

## BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

### Week of February 11, 2013

According to staff notes, the following items were discussed.

Monday, February 11, 2013

- 8:30 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion  
Commissioners Neatherlin, Sheldon and Jeffreys met in Closed Session with Bill Kenny and Bonnie Cap, Human Resources, from 8:33 a.m. to 9:15 a.m.
- 9:00 A.M. Auditor's Office – Theresia Ehrich  
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.  
The following items were reviewed:
- Distributed final January cash flow report and current February cash flow report.
  - Distributed January financial reports and comparisons. Revenues for Current Expense in January 2013 were 4% less than January 2012. The adopted 2013 budget is anticipating 3% more than last year. Current Expense expenditures were 8% higher in January 2013 versus January 2012 with an adopted budget of 3% more for 2013.
  - Distributed cash flow reports for REET 1 Fund, REET 2 Fund, and Sales & Use Tax Fund through January. REET taxes were \$16,924 for January 2013 while \$27,035 January 2012 (average last four years \$25,700 in January). We have budgeted the same amount of taxes to be received in 2013 as in 2012.
  - Reported that there was only \$50,000 left in the Accrued Leave fund on 1/31/13. There has been contact by several employees considering retirement soon who would each receive more than what is in the fund. There was a \$3 million liability overall for Current Expense at 12/31/11. Theresia is working on the 12/31/12 recap for the Annual Report due in May.
  - Talked about the county's financial condition (not just cash on hand) which includes leave payouts, bond payments, budget difference, etc. We went from \$7 million cash on hand at year end to \$4.7 million at this time. The REET 1 fund has only \$296,767 on hand with \$350,000 yearly bond and loan obligations.
  - Working on Oath of Inventory (equipment listing) that is due to Commissioners by the 1st Monday of March each year. Waiting for information from departments that was due last Friday. Our total county assets totaled \$155 million with equipment being \$14.5 million of that total as of 12/31/11.
  - Reported to Commissioners that the Belfair project expenditures are no longer "construction in progress" so we need the \$38 million project assets categorized by 12/31/12 for our year-end report. Assets and depreciation need to be input by the Auditor's department in the asset system. This information has not been received yet by our department.
  - Cmmr. Neatherlin stated that if Theresia needs any assistance in obtaining timely information from departments to let him know.
  - Distributed a 5 year comparison of Current Expense Revenues & Expenditures with 2013 budgets. This report is also on our county web page.
- 9:15 A.M. Central Operations - Diane Zoren  
Risk Management - Dawn Twiddy  
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.  
The following items were reviewed:
- Calendar items were reviewed: Drug Court Graduation, Monday, February 11 at 3:45 p.m. in Commission Chambers; President's Day holiday on Monday, February 18 – no briefings next week; Shannon & Britta attending Records Retention Training on February 21; Skokomish General Investigation Study briefing – Rich Geiger – on Monday, February 25 at 1:30 p.m. Finance Committee meeting on Monday, February 25 at 2:30 p.m.
  - Hood Canal Coordinating Council status. Cmmr. Neatherlin has met with Scott Brewer from HCCC and was surprised to learn that the HCCC does not have a formal budget. They apparently have new accounting staff and are working on creating a budget. HCCC did provide a salary

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breakdown for staff. Cmmr. Neatherlin would like to schedule an extended briefing time for the three Commissioners to discuss whether or not to continue membership with HCCC. After discussing options, it was agreed to schedule a briefing at 5 p.m. on Tuesday, February 26 for the Commissioners to discuss the HCCC and an agenda item will be placed on the regular meeting agenda under Item 10 for the Board to take action, if any. Cmmr. Neatherlin clarified that if the desire of the Board is to end the HCCC membership for Mason County, no action is necessary because as of now, our membership ends March 1, 2013.

- Sign Declaration of Emergency to have in case of an emergency. Diane asked the Board to sign the Declaration of Emergency that would be used if and when an event occurs.
- Dawn presented information on April 11 employment law training that the Risk Pool will be conducting in Mason County.

9:45 A.M. Public Health & Human Services – Vicki Kirkpatrick  
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance.  
The following items were reviewed:

- The Public Health Director introduced a Monthly Activities Report for January 2013 which will be provided to Commissioners each month – usually within the first week of the month following the month reported on. She went over a couple of highlights.
- Commissioners had a few questions about some of the items in the report. One required additional follow up. The Director will provide additional information regarding a complaint regarding violation of the ban on “smoking in public places”.
- Commissioners also requested an additional reporting item be included on the monthly report. The additional item will be highlighting things expected in the month following the report.

10:00 A.M. BREAK  
Commissioner Sheldon left to attend the legislature.

10:15 A.M. Public Works - Brian Matthews & Melissa McFadden  
Utilities & Waste Management - Brian Matthews & Tom Moore  
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.  
The following items were reviewed:

- Discussed the public hearing that the Commissioners set to consider amending the Transportation Improvement Plan to include the Belfair Bypass.
- Vacation request process discussed.
- Discussed entering into a personal services contract with JA Cunningham Consulting for miscellaneous tasks related to Utilities and Waste Management work.

11:30 A.M. Probation Services – Harris Haertel  
Commissioners Neatherlin, Sheldon and Jeffreys were in attendance. Commissioner Sheldon was absent.  
The following items were reviewed:

- Superior Court Judge Sheldon and Harris Haertel briefed the Board on the 2013 budget impacts of the Teamster's labor contract for the Juvenile Court Detention and Probation Units.

11:45 A.M. Commissioner Discussion  
Commissioners Neatherlin and Jeffreys discussed the following:

- MCSO budget needs
- Budget constraints
- Belfair Subarea Advisory Group
- Collective Gardens – would like to hold a public hearing for code amendments
- Options to lift building moratorium in Belfair. Cmmr. Neatherlin will work on a proposal for a legal consultant to assist the county with creating code to allow septic in the Belfair UGA.
- Dawn Twiddy reported that Susan Sergiojan would like to discuss increased costs for the Longshore defense. Susan discussed options for the relocation of Longshore. She will conduct additional research on the options.

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- Recognition of Dean Byrd's years of service. The Commissioners will ask Diane Zoren to research existing policies from other counties on community member recognition.
- Shoreline Master Plan. Commissioners would like to schedule a briefing with Barbara on the SMP update process and summarize the issue papers.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

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Randy Neatherlin  
Chair

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Tim Sheldon  
Commissioner

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Terri Jeffreys  
Commissioner