

## BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of June 25, 2012

According to staff notes, the following items were discussed.

Monday, June 25, 2012

- 9:00 A.M. Central Operations - Diane Zoren  
Commissioners Sheldon and Bloomfield were in attendance. Commissioner Ring Erickson was absent.  
The following items were reviewed:
- Calendar items - KMAS roundtable scheduled on Monday, July 2 @ 9 a.m.; Diane on vacation July 2 - 12; Britta on vacation July 16 - 19; Employee Service Awards, Wednesday, July 18, 2 p.m. @ Colonial House.
  - New recording equipment has been installed in the Chambers.
  - Deb Nielsen at Mason County Shelter is asking Commissioners to sign grant application with WA State Department of Commerce for \$64,348 to Mason County residents for rent assistance. No impact to Mason County, the Shelter will be the pass through for the money. The Board agreed to place the application on the July 3 agenda.
  - Invoice from Skamania County for \$2,400 for the Northern Spotted Owl Critical Habitat. This was not budgeted and after discussion, the Commissioners directed that it not be paid.
  - 2013 budget process. Diane included the 2013 budget guidelines in the Commissioners' packets and asked if they are ready to complete the document so it can be included in the 2013 budget requests that will be distributed on July 9. Commissioner Sheldon responded that they need more information on revenue projections. A Finance Committee meeting is scheduled on June 26 and they should be able to provide guidance after receiving information at that meeting. Diane will schedule a briefing with Dave Loser for the ER&R rates and with Theresia Ehrich next Monday so the guidelines can be set.
- 9:15 A.M. Closed Session - RCW 42.30.140 (4) Labor Discussion  
Commissioners Sheldon and Bloomfield met in Closed Session from 9:23 a.m. to 9:52 a.m. with Karen Jackson for the first 10 minutes and then elected officials and department heads joined the discussion regarding labor. Cmmr. Ring Erickson was absent.
- 9:45 A.M. Sheriff's Office – Sheriff Salisbury/Frank Pinter  
Commissioners Sheldon and Bloomfield were in attendance. Commissioner Ring Erickson was absent.  
The following items were reviewed:
- Contract with the US Department of Agriculture USDA Forest Service for services of a deputy in the Forest Services Lands from Memorial day to Labor day for \$15,000.
  - Two year contract for services to the Timberlake Community Club for \$40,000 for law enforcement services on an hourly basis up to \$40,000 per year. Both were requested to be put on the next Action Agenda.
- 10:10 A.M. Public Works - Brian Matthews & Melissa McFadden  
Commissioners Sheldon and Bloomfield were in attendance. Commissioner Ring Erickson was absent.  
The following items were reviewed:
- Road Closure from 9:00am Friday, July 27, 2012 to 1:00pm Monday, August 6, 2012 on Old Olympic Hwy at approximately milepost 4.38 one-lane closure to traffic turning onto Hwy 101 from Old Olympic Hwy (Hurley Waldrip Road, County Road No. 11200, will be used as the detour around closure). Closure is for the Canoe Journey.

Board of Mason County Commissioners' Briefing Meeting Minutes  
June 25, 2012

- Request authorization to interview/hire a replacement for the Emergency Management Training/Exercise Coordinator, Sandi Kvarnstrom, who will be retiring July 21, 2012.
- Request to purchase cutting edges (plow bits) for motor graders and snow plows using the Post for Quotes/Telephone Bid Procedures.
- CRP 1379, Grapeview Loop Road project. Discussed soil issues.

10:20 A.M. Utilities & Waste Management - Brian Matthews & Tom Moore  
Commissioners Sheldon and Bloomfield were in attendance. Commissioner Ring Erickson was absent.

The following items were reviewed:

- Contract with Inslee Best for Belfair Sewer land acquisition.
- Scrap metal contract is going to bid.
- John Cunningham's contract extension is on agenda.
- County Hook Up Group 4 for Belfair Sewer will be awarded.
- Get Connected program contracts are being signed.
- Cocklet Lane in Belfair is being closed for sewer extension construction.
- Future Belfair sewer rates were discussed.

10:45 A.M. Department of Community Development – Barbara Adkins  
Commissioners Sheldon and Bloomfield were in attendance. Commissioner Ring Erickson was absent.

The following items were reviewed:

- Belfair Advisory Committee  
Seeking guidance from Commissioners on meetings for newly appointment committee. Issues regarding staffing, meeting location, and minutes were discussed. DCD will staff meetings, at least in the beginning. A kick-off meeting will be scheduled during regular working hours in Shelton. Future meetings will be determined by Committee consensus. Commissioners had no specific questions or comments.
- Planning Advisory Commission  
Two seats on the Planning Advisory Commission will expire at the end of July. Commissioner approval to issue a news release announcing the seats and calling for applications. The Commissioners had no specific questions or comments.
- WDFW Grant – Contract Approvals  
Staff requesting to put grant contacts on the Board's July 3, 2012 Action Agenda for consideration and approval. One contract is for a contract amendment to the Ecology grant to update the Shoreline Master Program. The other two relate to an enforcement grant received from Department of Fish and Wildlife, and the consultant work that is part of it. Commissioners' consensus to place on Agenda. No other questions or comments.
- Rezone  
Staff requesting notice of public hearing be placed on July 3, 2012 Action Agenda. The hearing would be to consider an application for rezone requested by Sherry Kapaun to rezone a 2.05 acre along Shelton-Matlock Road from Rural Residential 5 to Rural Commercial 2. Commissioners' consensus to place on Agenda. No other questions or comments.

11:00 A.M. Prosecuting Attorney – Mike Dorcy & Public Defense Administrator - Susan Sergiojan  
Commissioners Sheldon and Bloomfield were present. Commissioner Ring Erickson was absent. Others participating in the discussion were Superior Court Judge Toni Sheldon, Prosecutor Mike Dorcy, Public Defense Administrator Susan Sergiojan, and Budget Analyst Dawn Twiddy.

Concern was raised by Susan Sergiojan that the Commissioners recently directed payment for indigent defense murder attorney fee costs from the indigent defense budget rather than from the Legal Reserve Fund which was set up for that purpose and which has historically been used to pay these costs. Ms. Sergiojan commented that, in addition, it was not advisable to make such a significant change on allocation of these expenses in

Board of Mason County Commissioners' Briefing Meeting Minutes  
June 25, 2012

the middle of a budget year without having the opportunity to formulate a budget with that in mind.

Judge Sheldon reviewed the history of the Legal Reserve Fund and indicated that the intent of the fund was for all defense costs in murder cases, as well as any extraordinary prosecution and Superior Court costs to be paid from this fund.

Commissioner Sheldon commented that it would likely be easier for the public to see what is being spent on murder cases, at least for the defense side, if the costs were all paid from a separate fund.

Mike Dorcy expressed that his office would also have extraordinary costs, perhaps not immediately, but later when these cases get ready for trial. He was concerned that there might not be any resources left in the Legal Reserve Fund if all the defense costs were paid from this source.

Dawn Twiddy explained the process of paying the defense costs from the fund and replenishing the fund so that it would always have a minimum balance of \$50,000. She indicated that there was is \$50,000 already allocated in a separate fund (Non-Departmental Operating Transfer) from which such replenishment could be made.

Commissioner Sheldon asked what steps would need to be taken to direct that the two payments for attorney fees for indigent defendants in murder cases (approximately \$1,500) already made from the indigent defense budget be moved to the Legal Reserve Fund and that future similar payments be made from the Legal Reserve Fund as well. Dawn Twiddy indicated that it would be a simple process and that no formal action would be required.

Both Commissioners Sheldon and Bloomfield directed that all defense costs on murder cases be paid from the Legal Reserve Fund until further notice.

11:15 A.M

Public Health Services – ~~Vicki Kirkpatrick~~ Debbie Riley

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

The following items were reviewed:

- Reminded the Commissioners that the Oakland Bay Board of Directors meeting is scheduled for 2:00-3:00 PM on Tuesday, June 26, 2012 and that the Pollution Identification and Control grant funding is coming before the Board on the Action Agenda that evening.
- The Commissioners were given a copy of the Professional Services Contract between the Hood Canal Coordinating Council and Mason County Public Health for their consideration. Permission granted to add to the July 2 agenda. This grant is to support our work on a cooperative three county, two Tribe pollution identification & correction project for Hood Canal.
- A news release will be added to the July 10<sup>th</sup> agenda announcing the award of a model practice to the Oakland Bay Clean Water District model by the National Association of County & City Health Officials (NACCHO). Debbie will be attending the annual NACCHO meeting in Los Angeles to accept the award July 11-13, 2012.

11:30 A.M.

Washington State Parks Briefing - Larry Fairleigh and Steven Hahn

Commissioners Sheldon and Bloomfield were in attendance. Commissioner Ring Erickson was absent. Mr. Fairleigh and Mr. Hahn from State Parks were also in attendance along with county staff.

The following items were reviewed:

Board of Mason County Commissioners' Briefing Meeting Minutes  
June 25, 2012

- Mr. Fairleigh and Mr. Hahn indicated they wanted to open a discussion with the Commissioners and citizens of Mason County regarding the overall planning of Washington State Parks in Mason County.
- Most of the discussion focused on recent events of State Parks interest in acquiring property on Harstine Island. State Parks is planning to surplus and sell 100 acres of park land on Harstine Island with the intent of purchasing additional land from the Trust for Public Land in another area on Harstine Island.
- Discussion ensued and the end result was that State Parks Staff will work with Mason County Parks and Trails Staff to engage the public regarding park planning in Mason County. At a future time, County and State Parks staff will meet to discuss a specific program and action plan.
- The Commission will be informed of this action plan when it is developed.

Tuesday, June 26, 2012

3:00 P.M.

Finance Committee

In attendance: Steve Bloomfield, Tim Sheldon, Lisa Frazier, Fina Ormond and Theresia Ehrich.

- Lisa Frazier recapped the finances of the county as of June 22, 2012.
- Compared to previous years the county's unencumbered cash balance is much improved. The Current Expense Fund is the only one with a fund balance resolution at this time (9-12% of the previous year's budget). The state auditors recommendation is 60 days of cash in any operating fund. This would be from \$4-5 million in Current Expense.
- Cmmr. Sheldon asked when was it that Current Expense had to borrow from another fund. Theresia answered that in February 2009 Current Expense had to borrow \$2 million from ER&R to cover expenses. That was paid back in November of 2009.
- Discussion about how large the ending fund balance should be based on what the state auditors recommend and what the resolution currently states.
- Ms. Frazier reviewed the sales tax revenue, which is roughly equal to last year. Cmmr. Sheldon mentioned that our sales tax revenue might decrease because the Belfair sewer project is almost complete.
- Theresia updated the committee on the status of the continuing implementation of the county's new Munis financial system. The implementation has been complicated by the fact that the county operates as a bank for many of the special purpose districts in our county. Theresia invited the Commissioners to attend any of the training or analysis sessions to learn more about the system.
- Ms. Frazier stated she needed to table the signing of the Treasurer Investment Authorization Agreement until the next meeting. This is an authorization that needs to be signed by Lynda Ring-Erickson and Karen Herr giving Lisa the authority to make investments for the county.
- Theresia spoke on the need of the county to adopt an official travel policy. The current policy is only one paragraph while many counties have several pages. There is not enough detail in our current policy to provide clear guidance to employees and Financial Services on what is covered.
- Cmmr. Sheldon inquired on which department was incurring the most travel expenses. Ms. Frazier stated she only saw advanced travel requests and that it was mostly the Sheriff's office. Theresia offered to pull a report of all travel lines to give a clear accounting of travel usage. Diane Zoren asked if advanced travel was required. Theresia answered that it was not required and most counties did not offer it. Theresia also stated that the county could save money if we moved to reimbursement instead of per diem since most people do not spend the full amount. Lisa hopes to have a proposed policy before the next finance committee for the commissioners to review.
- Ms. Frazier stated that as the county prepares to go into budget preparation, she is expecting revenue for 2013 to be roughly \$24 million. Our 2012 budgeted expenditures are roughly \$25.5 million.

Finance meeting notes submitted by Fina Ormond, Chief Deputy Auditor.

Board of Mason County Commissioners' Briefing Meeting Minutes  
June 25, 2012

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

---

Lynda Ring Erickson  
Chair

---

Tim Sheldon  
Commissioner

---

Steven Bloomfield  
Commissioner