

BOARD OF MASON COUNTY COMMISSIONERS' PROCEEDINGS

December 18, 2012

1. Call to Order – The Chairperson called the regular meeting to order at 9:03 a.m.
Cmmr. Ring Erickson called for a moment of silence in honor of the victims at Sandy Hook Elementary.
2. Pledge of Allegiance – Commissioner Ring Erickson 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 The Washington State Liquor Control Board sent notice of establishments in Mason County with liquor licenses due to expire on March 31, 2103.
 - 4.1.2 The Bureau of Indian Affairs sent notice of an application for the acquisition of a tract known as the Skokomish Park at Potlatch to be held in trust for the use and benefit of the Skokomish Tribe.
 - 4.1.3 The Washington State Department of Archaeology and Historic Preservation announced that the Malaney-O'Neil House has been listed in the Washington Heritage Register.
 - 4.1.4 The Washington State Department of Fish and Wildlife made a declaration of emergency and issued Hydraulic Project Approvals for work at six locations in Mason County.
 - 4.1.5 The Alderbrook Golf and Yacht Club is seeking assistance regarding safety improvements to Manzanita Drive.
 - 4.1.6 Mark Nayer expressed concerns regarding the proposed name change to a portion of Grapeview Loop Road.
 - 4.1.7 Curtis Bennett is seeking appointment to the Mental Health and Substance Abuse Advisory Committee.
 - 4.2 Tom Moore, Utilities and Waste Management, read a news release announcing a free Christmas tree drop off at the Shelton and Belfair facilities.
5. Open Forum for Citizen Input –
 - 5.1 Steve Bloomfield suggested that the fairgrounds property at the Port of Shelton be condemned by the County for the good of the citizens.
6. Adoption of Agenda - **Cmmr. Sheldon/Jeffreys 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, November 26, 2012, December 3, 2012 and December 10, 2012 briefing meeting minutes.
Cmmr. Jeffreys/Sheldon moved and seconded to approve the November 13,2012, November 26, 2012, December 3, 2012 and December 10, 2012 briefing meeting minutes.
8. Approval of Action Agenda:
 - 8.1 Approval to amend Mason County Code Chapter 3.56 Capital Asset Policy to reflect current regulations. **Resolution No. 98-12 (Exhibit A)**
 - 8.2 Approval of Group Master Application for the renewal of the Deputies Guild Regence Medical Plan in 2013.

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- 8.3 Approval of the January 2009 - June 2010 Teamsters Local 252 and Operators 302 collective bargaining unit contracts in accordance with the order by the Public Employees Relation Commission's decision. These units include: Appraisers, Juvenile Detention, General Services, Probation, and Public Works.
- 8.4 Approval to award the Lodging Tax Fund applications for: North Mason Chamber of Commerce - \$35,000; Shelton Mason Chamber of Commerce \$66,605; Joint Tourism Promotion - \$93,600; Shelton Mason County Chamber of Commerce (Video Advertising) - \$66,000; Allyn Days - \$7,000; Bluegrass from the Forest - \$5,000; Hama Hama Oyster Rama - \$2,000; Hood Canal Celtic Festival - \$4,000; Mason County Forest Festival - \$6,000; Mason County NPRA Rodeo - \$5,000; PumpkinFest - \$2,000; Shelton Old Time Fiddlers Fest - \$1,500; Signs for Schafer State Park - \$2,400; Spencer Lake Fishing Derby - \$200; Taste of Hood Canal - \$2,500 and deny applications for Celebrate Hoodsport, Olympic Culinary Loop and Traveler Days Arts Celebration.
- 8.5 Approval of Interlocal Agreement for Fire Investigation Services between Mason County and the Mason County Fire Chiefs Association. The cost of this agreement shall not exceed \$79,000 and shall be administered through the Department of Community Development.
- 8.6 Approval of agreement with Frankie and Paul Roberson to serve as the Walker County Park Attendant through December 31, 2014.
- 8.7 Approval of \$21,000 WA Department of Social and Health Services contract with Mason 4-H to continue the Youth N Action Program. Implementation of this contract will not incur additional use of County resources.
- 8.8 Approval to execute County Road Project 1975, Matlock Brady Road authorizing the Chair to sign all pertinent documents and authorize the Public Works County Engineer to advertise, set bid dates/times, and award contract. Contract will be announced during a regular meeting of the Board. **Resolution No. 99-12 (Exhibit B)**
- 8.9 Approval to amend the professional services contract for the Belfair Sewer project with Engineering Services Associates (ESA) increasing the cost by \$43,927. This amendment will increase the not to exceed cost from \$483,144 to \$527,071.
- 8.10 Approval to reject all bids to furnish Mason County with one new cab and chassis with 10/12 yard dump body, plow and sander for Public Works.
- 8.11 Approval of the Interlocal Agreement Amendment One with the Washington State Department of Enterprise Services and authorize the Chairperson to sign.
- 8.12 Approval of the following reappointments to the Onsite Advisory Committee for a three year term. They are Don Wolliscroft, Toby Tahja Syrett, William Russell, James Medcalf, Jim Henry, Brent Fox, Cindy Waite, Melissa Lee, and Bob Hager. The new term would expire on December 31, 2015.
- 8.13 Approval of the Joint Plan of Responsibility between State of Washington Department of Health (DOH) and Mason County Public Health (MCPH) which delineates the responsibilities of DOH and MCPH with respect to the regulation of water systems in Mason County. This agreement, DOH Contract #N19945, supersedes and replaces all prior Interagency Agreements between the parties regarding the regulation of water systems.
- 8.14 Approval of the 2013 grant awards as recommended by the Housing Coalition and authorize the chair to sign each of the corresponding contracts. Mason County Shelter, Rental Assistance, \$96,350; Faith in Action, Utility Assistance, \$5,760; United Way of Mason County, Financial Literacy, \$5,000; Mason County Shelter, Shelter to Housing Specialist, \$23,050; St. David's Church, Adult Homeless Advocate, \$29,600; ESD113, Youth Outreach, \$29,100; North Mason County Resource, North Mason Homeless Advocate, \$28,460; Mason County Shelter Transitional Housing, \$15,000; St. David's Church, Youth Host Home, \$49,450; Faith in Action, Comprehensive Preventive Services, \$8,545; Patti Sells, Housing Coordinator, \$46,641. General Shelter Operations with Turning Pointe, \$35,000; Mason County Shelter, \$30,000 and St. David's Emergency Shelter, \$5,000.

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- 8.15 Approval of the purchase contract with Insightformation for the purchase of a collaborative management software tool known as InsightVision2.0 for a Public Health Collaborative Strategy Management Tool.
- 8.16 Approval for the Chair to sign the Crimeshield policy authorization to bind coverage form to renew the County's Crime Insurance policy for the period of January 1, 2013 through December 31, 2013.

Item 8.9

Tom Davis asked why the costs were being exceeded.

Tom Moore explained that there were a lot of utilities in a particular easement. The engineer had to redesign the system from a gravity system to a pressurized system, which is much less intrusive. They were able to save on construction costs, although the engineering costs went up. The engineer was also working on the county hook up program and more hooks ups were added to that program.

Cmmr. Jeffreys asked for a separate vote on item 8.4.

Cmmr. Sheldon noted that the amount of the contract under item 8.15 was \$11,648. He also asked for a separate vote on item 8.3.

Cmmr. Jeffreys/Sheldon moved and seconded to approve action items 8.1, 8.2 and items 8.5 through 8.16, with the noted correction to item 8.15. Motion carried unanimously. RE-aye; S-aye; J-aye.

Item 8.3

Cmmr. Sheldon asked if the item would also be discussed under the public hearing under item 9.1.

Patrick LeMay, Interim Human Resources Director, explained that the items correlate. The contract implements the settlements that would be discussed under the public hearing.

Cmmr. Sheldon didn't understand why the Board was approving the contracts when the settlement went to court.

Mr. LeMay stated that since the Board was complying with PERC decision and the court order the bargaining agreements should be signed by the Board and the Union.

Cmmr. Ring Erickson understood that the contracts had to be approved in order to fund them, which would be done in the public hearing. The contract needed to be approved in order to paid off. It was part of the court order.

Cmmr. Sheldon didn't think he should be forced into approving and signing something he did not agree with, which was why the matter went to court.

Mr. LeMay noted that signing the contracts would not bind the Commissioners to more or less than was already implemented by the court.

Cmmr. Ring Erickson was against delaying the item. The County has been to court and she felt it was incumbent on the Board to approve the contracts in order to make the payments on the settlement. She thought that not signing the contracts could leave the County in violation of the court order.

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Cmmr. Sheldon stated that he was more than willing to implement the court's decision but he didn't think he needed to change his mind on signing the contracts. He didn't sign the contracts in 2010 and he didn't think he should have to vote for them now, but he would implement the decision per the court order.

Cmmr. Jeffreys didn't think the court order stated that the Board had to sign the contracts. She didn't agree with the conditions of the contracts and didn't think she should sign them.

Cmmr. Jeffreys/Sheldon moved and seconded to table item 8.3 to January 2, 2012 to allow further discussion with the Prosecutor's office regarding the matter. Motion carried. RE-nay; S-aye; J-aye.

Item 8.4

Cmmr. Jeffreys wanted to amend the item to include consideration for the Traveler's Day Arts Celebration. She noted that they hold many events and there is good timing. It compliments the Pumpkin Fest event, which was approved for funding.

Pam Hanson, Union Tourism Association, commented that last year they were awarded \$5,000 for each event. Traveler's Days was expanded this year to include an art exhibition. The winners were able to place their artwork at the State Capital building. The event was very well attended. They didn't understand why their event was denied. The PumpkinFest has also grown to include school participation.

Cmmr. Sheldon asked how much funding was requested.

Ms. Hanson replied that they requested \$9,235. The biggest expense was the commercial advertising.

Cmmr. Sheldon asked Ms. Hanson if people came from out of town to spend the night for the events.

Ms. Hanson replied that she spoke with Alderbrook and they had increased stays from the event. They had a boat tour that was full as well. They had difficulty documenting the number of tourists because people do not want to leave their addresses.

Steve Bloomfield didn't think it was a large amount of money. He felt that Alderbrook was receiving extra stays from the event. The problem was that not all of the applicants have documentation with their applications or know how to fill out the forms correctly. He urged support for the events. He noted that the Chambers are requesting a large sum of money, which should be looked at with caution.

Cmmr. Sheldon asked if Mr. Bloomfield thought \$9,000 was an appropriate award for the Traveler's Days. He thought it was a little much compared to some of the other smaller groups.

Mr. Bloomfield also thought it was a bit much.

Cmmr. Ring Erickson thought the item should be tabled until the Board could review the minutes from the meeting.

Cmmr. Jeffreys noted that tourism promotion would always be controversial. She thought there needed to be a concentrated effort from the County to market tourism and eventually the festivals needed to become self sustaining. She would be bringing forward changes for the next year.

Heidi McCutcheon, Shelton Mason County Chamber, asked that the Board consider the Joint Tourism and Video Advertising applications today so they could start their work for 2013.

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Cmmr. Jeffreys/Sheldon moved and seconded to approve Joint Tourism Promotion - \$93,600 and Shelton Mason County Chamber of Commerce (Video Advertising) - \$66,000 and to table the consideration of the remainder of the applications to January 2, 2013. Motion carried unanimously. RE-aye; S-aye; J-aye.

Cmmr. Sheldon noted that there would be a bill in front of the Legislature next year to allow use of Lodging Tax funding for the Sheriff's office.

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

9.1 Public hearing 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.

Public Health Fund - \$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.

Theresia Ehrich, Chief Finance Manager, went over the transfers and appropriations being considered.

Questions for Staff

Cmmr. Jeffreys asked why the Beard's Cove Fund was selected to pay the settlement.

Tom Moore explained that there was significant funds from other utilities in the 406 fund. Beard's Cove had a cash balance that could be transferred to pay the monies.

Public Testimony

Tom Davis commented that the settlements came from a problem with the process. He hated to see any element of the settlement drag on to the next year. He wanted to see someone step up and say they could have done things better. He hoped the Board could learn from the situation in the future.

Cmmr. Sheldon/Jeffreys moved and seconded to approve the following 2012 budget amendments: \$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; Public Health Fund - \$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. Motion carried unanimously. RE-aye; S-aye; J-aye. Budget Order (Exhibit B)

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9.2 Public hearing to consider renaming an old portion of Grapeview Loop Road to Gator Place.

Brian Matthews, Public Works, explained that the last and final piece of the Grapeview Loop Road construction redirected a portion of the road. Now that there is a separate portion of the road it needed to be renamed. They came up with the idea of going to the grade school to do a naming contest. The 2nd grade class wanted to name it Gator Road after the school mascot. There was some controversy because there wasn't a process for Public Works to name the road. Typically there is a petition received from a citizen to change the name. They forgot to contact the residents of the road and he felt they should give the residents more time to comment. The Board could take testimony today and reject the naming of the road until the new Commissioner takes place. The hearing could also be tabled and all of the names could be considered at the next hearing.

Public Testimony

David Rewland stated that the property owners learned the street was getting a new name when the new sign was posted. They have had several problems throughout the process of the road construction. He thought there should be a petition to the property owners to come up with a name for the road. He would like to see the proposed name rejected and the hearing be postponed so the property owners could pick the name of the road.

Cmmr. Sheldon asked how many property owners were on the road.

Mr. Rewland replied that there were approximately 9 lots with 5 homes. There is only one full time resident.

Andrew Graham lived near the proposed road. His road was also renamed to a name that didn't reflect the area and caused a lot of confusion. He asked the Board to give consideration to the property owners.

Cmmr. Ring Erickson noted that the citizens could petition to change the road name at anytime. This road name was handled differently than anything she had seen. Generally the County responds to the names that the property owners want. She would like to see the name voted down and the appropriate process restored.

Cmmr. Sheldon appreciated the testimony of the citizens. He didn't think a sign should go up before action was taken.

Cmmr. Jeffreys thought it was a clever idea of Public Works but it wasn't a good process.

Cmmr. Jeffreys/Sheldon moved and seconded to reject the renaming the portion of Grapeview Loop Road to Gator Place. Motion carried unanimously. RE-aye; S-aye; J-aye.

10. Other Business (Department Heads and Elected Officials) –
10.1 Selection for Human Resources Director Position.

Patrick LeMay went over the process for the recruitment efforts. The Commissioners interviewed three applicants and so did the department heads. The recommendation was to hire Mr. Bill Kenny. He provided Mr. Kenny's employment background and noted that Mr. Kenny had good recommendations and great experience.

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Cmmr. Sheldon/Jeffreys moved and seconded to offer employment to Mr. William Kenny as Human Resources Director with pay at the top step of range 43. Motion carried unanimously. RE-aye; S-aye; J-aye.

The Board thanked Mr. LeMay for his work and contribution to the Human Resources department.

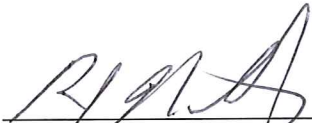
10.2 Kim Klint, Mason Matters, read a news release announcing that Mason Matters received a grant to increase career and college readiness for youth in Mason County.

10.3 Commissioner Jeffreys and Commissioner Sheldon recognized Commissioner Ring Erickson for her contributions to Mason County over her eight year term.

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 10:46 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. 98-12

A resolution amending Mason County Code Chapter 3.56 Fixed Asset Management System

WHEREAS, the Board of Commissioners establishes the dollar value guidelines for the capitalization of fixed assets;

WHEREAS, capital assets are defined as "New items or improvements that extend the life of an existing asset for more than a year that cost above \$5,000."


WHEREAS, Mason County Code Chapter 3.56 needs to be updated to reflect current regulations;

NOW, THEREFORE BE IT RESOLVED by the Mason County Commissioners to rename Mason County Code Chapter 3.56 "Capital Asset Policy" and amend Chapter 3.56.010 and add Chapter 3.56.020 (Attachment A). Chapter 3.56.030, Physical Inventory, shall remain the same.

Adopted this 18th 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 Sheldon, Commissioner


Tim Whitehead, Chief DPA


Terri Jeffreys, Commissioner

3.56.010 Capital Assets

Capital assets will be reported at acquisition cost. Capital assets are defined as "New items or improvements that extend the life of an existing asset for more than a year that cost above \$5,000." The cost of a capital asset should include ancillary charges necessary to place the asset into its intended location and condition for use. Donated capital assets will be reported at their estimated fair value at the time of acquisition plus ancillary charges. If the donated asset was recently constructed and the donor can provide the asset's actual construction cost, that estimate could be used as a basis of capitalizing the asset. Otherwise, the estimated fair value at acquisition may be calculated from manufacturer's catalogs or price quotes in periodicals, recent sales of comparable assets, or other reliable information.

Capital assets shall be depreciated over their estimated useful lives unless they are land or land improvements.

All capital improvements shall be in the capital budget and capital facilities plan. In budgets for capital improvements, a review for impact on operating budget and long-term maintenance shall be done to minimize unforeseen future costs.

The capital expenditures will neither be spent nor budgeted for without a revenue source and until that revenue source is available.

The use of the project accounting module of the financial system is mandatory for all construction projects.

3.56.020 Infrastructure Assets

GASB 34 requires infrastructure assets to be reported. Mason County uses the depreciation method to report infrastructure assets. Infrastructure assets are reported when they have an initial cost of more than \$100,000 and a useful life of more than one year. Beginning in the 2004 fiscal year, the County capitalized and reported all major infrastructure assets acquired or substantially improved.

The initial capitalization shall be based on historical cost. If that cannot be determined, then estimated historical cost may be used. Estimated historical cost can be calculated by using the current replacement cost and using price-level indexes back to the acquisition year. For estimated useful lives shall use (a) general guidelines obtained from professional or industry organizations, (b) information for comparable assets of other governments, or (c) internal information.

3.56.030 Physical Inventory - Administration

The annual Mason County inventory of equipment will be the responsibility of the Board of Mason County Commissioners as authorized and required by RCW 36.32.210.

MASON COUNTY
COMMISSIONERS RESOLUTION NO: 99-12
COUNTY ROAD PROJECT NO. 1975

WHEREAS, on Mason County Road No. 90100, known locally as the Matlock Brady Road and more specifically located in Sec 8, T. 19N, R 6W, WM, at approximately mile post 23.062; work defined as "Road/Street Construction and Other Infrastructures" in the BARS Manual, Vol. 1, Pt. 1, Ch. 4, Page 53, et seq, is determined to be necessary and proper; and,

WHEREAS, this project is identified on the 2013-2018 six year Transportation Improvement Program.

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

Rehabilitate the Eddie Evers Bridge; preserving main glulam arches by arresting timber decay, closing/sealing checks and holes and painting exposed timber to create a barrier protection system.

SAID WORK is to be performed by Contract and/or County Forces in accordance with Washington State Standard Specifications for Road and Bridge Construction as adopted by Mason County. (RCW 36.77.020 and/or RCW 36.77.065)


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>\$ 60,000.</u>
Right of Way	<u>\$ - 0 - .</u>
Construction	<u>\$296,000.</u>

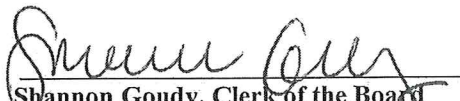
The County Road project herein described in HEREBY DECLARED to be a public necessity, and the County Road Engineer is HEREBY ORDERED AND AUTHORIZED to report and proceed thereon as by law, provided and in accordance with RCW 36.77.010 et. seq.

ADOPTED this 18th day of DEC 2012.

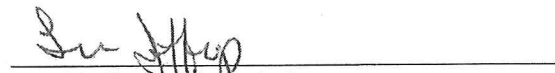
BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON


Lynda Ring Erickson, Chair

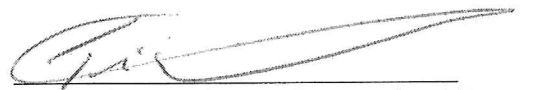
ATTEST:


Shannon Goudy, Clerk of the Board


Tim Sheldon, Commissioner


Terri Jeffreys, Commissioner

APPROVED AS TO FORM:


Tim Whitehead, Deputy Prosecuting Attorney

cc: Co. Commissioners
Engineer
JOURNAL: Publ. It: 12-27-12

Exhibit B