

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of March 12, 2012

According to staff notes, the following items were discussed.

Monday, March 12, 2012

9:00 A.M.

Auditor's Office – Theresia Ehrich

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.

- Reviewed the Cash Flow and February financial statements. The Current Expense cash balance is at \$4.1 million. Revenues & expenditures on track so far this year.
- Revenues in Special Funds were reviewed and it was noted that the REET, LTAC and Sales & Use tax are up a bit.
- Cmmr. Sheldon asked how the increased gas prices would affect the budget. Theresia stated that is something for ER&R to answer.
- Cmmr. Sheldon brought up the mental health tax that was recently passed and the collection will start in July. He wants to be clear that the money is restricted for mental health use. Theresia said it would go into a separate department of the Mental Health Fund, which is a restricted fund. Provided copies of resolution passed last November by Commissioners on the new tax.
- Cmmr. Bloomfield expressed concern that several of the special fund balances are declining, notably Sales & Use, Leave & REET 1. Theresia noted that she provides individual monthly recaps on these and balances in the special funds so the Board can be certain that existing commitments can be made before making new commitments.
- Theresia circulated a revised resolution for the March 13 Commission meeting that sets the budget hearing in April. She included the amount for the AFSCME medical increase that AFSCME voted on late last week.
- Commissioners asked Theresia to provide report on all Current Expense budgeted positions that are vacant at this time.

~~9:15 A.M.~~ 9:25 A.M. Central Operations - Diane Zoren

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.

The following items were reviewed:

- Training for the new financial system is March 20-22 and Diane will need to attend some of this.
- Vacation request from Diane for May 3 – 14.
- Commission meeting recordings are available on the county website.
- Amended language for membership appointments was reviewed for the Handbook for Advisory Boards. The Board is good with the new language and Diane will place the Handbook on the March 20 Commission agenda for approval.
- The work plan and budget was included for the Island Lake LMD.
- News release for annual review of LTAC membership will be on the March 20 agenda.

~~9:30 A.M.~~ 9:35 A.M. Finance Committee

In attendance: Cmmr. Lynda Ring Erickson, Treasurer Lisa Frazier, Auditor Karen Herr, Cmmr. Steve Bloomfield, Cmmr. Tim Sheldon, and Theresia Ehrich.

Ms. Frazier recapped the finances of the county as of February 29, 2012. Currently there are no registered warrants, investment interest continues to decline, and sales tax has increased slightly.

Ms. Frazier reported that the Treasurer's office has started transmitting revenues electronically which should result in a decrease in banking fees.

Cmmr. Sheldon asked whether amnesty on property tax late fees have been considered.

Ms. Frazier stated she had considered it, which would give the county a one-time opportunity to generate additional income.

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Cmmr. Sheldon asked Ms. Frazier when tax statements were being mailed to property owners. Since the courts declared the \$5.00 conservation district's surcharge to be illegal, they've had to remove these fees from the tax statements. Ms. Frazier stated the statements are currently at the printers and should be in the mail by the end of the week. Karen Herr and Dave Loser updated the committee on the implementation progress of the new Munis financial system. Mr. Loser stated thus far the county has spent approximately \$130,000 of the \$280,000 bid proposal on equipment and software that has been successfully installed. He also mentioned he is working with Computech in extracting data from their system to be used in the new Munis system but is unsure of the cost. Theresia invited the Commissioners to attend one of the analysis or training sessions provided by Munis that will be scheduled periodically in Building 8, to familiarize themselves with the new system.

Ms. Frazier requested signatures from the Chair of the Commission, Lynda Ring Erickson, and the Secretary of the Committee, Karen Herr, on disclosure statements regarding investment policies.

~~10:10 A.M.~~ 10:10 A.M. Executive Session – RCW 42.30.110 (1) (g) Personnel
An Executive Session was added to the agenda. Commissioners Ring Erickson, Sheldon and Bloomfield met from 10:10 a.m. to 10:28 a.m. with Karen Jackson, Human Resources Director, on a personnel matter. No action was taken.

~~10:15 A.M.~~ 10:30 A.M. Department of Community Development – Barbara Adkins
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.
The following items were reviewed:

- Belfair Advisory Committee
Proposed Resolution to establish an advisory committee for Belfair UGA on the March 13 agenda under Item 10 for discussion and consideration. Commissioners suggested edits to the proposed Resolution including limiting committee members to residents of the UGA only and adding discussion topics for committee review with priorities to begin with incorporation, utilities and boundary review.
- Planning Advisory Committee
Appointment of Kristy Buck to Planning Advisory Commission on Board's March 13, 2012 Action Agenda. No Commissioner concerns regarding this item.
- Title 17.03.030 Code Revisions
Public hearing scheduled for March 13 Board meeting regarding proposed amendments to Title 17. No Commissioner comments or questions.

~~10:30 A.M.~~ 11:00 A.M. Executive Session – RCW 42.30.110 (1)(b) – Real Estate
Commissioner Ring Erickson, Sheldon and Bloomfield met in Executive Session from 11:00 a.m. to 11:20 a.m. with Brian Matthews and Rick Brush from Public Works on a real estate matter.

Cmmr. Sheldon then left to attend the legislature.

~~10:45 A.M.~~ 11:20 A.M. Public Works – Brian Matthews
Commissioners Ring Erickson and Bloomfield were in attendance. Commissioner Sheldon was absent to attend the legislature.
The following items were reviewed:

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- News Release regarding an update on the Weaver Creek Bridge Replacement Project on Skokomish Valley Road.
- Supplemental Agreement #1 for an additional contract amount of \$21,094.72. The original contract cost is \$159,959.98; new contract amount would be \$181,054.70 for Hunter Creek Bridge design. The consultant is KPFF, County Road Project: 1829-R.
- Authorization for Public Works to use the County MRSC Small Works Roster to select a contractor to provide materials, equipment and installation of yard lighting at the Public Works Facility. Cost is estimated \$10,000.
- Request the Board authorize the Chairperson to execute documents prepared by Public Works to be submitted to the County Road Administration Board for the 2011 annual certification.
- Set Hearing with the Skokomish Flood Board for April 10, 2012 at 10:30 a.m. to consider the removal of the Lake Cushman Development from the Skokomish flood zone.
- Bid awards for the following: 2012 Manufacturing Stockpiling of Mineral Sanding Aggregate; 2012 Paint Striping service contract was awarded to Specialized Pav Mark out of Tualatin, Oregon in the amount of \$274,109.09; CRP 1951, Recessed Pavement Markers (Part of the Run-off –road and Intersection Safety Projects) awarded to Apply A Line out of Pacific, Washington in the amount of \$64,862.50; CRP 1963, Elfendahl Pass Road, Berger Adam out of Federal Way, Washington has been selected as the consultant for the design phase of this project. Maximum payable amount not to exceed \$162,000.

~~11:00 A.M.~~ 11:35 A.M. Superior & District Court – Robyn Lockwood/Patsy Robinson
Commissioner Ring Erickson, Commissioner Bloomfield, Pat Swartos, Patsy, Robinson, and Robyn Lockwood. were in attendance. Cmmr. Sheldon was absent to attend the legislature.

- Brief discussion regarding the current jury system. The Courts were authorized to go forward with an RFP for a replacement jury system and the matter will be placed on the action agenda on March 20. The new system will be paid from the Trial Court Improvement Fund.

~~11:10 A.M.~~ 11:40 A.M. Utilities & Waste Management - Tom Moore/John Cunningham
Commissioners Ring Erickson and Bloomfield were in attendance. Commissioner Sheldon was absent to attend the legislature.

The following items were reviewed:

- Contract for interim staff support services with J.A. Cunningham Consulting, LLC. The cost is \$75 an hour to a maximum of 40 hours a week.
- Change order in the amount of \$617,836.17 for Issue #8 for the Belfair Wastewater Treatment & Water Reclamation Facility (WWT/WRF) for the “tie-in” between the WWT/WRF and the onsite Treated Water Storage Pond/Irrigation System.
- Call for bids for the Belfair Sewer Hook-Up Program Group 3 is ready and the bid opening will be April 19.

~~11:30 A.M.~~ 12:10 P.M. Health Services – Vicki Kirkpatrick
Commissioners Ring Erickson and Bloomfield were in attendance. Commissioner Sheldon was absent to attend the legislature.

The following items were reviewed:

- Pollution Identification and Correction Grant
Overview of the \$499,000 Environmental Protection Agency grant to begin our Pollution Identification & Correction program. No match required for this funding. The county will be working closely with the Squaxin Tribe to develop a working relationship to be used as the model for the state. We will be entering into an agreement fashioned after one used by Public Works and the Squaxin Tribe in the past. Staff is planning to bring it forward to the April Board of Health for signature after approval by the Prosecuting Attorney. The

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County will be entering into Memorandums of Agreement with WSU for the education & outreach and the Conservation District for an additional \$50,000 for Best Management Practices (does not come out of our grant award, is a separate pot of funding).

- Oakland Bay TMDL
Received permission to send the County "Saw Blade" logo to Ecology to be used as a button to link to Mason County from the Oakland Bay TMDL web site.
- NACCHO Selection of Oakland Bay Clean Water District as a Model Practice
Informed the Commissioners that our submission (Oakland Bay Clean Water District Model) to NACCHO received a model practice designation. As the author/submitter Vicki has been extended an invitation and stipend to attend the NACCHO annual conference in Los Angeles July 11-13 and receive a plaque at the awards ceremony on the 12th. Staff will prepare news release.
- Briefed Commissioners on release of National County Health Rankings scheduled for April 3, 2012. Staff will prepare news release.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

Lynda Ring Erickson
Chair

Tim Sheldon
Commissioner

Steven Bloomfield
Commissioner