

## BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of July 16, 2012

According to staff notes, the following items were discussed.

Monday, July 16, 2012

9:00 A.M.

Central Operations - Diane Zoren

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.

The following items were reviewed:

- Employee Service Awards are on Wednesday, July 17.
- Discussed the July 31 joint meeting agenda with the Belfair Water District. Suggested items were the water district's infrastructure plan and inviting PUD 1 commissioners.
- Cmmr. Sheldon asked Diane to contact the Prosecuting Attorney's office for a report on what happens in court regarding the recent lawsuit on the garbage hauling contract.

9:15 A.M.

Auditor's Office – Theresia Ehrich

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.

The following items were reviewed:

- Distributed, highlighted, and fielded questions on the county's June financial statements (5 Year Current Expense Recap & Special Funds Balances, 2 year Current Expense Revenues, 2 year Current Expense Expenditures)
- Distributed and went over the Sales & Use Tax, REET 1, and REET 2 June cash flow statements. REET 1 money is entirely encumbered at this time.
- Cmmr. Sheldon asked about the ending fund balance at the end of the year. Ms. Ehrich stated it's hard to estimate but thinks it will be higher than 2011, considering the anticipated unexpended budget due to unfilled positions. There has been a hiring freeze for some time but some positions are being filled after reviewing the request with the Commissioners.
- The 2012 budget amendments that will be considered in August were reviewed.
- Discussed 2013 budget process and list of Commissioner directives

9:30 A.M.

Facilities, Parks & Trails – John Keates

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.

The following items were reviewed:

- Highlighted an issue related to property management. Issue is covering county costs for selling surplus property from each transaction. Presently, there is no such process. John Keates, County Treasurer Lisa Frazier and Karen Dowling explained a process to cover county costs through the surplus real estate sale process. Commissioners agreed and new process will be implemented immediately.
- Informed the Commissioners that two safety committee's are being consolidated into one in order to save time and resources.
- Highlighted survey results from the park plan update process.

9:45 A.M.

Executive Session - RCW 42.30.110 (1) (b) Real Estate

Commissioners Ring Erickson, Sheldon and Bloomfield met with John Keates in Executive Session from 9:45 a.m. to 9:55 a.m. on a real estate matter. No action was taken.

10:00 A.M.

BREAK

10:15 A.M.

Utilities & Waste Management - Brian Matthews & Tom Moore

Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.

The following items were reviewed:

- Belfair Sewer Connector Claim.
- Tri Party letter to non-tribal properties within the services area for Potlach.

Board of Mason County Commissioners' Briefing Meeting Minutes  
July 16, 2012

- 10:30 A.M.      Public Works – Brian Matthews & Dave Loser  
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.  
The following items were reviewed:
- News release seeking five applicants that reside or own property within the Skokomish Flood Control Zone District to serve on an Advisory Committee. The purpose of the Advisory Committee is to develop and present funding recommendations to the Skokomish FCZD Board of Supervisors by August 2013.
  - Purchase Order for \$11,781.00 + tax was issued to Sahlbert Equipment Company of Buckley, WA for a new 9' Flink V Box spreader/sander.
  - Request the Board execute the resolution appointing Melissa McFadden as the Deputy Director/County Road Engineer for Mason County effective August 1, 2012.
  - Authorization to award the gasoline and diesel fuel call for bid to Pettit Oil Company out of Hoquiam, WA for August 1, 2012 through July 31, 2013 time duration, extendable for up to two additional years.
  - Public Works consolidation/reorganization structure, proposed time line and changes to department.
- 10:45 A.M.      Public Defense Administrator – Susan Sergiojan  
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.  
The following items were reviewed:
- Reviewed progress with new Public Defense Administrator position. Tasks completed so far have included: re-writing and finalizing all new public defense contracts through the end of 2012; forming an up-to-date listing of off-contract attorneys to handle overflow and conflict cases in all courts; successfully resolving thirteen complaints regarding indigent defense attorney representation; serving as attorney of record on 25 overflow District Court cases so far and handling Drug Court twice; setting up a series of continuing legal education seminars for local attorneys, the first coming up on July 27 regarding new public defense standards and certification requirements; taking over all accounts payable vouchering responsibilities from District Court; and working on Mason County's Office of Public Defense grant application for 2012.
  - Discussed the remaining current needs regarding indigent defense. Time constraints with handling both District Court caseload and administrative duties preclude adequate time to prepare a proposed budget for 2013. The budget process is more complicated this year because of consolidating both Superior Court and District Court indigent defense budgets into one with new BARS numbers. Also discussed the need to create a database to track case numbers adequately and ensure compliance with the new legal standards.
  - It was suggested that a Commissioners' staff member who is on limited hours might be able to come on one day per week or less to help out with the budgeting and database creation tasks. The Commissioners suggested talking to Diane Zoren about an appropriate selection for extra part-time help.
- 11:00 A.M.      Human Resources – Karen Jackson  
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.  
The following items were reviewed:
- Human Resources Director Recruitment Process – HR Job Classification Description was updated and recruitment announcement re-posted with more specific qualifications around public sector and lead labor negotiator work experience. Posting to go out to HR trade organizations and also WSAC and WACO/NACO.
  - Work Out of Class assignment for Bonnie Cap, who will take on a number of director's duties during recruitment for HR Director. Dawn Twiddy and Shannon Goudy to go to a five-day work schedule. Funding to come from vacant HR Director position.
  - Interim labor relations assistance to be provided by Denise Ashbaugh of Summit Law, who will take on MCSO negotiations and assist with miscellaneous issues. All contacts are to be coordinated through Bonnie.
  - New project for future HR Director: Class/Comp Study of non-union salaries, and updating of Mason County Personnel Policies.

Board of Mason County Commissioners' Briefing Meeting Minutes  
July 16, 2012

11:30 A.M. Closed Session – RCW 42.30.140 (4) Labor Negotiations  
Commissioners Ring Erickson, Sheldon and Bloomfield met in Closed Session from 11:30 a.m. to 12:15 p.m. with Karen Jackson, Mike Dorcy, Tim Whitehead and representatives from District and Superior Court for a labor discussion. No action was taken.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

---

Lynda Ring Erickson  
Chair

---

Tim Sheldon  
Commissioner

---

Steven Bloomfield  
Commissioner