

## BOARD OF MASON COUNTY COMMISSIONERS' PROCEEDINGS

July 5, 2011

1. Call to Order – The Chairperson called the regular meeting to order at 9:00 a.m.
2. Pledge of Allegiance – Cmmr. Sheldon 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 Corrections is seeking assistance in obtaining accurate cost estimates for the siting of the Westside Prison Reception Center.
    - 4.1.2 The Bureau of Indian Affairs sent notice of the Squaxin Island Tribe's applications to acquire in trust two parcels in Mason County.
    - 4.1.3 Debra Nielsen is seeking appointment to the Mental Health Advisory Committee. Linda Nickell expressed her appreciation of the Sheriff's office.
5. Open Forum for Citizen Input – None
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 – June 20 briefing meeting minutes; June 28 regular meeting minutes.

**Cmmr. Lingle/Sheldon moved and seconded to approve the June 20 briefing meeting minutes and June 28 regular meeting minutes. Motion carried unanimously. RE-aye; S-aye; L-aye.**
8. Approval of Action Agenda: All items listed under the "Action Agenda" may be enacted by one motion unless a Commissioner or citizen requests an item be removed from the Action Agenda and considered as a separate item.
  - 8.1 Approval to provide final approval for the Mason Lake County Park Boat Ramp and Parking Improvement Project. The total cost for this project is \$774,056.29 including all costs for construction, permitting, design, engineering, and bidding and was paid from a boating facilities grant 75% and Real Estate Excise Tax (REET) II 25%.
  - 8.2 Approval of Veterans Assistance Fund applications for: Eldon E. Hosick – Food \$75.00; Rex Fueston – Food \$75.00; Michael G. Cline – Food \$75.00; and Byron Smith – Utilities \$250.44 for a total of \$475.44.
  - 8.3 Approval of County Road Project 1961, Purdy Cut Off Road and County Road Project 1962, Old Belfair Highway. Authorize the Public Works County Engineer to take the necessary steps to complete these projects and the Chair to sign all pertinent documents. **Resolution No.'s 41-11 and 42-11 (Exhibits A & B)**
  - 8.4 Approval of the resolution to close Clifton Lane on August 13, 2011 from 6:00 am to 10:00 pm for the "Taste of Hood Canal". **Resolution No. 43-11 (Exhibit C)**
  - 8.5 Approval to set a public hearing on Tuesday, August 2, 2011 at 9:30 a.m. to consider the Private Line Occupancy Permit between Mason County and Judith Campbell Judd.
  - 8.6 Approval of the interlocal Agreement with MACECOM for geographic information system services data conversion.
  - 8.7 Approval to reappoint Marv Faughender to the Lewis-Mason-Thurston Area Agency on Aging Advisory Council representing Mason County for a two year term ending January 31, 2013.

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8.8 Approval of a contract for professional services between Mason County Juvenile Court Probation and Kerri Duke, Licensed Social Worker and certified Functional Family Therapist. Contract dates are July 1, 2011 through June 30, 2012 and the rate is not to exceed \$2,500 per family. The funds are received from the Juvenile Rehabilitation Administration.

8.9 Approval of Warrants

Claims Clearing Fund	Warrant #s 188750-189812	\$4,705,518.10
Salary Clearing Fund	Warrant #s 4789-4881	\$ 547,475.67
Direct Deposit Fund	Deposit #s 30189-30915	\$1,133,982.97

8.10 Approval of resolution to amend the Non-Union Salary Range Alignment Table to reflect the newly established job classification for Director of Facilities, Parks and Trails, Range 39.

**Resolution No. 44-11 (Exhibit D)**

8.11 Approval to appoint Barbara Adkins to Director of Community Development, Range 39, Step C, and John Keates to Director of Facilities, Parks and Trails, Range 39, Step B.

Andrew Graham had questions regarding item 8.1 and 8.2.

Mark Core had questions and comments regarding 8.11 and asked for a separate vote.

Item 8.1

Mr. Graham asked where the Boating Facilities Grant came from.

John Keates, Director of Facilities, Parks and Trails, commented that it is a state grant from boating fees and fuel tax.

Item 8.2

Mr. Graham questioned why the Veteran's Assistance Fund hadn't been giving out a lot of money the last few months.

Cmmr. Ring Erickson had the same observation and didn't know why, but could find out.

Item 8.11

Mr. Core asked if the Board followed the Mason County Personnel Manual, Chapter 3, Section 3.5, Page 8, when considering the promotion. The manual states that it will be posted on a bulletin board for all County staff to review and decide if they are going to apply. He asked if it was posted.

Karen Jackson, Human Resources Director, stated that it wasn't posted. It is her understanding that the Board can make direct appointments for a director.

Mr. Core noted that the manual doesn't say that and asked Ms. Jackson and the Board if they have read the policy lately.

Cmmr. Ring Erickson stated that she had, but not recently.

Mr. Core offered a copy.

Cmmr. Ring Erickson said that it is her understanding that they have the authority to make a direct appointment at the director level.

Mr. Core pointed out that it didn't say that anywhere in the manual and he was just curious. The manual stated that it must be posted in a spot that is familiar with County staff.

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Ms. Jackson noted that direct appoints of directors was the practice in the past.

Cmmr. Ring Erickson confirmed that this had been the practice since 2005.

Mr. Core had another question regarding the budget of this position. He wanted to know if the DCD budget could actually take a load on of this additional outgoing cash flow. He observed that this person has been utilized for the main bargaining unit duties, which is the long range planning and permit planning. This was an exempt position and he thought the union should have looked at it.

Mr. Core mentioned that he wanted to make a statement about the matter.

Cmmr. Ring Erickson noted that Mr. Core's statement could wait until the Board voted on the Action Agenda, excluding item 8.11.

**Cmmr. Sheldon/Lingle moved and seconded to approve Action items 8.1 through 8.10. Motion carried unanimously. RE-aye; S-aye; L-aye.**

Item 8.11 Continued

Mr. Core questioned if the Board was aware that this particular individual was also the person that critiqued and rewrote the job description to fit themselves. He offered a copy of the job description.

Cmmr. Ring Erickson stated that it was a request by the Board to do that.

Mr. Core pointed out that he heard that it was. He wanted it to be noted that it seemed unethical that they would consider a person for a job, but they also have that person write the job description and critique it and massage it in a way to fit their needs. He stated that didn't seem like a good practice to him.

Cmmr. Sheldon responded that he appreciated Mr. Core's comments but he thought that he made some assumptions that were not necessarily valid.

Mr. Core stated that he had a copy of the job description if anybody would actually like to read it. He had strikeouts and what was changed. It was on February 14<sup>th</sup>, 2011.

Ms. Jackson responded that the job description had been modified since. She reviews all of them. She updated it and she had asked for the employee's input which she gave. She stated that Mr. Core probably didn't have the most recent copy of the job description.

Mr. Core noted that he probably doesn't have the most recent copy.

Cmmr. Ring Erickson commented that in addition to the review that was done, the Board referred it to their HR Director for finalization.

Mr. Core said that he was aware of that and had seen the path and saw how it came through. He wasn't aware that Ms. Jackson had modified it again. He knew that there was a big jag of it that was removed that the individual knew they weren't qualified for. He commented that was a statement from the individual herself; he didn't make that up.

**Cmmr. Lingle/Sheldon moved and seconded to approve Action item 8.11. Motion carried unanimously. RE-aye; S-aye; L-aye.**



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9. 9:30 a.m. Public Hearings and Items Set for a Certain Time – No Public Hearings Scheduled.
10. Other Business (Department Heads and Elected Officials) -
- 10.1 The Board commented on the significance of the Independence Day.
  - 10.2 Tom McDonald of the Hood Canal Highland Celtic Festival asked for a proclamation to declare the week of August 29<sup>th</sup> through September 4<sup>th</sup> as Celtic Festival Week.
  - 10.3 Melody Peterson, Mason County Assessor, stated that the Department of Revenue had accepted the plan for annual re-evaluation.
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 9:42 a.m.

BOARD OF COUNTY COMMISSIONERS  
MASON COUNTY, WASHINGTON

ABSENT 7-19-11  
Lynda Ring Erickson, Chair

ATTEST:

Tim Sheldon  
Tim Sheldon, Commissioner

Shannon Goudy  
Shannon Goudy, Clerk of the Board

Jerry K. Lingle  
Jerry K. Lingle, Commissioner

8.3

MASON COUNTY  
COMMISSIONERS RESOLUTION NO: 41-11  
COUNTY ROAD PROJECT NO. 1961

WHEREAS, on Mason County Road No. 41780, known locally as the Purdy Cut Off Road and more specifically located in Sec. 13 & 14, T 21 N, R 4 W, WM, from approximately mile post 0.84 to mile post 2.37; work defined as "construction" in the BARS Manual, Page II-63, et seq, is determined to be necessary and proper; and,

THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS that it is their intention to:

Remove all slide material and debris from the culverts and ditches and the roadway at approximately six (6) sites along the road and rebuild the eroded shoulders.

SAID WORK is to be performed by County Forces in accordance with Washington State Standard Specifications for Road and Bridge Construction as adopted by Mason County.

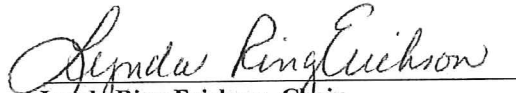
BE IT FURTHER RESOLVED that the described County Road Project is necessary and proper, and the estimated costs of said project are herewith set out as follows:

Engineering:	\$ <u>2,000.</u>
Right of Way	\$ <u>-0-</u>
Construction	\$ <u>13,000.</u>


The County Road project herein described is HEREBY DECLARED to be a public necessity, and the County Road Engineer is HEREBY ORDERED AND AUTHORIZED to report and proceed thereon as by law, provided and in accordance with RCW 36.77.070 et. seq.

ADOPTED this 5<sup>th</sup> day of July 2011.

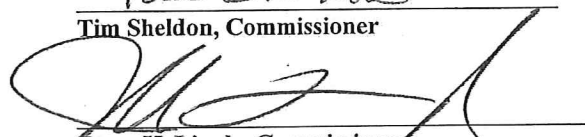
BOARD OF COUNTY COMMISSIONERS  
MASON COUNTY, WASHINGTON

  
Lynda Ring Erickson, Chair

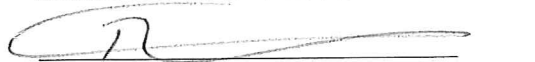
ATTEST:

  
Shannon Goudy, Clerk of the Board

  
Tim Sheldon, Commissioner

  
Jerry K. Lingle, Commissioner

APPROVED AS TO FORM:

  
Tim Whitehead, Deputy Prosecuting Attorney

cc: Co. Commissioners  
Engineer  
JOURNAL: Publ. It: 7/1411

OfficeManager h:\wp\crp\1961CRP-Res.doc

Exhibit A  
COPY

8.3

MASON COUNTY  
COMMISSIONERS RESOLUTION NO: 42-11  
COUNTY ROAD PROJECT NO. 1962

WHEREAS, on Mason County Road No. 98250, known locally as the Old Belfair Highway and more specifically located in Sec. 20, T 23 N, R 1 W, WM, from approximately mile post 1.20 to mile post 1.22; work defined as "construction" in the BARS Manual, Page II-63, et seq, is determined to be necessary and proper; and,

THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS that it is their intention to:

Remove debris material from the area around the Union River Bridge wing wall, including piling, left over after the demo of the old bridge, and re-armoring wing wall.

SAID WORK is to be performed by County Forces in accordance with Washington State Standard Specifications for Road and Bridge Construction as adopted by Mason County.

BE IT FURTHER RESOLVED that the described County Road Project is necessary and proper, and the estimated costs of said project are herewith set out as follows:

Engineering:	<u>\$ 2000.</u>
Right of Way	<u>\$ 0.</u>
Construction	<u>\$ 14000.</u>

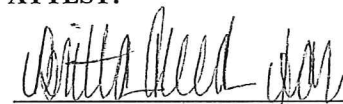
The County Road project herein described in **HEREBY DECLARED** to be a public necessity, and the County Road Engineer is **HEREBY ORDERED AND AUTHORIZED** to report and proceed thereon as by law, provided and in accordance with RCW 36.77.070 et. seq.

ADOPTED this 5<sup>th</sup> day of July 2011.

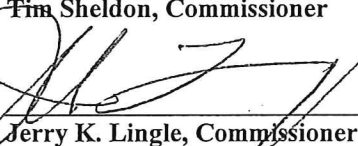
BOARD OF COUNTY COMMISSIONERS  
MASON COUNTY, WASHINGTON

  
Lynda Ring Erickson, Chair

ATTEST:

  
Shannon Goudy, Clerk of the Board

  
Tim Sheldon, Commissioner

  
Jerry K. Lingle, Commissioner

APPROVED AS TO FORM:

  
Tim Whitehead, Deputy Prosecuting Attorney

cc: Co. Commissioners  
Engineer  
JOURNAL: Publ. It: 7/1411

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Exhibit B  
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0.4

RESOLUTION NUMBER 43-11  
COUNTY ROAD CLOSURE  
CLIFTON LANE - #86750

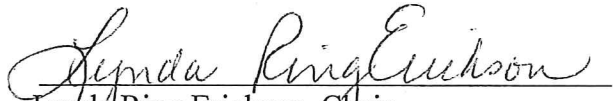
NOTICE IS HEREBY GIVEN that pursuant to RCW 47.48.010, all of Clifton lane, County Road No. 86750, shall be closed to all through traffic on Saturday, August 13, 2011 from 6:00 am to 10:00 pm (milepost 0.00 to milepost 0.21).

NOW THEREFORE, BE IT RESOLVED, the Board of County Commissioners has declared the above described road closure a necessity for public safety during the North Mason Rotary Club event "Taste of Hood Canal."

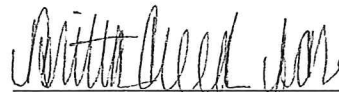
THEREFORE, the County Engineer is hereby ordered and authorized to proceed as prescribed by law.

ADOPTED this 5<sup>th</sup> day of July, 2011.

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


  
Lynda Ring Erickson, Chair

**ATTEST:**

  
Clerk of the Board, Sharon Goudy

  
Tim Sheldon, Commissioner

**APPROVED AS TO FORM:**

  
Tim Whitehead, Chief Deputy Prosecuting Attorney

  
Jerry K. Lingle, Commissioner

cc: Commissioners  
Engineer  
JOURNAL: Publ. 1t.: 7/16/11 (Bill Road Dept.)  
POST: At Least three (3) days prior to closure.



RESOLUTION NO. 44-11  
AMENDING RESOLUTION 105-10 TO ESTABLISH A JOB CLASSIFICATION  
FOR THE DIRECTOR OF FACILITIES, PARKS AND TRAILS  
AND IMPLEMENT A REVISED NON-UNION SALARY RANGE ALIGNMENT

WHEREAS, RCW 36.40.080 states that ...the Board of County Commissioners shall fix and determine each item of the budget separately and shall by resolution adopt the budget...,

WHEREAS, RCW 36.16.070 states that ...the Board shall fix the compensation of all employees...,


WHEREAS, the Board has approved establishment of the non-represented job classification, which will modify the "Non-Union Salary Alignment" table, for the Director of Facilities, Parks and Trails, Range 39.

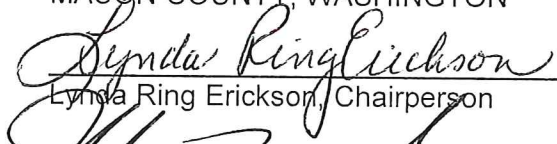
NOW, THEREFORE BE IT RESOLVED that the Board of County Commissioners does hereby amend the Non-Union Salary Range Alignment table to reflect the above changes effective July 1, 2011.


Approved this 5<sup>th</sup> day of July 2011.

BOARD OF COUNTY COMMISSIONERS  
MASON COUNTY, WASHINGTON

ATTEST:

  
Shannon Goudy, Clerk of the Board

  
Lynda Ring Erickson, Chairperson

  
Jerry Lingie, Commissioner

APPROVED AS TO FORM:

  
Tim Sheldon, Commissioner

  
Tim Whitehead, Chief Deputy Prosecuting Attorney

cc: Financial Services, Payroll  
All Elected Officials and Department Heads

Exhibit D  
COPY



## NON-UNION SALARY RANGE ALIGNMENT

<u>SALARY RANGE NUMBER</u>	<u>CLASSIFICATION TITLE</u>
45	Public Works Director Utilities & Waste Management Director Chief Deputy Prosecuting Attorney
44	Deputy Director Public Works
43	Chief Criminal Prosecuting Attorney
40	Deputy Director/ER&R Manager
39	Public Health Director Community Development Director Facilities, Parks and Trails Director
38	Undersheriff Information Services Manager
37	Administrator, Probation Services
35	Chief Criminal Deputy Sheriff Engineering and Construction Manager Engineer IV Land Use Attorney Director of Human Resources
34	Road Operations & Maintenance Manager Deputy Director, Utilities & Waste Management Parks & Trails Manager Chief Finance Manager
33	Chief Civil Deputy Sheriff Jail Superintendent Deputy Administrator (Detention), Probation Engineer III
32	Planning Manager Permit Assistance Center Manager Construction Services Supervisor Project Support Services Manager Transportation Planning Supervisor Facilities Manager
31	Program Manager II Assistant Road Operations & Maintenance Manager
30	Personal Health Manager Building Official GIS Manager Right of Way Manager/Property Manager

### NON-UNION SALARY RANGE ALIGNMENT

<u>SALARY RANGE NUMBER</u>	<u>CLASSIFICATION TITLE</u>
29	Emergency Management Manager Equipment Maintenance Supervisor Deputy Administrator, Probation Finance Manager Road Operations & Maintenance Supervisor Senior Financial Analyst
28	Engineer II Survey Supervisor
27	District Court Administrator Superior Court Administrator Chief Appraiser Chief Deputy Administrative Supervisor Elections Superintendent
25	Program Manager I
22	Engineer I
21	Assistant to the Commissioners
20	Deputy Court Administrator Risk Manager/Budget Analyst Office Manager
19	Official Court Recorder/Judicial Assistant Official Court Recorder/Family Law Facilitator Personnel Analyst
17	Administrative Assistant Clerk of the Board/Claims Administrator
13	Administrative Secretary Legal Secretary
10	Receptionist/Secretary
1	PBX Operator Office Assistant

Non-Union Salary Ranges  
with COLA  
Effective January 1, 2008

Attachment A

Range	ENTRY	STEP A	STEP B	STEP C	STEP D	STEP E
45	\$6,686	\$7,019	\$7,371	\$7,555	\$7,744	\$7,937
44	\$6,525	\$6,852	\$7,195	\$7,375	\$7,559	\$7,748
43	\$6,365	\$6,684	\$7,018	\$7,194	\$7,373	\$7,558
42	\$6,216	\$6,527	\$6,854	\$7,025	\$7,200	\$7,380
41	\$6,063	\$6,365	\$6,685	\$6,851	\$7,023	\$7,198
40	\$5,920	\$6,216	\$6,526	\$6,690	\$6,857	\$7,029
39	\$5,775	\$6,065	\$6,367	\$6,526	\$6,690	\$6,857
38	\$5,637	\$5,919	\$6,215	\$6,371	\$6,529	\$6,693
37	\$5,499	\$5,774	\$6,064	\$6,215	\$6,370	\$6,529
36	\$5,368	\$5,637	\$5,919	\$6,068	\$6,219	\$6,375
35	\$5,239	\$5,501	\$5,776	\$5,920	\$6,069	\$6,220
34	\$5,114	\$5,369	\$5,638	\$5,779	\$5,924	\$6,072
33	\$4,989	\$5,239	\$5,501	\$5,638	\$5,779	\$5,924
32	\$4,872	\$5,115	\$5,370	\$5,504	\$5,642	\$5,783
31	\$4,750	\$4,988	\$5,238	\$5,368	\$5,503	\$5,641
30	\$4,639	\$4,871	\$5,114	\$5,243	\$5,372	\$5,507
29	\$4,527	\$4,752	\$4,989	\$5,115	\$5,243	\$5,374
28	\$4,418	\$4,639	\$4,871	\$4,992	\$5,118	\$5,246
27	\$4,311	\$4,526	\$4,751	\$4,871	\$4,992	\$5,117
26	\$4,208	\$4,418	\$4,639	\$4,754	\$4,874	\$4,996
25	\$4,105	\$4,310	\$4,525	\$4,638	\$4,753	\$4,873
24	\$4,008	\$4,208	\$4,418	\$4,529	\$4,641	\$4,758
23	\$3,910	\$4,105	\$4,310	\$4,418	\$4,529	\$4,641
22	\$3,817	\$4,008	\$4,209	\$4,314	\$4,421	\$4,532
21	\$3,723	\$3,910	\$4,106	\$4,208	\$4,313	\$4,420
20	\$3,634	\$3,816	\$4,007	\$4,107	\$4,210	\$4,315
19	\$3,546	\$3,723	\$3,910	\$4,008	\$4,108	\$4,211
18	\$3,462	\$3,635	\$3,817	\$3,912	\$4,010	\$4,110
17	\$3,378	\$3,547	\$3,724	\$3,818	\$3,913	\$4,011
16	\$3,297	\$3,462	\$3,635	\$3,726	\$3,819	\$3,914
15	\$3,217	\$3,378	\$3,546	\$3,634	\$3,723	\$3,817
14	\$3,139	\$3,296	\$3,460	\$3,547	\$3,636	\$3,727
13	\$3,063	\$3,216	\$3,377	\$3,461	\$3,548	\$3,637
12	\$2,989	\$3,139	\$3,296	\$3,378	\$3,463	\$3,549
11	\$2,917	\$3,063	\$3,216	\$3,297	\$3,379	\$3,463
10	\$2,848	\$2,989	\$3,139	\$3,217	\$3,298	\$3,380
9	\$2,778	\$2,917	\$3,063	\$3,139	\$3,218	\$3,298
8	\$2,712	\$2,846	\$2,989	\$3,064	\$3,140	\$3,219
7	\$2,645	\$2,778	\$2,917	\$2,989	\$3,064	\$3,142
6	\$2,583	\$2,713	\$2,848	\$2,919	\$2,992	\$3,067
5	\$2,520	\$2,645	\$2,778	\$2,848	\$2,919	\$2,992
4	\$2,461	\$2,583	\$2,713	\$2,781	\$2,851	\$2,921
3	\$2,400	\$2,521	\$2,646	\$2,713	\$2,781	\$2,851
2	\$2,342	\$2,460	\$2,583	\$2,647	\$2,714	\$2,781
1	\$2,287	\$2,400	\$2,520	\$2,583	\$2,647	\$2,714