

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of April 23, 2012

According to staff notes, the following items were discussed.

Monday, April 23, 2012

9:00 A.M.

Auditor's Office – Theresia Ehrich

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.

The following items were reviewed:

- Asked Cmmr. Sheldon for any updates on state budget revenues. He stated that the liquor tax should be just a one-year issue and not aware of any others.
- Gave Commissioners updated April 2012 cash flow report. While half the property taxes and penalties are being collected this month, they comprise only 40% of the yearly Current Expense budgeted revenues.
- Reported the State Auditors will expect (auditing guidelines) entities to retain at least 60 days of cash on hand to meet monthly expenditures. Cmmr. Ring Erickson stated our Current Expense fund balance resolution should be amended (currently a percentage 9-12% of previous year budget, about \$3 million). The county should have about \$5 million now as the threshold or reserve on hand.
- Major changes by State Auditor's Office are required in our County's BARS structure (revenue & expenditure) for the 2013 budgets.
- 2013 budget process to start in June and asked Commissioners to consider budget guidelines/directives to be given to departments at July 9th budget distribution meeting.
- 2013 unemployment allocation will need to be increased due to new claims filed.
- Went over the \$1.7 million 2012 CE budget difference in revenues (\$23.5 million) versus expenditures (\$25.2 million).
- County has collected over \$25 million in revenues the past six years and usually have over \$1 million in unexpended budget authority.
- Gave an April 25, 2012, expenditure recap for Current Expense and this is also available on county's web site.
- Munis payroll/HR analysis changed to May 1-3 due to Public Work's Director interviews.
- Resolution for GASB 54 for May 1st meeting lists RCW's & resolutions for the county funds. Fund #163-000-000 lists RCW 67.28.080 definitions expires 6/30/2013 (Lodging Tax awards/uses).

9:15 A.M.

Central Operations - Diane Zoren

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.

The following items were reviewed:

- One proposal was received for new recording equipment in the Chambers. Staff will be reviewing and will bring forward for an award at a Commission meeting.
- Board of Equalization member, Donald Reid, term is expiring 5/31/12. News release will be on the May 1 agenda.
- The Commissioners agreed to participate in the Forest Festival Parade.
- United Way is requesting the Board adopt a Proclamation for the Day of Caring (June 21).
- A special MTA meeting will be called on Thursday morning, April 26.

~~9:45 A.M.~~ 9:20 A.M.

Sheriff's Office – Sheriff Salisbury/Frank Pinter

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.

The following items were reviewed:

- US Forest Service Contract amendment for \$15,000 to add to the standard contract OT for the period between Memorial Day and Labor Day. Commissioners agreed to put it on the Action Agenda for 4/24.

Board of Mason County Commissioners' Briefing Meeting Minutes
Week of April 23, 2012

- Discussed a 2-4-1 private/public partnership and a Crime Suppression Program that the Sheriff is putting together and will submit to the Commissioners when completed.
- Discussion regarding replacing a retiring commissioned officer that has been doing IT potentially with a civil position to perform this function.

9:30 A.M. Executive Session – RCW 42.30.110 (1) (g) – Personnel
Commissioners Ring Erickson, Sheldon and Bloomfield met in Executive Session from 9:35 a.m. to 9:48 a.m. with John Keates and Karen Herr, Auditor. Also in attendance was Dawn Twiddy, Risk Management, and Bonnie Cap, Human Resources.

~~10:15 A.M.~~ 9:50 A.M.M. Public Works - Brian Matthews

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.
The following items were reviewed:

- Request a hearing on June 5 for a Private Line Occupancy Permit at 445 SE Totten Shores Drive (County Road Number 16820) Septic Parcel No. 22031-51-00041 and Residence Parcel No. 22031-50-00039.
- Set a hearing on June 5 for a Private Line Occupancy Permit for future/existing residence located on parcel No. 22113-14-60000 for a septic transportation line.
- Request authorization to hire four seasonal flaggers and laborers for the County Road Operations and Maintenance Division of Public Works.
- Skokomish Flood Control Board – continued hearing from April 10 to consider the petition to remove the Lake Cushman Development from the Skokomish Flood Control Zone District.
- FYI: Associated Earth Sciences out of Tacoma, WA has been selected to provide Geotechnical on-call services for the 2012 calendar year; not to exceed \$50,000.
- FYI: Sargent Engineers out of Olympia, WA and Shearer Design out of Seattle, WA were selected to provide Public Works with Structural on-call services for the 2012 calendar year; not to exceed \$50,000.

10:00 A.M. BREAK

~~10:30 A.M.~~ 10:15 A.M. Department of Community Development – Barbara Adkins

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.
The following items were reviewed:

- No Shooting Zone
Proposed text amendments to MCC Title 9 to establish two additional zones within the County that prohibits the discharge of firearms. Proposals included properties in the Probert Road area as well as the properties in and surrounding Lakeland Village. In attendance to participate in the discussion were Sheriff Salisbury, Deputy Byrd, Undersheriff Barrett, Prosecutor Dorcy and Chief Deputy Prosecutor Whitehead. Items of concern raised included the need for a public hearing in response to citizen petitions, the possibility of amending language proposed by petitioners, ability to enforce by Sheriff's Office, future meetings all affected parties, and whether or not there currently exist any Homeowners Associations in those areas. The Board determined at this time to not pursue a public hearing on the petition, as written, regarding Lakeland Village. The Probert Road petition will be brought back to the Board for further discussion in three weeks.
- Medical Cannabis
Proposed amendments to Title 17 as they address the location of collective gardens. In attendance to participate in the discussion were Sheriff Salisbury, Deputy Byrd, Undersheriff Barrett, Prosecutor Dorcy and Chief Deputy Prosecutor Whitehead. The moratorium on gardens expires on May 16, 2012 and staff is seeking Board approval to set a public hearing on May 8, 2012. Code amendments have been drafted and recommended by the Planning Advisory Commission. Items of concern included existing dispensaries, conflicts with federal law, and a possible extension of the

Board of Mason County Commissioners' Briefing Meeting Minutes
Week of April 23, 2012

moratorium. A public hearing will be set for May 8 to consider both the proposed amendments and an extension of the Moratorium until November 8, 2012.

- Rezone – Taylor Shellfish
Staff seeking to place on Action Agenda a request to schedule a public hearing for June 5, 2012 to consider proposed rezone by Taylor Shellfish. The Board had no specific concerns and the agenda item shall proceed.
- Puget Sound and Marine Nearshore Grant
A scope of work is current under review for a grant received by DCD from the Washington Department of Fish and Wildlife and Washington Department of Natural Resources with respect to issues in the county's nearshore areas. The grant, in part, will fund a temporary enforcement officer position to pursue violations of the Shoreline Management Program. Items of concern included suggestions for citizen committee members, sensitivity to the owners of shoreline property, and the insurance of fairness in our enforcement.

~~10:45 A.M.~~ 11:25 A.M. Health Services – Vicki Kirkpatrick

Commissioner Lynda Ring Erickson, Commissioner Tim Sheldon, Commissioners Steve Bloomfield, Debbie Riley, Staff, Patti Sells, Homeless Coordinator, Vicki Kirkpatrick, Staff

- Director and Homeless Coordinator provided additional information to Commissioners that they had previously requested. The information included allowable uses of 2060 and 2163 funds, current fund balances in each, and the process for requesting funds or additional funds after the annual grants had been allocated.
- Briefed the Commissioners on receipt of a \$5,000 contract with Grays Harbor Public Health and Social Services to conduct a Community Assessment of Neighborhood Stores (CANS) by June 30, 2012. Our Americorps student will conduct the survey and the information will directly relate to the work the health department is already doing around encouraging farm to market by bringing fresh produce to neighborhood stores. CANS is part of the State Community Transformation Grant. Mason County is part of a regional HUB that includes Grays Harbor as the fiscal lead, and Thurston, Lewis, and Pacific Counties. Pacific and Mason were not funded in the Community Transformation Grant, but Grays Harbor County got permission to fund a CANS project in the two non-funded counties. We hope for more opportunities in the future.
- Briefed the Commissioners on the notification that we will be receiving additional funding to double our caseload in the Nurse Family Partnership (NFP) program. The additional funds will bring our two public health nurses working in the program to full time in NFP. The Commissioners gave the health department permission to restore a public health nurse position and hire an additional nurse to work in the other grant funded programs when the NFP nurses will no longer be able to cover those services.
- Environmental Health Manager notified the Commissioners that she had been invited to appear on the KMAS Daybreak show. Commissioners approved her appearance on the show.

~~11:00 A.M.~~ ~~Executive Session – RCW 42.30.110 (1) (i) – Litigation~~ Canceled

~~11:15 A.M.~~ 11:50 a.m. Executive Session – RCW 42.30.110 (1) (b) – Real Estate

Commissioners Ring Erickson, Sheldon and Bloomfield met with Tom Moore, John Cunningham and Tim Whitehead in Executive Session from 11:50 a.m. to 12:05 p.m. on a real estate matter.

BREAK – NOON

1 p.m. to 3 p.m. Executive Session – RCW 42.30.110 (1) (g) – Personnel
Interviews for Public Works Director

Board of Mason County Commissioners' Briefing Meeting Minutes
Week of April 23, 2012

Commissioners Ring Erickson, Sheldon and Bloomfield met in Executive Session from 1 p.m. to 3:10 p.m. to conduct interviews for the Public Works 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