

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of December 19, 2011

According to staff notes, the following items were discussed.

Monday, December 19, 2011

8:30 A.M.

Finance Committee

In attendance: Lisa Frazier, Treasurer; Cmmr. Steve Bloomfield, Cmmr. Tim Sheldon, Karen Herr, Auditor and Theresia Ehrich. Cmmr. Lynda Ring Erickson was absent. Cmmr. Sheldon opened the meeting by clarifying that the members of the committee were the Treasurer, the Auditor, and the Chair of the Commission, currently Lynda Ring Erickson.

Lisa Frazier recapped the finances of the county as of December 13, 2011. Interest rates are less than 1%, which will result in a shortfall of over \$32,262 in anticipated investment interest collections. Ms. Frazier was happy to report that sales tax revenues exceeded last year by approximately 5%. And she handed out a statement of where county assets are held and a statement of those transactions.

Karen Herr discussed the challenges her office is facing in preparing for the implementation of the new Munis financial system on January 2013. Dave Loser also gave an update on the system as it relates to his department and discussed the upcoming payroll, human resources, and jury selection module demonstration by Munis. The new Munis system has a purchase order module included. Theresia commented that the county has an opportunity with this new system to implement purchase orders, which would be beneficial to the Commissioners in anticipating encumbered expenditures.

Ms. Frazier presented the five-year financial recap comparisons prepared by Theresia Ehrich. As of November, the county has collected 97% of the budgeted revenues and expended 83% of the budgeted expenditures in current expense. Cash on hand is at \$7,888,155, which exceeds the last five years.

Discussion ensued regarding what the percentage of unexpended budget authority would be at the end of 13th month. Without purchase orders it's difficult to predict.

Karen Herr suggested a memo be sent out by the Commissioners requesting elected officials and department heads to be mindful of not spending all their budget authority, especially in light of the fact that most departments were not required to further reduce their budgets for next year.

9:00 A.M.

Central Operations - Diane Zoren

Commissioners Tim Sheldon and Steve Bloomfield were in attendance. Commissioner Ring Erickson was absent.

The following items were reviewed:

- Reminder that Diane is on vacation the last week of December.
- LTAC recommendations for 2012 awards were circulated. The Board will give this further review in January. Cmmr. Bloomfield noted there is a recommendation that the general tourism be awarded to Olympic Broadcasting. In the past this went to the chambers of commerce to manage.
- Dawn Twiddy brought up an issue with indirect charges. Central Operations receipts into Non-Departmental and the Belfair Sewer project has not paid any 2011 indirect charges. Staff is looking for direction from the Commissioners on what to do with the situation. Cmmr. Sheldon asked that this be briefed during the Utilities briefing time so he can better understand the situation.

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- 9:15 A.M. Human Resources – Karen Jackson
Commissioners Sheldon and Bloomfield were in attendance. Commissioner Ring Erickson was absent.
The following items were reviewed:
- Public Defense Administrator – Will need to schedule a brief with Commissioners and Courts after the first of the new year.
 - Utilities Director Position – Sought guidance from the Commissioners on what action, if any, to take regarding the vacant Director of Utilities and Waste Management position. At this time the Commissioners were undecided, but recommended that a separate briefing with all three Commissioners, Tom Moore, John Cunningham, and Human Resources be scheduled.
 - County Administrator/Manager – Sought guidance on whether the Commissioners wished to pursue developing a position at this level of the organization. Additionally, recommended the Commissioners consider the current organizational structure in light of the vacant Utilities Director position and potential retirements in other key positions. Commissioner Sheldon suggested the county consider contracting with a consultant who specializes in organizational development to conduct such a review.
 - Non-Represented Employees Health Care Contribution – Requested to place this item on the action agenda for approval so that the county contribution towards non-represented employees' health care increases from \$825 to \$900 (pooled) effective January 1, 2012.
 - Legal Shield – Discussion to offer an additional voluntary benefit to employees – Legal Shield (formally known as Pre-Paid Legal). If approved, interested employees may elect to participate via payroll deduction. The Unions will need to be consulted prior to offering the benefit to represented employees. Bonnie Cap will follow up with the Provider and present information to the Commissioners in a subsequent briefing.
 - Department Head Performance Evaluations – Initially, these were to be conducted in October 2011, but HR will arrange with Diane Zoren to hold these at the end of January 2012. Self-evaluations will be requested due by mid-January.
 - Training – Public Works department will offer its staff training entitled, “Beyond Sexual Harassment,” which may be a good course to offer county-wide to all staff as required training. HR and Risk Management will audit the course and decide whether to move forward with all staff.

10:00 A.M. BREAK

- 10:15 A.M. Public Works - Charlie Butros/Brian Matthews
Commissioners Tim Sheldon and Steve Bloomfield were in attendance. Commissioner Ring Erickson was absent.
The following items were reviewed:
- Appoint 2012 TIP-CAP applicants. Application due date was December 16, 2011.
 - Set hearing date with the Hearings Examiner to consider public comment on the petition for vacation of a portion of Capital Hill Road, Road Vacation 379.
 - Set hearing date with the Hearings Examiner to consider public comment on the petition for vacation of a portion of Reservation Road and all of Skokomish Indian Flats Road, Road Vacation 378.
 - Sewer project signs were discussed.
 - Weaver Creek bridge project girder setting.
 - Permission to fill Survey Supervisor and Senior Party Chief Tech positions.

- 10:45 A.M. Utilities & Waste Management - John Cunningham/Tom Moore
Commissioners Tim Sheldon and Steve Bloomfield were in attendance. Commissioner Ring Erickson was absent.
The following items were reviewed:
- Updated the Board on the revisions being proposed by staff for the Belfair Sewer Code, MCC 13.31. Discussed staff's recommendation to Board to continue 12/20/11 public hearing to 1/10/12: (1) to give staff time to respond to comments received at the 12/20/11 hearing, (2) to give staff time to include some additional changes staff would like to make in the proposed code

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revisions and (3) to give the public more time to respond to proposed changes. Gordon Wilson from FCS Group, the consultant working on the revised Belfair sewer code was in attendance with staff for this discussion with the Board.

- Discussed indirect central service charges being proposed to be levied against the Belfair sewer project for 2011 and 2012. Board's direction was that these charges not be paid in 2011 and that they be paid at the budgeted amount in 2012.

11:20 A.M. Superior Court – Judge Sheldon
Commissioners Tim Sheldon and Steve Bloomfield were in attendance. Commissioner Ring Erickson was absent.

The following items were reviewed:

- Court Commissioner Contract
The Court Commissioner contract for Bob Sauerlender was discussed and approved that it be put on the action agenda. Karen Jackson will provide language to comply with the County non-discrimination & harassment policy.

11:30 A.M. Charles Lane
Commissioners Tim Sheldon and Steve Bloomfield were in attendance. Commissioner Ring Erickson was absent.

The following items were reviewed:

- District Court Indigent Defense Contract - Commissioners approved to place it on the action agenda. Karen Jackson will provide language to comply with the County non-discrimination & harassment policy.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

Lynda Ring Erickson
Chair

Tim Sheldon
Commissioner

Steven Bloomfield
Commissioner