

## BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of June 11, 2012

According to staff notes, the following items were discussed.

Monday, June 11, 2012

9:00 A.M.

Auditor's Office – Theresia Ehrich

Commissioners Ring Erickson and Bloomfield were in attendance. Commissioner Sheldon was absent.

The following items were reviewed:

- June Current Expense cash flow report and graphs for the 2011 final General Fund expenditure budgets were distributed. Kathy Nelson noted the Building permit fees are holding their own in 2012. Cmmr. Ring Erickson suggested Kathy give a report during a Department of Community Development briefing on their revenue status.
- May 5-year financial statements were reviewed. Current Expense (CE) revenues were down in May and Theresia noted that YTD expenditures are also down. 2011 CE actual revenues at \$24.6 million, while \$25.4 - \$26 million for five previous years - 2012 budgeted at \$23.5 million. 2012 CE expenditure budget currently at \$25.2 million.
- 2011 County Annual Report is now on county website and sent to our financial agents.
- Notified that State Auditor's Office plan to begin the 2011 financial audit mid June, our team is currently conducting an audit in Tacoma.
- Distributed May Sales & Use Tax, REET 1, and REET 2 Funds financial recaps.
- 2011 budget order in process for July only contains \$4,500 for Public Health nursing medical contribution from CE transfer at this time. Contacted other departments with new medical contracts/contributions - they responded that a budget amendment is not necessary. Theresia has been in contact with Civil Service and Probation (Juvenile Detention) who may need budget amendment considerations.
- Distributed a 6 year balance sheet & profit and loss recap for the ER&R fund (5 audited years - 2011 just submitted to SAO).
- Two major items of consideration for 2013 budget process - ER&R rates and tax levies. Reported current property tax percentage distribution 23% state, 27% schools, 12% general fund, 13% road fund, 11% fire districts, 3% hospitals, 4% library, 4% City of Shelton, 1% Ports, 2% Skokomish Flood Zone & miscellaneous assessments.
- Asked about labor contracts and negotiation status at this time.
- Discussed the unemployment allocation and increase for 2013 budget process due to new claimaints.
- Distributed 2013 budget dates and items for consideration by Commissioners. Reminded about the Monday July 9th distribution of 2013 budget worksheets to all departments and elected officials. Chambers will be utilized this year.
- Asked BOCC if there was any information or items necessary Theresia could provide before the 2013 budget process/considerations. The Commissioners responded nothing at this time.

9:15 A.M.

Central Operations – Diane Zoren

Commissioners Ring Erickson and Bloomfield were in attendance. Commissioner Sheldon was absent.

The following items were reviewed:

- Lodging Tax application was received for the Celebrate Hoodsport Days. Applications were due October 31, 2011 and the policy has been to accept applications after that date for only new events. The Commissioners asked that the application be returned and let them know they can apply for funding in 2013.
- The Board agreed to schedule a briefing on June 18 as requested by Pat Swartos. Diane will contact Pat with a briefing time.

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- Diane confirmed with the Board to schedule the presentation of the 2013 budget information as part of the July 9 briefing agenda.

9:20 A.M.

Probation Services – Harris Haertel

Commissioners Ring Erickson and Bloomfield were in attendance. Commissioner Sheldon was absent.

The following items were reviewed:

- Juvenile Accountability Initiative Grant and Juvenile Accountability block grants were reviewed and will be placed on the June 19 Action Agenda for final action.

9:30 A.M.

WSU Extension Office – Dan Teuteberg

Commissioners Ring Erickson and Bloomfield were in attendance. Commissioner Sheldon was absent.

The following items were reviewed:

- Dan Teuteberg provided a very brief overview of the County-wide Needs Assessment as it pertains to youth, as well as the 4-H Program Needs Assessment. Dan shared some specific program updates such as program offerings and dates.
- Data was shared about the Mason County Needs Assessment done with the CHIP (Community Health Improvement Plan) process. He also shared information about the Mason County Early Learning Coalition and the need to focus on the 0-5 age group to support parents and families. Information was shared from the West Central Regional Early Learning Community Assessment and the 4-H Youth Development Life Skill Wheel was also discussed.
- Cmmr. Ring Erickson stated that she would like background materials, such as the needs assessment, be made available as part of the Commissioners briefing packet so that there is time to review the materials prior to the briefing. She suggested that youth programs be further discussed at a Board of Health meeting. Dan and Bob agreed and will work with appropriate individuals to ensure a productive discussion of youth needs and programs in Mason County.

9:45 A.M.

Sheriff's Office – Sheriff Salisbury/Frank Pinter

Commissioners Ring Erickson and Bloomfield were in attendance. Commissioner Sheldon was absent.

The following items were reviewed:

- The Byrne Grant application # BJA-2012-3294 for a three year \$1,000,000 grant to assist the existing community effort in developing a strategy to address the dramatically increasing crime rate within the community, specifically the property crime that is hindering the growth of the community, the physical and mental well being of the citizens and the general sense of community safety. The BJA grant will offer technical, place-based; data driven, evidenced based, problem solving strategies to a community that is already eager to work together. We want to emphasize our neighborhoods in a framework for coordinated joint efforts regardless of location within the county or targeted "hot spot". The cross-sector partners acknowledge the need for flexibility with federal, state, tribal and other local partners to tailor a solution to this specific problem. Cognizant of scarce resources the partnership is ready to target them to ensure leveraging research and innovation into significant impacts at the community level. This grant will add four deputies into a newly formed Burglary Suppression Unit.
- The need to increase the ER&R payments made to the two new replacement vehicles being prepared by ER&R. The current rate of ER&R does not allow for the replacement cost of these vehicles when they are retired, thus creating an unfunded cost at that time. This will allow for a miniscule incremental increase that over time will fund the ER&R such that it will have the ability to purchase replacement vehicles. This should be continued as the next eight vehicles are purchased and put into service in 2013.

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- The need to properly staff the Sheriff's Office Admin and Evidence staff to cover the dramatically increasing public disclosure requests. These requests are not only increasing in numbers but in size and complexity as well. The exposure for the county is great and as such we need to properly staff for these requests.

10:00 A.M. BREAK

- 10:15 A.M. Public Works - Brian Matthews & Melissa McFadden  
Commissioners Ring Erickson and Bloomfield were in attendance. Commissioner Sheldon was absent.  
The following items were reviewed:
- Call for Bids for Gasoline and Diesel Fuel for Aug 1, 2012 through July 31, 2013.
  - Post for Quotes/Telephone Bid to purchase a replacement sander for Public Works.
  - Annual agreement with PUD 3 allowing Public Works to park maintenance equipment at PUD 3's Dayton Facility.
  - Part time central shop assistant.
  - Intergovernmental Reimbursable Agreement with City of Shelton.
  - Convene Board of Equalization (Utilities & Waste Management Division Action Item).
  - Utilities & Waste Management Building.
  - Long distance changes.

- 10:30 A.M. Utilities & Waste Management - Brian Matthews & Tom Moore  
Commissioners Ring Erickson and Bloomfield were in attendance. Commissioner Sheldon was absent.  
The following items were reviewed:
- Submitting request for proposals for metals collection and recycling.
  - Will bring forward the acceptance for the Belfair Sewer Hook Up Program II once the paperwork is complete.
  - Notification of contract award for the Get Connected Phase I will be brought forward.
  - Acceptance and close out of the conveyance project for the Belfair Sewer. Working with CH2Mill on determining when it needs to be accepted.
  - Pavement is complete of Sunlit Canyon Road for the Belfair sewer project.
  - Closing out the Enviroissues contract and transferring the website to a new host.
  - Ribbon cutting for the Belfair Sewer may be the week of July 9 for Belfair sewer project.
  - Discussion of Fish and Wildlife's public access for fishing on Highway 302. There is an issue with garbage and portable toilets.

- 10:45 A.M. Public Health & Human Services – Vicki Kirkpatrick  
Commissioners Ring Erickson and Bloomfield were in attendance. Commissioner Sheldon was absent.  
The following items were reviewed:
- Reported that while the pertussis epidemic continues in Washington, Mason County has not increased pertussis cases beyond the original six cases we had early on.
  - The Environmental Health Manager briefed on the Belfair Water District water line break and the boil water order from the State Department of Health.
  - Briefed on the Regional Health Improvement Collaborative involving the Boards of Health from Mason, Grays Harbor, Lewis, Pacific and Thurston Counties as well as other organizations. The Director shared with the Commissioners a request for information from Jail Chief Haugen regarding health, mental health and substance abuse diagnoses in the jail population.

- 11:15 A.M. Annual Risk Pool Review Meeting  
Commissioners Ring Erickson and Bloomfield were in attendance. Commissioner Sheldon was absent.

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- Dawn Twiddy, Risk Manager, reviewed the Arthur J. Gallagher Phase II improvement recommendations and if the risk exposure had been corrected or not. Vyrle Hill and David Goldsmith from the Risk Pool presented their annual membership update. In the review they showed a PowerPoint which outlined the various coverage's that are offered, training opportunities and the claim history. They also reported that we have had fewer claims paid out and that it is reflected in the handouts that were circulated.

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