

## BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of October 15, 2012

According to staff notes, the following items were discussed.

Monday, October 15, 2012

- 9:00 A.M. Department of Community Development – Barbara Adkins  
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.  
The following items were reviewed:
- Belfair UGA Advisory Committee New Member Interview: The Commissioners chose to interview Edward Kruk in consideration of his appointment to the Belfair committee. After a series of questions and discussion, the Commissioners directed staff to place Mr. Kruk's appointment on the Action Agenda.
  - Medical Cannabis Moratorium: Current moratorium on collective gardens expires on November 16, 2012. Staff is proposing to continue the moratorium at a November 8, 2012 public hearing. This continuation will be for another six months, ending on May 8, 2012. Notification of public hearing to be placed on the October 23, 2012 Action Agenda.
- 9:20 A.M. Human Resources – Patrick LeMay/Bonnie Cap  
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.  
The following items were reviewed:
- Bonnie presented the calculations for pooling the 2013 Non-Union County contributions for health insurance. Based on the current employee demographics and the PEBB premium increases, the new contribution amounts would be \$721 for single coverage enrollment and \$1,055 for employees with dependent coverage. The Board agreed to place the applicable resolution on the action agenda.
- 9:30 A.M. District Court - Patsy Robinson  
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.  
The following items were reviewed:
- \$26,300 supplemental appropriation request was discussed due to increased number of jury trials and other court hearings.
- 9:45 A.M. Clerk - Pat Swartos  
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.  
The following items were reviewed:
- Collection Services award was discussed. This will be placed on the October 23 agenda.
- 10:00 A.M. BREAK
- 10:15 A.M. Public Works - Brian Matthews & Melissa McFadden  
Utilities & Waste Management - Brian Matthews & Tom Moore  
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.  
The following items were reviewed:
- Press Release for Mason County Comprehensive Emergency Management Plan.
  - Set hearings on November 13 for the 2013 Annual Road Construction Program and the 6-year Transportation Improvement Program (2013-2018).
  - Authorization to reconvene and continue the Board of Equalization for 2013.
  - Request the Board authorize the Public Works Director to sign a Memorandum of Understanding between the Washington State Department of Archaeology and Historic Preservation (DAHP) and Mason County to share archaeological and historic data.
  - Award of CRP 1958, Bridge Guardrail Retro Fit project to Peterson Brothers, Inc. out of Sumner, WA in the amount of \$116,516.30.

Board of Mason County Commissioners' Briefing Meeting Minutes  
October 15, 2012

- 11:15 A.M. Auditor's Office - Theresia Ehrich  
Commissioners Ring Erickson, Sheldon and Bloomfield were in attendance.  
The following items were reviewed:
- 2013 budget adjustments were reviewed.
  - Karen Herr brought up the renovation needed in the new elections area, downstairs of Building 1. There is a grant for new doors and the work must be completed by November 6. The Board asked that she work with Diane Zoren and place an item on the agenda so the Facilities Department can complete with the work.
- 11:00 A.M. Chamber of Commerce - Heidi McCutcheon  
Commissioners Ring Erickson, Sheldon and Bloomfield viewed tourism videos.
- 11:30 A.M. Finance Committee  
In attendance: Commissioners Ring Erickson, Bloomfield, and Sheldon; Treasurer Lisa Frazier; Auditor Karen Herr and Theresia Ehrich.  
Ms. Frazier recapped the finances (savings, checking, CDs, interest rates) of the county as of September 30, 2012. Sales tax revenues are down approximately 3% (\$57,000) compared to last year at this time. General fund revenues are slightly up (\$136,292) and expenditures have also increased over last year (\$379,133).  
Lisa presented a list of the county's investments and what financial institution they are held, along with a statement of transactions of these accounts.  
Lisa made a point of clearing up some confusion regarding "cash on hand" and the county's reserves. Reducing the current cash on hand (\$6.6 M) by the county's debt policy (\$1 M), the county's fund balance policy (\$3.5 M), the 2012 Budgeted Revenues vs Budgeted Expenditures (\$1.7 M), it is actually \$400,000!  
Karen Herr updated the committee members on the implementation progress of the new Munis financial system. She warned members that because of the complexity of how our county is made up (12 different union contracts, etc) and because of the lack of staffing, there is concern that the January 1<sup>st</sup> go-live date may be in jeopardy - which would be highly inconvenient and costly to the county. Karen requested the Commissioners, since she has no authority over their departments, appoint someone who would be responsible for insuring their departments attend all necessary training. Karen stated, in order for the implementation of the new financial system to be successful, its imperative all departments attend training and take responsibility for learning the functions of the Munis system as it pertains to their department. Dave Loser chimed in to reiterate his concerns for meeting the Jan. 1<sup>st</sup> deadline, but assured the members we would all continue to do everything possible to meet expectations.  
Lisa briefed the members on the delay in writing new policies and procedures for cash handling and for county travel – plans to make this a priority later in the year, after tax collection slows.  
Lisa requested Lynda Ring-Erickson and Karen Herr (members of the Finance committee) to sign a new Investment Authorization Agreement, which needs reauthorization every four years.

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