

ADMINISTRATIVE SERVICES

Administrative Services initiates the permitting process for the public or businesses that conduct activities on county-maintained roads or for different types of work within the county rights of way. Permits are required to protect infrastructure and the public safety and investment.

Administrative Services also handles citizen requests concerning the County road system. Each request is recorded, investigated, and addressed.

Between 2007-2008 the following permits and request came through our department from the public.

PERMITS ISSUED IN 2007 - 2008

| PERMIT TYPES | 2007 | 2008 |
|---------------------|------|------|
| Road Access Permits | 418 | 256 |
| Road Use Permits | 7 | 6 |
| Utility Permits | 335 | 240 |
| Moving Permits | 49 | 53 |
| Citizens' Requests | 503 | 494 |

EQUIPMENT RENTAL & REVOLVING FUND (ER & R)

Counties are required by statute to establish an Equipment Rental & Revolving Fund, typically referred to as "ER&R." The primary purpose of this revolving fund, which is administered by the County Engineer, is for the purchase, maintenance, and repair of county road department equipment, as well as, for the purchase or manufacture of materials and supplies needed by the county road department. In addition this fund accounts for operations that provide vehicles, goods and services to other departments or funds of the county, including computer and phone systems.

ER&R major accomplishments for 2008 included the following:

Equipment:

Acquisitions

- 6 new Dodge Magnum cars, Sheriff Traffic Enforcement
- 2 new Ford Crown Victoria patrol cars, Sheriff
- 1 new Dodge patrol car, Sheriff
- 2 new Ford Trailblazer utility vehicles, Sheriff
- 3 new Chevrolet Impala cars, Sheriff
- 1 new Chevrolet pickup for animal control, Sheriff
- 1 new Ford Passenger Van for litter pickup, Sheriff
- 1 new Ford Flatbed Truck, Fair/Maintenance
- 1 new Ford F350 pickup, Parks
- 1 new Ford Flatbed Truck, Utilities and Waste Management
- 1 new Toyota Forklift, ER&R
- 2 new Ford F350 Crew Cab pickups, Public Works
- 1 new Sterling Sewer Jet Truck, Public Works
- 2 new Volvo Dump Trucks with plows and sanders, Public Works
- 1 new John Deere Tractor with Alamo Brush cutter, Public Works

Shop Facilities:

- Received a grant to do the design work to improve the Public Works Radio System. Received FCC licensing to use new repeater sites. Installed final repeater at Gold Mountain.
- Assisted with construction issues and moved into the new Public Works shop facilities.
- Completed design of replacement Fuel Facility for new Public Works Facility.

Computers and Phones:

- Relocated and expanded existing Emergency Management phone system to support the addition of Public works.
- Replaced two existing network backup systems with one new system to improve backup speed and reliability.
- Replaced 70 computers.

FINANCIAL SERVICES

The Finance division is a business center for the Mason County Equipment Rental and Revolving Fund, the County Road Fund, and most recently the Storm Drainage System Development Fund and the County's Emergency Management Division. As the financial hub for these agencies, the Finance Division is responsible for analyzing, auditing, recording, and reporting all payroll, accounts payable and receivable, inventory, fixed assets, depreciation, general ledger and grant record keeping. Budget integrity was maintained and the annual state audit was completed. In 2008 the new Public Works Facility was substantially completed and the various Public Works departments began moving into the facility in November. The project came in on time and under budget. The Finance Division is currently working with the Office of the State Treasurer to apply this unexpended amount to the principal of the bond to reduce the cost of the long term debt.

In late 2007 the County experienced a federally declared Storm and Flooding Disaster that caused an estimated \$11 million dollars of damage to the roadway infrastructure. In late 2008 the County experienced another declared disaster caused by severe snow and ice. In early 2009 the County experienced yet another declared disaster consisting of Storm and Flooding. The Finance Division has been extremely busy tracking and preparing documentation and billings for over 330 FEMA disaster projects.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

In 2008, the GIS Department continued to work with the county fire districts, MACECOM 911, the Economic Development Council, the public, and all county departments to supply mapping and GIS needs. The GIS Department continued to maintain and update the county GIS data, including performing:

- 4,071 updates to the Roads.
- 2,308 updates to the Parcels.
- 2,386 updates to the Site Addresses.

The GIS Department updated numerous county maps including the Mason County Roads map. Among some of the departments other projects were:

- Updated Election Precinct and District boundary maps
- Created parcel-based Development Areas (Zoning) Map
- Helped create the new Mason County Recreation Map
- Provided the US Census important address updates for the 2010 Census
- Mapping support for December 2007 Storm response and repair
- Mapping support for Belfair Sewer System planning
- Mapping support for Sheriff Department field work
- Completed checking all road address ranges
- Mapping support for County Storm water projects

PROJECT SUPPORT SERVICES

Road Maintenance Permitting

A significant portion of Public Work's annual budget is used for road maintenance activities. Many of these projects involve working in or around water, primarily small streams. A large number of the repairs are very similar and lend themselves to permitting under a blanket approach, that covers the same activity at multiple locations. Public Works has taken the initiative to negotiate five-year permits for these activities with the Washington Department of Fish and Wildlife. Under this approach, the Department of Fish and Wildlife pre-approve certain types of similar projects eg: culvert cleanout, beaver dam removal, with specified operating conditions. Whenever one of these pre-approved projects is encountered, Public Works notifies WDFW and then proceeds with the repair. Public Works completed a total of 143 projects in 2008, which required a permit from WDFW. Of these, 107 were covered by a pre-approved permit. The five-year permits resulted in significant administrative savings during the year.

There are times when a maintenance or construction project offers the opportunity to



provide benefits beyond the immediate construction or repair job. One such example presented itself in 2008 on Old Belfair Highway. During the intense storm of December, 2007, a 12-foot wide box culvert was plugged with gravel. Not only was the culvert blocked, but the stream channel, all the way to the Union River (approximately 250 feet), was completely buried in gravel. The result was a non-functioning culvert

McElhaney Creek following culvert clean-out

and a blockage to spawning fish. Public Works worked in cooperation with the Hood Canal Salmon Enhancement Group to develop a project that would address both problems. While clearing the culvert, the County opened up the old stream channel all the way to the Union River. The culvert was re-opened and fish passage to the upper reaches of the stream was re-established.

Fish Barrier Culvert Replacements

Mason County replaced two large culverts in 2008, which were partially funded by fish enhancement grants. The first culvert was on the Bear Creek Dewatto Road across the Dewatto River. A six-foot round culvert was replaced with a 26-foot concrete bridge. Total cost for the project was \$639K. The County received an \$80K grant from the U. S. Fish and Wildlife Service to help offset the construction cost.

The second project was the replacement of a fish barrier culvert on Island View Road across Hiawata Creek. This project was completed with the help of the South Puget Sound Salmon Enhancement Group. They had received a grant from the Salmon Recovery Funding Board for the project. Total project cost was \$505K. Of this amount, Mason County contributed \$163K.

2008 marks the seventh consecutive year that the County has benefited from grants and partnerships with salmon enhancement groups that help fund its large culvert replacement program.

Utility Franchise

Mason County continued negotiating utility franchise agreements with private water systems in 2008. The County now has 54 individual utility franchise agreements, which cover approximately 125 major private water systems. This is in addition to 20 Private Line Utility Occupancy Permits, which cover smaller community water systems or individual water lines.

EMERGENCY MANAGEMENT

The Division of Emergency Management (DEM) continues to be the lead County agency responsible for actions necessary to prepare for, mitigate against, respond to, and recover from both natural and man-made disaster events. During 2008 the Division continued administering the recovery process for two major presidential disaster declarations (Dec 06 Windstorm; Dec 07 Winterstorms/floods) and responded to two additional events (Nov 08 Floods and Dec 08 Severe Winterstorms/snow).



Also during 2008, the Division updated the Comprehensive Emergency Management Plan (CEMP) which was approved by the state of Washington in June, developed a flood addendum to the County's Natural Hazard Mitigation Plan that will meet the requirements of 44 CFR Part 78.

One of the key activities for 2008 was preparing for and moving into the new Emergency Operations Center and offices. This completed the process began in 2007 to upgrade the County's emergency communications and response capacity. During 2008 DEM applied for and received over \$200,000 in federal grants to assist the County and other local jurisdictions to better prepare for the next major disaster.



Several roads throughout the county were damaged during the December 3, 2007 flooding event. Two contracts were issued to repair damages on Tahuya River Road, Mission Creek Road, the approach to the temporary Tahuya River Bridge on Belfair Tahuya Road and Skokomish Valley Road. These contracts totaled \$85,000. Mason County is being reimbursed for these expenses from the Federal Emergency Management Agency and the FHWA as well as the State of Washington.

CPR 1901 Public Works Drive Paving Project:

Public Works Drive was constructed as part of the new Public Works facility off Highway 101. The sub-grade for the road was constructed using our Maintenance and Operations crew with the asphalt paving being placed by construction contract. The cost of the asphalt paving was \$228,000.



CRP 1873 -Bear Creek Dewatto Culvert Replacement Project:

Public Works replaced the culvert that conveyed the Dewatto River under Bear Creek Dewatto Road with a new pre-stressed concrete bridge. The Dewatto River had overtopped the road in previous flood events, washing away the pavement and eroding the shoulders of the road and presenting a serious safety hazard to travelers. The U.S. Fish and Wildlife Service contributed \$80,000 to the project to eliminate the obstruction to fish passage that was created by the old culvert. The total project cost was \$443,800.



CRP 1872 -Island View Road Culvert Replacement Project:

A concrete pipe culvert that passed Hiawata Creek under Island View Road was replaced with a fish passable ten by twenty foot aluminum pipe-arch open bottom culvert. The project was a joint effort of the South Puget Sound Salmon Enhancement Group and Public Works. The Salmon Enhancement Group worked with Public Works on the design of the project and provided \$380,000 of the Governor's Salmon Recovery Funding Board grant toward the cost of construction. The total project construction cost was \$416,072.



CRP 1884 -Belfair Tahuya Road:

Mason County was awarded a \$500,000 grant from the Federal Highway Administration (FHWA) on eleven roads within the county, installing guardrail on one section of Cloquallum Road, thermoplastic pavement markings at the railroad crossings at Lynch and McEwan Roads as well as flexible edge markers and centerline reflectors on all eleven roads.



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Public Works moved into our new facility and maintenance shop in November of this year, consolidating the entire Department to a single location. Through the Annual Report we share with you some of the highlights of our accomplishments from 2008.

Storm cleanup and repairs on the more seriously damaged roads and bridges will continue into the 2009-calendar year and for the next several years.

Mother Nature hasn't been particularly kind to Mason County the past 2 winter seasons, with admittedly stormy and challenging winter storm/flood events in both 2007 and 2008. The damage inflicted by the storm in December of 2007 put most of the intended 2008 construction-season projects aside to focus on repairing bridges and road wash outs and other recovery work. In addition to our Road Operations & Maintenance Crews continuing to operate and maintain the 620 miles of County Roads. We continue to cleanup and repair the more seriously damaged roads and bridges from both winter storm/flood from 2007 and 2008 and will continue into the 2009-calendar year and for the next several years. Our priority will be to return the road network to full functionality with no road closures.

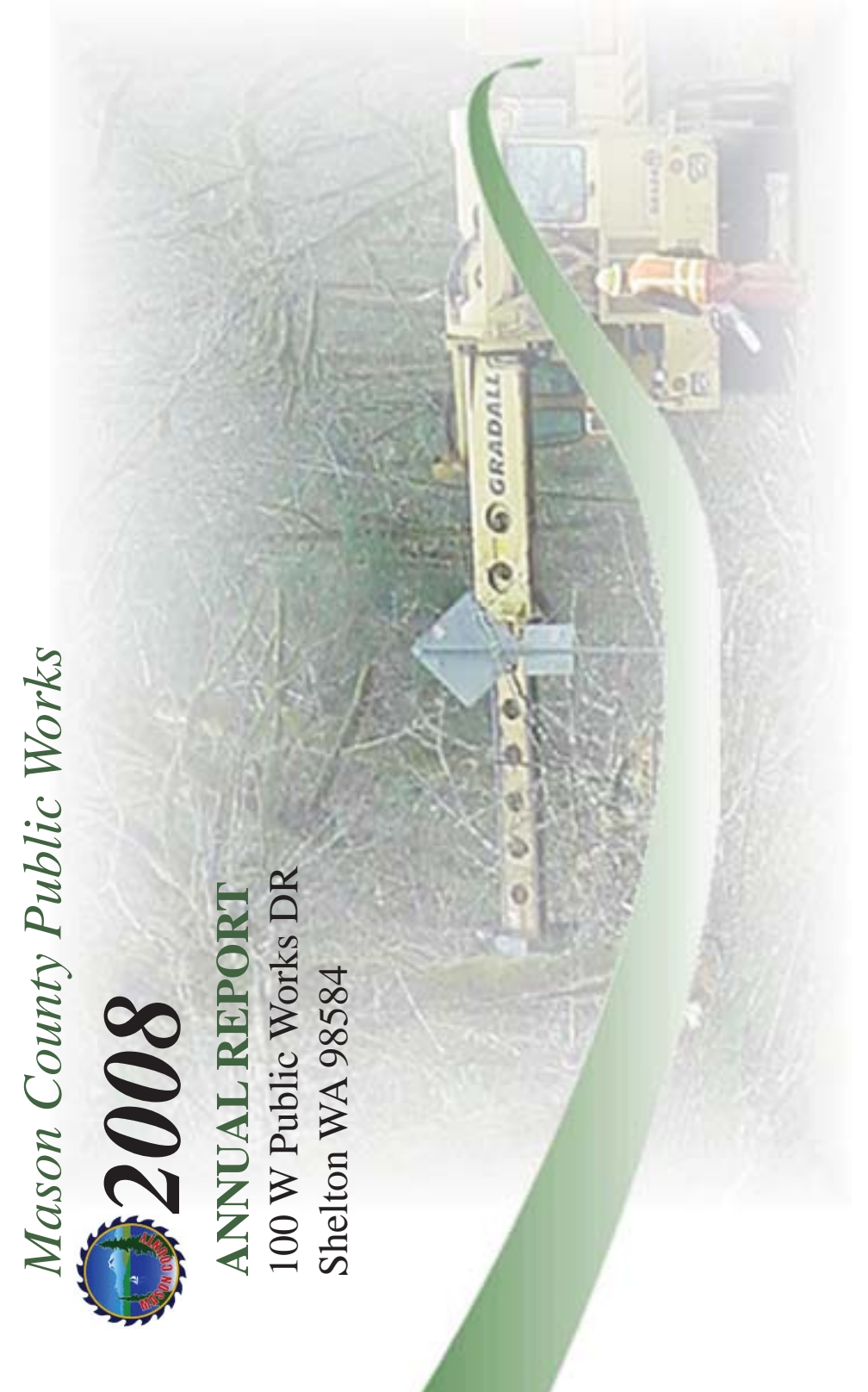
In November of 2008 heavy rains caused more road damage and in December over 24" of snow fell changing the County into a winter wonderland.

Public Works Shop and Maintenance Crews worked around the clock with two 12-hour shifts for almost 2-weeks, removing snow, sanding, de-icing, and salting the roads to make them passable and safe for public use.

In the steps to establish a countywide Stormwater Management Program, Public Works, Utilities and Waste Management, and Community Development have taken steps to improve policies to protect and enhance the County's natural resources by addressing the stormwater management issues in the urban growth areas.

This year, several Stormwater Management Ordinances were updated/created and adopted; the Stormwater Management, Hoodport Rural Activity Center, the Allyn and Belfair Urban Growth Areas, Low Impact Development, Stormwater & Surface Water Utility, and the Capital Facilities element of the Mason County Comprehensive Plan. These Ordinances outline the approach strategy for the program.

The program will continue to progress with the assistance of the Stormwater Advisory Committee. public workshops, and multiple grants awarded to the County to help with the costs associated with development of the program and improvement projects.



Mason County Public Works
2008
ANNUAL REPORT
 100 W Public Works DR
 Shelton WA 98584

Annual Road Maintenance Accomplishments 2008

| | | |
|--|-----------|----------------|
| Asphalt Preleveling..... | 6,852 | Tons |
| Culvert Cleaning/Inspecting..... | 4,697 | Culverts |
| GPS Culvert Inventory to date approximately..... | Completed | |
| Chipseal & Bituminous Surface Treatment (BST)..... | 0.00 | Miles |
| Double shot Chip Seal Olympic View Court..... | 0.00 | Miles |
| Double shot Chip Seal Olympic View Drive..... | 0.00 | Mile |
| Double shot Chip Seal Olympic View North..... | 0.00 | Miles |
| Mowing..... | 2,252 | Shoulder Miles |
| Herbicide Weed Control..... | 330 | Shoulder Miles |
| Machine Brush Cutting..... | 400 | Shoulder Miles |
| Shoulder Maintenance..... | 400 | Shoulder Miles |

ROAD OPERATIONS & MAINTENANCE

In order to maintain the integrity of county road and culverts, the Road Operations and Maintenance Division performs a variety of repair and preventative measures, along with road markings and sign maintenance.

Additionally, mowing and brush cutting for vegetation control is done year round, with sanding, snow plowing, and de-icing activities during the winter months.

2008 Major Maintenance Projects & FEMA Projects

Bank repairs & Road repairs have been made to several areas on the North Shore Road, the Dewatto Road and the Dewatto Holly Road. Other significant projects were the cleaning out of numerous drainage's that had filled in with debris from the December 2007 Storm.

Due to the extensive damage to the road infrastructure during the December 3, 2007 storm event, maintenance activities in 2008 were focused on FEMA projects and other recovery work.

The Tahuya peninsula area was heavily damaged, requiring many culvert replacements, road and slope repairs, along with general debris removal in ditches, culverts and rights of way. The annual road re-surfacing program had to be suspended for 2008 so the manpower and funding would be available for storm recovery work.