

## BOARD OF MASON COUNTY COMMISSIONERS' PROCEEDINGS

April 6, 2010

1. Call to Order – The Chairperson called the regular meeting to order at 9:03 a.m.
2. Pledge of Allegiance – Vicki Kirkpatrick led the flag salute.
3. Roll Call – Present: Commissioner District 1 - Lynda Ring Erickson; Commissioner District 2 – Tim Sheldon; Commissioner District 3 – Ross Gallagher.
4. Correspondence and Organizational Business
  - 4.1 Correspondence
    - 4.1.1 The Washington State Liquor Control Board sent notice of a special occasion liquor license application for North Mason Rotary, notice that Lakeside Bistro & Lounge has discontinued sales and service of liquor and notice of a new liquor license application for Krohn Family Farms.
    - 4.1.2 The Washington State County Road Administration Board is seeking County Engineer of the Year nominations.
    - 4.1.3 The Washington State Department of Ecology sent notice that Robert Gantenbein's term on the Mason County Water Conservancy Board will expire on April 21, 2010.
    - 4.1.4 The Washington State Department of Health is reclassifying a portion of North Bay commercial shellfish growing area from Conditionally Approved to Approved.
    - 4.1.5 The Timberland Regional Library is seeking concurrence of the Thurston County Commissioners' appointment of Emmett O' Connell to the Timberland Regional Library Board.
    - 4.1.6 The Board of Pacific County Commissioners conveyed their support for pursuing an alternative structure for the Pacific Mountain Workforce Consortium.
    - 4.1.7 The Port of Allyn submitted a Local Economic Development Program application.
    - 4.1.8 The Mason County Historical Preservation Commission announced that Kennedy Cemetery has been included in a survey of historic properties located in Mason County.
    - 4.1.9 Robert Hager, Mike Purvis, Al Frey, Robert Goodwin, Jill Seymour, Gary Yando, Toby Syrett, Lorraine Snyder, Brett Bishop, Robert Johnson, Wendy Gerstel and Will Stakelin are seeking appointment to the Stormwater Implementation Task Force.
    - 4.1.10 Darryl Cleveland is seeking reappointment to the Board of Equalization.
    - 4.1.11 Terry Evans had questions regarding the distribution of road taxes.
    - 4.1.12 KMAS protested the proposed resolution selecting The Shelton-Mason County Journal as the Official County Newspaper.
  - 4.2 Robert Thuring, County Engineer, announced that the contract for 2010 Manufacturing and Stockpiling of chip seal aggregate has been awarded to the low bidder, Miles Sand & Gravel Company of Auburn, WA at the price of \$223,658.47.
  - 4.3 Vicki Kirkpatrick, Public Health Director, read a proclamation declaring April 5-11<sup>th</sup>, 2010 as National Public Health Week in Mason County.
5. Open Forum for Citizen Input – There was no citizen input.
6. Adoption of Agenda - **Cmmr. Ring Erickson/Sheldon moved and seconded to adopt the agenda as published. Motion carried unanimously. RE-aye; S-aye; G-aye.**
7. Approval of Minutes – Briefing minutes for March 15, March 22 and March 29, 2010 and regular meeting minutes for March 16, 2010.

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Cmmr. Ring Erickson noted that she attended some of the briefings via telephone.

**Cmmr. Sheldon/Rick Erickson moved and seconded to approve the briefing minutes for March 15, March 22 and March 29, 2010 and regular meeting minutes for March 16, 2010. Motion carried unanimously. RE-aye; S-aye; G-aye.**

8. Approval of Consent Agenda:

- 8.1 Approval of the resolution deleting the following funds that are no longer being used:
  - #111-000-000 – County Clerks LFO Collections. Collections are now receipted directly into the Current Expense/Clerk budget #001-070-000.
  - #115-000-000 – Criminal Justice. Money is receipted directly into the Treasurer #001-260-000 instead of transferring each month.
  - #132-000-000 – Juvenile Detention Facilities/Jails. Money is receipted directly into the Juvenile Detention Fund #001-172-000 instead of transferring each month.
  - #191-000-000 - DCD Archival Grant. Grant and work is finished. **Resolution No. 13-10 (Exhibit A)**
- 8.2 Approval of the resolution selecting *The Shelton-Mason County Journal* as the official county newspaper for publishing certain legal publications. This is pursuant to RCW 36.72.075.
- 8.3 Approval of agreement with Jeanne Modun and Tony DeMiero to serve as the Mason Lake County Park Host for 2010. The Park Hosts live on-site in their personal recreation vehicle. The County provides an RV space, power, water, and septic.
- 8.4 Approval of the resolution setting a budget hearing on May 4, 2010 at 9:30 a.m. to consider a \$46,205 supplemental appropriation to the 2010 Current Expense/Community Development budget to reinstate the Long Range Planning position to be fully grant funded. **Resolution No. 14-10 (Exhibit B)**
- 8.5 Approval to continue to April 13, 2010 the resolution authorizing the Chair to sign a contract, not to exceed \$220,978.50, with EnviroIssues of Seattle, Washington to continue providing professional assistance informing the public of on-going construction progress and activities to convert on-site septic systems to the Belfair Wastewater Reclamation System. This item was tabled from March 16, 2010 and staff is requesting it be tabled to April 13<sup>th</sup>. **Resolution No. 15-10 (Exhibit C)**
- 8.6 Approval of the agreement for the Mason County Recreation Area (MCRA) Attendant with Mark and Angie Stubblefield. The attendant lives on-site in a County owned residence. This agreement is for a two-year term.
- 8.7 Approval of the resolution amending the Non-Union Salary Range Alignment Table to reflect a classification title change for the Human Resources Director position. **Resolution No. 16-10 (Exhibit D)**
- 8.8 Approval of the resolution establishing the Mason County Interfund Loan Policy and Procedures. **Resolution No. 17-10 (Exhibit E)**
- 8.9 Approval of the resolution amending Mason County Code Chapter 1.12 Voting Precincts to reflect the correct legal descriptions of the established precincts and to add Bayshore, Cushman, Timberlakes, Lakeland, and Belfair 6 precincts to the County Code. These five precincts were previously adopted but not added to the County Code. **Resolution No. 18-10 (Exhibit F)**
- 8.10 Approval for the Chair to sign a Cost In Aid Construction Agreement with Cascade Natural Gas for the retirement and relocation of 150 feet of 2 inch high pressure gas line with a cost not to exceed \$25,000 for the Belfair sewer project.
- 8.11 Approval to revise County Road Project 1933, Sand Hill Road, to County Road Project 1933-1, Arcadia Road at milepost 1.526 and County Road Project 1933-2, Shelton Matlock Road at milepost 16.838 for solar intersection lighting projects. This is funded through Washington

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- State Department of Transportation's Highway and Local Programs for the American Recovery and Reinvestment Act of 2009. **Resolution No. 19-10 (Exhibit G)**
- 8.12 Approval to set a public hearing for Tuesday, May 4, 2010 at 9:30 a.m. to consider the Private Line Occupancy Permit between Mason County and Robert Wakely.
  - 8.13 Approval to adopt the Flood Mitigation Assistance Addendum to the Natural Hazards Mitigation Plan. This addendum is necessary to provide the County access to an additional federal program that provides funding for flood mitigation projects under the Flood Mitigation Assistance (FMA) program and to address short comings in the base document.
  - 8.14 Approval to authorize the Emergency Management Manager, Martin Best, to advertise, interview, and hire for the Emergency Management Coordinator position that is currently vacant.
  - 8.15 Approval of a resolution setting a hearing date for Tuesday, May 4, 2010, at 9:30 a.m. to consider public comment on the declaration of twenty-eight parcels of real property as surplus and their sale, first by sealed bid, and then any other means authorized by Mason County Code 3.40, Management and Disposition of Property. **Resolution No. 20-10 (Exhibit H)**
  - 8.16 Approval of an intergovernmental request and agreement for reimbursable work by the Mason Conservation District to provide environmental services, as needed, in 2010 to Mason County Public Works.
  - 8.17 Approval to appoint Ken Wilson to the Transportation Improvement Program Citizens Advisory Panel (TIP-CAP).
  - 8.18 Approval for the Equipment Rental & Revolving Fund Manager to call for bids to furnish Mason County with Emulsified Asphalt for the year 2010. Date and time of opening to be April 28, 2010 at 9:00 am. Bid award is anticipated at the May 4, 2010 regular meeting of the Board of Mason County Commissioners.
  - 8.19 Approval for the Chairperson to sign the radio services agreement with Thurston County. This is for radio installation and repair services and there is no cost unless we utilize their services.
  - 8.20 Approval for the Equipment Rental & Revolving Fund Manager to negotiate a contract for the purchase of a Cost Accounting and Project Management System from Cascade Software Systems of Eugene, OR for Public Works. Final agreement to be approved and signed by the Board. The cost is estimated to be approximately \$85,000 plus tax and computer hardware costs and is budgeted in the Public Works Department.
  - 8.21 Approval of the Professional Service Contract between Mason County Health and JVR Health Readiness, Inc. to provide a H1N1 After Action Report for Mason County Health's involvement in the H1N1 Emergency. The contract amount of \$19,770 is funded by the Public Health Emergency Preparedness and Response funding in the 2010 budget
  - 8.22 Approval of the Memorandum of Understanding between Mason County and the following school districts for use of facilities in the event of an emergency as alternative care sites: North Mason School District, Pioneer School District, Shelton School District, Hood Canal School District and the Southside School District.
  - 8.23 Approval of the Veterans Assistance Fund applications for: Allan B. Brownawell – Utilities \$127.93; Richard L. Parrish – Utilities \$470.99 and Food - \$100.00; Gary L. Simpson – Housing \$600.00; and Anton Pugel, Jr. – Utilities \$294.98 for a total of \$1593.90 as recommended by the Veterans Assistance Fund Screening Committee.
  - 8.24 Approval to appoint the following to the Mason County Stormwater Management Advisory Taskforce: Brett Bishop, Steve Bloomfield, Bill Dewey, Eric Eagle, Ron Figlar-Barnes, Al Frey, Wendy Gerstel, Ron Gold, Rob Goodwin, Blasé Gorny, Robert Hager, Robert Johnson, Larry Julius, John Konovsky, Erica Marbet, Matt Matayoshi, Steve Peters, Duane Phinney, Mike Purvis, ~~Gary Schuyten~~, Jill Seymour, Lorraine Snyder, Will Stakelin, Rick Stevens, Tom Strong, Rose Swier, Toby Tahja-Syrett, *Rick Schmeling and Andrew Spear*. This committee will assist staff in implementing the Department of Ecology stormwater grant, assist in crafting financial options to fund stormwater improvement activities and develop methods to involve more of

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the public in efforts to protect water quality. They will serve until the conclusion of the stormwater grant which is anticipated to be June 2011, and may be continued at the discretion of the Commissioners.

- 8.25 Approval of Warrants
- |                      |                          |                 |
|----------------------|--------------------------|-----------------|
| Claims Clearing Fund | Warrant #s 171527-171965 | \$ 1,062,661.85 |
| Salary Clearing Fund | Warrant #s 3467-3499     | \$ 248,196.55   |
| Direct Deposit Fund  | Deposit #s 19885-20249   | \$ 587,655.48   |
- 8.26 Approval to sign the letter voicing objections to the new Washington State Liquor Control Board application for Krohn Family Farms for a domestic winery. This would require a change of use permit for the structure from the Mason County Department of Community Development, which has not been done.
- 8.27 Approval of the Memorandum of Agreement between Mason County and IAM&AW Local Lodge W38 for the Corrections and Support Staff Bargaining Unit.

Brenda Hirschi asked that items 8.7, 8.16, 8.20, 8.24 and 8.27 be removed for further discussion.

Cmmr. Ring Erickson noted that in item 8.1, DCD stands for Department of Community Development.

An audience member asked that items 8.7, 8.8, 8.10 and 8.14 be removed for further discussion.

Cmmr. Ring Erickson asked for a separate vote on item 8.2.

Cmmr. Sheldon commented that Amber Cervantes and her staff did a terrific job on item 8.9. It is tedious work and they spent a lot of time on it.

Sandy Tarzwell asked that item 8.26 be removed for further discussion.

Item 8.2

Cmmr. Ring Erickson stated that she would like more time to be briefed on the issues in the correspondence received today from KMAS regarding this item.

**Cmmr. Ring Erickson/Sheldon moved and seconded to table item 8.2 for one week. Motion carried unanimously. RE-aye; S-aye; G-aye.**

Item 8.7

Ms. Hirschi asked what the new title would be for the position.

Cmmr. Gallagher responded that it is being changed from HR/Budget to just HR.

An audience member asked for clarification on the change.

Cmmr. Gallagher explained that the Board advertised for an HR/Budget person and they were unsuccessful in finding a candidate so they are reverting back to just an HR position.

Ms. Hirschi asked what would happen with the budget work in the old job description.

Cmmr. Gallagher stated that the Board would probably contract out for the budget work. It will depend on what range the HR person is hired at.

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Item 8.8

The audience member asked for a summary of the policy being adopted in the resolution.

Lisa Frazier explained that the Board was briefed on the draft resolution and policy. The draft resolution was approved by the Finance Committee. The document is available for public review.

Cmmr. Sheldon asked Ms. Frazier to explain who sits on the Finance Committee.

Ms. Frazier stated that the Finance Committee is the Treasurer, the Auditor and the Chair of the Board of Commissioners.

Item 8.10

The audience member asked if this amount was included in the 2010 budget.

Tom Moore explained that the item is part of the Belfair Sewer project. It is a bit of a change and will come out of the contingency fund, which is budgeted. About 10% of the project budget was put in contingency.

Ms. Hirschi asked how much is currently in the contingency fund.

Mr. Moore replied that it is a fluid number. There is about \$800,000 to \$900,000. There are also some pending items in negotiations.

Cmmr. Sheldon added that this is essentially a change order. Working with gas lines is dangerous and it makes sense for Cascade Natural Gas to do it.

Item 8.14

The audience member asked if this amount is budgeted.

Marty Best replied that it is budgeted. It is the result of an unanticipated early retirement.

Item 8.16

Ms. Hirschi asked how much is budgeted for the item.

Mr. Thuring responded that there is no budgeted item for this. It is on an 'as required' basis for specific project work. If funds were required they would come out of the particular project budget.

Item 8.20

Ms. Hirschi asked how much the hardware portion of the system would cost.

Dave Loser replied that the hardware would be approximately \$10,000 in total, in addition to the \$85,000 for the software.

Cmmr. Gallagher asked how this software would interface with the County's other systems.

Mr. Loser explained that 22 other counties in the state use this software. It interfaces with most of the financial systems and should work with the County's current system.

Item 8.24

Ms. Hirschi noted that there are 4 or 5 members of this task force that do not live in Mason County.

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Cmmr. Gallagher stated that is correct.

Ms. Hirschi asked if those members would be developing financial policy for citizens in the county.

Cmmr. Sheldon clarified that some of the people on the list do not live in Mason County, but they represent a group. For example, Matt Matayoshi is employed by the Economic Development Council and represents their 70 or 80 members. He doesn't have a problem with these people not living in the county because they represent a group of individuals or business in Mason County.

Cmmr. Ring Erickson noted that advisory groups only make recommendations to the Commission. The Commission is the deciding body.

Ms. Hirschi suggested that those who do not live in Mason County should be non-voting, ex-officio members of the group.

Cmmr. Sheldon did not agree. Designating some members as ex-officio would leave them to believe that they are not full participants. Mr. Matayoshi represents active businesses in Mason County. He should be able to participate fully to represent his group. The Squaxin Island Tribe's representative may not live in Mason County, but the Tribe should not be an ex-officio member either.

Ms. Hirschi wanted it noted that she takes exception to this.

Item 8.26

Ms. Tarzwell asked if the item could just be tabled to allow time for the permit change to be completed instead of objecting to the application.

Mark Core explained that the facility is currently approved as a garage/storage building. In order for it to become a winery with a tasting room the owners need to apply for a change of use. The structure hasn't even been finally approved as a garage/storage unit yet. Technically, they don't even have occupancy.

Ms. Tarzwell added that she also had questions about a couple of the other Consent agenda items as well.

Item 8.27

Ms. Hirschi asked if this item would have an impact on the 2010 budget.

Monty Cobb replied that there isn't a specific amount anticipated yet. There is a salary survey to be conducted. A rough estimate would be \$15,000 if there were a 1% increase over the entire corrections unit. If the increase were 10% it would be \$150,000. There are differences in the preliminary numbers between the different positions.

Item 8.11

Ms. Tarzwell asked when the lighting project was approved and if it is installed through the PUD.

Mr. Thuring explained that this was funded out of the stimulus package. A contract was advertised last July. 15 solar streetlights were to be installed at 12 locations. 2 units were to be installed at the Sandhill/Hwy. 300 intersection, but they were unable to find a satisfactory foundation for the poles in the area. Those 2 units were relocated to 2 individual intersections. This item is the administrative aspect to allow the costs to be charged to the road on which the units are being installed.

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Item 8.12

Ms. Tarzwell asked what a private line occupancy permit is.

Mr. Thuring explained that in this case it is a sewer line and water line that will be run through the right-of-way. It is basically a franchise agreement between the owner/operator of the facility and the County to allow the installation of the lines. It is a standard item.

Item 8.19

Ms. Tarzwell asked for an explanation of the service and what it might cost.

Mr. Loser responded that the County had been using private contractors to outfit patrol cars and other equipment with radio service. Thurston County has set up their own radio shop and they will just charge their regular rate to use the shop.

Cmmr. Gallagher asked if the service is provided on site.

Mr. Loser replied that it depends. It is typically more expensive to do the service at Mason County's shop.

Item 8.5

Cmmr. Sheldon stated that he has now had time to read the contract and he feels comfortable approving it. If the wording of the item were changed it could be approved today.

Ms. Hirschi asked what the deliverables of the contract are.

Cmmr. Sheldon explained that the company is contracted to interface with the public to address their concerns. They will have a hotline to answer questions and they will handle a lot of the questions regarding hooking up to the sewer. He doesn't want to delay these services any longer.

Mr. Moore added that there are a number of properties in the initial service area that do not have direct road frontage. This company will work with those people to place side sewers.

Ms. Hirschi stated that her issue is that citizens have not been given a clear budget on this project for 2010.

**Cmmr. Ring Erickson/Sheldon moved and seconded to approve Consent items 8.1 through 8.27, with the exception of item 8.2, and an amendment to item 8.5 to read: *Approve to continue to April 13, 2010* the resolution authorizing the Chair to sign a contract, not to exceed \$220,978.50, with EnviroIssues of Seattle, Washington to continue providing professional assistance informing the public of on-going construction progress and activities to convert on-site septic systems to the Belfair Wastewater Reclamation System. This item was tabled from March 16, 2010 and staff is requesting it be tabled to April 13<sup>th</sup>. Motion carried unanimously. RE-aye; S-aye; G-aye.**

9. 9:30 a.m. Public Hearings and Items Set for a Certain Time – There were no public hearings scheduled.

10. Other Business (Department Heads and Elected Officials) – There was no other business.

11. Board's Reports and Calendar - The Commissioners reported on meetings attended the past week and announced their upcoming weekly meetings.

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12. Adjournment – The meeting adjourned at 10:28 a.m.

BOARD OF COUNTY COMMISSIONERS  
MASON COUNTY, WASHINGTON

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Ross Gallagher, Chair

ATTEST:

\_\_\_\_\_  
Lynda Ring Erickson, Commissioner

\_\_\_\_\_  
Shannon Goudy, Clerk of the Board

\_\_\_\_\_  
Tim Sheldon, Commissioner