

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of February 27, 2012

According to staff notes, the following items were discussed.

Monday, February 27, 2012

9:00 A.M.

Central Operations - Diane Zoren

Commissioners Ring Erickson, Bloomfield and Sheldon were in attendance.

The following items were reviewed:

- Cmmr. Ring Erickson brought up the House of Representative's budget which proposes an approximate \$1.3 million budget reduction to counties. It does include an option for counties to raise the sales tax and even if Mason County does that, it would not fill the gap. One of the items proposed to be cut is the .09 Rural Sales Tax. Cmmr. Sheldon stated the Senate budget is due on Tuesday and the final outcome is unknown. The legislature session is scheduled to end on March 9.
- The following calendar items were reviewed: March 5 briefings & March 6 Commission meeting will be canceled; Finance Committee meeting is scheduled on Monday, March 12, 9:30 a.m.; MTA Governance review meeting on March 13, 8:30 a.m. There is a request from Port of Allyn for a position on the MTA Board; GI Study public outreach meeting is scheduled on March 15, 6 p.m. @ Public Works; Risk Pool conference is March 21-23 and Cmmr. Sheldon is attending.
- Diane asked if there are edits to Handbook for Advisory Boards. Cmmr. Ring Erickson and Bloomfield will review and Diane will place this on the March 12 briefing.
- Diane is working on the Request for Proposals to replace the recording equipment with Dave Loser. This is budgeted and the courts will also be replacing their equipment.
- The 2011 .09 award to Belfair Sewer in the amount of \$200,000 was not vouchered in 2011. It can be vouchered this year along with the 2012 award and Diane requested the Board sign the budget transfer form so the money is moved from the ending fund balance of that fund into the correct BARS line.
- Port of Allyn request for \$10,000 for Water System Plan from the .09 Fund has been received. Diane asked if it can be circulated for comment. Cmmrs. Sheldon and Bloomfield were ok to circulate for comment. Cmmr. Ring Erickson stated that with the future of this funding unknown at this time, the Board needs to be very careful about any commitments. She noted that current obligations would have to be paid from Current Expense if that funding goes away.
- Diane reviewed the items that will be scheduled at an April 3 budget hearing:
\$103,279 for increases to employee benefit contribution
\$19,356 & \$15,500 for Voter Accessibility grants
\$218,404 for Sheriff
\$250,000 to the Mental Health Fund #164 for new tax revenues and expenditures.
Diane asked if the Clerk's request for \$31,500 should be included. The Commissioners said no, unless the proposal is different than was requested in the 2012 budget process. Theresia Ehrich added that a revenue reduction of \$180,000 in property tax and liquor excise tax revenues will be included.

9:10 A.M.

Auditor's Office – Theresia Ehrich

Commissioners Ring Erickson, Bloomfield and Sheldon were in attendance.

The following items were reviewed:

- February revenue comparison and Current Expense monthly cash flow.
- Provided a draft budget order for the April 3 budget hearing. Reported that the \$1.2 million difference in 2012 CE budgeted revenues vs. budgeted expenditures would be over \$1.7 million if budget changes are passed/approved as requested.
- Discussion was held to pass the tax levies before the budget adoption this year.

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- ~~9:15~~ 9:30 A.M. Risk Management – Dawn Twiddy
Commissioners Ring Erickson and Bloomfield were in attendance. Cmmr. Sheldon left at 9:30 a.m. to attend the legislature.
The following items were reviewed:
- Risk Management Policy Update
The Driving Policy has been sent out to all of the Elected Officials and Department Heads for them to review and staff has addressed all of the concerns that were submitted. The Prosecutor Office has reviewed it. The next step is to send it out to the Union Representative for review prior to it being on the Commission agenda.
Cmmr Ring Erickson has not had time to review the policy but will this afternoon and let staff know if she has any concerns. Cmmr Bloomfield said he has some questions and would like to meet with staff to review them. Cmmr. Sheldon was not present and Dawn will call him and discuss the policy.
 - 2012 Crime Shield Insurance Policy
This year there were two additional options available for the County for additional fees. Faithful Performance of Duty coverage in the amount of \$462, and the removal of Exclusions for Bonded Employees and the Treasurer and Tax Collector in the amount of \$490. Commissioners approved placing this on an agenda.
 - 2011/2012 Claims and Incidents Update
There were 45 claims filed on the county in 2011, 4 pre-defense review cases opened, 4 first party claims filed on our insurance, and 46 claims closed. Currently there are 37 open claims/lawsuits/pre-defense reviews.
 - 2012 Trainings that Risk Management Intends to Schedule
Public Records Policy
Defensive Driving Training
Non-Discrimination & Harassment Training
Open Public Meeting Act
First Aid/CPR/AED/BBP Training
- ~~9:30~~ 9:40 A.M. Human Resources – Karen Jackson
Commissioners Ring Erickson and Bloomfield were in attendance. Cmmr. Sheldon was absent to attend the legislature.
The following items were reviewed:
- Public Defense Administrator. The HR Director provided an update on the status of the Public Defense Administrator recruitment and a timeline for activities. The position has been advertised in the local newspaper for several weeks without much success. Additional advertisement on the Washington State Bar Association website and local bar association websites is expected to bring forward additional candidates. The recruitment will close on March 16, 2012. The HR Director is working with the courts on identifying subject-matter experts to participate on an interview panel, with interviews anticipated in late March.
 - Interim Public Works Director. Requested action on making an interim appointment of Brian Matthews to the soon-to-be vacant Public Works Director. The Commissioners asked the item to be added to the February 28 meeting agenda.
- ~~9:45~~ 9:50 A.M. Sheriff's Office – Sheriff Salisbury/Frank Pinter
Commissioners Ring Erickson and Bloomfield were in attendance. Cmmr. Sheldon was absent to attend the legislature.
- Sheriff Salisbury provided information requesting a review of the Sheriff's Command staff salaries and that adjustments be made to the midpoint of comparable counties.
- 10:00 A.M. BREAK

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- 10:15 A.M. Department of Community Development – Barbara Adkins
Commissioners Ring Erickson and Bloomfield were in attendance. Cmmr. Sheldon was absent to attend the legislature.
- Shoreline Master Program and Puget Sound Grant Update
Staff provided brief update on the Shoreline Master Program process and the grant status. Also, county has been awarded a Puget Sound Marine Nearshore Protection and Restoration Grant in the amount of \$245,000.00. An item of concern in the Marine grant is the ability to fund an enforcement officer within DCD beyond the grant funding period.
 - Belfair Advisory Committee
During a previous briefing, information was provided to the Board regarding the establishment of advisory committees. Citizen requests for the establishment of an advisory committee for Belfair prompted the Board's request for an analysis. Due to Commissioner Sheldon's absent from that briefing, the topic was continued until his opinion could be obtained. Since Commissioner Sheldon was again not in attendance for briefings, Commissioners Ring-Erickson and Bloomfield directed that the proposed Resolution to establish a Belfair Advisory Committee be placed on the Board's meeting calendar for open discussion.
 - Planning Advisory Commission
The Board interviewed several candidates for the current vacancy in the Planning Advisory Commission in late January. Staff directed to poll the Commissioners independently to determine a consensus of their choice.
 - Belfair Sewer – Hook ups 500 feet v. 200 feet
In response to a recent citizen email, direction was sought from the Board on their desires to revisit the hook up requirements. It was acknowledged that any analysis of sewer is not a function of the Department of Community Development, and should be deferred to the Department of Utilities and Waste Management. In addition, no direction has been given at this point to change the development requirements.
 - Medical Cannabis
The current moratorium will expire on May 16, 2012. Staff is currently scheduled to provide amendments to the Development Regulations addressing the location of collectives and dispensaries. Board queried on their desire to proceed with proposed amendments, or to impose an extension on the Moratorium. Board is interested in proceeding with amendments and suggested we look at including language similar to that adopted by Lewis County. Public hearing before the Planning Advisory Committee is anticipated for March 19, 2012.
- 10:30 A.M. Committee of the Whole
Commissioners Ring Erickson and Bloomfield were in attendance. Cmmr. Sheldon was absent to attend the legislature.
- General discussion ensued regarding the HR Director's recommendation that the Commissioners, along with its line department heads and other elected officials, review the current structure of the county government and consider whether any changes should be made. The outcome was that Commissioner Bloomfield will participate in a follow-up discussion with the department directors.
- 11:00 A.M. Public Works - Charlie Butros/Brian Matthews
Commissioners Ring Erickson and Bloomfield were in attendance. Cmmr. Sheldon was absent to attend the legislature.
The following items were reviewed:
- Resolution setting a hearing date with the Hearing Examiner on Tuesday, April 10, to consider public comment on the petition for vacation of a portion of E Mason Lake Drive West.
 - Squaxin Island Canoe event was discussed.
 - Speed reduction request on Pickering Road. A public hearing will be scheduled.

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- 11:15 A.M. Utilities & Waste Management - Tom Moore/John Cunningham
Commissioners Ring Erickson and Bloomfield were in attendance. Cmmr. Sheldon was absent to attend the legislature.
The following items were reviewed:
- Wastewater hauling bid award will be announced at the March 13 Commission meeting.
 - The contract for John Cunningham contract will also be on the March 13 agenda.
 - Staff announced the trial verdict for the condemnation Clifton Heights.
 - Staff has been contacted by the Skokomish Tribe on the Tri-Party Agreement in respect to grants. Tom Moore will be in contact with the Tribe.
- 11:30 A.M. Mike Glaser – Harstine Island
Commissioners Ring Erickson and Bloomfield were in attendance. Cmmr. Sheldon was absent to attend the legislature.
- Mr. Glaser briefed the Board on a Washington State Parks acquisition of property on Harstine Island. He is requesting Mason County oppose the land swap with the Scott family.
- Noon Executive Session – RCW 42.30.110 (1)(i) Potential Litigation
Tom Moore, Interim Director of Utilities & Waste Management requested the Executive Session be added to the agenda. Commissioners Ring Erickson and Bloomfield met with Tom Moore and John Cunningham and legal staff in executive session from noon to 12:20 p.m. for a legal matter. Cmmr. Sheldon was absent. No action was taken.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

Lynda Ring Erickson
Chair

Tim Sheldon
Commissioner

Steven Bloomfield
Commissioner