

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of April 16, 2012

According to staff notes, the following items were discussed.

Monday, April 16, 2012

9:00 A.M.

Central Operations - Diane Zoren

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.

The following items were reviewed:

- Cmmr. Sheldon is not available for April 24 Commission meeting.
- Received permission to place the resolution defining and adopting all county funds for GASB 54.
- .09 Funding request from Port of Allyn for a Water System Plan update. Because of reduced revenues and the current obligations from this fund, the Board asked that a letter be sent to the Port declining their request.

9:15 A.M.

Human Resources – Karen Jackson

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.

The following items were reviewed:

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance along with Vicki Kirkpatrick and a member of the public and press.

- Recruitments
Activities continue in the recruitment for the county's Public Defense Administrator, Utilities/Waste Management Director and Public Works Director. Interviews with the Commissioners regarding the first two positions will occur on April 16 and 17, respectively, and on April 23 for finalists in the Public Works Director process. HR to schedule a closed session on April 30, pursuant to RCW 42.30.110 (1) (g), and will request a final action by the Commissioners in the public meeting on May 1, 2012.
- Public Health and Human Services Department
A) Budget Question – With the January 2012 ratification of the Community and Family Health labor contract, the County approved an increase in its health care contribution, which was not included among those in the recent supplemental budget request. The Commissioners clarified that the unit should have been included amongst the others. HR will ensure this unit is added to the supplemental budget request presented for those bargaining units that have recently settled their labor contracts.
B) Requested direction from Commissioners on whether to update the job classification description for the Public Health Director in recognition of change in scope of responsibilities and to match department name, which is now Public Health and Human Services. Two of the three Commissioners directed that the current title and job classification description remain unchanged.
- Classification/Compensation Study – Time did not permit an update on this project, which will be addressed at the next scheduled HR briefing on May 7, 2012.
- Director Performance Appraisals
Requested status of department director performance appraisals, and requested Commissioners forward binders to HR for filing upon completion of their written assessments.
- Deputy Prosecutors Association Contract Negotiations
The County reached tentative agreement with the DPA on Friday, April 13. Expect to receive an update from the Woodworkers union on the member vote in about a week. If supported by the members, HR will place the item on the May 1 public meeting agenda for Commissioners' ratification.
- Calendar Items - HR Director out of the office on April 20 and 23 (personal).

9:30 A.M.

Assessor – Melody Peterson

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.

The following items were reviewed:

- Discussed SHB2149 concerning amnesty for personal property accounts. Ms. Peterson

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is looking into the full impact to the County and complete understanding of who is specifically eligible for the amnesty, there is some differing of opinion.

9:45 A.M.

Public Health & Human Services – Vicki Kirkpatrick

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.

The following items were reviewed:

- Resignation of Heidi Iyall to accept a position managing the Community Transformation Grant for the Tacoma-Pierce County Health Department. Shared with the Commissioners how her position here is funded and that the management team is looking at possibly using that position differently in the future. No decisions have been made yet.
- Provided the Commissioners with the names of people who had applied for the Mental Health and Substance Abuse Advisory Committee which will oversee and make recommendations regarding the use of the 1/10th of 1% Sales and Use Tax for Mental Health, Substance Abuse, and Therapeutic Courts. The Director will bring the resolution to appoint the members to the Committee to the BOCC on Tuesday, April 24, 2012.
- Provided Commissioners with copies of "County Health Rankings & Roadmaps – 2012 Rankings – Washington". Also shared that the web site includes a further breakdown of each of the health factors to include our rankings on each one individually. There is also information that allows us to compare ourselves directly to other Counties in Washington. On the website is more detailed information on how the factors are weighted in relationship to their contribution to health. The Director will provide the Commissioners with a packet of more detailed information regarding the Rankings.
- Updated the Commissioners on the status of the Memorandum of Understanding (MOU) between Mason County and the Squaxin Island Tribe related to the water quality grant from the Department of Health. The MOU is in the Prosecutor's office being reviewed. Unless there are substantive changes, the plan is to bring the MOU forward for action at April 24th BOCC meeting.

10:15 A.M.

Public Works - Brian Matthews

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.

The following items were reviewed:

- Announcement of impact to Walker Park Road due to closure of Fairmount Avenue.
- Set hearing on June 5 for a Private Line Occupancy Permit for future/existing residence located on parcel No. 22113-14-60000 at 800 E Stadium Beach Road for a septic transportation line.
- Request the Board approve a resolution appointing John Keates to the position of Property Manager for Mason County.

10:30 A.M.

Department of Community Development – Barbara Adkins

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.

The following items were reviewed:

- Green Diamond Resource Company
Public hearing scheduled for April 17, 2012 to consider code amendments to implement 2011 Comp Plan changes. Commissioners had no specific questions or comments.
- Title 17 Code Amendments – Belfair Sewer
Public hearing scheduled for April 17, 2012 to consider code amendments to Title 17 in response to changes made in Title 13. These changes would amend that portion of the zoning code that prohibits permitting of septic for properties beyond 500 feet of a sewer line. Commissioners were informed of letters forthcoming from Department of Ecology and Department of Commerce providing their response to the proposed amendments. Copies of those letters will be obtained in advance of the hearing to Commissioner review.

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- 10:45 A.M. Auditor – Karen Herr
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.
The following items were reviewed:
- Elections Superintendent will be leaving April 30 and Ms. Herr will need to fill the position.
- 11:00 A.M. Utilities & Waste Management - Tom Moore/John Cunningham
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.
The following items were reviewed:
- Belfair sewer project Funding Agreement Extension Amendments signature authorization. Amendments extend all remaining funding agreement expiration dates to December 31, 2012.
 - Belfair sewer project Get Connected Phase 1 project Funding Agreement signature authorization. This is the loan agreement with Ecology for construction of sewer laterals in numerous side streets within the Belfair sewer area and is for a total of \$1,218,000 - \$1,064,280 in forgivable principal loan and \$153,720 in repayable principal loan.
 - Skokomish Tribe's "Potlatch Bubble" funding agreement signature authorization. County is signing as a member of the Tri-party MOU; County was a co-applicant with the Tribe for this funding; Funding is 100% grant funding, no loan funding is involved; Funding is for construction of the "Potlatch Bubble" wastewater treatment facility; Signing the agreement does not commit the County to any financial obligations relative to completion of the project being funded by the Agreement.
 - Belfair Sewer -Tank Art Work
Provided artists sketches of artwork including: "Grape Lady, Oyster Shucker and Logger. Questions from Commissioners included what is the cost and is the artwork a required element of the project under any of the funding agreements.
 - FCS Group's April 12, 2012 Memo Re: Potential Future Belfair Rates
Tom Moore provided a copy of the memo to each Commissioner and explained the content of the memo. Per latest analysis by FCSG, future rates (2025) vary depending on when Phase 2 sewer extension are completed, amount of grant funding available for Phase 2 sewer extensions, projected Belfair UGA growth rates and amount of county subsidy (.09 money) to the Belfair sewer utility.
 - Coordinated Water System Plan Update
U&WM staff will be working with the PUD #1 staff to get a joint briefing schedule with the PUD and County Commissioners for an update on the status of the Coordinated Water System Plan;
Briefing will likely be similar to the update briefing the Commissioners was given in November, 2011;
Remaining two steps in the current project scope and budget are this briefing with the PUD Commissioners and an update meeting with all water purveyors in the County;
Port of Grapeview staff has expressed concern that they have not been brought in to the update loop yet. County staff will invite them to the joint PUD/County Commissioners briefing as well as to the County water purveyors briefing when it occurs. Staff will also write a letter to the Port expressing the County's apologies for this.
 - April 26th Executive Session Notification
U&WM staff has scheduled two executive sessions with the Commissioners for Monday, April 23rd for Potential Litigation – Deputy Prosecuting Attorney Tim Whitehead will attend, and Real Estate Acquisition – both Deputy Prosecuting Attorney Tim Whitehead and attorney Dan Lossing of Inslee Best will attend.

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- 11:30 A.M. Facilities, Parks & Trails – John Keates
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.
The following items were reviewed:
- Explained to the Commissioners that five bids were received for the Courthouse work, Phase II. Low bid is \$430,000 from Holmberg Company, based in Kirkland. Staff is presently checking references prior to making a recommendation.
 - Recommended locating the new Public Defense Administrator in Building #1, adjacent to the DCD office in the two unused offices.
 - Requested funding assistance in an amount not to exceed \$25,000 for the facilities assessment work. The services would be used to analyze roofing, mechanical, electrical and other building components and also determine replacement costs and schedules. The request was approved.
 - Requested assistance in an amount to not exceed \$2,500 to do some trail planning for a possible rail with trail along the US Navy rail right of way. Request was approved.
 - Highlighted the possible RCO grant applications for 2012 and indicated the authorizing resolutions would be coming forward shortly.
 - Facilities will be painting some of the buildings this summer.
 - Requested authorization to proceed with a utilities easement with PUD #3 for the Courthouse Project, Phase II. The request was approved and will be on the Commission agenda May 1.
- 1 p.m. to 3 p.m. Executive Session – RCW 42.30.110 (1) (g) – Personnel Interviews for Public Defense Administrator
Commissioners Ring Erickson, Sheldon and Bloomfield met in Executive Session from 1 p.m. to 2:45 p.m. to conduct interviews for the Public Defense Administrator position.

Tuesday, April 17, 2012

- 1 p.m. to 3 p.m. Executive Session – RCW 42.30.110 (1) (g) – Personnel Interviews for Utilities & Waste Management Director
Commissioners Ring Erickson, Sheldon and Bloomfield met in Executive Session from 1 p.m. to 3:00 p.m. to conduct interviews for the Utilities & Waste Management Director position.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

Lynda Ring Erickson
Chair

Tim Sheldon
Commissioner

Steven Bloomfield
Commissioner