

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of December 10, 2012

According to staff notes, the following items were discussed.

Monday, December 10, 2012

9:00 A.M. Auditor's Office – Theresia Ehrich
Commissioners Ring Erickson and Jeffreys were in attendance. Commissioner Sheldon was absent.

The following items were reviewed:

- The 2013 budget is on-line as well as the November financial statements.
- The revenues are tracking as anticipated. 2012 expenditures are higher than 2011.
- Noted there was a \$1.5 million two-year loan from ER&R to the Road Fund.
- The 2012 budget will be amended to reflect the recent Teamsters payout.
- Theresia reviewed the Sales & Use Tax and REET funds.
- The Asset Policy needs to be updated.

9:10 A.M. Central Operations - Diane Zoren
Commissioners Ring Erickson and Jeffreys were in attendance. Commissioner Sheldon was absent.

The following items were reviewed:

- Cmmr. Ring Erickson's farewell reception is on Tuesday, December 18, 3 p.m.
- Civil Service appointments- Louann Davis & Susan Guerrero have applied. This will be carried forward to December 17 briefing when Cmmr. Sheldon is in attendance.
- The Board agreed to place the revised Capital Asset Policy on the December 18 agenda.
- 2013 Lodging Tax Awards. Information was provided on the LTAC recommendations. Cmmr. Jeffreys noted that the current regulations that expanded the use of lodging tax are scheduled to sunset in June 2013. Diane stated a clause will be included in the award letters alerting the applicants that the law may change. Cmmr. Jeffreys asked if the Board should make it a requirement of the events to work with joint tourism so the events are included on the website. Cmmr. Ring Erickson is comfortable with including language in the award letters encouraging the groups to work with the joint tourism.

~~9:20 A.M.~~ 9:40 A.M. Auditor/Equipment Rental & Revolving - Karen Herr & Dave Loser
Commissioners Ring Erickson and Jeffreys were in attendance. Commissioner Sheldon was absent.

- Auditor Karen Herr informed the Board that unfortunately the go-live date for the new MUNIS financial system has been delayed to July 2013. Staff is working with MUNIS programming the system to fit the County's needs and the Public Works/Utilities, jury system and junior taxing districts still need to be rolled in. The delay will cost about \$10,000 additional for Computech.

~~9:30 A.M.~~ 9:55 A.M. Executive Session - RCW 42.30.110 (1)(b) Real Estate
Commissioners Ring Erickson and Jeffreys met with John Keates and Jess Mosley from 9:55 a.m. to 10:05 in Executive Session for a real estate matter.

~~9:45 A.M.~~ 10:05 A.M. Public Works - Brian Matthews & Melissa McFadden
Commissioners Ring Erickson and Jeffreys were in attendance. Commissioner Sheldon was absent.

The following items were reviewed:

- Request the Board approve and execute the resolution for County Road Project 1975, Shelton Matlock, Eddie Evers Bridge Rehabilitation project; authorizing the Chair to sign all pertinent documents and authorize the Public Works County Engineer to advertise, set

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bid dates/times, and award contract. Contract will be announced during a regular meeting of the Board.

- Bid award to for the Replacement 10/12 Yard Dump Truck with Plow and Sander.
- Hearing to change the name of a portion of the old "Grapeview Loop Road" to "Gator Place" (County Road No. 29990). This road accesses onto the new "Grapeview Loop Road" at M.P. 2.342.
Utilities & Waste Management - Brian Matthews & Tom Moore
- News release for automatic cost of living increases in the Solid Waste rates for 2013 (1.8%).
- News release for automatic cost of living increases in the water and sewer rates for 2013 (2.9%).
- News release for the Holiday schedule at the transfer station and drop off locations.
- Request authorization to amend the professional services contract for Engineering Services Associates (ESA) that will increase the not to exceed cost from \$483,144 to \$527,071.

~~10:10 A.M.~~ 10:20 A.M. Human Resources - Bonnie Cap

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

The following items were reviewed:

- Obtained approval to place the Regence Group Master Application for the Deputies' medical coverage on the 12/18/12 action agenda and the five Teamster bargaining units involved in the PERC ruling on the action agenda for 12/18/12.

~~10:15 A.M.~~ 10:25 A.M. Department of Community Development – Barbara Adkins

Commissioners Ring Erickson and Jeffreys were in attendance. Commissioner Sheldon was absent. Also in attendance was Barbara Adkins and Chief Bob Burbridge (Fire District 4) and Assistant Chief Mike Patti (City of Shelton, District 5).

The following items were reviewed:

- Interlocal Agreement: With the assistance of attending Fire Investigators, discussion with Commissioner regarding entering into a 2013 Agreement with Fire Chiefs Association for fire investigation services. The Agreement implemented in 2012 was a success and the program is proposed to continue into 2013. Commissioner Jeffreys asked for a bit of history and format on the program which was provided by both Chief Burbridge and Assistant Chief Patti. Staff requested to place agreement on December 18, 2012 Action Agenda. Commissioners had no additional comments or concerns.
- Commissioner Jeffreys ask for a copy of the SMP Update to review prior to Green Diamond public hearings on December 11, 2012.

10:30 A.M. Public Health & Human Services – Vicki Kirkpatrick

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

The following items were reviewed:

- The Director and Housing Coordinator Patti Sells briefed the Commissioners on 2013 Housing Grants as recommended by the Mason County Housing Coalition. The funding sources for these contracts are the recording fees authorized by the Legislature and commonly referred to as the 2163 and 2060 funds. For 2013, there are also additional funds authorized by the Legislature in 2012 in HB 2048.
- The Director briefed the Commissioners regarding the regional health department (Mason, Grays Harbor, Lewis, and Pacific County) shared purchasing of InsightVision 2.0 Software, a Public Health Collaborative Strategy Management Tool. By sharing the cost with three other local health jurisdictions in our Region, we were able to purchase sufficient licenses to take advantage of a reduced cost. Additionally, the software will support a regional collaboration on some public health issues as well as support the

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public health work of our local public health jurisdiction and our Mason County Community.

- 10:45 A.M. WSU Extension Office - Bob Simmons
Commissioners Ring Erickson and Jeffreys were in attendance. Commissioner Sheldon was absent.
The following items were reviewed:
- Discuss signing a \$21,000 DSHS contract amendment with Mason 4-H to continue the Youth N Action Program in partnership with Youth Empowerment Strategies. Bob described the use of the proposed DSHS funds provided by the contract for the Mason 4-H Program to continue the local Youth N Action Program started May 2010. The agreement will allow Mason 4-H to partner with the Youth Empowerment Strategies Program based at CHOICE School (soon bldg. 2) to provide that program. Bob explained that this program has provided a limited amount of programs in the Belfair area over the past year and will work to provide more opportunities county-wide in 2013 with this contract. Bob also explained that this is a pilot program sponsored by WA Dept of Social and Health services to address youth at risk issues in the Mason-Thurston area. The program is designed to provide transition aged youth, later high school and beyond, with leadership and life skills so they can be successful. Bob proposed to put the decision on signing the DSHS contract amendment on the Consent Agenda for the December 18th Commission meeting.

~~11:00 A.M.~~ 11:10 A.M. Closed Session - RCW 42.30.140 (4) Labor Negotiations
Commissioners Ring Erickson and Jeffreys met in Closed Session with Pat LeMay from 11:10 a.m. to 11:50 a.m. for a labor discussion.

Tuesday, December 11, 2012

~~1:30 P.M.~~ 2:00 P.M. Executive Session - RCW 42.30.110 (1) (g) Personnel
Commissioners Ring Erickson, Sheldon and Jeffreys met in Executive Session from 2:00 p.m. to 4:30 p.m. to conduct interviews for the Human Resources Director position.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

Lynda Ring Erickson
Chair

Tim Sheldon
Commissioner

Terri Jeffreys
Commissioner