

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of February 13, 2012

According to staff notes, the following items were discussed.

Monday, February 13, 2012

9:00 A.M.

Auditor's Office – Theresia Ehrich

Commissioners Ring Erickson and Bloomfield. Commissioner Sheldon was absent.

The following items were reviewed:

- Presented draft budget order for hearing that will be scheduled soon. There are two new Voter Accessibility grants for elections, which Amber Cervantes gave the details on.
- Cash flow statement and revenue comparison was reviewed.
- The annual Oath of Inventory will be on the February 14 agenda.

9:15 A.M.

Central Operations - Diane Zoren

Commissioners Ring Erickson and Bloomfield. Commissioner Sheldon was absent.

The following items were reviewed:

- Calendar items - Monday, February 20 is a holiday; Cmmr. Bloomfield will be out of the office February 21-23.
- Status of Island Lake Management District. The plan is to set the first hearing in April.
- County Commissioner salary information from other counties was enclosed in the Board's briefing materials.
- The Board agreed to hold elected official briefings and Committee of Whole meetings as needed, rather than schedule on a regular basis.
- Advisory Board Handbook draft was reviewed. The County website has been updated to include advisory board information. Attorney General's office willing to conduct a free training session on the Open Public Meetings Act. Diane asked the Board to review and let her know of any edits.
- Cmmr. Bloomfield brought up the Clerk's request for a budget supplement of \$31,500. Cmmr. Ring Erickson noted that unless it is a different request than was submitted in the 2012 budget process, the request cannot be considered.
- The MTA Review Conference will be held on March 13 to review the composition of the MTA Governance Board.

9:45 A.M.

Human Resources – Karen Jackson

Commissioners Ring Erickson and Bloomfield. Commissioner Sheldon was absent.

The following items were reviewed:

- Sheriff Casey Salisbury, Jail Chief Tom Haugen and Frank Pinter, Finance Manager, co-Management, co-presented. This was a follow-up discussion regarding the MCSO request to reclassify a clerical position in the Jail from Clerk to Financial Assistant invited questions from the Commissioners, who raised no questions about the documentation submitted. The next step is to present the matter to the Civil Service Commission and Union before any final action could be undertaken by the County Commissioners. The next Civil Service Commission meeting is on February 16.
- Tom Moore, Interim Director Utilities/Waste was also present. Salary recommendation for temporary appointment of Tom Moore to Interim Director, Utilities/Waste Management was discussed. Mason County Personnel Policies require at least a five percent (5%) salary adjustment upon promotion (temporary or otherwise). Mr. Moore will be compensated within Range 45, which is the appropriate salary range for the Director position. The Commissioners agreed to place him at Step A of the range rather than the Entry step in recognition of the fact that Mr. Moore hadn't received additional compensation when his own job classification (as Deputy Director) had expanded in

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2008. Commissioners requested that the current Deputy Director job classification be reviewed by HR to determine the appropriate salary range placement.

10:00 A.M. BREAK

10:15 A.M. Department of Community Development – Barbara Adkins
Commissioners Ring Erickson and Bloomfield were in attendance. Commissioner Sheldon was absent.
The following items were reviewed:

- Issue Paper: Council Committees
Provided Commissioners with an Issue Paper discussing council committees as a function of local government. Also discussed the process for establishing an advisory for the Belfair Urban Growth Area. Commissioner Ring-Erickson noted that Belfair is within Commissioner Sheldon's district and the discussion should be delayed until he could be present. Will continue this for Monday, February 27, 2012.
- Tahja House
Update to the Commissioners that the Tahja house in line for abatement by the County has been taken over by the mortgage holder and we have been advised to stop our process. The bank is pursuing the demolition of the house and the installation of the retaining wall. The property will be monitored for progression.

10:30 A.M. Public Works - Charlie Butros/Brian Matthews
Commissioners Ring Erickson and Bloomfield were in attendance. Commissioner Sheldon was absent.
The following items were reviewed:

- FYI: BergerABAM out of Federal Way, Washington was selected as the design consultant for county road project 1963, Lower Elfendahl Pass Road Bridge. Commissioners approved the project and authorized selection of a Design Consultant at the November 22, 2011 public meeting.
- Green Star Recommendation for DEM Staff, Tammi Wright and Sandi Kvarnstrom.
- Sheriff vehicle replacements were discussed.
- O&M Manager position was discussed.

11:00 A.M. ~~Executive Session – RCW 42.30.110 (1) (f) Potential Litigation~~
Utilities & Waste Management – Tom Moore
Commissioners Ring Erickson and Bloomfield were in attendance. Commissioner Sheldon was absent.
The Executive Session was canceled and staff briefed on the following items:

- Meeting with Nancy Moore regarding art work on the water tank at the Belfair WRF.
- Tom Moore will be in court all week on the Clifton Heights Condemnation trial.

11:15 A.M. Facilities, Parks & Trails – John Keates
Commissioners Ring Erickson and Bloomfield were in attendance. Commissioner Sheldon was absent.
The following items were reviewed:

- Introduced Ann Welz from the Trust for Public Land and informed the Commission that TPL will be transferring the Sunset Bluff Park property to Mason County in March. John also informed the Commissioners that TPL and the County had received more grant funding than expected. A ceremony of acquiring the property will be scheduled.
- Reviewed a new rental policy form that should be implemented soon.
- Provided a list of possible projects to the Commissioners that were suggested to be submitted to the state if there is a jobs package offered.
- Informed the Commissioners that the \$3,500 portion of the fee for conducting the TPL survey will have to come from REET II funds and not Sales and Use Tax fund.

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- 11:30 A.M. Health Services – Vicki Kirkpatrick
Commissioners Ring Erickson and Bloomfield were in attendance. Commissioner Sheldon was absent.
The following items were reviewed:
- Discussed with Commissioners a request for a salary range adjustment in recognition of adding two significant books of business to the Health Department (which also resulted in a name change from Mason County Public Health to Mason County Public Health and Human Services).
 - Discussed the request from Water Resources Inventory Area (WRIA) 16 to have the County host a web page for them. Commissioners support the WRIA's request along with a clear understanding that documents posted must be appropriate and will be screened and approved. Commissioners suggested creating a Memorandum of Understanding between WRIA 16 and the County. Director was also asked to make sure that the County IT could support the web page.
 - BOH appeal on February 28, 2012. Director updated the Commissioners on a meeting held between the County Deputy Prosecutor, Public Health and representatives from the Squaxin Tribe. There was agreement between the members present at the meeting that we would meet to review the planning, building and environmental health permitting process and to consider ways to make it more transparent and easily understood by the public.
 - The Director and the Housing Coordinator updated the Commissioners about the changes to the Housing Contract template and provided a summary of the 2012 Contract recommendations of the Housing Coalition. There was also a discussion of the financial and performance reviews of last year's contracts.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

Lynda Ring Erickson
Chair

Tim Sheldon
Commissioner

Steven Bloomfield
Commissioner