

**BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES**  
**Week of December 12, 2011**

According to staff notes, the following items were discussed.

Monday, December 12, 2011

9:00 A.M.

Central Operations - Diane Zoren

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.

The following items were reviewed:

- Discussion of possible restructure

Cmmr. Sheldon opened the discussion by commenting that at times it is difficult to operate with a three member Commission. He believes five members would better represent the county. He noted that Mason County has only one incorporated city. Other counties of a similar size have an administrator and have multiple incorporated cities. He would support a five-member Commission, at reduced salaries, with an administrator.

Mike Dorcy, Prosecuting Attorney, stated the only counties who are at five members, have a charter.

Cmmr. Bloomfield believes it would be easier for the departments to deal with one person if an administrator was appointed. He is concerned with the appearance of having more government and the cost of redistricting if there were five members.

Cmmr. Ring Erickson commented that if there were five members, three could be for the existing Commissioner districts and two members could be at-large. She suggested using a phased approach. Reduce the three Commissioners' salaries, hire an administrator and form a group to advise the Board if the county should go to five members, whether by charter or petition. She suggested the administrator would supervise those departments under the Commissioners, manage the budget process, forecast revenue and the Commissioners would work on policy.

Mr. Dorcy pointed out the salary is attached to the Commissioner's term of office. All three positions are up for election in 2012 however District #3 is in mid-term.

Cmmr. Ring Erickson recommended this item be placed on a January regular Commission meeting agenda for further discussion. She suggested the Commissioners consider reducing Commissioner District's 1 and 2 salaries in the 2012 election cycle and adding an Administrator either July 1, 2012 or December 31, 2012.

Tom Davis stated that he believes no matter the salary, the Commissioners are full time positions and he does support having an administrator.

Ross Gallagher asked if the Commissioner salaries were reduced, would there be a per diem for meetings.

- 2012 Budget

Prosecutor Mike Dorcy has reviewed the December 5 record when the Commissioners adopted the 2012 budget. It is his position that the Board adopted a budget at the expenditure level of \$24,987,460, which includes an expenditure appropriation to the Traffic Policing Unit at the level of \$1,000,000. If the Board elects to amend the adopted budget, it must be done by resolution through a budget hearing process.

There was discussion of the 2012 budget. It was determined that a hearing will be held in January to consider amending the budget.

Board of Mason County Commissioners' Briefing Meeting Minutes  
Week of December 12, 2011

- 9:30 A.M. Human Resources – Bonnie Cap  
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.  
The following items were reviewed:
- Medical Group Master application from Regence BlueShield for the 2012 Deputy Sheriff's Guild medial coverage. This will be placed on the December 13 Commission meeting agenda.
- 10:00 A.M. BREAK
- 10:15 A.M. Department of Community Development – Barbara Adkins  
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.  
The following items were reviewed:
- Port of Shelton – Discussion of Permitting Process  
Port Commissioners Wallitner and Hupp, Port Commissioner-Elect Dick Taylor, and Port Executive Director John Dobson attended the briefing to express concerns over the permitting process with Community Development. Specific points of interest included the fairgrounds, change of use permits, and the Port's authority under Title 53 RCW. Commissioner Ring Erickson asked that additional meetings be held with staff to more fully understand the issues and recent events. A Memorandum of Understanding between the County and the Port was proposed to assist with future permitting processes. A draft MOU should be available to the Commissioners in early January 2012.
- 10:45 A.M. Public Works - Charlie Butros/Brian Matthews  
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.  
The following items were reviewed:
- Agreement for the support of the voice mail system.
  - Call for bids for towing services for 2012.
  - Call for bids for hot mix asphalt for 2012.
  - County road projects for sign placement, culvert installations, wetland mitigation, and guardrail placement, as needed – County wide for calendar year 2012.
  - Lectriever at WSU Extension Building
- 11:00 A.M. Utilities & Waste Management - Tom Moore/John Cunningham  
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.  
The following items were reviewed:
- Updated the Board on the pickup truck that was stolen from the North Bay Treatment Facility the evening of December 6<sup>th</sup>.
  - Updated the Board on the transmission problems with the Department's K-car sedan.
  - Discussed with the Board the closing of the County Transfer Stations early on Saturday 12/24 and Saturday 12/31 in observance of the holidays. Signs will be put up at the transfer stations giving advance notice of these closures. We will also do a press release announcing the closures.
  - Updated the Board on the status of revisions being proposed for the Belfair sewer code, MCC Chapter 13.31. Discussed staff recommendation for the Board not to take any action on the changes at the public hearing on 12/20, but rather to continue the public hearing and Board action to early January to allow more time for the public to review and comment on the changes.
  - Informed Board that Department staff would be working getting bids to move forward with two items in the recently adopted 2012 budget: (1) a new storage building at North Bay and (2) a new used "vactor" truck for the Department.
  - Informed the Board that the department would be looking into the possibility of getting Homeland security funding to upgrade the security system at the County's North Bay facility and to install a security system at the new Belfair treatment facility.
  - Informed the Board that the Department has relocated the blue recycling boxes at the Belfair Transfer Station in an attempt to keep the facility in a neater condition. The

Board of Mason County Commissioners' Briefing Meeting Minutes  
Week of December 12, 2011

boxes are now up top by the pay booth where they can be directly watched over rather than down below where they were out of sight and collected a lot of garbage around them.

- Informed the Board that per County resolution #105-07, rates at the County's transfer stations will be increasing by 2.9% in 2012 based on the July 2011 all Olympia area CPI.
- Informed the Board that the Board of Equalization (BOE) will be meeting on Monday, December 12th to prepare a response to the Board of Commissioners request for an update from the BOE regarding implementation of the recommendations/requirements in the State Department of revenue's review of BOE processes and procedures.
- Informed the Board that the department would be placing contract amendments for Harris and Associates & for ESA for work on the Belfair Sewer project on a future Board "Action Agenda" for approval.
- Provided the Board members with a copy of Emmett Dobey's recommendations related to interim staffing of the Utilities & Waste Management director's position with Emmett's departure from the County.

11:30 A.M.

Parks & Trails – John Keates

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.

The following items were reviewed:

- Working with the Sheriff to let Search and Rescue use the basement of building #3 for training. The basement is vacant. A month-to-month memo of understanding will be signed.
- Informed the Commissioners that the County received 17 bids for Latimers Landing Parking Expansion and the low bid was \$360,977, a very favorable bid.
- Received eight RFP's for the Union Boat Launch Planning and that Robert Droll had been chosen to do the work.
- The MCRA Infield Project is about 60% complete.
- The courthouse project is ready for final inspection and the Jail Transfer switch was being completed the following weekend.
- Karen Jackson recommended adopting an action item that formally combines Parks and Facilities into one department. This action item request will come to the Commission.
- John asked Commissioner Sheldon if he knew if any action was going to be taken on the jobs package by the State Legislature. Commissioner Sheldon thought that possibly by the end of the Special Session.

Noon

Human Resources/Risk Management – Dawn Twiddy (rescheduled from 9:45 a.m.)

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.

The following items were reviewed:

- Renewal of the County's crimeshield policy. The policy period is from Jan 1-December 31, 2012 for the premium amount of \$1,304 and is budgeted in Non-Departmental.
- This year there were two additional options available for the County for additional fees. Faithful Performance of Duty coverage in the amount of \$462, and the removal of Exclusions for Bonded Employees and the Treasurer and Tax Collector in the amount of \$490. The Commissioners requested me to contact Arthur J. Gallagher and ask if the coverage could be purchased at a later date. If coverage could be purchased at a later date the Commissioners would like more information and would like to amend the 2012 budget to include the new amount if the additional coverage was approved.
- Faithful Performance of Duty coverage provides coverage if the employee fails to perform their job, which in turn causes a loss. Example, if an employee has a duty to lock a cash drawer but fails to and the money is stolen, the stolen money would not be covered under the current policy because the employee didn't steal it.
- Removal of Exclusions for Bonded Employees and the Treasurer and Tax Collector provides an additional layer of insurance. For example if there were theft by an elected official the County would process a claim on the elected officials bond and the bond

Board of Mason County Commissioners' Briefing Meeting Minutes  
Week of December 12, 2011

would seek reimbursement from that elected official. This coverage would provide insurance so the elected official would have additional coverage under the county's insurance policy if needed.

- Presented a Resolution to amend the Mason County Personnel Policies relating to Non-Discrimination and Harassment. The policy has been updated and provides guidelines for identifying, reporting, and resolving claims of discrimination, and any related retaliation.
- The changes would include a new Table of Contents, removal of the old policies as addressed in Chapter 2, and creating a new Chapter 12 with the new policy.

Tuesday, December 13, 2011

11:00 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion  
Commissioners Ring Erickson and Bloomfield met in a Closed Session from 12:10 p.m. to 12:54 p.m. with Judges Sheldon and Meadows and Karen Jackson, Human Resources.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

---

Lynda Ring Erickson  
Chair

---

Tim Sheldon  
Commissioner

---

Steven Bloomfield  
Commissioner