

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of June 18, 2012

According to staff notes, the following items were discussed.

Monday, June 18, 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:

- Reported that April Taylor would be the county's State Auditor audit manager for the 2011 audit and the financial audit began this morning.
- Reviewed 6-year actual Current Expense recap. Consistent 27% percentage of CE general government expenditures over the years, 12% now in judicial expenditures, 47% in public safety of CE expenditures, 5% in prosecutor included in general government.
- Discussed revenue and expenditure levels including current 2012 - \$23 million in revenues budgets versus \$25 million in expenditure budgets.
- Reviewed percentage of property tax distributions to state-23%, schools-27%, fire districts-11%, current expense-12%, county roads-13%, hospital-3%, city-4%, library-4%, ports-1%, other miscellaneous assessments-2%.
- Distributed a list of 2013 Commissioner budget considerations to be determined before July 9th. Meeting to be held in Chambers at 9:00 that morning.
- Auditor's office will electronically send budget worksheets, benefit rates, indirect percentage (including the now certified indirect allocation rate Auditor's office accomplishes yearly-17.04% and established Commissioners methodology-budgeted salaries) to departments on July 9th.
- Considerations include budget levels; contract negotiations and labor status; tax rates and levies to be set for next year; ER&R rates; step increases; COLAS; elected official increases; medical contributions; unemployment allocations; supplemental requests.
- Distributed a time line for 2013 budget process based on previous years. However Commissioners can establish alternative dates per RCW's.
- Auditor will present budget requests on Tuesday, September 4th at Commissioners' meeting.
- Budget workshops and dates to be set by Commissioners and their process after presentation.

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:

- Joint Board of Health meeting on Friday, June 22 @ 1 p.m. in Centralia.
- Belfair Ribbon Cutting Ceremony - afternoon of Monday, July 23, 4 p.m.
- Timberland Regional Library annual report . Diane will schedule on either July 3 or 10.
- Request from Michael Ciprof for time on the July 3 agenda to discuss affordable housing in the north Mason area. The Commissioners asked that he send in information in writing for review before scheduling.

9:25 A.M.

Clerk – Pat Swartos

Commissioners Ring Erickson and Bloomfield were in attendance. Commissioner Sheldon was absent. Pat Swartos and Ginger Brooks represented the Clerk's office. Judges Sheldon and Finlay were also in attendance along with other staff and members of the public.

The following items were reviewed:

- Ms. Swartos requested a \$21,000 budget supplement in order to hire a court clerk. She stated her staff has been reduced since 2008 and there are now additional daily court sessions. A major concern is the four homicide cases that will be coming up. Staff must be diligent on following the process.
- Cmmr. Ring Erickson requested information on the revenue projections. Ms. Swartos explained that she plans to use a collection agency to collect the legal financial obligations (LFO) that staff is unable to collect and also implement the use of credit cards.

Board of Mason County Commissioners' Briefing Meeting Minutes
June 18, 2012

Judge Sheldon interjected that even if there is no additional revenue, the additional court clerk position is desperately needed. She noted the court clerk's responsibilities have increased and the stakes are high with the serious cases.

Cmmr. Ring Erickson stated the Board is approving the additional court clerk, however she stressed the importance of raising the revenues.

9:35 A.M.

Human Resources – Karen Jackson

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

The following items were reviewed:

- Personnel Changes in Human Resource:
Cindy Roaf, HR Intern and Evergreen College student is moving on. Her last day with HR is Friday, June 15. A new volunteer, Jade Moran, comes to us via Goodwill Industries. She will work approx. 19 hrs/week on Tuesdays, Wednesdays and Fridays, assisting with LNI and an assortment of tasks and will be the first face one sees when approaching Human Resources.
- Follow-Up Tasks:
There are a few tasks to bring before the Commissioners at a future briefing. These include an update on:
Class/Comp study – an RFP is to be developed for Commissioner review.
MOU on Recall Rights – sign off on the MOU is needed.
PW/Utilities department merger and discussion on its reorganization will be scheduled with the Commissioners at a later date.
- New Issue, Reinstatement of Former Employees:
A question has been raised concerning reinstatement of certain employee benefits upon rehire. An employee from Public Health, who resigned to accept outside employment, has requested reinstatement to Mason County. County Personnel Policies do not address this and past practice has been to treat returning employees as if a new employee. HR to review practices of other jurisdictions and will present an analysis to the Commissioners at a future meeting.
- TRAIN Supervisor conference is this week at Clover Park Technical College in Lakewood. Mason County is a sponsoring agency, allowing our supervisors/managers to attend at a reduced cost. HR Director to assist at conference on Tuesday afternoon and all day on Wednesday.

9:45 A.M.

Prosecuting Attorney/Sheriff – Mike Dorcy/Sheriff Salisbury

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

The following items were reviewed:

- Cmmr. Bloomfield discussed emails, comments and phone calls received by him about the problem that individuals with warrants are not being arrested.
Sheriff Salisbury said the reason is because the jail DSU was closed when three corrections officers were laid off.
Cmmr. Bloomfield indicated the county needs to address Jail programs to better manage the lack of "open space" and find short and long term solutions. The Sheriff's office should review utilizing other Jails as well.
One option presented by Cmmr. Ring Erickson was to remove the control of the Jail from the Sheriff and place it under the Commissioners.
Other suggestions include sending inmates to other jails, utilizing three portable jail cells in the DSU at a cost of about \$70,000 plus three corrections officers needed or adding staff and reopening the DSU without modifications.
The Sheriff's office will review previous discussions presented to the Commissioners regarding this subject, will update them and resubmit them to the Board for further discussion.

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 item was reviewed:

- Grapeview – Alders in ditches

Board of Mason County Commissioners' Briefing Meeting Minutes
June 18, 2012

- 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:
- Announcement of the contract award to Sound Excavation, Inc. for construction of the Belfair Get Connected Phase 1 gravity sewer project will be on the June 26 agenda.
 - Request Public Works Director to advertise for metals at Shelton and Belfair.
 - Will schedule a longer briefing on 6/25 to discuss financial impacts associated with accepting or not accepting a loan and grant offer from Ecology for the development of the next phase of the Belfair sewer.
 - Cmmr. Ring Erickson talked about distributing door to door information for the next phase of the Belfair sewer.
 - Staff would like to extend John Cunningham's contract through December.

~~10:45 A.M. Department of Community Development — Barbara Adkins Canceled~~

- 11:00 A.M. Facilities, Parks & Trails – John Keates
Commissioners Ring Erickson and Bloomfield were in attendance. Commissioner Sheldon was absent.
The following items were reviewed:
- Asked for permission to potentially lease building #2. Commissioners granted approval. At least one potential tenant has been identified.
 - Presented an idea of funding a six person youth crew during the summer to assist with county buildings and grounds. Main focus will be building clean up and repair based on the findings from the recent facilities assessment. The crew would begin on the Monday after the July 4 holiday and finish Labor Day weekend. The six staff will work twenty hour work schedules. Staff told the commission that REET funds could be used to fund the activity. Commission granted approval to proceed.
 - Briefed Commission on phase III of the courthouse project.

11:10 A.M. Commissioners Ring Erickson and Bloomfield met in Executive Session from 11:10 a.m. to 11:20 a.m. pursuant to RCW 42.30.110 (1) (b) real estate matter. Commissioner Sheldon was absent.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

Lynda Ring Erickson
Chair

Tim Sheldon
Commissioner

Steven Bloomfield
Commissioner