

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of March 19, 2012

According to staff notes, the following items were discussed.

Monday, March 19, 2012

9:00 A.M.

Auditor's Office – Theresia Ehrich

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.

The following items were reviewed:

- February recap of the Sales & Use Tax (.09) fund and ending fund balance.
- REET 1 fund recap and 2012 ending fund balance projected of just over \$100,000 now. There was a discussion of grants budgeted. Theresia said if the projected revenues are met, there should be enough for next year's bond payments.
- Theresia provided a recap of all Special Funds as to when established, uses, RCW's, resolution numbers etc.
- Theresia provided Mental Health Fund information, financial recaps and resolution for the new tax.
- Theresia is working on closing out the 2011 financial year, begin financials, and County's Annual Report due to SAO by the end of May. She will prepare a resolution regarding ending fund balances of all funds to comply with GASB 54 (Restricted, Committed, Unassigned, Unassigned) for the Boards approval.
- Accrued leave liability - \$2.7 million for Current Expense; \$3.8 million total for all funds at 12/31/2011.
- Analysis, Setup, and Training on the new financial system begins this week and Theresia gave a calendar for the year to the Commissioners.
- Cmmr. Sheldon gave the status of the state budget. He believes that any reductions would be immediate, unless there is a proviso.

9:15 A.M.

Central Operations - Diane Zoren

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.

The following items were reviewed:

- A briefing has been scheduled with the state agencies, staff and Commissioners on Monday, April 9 at 1:30 p.m. regarding Development Regulations.
- Shelton Chamber of Commerce State of Community Address is Thursday, April 19th. The Commissioners plan to attend and Cmmr. Ring Erickson asked for information on the format of the event.
- The Board approved placing a proclamation for the Girl Scouts Centennial celebration on the March 27 agenda.
- Patti Case, Green Diamond, has requested individual meetings with the Commissioners.
- Provided a copy of the news release on Kick Butts Day from the Health Department that will be presented at the March 20 meeting.

9:30 A.M.

Human Resources – Karen Jackson

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.

The following items were reviewed:

- Current Recruitments: Provided Commissioners with an update on the status of the following recruitments: Public Defense Administrator (PDA), Utilities and Waste Management (UWM) Director, and Public Works (PW) Director. The recruitment process continues for all three positions. Twenty applications received for the PDA, which closed on 3/16/12; interviews begin on April 4. We've received insufficient applications for both the UWM and PW Director positions. Commissioners support expanding outreach to include the Seattle Times and additional trade websites. Commissioners also recommended running ads with the Daily Journal of Commerce and the job board for the PUD Association. Applications will be accepted for the two

Board of Mason County Commissioners' Briefing Meeting Minutes
Week of March 19, 2012

positions through March 30, with interviews scheduled beginning April 12 and 19, for the UWM and PW Director respectively.

- County Hiring Freeze: Sought clarification on whether the 2007 Hiring Freeze was still in effect given the number of positions currently under recruitment. Commissioners clarified that any recruitments in process have been vetted through the Board, as per policy. The previously implemented hiring freeze is still in effect. Will work with Diane Zoren to update notice on hiring freeze.
- Compensation Plan: Updated Commissioners regarding upcoming meeting with a colleague who specializes in classification/compensation issues. HR to present an action plan at next HR Briefing (on April 2) on steps Mason County might take in addressing compensation issues.

9:45 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion
Commissioners Ring Erickson, Sheldon and Bloomfield met in Closed Session with Karen Jackson, Human Resources, and Tim Whitehead, Deputy Prosecuting Attorney, from 9:45 a.m. to 10:30 a.m.

10:00 A.M. BREAK

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

- Historic Preservation Commission
Staff placing appointment of two new HP Commission members on Board's March 27, 2012 Action Agenda. No Commissioner comments or concerns.
- Planning Advisory Commission
Updated Board on current Planning Commission topics scheduled for public hearing. These include updates to the Landslide Hazard section of the Resource Ordinance and proposed zoning regulations for cannabis collective gardens. Commissioner Ring Erickson asked that the owner of the Texaco Station located near the newest Mari Med site be provided with a copy of our recent correspondence.
- Belfair Advisory Committee
News Release prepared for March 27, 2012 Board agenda to solicit committee member applications.

10:30 A.M. Public Works - Brian Matthews
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.
The following items were reviewed:

- Call for bids for County Road Project 1968 Stimson Creek culvert replacement project and 1969 Little Mission Creek culvert replacement projects.
- 2011-2012 Mason County Bridge Inventory Report was reviewed.

11:00 A.M. Facilities, Parks & Trails – John Keates
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.
The following items were reviewed:

- Informed the Commissioners that the MCRA project was almost complete and brought up the idea of having a grand opening ceremony. The Commissioners prefer a mid week – evening event. Staff will schedule a date and get back with the Commission to coordinate.
- Discussed the location of the Public Defense Administrator office. Ideas shared were Building 2, Building 9, and Building 1.
- Provided the Commissioners a copy of the proposed park plan update survey. The Commissioners reviewed the survey and asked that question #19 be removed.
- Informed Commissioners that John would be in Washington D.C. from March 27 – March 30.

Board of Mason County Commissioners' Briefing Meeting Minutes
Week of March 19, 2012

- Provided a copy of the proposed survey that was done in cooperation with Trust for Public Land to gauge public opinion regarding funding parks maintenance, trails, water access, open space, etc. Commissioners felt that the timing would not be good to conduct a survey prior to a general election and decided to table the venture.
- Informed the Commission that the custodians were now working a swing shift schedule.

11:30 A.M. Utilities & Waste Management - Tom Moore/John Cunningham
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.
The following items were reviewed:

- Tri-party Memorandum of Understanding status. The Commissioners would like to get a briefing of current status from Dave Bergdahl. The Commissioners want to know the current financial obligations under the MOU and any other agreements related to the tri-party. What has been signed for/committed to, to date. Would like to see Skokomish Tribe's sewer ordinance relative to the "fee owned" property on the reservation.
- Discussed Belfair sewer change order for "Issue #8", the "tie-in" between the new treatment facility and the reclaimed water storage pond; Discussed status of Belfair sewer project's County Hookup program, costs, number of property owners assisted, and amount of funding loaned to date.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

Lynda Ring Erickson
Chair

Tim Sheldon
Commissioner

Steven Bloomfield
Commissioner