

YOUR MASON COUNTY GOVERNMENT



Mason County Mission

The mission of Mason County government is to provide essential and mandated services, which will preserve and benefit the health, safety and welfare of the general public in a professional and courteous manner through the effective and equitable management of available public resources.

Mason County government recognizes that its employees and volunteers are the foundation upon which these services are provided.

Main Phone Number: 360-427-9670

Direct from Belfair: 275-4467; from Elma: 482-5269

Website: www.co.mason.wa.us

ASSESSOR The Assessor is responsible for maintaining a list of all real and personal property parcels, including assessment of value and current ownership. As required by law, the Assessor prepares, possesses and updates a complete set of maps drawn from legal descriptions, to indicate all parcel configurations for land in the County. The Assessor also sets current market values and calculates levies based on various taxing district's budgets. The phone extension is 491.

AUDITOR The Mason County Auditor's Office provides four primary functions within one department. The major areas of responsibility are: finance and accounting; conducting elections; registration and licensing of vehicles/vessels; recording property, surveys, and legal documents. The Auditor's office also maintains public record and issues marriage licenses, registers process servers, and provides certified copies of all recorded documents and maps. The phone extensions are: Elections – 470; Licensing – 466; Recording – 467; Finance - 474.

BELFAIR SERVICES As needs for county services continue to grow, Mason County has entered into a lease agreement with the North Mason

Chamber of Commerce to lease office space at the Chamber building in Belfair. This space is used, on a limited basis, by the Sheriff's office (275-2819), Licensing (275-0956) and the Building Department (275-8733).

BOARD OF COUNTY COMMISSIONERS The Board of County Commissioners is the legislative body of Mason County. The board is responsible for adopting, amending and repealing all county ordinances that are essentially the laws of the county.

The Commissioners also serve as the chief administrators for several operating departments including Budget & Finance, Central Operations, Community Development, Facilities & Grounds, Fairgrounds, Human Resources, Parks, Public Health Services, Public Works, and Utilities & Waste Management.

The County Commissioners also serve as the Board of Health.

Regular meetings of the Board of County Commissioners are held in Shelton the first, second and third Tuesday of the month at 9:00 a.m. The Commissioners meet at 6:00 p.m. on the fourth Tuesday of every month. Special meetings can be scheduled throughout Mason County if the topic is of unique interest to residents where the meeting is held.

Individual commissioners meet with numerous community groups and citizens throughout their districts in Mason County. Persons interested in meeting with the commissioners are urged to contact the Commissioners' office to obtain information about their schedules. The phone extension is 419.

BUDGET AND FINANCE Budget and Finance provides budget, financial, and risk management services for Mason County, including both staff and management functions. Budget and Finance administers special revenue, debt services, capital project, and internal service accounting funds as needed and necessary. The phone extension is 423.

CENTRAL OPERATIONS Provides the clerical and administrative support to the Commissioners for the daily operation of those departments under the direction of the Commissioners. The phone extension is 419.

CLERK The Clerk is the administrative and financial officer of the Mason County Superior Court. The Clerk serves and supports the court by receiving and processing court documents, attending and assisting in all proceedings, maintaining the court's files, summoning and processing jurors and witnesses, and managing the court's money, as well as the money of litigants at the court's direction. The Clerk also has

jurisdiction to handle Domestic Violence matters. The Clerk serves as an agent of the Federal Government by processing applications for passports. The phone extension is 346.

COMMUNITY DEVELOPMENT Community Development oversees the Building Department and the Planning Department. The Building Department helps the public obtain required permits for construction and land development. The Building Department works in collaboration with Environmental Health and Planning to ensure permits meet all the required regulations as adopted by Mason County. The phone extension is 352.

The Planning Department coordinates land use with environmental, economic, recreational and agricultural uses for the highest benefit to all. The Department implements the Mason County Comprehensive Plan, Resource Ordinance and the Shoreline Master Program along with other applicable ordinances. The phone extension is 352.

The Mason County Fire Marshal duties are part of the Planning Department. The Fire Marshal is responsible for the administration of the Uniform Fire Code and other related codes and ordinances in unincorporated Mason County. The phone extension is 273.

CORONER The Coroner's jurisdiction includes the jurisdiction of bodies of all deceased persons who come to their death suddenly when in apparent good health, or where the circumstances of death indicate death was caused by unnatural or unlawful means. Where relatives or friends do not claim a body, the Coroner shall be responsible for disposition of the remains. In addition, the Coroner is the only person that can arrest the Sheriff if the need arises. The phone extension is 752.

DISTRICT COURT Mason County District Court has jurisdiction over crimes with penalties of up to one year in jail (criminal misdemeanors and gross misdemeanors) and traffic infractions. The court has jurisdiction to handle civil matters up to \$50,000, domestic violence, anti-harassment orders and small claims. In addition to hearing cases, the judge is authorized to issue arrest and search warrants and perform civil marriages. The phone extension is 339.

FACILITIES & GROUNDS Facilities & Grounds is responsible for the maintenance of fifteen county buildings and their grounds. The department manager also serves as Safety Officer Coordinator and assists county officials with office planning and remodeling activities. The phone extension is 540.

FAIRGROUNDS The Mason County Fairgrounds serves as a multiple use facility that hosts several events throughout the year including the Mason County Fair and Oysterfest. The phone extension is 390.

HUMAN RESOURCES The Human Resources Department is responsible for labor negotiations and contract administration for ten bargaining units; job classification and salary plan administration; employee benefits and administration; safety, workers compensation and unemployment insurance; coordination of recruitment and hiring processes; investigation of employee complaints; policy development; and insuring that applicants and employees are treated in a manner that is consistent with Mason County policies and State and Federal laws. The phone extension is 268.

JUVENILE COURT/PROBATION SERVICES In Washington State, Mason County Juvenile Court/District Court Probation Services is unique in having responsibility for three divisions. One is Juvenile Court, which includes Diversion, Court hearings, prevention and early intervention programs, community supervision of offenders, as well as the processing of dependency cases and the services as a Guardian ad Litem. Another is the responsibility of the day to day operation of a 16 bed juvenile detention center. The third is providing support services to the District, Municipal and Superior Court systems. This includes conducting pre-trial bail study reports, pre-sentence reports, supervision of offenders, urinalysis testing, work crew and Victim Impact Panels. The phone extension is 337.

PARKS The Parks Department maintains sixteen county parks and ensures they remain open on a regular basis. Many parks provide barbecue areas, trails for hiking, boat and water access facilities, and sports fields for recreation. The phone extension is 535.

PROSECUTOR The Prosecuting Attorney prosecutes all criminal and civil actions in the county and represents the county in civil proceedings to which it may be a party. The Prosecutor is legal advisor to county officials and examines their public records for compliance with the law. The phone extension is 417.

PUBLIC HEALTH SERVICES Mason County Department of Health Services is dedicated to protecting and improving the health status of our community. The department is governed by the Mason County Board of Health under the medical direction of the Mason County Health Officer. Departmental programs include:

- Community assessment and health policy development

- Childhood and adult immunizations/Travel Clinic
- Onsite sewage permitting, Operation & Maintenance, complaints
- Communicable disease/Tuberculosis investigation and reporting
- HIV/AIDS testing, counseling, case management
- Solid Waste permitting and garbage/dumping complaint investigation
- Sanitary surveys of water and septic systems/resource protection
- First Steps/ Family Nurse Partnership visits to pregnant women
- Food establishment permitting and food borne illness investigation
- Nursing visits and intervention for Child Protective Services referrals
- State Certified Water Testing Lab/Drinking water program
- School Safety Inspections and Sanitary Surveys of Recreational Pools
- Sexually Transmitted Disease (STD) treatment/ investigation.
- Nursing visits to children with special health care needs
- Tobacco Prevention
- Vector Program

The phone extension for Environmental Health is 352/ Community & Family Health is 400.

PUBLIC WORKS The Department of Public Works is responsible for construction and maintenance of approximately 622 miles of road and 53 bridges within the county. Five hundred forty miles of road are hard surfaced, with the remainder being gravel roads. It is the department's responsibility to maintain the existing road system at a frequency to keep up with the natural deterioration. This includes activities such as surface, drainage and vegetation maintenance. The phone extension is 450.

Public Works is also responsible for the **Department of Emergency Management** which coordinates with many local, state, and federal agencies as well as private and non-profit organizations to provide emergency preparedness education to the public and emergency response services in times of disaster. The phone extension is 800.

SHERIFF The Mason County Sheriff is the chief executive officer and protector of the peace of the county. The Sheriff's Department is active in informing the public of ways and means of avoiding criminal activity through presentations to civic groups in Mason County. Deputies are also involved in boat/water safety programs, off-road vehicle safety and enforcement, and search and rescue operations. The phone extension is 313.

The Sheriff also maintains the county jail, which houses persons prosecuted for misdemeanors, federal persons in transit, and all persons prosecuted for felonies. The phone extension is 372.

SUPERIOR COURT The Mason County Superior Court is established and directed by the Constitution of the State of Washington. The judges are non-partisan, elected for four-year terms and required to be members of the state bar.

Superior Court is a general trial court. The jurisdiction includes civil cases, divorce, personal injury appeals from lower courts and administrative agencies, probate, felony criminal cases, dependency proceedings, juvenile offender cases and guardianship hearings. The phone extension is 348.

TREASURER The Treasurer is the custodian of all funds for Mason County and its governmental subdivisions. The Treasurer also bills and collects the general property taxes for the county, cities, schools and other units of local government. In addition, the office handles special assessment funds and certain state and federal funds allocated to local government and various fees collected in county offices. The phone extension is 475.

UTILITIES & WASTE MANAGEMENT The Utilities Division is responsible for operations, maintenance, repair and billings for the Rustlewood Sewer and Water Facilities, Hartstene Pointe Sewer and Water Facilities, Beard's Cove Water Facility, North Bay/Case Inlet Water Reclamation Facility and the implementation of the Belfair/Lower Hood Canal Wastewater Facility Plan. The phone extension is 566.

The Mason County Solid Waste Transfer Facility is on Eells Hill Road near Shelton. Additional Drop Box Stations are located at Belfair, Union and Hoodspout. Recycling blue boxes are located at eleven locations throughout the County. The phone extension is 271.

W S U COOPERATIVE EXTENSION Washington State University Cooperative Extension, a three-way partnership between United States Department of Agriculture, Washington State University and Mason County provides citizens with researched-based educational programs. Programs are designed to provide timely useful information that people can apply in their everyday lives.

Program areas include: 4-H youth development, water resources, families, food safety and nutrition, agriculture and natural resources and leadership developments. The phone extension is 396.