

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of February 6, 2012

According to staff notes, the following items were discussed.

Monday, February 6, 2012

9:00 A.M.

Auditor's Office – Theresia Ehrich

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.

The following items were reviewed:

- January financial statements were reviewed. Theresia noted that although the revenues appear to be on target, there are certain departments that are higher in collections due to the collection of one-time revenues and other departments are lower compared to past performance for the same time period.
- Budget comparison for the Sheriff's office was distributed.
- Theresia has included the Sheriff's office request for a supplement to their 2012 budget in the budget order she is working on for the medical contribution changes.
- The Accrued Leave Fund is at \$234,000. This pays for accrued leave for only Current Expense employees.
- Cmmr. Bloomfield brought up the liquor tax distribution. The distribution should remain the same to cities and counties.

9:15 A.M.

Central Operations - Diane Zoren

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.

The following items were reviewed:

- Public Transportation Improvement Review Conference – scheduling for 8:30 a.m. on Tuesday, March 13. Included in the Board's packets was Resolution 01-08, current composition of the MTA Governance Board. RCW requires a review of the MTA Governance Board every four years.
- The Board agreed to place an appointment for the Civil Service on the agenda for Danielle Skeeters-Lindsey.
- The Board agreed to concur with the Timberland Regional Library Board appointment of John Braun made by Lewis County Commissioner's as their representative.

9:30 A.M.

Human Resources – Karen Jackson

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.

The following items were reviewed:

- The HR Director supports taking action on a request to reclassify a clerical position in the Jail from Clerk to Financial Assistant in the Mason County Sheriff's Office. Since 2008, there has been an accretion of duties that are more in line with the duties of a Financial Assistant. The reclassification will be paid with existing MCSO funds – no supplemental is required for 2012. The HR Director will contact appropriate representatives of the Civil Service Commission and Union after the County Commissioners have had a reasonable period to consider this request.
- HR Intern – A student from The Evergreen State College, who had contacted Mason County Human Resources regarding an internship, began on Friday, February 3. She will assist with filing and data entry for approximately two hours per week (with more hours expected during school breaks). The student is seeking a major in Human Resources/Labor Management.
- Extra Help – HR Director requested ability to utilize 2012 budgeted funds (Extra Help - \$500) to get caught up on several clerical tasks if Central Operations staff is unable to accommodate HR, as needed. Commissioners were supportive of this plan so long as the cost doesn't exceed the budget for this.
- Vacation Plans – HR Director requested time off on March 16 and in late August. Commissioners approved and HR Director will submit leave request form with specific dates in August at a later time.

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- 9:45 A.M. Closed Session – RCW 42.30.140 (4) – Labor Discussion
Commissioners Ring Erickson, Sheldon and Bloomfield met in a Closed Session with Human Resources, Court and Probation Services staff from 9:45 a.m. to 10:00 a.m. to discuss a labor matter.
- 10:00 A.M. BREAK
- 10:15 A.M. Economic Development Council – Matt Matayoshi
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.
The following items were discussed:
- The race track was discussed.
 - Need of businesses succession planning.
 - Business turn around work that the EDC is doing.
 - State of the economy.
- 10:30 A.M. Public Works - Charlie Butros/Brian Matthews
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.
The following items were discussed:
- Use the County MRSC Consultant Roster to select an on-call Archeological Consultant for 2012 calendar year and enter into a contract with a maximum payable amount of no more than \$35,000.
 - The Road Levy Certification for 2012 will be placed on the February 14 agenda.
 - Skokomish Flood District Boundary update.
 - Job reclassification request.
 - Road name change McReavy Street to Edward Street (Unopened ROW).
 - Expand 35mph speed reduction zone on Pickering Road from MP 0.00 to MP 1.765 (Currently the speed zone is from MP 0.00 to MP. 0.900).
 - HPA Appeal Status
- 11:00 A.M. Utilities & Waste Management - Tom Moore/John Cunningham
Commissioners Ring Erickson and Bloomfield were in attendance. Commissioner Sheldon left to attend the legislature.
The following items were reviewed:
- Belfair Sewer - Project Change Order:
- Change order amount is approximately \$600,000;
 - Not new work, but work that was taken out of pond construction contract and added to treatment plant construction contract;
 - Cost of work was under the engineer's estimate for the work;
 - Change is for piping and other work between the treatment plant and the pond;
 - Change was made prior to bidding the pond construction work;
 - Change was made because contractor for pond work was unknown at the time and staff didn't want to potentially have two different contractors working in the same area of the construction site.
- Tri-Party Agreement:
- Potlatch wastewater treatment facility project is out for bids;
 - HDR is the Project Manager – Dave Berg is the HDR contact.
- Belfair sewer - properties without hookup funding availability:
- Some property owners may have means to do sewer lateral construction, but not means to pay their CFC;
 - Can we loan more on the CFC's in this case;
 - Goal is to get connection to the system;
 - BoCC question: do we have capacity for this in the bond; if this is done, it must be a loan; Bring something forward on a future "action item" addressing this; Commissioners want whatever we do to be equitable, documented. Providing assistance to residential owners is most important.
- Belfair sewer, Krueger property restoration:
- To be restored with native plants – trees and ground cover;

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- Hope to use Conservation District to perform the work;
- WSU extension can't do the work for us as originally planned because there is not an educational component to the work, such as with the rain gardens the extension is doing for us;
Utilities Divestiture/Privatization Analysis Update:
- Still working on getting a final cost and funding proposal for completion of the work plan outlined by Gordon Wilson from FCSG at the 2/6/12 briefing;
- Commissioners indicated they are not interested in spending a lot of money;
Belfair Sewer – Phase 2 Update letter:
- Working on putting together an update letter to phase 2 property owners letting them know the current decisions/status relative to the phase 2 sewer construction
Belfair Sewer – ESA Contract amendment #1:
- Amendment amount is \$92,096 and is on February 14 Action Agenda;
- Main reason is we are able to do more “County Hookup” properties than expected when the contract for this program was originally executed;
- Original agreement was for design, bidding & construction services for installation of sewer laterals at 45 properties, now looks like we have enough funding available to provide hook-up assistance to approximately 70 properties;
Belfair Sewer - MOU with NMSD regarding connection to sewer:
- For auditing reasons, the North Mason School District (NMSD) doesn't want to pay their connection fee (CFC) until after they have connected to the Belfair sewer. They feel to do otherwise would be a lending of their credit.
- Staff is entering into a Memorandum of Understanding (MOU) with the NMSD allowing them to connect first and then pay their CFC. The MOU has been approved by County prosecutor's office.
Landfill “Grizzly” repairs:
- “Grizzly” knuckle boom at transfer station needs some major repair work done on it;
- This is the piece of equipment that assists with loading and compacting the long haul trailers;
- It is developing some cracking in its support base;
- Cost to repair with rebuilt parts is likely to be in the \$30,00 to \$35,000 range;
- Will try to do work on a Sunday/Monday when transfer station is shut down to lessen impact on operations;
- In order to replace the base, a crane will need to be hired to lift the knuckle boom and cab off the base.

11:15 A.M. Department of Community Development – Barbara Adkins
Commissioners Ring Erickson and Bloomfield were in attendance. Commissioner Sheldon was absent to attend the legislature.
The following items were reviewed:

- Community Development Block Grant
First public hearing to consider the County's sponsorship of a CDBG grant for senior center in Belfair set for February 7, 2012 meeting.
Grant application not prepared yet; therefore the public hearing will need to be continued until February 21, 2012.

11:30 A.M. Parks & Trails – John Keates
Commissioners Ring Erickson and Bloomfield were in attendance. Commissioner Sheldon was absent to attend the legislature.
The following items were reviewed:

- The costs to refurbish the old dentist office space in building 8 will cost around \$10,000. John asked for direction on whether to proceed and was given an okay. Specifically John was directed to chat with Utilities and Waste Management to inquire of them possibly moving to Building 8 and vacating Building 2.
- Reviewed concerns relating to renting Memorial Hall. Requested permission to develop alternative processes and procedures for the rentals and the Commissioners granted approval.
- Requested approval to look into outside consulting help to complete the asset planning work for all county buildings. Permission was granted.

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- Informed Commissioners he had submitted a state capital grant in the amount of \$400,000 to Rep Kathy Haigh's office.
- Briefed the Commissioners on the status of the partnership work with the Trust for Public Land (TPL). The County and TPL are now at a stage in the work where the proposed County survey will be conducted. The cost of the survey will be about \$18,000 and will be a statistically valid, professionally done survey. TPL has raised funds for all but \$3,500 of the survey. Keates request that \$3,500 be allocated from the sales and use tax fund, which was covered by Theresa Ehrich. Commissioners approved the allocation of \$3,500 and moving forward with the survey and asked Keates to speak with Commissioner Sheldon since he was not at the meeting.
- Informed the Commissioners that Public Works had requested custodial services for the Belfair road shop. Keates replied that services could be offered but only on an overtime basis with public works reimbursing facilities. Keates told commissioners that the fiscal impact would be about \$3,000.
- Vicki Kirkpatrick joined the briefing as the discussion turned to the future use of the old Catholic Church Rectory Building. A Community group is interested in using the building as a homeless shelter for youth ages 18-24. County staff has met with the City building department and the transition would not be extremely difficult. Commissioners are interested in working with the group on a lease of the building.

BREAK – NOON

1:00 – 3:00 P.M. Executive Session – RCW 42.30.110 (1) (g) – Personnel
Commissioners Ring Erickson and Bloomfield met in Executive Session from 1:10 p.m. to 3:10 p.m. to conduct the Department Director Annual Evaluations. Cmmr. Sheldon was absent.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

Lynda Ring Erickson
Chair

Tim Sheldon
Commissioner

Steven Bloomfield
Commissioner