# Correspondence

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1.1</td>
<td>The Trust for Public Land sent correspondence regarding the Conservation Finance Feasibility Study.</td>
</tr>
<tr>
<td>4.1.2</td>
<td>Joyce Evans submitted an application for the Mason County Health and Substance Abuse Committee.</td>
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<tr>
<td>4.1.3</td>
<td>The Liquor Control Board submitted marijuana license applications for Little Creek Farm and Celestevia.</td>
</tr>
</tbody>
</table>

**Background:** Correspondence received in the Commissioners’ office.

**Recommended Action:** None

**Attachments:** Originals on file with the Clerk of the Board.
May 15, 2015

Terri Jeffreys, Commissioner  
Randy Neatherlin, Chair  
Tim Sheldon, Commissioner

Dear Mason County Commissioners:

Thank you for the opportunity earlier this week to present and discuss the results of the report prepared at your request to assess the feasibility and development of dedicated funding for land conservation and recreation in Mason County.

As part of our typical methodology in conducting and providing technical assistance to a local government in a full, transparent and public process, we urge you to consider posting the Mason County Conservation Finance Feasibility Study to the county website.

From your guidance and consensus this week, we will work with the Mason County Parks and Trails Advisory Board to raise non-county funds for a public opinion survey and then proceed with crafting a questionnaire with the assistance of the Advisory Board and Commissioner Jeffreys, to be fielded at the end of 2015.

As part of the survey to assess voter support to secure dedicated funding for land and water conservation, park and recreation funding, we will also test other key county priorities (e.g., public safety funding needs) to understand their relative orientation. We would plan to present survey findings in public session shortly thereafter.

Pursuant to your September 2014 request for technical assistance, if the survey demonstrates sufficient voter support for conservation and recreation funding, we will recommend your referral of a measure to the November 2016 ballot.

Please feel free to call if you have any questions, and we look forward to working with Mason County in the coming months.

Regards,

Dee Frankfourth, TPL Assoc. Natl. Director Conservation Finance – West  
Paul Kundtz, Washington State Director

cc: Bill Kenny, Mason County Support Services Director  
Linda Woytowich, Chair Mason County Parks and Trails Advisory Board  
Bill Clarke, Ann Welz & Wendy Muzzy, The Trust for Public Land
MASON COUNTY COMMISSIONERS
411 NORTH FIFTH STREET
SHELTON WA 98584
Fax 360-427-8437; Voice 360-427-9670, Ext. 419; 275-4467 or 432-5269

I AM SEEKING APPOINTMENT TO Mason County Mental Health and Substance Abuse Committee

| NAME: Joyce K. Evans |
| ADDRESS: |
| CITY/ZIP: Shelton, 98584 |
| VOTING PRECINCT: Airport |
| OR AREA IN THE COUNTY WHERE YOU LIVE: |
| PHONE: |
| WORK/E-MAIL: |

**COMMUNITY SERVICE**

ACTIVITIES OR MEMBERSHIPS

- Juvenile Court Diversions Board
- Independent Mental Health Counseling
- Drug/Alcohol Recovery Counseling
- Human Rights Activist
- Political Volunteer
- Shelton Rock and Mineral Society

**EMPLOYMENT: (IF RETIRED, PREVIOUS EXPERIENCE)**

| COMPANY: Shelton School Dist. #309 |
| POSITION: High School Counselor |
| COMPANY: Spokane School Dist. #81 |
| POSITION: High School Counselor |

In your words, what do you perceive is the role or purpose of the Board, Committee or Council for which you are applying:

I perceive my role in an advisory capacity to provide reliable, knowledgeable and substantiated counsel to the Commissioners on which they can base decisions for action for the good of the citizens in our county.

What interests, skills do you wish to offer the Board, Committee, or Council?

My interests gravitate toward effective prevention programs through education in our schools, our law enforcement systems, our court systems, our hospital system, supported by reliable and effective intervention and treatment resources.

Please list any financial, professional, or voluntary affiliations which may influence or affect your position on this Board: (i.e. create a potential conflict of interest)

None!

Your participation is dependent upon attending certain trainings made available by the County during regular business hours (such as Open Public Meetings Act and Public Records). The trainings would be at no cost to you. Would you be able to attend such trainings? Yes!

Realistically, how much time can you give to this position?

- Quarterly
- Monthly
- Weekly
- Daily

Joyce K. Evans
Signature
Date 5/15/15

J:\FORMS\Advisory Board Application.doc
NOTICE OF MARIJUANA LICENSE APPLICATION

RETURN TO:
WASHINGTON STATE LIQUOR CONTROL BOARD
License Division
3000 Pacific, PO Box 43075
Olympia, WA 98504-3075
Customer Service: (360) 664-1600
Fax: (360) 753-2710
Website: www.liq.wa.gov
DATE: 5/19/15

TO: MASON COUNTY COMMISSIONERS
RE: NEW APPLICATION

UBI: 603-163-295-001-0001

License: 412222 - 7A  County: 23
Tradename: LITTLE CREEK FARM
Loc Addr: 310 NE BLACKSMITH DR
BELFAIR, WA 98528

Mail Addr: 12305 OLALLA VALLEY RD SE
OLALLA, WA 98359-9747

Phone No.: 206-607-7382

APPLICANTS:

SHARMA FARMA, LLC.

SHARMA, AMANDA LEIGH

SHARMA, SANJAY ERIK

Privileges Applied For:
MARIJUANA PRODUCER TIER 1
MARIJUANA PROCESSOR

As required by RCW 69.50.331(7) the Liquor Control Board is notifying you that the above has applied for a marijuana license. You have 20 days from the date of this notice to give your input on this application. If we do not receive this notice back within 20 days, we will assume you have no objection to the issuance of this license. If you need additional time to respond you must submit a written request for an extension of up to 20 days, with the reason(s) you need more time. If you need information on the SSN, contact our Marijuana CHRI Desk at (360) 664-1772.

1. Do you approve of applicant? .................................................. YES ☐ NO ☐

2. Do you approve of location? .................................................. ☐

3. If you disapprove and the Board contemplates issuing a license, do you wish to request an adjudicative hearing before final action is taken (See WAC 314-55-160 for information about this process)? ....................... ☐ ☐

4. If you disapprove, per RCW 69.50.331(7)(c) you MUST attach a letter to the Board detailing the reason(s) for the objection and a statement of all the facts on which your objection(s) are based.
NOTICE OF MARIJUANA LICENSE APPLICATION

RETURN TO:

MASON COUNTY COMMISSIONERS
RE: CHANGE OF CORPORATE OFFICERS/STOCKHOLDERS APPLICATION

UBI: 603-356-809-001-0001

License: 413626 - 7C County: 23
Tradename: CELESTEVA
Loc Addr: 50 W. WESTFIELD CT. UNIT D
SHELTON, WA 98584

Mail Addr: 3800 JESTER CT NW
OLYMPIA, WA 98502-3578

Phone No: 360-866-8446 DANIEL KIRBY

APPLICANTS:

CELESTEVA LLC
KIRBY, DANIEL
MACKEY, JAMES CHAUN
MACKEY, LEIGH

Spouse)

Privileges Applied For:
MARIJUANA PRODUCER TIER 2
MARIJUANA PROCESSOR

As required by RCW 69.50.331(7) the Liquor Control Board is notifying you that the above has applied for a marijuana license. You have 20 days from the date of this notice to give your input on this application. If we do not receive this notice back within 20 days, we will assume you have no objection to the issuance of this license. If you need additional time to respond you must submit a written request for an extension of up to 20 days, with the reason(s) you need more time. If you need information on the SSN, contact our Marijuana CHRI Desk at (360) 664-1772.

1. Do you approve of applicant? .................................................. YES NO

2. Do you approve of location? ................................................... YES NO

3. If you disapprove and the Board contemplates issuing a license, do you wish to request an adjudicative hearing before final action is taken (See WAC 314-55-160 for information about this process)? ....... YES NO

4. If you disapprove, per RCW 69.50.331(7)(c) you MUST attach a letter to the Board detailing the reason(s) for the objection and a statement of all the facts on which your objection(s) are based.

DATE

SIGNATURE OF MAYOR, CITY MANAGER, COUNTY COMMISSIONERS OR DESIGNEE
MASON COUNTY
AGENDA ITEM SUMMARY FORM

TO: BOARD OF MASON COUNTY COMMISSIONERS

From: J. Almanzor

<table>
<thead>
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DEPARTMENT: Support Services

DATE: June 2, 2015

EXT: 589

Agenda Item # 7

(Colreeting staff to complete)

BRIEFING DATE:

BRIEFING PRESENTED BY:

[ x ] ITEM WAS NOT PREVIOUSLY BRIEFEED WITH THE BOARD
     Please provide explanation of urgency: Minutes from previous meetings.

1. **ITEM:** – May 19, 2015 Skokomish Flood Control District Board meeting minutes and April 27, 2015 briefing minutes.

**RECOMMENDED ACTION:** Move to approve the May 19, 2015 Skokomish Flood Control Zone Board meeting minutes and April 27, 2015 briefing minutes.

Attachment(s): Minutes
SKOKOMISH FLOOD CONTROL ZONE DISTRICT BOARD OF SUPERVISORS

TUESDAY, May 19, 2015

1. Call to Order- The Chairperson called the regular meeting to order at 10:35 a.m.

2. Roll Call - Roll Call – Present: Commissioner District 1 - Randy Neatherlin; Commissioner District 2 – Tim Sheldon; Commissioner District 3 – Terri Jeffreys.

3. Revised Letter of Support for Skokomish River Basin Ecosystem Restoration General Investigation (GI) Study

   Cmmr. Jeffreys/Neatherlin moved and seconded to approve the revised letter of Support for Skokomish River Basin Ecosystem Restoration General Investigation (GI) Study.

4. Adjournment – The meeting was adjourned at 10:40 a.m.

BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON

Randy Neatherlin, Chair

ATTEST:

Tim Sheldon, Commissioner

Clerk of the Board

Terri Jeffreys, Commissioner
Executive Session – RCW 42.30.110 (1) (i) Potential Litigation
Commissioners Neatherlin, Jeffreys and Sheldon met in Executive Session with Tim Whitehead for potential litigation. Barbara Adkins and Bill Kenny were also in attendance.

9:35 A.M. Port of Shelton – John Dobson
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.
Dick Taylor, Port of Shelton Commissioner, stated they are requesting annexation for property at the Shelton Marina. There are 8.5 boathouses in the County; most are in the City of Shelton. The Port installed a work pier that was permitted in the City and was challenged by Mason County Community Development. They have to permit through two agencies for a permit, which increases cost. He stated traditionally the County has allowed the City to permit projects at Marina. The Port would like to annex this property into the City so they can deal with one jurisdiction. The Port is planning new commercial activities for shellfish and would like to install a commercial pier for that. The Port is also involved in the clean up of Oakland Bay. Eagle Point is in the Shelton UGA and the Port will be requesting it be annexed into the City of Shelton.
The Port would like to speed up the permit process for some projects at Sanderson Field. They suggested the Port hire a mutually agreeable consultant who would do the permitting, use the County’s regulations and the Port would pay for it.
The Port would like to have long term strategic planning and suggested the two Boards work together.
John Dobson presented a map that marks the inner and outer harbor line and referred to it as being a "gray issue". Discussion of County Resolution 11-08 that changed the UGA line and referred to the county’s master UGA map. John Dobson offered two methods for the County to make the requested changes. Plan A, the Commissioners, by motion, could change the UGA line to the outer harbor line and then the Port would have to go to City. Plan B, the Commissioners could do a single Comp Plan update in 2015 and then City would start their annexation process.
Cmmr. Jeffreys stated she doesn’t know if the UGA line is a gray issue because the resolution points to the map.
Discussion of when the UGA line was changed and the intent of that change.
Cmmr. Sheldon stated he doesn’t want to make this a court issue. He would like to hear from the City.
Cmmr. Neatherlin stated we need to find the legal way to do this. The revision shows it was changed to the property line. He too, wants to hear from the City.
Mr. Dobson believes it is a County issue.
Port of Shelton Commissioner Dick Taylor stated the County and Port could enter into a MOU allowing the City to be permitting agency for marina.
Chief Deputy Prosecutor Tim Whitehead stated he doesn’t think the County can do a MOU allowing for the outer harbor line to be the line. He is not aware of any authority for an agreement for permitting.
Cmmr. Neatherlin stated if the Port can outsource for permitting, they would still follow county regulations and would still have fees to pay to the County.
Mr. Dobson believes the County could adopt City regulations to apply to the marina.
Cmmr. Jeffreys suggested pursuing a future land use amendment and change the code with the rationalization it would eventually be under City regulations. She asked staff the difference of City Code vs. County Code.
Brandon Palmer, Port Planner, stated the County wants engineered stamped plans for boathouses, the City does not. Unknown if City exempts the boathouses.
Discussion of a MOU that would adopt City Code and allow the City to permit and move forward with the annexation.
Cmmr. Jeffreys spoke in favor of expanding the UGA.
Brandon talked about County permitting process for the marina upgrades. He wants City permits to apply to all tenants, including those in county.
Cmrr. Neatherlin pointed out that the County didn’t do anything wrong, some of the boathouses are in the County and staff has to enforce County regulations. Brandon talked about the work raft that was constructed, which the Port sees as an accessory to permitted use. He compared it to bringing in a barge. He has met with DCD on how to keep the raft in place in the interim and the Port will need a County permit at a cost of $8,000 plus staff time and timeline is 4 months. Cmrr. Jeffreys stated she is looking for common sense solution for this temporary pier that was permitted by the City but was moved.

Barbara Adkins pointed out that exemptions would have to go thru Ecology. For Building Code, would need to make sure it’s within our authority and would need to go through a code amendment process. It was agreed to have a meeting with the Port, City of Shelton and the County and have legal staff review the proposal in the meantime.

The Board took a break at 10:30 a.m. to 10:40 a.m.

10:40 A.M. 10:40 a.m. Public Works - Brian Matthews & Melissa McFadden
Utilities & Waste Management - Brian Matthews/Erika Schwender
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance
- SWAC appointments. Committee size is minimum of nine and maximum of 15. Discussion of allowing out-of-county residents to sit on this committee. Commissioners will do interviews.
- Road Vacation No. 391 request to vacate west 30 feet of Fir Street, Union. Request to set a hearing before Hearings Examiner. Discussion of process staff follows to make recommendations. Cmrr. Jeffreys asked if land use maps are considered, she is concerned we are vacating our road grid system. Requested staff talk to our legal staff. A briefing will be scheduled to review the process.
- No parking request in Beards Cove Community for Larson Boulevard and Larson Lake Road. There are currently derelict vehicles parked on right of way and staff has talked to Sheriff's office. Staff is recommending to not sign it as "no parking" and they can work with the Sheriff's office to impound the derelict vehicles.
- Hunter Creek Bridge project is moving forward and brief discussion of Stair Case Road project.
- TIGER grant was discussed.

Cmrr. Sheldon left the briefing at 11:20 a.m.

10:45 A.M. 11:30 a.m. Department of Community Development – Barbara Adkins
Commissioners Neatherlin and Jeffreys were in attendance. Cmrr. Sheldon was absent.
- Michael MacSems will place on the agenda an announcement for the Historic Preservation Commission's 10th anniversary.
- 2016 Comprehensive Plan Update - Public Participation Program, Scope of Work, and Periodic Checklist. Discussion of reviewing boundaries to expand economic development. A public hearing will be scheduled.
- Population projections were discussed.
- Cmrr. Jeffreys stated there needs to be a better process for the Comp Plan Update. Assuming Health will be doing the update for the Health & Human Services Chapter.
- The briefing will be continued to next Monday.
- Ok to set a public hearing on May 26 for motorized commercial outdoor recreation, amend Title 17.
- Commissioners asked staff to research if a rezone is required for a state park, including RV area.
- Cmrr. Jeffreys wants to know what permit activity is happening. She stressed that we want to be business friendly and she wants to know what is going on in Community Development and be able to reach out to new businesses and welcome them.
- Cmrr. Neatherlin talked about creating a "development district" and apply only required state regulations and keep it as simple as possible.
- Port of Shelton request was discussed. Code change process which can take 2 to 3 months. Cmrr. Neatherlin questioned if it is legal for the County to waive permitting fees. The Port moved the work raft into the County and wants to be exempt from the shoreline permitting requirement. Cmrr. Neatherlin has talked to the City of Shelton and they had some issues with
this project but didn’t have the details. This will be discussed at the joint City/County/Port meeting.

4:30 A.M. 12:30 p.m.  Commissioner Discussion – as needed
Commissioners Neatherlin and Jeffreys were in attendance. Commissioner Sheldon was absent.
- Cmnr. Neatherlin talked about hiring a grant writer. Cmnr. Jeffreys is open to the idea and would like other responsibilities to also be assigned to such a position. There is also the possibility of contracting for this service.
- Lantern festival is being moved to October due to DNR regulations.

BREAK

2:00 P.M.  Public Health & Human Services – Vicki Kirkpatrick
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance
- Amendment #2 to the Consolidated Contract will be placed on the agenda.
- Reclassification of parts of two shellfish growing areas because they fail growing area criteria for Approved classification. The areas are Hood Canal 6 (Great Bend) and Pickering Passage (McLane Cove) and the requirement for the formation of shellfish protection areas in response to the downgrade. Areas of North Bay are "concerned" and threatened with a downgrade in classification. A letter will be forthcoming from the State Department of Health. Debbie talked about the testing process.

2:00 P.M.  2:30 p.m.  Closed Session – RCW 42.30.140 (4) Labor Discussion
Commissioners Neatherlin, Jeffreys and Sheldon met in Closed Session for labor discussion with Bill Kenny and Frank Pinter from 2:30 p.m. to 2:50 p.m.

2:30 P.M.  2:50 p.m.  Support Services - Bill Kenny
Commissioners Neatherlin, Jeffreys and Sheldon were in attendance.
- Transition of Parks & Facilities was discussed with the resignation of John Keates, Director. The recommendation is to advertise for a Parks & Facilities Manager at salary Range 38. The emphasis will be good project management skills.
- The relocation involving Building 3 and 8 was discussed. Moving DCD to Building 8 will create a Permit Center and the Commissioners indicated they are interested in finding all efficiencies possible including having the Permit Center managed by one person. They want to explore the organizational structure. Again, the focus should be project management skills.

Commissioner Discussion
Commissioners Neatherlin and Jeffreys met with land owners of property on Little Egypt Road that is zoned agriculture. They want to build a 16 x 20 pole building with no plumbing or electricity and were told the regulations have changed since last fall when they first inquired about building the structure. The Commissioners will look into the matter and get back to the landowners.

The briefings adjourned at 3:35 p.m.

Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS

Randy Neatherlin
Chair

Tim Sheldon
Commissioner

Terri Jeffreys
Commissioner
MASON COUNTY
AGENDA ITEM SUMMARY FORM

TO: BOARD OF MASON COUNTY COMMISSIONERS
From: Becky Rogers

<table>
<thead>
<tr>
<th>Action Agenda</th>
<th>Public Hearing</th>
<th>Other</th>
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DEPARTMENT: Support Services
DATE: 6/2/2015
EXT: 419
Agenda Item # 8.1
(Commissioner staff to complete)

BRIEFING DATE: N/A
BRIEFING PRESENTED BY:

[ X ] ITEM WAS NOT PREVIOUSLY BRIEFED WITH THE BOARD
Please provide explanation of urgency

ITEM:
Approval of Veterans Assistance Fund applications for: Utilities $579.71.

Background: The Veteran Service Team reviews veteran applications to determine eligibility for assistance at the following two locations: (1) Memorial Hall – 210 W. Franklin, Shelton; Monday – Wednesday from 9 am – 4 pm (360) 426-4546 and also at (2) North Mason Veterans Service Center – 140 NE State Route 300, Belfair; Mon - Thurs from 9:00 am – 4:00 pm; (360) 552-2303. Listed are applications recommended for approval by the Veterans Service Team.

RECOMMENDED ACTION:
Move to approve the Veterans Assistance Fund applications for: Utilities $579.71 as recommended by the Veterans Service Office.

Attachment(s): Applications on file with Clerk of the Board.
MASON COUNTY
AGENDA ITEM SUMMARY FORM

TO: BOARD OF MASON COUNTY COMMISSIONERS

From: Meghan Andrews
Action Agenda ___X___
Public Hearing _____
Other ______

DEPARTMENT: Support Services
EXT: ___380___

DATE: June 2, 2015
Agenda Item # 8.2
(Commissioner staff to complete)

BRIEFING DATE:

BRIEFING PRESENTED BY:

[X] ITEM WAS NOT PREVIOUSLY BRIEFED WITH THE BOARD
Please provide explanation of urgency

ITEM:

Approval of Warrants

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<th>Warrant #s</th>
<th>Amount</th>
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<td>Claims Clearing Fund</td>
<td>8023806-8024245</td>
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<tr>
<td>Total</td>
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<td>$2,321,043.62</td>
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Claims Clearing YTD Total    $13,548,887.91
Salary Clearing YTD Total    $6,658,515.31
Direct Deposit YTD Total     $6,522,570.58

Background: The Board approved Resolution No. 80-00 Payment of Claims Against County: Procedure Authorizing Warrant Issue and Release Prior to Board Claim Approval. Mason County Code 3.32.060(a) requires that the board enter into the minutes of the County Commissioners the approval of claims listing warrant numbers.

RECOMMENDED ACTION:

Approval to: Move to approve the following warrants:

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<tr>
<th>Fund</th>
<th>Warrant #s</th>
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<tbody>
<tr>
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Attachment(s): Originals on file with Auditor/Financial Services (Copies on file with Clerk of the Board)
# CLAIMS CLEARING FUND

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2015 TOTAL $13,548,887.91
MASON COUNTY AUDITOR - FINANCIAL SERVICES

CLAIMS CLEARING REGISTER

DATE: 05/21/15
DEPT BATCH: PW
AMOUNT: $289,188.00

BEGINNING WARRANT # 8024153  ENDING WARRANT # 8024204

MASON COUNTY BOARD OF COMMISSIONERS DO HEREBY CERTIFY THAT THE SERVICES OR MERCHANDISE HEREIN SPECIFIED HAVE BEEN RECEIVED AND THAT THE CLAIMS LIST AND NUMBERED ABOVE ARE HEREBY APPROVED FOR PAYMENT:

BOARD OF COMMISSIONERS, MASON COUNTY, WASHINGTON

[Signatures]
MASON COUNTY AUDITOR - FINANCIAL SERVICES
CLAIMS CLEARING REGISTER

DATE: 05/21/15
DEPT BATCH: U&W
AMOUNT: $229,606.52
BEGINNING WARRANT # 8024205
ENDING WARRANT # 8024245

MASON COUNTY BOARD OF COMMISSIONERS DO HEREBY CERTIFY THAT THE SERVICES OR
MERCHANDISE HEREIN SPECIFIED HAVE BEEN RECEIVED AND THAT THE CLAIMS LIST AND
NUMBERED ABOVE ARE HEREBY APPROVED FOR PAYMENT:

BOARD OF COMMISSIONERS, MASON COUNTY, WASHINGTON

[Signatures]
# SALARY CLEARING FUND

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2015 TOTAL       |             |          | $6,658,515.31|                |
MASON COUNTY AUDITOR - FINANCIAL SERVICES

SALARY CLEARING WARRANT REGISTER

DATE: 05/22/15
DEPT BATCH: PR052215
AMOUNT: $435,829.10

BEGINNING WARRANT # 7001064    ENDING WARRANT # 7001091

MASON COUNTY BOARD OF COMMISSIONERS DO HEREBY CERTIFY THAT THE SERVICES OR MERCHANDISE HEREIN SPECIFIED HAVE BEEN RECEIVED AND THAT THE CLAIMS LIST AND NUMBERED ABOVE ARE HEREBY APPROVED FOR PAYMENT:

BOARD OF COMMISSIONERS, MASON COUNTY, WASHINGTON

[Signatures]
## DIRECT DEPOSIT FUND

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**2015 TOTAL**

6522,570.58
MASON COUNTY BOARD OF COMMISSIONERS DO HEREBY CERTIFY THAT THE SERVICES OR
MERCHANDISE HEREIN SPECIFIED HAVE BEEN RECEIVED AND THAT THE CLAIMS LIST AND
NUMBERED ABOVE ARE HEREBY APPROVED FOR PAYMENT:

BOARD OF COMMISSIONERS, MASON COUNTY, WASHINGTON
ITEM: Approval of the resolution amending the Veterans’ Advisory Board Operating Policy as recommended by the Veterans’ Advisory Board.

Background: RCW 73.08.010 authorizes counties to establish a veterans’ assistance program to address the needs of local indigent veterans and their families. The program is funded by the Veterans’ Assistance Fund created under the authority of RCW 73.08.080. The Veterans’ Advisory Board (VAB) was established under the authority of RCW 73.080.035 and they administer the veterans’ assistance program. After conducting their annual review, the VAB has recommended several changes to the Operating Policy, including the following:

- Increase the Veterans’ Advisory Board to eight members
- Establish a Necessity Item list with a dollar limit
- Remove the 2 year limit for assistance
- Allow the Veterans’ Assistance to be used to obtain a State ID card or reinstate a driver’s license for one time only
- Changes to the Appeal Policy
- Changes to the residency requirements

RECOMMENDED ACTION:
Approval of the resolution amending the Veterans’ Advisory Board Operating Policy as recommended by the Veterans’ Advisory Board.

Attachment: Resolution & operating guidelines
RESOLUTION NO.
A RESOLUTION AMENDING RESOLUTION NO. 05-15
VETERANS ADVISORY BOARD\VETERANS' ASSISTANCE

WHEREAS, Mason County established a levy per RCW 73.08.08C for the purpose of creating the Veterans' Assistance Fund for the relief of honorably discharged veterans or for veterans discharged for physical reason with an honorable record;

WHEREAS, RCW 73.08.035 authorizes the establishment of a Veterans' Advisory Board;

WHEREAS, the Mason County Commissioners adopted Resolution No. 58-13 establishing the Veterans Advisory Board (VAB). The VAB will consist of eight members; two appointed members of each of the following Mason County National Veterans' Organizations: American Legion, Veterans of Foreign Wars, 40 et 8 and two Mason County resident Veterans. Commanders of these organizations in Mason County will not be a member of the VAB, but will appoint the members from their organization to serve on the VAB for the purpose of overseeing the Mason County Veterans Funds. These members may be appointed or removed at the discretion of the Commanders. The first appointment of members shall be three members for a three-year term and four members for a two year term. Thereafter all terms will become two-year terms. Members of the VAB shall be appointed and notification shall be given to the Board of County Commissioners along with the annual report required by RCW 73.08.040 during the month of October. The Board of County Commissioners reserves the right to disallow VAB members for cause.

WHEREAS, RCW 73.08.010 provides for the relief of indigent and suffering veterans and their families or the families of those deceased veterans, who need assistance and on September 7, 2004 the Board of Mason County Commissioners set the limit of cash award from the Mason County Veterans' Assistance Fund to eligible veterans at $600 dollars to be spent on specific types of relief as noted in #2;

WHEREAS, the VAB recommended the Mason County Commissioners increase the amount to be awarded to eligible veterans to $800 and the catastrophic award to $300 and after holding a hearing, the Commissioners established these new limits on February 10, 2015;

WHEREAS, after their annual review, the VAB recommended several changes to the Operating Policy;

NOW, THEREFORE BE IT RESOLVED by the Board of Mason County Commissioners that:
1. The Veterans' Assistance Fund may be disbursed to indigent veterans and their families or the families of those deceased in the amounts not to exceed eight hundred ($800.00) per applicant per calendar year.

2. Approval of the eight hundred ($800.00) dollar assistance shall be granted for only past due rent, mortgage, or utilities:
   a. Utilities include electric, water, firewood, wastewater (sewer), natural gas and/or propane.
   b. Necessity Items (Attachment R in Operating Policy) (Not to include tobacco and alcoholic beverages).
   c. Obtain State ID card (one time only).
   d. Reinstate driver's license (one time only).

3. Veteran Assistance funds shall not duplicate other available assistance for the purposes stated in #2.

4. If any Veterans' Assistance Committee determines an applicant is in need of assistance due to any event, catastrophic illness or other significant change in circumstance which comes into being unexpectedly and is beyond the applicant's management or control, the Committee may request in writing that the Board of Mason County Commissioners consider approval of an amount not to exceed three hundred ($300.00) dollars per applicant in any calendar year.

5. All requests for funding shall be approved by the Veterans' Service Officer and the Board of Mason County Commissioners.

6. RCW 41.04.005 and other provisions of RCW Title 73 shall govern eligibility assistance to veterans and/or families.

7. The County defines "indigent and suffering" to mean the current poverty level as defined by the United States Department of Health and Human Services, for a period of time: previous 90 days or average of previous year.

8. As per RCW 73.08.070, the County shall assist indigent veterans with burial or cremation costs of ($300.00) minimum or up to six hundred ($800.00) dollars. This is in addition to prior eight hundred ($800.00) dollar limitation above in #2.

9. If any applicant knowingly and or unknowingly defrauds or provides false or misleading information, or misuses funds, the applicant will be barred from receiving any further assistance.
Resolution No. __________
Page 3 of 3

Effective this 2nd day of June 2015.

BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON

ATTEST:

J. Almanzor, Clerk of the Board

Randy Neatherlin, Chair

APPROVED AS TO FORM:

Tim Sheldon, Commissioner

Terri Jeffreys, Commissioner

Tim Whitehead, Chief DPA

c: Auditor
American Legion
Veterans of Foreign Wars

Nw 40 et 8
MASON COUNTY
VETERANS' ADVISORY BOARD
OPERATING POLICY

This Veterans' Assistance Manual has been amended and approved by the Mason County Veterans' Advisory Board during their regularly scheduled meeting on April 8, 2015.

Adopted by the Mason County Commission on this 2nd day of June, 2015

BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON

Randy Neatherlin, Chair

ATTEST:

Tim Sheldon, Commissioner

Clerk of the Board

Terri Jeffreys, Commissioner
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I. Organizational Policies

a. All RCW's (Revised Code of the State of Washington) within Chapter 73.08 RCW VETERANS' RELIEF, with other RCW's and Mason County RESOLUTION NO. 05-15 will be used and referred to throughout this policy.

b. The purpose of the Mason County Veterans' Assistance Advisory Fund is to provide relief as set forth in RCW 73.08.010 (Att.J) to indigent and suffering veterans, their families and the families of deceased indigent veterans.

c. Any honorably discharged veterans or veterans with a General Discharge under honorable conditions or a General Discharge with other then honorable conditions (Administrative Discharge), as outlined in RCW 41.04.005 (Att.O) and RCW 41.04.007 (Att.P), and meeting the criteria in I-b may apply.

d. These policies and procedures are subject to review annually by the VAB

   1) If a revision is made, it is so noted and a narrative of revision is put in VAB minutes

   2) If no revisions are made, the date of review is noted, and put in VAB minutes

   3) All revisions are subject to review by Post Commanders and MCC.

e. The VAB will meet the second Wednesday of each month at 10:00 am at the Memorial Hall at 2nd and Franklin St., in Shelton, WA.

f. A quorum must be met to conduct any business that may come before the board.

 g. If a quorum is not met, the Chair may contact other members via phone/text messaging or by e-mail.

h. Upon reaching a member, and member agrees to be part of the meeting, thus creating a quorum, the Chair must remain in contact with the member throughout the meeting.

II. Financial Policies

a. The funds for creating a Veterans' Assistance Fund (VAF) RCW 73.08.080(1) (Att.M), is generated from a tax levied by the Mason County Commissioners (MCC), use of the fund is governed by same RCW (Att.M).

b. On February 10, 2015 the MCC in Resolution No. 05-15 (Att.Q) amended the limit of cash awarded to eligible veterans at eight hundred ($800.00) dollars to be spent on specific types of relief as outlined in II-c.

c. Approval of the eight hundred ($800.00) dollars for assistance shall be granted only for the following:

   1) Past Due Rent or Mortgage

   2) Past Due Utilities

      i.) Electric

      ii.) Water

      iii.) Natural Gas

      iv.) Wastewater (sewer)

   3) Miscellaneous Items

      i.) Necessity items (refer to list – Attachment R)

          a.) Single $150

          b.) Married $200

          c.) +$50 per dependent

      ii.) Needed Fire Wood or Propane

   4) Other Items

      i.) Obtain state ID card (one time only).

      ii.) Reinstates driver's license (one time only).
d. Exclusions will include, but not limited to alcohol, tobacco, and lottery tickets.
e. Purchases in excess of the amount written on the check is the responsibility of the applicant
f. No cash back will be given to the applicant if purchases are less than the amount written on the check
g. All requests for assistance will be approved by the Veterans Service Officer (VSO), with final approval by the MCC
h. If it is determined an applicant is in need of assistance due to any event, catastrophic illness or other significant change in circumstance which comes in to being unexpectedly and is beyond the applicants’ management or control, the VSO may request in writing that MCC consider approval of an amount not to exceed three hundred fifty ($300.00) dollars per applicant in any calendar year
i. The intent of the VAF is not to replace assistance from any other agency, and assistance is granted on a “Case by Case” basis only
j. The VAF is not intended to provide continuing assistance on a routine basis
k. The VAF shall not duplicate other available assistance for the purposes as noted in II-f

III. Policy Establishing Board

a. RCW 73.08.035 (Att.K) states each county must establish a Veterans’ Advisory Board (VAB), the board shall advise MCC on the needs of local indigent veterans, the resources available to local indigent veterans, and programs that could benefit the needs of local indigent veterans and their families

b. The VAB is comprised of veterans from the community “at large”, and representatives from nationally recognized veterans organizations within Mason County. Per said RCW (ATT.K), no fewer than a majority of the board members shall be members from a nationally recognized veterans’ service organization and only veterans are to serve on the board. Service on the board is voluntary.

c. Mason County Resolution NO. 58-13 (Att.Q) allows for appointment of two members residing in Mason County from each Nationally Recognized Veterans’ Service Organizations to be appointed to the Veterans’ Advisory Board (VAB), and one member “at large”

d. The VAB will consist of an eight member board; members are appointed as follows:

1. American Legion (2 members)
2. Veterans of Foreign Wars (2 members)
3. 40 et 8 (2 members)
4. Two Mason County resident veterans (at large)

e. Commanders of these organizations will not be members of the VAB

f. Commanders will appoint the members from their organization to serve on the VAB for the purpose of overseeing the VAF

g. These members may be appointed or removed at the discretion of their Commander

h. The first appointment of members shall be three (3) members for a three (3) year term, and four (4) members for a two (2) year term

i. Thereafter all terms will be two (2) year terms

j. The MCC reserves the right to disallow VAB appointee for cause
IV. Eligibility Policies

a. RCW 73.08.005 (Att.L) and other provisions in RCW Title 73 (Att.H) shall govern eligibility assistance to indigent and suffering veterans and/or families.

b. The county defines "Indigent and Suffering" to mean the current poverty level as defined by the United States Department of Health and Human Services (HHS) (Att.G).

c. Family members entitled to apply for assistance shall be defined as spouse or domestic partner, surviving spouse, surviving domestic partner, and dependent children of a living or deceased veteran.

d. Applicants must be a resident of the Mason County for at least ninety (90) days.

e. Applicant must present proof of residency and income.

f. An applicant may use hotel/motel receipts as proof of residence, provided that:
   a. All receipts show a minimum of a 90 day stay within Mason County
   b. The 90 day stay must be continuous
   c. All receipts must be in the applicant's name
   d. All receipts must be original (no copies)

g. Under the federally-established poverty guidelines, the gross income of the veteran and all members of the household must be at or below 150% of the poverty guidelines established by the HHS (Att.G).

h. Veterans making above the 150% and who do not have an emergency financial situation will not be eligible for assistance.

i. An applicant may have a source of income above the aforementioned 150% and still be considered indigent on an emergency basis.

j. Lack of funds because of bad financial management of an adequate source of income does not make the applicant indigent.

V. Referral to Other Services

a. As per RCW 73.08.070 (Att.L) the county shall assist indigent veterans with burial or cremation costs of three hundred ($300.00) dollars minimum or up to six hundred ($600.00) dollars.

b. The burial assistance is in addition to prior eight hundred ($800.00) dollars limitation as outlined in II-f.

c. In an effort to maximize dollars and provide for as many as possible applicants, and when appropriate, the veteran may be referred by the VSO to other veteran services, and to other community resources for services.

VI. Appeal and Resolution Policy

a. If an applicant has for any reason falsely filed a claim, or has misused monies from the Veterans' Assistance Fund, the following will apply:
   1. A letter is given to the applicant, from the County, denying further use of the fund, until the false claim is resolved
   2. A copy of that letter will be sent to the Veterans' Service office to be placed in the offending applicant's file
   3. The applicant's file will then be "Red Flagged" and denied further use until the problem is resolved

b. To resolve the claim, the applicant can clear their name by:
   1. If applicant feels this is unjustified, they may appeal in writing to the Veterans' Advisory Board within 15 days of notification.
   2. The appeal will be reviewed by the VAB at the next regular scheduled meeting and a decision will be made no later than the next regular scheduled meeting.
3. Approval or Disapproval required a “Super Majority” vote by the entire VAB
4. The applicant may file an appeal, in writing, with the Mason County Commissioners. A decision in regard to the appeal may take up to 30 days.
   c. The applicant may repay any and all monies that have come into question, and may not have access to these funds for one year after payment
   d. If the applicant elects not to do VI. b. or c. there will be a two year probationary wait period. After the wait period is complete, the applicant must “in writing” request to receive these funds once more, a decision will be forthcoming.
   e. If it is found that the applicant has done this two times, they will be permanently denied from using this fund

VII. Application Procedures
   a. Upon arriving at the VSO office the applicant will be asked to sign-in.
   b. The applicant is then screened for their assistance needs, residence, income, and their eligibility, an “Assistance Fund Application (AFA) (Att. D), and a “Rental/Mortgage Verification (Att. C) form must be filled out as part of the application process.
   c. If the applicant does not have all needed information or documentation, they will be given form Veterans’ Assistance Fund Documents Checklist” (Att. E) to help gather the needed information and return form to VSO.
   d. If an applicant cannot show proof of service, a "Standard Form 180" (Att. E) will be given to them to be filled out and sent in, they can go to the VA at American Lake to get proof of service.
   e. If two or more applicants are sharing the same physical residency, then all income is considered as one
   f. Only one application may be used for any single physical residency.
   g. If an applicant has a “Sub-Lease Agreement”, The VII-g will apply.
   h. When an applicant has requested assistance for past due rent or mortgage payment, 11-f-1and has gone through the screening process. The VSO will call the landlord to inform them that the veteran has applied for assistance, and that a letter of "Recommendation for Payment" (Att. A) will be forthcoming.
   i. The applicant will then be given a form "Rental/Mortgage Verification" (Att. C) to be given to the landlord. This form must be filled out by the landlord or lien holder, notarized and sent back or taken to the VSO’s office. The VSO will then verify all information on the form.
   J. Shared Dwelling
      1) In the case of a veteran sharing a dwelling with another person who is not a family member as defined in Operating Policy item IV-c, the rental amount will be prorated by the number of people living in the dwelling.
      2) In the case of a veteran sharing a dwelling with another person who is not a family member as defined in Operating Policy item IV-c, the utility expenses will be prorated by the number of people living in the dwelling.
      3) In the case of a veteran sharing a dwelling with another person who is not a family member as defined in Operating Policy item IV-c, the firewood/propane expenses will be prorated by the number of people living in the dwelling.

k. When an applicant has requested assistance for past due utilities (electric, water or natural gas) 11-f-2, and has gone through the screening process. The applicant must have a “Past Due” pink slip(s) stating that service will be discontinued.
   l. Some utilities companies, i.e. Shelton Utilities, do include garbage within the water bill, in this situation where the bill is "combined", the whole bill is paid.
   m. The VSO will call the utilities company to verify the correct amount to be paid, and
inform them that the veteran has applied for assistance and that a letter of "Recommendation for Payment" (Att.A) will be forthcoming.

n. When an applicant requests assistance for firewood or propane, and has gone through the screening process, the VSO will call a vendor to confirm prices and amount needed. The VSO will then inform the vendor that the veteran has applied for assistance and that a letter of "Recommendation for Payment" (Att.A) will be forthcoming. VIIj-3 also applies.

o. The VSO will then fill out a "Purchase Order" (Att.F) to be sent with "Assistance Fund Application" (AFA) (Att.D) for approval from MCC.

p. When an applicant requests miscellaneous items or other items and has gone through the screening process, the VSO will, to the best of their ability, determine the need of the applicant.

q. The VSO will fill out the "Assistance Fund Application (AFA) (Att. D)", determine the amount, the vendor, and have the applicant sign the application with a full understanding of the request.

r. Necessity items check(s) are issued in fifty dollar increments. The applicant will be given an itemized list of authorized items that may be purchased (Att.R).

s. After all needed information and documentation is gathered from the applicant and outside sources, the AFA is then completely filled out and the packet is complete.

t. It is the VSO's responsibility to ensure all information in the packet is correct and verified.

u. When the packet is sent on to MCC it will have a copy of "Recommendation for Payment" as a cover sheet (Att.A) or "Assistance Fund Application (Att. D)"

v. The VSO reserves the right to refuse service to disorderly or abusive individuals. Service will be refused to individuals under the influence of alcohol and/or drugs. Applicants who are disorderly or abusive to Mason County employees or volunteers will not be provided assistance and will be asked to leave the building.

VIII. Processing of Packet Procedures

a. Once the packet is received at the MCC office, it is date stamped, and reviewed to ensure all information is correct, and all supporting documentation is there.

b. The MCC office adds a cover sheet along with a list of checks to be issued, and then it is presented to the MCC for approval.

c. Applications submitted on Monday will be forwarded the same day to the MCC for processing. On Tuesday of the following week they will be reviewed by the MCC. If approved, the checks will be issued the following day, Wednesday (9 days after the applications were completed).

d. Applications submitted on Wednesday will be forwarded the next Monday to MCC for processing. On Tuesday of the following week they will be reviewed by the MCC. If approved, the vouchers (checks) will be issued the following day, Wednesday (15 days after the applications were completed).

e. Applicants who pick up his/her check(s), must have proper picture ID, and must sign for check(s). Checks are sent out by mail on Thursday.

f. Checks that are issued will be stamped with "No Cash Back", "No Alcohol or Tobacco".

h. Some delays may result if the MCC do not meet on Tuesday or if legal holidays fall within the period.

i. A weekly list of "Approval of Expenditures" is sent to the VSO office each week from the MCC office.

IX. Records, Files, Forms and Reports

a. It will be the responsibility of the VAB Chair, acting in concert with the VSO's to establish and maintain a record of each applicant requesting and/or receiving
assistance from the VAF
b. The VSO will provide forms and reports of attendants, decisions, and record-keeping for clientele, e.g., forms for vendors, initial applications, and VAB decisions
c. Each October, the VAB, acting in concert with the VSO's shall produce an annual report for the MCC, containing the following information:
   1) The number of requests for assistance received during the calendar year
   2) The number of requests for assistance for which assistance was given
   3) The number of requests for assistance for which assistance was not provided and a narrative description of the reasons assistance was not provided
   4) The total dollar value of assistance provided on a monthly basis
   5) A narrative description of non-monetary assistance provided by the VAB
   6) Meeting minutes as an attachment
   7) A copy of appeals as an attachment
d. If any section of these policies or procedures is determined to be in conflict with federal, state, or county laws, ordinances or directives then said section will be void and the aforementioned laws, ordinances or directives shall prevail

X. Attachments (Att.)
A. Recommendation For Payment
B. S & S Veteran's Assistance Documents Checklist (S&S form)
C. Rental/Mortgage Verification
D. Assistance Fund Application (AFA)
E. Request Pertaining to Military Records (Standard Form 180)
F. Mason County Veterans Service Office-Purchase Order
G. Income Guidelines for Mason County (HHS)
H. Chapter 73.08 RCW-Veterans’ Relief
   I. RCW 73.08.005-Definitions
   J. RCW 73.08.010-Provides Relief for Indigent Veterans
   K. RCW 73.08.035-Establishment of Veterans' Advisory Board (VAB)
   L. RCW 73.08.070-Burial of Indigent Deceased Veterans
   M. RCW 73.08.080-Tax Levy Authorized
      -(1)Establishment of Veterans' Assistance Fund (VAF)
   N. RCW 73.08.90-Public Assistance Eligibility
   O. RCW 41.04.005-“Veteran” Defined for Certain Purposes
   P. RCW 41.04.007-“Veteran” Defined for Certain Purposes
   Q. Mason County Resolution No. 05-15
   R. VAF Necessity Itemized List