

BOARD OF MASON COUNTY COMMISSIONERS' PROCEEDINGS

JULY 17, 2012

1. Call to Order – The Chairperson called the regular meeting to order at 9:04 a.m.
2. Pledge of Allegiance – Annette McGee led the flag salute.
3. Roll Call – Present: Commissioner District 2 – Tim Sheldon; Commissioner District 3 – Steve Bloomfield. Commissioner District 1 – Lynda Ring Erickson joined the meeting at 9:22 a.m.
4. Correspondence and Organizational Business
 - 4.1 Correspondence -
 - 4.1.1 The Federal Emergency Management Agency confirmed their Community Assistance Visit for Mason County on July 12, 2012.
 - 4.1.2 The Washington State Liquor Control Board sent notice of establishments with liquor licenses due to expire on October 31, 2012 and notice of special occasion liquor license applications for Us Too International Prostate Cancer Education & Support Groups and Dragon Steps Performing Arts Group.
 - 4.1.3 Mark French expressed concerns regarding an abandoned property in Tahuya.
 - 4.1.4 Kim Rothrock-Mack expressed concerns regarding illegal fireworks in her neighborhood.
 - 4.2 Heidi McCutcheon provided a tourism update for the Shelton-Mason County Chamber of Commerce.
 - 4.3 John Keates, Parks, Trails and Facilities, read a news release announcing the beginning of Phase II of the Mason County Courthouse Project.
5. Open Forum for Citizen Input –
 - 5.1 Bob Dick expressed concerns regarding a proposed rezone on Lake Nahwatzel. He formally requested that the SEPA review or any other activity regarding the rezone be put on hold for ninety days so the citizens could become informed about the process.
 - 5.2 Patricia Vandehey discussed environmental issues. She was concerned about the record number of high temperatures lately.
 - 5.3 Betsy Livesay also expressed concerns regarding the proposed rezone on Lake Nahwatzel. She didn't feel there was enough transparency and there was a lot of passion and interest in the issue.
 - 5.4 Carol Acocks spoke regarding the proposed rezone on Lake Nahwatzel. She was concerned that the decision-makers didn't have enough information about the area.
 - 5.5 Annette McGee wanted to know if the Board supported the Port of Shelton's fairgrounds plan. She also wanted to know if the Board had expressed support for the senior center's request to use a surplus PUD #3 building.

The Board had written letters of support for both projects.
 - 5.6 Tom Davis commented that there was a problem with the system when the citizens didn't have the information they need before the rezone process starts.
6. Adoption of Agenda - **Cmmr. Bloomfield/Sheldon moved and seconded to adopt the agenda as published. Motion carried unanimously. RE-aye; S-aye; B-aye.**

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7. Approval of Minutes – July 10, 2012 regular meeting minutes.

Cmmr. Sheldon/Bloomfield moved and seconded to approve the July 10, 2012 regular meeting minutes. Motion carried unanimously. RE-aye; S-aye; B-aye.

8. Approval of Action Agenda:

- 8.1 Approval for the Chair to sign a Deed of Right (Recreation) with the Washington State Recreation and Conservation Office for the Coulter Creek Park Project.
- 8.2 Approval of Veterans Assistance Fund application for Dean M. Simono – Food \$200.00 as recommended by the Veterans Assistance Fund Screening Committee.
- 8.3 Approval of the resolution reallocating the salary range for the job classification Deputy Director Public Works/Utilities and Waste Management from Range 34 to Range 40 on the Non-Union salary alignment table, effective May 16, 2012. **Resolution No. 56-12 (Exhibit A)**
- 8.4 Approval to award Vermeer Northwest, Inc. of Tacoma, WA, the bid to furnish Mason County with a Vermeer BC – 1500 Brush Chipper for Public Works. Cost is \$48,011.25 including tax as offered.
- 8.5 Approval to authorize the ER&R Manager to utilize the Post for Quotes/Telephone Bid procedures and/or Washington State contracts to purchase various grader and snow plow cutting edges. Estimated cost is \$23,000.00.
- 8.6 Approval of voicing no objections to the special occasion liquor license application for the Allyn Community Association for July 20, 21 and 22, and to sign the Notice of Liquor License Application from the Washington State Liquor Control Board.
- 8.7 Approval of the resolution setting a public hearing on Tuesday, August 14 at 9:30 a.m. to consider the following budget transfers and supplemental appropriations:
Current Expense Fund #001:
 - \$ 5,550 - Budget transfer to Civil Service department for hiring and testing of new Sheriff department employees
 - \$ 21,000 - Supplemental appropriation to the Clerk's department due to increased collection revenues to fund additional Court Clerk
 - \$105,000 - Supplemental appropriation for the Department of Community Development for a WA Department of Fish & Wildlife Grant contract
 - \$ 4,000 - Budget transfer to Probation/Juvenile department for increased costs in Healthcare Delivery Systems
 - \$ 40,000 - Supplemental appropriation for the Sheriff's office for a new Timberlakes contract
 - \$ 4,500 - Budget transfer from budgeted ending fund balance to transfers out to Public Health FundPublic Health Fund #150:
 - \$ 4,500 - Supplemental appropriation for negotiated health care for Nurses union contract

Resolution No. 57-12 (Exhibit B)

Cmmr. Ring Erickson commented on item 8.6. She stated that the Allyn Community Association submitted their liquor license application in a timely matter, however it had the wrong dates listed.

Tom Davis noted that it had been six weeks since the Board was briefed on item 8.3. He wondered why it took so long to get it on the agenda.

Brian Matthews, Public Works, explained that working on the job description took additional time due to issues that came up with combining the two departments.

**BOARD OF MASON COUNTY COMMISSIONERS' PROCEEDINGS
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Mr. Davis stated that it appeared that the additional time was taken to separate the decision from the recent negotiation of the solid waste long haul contract.

Cmmr. Bloomfield/Sheldon moved and seconded to approve Action items 8.1 through 8.7. Motion carried unanimously. RE-aye; S-aye; B-aye.

- 9 9:30 a.m. Public Hearings and Items Set for a Certain Time – There were no public hearings scheduled.
- 10 Other Business (Department Heads and Elected Officials) – There was no other business.
- 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 9:56 a.m.

BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON


Lynda Ring Erickson, Chair


Tim Sheldon, Commissioner

ATTEST:


Shannon Goudy, Clerk of the Board


Steve Bloomfield, Commissioner

RESOLUTION NO. 56-12
AMENDING RESOLUTION 09-12 TO 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, on May 1, 2012, the Board merged the departments of Public Works and Utilities and Waste Management, and the salary range allocated for the Deputy Director of Utilities and Waste Management is inconsistent with the range allocated for the Deputy Director Public Works/ER&R Manager, and the Board desires to equalize the salary ranges of the two comparable positions,

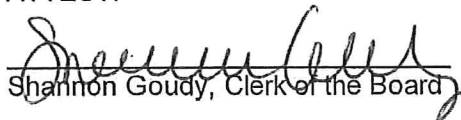
WHEREAS, the Board approves of the reallocation of the salary range for the job classification Deputy Director Public Works/Utilities and Waste Management from Range 34 to Range 40 on the "Non-Union Salary Alignment" table.

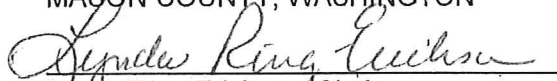
NOW, THEREFORE BE IT RESOLVED that the Board of County Commissioners does hereby amend the Non-Union Salary Range Alignment to reflect the above change effective May 16, 2012.

Approved this 17th day of July 2012.

BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON

ATTEST:



Shannon Goudy, Clerk of the Board


Lynda Ring Erickson, Chair


Tim Sheldon, Commissioner


Steven Bloomfield, Commissioner

APPROVED AS TO FORM:


Tim Whitehead, Chief Deputy Prosecutor

MASON COUNTY CLASSIFICATION DESCRIPTION

May 2012

Page 1

TITLE Deputy Director, Public Works, Utilities

DEPARTMENT Public Works

REPORTS TO Public Works Director

SUPERVISES All staff assigned to the administration and operations of the Utilities Division.

DEFINITION

Plans, organizes and manages the activities of the Utilities Division of the Mason County Public Works Department, which includes Administration, Solid Waste, Water, Wastewater and Storm water, and is responsible for developing service in new areas and serving as a staff resource to advisory boards and committees.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

The Deputy Director of Utilities is responsible for the day-to-day administration of division operations to achieve goals within budgeted funds and available personnel. The Deputy Director plans and organizes workloads and staff assignments, reviews progress, determines changes in priorities and schedules as needed to assure services are provided in an efficient and timely manner.

Responsible for establishing policies, procedures, work rules, and performance standards to assure the efficient and effective operation of the Utilities division in compliance with County standards and federal, state, and local laws. Investigates and resolves personnel issues, including administration of disciplinary action, when appropriate.

Oversees the preparation of the Utilities budgets, rate studies, and related financial analysis documents. Reviews and recommends adjustments to various rates, charges, and assessments, which are the primary funding sources for Utilities division activities.

Provides planning leadership and makes recommendations to the Public Works Director regarding short and long range plans for utility operations. Coordinates divisional activities in conjunction with other Public Works divisions, and also with other County departments and outside governmental agencies. Maintains interagency cooperation with all regulatory agencies and commissions.

Investigates grant funding sources and pursues grant funding from federal and state agencies. Develops and approves preliminary work programs for grant applications. Negotiates contract commitments on all grant applications with federal and state agencies.

Responsible for reviewing permits, construction plans and specifications. Supervises new construction, rehabilitation and maintenance of water, wastewater, and storm water systems and solid waste facilities.

MASON COUNTY CLASSIFICATION DESCRIPTION

May 2012

Page 2

TITLE Public Works Deputy Director of Utilities

Provides representation on various committees and before special interest groups; makes presentations and provides technical advice and assistance regarding utilities and landfill activities to the Public Works Director, Commissioners, civic groups, and the general public.

OTHER JOB FUNCTIONS

Analyzes and recommends improvements to existing facilities, equipment and operating systems of the department. Develops and maintains systems and records that provide for proper evaluation, control and documentation of assigned operations.

Directs the resolution of inquiries, complaints, problems or emergencies affecting the availability or quality of services. Responds to the most sensitive or complex inquiries of service complaints.

WORKING CONDITIONS

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. Requires attendance at night meetings and field work where the employee may be exposed to heavy construction equipment, noise, debris or traffic. At times, will receive automated alarm notifications and may be required to respond to emergency alarm conditions and coordinate the solution after hours, on weekends and on holidays.

QUALIFICATIONS

Knowledge of

- Management and supervision principles and practices.
- Legal requirements, regulations, and laws applicable to area of assignment.
- Fiscal management, including budget preparation, expenditure control and record keeping.
- Techniques and practices of civil or sanitary engineering utilized in the construction, operation and maintenance of water, wastewater and storm water systems and solid waste facilities.
- Principles and practices of contract and grant administration.

Ability to

- Plan, organize and oversee assigned work programs, including monitoring work schedules and evaluating the work of others.
- Develop departmental goals and objectives and conduct planning activities.
- Analyze and evaluate operations, develop and implement corrective actions.
- Establish and maintain effective working relationships with employees, County Commissioners, other agencies and the general public.
- Communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.
- Develop and implement innovative programs and services in area of assignment.
- Physical ability to perform the essential functions of the job.

MASON COUNTY CLASSIFICATION DESCRIPTION

May 2012

Page 3

TITLE

Deputy Director, Public Works, Utilities

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Bachelor's degree in business or public administration, engineering, environmental or natural science or a related field.

Three years of progressively responsible experience in public sector utilities and/or waste management. A Civil Engineering degree may substitute for two of the required three years.

At least two years as a manager of a public utility and/or waste management operation.

Project management experience preferred.

Licenses, Certificates, and Other Requirements

Valid Washington State driver's license.

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/County Engineer
43	Chief Criminal Prosecuting Attorney
40	Deputy Director Public Works/ER&R Manager Deputy Director Public Works/Utilities & Waste Mgmt
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 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

RESOLUTION NO. 57-12
2012 BUDGET

SUPPLEMENTAL APPROPRIATION / BUDGET TRANSFER - NOTICE OF HEARING

WHEREAS, by reason of conditions which could not be reasonably foreseen at the time of making the budget for the year 2012, it is necessary to make provision for supplemental appropriations/budget transfers to the budget as required by RCW 36.40.100, and RCW 36.40.195 for the following:

- Civil Service - \$5,550 budget transfer for Sheriff department employment.
- Clerk - \$21,000 supplemental appropriation in revenues to hire additional court clerk.
- DCD-WDFW Department - \$105,000 supplemental appropriation for new grant contract.
- Probation - \$4,000 budget transfer for increased Healthcare Delivery Systems.
- Sheriff/Patrol - \$40,000 supplemental appropriation for new Timberlakes contract.
- Transfers Out of CE - \$4,500 budget transfer to Public Health Fund.
- Public Health Fund - \$4,500 supplemental appropriation due to new nurses contract health care.

THEREFORE, BE IT RESOLVED BY THE Board of Mason County Commissioners: That the 14th day of August, 2012 at the hour of 9:30 a.m. in the Mason County Commissioners Chambers in Courthouse Building I, 411 North Fifth Street, Shelton, Washington, is hereby fixed as the time and place for a public hearing upon the matter of supplemental appropriations/budget transfers to the 2012 Budget as follows:

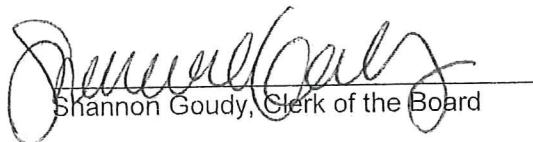
- Civil Service Department - \$5,550 budget transfer from ending fund budget.
- Clerk - \$21,000 supplemental appropriation.
- DDC/WDFW Departments - \$105,000 supplemental appropriation.
- Probation - \$4,000 budget transfer from ending fund budgeted balance.
- Sheriff/Patrol - \$40,000 supplemental appropriation.
- Transfers out of CE - \$4,500 budget transfer to Public Health.
- Public Health Fund - \$4,500 supplemental appropriation.

The Clerk of the Board is hereby authorized, empowered, and directed to cause notice of such hearing to be published as provided by law.

DATED this 17th day of July, 2012.


BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON

ATTEST:


Shannon Goudy, Clerk of the Board


Lynda Ring Erickson, Chair

APPROVED AS TO FORM:


Steve Bloomfield, Commissioner


Prosecuting Attorney


Tim Sheldon, Commissioner

C: Chief Finance Manager
Treasurer

Publish 2x 7/26 & 8/2 – bill to Mason County Commissioners, 411 North 5th Street, Shelton