

## BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of May 21, 2012

According to staff notes, the following items were discussed.

Monday, May 21, 2012

9:00 A.M.

Auditor's Office – Theresia Ehrich

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.

The following items were reviewed:

- Distributed cash flow statement for Current Expense as of 5/18/2012.
- County's 2011 Annual report to be submitted to State Auditor on Friday. Distributed six year (2006-2010 audited) and 2011 Current Expense actual revenue, expenditure, and fund balance comparison report.
- Distributed 2013 budget dates and guidelines to be considered by the Commissioners. Unemployment allocation will need to be increased in 2013 due to claims. ER&R rate/guidelines major factor. Cmmr. Ring Erickson brought up the topic of an alternative budget hearing date.
- Distributed budget RCW's for reference.
- Cmmr. Sheldon asked about new timber allocation and what the county will receive.

9:15 A.M.

Central Operations - Diane Zoren

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.

The following items were reviewed:

- Joint meeting with PUD 1 on Tuesday, May 22 at 1 p.m. @ PUD #1.
- Board of Equalization appointment. Only application received is for reappointment from Donald Reid. Board agreed to place appointment on agenda.
- Lake Management District No. 1 ballot results. Next action will be on June 5 agenda to adopt an ordinance creating the LMD and setting a hearing for objections on August 7.
- LTAC applicants enclosed. After review, the Board gave direction for appointments to be made on the June 5 agenda.
- Joint meeting with Belfair Water District on May 29 doesn't work for the water district however they are asking if the joint meeting can be July 31? (next 5<sup>th</sup> Tuesday). The Board was fine with this and due to no agenda items, a May 5<sup>th</sup> Tuesday meeting will not be held.
- CRAB Certificate of Good Practice for the County Road Engineer received. This will be presented to Brian Matthews at June 5 meeting.
- Diane brought up the request to restore Central Operations hours. After discussion, it was agreed to increase only Shannon Goudy's hours to 32 hours per week starting July 1 and no budget adjustment is necessary for 2012. Diane will be submitting the request for total restoration of hours in the 2013 budget.

~~9:30 A.M.~~

~~Human Resources – Karen Jackson canceled~~

9:45 A.M.

Public Defense Administrator – Susan Sergiojan

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.

The following items were reviewed:

- Approval to terminate the two indigent defense contracts with Susan Sergiojan effective May 16, 2012 because she has accepted the position of Public Defense Administrator.
- Approval of the Memorandum of Understanding for the District Court Indigent Defense contract position with FT Law, P.S. to complete the remainder of the contract term through June 30, 2012. Compensation is \$4,000 per month and is budgeted.
- Approval to advertise for the Juvenile Court Indigent Defense contract position for the July 1 through December 31, 2012 term at the budgeted amount of \$2,300 per month.

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- Approval of Agreement No. CA 12201 with the Washington State Office of Public Defense to reflect the full distribution of \$60,458.  
All of the above items will be placed on the May 22 agenda.

11:00 A.M. Probation Services – Diana Renecker  
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.  
The following items were reviewed:

- Approval of the 12-month professional services contract between Mason County Juvenile Court and Kerri Duke for the Functional Family Therapy program. The amount available is \$37,433 and no match requirement. This will be placed on the June 5 agenda.

10:15 A.M. Public Works - Brian Matthews & Melissa McFadden  
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.  
The following items were reviewed:

- Authorization to advertise, interview and hire a new County Engineer.
- Authorization to hire a Road Operations & Maintenance Supervisor to start training to take the place of the RO&M Supervisor, Dave Clevenger, who's planning to retire.
- Annual Day Labor Construction Projects for 2011 Notification of Final Costs.
- Authorize the Chair to sign the Utility Easement Agreement with the City of Shelton on Parcel No. 42002 10 00020 property adjacent to the Public Works facility.
- Authorization to use the County Washington State Contract (#06906) to purchase new survey instruments (Topcon QS3A robotic Total Stations) to replace the current stations/parts that are obsolete.
- Accepting the recommendation of the Hearing Examiner and Granting the Vacation of a Portion of E. Mason Lake Drive West, platted right of way, Vacation File No. 381.
- Hearing to consider 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, Sharon Stratton.
- Hearing to consider Private Line Occupancy Permit for future/existing residence located at 800 E Stadiim Beach Road, Grapeview, WA (parcel No. 22113-14-60000, Margaret Campbell) for a septic transportation line.
- The Public Works yard lighting project has been awarded to one bidder Taurus Industries, Inc. out of Tumwater, Washington with bid amount of \$32,450.00.
- Provide experience hours for student training for CDL.
- A proposal was prepared by Dave Loser regarding the Sheriff Patrol vehicles for the Board's consider.
- Public Works Week – May 20-26, 2012.

10:30 A.M. Executive Session – RCW 42.30.110 (1)(b) – Real Estate  
Commissioners Ring Erickson, Sheldon and Bloomfield met with Brian Matthews, Tom Moore, Melissa McFadden, Tim Whitehead and Dan Lossing, consultant, in executive session from 10:30 a.m. to 10:50 a.m. regarding a real estate matter.

10:45 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  
Approval for staff to read into the record a news release announcing the Mason County Heritage Grant Cycle. Commissioners had no specific questions or concerns.
- Washington Department of Fish and Wildlife Grant  
Initial discussions regarding the grant, the scope of work, and the budget. Commissioner comments regarding activities associated with the code enforcement position to be hired under the grant. This item will come back to Commissioners at a later date for consideration.

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- No Shooting Zones  
Queried Commissioners again on whether or not to proceed with setting a public hearing on the petition to create a no shooting zone on Probert Road. Commissioner Sheldon had not yet visited the area and could not directly speak to the request. This item will come to Commissioners in two weeks.

11:15 A.M. Public Health & Human Services – Vicki Kirkpatrick  
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.  
The following items were reviewed:

- Environmental Health Manager requested and received permission to hire two full time temporary Environmental Health Specialists to assist in completing deliverables due by the end of 2012. Funding will come from the new Pollution Identification & Correction grant from the EPA through Washington State Department of Health. This funding will be included in the next consolidated contract coming before the commissioners for approval. The two temporary positions are from July 2, 2012 through December 31, 2012.
- Environmental Health Manager reported on the progress made in re-opening a downtown restaurant that was closed because of a sewer line break last Friday, May 18, 2012. The Health Department closed the restaurant at about 3:00 PM. The owner completed required repairs and Jess Mosley from the EH staff did an inspection after 6:30 am on Saturday morning. The restaurant was open for business by 8:00 am on Saturday. The public health issue was corrected and the business was closed for a very short period of time - a success story.
- Director reminded Board that she was still working on drafting a resolution regarding the Mental Health Fund as requested by Commissioner Sheldon.

11:30 A.M. Facilities, Parks & Trails – John Keates  
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.  
The following items were reviewed:

- Informed Commissioners that the naming component of the purchase and sale agreement for Coulter Creek had been removed from the agreement.
- Provided a draft of a policy for Naming Parks and Facilities for Mason County. Keates provided a brief overview of the policy and asked for comment.
- Provided a copy of the recommended Rendsland Park Master Plan.
- Reviewed a plan to move Building and Planning into Building #3, Financial services into Building #1, Utilities and Waste Management from Building #2 to Public Works and then lease out Building #2 to a non-profit organization. Commissioners were receptive to the moves and Keates will proceed with action plan to complete the changes.
- Commissioner Sheldon asked that staff look into a concern of property encroachment at Hunter Park.

BREAK – NOON

~~1:30 P.M. Closed Session – RCW 42.30.140 (4) Labor Discussion Canceled~~

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

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Lynda Ring Erickson  
Chair

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Tim Sheldon  
Commissioner

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Steven Bloomfield  
Commissioner