

BOARD OF MASON COUNTY COMMISSIONERS' PROCEEDINGS

NOVEMBER 4, 2003

1. Call to Order - The meeting was called to order at 9:00 a.m. by Chairperson Herb Baze.
2. Pledge of Allegiance – Chairperson Baze led the flag salute.
3. Roll Call - Present: Cmmr. Dist. 1 - Herb Baze; Cmmr. Dist. 2 - Wesley E. Johnson; Cmmr. Dist. 3 - Jayni L. Kamin
4. Approval of Minutes – regular meeting minutes of October 21, 2003 and briefing meeting minutes of October 20, 2003 and October 27, 2003.
5. Board's Calendar for week of November 4 – 12, 2003.
6. Correspondence and Organizational Business
 - 6.1 Correspondence
 - 6.1.1 A letter was received from Colony Surf Club, Inc. urging the County to establish a humane society and adopt regulations to address animals.
 - 6.1.2 An application to serve on the Truman Glick Memorial Park Advisory Committee was received from Jim Frost.
 - 6.1.3 An application to serve on the Timberland Regional Library Board of Trustees was received from Bob Robinson.
 - 6.2 Press Release – Adoption of Special Road Project in Belfair - Cmmr. Johnson read aloud the press release regarding the adoption of a special road project in Belfair. The County also is seeking volunteers to serve on a citizen committee to support the implementation of the project.
7. Open Forum for Citizen Input
 - 7.1 Several individuals briefly spoke in support of the SR3 project: Dr. Brian Peterson, Bob Hagar, Mike Boyle, Don Atkinson, Pat McCullough, and Wendy Ervin.
8. Adoption of Agenda - **Cmmr. Kamin/Johnson moved and seconded to adopt the agenda as presented. Motion carried unanimously. B-aye; J-aye; K-aye.**
9. Approval of Consent Agenda:
 - 9.1 Approval of a resolution establishing the County's contribution toward elected officials and non-union employee group insurance premiums for 2004. The recommendation is increase insurance premium contributions to \$506 per month for employees without dependents on medical insurance and to \$745 per month for employees with dependents on medical insurance. The increase in contributions will be effective in January 2004. **Resolution No. 112-03 (Exhibit A)**
 - 9.2 Approval of an Interlocal Agreement between the Washington State Health Care Authority and Mason County that authorizes the participation of Mason County's Elected Officials and Non-Union employees in the Public Employees Benefits Board medical insurance programs effective January 1, 2004.
 - 9.3 Approval to set a public hearing on Tuesday, November 18, 2003 at 9:30 a.m. to consider a supplemental appropriation to the 2003 budget for the Current Expense Fund in the amount of \$140,000. **Resolution No. 113-03 (Exhibit B)**
 - 9.4 Approval of right of way supplement #5 to Skillings-Connolly contract #00038-1 for CRP 1380/1381 Grapeview Loop Road. This is to change the scope of work for the wetland mitigation.
 - 9.5 Approval of the Quitclaim Deed conveying a portion of Dalby Road right of way to the State of Washington for the State Road 106 realignment (Union to Holyoke Creek).
 - 9.6 Approval for the Department of Public Works to advertise for submittals from interested qualified firms/individuals to provide consulting services for 2004.

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- 9.7 Approval of the County Special Project 25 for urban improvements in the Belfair area. The improvements may consist of improvements to the road, stormwater facilities, pedestrian and bicycle facilities, transit facilities and/or other related improvements. **Resolution No. 114-03 (Exhibit C)**
- 9.8 Approval for Public Works to advertise for Statements of Qualifications for design services for the Belfair urban improvements.
- 9.9 Approval of HIPAA Business Associate contract which is amendment #1 of DSHS agreement number 0183-44495. There is no cost involved.
- 9.10 Approval for Public Works to select from the consultant roster for geotechnical services for work on the Tahuya River Road slide area. The approximate cost for the geotechnical services is \$30,000.

Cmmr. Johnson commented on Consent Agenda Item 9.3 which has to do with a public hearing and will add \$140,000 to the budget. This is due to increased cost of insurance the County has to pay and also with the 9/11 disaster and other factors.

He also mentioned that Item 9.5 the County is quit claiming a small portion of Dalby Road. He questioned how much property was involved.

Public Works Director Jerry Hauth stated it is approximately 10,000 - 20,000 square feet.

Cmmr. Johnson commented on Item 9.10 geotechnical services for slide road washout on Tahuya River Road. It involves \$30,000 for the study and it is unanticipated costs.

Cmmr. Johnson/Kamin moved and seconded to approve consent agenda items 9.1 - 9.10 as read. Motion carried unanimously B-aye J-aye; K-aye.

10. 9:30 a.m. Public Hearings and Items Set for a Certain Time

Public hearing to consider revising the Building Division fee schedule for the Mason County Department of Community Development.

Michael Grohs, Department of Community Development/Building Division, recommended the Board adopt the proposed Building Division fee schedule to keep their facilities going. They have increased the inspection time and staff to accommodate for the 1.6% fee increase.

Cmmr. Johnson asked if there are some fees changing and other fees not changing.

Mr. Grohs responded, yes.

Chairperson Baze noted that in the past the Commissioners have kept the fees at a level for five or more years and then had to adjust the fees with a considerable jump. They are trying to adjust the fees close to the cost of living increases and therefore create a smaller jump in fees.

A question was raised as to how often the county would anticipate increasing the fees.

The Board responded, they anticipate the fees would be increased annually to keep up with the cost of living and other jurisdictions.

Cmmr. Kamin/Johnson moved and seconded to adopt Ordinance No. 115-03, which provides for the revised building fee schedule. The fee shall apply to all permit applications filed on or after January 1, 2004. Ordinance No. 115-03 (Exhibit D)

- 10.2 Public hearing to consider revising the Mason County Planning Division's Permits, Actions, and Services Fee Schedule.

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Bob Fink, Planning Manager with the Department of Community Development/Planning Division, submitted the proposed fee schedule. He noted that the Planning Division charges fees to recover most of the costs associated with providing permit services to the public. It is done so the general public does not pay for the cost of private development. An update to the fee schedule is proposed to keep fees current with costs. Costs or average costs to provide predictability to the applicant and expedite the permit process as opposed to charging hourly rates. The fees are adjusted 2% as rounded. There are exceptions: The hearing examiner fees are increased to cover the actual average cost of the hearing examiner in more complicated cases; also the easement removal hearing fees are reduced as they are not as complicated. There is a fee for legal assistance added for requests that require the involvement of a county prosecutor.

Cmmr. Johnson asked if the increase in the fees charged can only be used for the cost of providing the service.

Mr. Fink responded that was his understanding.

Cmmr. Baze commented that the planning permit fees in the past have been subsidized greatly by the public. In the past several years, the County has tried to bring it up to a self-sustaining fee.

Mr. Fink noted that the fees are set a rate that cover the budget for the department, not counting indirect overhead costs. The direct costs are included in the fees.

Cmmr. Johnson questioned how the fees compare with neighboring counties.

Planning Manager Mr. Fink stated that they looked at them last year when they raised the rates significantly. The fees are in the general range that the other counties (Thurston, Grays Harbor, Kitsap, Jefferson, Lewis) charge. There is a lot of variation in fees between the different counties. Also, permit procedures vary between counties. Mason County's fees are geared to recover the cost of the time and expense of processing a particular type of permit.

Cmmr. Kamin asked how many cases the Hearings Examiner hears.

Mr. Fink stated that they have been averaging five cases per month.

Darren Nienaber, Deputy Prosecutor, stated the Code Enforcement Officer for the Planning Division also brings cases to the Hearings Examiner and it is three to four per month. The fines are between \$2,000 - \$8,000. He questioned where the fines go.

Mr. Fink understood that it goes in the general fund and there is approximately \$30,000 assessed to date.

Mr. Nienaber added that he heard through the Treasurer's office there were \$100,000 - \$200,000 in outstanding fines/liens to be collected this year.

Cmmr. Johnson stated the County is more interested in getting the junk cleaned up than in assessing a fine. If the messes are just cleaned up, some of the fines might be reduced or eliminated completely.

Mr. Fink concurred that their primary interest is getting compliance with the regulation. If the parties involved are willing to address whatever the violation to clean up the site or apply for the necessary permit, if they correct the violation, there normally wouldn't be any fines assessed.

Debbie Riley, Environmental Health Manager, stated they go even further after the fact. She noted there is a property going up for Sheriff sale, a potential buyer came in to check with the county to see how he could get

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the liens removed or clean up the property. She noted that they would release the lien if they got the property cleaned up. They would only need to pay the actual hearings examiner costs.

Cmmr. Kamin asked how many sites are in process.

Ms. Riley stated there are somewhere between 160 - 180 open solid waste cases. They usually take two to three cases a month to the hearings examiner. They also have another track they use in the Health Department. They write tickets (citations) for civil penalties. Usually this is the route they try first. If that does not work then the case goes on to the hearings examiner. At any one time they have over 150 cases open and they are working on them. A lot of the big cases are being taken care of. It may take a few years to get them completely off the books and cleaned up. The things they are seeing now are getting smaller. The system seems to be working and they are pleased with it.

Wendy Ervin asked that it be clarified when discussing fees why there is a difference in fees because a lot of it has to do with the time period the application was turned in.

Cmmr. Johnson/Kamin moved and seconded to adopt Ordinance No. 116-03, to revise Ordinance No. 149-02, the Mason County Planning Division's permits, actions, and services fee schedule, as proposed, to be effective January 1, 2004; and to approve the proposed findings in support of this action. Motion carried unanimously. B-aye; J-aye; K-aye. Ordinance No. 116-03 (Exhibit E)

11. Other Business (Department Heads and Elected Officials)
12. Administration
13. Adjournment

BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON

Herb Baze, Chairperson

ATTEST:

Wesley E. Johnson, Commissioner

Rebecca S. Rogers, Clerk of the Board

Jayni L. Kamin, Commissioner