

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of January 28, 2013

According to staff notes, the following items were discussed.

Monday, January 28, 2013

8:30 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion
Commissioners Sheldon and Jeffreys met in Closed Session for a labor discussion with Bill Kenny and Bonnie Cap, Human Resources from 8:30 a.m. to 9:00 a.m. Cmmr. Neatherlin joined the discussion at 8:50 a.m.

9:00 A.M. Department of Community Development – Barbara Adkins
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon left for legislature.

The following items were reviewed:

- Medical Cannabis: Commissioners requested a follow up briefing prior to proceeding with proposed repeal of moratorium. Comments were received from the Prosecuting Attorney as well as the Sheriff regarding regulations and enforcement. Commissioners requested that proposed development regulations originally denied in May of 2012 be brought back for reconsideration.
- Meeting with Belfair Subarea Advisory Committee – Due to time restrictions, Commissioners asked that this item be brought back to the Board when all three were present. Discussion rescheduled for February 4, 2012 at 8:30 a.m.
- Port of Shelton Sanderson Field Airport Master Plan – In response to letter received from Annette McGee, staff seeking Commissioner direction on how, and if, to respond. Port Commissioner Dick Taylor and Port Director John Dobson were both in attendance. At this time, County involvement would be inappropriate, and the Port is addressing the concerns.
- 27221 N. US Hwy 101 (Tahja House) – Report to Commissioners on recent inspection of the site. Board direction is to continue to press Wells Fargo for action and to re-enforce the seriousness of the situation.
- Planning Advisory Committee – Review of district representation of current Planning Advisory Commission and remaining vacancies. Only one application was received, and Board directed staff to re-advertise.
- Historic Preservation Commission – Items up for the Board's approval include approval of adding the Malaney-O'Neil House to the County Registry, and two Heritage Grants (Pickering Homemakers Club and Mason County Historical Society). Commissioners had no specific comments or concerns.

9:30 A.M. Central Operations - Diane Zoren
Risk Management - Dawn Twiddy
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.

The following items were reviewed:

- Request from Belfair Subarea Advisory Committee for a briefing. The Board asked that a briefing be scheduled with Cmmr. Sheldon in attendance so the Board can discuss this committee.
- Belfair Bypass – support letter request from Rep. MacEwen. Commissioners asked Diane to research the issue and see if the previous Board had submitted a letter of support.
- Rules of the Board. Diane will draft a resolution for adoption. The Board agreed to go with a Vice-Chair position. Diane will draft briefing guidelines which will be referenced in the Rules of the Board.
- TRAIN contract was reviewed. The Board approved placing it on an agenda.
- Both Chambers have asked the Board to reconsider the quarterly payment for VIC services. They would like the payments monthly with a quarterly report. The Board prefers to stay with quarterly payments and reports.

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~~9:45 A.M.~~ 10:15 A.M. Auditor's Office – Theresia Ehrich

Commissioners Neatherlin, Sheldon and Jeffreys were in attendance. Commissioner Sheldon was absent.

The following items were reviewed

- Distributed 2012/2011 Current Expense expenditure comparison including 13th month. This year \$644,747 was expended in 13th month, while last three years \$400,000 was the average.
- Distributed cash flow report for Current Expense, Public Health & Road Funds. \$2.4 million was expended in Current Expense in January with \$431,367 in revenues received by 1/24/13.
- Distributed GFOA general fund balance best practice and minutes from 4-23-12 BOCC briefing. SAO includes in their annual audit an assessment of our overall financial condition and fund balances.
- Distributed 5 year Current Expense revenue and expenditure comparisons by department. This shows the actual amounts for 2009, 2010, 2011, 2012 and 2013 budgets. While in 2009 we spent \$693,451 less than revenues, in 2010 \$2,735,512 less, in 2011 \$1,382,735 less, we spent \$311,036 more in 2012. The difference for 2013 is a budgeted amount of (\$1,182,408) at this time. Also included on the expenditure report was amounts of Current Expense ER&R budgets/expenditures and the Teamster payout was recapped.

10:00 A.M. BREAK

~~10:15 A.M.~~ 10:25 A.M. Sheriff's Office – Sheriff Salisbury/Frank Pinter

Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.

The following items were reviewed:

- Commissioners were presented with a proposal for a property evidence facility and the staffing needs for such a facility. The current site is on Johns Prairie Road at the former Public Works facility and is not secure. Sheriff's office is proposing to conduct a weapons purge during 2013. They are estimating that \$40,000 could be raised from this sale and that could be applied to pay for an additional evidence technician for 2013.
- Sheriff suggested a facility study group be formed to develop a strategic plan to address facilities issues of the County Jail and the Sheriff's evidence facility.
- This briefing was continued to 1:30 p.m. today due to time constraints.

10:30 A.M. Public Works - Brian Matthews & Melissa McFadden

Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.

The following items were reviewed:

- Authorization to advertise, interview and hire Engineering and Construction Manager.
- Authorization for Public Works to advertise, set bid opening date/time, award contract, and the Chair sign all pertinent documents for the paint striping for 2013. The contract award will be announced during a regular meeting of the Board of County Commissioners.
- Authorization for Public Works to advertise, set bid opening date/time, award contract, and the Chair sign all pertinent documents for the 2013 Manufacturing & Stockpiling of Mineral Aggregate. The contract award will be announced during a regular meeting of the Board of County Commissioners.
- Request authorization to enter into a Local Agency Haul Road/Detour Agreement with WSDOT for a stabilization project on US 101 (M.P 339.99 to MP 340.33) that will require WSDOT to utilize the Mason County roadway system (Dalby Road, McReavy Road and Brockdale Road).
- TIP-CAP was discussed.
- 2012 CRAB Annual Report

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- 10:45 A.M. Utilities & Waste Management - Brian Matthews & Tom Moore
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent. The following items were reviewed:
- Authorization to advertise, interview and hire a full-time and part-time Solid Waste Attendant for the Utilities & Waste Management Division.
 - Request authorization to use the Mason County Vendor Roster to purchase two 40' insulated containers for equipment storage at the Belfair Wastewater and Water Reclamation Facility.
 - Re-advertising for the Program Manager II position.
- 11:00 A.M. Public Health & Human Services – Vicki Kirkpatrick
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent. The following items were reviewed:
- Contracts – Staff gave Commissioners a heads up that we will have interpreter contracts and a social worker contract coming to them for their annual contract renewal. The interpreter contracts are to ensure that our Community and Family Health programs have interpreter services available. The health and human services department contracts with a Social Worker to provide state-funded Maternity Support Services specifically to our Hispanic population. Staff also talked with Commissioners about contract amendments with State contracts. She briefed on a contract amendment with the Department of Ecology that does not add or subtract funding, but reallocates some grant funding from Management/Administration to Operation & Maintenance Enhancement that would pay for some software enhancements to the Carmody system allowing for additional queries and reports. Staff also briefed the Commissioners on two additional 2013 Housing Contracts that will come to them for approval. Both contracts are recommended to the Commissioners by the Housing Coalition. One is for \$60,000 to Habitat for Humanity to purchase five properties to construct low-income housing in Mason County. The second is for \$100,000 for construction funding for low income housing to be built by the Mason County Shelter.
 - Staff reminded the Commissioners that one of our Environmental Health Specialists will be moving on to an Environmental Health position with the State Department of Health in Tumwater. She will be leaving in mid-February. The Health Department is requesting to refill the position. The Commissioners gave approval to recruit for the position if the Human Resources Director gave approval to fill the position. Staff will meet with the Human Resources Director to discuss the position.
 - Vicki gave Commissioners a heads up that she has been contacted by a citizen in Allyn requesting someone from the Health Department meet with a group of citizens regarding gun violence. The voicemail from the citizen indicated that they would also be contacting the Sheriff and Prosecutor requesting that they also attend a meeting (either together or separate from the health and human services department). Staff will provide further update after talking with the citizen directly.
 - There was not enough time to brief the Commissioners on two areas. Both would require more than the usual briefing time in the regular briefing schedule. The Commissioners will ask for separate meetings to be set up to discuss the Regional Health Improvement Collaborative and the Mental Health/Substance Abuse Advisory Committee so that the Commissioners can be brought up to speed on these two efforts.
 - Commissioner Neatherlin requested another meeting with the Health and Human Services Director.
- 11:30 A.M. Coroner – Wes Stockwell
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent. The following items were reviewed:
- Coroner Stockwell gave a recap of his office activities in 2012. They responded to 104 unattended deaths, 32 accidental deaths, 14 suicides 3 homicides, 3 sudden unexplained infant deaths, monitored/reviewed 200 hospice deaths. There was a discussion about the deputy coroners, death notifications, autopsy facilities and pathologists.

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11:45 A.M. Commissioner Discussion – as needed
Commissioners Neatherlin and Jeffreys reviewed the items that were briefed this morning.
Commissioners directed Diane Zoren to schedule a meeting for the Sheriff Facilities Study Group.

BREAK – NOON

1:30 P.M. Auditor's Office – Karen Herr
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
Accounts payable staff from most departments was also in attendance.

- Auditor Karen Herr presented the pros and cons of implementing purchase orders with the new MUNIS financial system. Training is scheduled later this week so she needs direction on how staff should be trained. It is anticipated that the new financial system will go live April 1, 2013. Our current financial system does not use purchase orders. Karen reviewed the process and recommended that an initial purchase level be established that can be changed as staff becomes familiar with the new system. Using purchase orders does allow for accurate financial reporting. Currently the Sheriff, Health and Public Works Departments utilize purchase orders and the new system should streamline the process.
- Conclusion was to train staff to use the purchase order system. The Auditor's staff will not audit to the purchase orders. The Commissioners will need to adopt a financial system policy and set the limit for purchase orders.

2:30 P.M. Sheriff's Office – Sheriff Salisbury/Frank Pinter
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.

- The discussion from this morning was continued on facility needs for the Sheriff's office.

3:00 P.M. Commissioner Discussion – as needed
There was no further discussion.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

Randy Neatherlin
Chair

Tim Sheldon
Commissioner

Terri Jeffreys
Commissioner