

BOARD OF MASON COUNTY COMMISSIONERS' PROCEEDINGS

December 4, 2012

1. Call to Order – The Chairperson called the regular meeting to order at 9:03 a.m.
2. Pledge of Allegiance – Karen Herr led the flag salute.
3. Roll Call – Present: Commissioner District 1 - Lynda Ring Erickson; Commissioner District 2 – Tim Sheldon; Commissioner District 3 – Terri Jeffreys.
4. Correspondence and Organizational Business
 - 4.1 Correspondence
 - 4.1.1 2013 budgets were received from Mason County Fire District Nos. 2 and 6 and the Port of Hoodspport.
 - 4.1.2 The Federal Emergency Management Agency provided the results of their National Flood Insurance Program Community Assistance Visit.
 - 4.1.3 The Washington State Liquor Control Board sent notice of assumption for Arcadia Chevron and notice of application in lieu of current privilege for Little Creek Casino.
 - 4.1.4 LouAnn Davis and Susan Guerrero are seeking appointment to the Mason County Civil Service Commission.
 - 4.2 John Keates, Facilities and Parks, read a news release announcing that an updated Mason County Parks Plan was available for public review.
5. Open Forum for Citizen Input –
 - 5.1 Tom Davis commented on the adoption of the budget. He was disappointed that the Commissioners restored their benefits while the other departments were cut back.

Cmmr. Sheldon felt that it would be unfair for the two new Commissioners to be denied their benefits while the other County employees and elected officials receive benefits.
6. Adoption of Agenda - **Cmmr. Jeffreys/Sheldon moved and seconded to adopt the agenda as published. Motion carried unanimously. RE-aye; S-aye; J-aye.**
7. Approval of Minutes - November 13, 2012 and November 15, 2012 minutes for 2013 budget workshops; November 20, 2012 and November 27, 2012 regular meeting minutes.

Cmmr. Sheldon/Jeffreys moved and seconded to approve the November 13, 2012 and November 15, 2012 minutes for 2013 budget workshops; November 20, 2012 and November 27, 2012 regular meeting minutes. Motion carried unanimously. RE-aye; S-aye; J-aye
8. Approval of Action Agenda:
 - 8.1 Approval of indigent defense contracts for the term of January 1, 2013 through December 31, 2013 with the following: Superior Court - James P. Foley and Ronald E. Sergi; District Court - FT Law, P.S. and Mary E. Reeves and Juvenile Court - Julie A. Sanchez Larson and Martha D. Trupp.
 - 8.2 Approval to reappoint Kendy Meyer to the Mason County Parks and Trails Advisory Board. The term will expire on 12/31/2016.
 - 8.3 Approval for the Chair to sign an Interagency Agreement with the Washington State Department of Enterprise Services (DES) to establish a program for DES to provide future Energy/Utility Conservation Project Management and Monitoring Services for Mason County Facilities. There is no cost to the County for this phase of the agreement.

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- 8.4 Approval of the Memorandum of Understanding between Mason County and IAM & AW Local Lodge W38, Deputy Prosecuting Attorneys, for an agreement to perform a joint salary survey in 2013 of comparable counties to review the level of compensation in Mason County. Said salary survey will be an advisory nature only and in anticipation of a future possible wage reopener for calendar year 2014.
- 8.5 Approval of the Veterans Assistance Fund application for: David O. Dunkum – Food \$150.00; Patricia L. Fair – Housing \$600.00 for a total of \$750.00 as recommended by the Veterans Assistance Fund Screening Committee.
- 8.6 Approval of a resolution establishing a Vendor Roster process for purchasing equipment, material and supplies and amending resolution 86-09 and Mason Chapter 3.48, Competitive Bidding. **Resolution No. 95-12 (Exhibit A)**
- 8.7 Approval to authorize Public Works to advertise, interview and hire a Deputy Director/Equipment Rental & Manager.
- 8.8 Approval of a resolution setting a public hearing on Tuesday, December 18, 2012 at 9:30 a.m. to consider the following budget transfers/supplemental appropriations: \$925,000 budget transfer from Current Expense Fund budgeted ending fund balance for Teamster Settlement payouts. \$10,000 budget transfer from Current Expense Fund budgeted ending fund balance for Human Resources professional services. \$203,000 budget transfer from Current Expense Fund budgeted ending fund balance to transfer out to Public Health Fund for Teamster Settlement. Public Health Fund - \$203,000 supplemental appropriation for Teamster Settlement payouts utilizing Current Expense Fund transfer in. \$20,000 supplemental appropriation funded by Achieve Grant. Combined Utility Administration Fund - \$45,000 supplemental appropriation for Teamster Settlement payouts utilizing transfer in from Beards Cove utility fund. **Resolution No. 93-12 (Exhibit B)**
- 8.9 Approval to reappoint Rick Calvin and Stephanie Neil to the Mason County Historic Preservation Commission for three-year terms ending November 2015.

Cmmr. Ring Erickson had questions on item 8.1. She recommended that the item be tabled until staff could be present to answer questions.

Cmmr. Sheldon/Jeffreys moved and seconded to table item 8.1 to December 11, 2012. Motion carried unanimously. RE-aye; S-aye; J-aye.

Theresia Ehrich, Chief Finance Manager, noted that item 8.8 was amended to included an increased amount for Teamster's settlement payments.

Cmmr. Jeffreys/Sheldon moved and seconded to approve action items 8.2 through 8.9. Motion carried unanimously. RE-aye; S-aye; J-aye.

9. 9:30 a.m. Public Hearings and Items Set for a Certain Time –
 - 9.1 Public hearing to consider a \$13,000 budget transfer to Human Resources Department for the interim Human Resources Director services.

Bonnie Capp, Human Resources, explained that the request was to cover the expense to extend the Interim Human Resources Director's contract for an additional four weeks.

There were no questions for staff or public testimony.

Cmmr. Sheldon/Jeffreys moved and seconded to approve a \$13,000 budget transfer to the Human Resources Department for the interim Human Resources Director services. Motion carried unanimously. RE-aye; S-aye; J-aye.

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9.2 Public hearing to consider the adoption of the Mason County Cross Connection Control Plan.

Tom Moore, Utilities and Waste management, explained that the Washington State Department of Health regulations require that all public drinking water systems adopt and implement a cross connection control program. The policies and procedures presented in the program are designed in compliance with WAC 246-290-490. The purpose of the cross connection control program is to protect the health of all water consumers and the potability of the water system. The program was designed to maintain the quality of the public water supply through elimination and prevention of cross connections between the distribution system and other sources of water or liquids used for other purposes. By adoption of the program Mason County Building and Utility inspectors will have statutory authority to inspect new construction and require the installation of cross connection control prevention devices on existing structures where a hazard has been identified. The type of device will depend on the degree of risk as determined by the Certified Cross Connection Control Specialist. He read the ordinance into the record and noted that it was mainly a housekeeping item to make sure all of the water systems have the same program requirements.

Questions for Staff

Cmmr. Jeffreys asked if the Department of Health brochures would be included with the survey. She thought it would be helpful.

Mr. Moore replied that it could be done. It would go out after the first of the year.

Cmmr. Jeffreys noted that item A on the last page should be stricken. It looked like a typo.

Tom Davis has there ever been a problem with cross connections.

Mr. Moore stated that no one has ever gotten sick but they have had some minor problems they have found on inspections.

There was no public testimony.

Cmmr. Jeffreys/Sheldon moved and seconded to adopt the Mason County Public Works and Utilities and Cross Connection Control Program. Motion carried unanimously. RE-aye; S-aye; J-aye. Ordinance No. 94-12 (Exhibit C)

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

10.1 Karen Herr, Auditor, announced that Thursday, December 6th would be the first day that same gender couples could apply for a marriage licenses under Referendum 74.

10.2 Bob Simmons, WSU Extension Office, introduced Erik Hagan who will be managing the small farms program.

10.3 Cmmr. Sheldon thanked Community Development staff for their work on the Camp Robbinswold dock permit.

10.4 Cmmr. Ring Erickson commented on the adoption of the budget. She didn't agree with the Commissioners' benefits being reinstated because the Commissioners' receive raises while the other employees do not. She also didn't feel that it was within the instructions the Commissioners' provided to the other departments.

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Cmmr. Sheldon felt that it was time to move on from the issue and the new Commissioners deserve the same benefits as the other elected officials.

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

Cmmr. Sheldon/Jeffreys moved and seconded to immediately consider item 8.1, which had previously been tabled to December 11, 2012. Motion carried unanimously. RE-aye; S-aye; J-aye.

Cmmr. Ring Erickson asked if Ms. Sergiojan had received any letters regarding the performance of any of the attorneys.

Susan Sergiojan, Public Defense Administrator, stated that she had mostly received positive letters regarding the attorneys. One attorney had received some negative letters.

Cmmr. Ring Erickson asked how the issues in the negative letters were addressed.

Ms. Sergiojan replied that there haven't been any performance issues with any of the attorneys. There have been some personality issues. If a personality conflict cannot be resolved the court can assign a different attorney.

Cmmr. Ring Erickson asked if any of the judges had submitted complaints.

Ms. Sergiojan stated that there was an issue that had been resolved.

Cmmr. Sheldon asked if there were any changes to the contracts.

Ms. Sergiojan stated that last year the attorneys were paid extra to go to trial. Because the budget was cut that new compensation was removed. They receive a modest compensation compared to private practice.

Cmmr. Jeffreys asked if the contracts have gone out to bid.

Ms. Sergiojan replied that they had not gone to bid. The problem was the case loads. The old attorneys would have to stay on to finish cases while the new attorneys would be paid to take on new cases. It could cost an extra \$20,000. She thought the negatives of bidding the contracts every year would outweigh the positives.

Cmmr. Ring Erickson wanted to see some sort of succession plan for the attorneys.

Ms. Sergiojan suggesting approving the contracts that have been already been signed by the attorneys and tabling the contracts for Trupp and Reeves, which have been not been signed.

Cmmr. Sheldon/Jeffreys moved and seconded to approve item 8.1 for all those listed except for Mary E. Reeves and Martha D. Trupp. Motion carried unanimously. RE-aye; S-aye; J-aye.

Cmmr. Ring Erickson suggested that the other two be reviewed on December 11th along with a proposal for succession planning or advertising the contracts.

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Cmmr. Jeffreys/Sheldon moved and seconded to table the contracts for Mary E. Reeves and Martha D. Trupp to December 11th and to instruct the Indigent Defense Administrator to bring forward a work plan for succession planning and advertising for contracts. Motion carried unanimously. RE-aye; S-aye; J-aye.

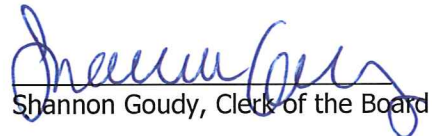
12. Adjournment – The meeting adjourned at 10:18 a.m.

BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON


Lynda Ring Erickson, Chair


Tim Sheldon, Commissioner

ATTEST:


Shannon Goudy, Clerk of the Board


Terri Jeffreys, Commissioner

RESOLUTION NO. 95-12
AMENDING RESOLUTION 86-09, AMENDING CHAPTER 3.48, COMPETITIVE BIDDING
MASON COUNTY CODE

A RESOLUTION OF THE BOARD OF MASON COUNTY COMMISSIONERS,
ESTABLISHING NEW PROCEDURES RELATING TO PURCHASING; ESTABLISHES A
VENDOR LIST PROCESS FOR THE PURCHASING OF SUPPLIES, MATERIALS, AND
EQUIPMENT.

WHEREAS, RCW 39.04.190, regarding purchase of materials, supplies or equipment not
connected to a public works project, allows certain purchasing contracts to be awarded by a
vendor list process; and

WHEREAS, in order to be able to implement vendor list process, the County is required by law
to adopt a resolution establishing specific procedures;

NOW, THEREFORE, THE BOARD OF MASON COUNTY COMMISSIONERS HEREBY
RESOLVES AS FOLLOWS:

Section 1. Purchase of materials, supplies or equipment not connected to a public works project
in an amount of \$5,000 or less. The County is not required to use informal or formal sealed
bidding procedures or the procedures set forth in this resolution to purchase materials, supplies,
or equipment for the purchase of any materials, supplies of equipment where the cost of same
will not exceed \$5,000. The County will attempt to obtain the lowest practical price for such
goods and services.

Section 2. Purchase of materials, supplies or equipment not connected to a public works project
in an amount between \$5,000 and \$25,000.

1. **Publication of Notice.** At least twice a year, the County shall publish, in the County's
official newspaper, notice of the existence of a roster of vendors for materials, supplies,
and equipment, and shall solicit names of vendors for the roster.

2. **Electronic Rosters.** In addition to paper and/or electronic vendor lists kept on file in
the appropriate department, the County may also use that state wide electronic database
developed and maintained jointly by the Daily Journal of Commerce and the Municipal
Research and Services Center of Washington.

3 **Telephone Quotations.** The County shall use the following process to obtain telephone
quotations from vendors for the purchase of materials, supplies, or equipment:

a. A written description shall be drafted of the specific materials, supplies, or
equipment to be purchased, including the number, quantity, quality, and type desired,
the proposed delivery date, and any other significant terms of purchase;

- b. A county representative shall make a good faith effort to contact at least three (3) of the vendors on the roster to obtain telephone solicitation quotations from the vendors for the required materials, supplies, or equipment;
- c. The county representative shall not share telephone quotation from one vendor with other vendors solicited for the bid on the materials, supplies, or equipment;
- d. A written record shall be made by the county representative of each vendor's bid on the material, supplies, or equipment, and of any conditions imposed on the bid by such vendor;

4. Determining the Lowest Responsible Bidder. The County shall purchase the materials, supplies or equipment from the lowest responsible bidder (RCW 43.19.1911(9)), provided that whenever there is reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the County may call for new bids. The County, in determining the lowest responsible bidder may take the following factors, to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the Board may call for new bids. RCW 43.19.1911(9) states:

"In determining "lowest responsible bidder", in addition to price, the following elements shall be given consideration:

- (a) The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
- (b) The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- (c) Whether the bidder can perform the contract within the time specified;
- (d) The quality of performance of previous contracts or services;
- (e) The previous and existing compliance by the bidder with laws relating to the contract or services;
- (f) Such other information as may be secured having a bearing on the decision to award the contract:

PROVIDED, That in considering bids for purchase, manufacture, or lease, and in determining the "lowest responsible bidder," whenever there is reason to believe that applying the "life cycle costing" technique to bid evaluation would result in lowest total cost to the state, first consideration shall be given by state purchasing activities to the bid with the lowest life cycle cost which complies with specifications. "Life cycle cost" means the total cost of an item to the state over its estimated useful life, including costs of selection, acquisition, operation, maintenance, and where applicable, disposal, as far as these costs can reasonably

be determined, minus the salvage value at the end of its estimated useful life. The "estimated useful life" of an item means the estimated time from the date of acquisition to the date of replacement or disposal, determined in any reasonable manner. Nothing in this section shall prohibit any state agency, department,

board, commission, committee, or other state-level entity from allowing for preferential purchase of products made from recycled materials or products that may be recycled or reused.

5. **Award.** The county representative shall present to the Board all telephone quotations and a recommendation for award of the contract to the lowest responsible bidder. The Board may authorize the Department head or his/her designee to advertise, set bid date/time, award and the Chair to sign all pertinent documents with notification of award at the next scheduled Board of County Commissioners meeting. Any contract awarded under this subsection need not be advertised.

6. **Sole Source.** A sole source purchase of goods or services shall require a "Sole Source Purchase Request" form to be completed and submitted to the Department Head. For purchases that would otherwise require informal bid/quote, the Department Head may approve the purchase.

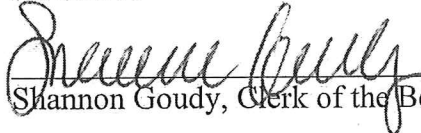
In the case of purchase of goods or services that otherwise would require a formal bid or request for proposals, the form must be submitted and approved by the Board of Commissioners.

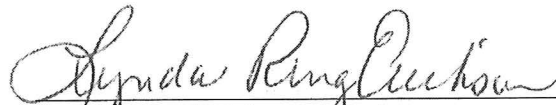
7. **Posting.** A list of all contracts awarded under these procedures shall be posted at the County main administrative offices once every two months. The list shall contain the name of the vendor awarded the contract, the amount of the contract, a brief description of the items purchased, and the date it was awarded.

Effective this 4th day of December, 2012.


BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON

ATTEST:


Shannon Goudy, Clerk of the Board


Lynda Ring Erickson, Chair

APPROVED AS TO FORM:


Tim Whitehead, Ch. Deputy
Prosecuting Attorney


Tim Sheldon, Commissioner


Terri Jeffreys, Commissioner

cc: All Departments

RESOLUTION NO. 93-12
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:

- Current Expense Non-Departmental - \$925,000 budget transfer from Current Expense Fund budgeted ending fund balance for Teamster Settlement payouts.
- \$10,000 budget transfer from Current Expense Fund budgeted ending fund balance to Human Resources for professional services.
- Transfers Out of CE - \$203,000 budget transfer from Current Expense Fund budgeted ending fund balance to transfer out to Public Health Fund for Teamster Settlement.
- Public Health Fund - \$203,000 supplemental appropriation for Teamster Settlement payouts utilizing Current Expense Fund transfer in.
- \$20,000 supplemental appropriation funded by Achieve Grant.
- Combined Utility Administration Fund - \$45,000 supplemental appropriation for Teamster Settlement payouts utilizing transfer in from Beards Cove utility fund.

THEREFORE, BE IT RESOLVED BY THE Board of Mason County Commissioners:
That the 18th day of December 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:

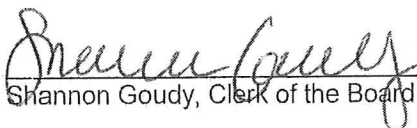
- Current Expense Non-Departmental - \$925,000 budget transfer from CE ending fund budgeted balance for Teamster Settlement payouts.
- Current Expense - Human Resources - \$10,000 budget transfer from CE ending fund budgeted balance for professional services.
- Transfers out of Current Expense Fund - \$203,000 budget transfer out to Public Health Fund for Teamster Settlement payouts.
- Public Health Fund - \$203,000 supplemental appropriation for Teamster Settlement payouts. \$20,000 supplemental appropriation for Achieve Grant.
- Combined Utility Administration Fund - \$45,000 supplemental appropriation for Teamster Settlement payouts utilizing transfer in from Beards Cove Fund.

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 4th day of December, 2012.

BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON


ATTEST:


Shannon Goudy, Clerk of the Board


Lynda Ring Erickson, Chair

APPROVED AS TO FORM:


Terri Jeffreys, Commissioner


Prosecuting Attorney


Tim Sheldon, Commissioner

C: Chief Finance Manager
Treasurer

Publish 2x 12/6 & 12/13- bill to Mason County Commissioners, 411 North 5th Street, Shelton

Ordinance No. 94-12

AN ORDINANCE ADOPTING A CROSS CONNECTION CONTROL PROGRAM FOR ALL WATER SYSTEMS OWNED AND OPERATED BY MASON COUNTY

WHEREAS, WAC 246-290-490 Establishes cross connection control regulations;

WHEREAS, Purveyors (in this case Mason County) have the responsibility to protect public water systems from contamination due to cross connections. Cross connections which can be eliminated shall be eliminated;

WHEREAS, Mason County shall develop and implement a cross connection control program acceptable to the State Department of Health;

WHEREAS, this ordinance replaces ordinance no. 21-03 and which limits the existing cross connection program to the Beards Cove Water System and ordinance no. 128-98 which references Hartstene Pointe and is in the Mason County Code under chapter 13.19;

WHEREAS, this ordinance will replace those that are currently found in the County Code in chapter 13.19;

WHEREAS, The Board of County Commissioners held a public hearing on December 4, 2012 to consider the recommendations of the Department of Public Works and Utilities to change the coverage of the cross connection program from Beards Cove and Hartstene Pointe to all public water systems owned and operated by the Mason County;

WHEREAS, this hearing was advertised in the legal newspaper for Mason County;

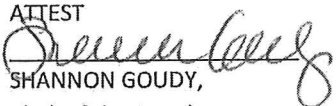
NOW THEREFORE IT BE ORDAINED that the Board of County Commissioners of Mason County hereby adopts the cross connection control program for all public water systems owned and operated by Mason County.

This ordinance shall be in full force effective on this date


DATED this 4th day of December, 2012

BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON


ATTEST


SHANNON GOUDY,
Clerk of the Board


LYNDA RING ERICKSON, Chair


TIM SHELDON, Commissioner

APPROVED AS TO FORM


TIM WHITEHEAD,
Ch. Deputy Prosecuting Attorney


TERRI JEFFREYS, Commissioner

MASON COUNTY DRINKING WATER SYSTEMS

Cross-Connection Control Ordinance

PURPOSE

The purpose of a Cross Connection Control Program is to protect the health of water consumers and the potability of the water system. This program is designed to maintain the quality of Mason County public water supplies by the elimination and prevention of cross connections between the distribution system and other sources of water or liquids used for other purposes. The policies and procedures presented in this program are designed in compliance with WAC 246-290-490

GENERAL

Except where specifically designated herein, all words used in this program shall carry their customary meanings. Words used in the present tense shall include the future, and all plural words shall include the singular. The word "shall" indicates a mandatory action, and the word "may" denotes a use of discretion in making a decision.

DEFINITIONS

Air Gap Separation (AG): Shall mean the unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or faucet supplying water to a tank, plumbing fixture, or other assembly, and the maximum flood level rim of the receptacle. This gap shall be at least double the diameter of the supply pipe measure vertically above the flood rim of the vessel. In no case shall this gap be less than 1 inch.

Approved Backflow Prevention Assembly: Shall mean any assembly to prevent backflow that has been approved for use by the System Manager and DOH. Approved assemblies shall be those that have successfully passed performance tests of the University of Southern California Engineering Center or another approved testing laboratory.

Atmospheric Vacuum Breaker (AVB): Shall mean a backflow prevention assembly which is operated by atmospheric pressure in combination with the force of gravity. The unit is so designed to work on a vertical plane only. The moving part consists of a poppet valve, which must be carefully sized to slide in a guided chamber and effectively shut off the reverse flow of water when a negative pressure exists in the supply system. An AVB is designed to protect against back siphonage events only.

Auxiliary Supply: Shall mean any water supply on or available to the premises other than the County public water supply/

Backflow: Shall mean the flow, other than in the intended direction of flow, of any foreign liquids, gasses or other substances (including water) into the distribution system of the public water supply.

Backflow Assembly Tester: Shall be a person certified by Washington State in the inspection and testing of approved backflow prevention devices.

Back Pressure: Shall mean any induced pressure caused by a pump, elevated tank, boiler, pressure vessel, or any other means that could create pressure within a customer's system greater than the operating pressure of the public water supply distribution system.

Back Siphonage: Shall mean backflow of water due to a negative or reduced pressure within the water system.

Building Inspector: Shall be a Building Inspector of Mason County.

County Inspector: Shall be that person or persons employed by the County that have been trained and are qualified to perform the designated inspection work.

Cross Connection: Shall mean any actual or potential connection whereby w public water supply is connected directly or indirectly, with any other water supply system, sewer, drain, conduit, pool, storage reservoir, plumbing fixture or other assembly which contains, or may contain, contaminated water, sewage or other waste or liquid of unknown or unsafe quality, which may be capable of imparting contamination to the public water supply system as a result of backflow (reversed flow).

Customer: Shall mean any person, persons, firm or corporation that is furnished potable water from the public water supply system through a legal service connection to the public water supply distribution system.

Double Check Detector Assembly (DCDA): Shall mean an assembly composed of two (2) single, independently acting, approved check valves, including resilient seated shut-off valves located at each end of the assembly and properly located tests cocks to test the water tightness of each check valve. Double check valve assemblies are designed to protect the water supply system from both back siphonage and back pressure events. They are not suitable for use in protecting the water system from health threatening substances.

Hazards:

Degree: Shall express the results of an evaluation of a health, system, or plumbing hazard.

Health: Shall mean any condition, assembly, or practice in a water supply system and/or its operation that creates, or may create, a danger to the health and well-being of a customer.

Plumbing: Shall mean a potential or existing cross connection in a customer's water system that may permit back siphonage in the event of a negative or reduced pressure in the supply line.

System: Shall mean a threat to the physical properties of the public or the customers potable water system by a material not dangerous to health, but aesthetically objectionable and having a degrading effect on the quality of the potable water within the system.

Industrial Fluids: Shall mean any fluid or solution which may be chemically, biologically, or otherwise contaminated or polluted in a form or concentration that would constitute a health or plumbing hazard if introduced into a potable water supply. This may include, but is not limited to, all types of processed waters originating from the public water or auxiliary supply, which may deteriorate in sanitary quality. Types processed waters include chemicals in fluid form, circulated cooling waters that are chemically or biologically treated or stabilized with toxic substance, and contaminated natural waters, as from springs, stream, or ponds.

Liquids: Shall mean any substance that flows readily but does not expand indefinitely, such as water and industrial fluids.

Mason County DCD: Shall also be referred to and the County, herein.

Pressure Vacuum Breaker Assembly (PVBA): Shall mean a backflow prevention assembly which consists of a spring-loaded check valve, an independently operating air-inlet valve, inlet and discharge shut-off valves, and properly installed test cocks. The air-inlet valve is internally loaded to the open position, normally by means of a spring. This internally loading allows the device to be installed on the pressure side of the shut-off valve. A PVBA is designed to protect against back siphonage events only.

Public Health Officer: Shall be the duly appointed Public Health Officer of the Southwest Washington Health District. Any act in this program required or authorized by the public Health Officer may be done on his/her behalf by an authorized representative of DOH.

Public Water Supply: Shall be the system operated and maintained by the County, which is a water supply intended or used for human consumption or other domestic use. The public water supply system included source, storage, transmission and distribution facilities where water is furnished by the County to the customers of the County.

Reduced Pressure Principal Backflow Prevention Assembly (RPBA): Shall mean an assembly containing a minimum of two (2) independently acting, approved check valves, together with an automatically operated pressure differential relief valve located between the two check valves. During normal flow the pressure between these two checks shall be less than the upstream (supply) pressure. In case of a leakage of either check valve, the differential valve, by discharging to the atmosphere, shall operate to maintain not less than two psi of pressure between the supply pressure and the zone between the two check valves. The unit must

include resilient seated shut-off valves located at each end of the assembly, and each assembly shall be fitted with properly located test cocks.

Service Connection: Shall mean a connection between the public water supply distribution system and the customers system.

System Manager: Shall mean the Water System Manager, Mason County, Washington. Any act in this program required or authorized by the System Manager may be done on his/her behalf by the authorized representative of Mason County.

CODE AUTHORITY AND ENFORCEMENT

The enforcement of this Cross Connection Program, in the area served by the Mason County Owned and Operated Drinking Systems, shall be in accordance with the Uniform Plumbing Code, latest Edition, and WAC 246-290, Rules and Regulations of the State Board of Health relating to public water supplies.

GENERAL POLICY

It is the intention of this program to provide for the permanent abatement or control of all cross connections. Where it is physically and economically infeasible to find or to permanently eliminate all cross connection of the customers water systems, and when it is deemed necessary by the appropriate inspector, there shall be installed at the service connection a suitable backflow prevention assembly commensurate with the degree of hazard to the public water supply.

The following methods of cross connection control are considered minimum protection at the service connection.

1. The public water supply to a premises having auxiliary water supply from an additional public supply with no known cross connection shall require an approved DCVA at the service connection.
2. The public water supply to a premises on which is handled a substance that is objectionable (not a health hazard) in a manner constituting a potential cross connection shall require a DCVA at the service connection.
3. The public water supply to a premises on which there is an auxiliary water supply and internal cross connections that are not correctable or intricate plumbing arrangements which make it impractical to ascertain whether or not cross connection exist, shall require a RPBA at the service connection.
4. The public water supply to a premises on which material dangerous to health or toxic substances are handled shall have installed a RPBA at the service connection.
5. The public water supply to a premises where entry is restricted so that inspection for cross connection cannot be made at a sufficient frequency or sufficient short notice to assure that cross connection do not exist shall have installed a ROBA at the service connection.

6. The public water supply to a premises on which any substance is handled under pressure so as to permit entry into the public water supply, or where a cross connection could reasonably be expected to occur, shall have installed a RPBA or DCVA, according to the health hazard at the service connection.
7. The public water supply to a premises having a repeated history of cross connections being established or re-established, shall have installed a RPBA at the service connection.

SURVEILLANCE PROGRAM

The County is charged with the responsibility of ensuring that the public water supply is not compromised by events resulting from cross connections. As such, a Surveillance Program based on proper management, adequate record keeping, and aggressive inspections must be properly implemented by the County.

Such a program for cross connections initially requires the inspection of all new and existing buildings, structures, and grounds. The procedure requires the County Inspector(s) and the Building Inspector(s) to assist with the requirements of DOH. Each must be knowledgeable in the field of plumbing and building inspection, pipe arrangements, and cross connection control.

The systematic program of inspection shall be established with priority given on the basis of risk to public health and shall be conducted according to the following outline:

A. New and Proposed Construction

1. Upon application for a building permit, the Building Inspector shall require a detailed set of plans and specifications for the plumbing installations, and shall make such detailed plans and specifications available to the County Inspector.
2. The Building Inspector and the County Inspector shall review these plans and specifications to determine the probability of cross connections, the availability of the auxiliary water supplies, the handling of substances which, if introduced into the water system, would constitute a health, plumbing, or system hazard. If, upon review, it is determined that any of these conditions will exist, the County Inspector shall coordinate with the property owner to ensure such cross connections are properly controlled, or eliminated.
3. During the construction phase of any new building, structure, or ground installations, and during the regular plumbing inspections, the County Inspector shall perform the required cross connection control inspection. Upon completion of the inspection, but prior to the approval of any water service connection, the County Inspector shall advise the customer in writing that further backflow preventing testing is, or is not required. The customer shall also be notified that Washington State certified backflow assembly tester must test the backflow assembly, and that the test report form completed by the certified tester must be received by the County Inspector prior to the regular use of the customer's water system.

4. Upon receipt of an application for new water service, but prior to the installation of such new service, a cross connection inspection shall be made by the County Inspector and required backflow prevention assemblies shall be installed at the time the new service is installed.
- B. Existing Buildings, structures, and Grounds
1. An initial survey of the water system customers shall be conducted by the County to determine if any cross connections currently exist. The initial cross connection determination shall proceed according to the following steps:
 - a) A survey form shall be sent to each customer explaining the program and stressing the relationship between the cross connections and water-borne disease epidemics, types of health hazards, and cross connections. The survey shall also include a brief questionnaire with desired information, such as a auxiliary water supply, any chemicals used, and certain types of fixtures installed. This survey shall be returned by the water system customer to the County.
 - b) Based upon the responses received from the questionnaire, if the County determines that a customer has a potential cross connection, a letter requesting an appointment for inspection by the County Inspector shall be sent to the water system customer.
 - c) Upon completion of the inspection, the County Inspector shall orally brief the customer or his/her representative of the inspection findings.
 - d) The County Inspector shall prepare a written report for the water system customer and the System Manager that shall include the following information:
 1. Complete identifying information contained in heading.
 2. List of all potential or actual cross connections found, including the location and options for method of control for each.
 3. List of any industrial fluids, chemicals or other contamination liquids used or pumped under pressure, the use of each, and an indication of the probability of cross connection.
 4. Any applicable drawings, sketches, blueprints, etc. used in support of the inspection.
 5. A summary of the findings of the inspection.
 6. Recommendations for actions to be taken by the customer.
 - e) The System Manager, upon completion of review of the report, shall prepare a letter to the customer outlining the corrective action required, and the time period in which the corrective action must be completed. A copy of this letter shall be sent to the customer (return receipt requested), and a copy shall be maintained at the County.
 - f) When all required actions have been completed, the file copy of the completed actions shall be placed in the County's cross connection control file.
 - g) Each premises required to be in compliance with the program shall be re-inspected annually, or more often if the degree of hazard so indicates.
 2. The backflow prevention devices at the wastewater treatment plant and the Community Center shall be inspected and tested annually by certified backflow assembly tester.

CORRECTIVE MEASURES

Corrective measures for cross connections shall follow the guidelines in the most recently published *Accepted Procedure and Practice in Cross Connection Control* of the Pacific Northwest Section (PNWS) of the AWWA.

CODE

The following are the abbreviations for assemblies or methods used to prevent or eliminate cross connections:

- | | |
|---------------------------------------|------|
| 1. Air Gap | AG |
| 2. Reduced Pressure Backflow Assembly | RPBA |
| 3. Double Check Valve Assembly | DCVA |
| 4. Double Check Detector Assembly | DCDA |
| 5. Pressure Vacuum Breaker Assembly | PVBA |
| 6. Atmospheric Vacuum Breaker | AVB |

PROCEDURES FOR INSTALLATION, INSPECTION, AND MAINTENANCE OF BACKFLOW-PREVENTION ASSEMBLIES

- A. Initial Installation
 - 1) When it is determined that a RPBA, DCVA, DCDA, PVBA, or AVB is required, the County shall inform the owner/manager of the need for a device.
 - 2) Approved assemblies shall be installed as specified in the Uniform Plumbing Code, the PNWS-AWWA Cross Connection Control Manual, or the Mason County Owner and Operated Drinking Systems Design Standards, whichever is the more restrictive.
 - 3) Upon completion of the installation of the backflow assembly, a certified backflow assembly tester shall make such tests as are required to ensure proper operation of the assembly. If the assembly fails any portion of the test, the assembly shall be rejected until such time that a repaired or a replaced assembly passes all portions of the tests. The test results shall then be supplied in the County.
- B. Inspection and Maintenance
 - 1) All backflow prevention assemblies shall be tested not less than annually. The testing shall be made by a certified backflow prevention assembly tester, and the results are to be forwarded to the County.
 - 2) Maintenance
 - a) When a backflow prevention assembly is determined to be defective, the tester shall notify the County immediately.
 - b) Upon receipt of notification of the defective assembly, the customer shall take the necessary steps to repair or replace the defective assembly. The defective assembly shall be repaired or replaced by the qualified person, who has specific training in backflow prevention assembly repair.
 - c) Upon completion of repair or replacement, the backflow prevention assembly shall be tested by a certified backflow prevention assembly tester.

RECORDS AND REPORTS

The following information shall be available through the County's record keeping program.

1. Information regarding installations.
2. Test results for installations.
3. Information about testers.
4. Tester's certifications histories.
5. Mailing addresses of installation owners.
6. Device manufacturers and model and approved status.

MASON COUNTY

DRINKING WATER SYSTEMS

In order to protect the public potable water supply from possible contamination or pollution due to backflow from a customer's private internal system, Mason County has established a Cross Connection Control Program. The County recognizes that there are varying degrees of risks associated with different types of uses and will consider this when determining if a cross connection exists and what, if any backflow prevention device will be required.

Please complete the following survey and return it to _____

Name _____

Address _____

Phone Number _____ Alt. Phone Number _____

1. Please indicate if your home has or will have any of the following fixtures, equipment, or areas on site:

	Yes	No
Fire sprinkler system	___	___
Irrigation system	___	___
Air conditioning system	___	___
Bathtub, below rim filter	___	___
Bidets	___	___
Boiler feed lines	___	___
Decorative ponds	___	___
Dialysis Equipment	___	___
Floor Drains	___	___
Flushing floor drains	___	___
Heat exchangers	___	___

Heat pumps	—	—
Hose Bibbs	—	—
Hot tub	—	—
Sumps	—	—
Photo developing sinks	—	—
Sewer connected equipment	—	—

2. Please provide the following information on any existing backflow protection that you are aware of:

Existing Cross Connection Protection

Hazard/Location	Assembly Type	Make	Model	Serial No.	Testing Information

3. Please provide the name of any products or chemicals that you mix with water for use in your home, such as fertilizers, etc.

Thank you for your attention to this matter. Please call _____ at _____ if you have any questions or concerns.