theresia has been working on the updates for the new financial system that will be implemented in 2013. She is working on the outline and the chart of accounts.
- Theresia is updating the cost allocation charge.
- Theresia gave a 2012 budget recap. When the preliminary budget was presented in September, there was a \$714,520 difference. Now with the approved changes there is a \$1,190,814 difference. She is happy to input any changes before the December 5 budget hearing. She stated the beginning fund balance is now at \$6.9 million and meets the policy, which is to have a minimum of 9 to 12% of the prior year's budget. At the end of October there was \$1.7 million of unexpended expenditures. She estimates there will be \$1.2 unexpended expenditures at the end of the year. Cmmr. Sheldon would like a list of departments that shows who should have unexpended expenditures at the end of the year.
- Theresia anticipates that in 2011 the anticipated revenues will be over what was budgeted and the budgeted expenses will be under and we will not have to use ending fund balance in 2011.
- The fire investigation services was discussed. The fire marshal position was in the Department of Community Development budget in 2011 and nothing was submitted in the 2012 preliminary budget. The Board has decided the fire investigation service will be managed under DCD instead of employing a fire marshal.

9:15 A.M. Central Operations - Diane Zoren  
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.  
The following items were reviewed:

- Commissioners agreed to reschedule the December 27 meeting to 9 a.m. rather than 6 p.m.
- Preliminary budgets are ready for public review.
- Civil Service – Don Stacy's term expires December 31. A news release will be issued.
- Diane was granted vacation leave the end of December.

~~9:45 A.M. Human Resources – Karen Jackson Rescheduled to 12:20 p.m.~~

10:15 A.M. BREAK

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

- News Release – Planning Commissioner Vacancy  
Board approval to enter news release into record at November 22, 2011 Board meeting.  
Department is seeking applicants for a vacancy on planning commission. All Commissioner districts are eligible to apply.
- Rezone – CGR Enterprises  
Public hearing scheduled for November 22, 2011 on a 38-acre parcel currently in in holding.  
Commissioner comments suggested that some of the information requested by the Planning Commission may have been to much and would be more appropriate for the next phase of the permit process.
- Fire Investigation Services  
New Interlocal agreement on Board's November 22, 2011 Action Agenda. This agreement includes at budget for reimbursement to the fire districts for investigation services.

Board of Mason County Commissioners' Briefing Meeting Minutes  
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- Issue Paper – No Shooting Zones  
A citizen request has been received for the establishment of no shooting zones within the urban growth areas. Commissioners ask that legislation in response to this request be drafted and proposed; however, only after other more pressing issues are addressed.
- Action Agenda Items – Public Hearings  
Set public hearings for Capital Facilities update, Comprehensive Plan policy amendment and Belfair Future roads map on December 13, 2011.

- 10:45 A.M. Public Works - Charlie Butros/Brian Matthews  
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.  
The following items were reviewed:
- Request the Board approve a revised Interlocal agreement for work, supplies and equipment between Mason County, Mason Transit, Shelton School District and the Port of Shelton. This will be placed on an agenda.
- 11:00 A.M. Utilities & Waste Management - Emmett Dobe  
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.  
The following items were reviewed:
- Bid award recommendation for Belfair Sewer Hook Up Program. The November 22 agenda will be amended to include the award.
  - Belfair Sewer rates were reviewed. The November 22 agenda will be amended to set the public hearing on December 20<sup>th</sup>.
  - Requested a briefing on Monday, December 5 @ 1:30 p.m. to discuss solid waste.
- 11:30 A.M. Closed Session – RCW 42.30.140 (4) Labor Relations Committee  
Commissioners Ring Erickson and Bloomfield met with Department Directors from 11:45 a.m. to 12:18 p.m. to discuss labor matters. Cmmr. Sheldon was in attendance until approximately noon.
- 12:20 P.M. Human Resources – Karen Jackson  
Commissioners Ring Erickson and Bloomfield were in attendance. Cmmr. Sheldon was absent.  
Direction sought on the status of Public Defender Administrator position requested by the Courts, which was agreed to by two of the three Commissioners at a budget workshop that was attended by the HR Director in part. Commissioners Bloomfield and Ring Erickson clarified that formal adoption of the proposed position (and its department) is the next step. The HR Director will prepare the documents related to creation of the position and present this to the Commissioners in her December 19, 2011 briefing.

BREAK – NOON

- 2:00 P.M. Skokomish Investigation Study Update – Army Corps of Engineers  
Commissioners Ring Erickson and Bloomfield met with Mason Conservation District staff, Skokomish Indian Tribe members, and US Army Corps of Engineers staff for an update on the status of the Skokomish River Basin General Investigation Study, preliminary findings from the Feasibility Scoping Document, and map out a path forward for the project.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

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Lynda Ring Erickson  
Chair

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Tim Sheldon  
Commissioner

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Steven Bloomfield  
Commissioner