

## **BOARD OF MASON COUNTY COMMISSIONERS' PROCEEDINGS**

**May 24, 2011**

1. Call to Order – The Chairperson called the regular meeting to order at 6:01 p.m.
2. Pledge of Allegiance – Tom Moore led the flag salute.
3. Roll Call – Present: Commissioner District 1 - Lynda Ring Erickson; Commissioner District 2 – Tim Sheldon; Commissioner District 3 – Jerry Lingle.
4. Correspondence and Organizational Business
  - 4.1 Correspondence
    - 4.1.1 The Washington State Department of Commerce is requesting Mason County's designation of an Associate Development Organization for the 2011-2013 biennium.
    - 4.1.2 The Washington State Liquor Control Board sent notice of a new liquor license application for Salish Cliffs Golf Club and notice of a special occasion liquor license application for the Mason General Hospital Foundation.
    - 4.1.3 The Conservation Leaders Network is seeking comments to the Pacific Fishery Management Council on their work to develop a Ecosystem Fishery Management Plan.
    - 4.1.4 Wilson Recycling expressed interest in assuming current operations for the County's transfer station and drop boxes.
    - 4.1.5 David Baker is seeking appointment to the Solid Waste Advisory Committee
    - 4.1.6 Tommy Thombs and Dorothy Meyer-Selby are seeking appointment to the Board of Equalization.
    - 4.1.7 Shawnie Whelan and Tom Davis are seeking appointment to the 1/10 of 1% Sales and Use Tax for Mental Health and Substance Abuse and Therapeutic Court Advisory Committee.
    - 4.1.8 Tom Davis is seeking appointment to the Oakland Bay Clean Water District Advisory Committee.
    - 4.1.9 The Lewis-Mason Thurston Area Agency on Aging Advisory Council is seeking reappointment of Marv Faughender. His term will expire in July 2011.
    - 4.1.10 Dan Ward volunteered to represent the County's interests on the committee to discuss fire marshal services for Mason County.
    - 4.1.11 Ray Hanson expressed concerns regarding manufactured homes being installed on "the green" across from the Robin Hood Restaurant.
    - 4.1.12 Jean Springer explained that the problem of trespassing on her property has been settled.
  - 4.2 John Keates, Parks, read a news release announcing that the Parks Department will be conducting a park master planning process for Harvey Rendsland Park.
  - 4.3 Charlie Butros, Public Works, read a news release announcing upcoming public meetings for the Clean Water Program.
5. Open Forum for Citizen Input –
  - 5.1 Patricia Vandehey commented about aquifer storage recovery. She doesn't understand who is monitoring all of this. She concerned about highly treated wastewater entering the aquifer.
  - 5.2 Ralph Wingert was concerned about what he has read in the paper about sneaky negotiations and boat launch charges going into the general fund. He commented that the boat launch charges affect people on a low income and noted that Latimer's Landing was originally built with donations and volunteer labor.

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- 5.3 Edd Kruk, Riverhill Homeowners Association, commented on the Lazard residence. He stated that the issue has gone on since 2008. Trash and hulk vehicles are on the property and the fines haven't been paid. The septic system also needs replacement. He believes there has been little or no action from the County. Other homeowners associations have enforcement actions they can take and he wants to know what his options are.
  - 5.4 Jeanette Boegl, League of Women Voters, presented the Board with a packet of information from the League regarding their study of Mason County's advisory committees. She noted that the League members are willing to help implement their suggestions.
  - 5.5 Bob Burbridge stated that the County Fire Chiefs received correspondence from the Commissioner of Public Lands regarding a burn ban over the summer. Small campfires on private property will be okay this year. He also announced that Richard Knight is retiring from Mason County Fire District 5 after 54 years. He invited the Board to attend his last Chiefs meeting on June 13<sup>th</sup>.
6. Adoption of Agenda - **Cmmr. Sheldon/Lingle moved and seconded to adopt the agenda as published. Motion carried unanimously. RE-aye; S-aye; L-aye.**
7. Approval of Minutes – April 25, 2011 and May 2, 2011 briefing meeting minutes and May 17, 2011 regular meeting minutes.
- Cmmr. Lingle/Sheldon moved and seconded to approve the April 25, 2011 and May 2, 2011 briefing meeting minutes and May 17, 2011 regular meeting minutes. Motion carried unanimously. RE-aye; S-aye; L-aye.**
8. Approval of Action Agenda:
- 8.1 Approval to set a public hearing on Tuesday, June 14, 2011 at 9:30 a.m. to consider revising the monthly sewer rates and system connection charges for the North Bay/Case Inlet Sewer System.
  - 8.2 Approval to appoint Dan Ward and Tim Whitman to represent Mason County on the Fire Marshal Study Group. This Study Group consists of several local Fire Chiefs with the goal of finding possible solutions for providing Fire Marshal services to the citizens and Fire Districts of Mason County.
  - 8.3 Approval of voicing no objections to the special occasion liquor license application for the Allyn Community Association for the Geoduck Festival on June 4, 2011, and to have the Chair sign the Notice of Liquor License Application from the Washington State Liquor Control Board.
  - 8.4 Approval for the Equipment Rental & Revolving Fund Manager to call for bids to furnish Mason County with two used Gradall XL4100 Series 3 excavators for Public Works. Date and time of opening to be June 15, 2011 at 9:00 a.m.
  - 8.5 Approval for Public Works to purchase a 1994 Freightliner Vactor truck from the Town of Eatonville. The cost is ~~\$43,43,584.00~~ ~~\$43,584~~ plus tax and will be funded by Public Works.
  - 8.6 Approval to advertise for bids to construct a reclaimed water pond and spray field for the Belfair Water Reclamation Facility. The bid opening is ~~June 13 15, 2011 at 2:00 p.m.~~ ~~at 10:00 a.m.~~
  - 8.7 Approval of the "Notification of Final Cost" of County Road Construction completed in 2010 that was performed by county force.



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- 8.8 Approval of Modification No. 2 Participating Agreement No. 10-PA-11060900-018 between USDA Forest Service and Mason County Noxious Weed Control Board. This adds \$16,900 to the 2011 Financial Plan and Annual Operating Plan.
- 8.9 Approval of the Phase I and Phase II Enhanced 911 Service Agreement with Sprint Nextel for caller/GPS information on cell calls made to 911. There is no financial impact to the county.
- 8.10 Approval to appoint the following to the Mason County Lodging Tax Advisory Committee (LTAC): Lodging Tax Generators - Brian Cook, Beverly Voss-Petredis and Ned Kjeldgaard; Lodging Tax Spenders - Cassandra Hoffman, Heidi McCutchen and Mark Woytowich. Annual review of the LTAC membership is required by RCW 67.28.1817 and the number of generators shall equal the number of spenders.
- 8.11 Approval of the contract amendment #0963-5334-02 between Mason County and Washington State Department of Social and Health Services that provides \$100,000 in public health funding for Medicaid Outreach and is budgeted.
- 8.12 Approval of contract #1163-23157 between the Washington State Department of Social and Health Services and Mason County Public Health that provides \$1,625 for the WorkFirst-Children with Special Needs Program and is budgeted.
- 8.13 Approval to set a public hearing for June 7, 2011 at 9:30 a.m. to consider approval of the annexation request by Belfair Water District #1 regarding Blue Star Properties LLC (parcel numbers 12321-13-00010 and 12321-10-01000) and Riverhill Properties LLC (parcel numbers 12321-24-00020 and 12321-21-00000).

Cmmr. Sheldon asked for a separate vote on item 8.13. He stated that there is a thirty-day period for the Board to consider the annexation and he wanted to make sure that this hearing met the requirement. He noted that the last Belfair Water District annexation that was considered was for Romance Hill. One parcel was excluded in that hearing so the annexation was not approved by the Board. He asked if that hearing had any effect on this.

Barbara Adkins, Department of Community Development, replied that the last hearing has no bearing on this. It was denied due to violating the GMA and these are separate properties. She noted that this item is just setting the hearing. She is still going over the criteria of the annexation to make sure it is consistent with the Growth Management Act.

Item 8.2

Bob Burbidge, Mason County Fire Chiefs, stated that he appreciated the Board's attention to this matter. Having these people represent the County will free up County staff's time. These are both retired fire chiefs and both gentlemen will be great to bring to the table.

Cmmr. Sheldon asked if this is a broad group of fire chiefs.

Mr. Burbidge responded that they represent all parts of the county.

Item 8.6

An audience member asked for an explanation of the item.

Tom Moore explained that they are advertising for a pond and spray field for the reclamation facility. They are about 85% complete with the design and construction. The pond is being constructed to store the reclaimed water in the winter when land application is not possible. It will be drained in the summer months by land applying it.

The audience member asked if it would seep into the ground.

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Mr. Moore stated that it would be a limited amount.

Item 8.13

Ken VanBuskirk commented that he attended the Belfair Water District annexation hearing. Romance Hill was asked to be included in the annexation but the Water District Commissioners declined that. He asked if there could be a separate vote on this item.

**Cmmr. Lingle/Sheldon moved and seconded to approve Action items 8.1 through 8.12. Motion carried unanimously. RE-aye; S-aye; L-aye.**

**Cmmr. Sheldon/Lingle moved and seconded to approve Action item 8.13. Motion carried unanimously. RE-aye; S-aye; L-aye.**

9. 6:30 p.m. Public Hearings and Items Set for a Certain Time –

- 9.1 Public hearing continued from May 10<sup>th</sup> to consider approval of special event policies, procedures and fees for the Mason County Parks and Trails Department.

John Keates, Parks, explained that there were a few amendments to the policy from the feedback at the last Commission meeting. A note was added that the special event policy and fee structure do not apply to baseball and softball tournaments at Sandhill Park or MCRA. The minimum to be considered a special event was raised to 50 participants. Language was included to prohibit the use of alcohol or smoking at County parks. The question of insurance requirements was clarified. Cmmr. Sheldon had brought up the issue of soccer use and he found that the parks department has no inventory of soccer or football fields. The rest of the policy is as it was originally drafted.

Questions for Staff

Teri King asked if a field trip to a County park with school kids would be considered a special event under this policy.

Mr. Keates stated that technically it might be, but this is not intended for those types of events.

Cmmr. Sheldon asked how it is determined if a permit is needed or not.

Mr. Keates responded that it is based on the number of participants.

Cmmr. Sheldon asked what would happen if someone had a wedding or family reunion at a park without asking. He wanted to know if there would be a penalty.

Mr. Keates replied that would be unlikely because people usually reserve a picnic shelter or call about the availability of parks before having an event.

There was no public testimony.

Cmmr. Sheldon commented that he hopes there is flexibility but understands why the department needs a policy like this.

**Cmmr. Lingle/Sheldon moved and seconded to approve the Special Event Policy for the Mason County Parks and Trail Department. Motion carried unanimously. RE-aye; S-aye; L-aye. Resolution No. 33-10 (Exhibit A)**



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- 9.2 The Chair allowed questions and testimony for the public hearing to consider fees at Latimer's Landing and the Mason Lake boat launch, due to incorrect information printed in the *Shelton Mason County Journal*. No action will be taken until the actual hearing on June 14, 2011.

Steve Latimer commented that his father's biggest goal when building the ramp at Latimer's Landing was to never have fees to launch a boat. Everything was done as cheap as possible through volunteer labor and materials. The ramp didn't last but it was his dad's dream to keep the park open without fees to the public.

Ken Latimer asked who is proposing the fees.

Cmmr. Ring Erickson explained that there has been considerable work done at both parks. The Parks department is proposing fees to generate revenue for the general fund.

Mr. Keates clarified that if fees were implemented the intent would be that the revenue would go back to Parks.

Ken Latimer asked what the proposed fees are.

Cmmr. Ring Erickson didn't have the materials available but stated they could be mailed.

Cmmr. Sheldon commented that he hasn't made up his mind about this issue but there was a similar proposal considered by the Board that was defeated. He is reluctant to implement fees and he objects to the use of the term fee when it is actually a tax. He will listen to what people have to say but he would need to be strongly convinced that a fee is necessary. He also noted that a bill was recently passed that allows Real Estate Excise Tax to be used for maintenance instead of just construction. That money could now be used to help improve and repair parks.

Steve Latimer noted that the community could also help with repairs and maintenance.

Tom Davis commented that he is for the special event fees but not the boat launch fees. This would block access to a body of water, which should be a freebee.

10. Other Business (Department Heads and Elected Officials) –

- 10.1 Simpson-Reed Local Historic District. - Mike Rutter, Facilities and Grounds, explained that the County owns two properties in this proposed district, Memorial Hall and the Sheriff's office, therefore the County will have two votes.

Mike Olson, City of Shelton Preservation Board, provided a map of the properties that have already voted on the issue. They would like to work with the County on this. There are currently 31 parcels and 21 yes ballots. Twelve parcels are already on the historic register and another ten have the potential to be added to the register. They are trying to preserve the area as best they can.

The Board agreed to add the vote on the proposed historic district to a future agenda.

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

12. Adjournment – The meeting adjourned at 7:32 p.m.

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BOARD OF COUNTY COMMISSIONERS  
MASON COUNTY, WASHINGTON

\_\_\_\_\_  
Lynda Ring Erickson, Chair

ATTEST:

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

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

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Jerry K. Lingle, Commissioner


**BOARD OF MASON COUNTY COMMISSIONERS' PROCEEDINGS**  
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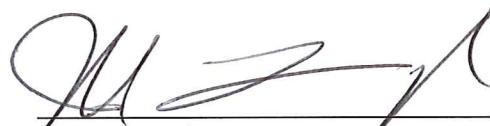
BOARD OF COUNTY COMMISSIONERS  
MASON COUNTY, WASHINGTON

  
Lynda Ring Erickson, Chair

  
Tim Sheldon, Commissioner

ATTEST:

  
Shannon Goudy, Clerk of the Board

  
Jerry K. Lingle, Commissioner

RESOLUTION NO. 39-11

**A RESOLUTION ESTABLISHING A POLICY FOR HOSTING SPECIAL EVENTS AT MASON COUNTY PARK SITES AND AUTHORIZING THE PARKS AND TRAILS DEPARTMENT TO IMPLEMENT AND ENFORCE THE TERMS OF SUCH POLICY.**

WHEREAS, Chapter 67.20.010 RCW, provides the authority for Counties to own and operate recreational facilities for public use, and to set forth the regulations, policies, and practices governing such use, and

WHEREAS, Mason County Parks and Trails Department owns and operates County Parks for the enjoyment and use of its residents and visitors, and

WHEREAS, County Parks receive a great deal of use each year from the public and in many instances park visitors have requested to host special events at County Parks, and

WHEREAS, the limited use of County Parks for special events by the public can be accommodated under special terms and conditions without the deleterious affect to park facilities and grounds, and

WHEREAS, Mason County Parks and Trails has multiple sites appropriate for special events with potential for additional park sites in the future, and

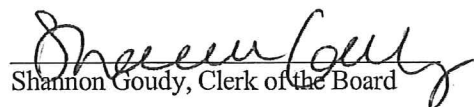
WHEREAS, the parks included in the special events policy are any of the developed County Parks;

NOW, THEREFORE BE IT RESOLVED that the Board of County Commissioners of Mason County does hereby establish a "Special Event Policy" as set forth in Exhibit A;

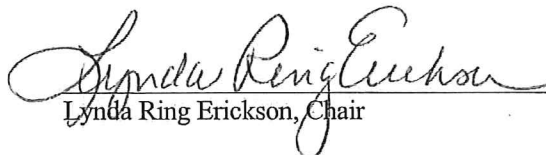
BE IT FURTHER RESOLVED, that the Parks and Trails Department, or such department or organization designated by the County with the responsibility for operating and maintaining park facilities at some point in the future, shall be authorized to develop and administer any processes and procedures necessary to implement the special events policy, as set forth in Exhibit A or subsequently amended.

Signed this 10th day of May 2011.


ATTEST:

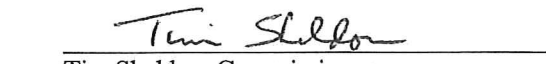
  
Shannon Goudy, Clerk of the Board

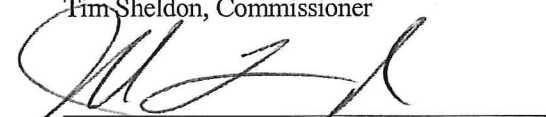
BOARD OF COUNTY COMMISSIONERS  
MASON COUNTY, WASHINGTON

  
Lynda Ring Erickson, Chair

APPROVED AS TO FORM:

  
Tim Whitehead, Chief DPA

  
Tim Sheldon, Commissioner

  
Jerry K. Lingle, Commissioner

C: Parks and Trails Department

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**Exhibit A**



## Special Event Policy for Mason County Parks and Trails

**Purpose:** This policy sets forth terms and conditions for the use of Mason County Parks in conjunction with a special event or gathering.

**Termination:** This policy shall be effective upon adoption by the Board of County Commissioners and shall remain in effect unless the Board of County Commissioners terminate the policy at any time with a motion of the Board at any Regular or Special meeting.

**Policy:** It shall be the policy of the Mason County Board of County Commissioners and Mason County Parks and Trails Department to allow organized special events at Mason County Park sites under the following terms and conditions:

**Special Event Defined:** A special event is a use, business, carnival, community sponsored activity, art and craft fair or similar function that intends to operate on a temporary basis within a Mason County Park. For the purpose of this definition, "temporary" means no more than three consecutive days for a maximum of three times in a calendar year.

**Fee's / charges for a Special Event:** A special event fee may be required to host an event at a Mason County Park. Special events will require, at a minimum, a fee to cover maintenance and operations charges incurred by Mason County Parks staff.

**Note:** Special event policy and fee structure does not apply to baseball and softball tournaments at Sandhill Park or MCRA.

Miscellaneous fees:

Fee Description:	Non- Commercial	Commercial
Electric or Water Hookup	No charge	\$25 per day
Special use fee; 50 – 149 participants	\$50 per event	\$150 per event
Special use fee; 150 – 499 participants	\$150 per event	\$350 per event
Special use fee; 500 participants and over	\$250 per event	\$550 per event

To qualify for non-commercial rate a group or organization must be a non-profit community service organization and collects no service fees for the event from the community or public.

1. A special event shall be allowed in a park only via special permit to groups conducting a special event at the park.
2. No consumption of alcohol is allowed at Mason County Park sites.
3. No Smoking on County property. Ordinance 91-06 bans smoking on all county property; including parks, and banning tobacco sales, advertising, sampling, or sponsorship on all county owned or leased property and at county sponsored events?
4. A special event permit does not necessarily provide exclusive use of the park; the general public can still have access for the park depending on the type and size of the special event.
5. A special event permit must be obtained from the Parks and Trails office in advance of hosting an event at the park. The group leader or event sponsor may be required to submit

a roster with names and addresses of all individuals registered for the event. An example would be fun run at a park site where participants in the special event must register to participate.

6. All special event participants may be required to sign a liability waiver. Adult or guardian must sign for children under 18.
7. The maximum number of participants, vehicles, trailers or other equipment needed for the special event to be allowed on-site will be determined on a case by case basis by the Parks and Trails Department staff.
8. There may be access to electrical service and water at selected park sites.
9. The special event sponsor may be required to provide sanitary facilities depending on the size and location of the event.
10. Special event application must be submitted at least thirty days prior to the event for processing.
11. Participants must observe all Park rules governing the use of Mason County Park property.
12. The applicant may be required to provide a waste management and restoration plan.
13. A health department permit shall be posted on site for any use that provides beverage and/or food service.
14. Disruptive individuals will be asked to leave to park and/or subject to arrest.
15. Park operation hours are: Parks are open during daylight hours only unless special arrangements have been approved by the parks and trails department staff.
16. Special events shall be conducted only in areas approved by the Parks and Trails staff at all park locations.
17. A refundable damage/cleanup deposit not to exceed the amount of \$500 will be required depending on the special event.
18. The responsible adult special event leader shall ensure that all park areas are kept clean and in good condition during the special event, and upon leaving the Park, in order to receive a refund of the damage/cleanup deposit. An adult must be present at all times.
19. Special event participants using Mason County Parks under a special event permit shall use the facilities at their own risk. Mason County shall not be liable for personal injuries or damages to equipment or personal property.
20. Special events at the park sites will be reserved and scheduled on a first-come, first-served basis.
21. Amplified sound is allowed during the special event with special permission only.
22. Future special event use will be denied for failure to follow rules and regulations by any special event sponsor or group.
23. Special event activities at the park sites shall be carried out to minimize the impact to day-use patrons and scheduled use of other park facilities. A special event permit does not provide exclusive use of a park site.
24. No dogs are allowed at MCRA, Sandhill Park, and Oakland Bay Park.
25. Damage mitigation: Damage to turf, trees, hard surfaces, buildings caused during the event will be charged to the user or user group. All damages must be repaired to Mason County standards. It is the responsibility of event sponsors to pay for all the damage caused by the event. Cost incurred by the parks department for repairing damage to turf, trees or plant materials will be billed to the user at the parks department current labor and materials costs. Needed repairs will be made by the parks staff or authorized County contractors only. It is the responsibility of the special event permit holder to document any damage prior to the commencement of a special event.
26. Revocation: The County may revoke a permit and stop a use in progress if the user fails to comply with conditions contained in the special event permit.

27. No assignment: Special event permit and the permission granted may not be assigned, nor the premises sublet, without prior written consent of County.
28. Retain permit: The user must retain a copy of this permit on the premises throughout the scheduled event.
29. Depending on the size, complexity and location of the proposed event, the sponsor may be asked to develop and submit a traffic plan, security plan, emergency medical plan to the County for review prior to event approval.

- I have read and understand the **Special Event Policy for Mason County Parks and Trails Department**. Furthermore, I, or my appointed designee will serve as the special event leader for our special event and will be responsible that all the members of my group understand and adhere to the information and regulations contained in the Special Event Policy. Failure to do so may result in you and your group being asked to leave and/or subject to arrest.

\_\_\_\_\_

Special Event Leader \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

Organization / Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approval of special event granted under following conditions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special event permit denied for the following reasons:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_