

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of January 9, 2012

According to staff notes, the following items were discussed.

Monday, January 9, 2012

9:00 A.M.

Auditor's Office – Karen Herr

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.

The following items were reviewed:

- Karen Herr reported she has an election's position that is vacant and she needs to fill it as soon as possible.
- The Auditor's office will have an agenda item on the January 17 Commission meeting amending the precinct boundaries and adding three precincts due to the new 10th Congressional District. There will also be an agenda item regarding naming the precincts.
- Ms. Herr then discussed the Auditor's office role in the budget process. She stated their office provides accurate and unbiased information so the Commissioners can make the budget decisions and she asked if they should be changing anything. Cmmrs. Ring Erickson and Bloomfield expressed appreciation of Theresia Ehrich's responsiveness and availability. Cmmr. Sheldon noted that the budget is very complicated and wonders if it could be simplified so the public can better understand it.
- Ms. Ehrich provided financial reports including the 5-year financial recap, December revenues & expenditures, REET 1 & 2 and .09 Fund recaps.
- Ms. Ehrich brought up the indirect cost allocation, specifically the 2011 amount from the Belfair Sewer, which has not been paid. This will be discussed further with Utilities.

9:15 A.M.

Central Operations - Diane Zoren

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.

The following items were reviewed:

- 3% Commissioner salary return for 2012 – District 1 & 3 - \$1643; District 2 - \$2282. The Commissioners will write checks back to the county. It was explained that the Commissioners cannot change their salaries and because the 3% increase is in place, they will return the amount.
- Reminder that Monday, January 16 is holiday.
- Appointments to Civil Service (1 applicant – Danielle Lindsey-Skeeters) & Thurston Mason Regional Support Network Advisory Board – (1 applicant – reappointment from Sue LaMont). The Board asked that a short interview be scheduled with Danielle and agreed to the reappointment of Sue LaMont.
- Request to block foreign purchases on credit cards. This is to reduce the chance of fraud on the county credit card program. All departments were surveyed and no one had any issues with this. Diane will place on the agenda for final approval.
- LTAC recommendations – the Board approved placing those awards that have been recommended by the LTAC except for general tourism. There are three applications pending additional information and the next LTAC meeting is January 31. There was discussion of the award for general tourism. Two proposals were submitted – one from the Shelton Chamber of Commerce for \$95,000 and one from Olympic Broadcasting for \$36,000. Dale Hubbard, Olympic Broadcasting, explained the \$36,000 is to manage the general tourism's budget and doesn't include items such as printing of brochures, website design and updates. He indicated they will need additional funding for the program. Heidi McCutcheon from the Shelton Chamber of Commerce explained their proposal for \$95,000 includes \$10,000 for administration and they have submitted a detailed plan of how they would manage the general tourism program. There was further discussion that there may be other private entities that would be interested in managing the general tourism program. Cmmr. Ring Erickson asked that a news release be distributed that proposals will be accepted for general tourism and that LTAC review this at their January 31 meeting.
- 2012 Board/Commission assignments were reviewed. Diane will have the website updated.

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- 9:30 A.M. MACECOM – Jill Evander
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.
The following items were reviewed:
- E911 contract was reviewed. The Board agreed to place this on the January 17 agenda.
- 9:45 A.M. Executive Session – RCW 42.30.110 (1)(g) Personnel
Commissioners Ring Erickson, Sheldon and Bloomfield met with Human Resources Director Karen Jackson and Tom Moore and John Cunningham from Utilities in Executive Session from 9:55 a.m. to 10:15 a.m.
- 10:00 A.M. BREAK
- 10:15 A.M. Sheriff's Office – Sheriff Salisbury/Frank Pinter
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.
The following items were reviewed:
- Traffic Policing 2012 Budget reduction was discussed. Mr. Pinter and Public Works staff will meet on this subject and come back for a follow up briefing on Tuesday with the Board.
 - The following budget supplement requests were made: Mobile Computers for \$17,880 supported by a new Byrne Grant as a funding source for \$17,305. An increase for MACECOM of \$45,502 for their 2012 service year, and \$61,236 for an FTE in the Jail that was inadvertently left off the 2012 Budget. This is not an additional FTE but one that was left off the 2012 Budget worksheets.
- 10:30 A.M. Department of Community Development – Barbara Adkins
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.
The following items were reviewed:
- Faith in Action Center for Seniors Facility - CDBG
Patti Kleist, Executive Director for Faith In Action, is asking the Board to hold a public hearing on a proposal for a Community Development Block Grant (CDBG). The proposal is for a senior center in Belfair and Ms. Kleist is seeking the County's sponsorship of the grant application. If awarded, the County would also administer the grant to Faith In Action in exchange for administrative costs. The Commissioners agreed to schedule the public hearing for February 7, 2012 to hear more about the application and to take public testimony.
 - Voluntary Stewardship Program (Ruckelshaus)
Following up on January 3, 2012 briefing regarding the Board's position regarding holding a public hearing on January 17, 2012. Representatives from the Washington Conservation Commission, the Washington State Farm Bureau, and the Washington Association of Counties attended the January 3rd briefing to provide an overview on the program and the County's options. The Board requested time to review the information and consider whether or not to proceed with a public hearing that would provide the Board an opportunity to opt in to the Program. The deadline for opting in is January 22, 2012. The Board instructed Staff to proceed with public hearing.
 - Planning Advisory Commission
Board provided with copies of applications received to fill vacancy in Planning Advisory Commission. After a brief discussion the Board requested interviews with each candidate at a later date.
- 10:45 A.M. Public Works - Charlie Butros/Brian Matthews
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.
The following items were reviewed:
- Authorization to use the Professional Service Roster to select an on-call Structural and Geotechnical Consultants for 2012 and enter into a contract with each consultant with a maximum payable amount of no more than \$50,000 each.
 - Intergovernmental agreement between Mason Conservation and Mason County for environmental services, as needed, for calendar year 2012.

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- Request authorization to hire two Survey positions in the Public Works Department, Survey Supervisor and Senior Party Chief.
- The annual 2012 State of Washington Road Levy Certification to County Road Administration Board (CRAB) will be placed on the agenda.
- Approval to award the culvert supplies for Public Works to Contech Construction Products out of Portland, Oregon totaling \$19,699.53.
- Request authorization to use the Letters of Interest Roster and enter into a letter agreement/ contracts for Construction Project Inspector Services for calendar year 2012.
- Request for speed reduction on Pickering Road .

11:00 A.M. Executive Session – RCW 42.30.110 (1) (i) - Litigation
Commissioners Ring Erickson, Sheldon and Bloomfield met in Executive Session from 11:05 a.m. to 11:35 a.m. with Tim Whitehead, Chief Deputy Prosecuting Attorney, and Utilities staff for potential litigation.

11:20 A.M. Utilities & Waste Management – Tom Moore/John Cunningham
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.
The following items were reviewed:

- January 31 is a 5th Tuesday and staff asked if there would be a meeting in Belfair. At this point, the Board does not have agenda items.
- Reminder that a briefing is scheduled on Monday, January 23 @ 11 a.m. with a consultant to discuss utility privatization.
- Request to amend the January 10 agenda to call for bids for the Belfair Sewer Hook Up program – Group #2 and authorize the Utilities Department to award the bid. Bid opening is proposed on February 1.
- Request to extend the contract with Harris & Associates.

11:30 A.M. Health Services – Vicki Kirkpatrick
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.
The following items were reviewed:

- Staff briefed the Commissioners on a professional services contract with Patti Sells to serve as the Homeless Plan Coordinator. Funding will come from the County's homeless funds.
- Staff briefed the Commissioners on the contract with Thurston County for Health Officer Services for 2012.
- Discussed the letters between the Squaxin Island Tribe and Taylor Shellfish and the Department of Transportation regarding stormwater runoff from state highways to Oakland Bay.
- Discussed a proposed agreement with the Department of Ecology for Ecology to oversee the closure of the Simpson Wood Waste Landfill.
- Updated the Commissioners on tuberculosis in Mason County.
- Updated the Commissioners on plans for Community education and input related to our Community Health Assessment and the Mobilizing for Action through Planning and Partnership leadership group charged with developing a Public Health Improvement Plan for Mason County. Broad community education and a community survey for input are a part of the process.

BREAK – NOON

Tuesday, January 10, 2012

11:00 A.M. Auditor/Utilities & Waste Management
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.
The following items were reviewed:

- The Commissioners requested a briefing regarding the 2011 payment of Belfair Utility's indirect/central service charges to the Current Expense Fund of \$160,000. The County Auditor and Chief Financial Manager attended to provide information.
The indirect cost allocation plan has been accomplished by the Auditor's office to derive at the percentage to charge grantors, D.S.H.S., Department of Health, WSU, election costs, and other

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funding agencies. In February 2010, the Commissioners approved the methodology and amounts charged. In July 2010 those rates were provided to all departments affected for inclusion in their 2011 budget. Unfortunately the 2011 Belfair Wastewater Budget was submitted and passed without including this charge. However, the general fund included \$160,000 in the 2011 anticipated revenues.

The direct utility administration is paid out of the Combined Utility Fund. All costs of the project (almost \$40 million) have been sent directly from the Belfair Wastewater Fund. However, almost every department in the general fund has provided professional service and assistance throughout this project for the past 8 years. The Utilities Director agreed in 2010 to utilizing the non-capital professional services budget by 8.1% (all other funds pay 16.9%) for the 2011 financial year.

The general concerns of the U&WM department are that no money was budgeted in the 2011 adopted Belfair sewer utility budget for payment of these charges, the methodology used to calculate the amount of the indirect charges for Belfair is inconsistent with how other County funds are charged for their share of the indirect charges, indirect charge reimbursement has already been paid by the department based on the direct salaries of all of those department employees who have been working on the Belfair sewer through indirect central service payments from the department's combined administrative budget and it is unfair to go back in time to collect unbilled/unpaid indirect charges from past budget years. The Commissioners asked staff to prepare a letter for their signature to the State Auditor asking the State auditor to respond to the concerns raised regarding the Belfair sewer indirect charge.

This utility is now operational in 2012 and the indirect/central service charge is based on budgeted salaries. This is included as a 2012 expenditure for Belfair WW and revenue in the Current Expense Fund.

11:15 A.M.

Sheriff/Public Works

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.

The following items were reviewed:

- The Traffic Diversion proposed reduction was discussed. A budget hearing has been scheduled for January 17 to reduce the Traffic Diversion budget by \$125,000.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

Lynda Ring Erickson
Chair

Tim Sheldon
Commissioner

Steven Bloomfield
Commissioner