

## BOARD OF MASON COUNTY COMMISSIONERS' PROCEEDINGS

January 15, 2013

1. Call to Order – The Chairperson called the regular meeting to order at 9:03 a.m.
2. Pledge of Allegiance – Frank Pinter led the flag salute.
3. Roll Call – Present: Commissioner District 1 - Randy Neatherlin; 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 February 28, 2013.
    - 4.1.2 Comcast sent notice of rate changes effective February 1, 2013.
    - 4.1.3 John Gunter is seeking appointment to the Planning Advisory Commission.
  - 4.2 Cmmr. Sheldon read a proclamation regarding Mason Transit Authority's 20-year anniversary.
  - 4.3 LaJane Schopfer, Department of Community Development, read a news release announcing upcoming public workshops to review the Shoreline Master Program draft policies and regulations.
5. Open Forum for Citizen Input –
  - 5.1 Patricia Vandehey suggested including discussion regarding the loss of shorelines due to global warming during the public workshops on the Shoreline Master Program.
  - 5.2 Steve Bloomfield asked the Board to consider the condemnation of the current fairgrounds as the least expensive option for the future fairgrounds. He also noted that the zoning issues needed to be addressed because the County should zone the land, not the Port or FAA.
  - 5.3 Tom Davis noted that the seating was uncomfortable in the Commission Chambers. He asked that the item be addressed at a future briefing.
6. Adoption of Agenda - **Cmmr. Sheldon/Jeffreys moved and seconded to adopt the agenda as published. Motion carried unanimously. N-aye; S-aye; J-aye.**
7. Approval of Minutes – There were no minutes for approval.
8. Approval of Action Agenda:
  - 8.1 Approval of the resolution appointing the current Mason County representatives to the Washington Counties Risk Pool. Commissioner Tim Sheldon as the County's representative and Commissioners Neatherlin and Jeffreys as alternate representatives. **Resolution No. 01-13 (Exhibit A)**
  - 8.2 Approval for the County Commissioners to sign the Signature Authorization Forms for the E911 County Contract with the Washington State Military Department to reflect the current Commissioners.
  - 8.3 Approval of the Veterans Assistance Fund applications for: Tara Cox – Utilities \$168.70; Stephen R. Needham – Food \$150.00; Roy Oster (Rose) – Utilities \$600.00; Geryl R. Owen (Michelle) – Food \$150.00; David J. Stucke – Food \$150.00; Elroy J VanAlstine – Utilities \$202.18; Charles Weaver – Food \$150.00 & Utilities \$22.00; George W. Roberts – Utilities \$109.12; John A. Worsley – Housing \$450.00 & Food \$150.00; Terry D. McFarlane – Food \$150.00 & Housing \$357.00; Kenneth G. Bopp – Utilities \$160.53; George Valent – Utilities

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\$85.62; Francis J. Diamantine – Food \$150.00 for a total of \$3,205.15 as recommended by the Veterans Assistance Fund Screening Committee.

- 8.4 Approval of the final contract amount with Zephyr, Inc. for construction of the Belfair County Hook-up Program Group #2 project for the final cost of \$163,026.61 and adopt the resolution accepting construction of the Belfair County Hook-up Program Group #2 project as complete.

**Resolution No. 02-13 (Exhibit B)**

- 8.5 Approval of the final contract amount with Zephyr, Inc. for construction of the Belfair County Hook-up Program Group #3 project for the final cost of \$125,426.22 and adopt the resolution accepting construction of the Belfair County Hook-up Program Group #3 project as complete.

**Resolution No. 03-13 (Exhibit C)**

- 8.6 Approval for the Chair to execute an Inter-Governmental Request and Agreement for Reimbursable Work by Mason Conservation District to provide environmental services, as needed, for calendar year 2013.
- 8.7 Approval for the Chair to execute the Local Agency Federal Aid Project Prospectuses approved Federal Highway Administration (FHWA) funding for County Road Projects (CRP) 1954 – Lynch Road/Arcadia Road, CRP 1955 – Matlock Brady Road/Schafer Park Road and CRP 1956 – Pickering Road/Harstine Bridge Road and authorize the Chair to sign all other pertinent documents for these projects.
- 8.8 Approval for Public Works to select from the County MRSC Consultant Roster and enter into agreements for Structural, Geotechnical, Hydraulic, Archaeological and Cultural Resource consultant services, as needed for 2013-2014 calendar years. The maximum pay-out for each agreement is not to exceed \$50,000; Public Works will announce each consultant selection during a regular scheduled Commission meeting.
- 8.9 Approval to designate Robert Deans as the Mason County Adobe Agency Coordinator, Ben Ramsfield as Backup Coordinator and authorize the Chairperson to execute the Adobe Products Purchase Agreement with the Washington State Department of Enterprise Services.
- 8.10 Approval for the Equipment Rental & Revolving (ER&R) Fund Manager to purchase one new 2013 utility 4x4 vehicle from the Washington State contract to replace vehicle #171 that was damaged. Cost is approximately \$27,000 plus tax and will be funded from the ER&R Fund.

Item 8.5

Tom Davis asked why the project was under budget and who engineered the project.

Tom Moore, Utilities and Waste Management, explained that they didn't need as much imported backfill or asphalt as was planned. ESA was the engineer.

Cmmr. Sheldon left the meeting at 9:30 a.m.

Item 8.10

Mr. Davis noted that the County was self-insured for collisions. He wondered if purchasing a collision policy would be cheaper.

Dave Loser, Equipment Rental and Revolving Fund, explained that the County had paid for auto insurance in the past and it was very expensive, especially for the Sheriff's vehicles. He could only remember approximately two vehicles being destroyed in the past 10-15 years. Being self insured has worked well for the County.

**Cmmr. Jeffreys/Neatherlin moved and seconded to approve action items 8.1 through 8.10. Motion carried unanimously. N-aye; S-absent; J-aye.**

9. 9:30 a.m. Public Hearings and Items Set for a Certain Time – There were no public hearings scheduled.

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- 10. Other Business (Department Heads and Elected Officials) –
  - 10.1 Bob Simmons, WSU Extension, announced upcoming Master Gardener workshops.
  - 10.2 Cmmr. Jeffreys discussed potential changes to the Lodging Tax fund uses. She invited the public to attend the next meeting and submit comments.
- 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 9:46 a.m.

BOARD OF COUNTY COMMISSIONERS  
MASON COUNTY, WASHINGTON

  
\_\_\_\_\_  
Randy Neatherlin, Chair

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

ATTEST:

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

  
\_\_\_\_\_  
Terri Jeffreys, Commissioner



**A RESOLUTION of the Mason County Board of Commissioners accepting the Belfair Sewer Project's County Hook-up Program Group #2 Project as complete.**

WHEREAS, the Board of County Commissioners of Mason County (Board) approved the Belfair Wastewater Treatment and Water Reclamation Facility project for the Belfair Urban Growth Area (UGA); and

WHEREAS, the Board has previously declared that the primary means of sewage collection and disposal in the Belfair UGA area shall be through construction and connection to the County's permanent sewer collection system and treatment facilities; and

WHEREAS, a part of construction of the Belfair Wastewater Treatment and Water Reclamation Facility project included construction of sewage collection main lines within the Phase 1 area of the Belfair UGA; and

WHEREAS, the Board has adopted regulations requiring that existing developed parcels of property located within the Belfair UGA and within 500 feet of the alignment of the Belfair wastewater and reclamation facilities pipeline connect to public sewer facilities as soon as sewer service is available; and

WHEREAS, the Board created and funded the County Hook-up low interest loan Program to assist property owners with existing structures within Phase 1 of the Belfair sewer project area with the cost of their required connection to the Belfair sewer system; and

WHEREAS, at their January 10, 2012 regular meeting, the Board authorized the Utilities and Waste Management Department to advertise and award the contract for construction of the Belfair Sewer County Hook-up Program Group #2 Project; and

WHEREAS, on February 1, 2012, a total of 5 responsible and responsive bids for the Belfair Sewer County Hook-up Program Group #2 Project were publically opened and read aloud; and

WHEREAS, on February 29, 2012, the Utilities and Waste Management Department awarded the contract for construction of the Belfair Sewer County Hook-up Program Group #2 Project to Zephyr, Inc., the lowest responsible & responsive bidder on the project, in the amount of \$172,006.36; and

WHEREAS, the County Hook-up Program Group #2 Project has been completed for a total construction cost of \$163,026.61; and

WHEREAS, the County Hook-up Program Group #2 Project has been completed in accordance with the project plans and specifications; and

WHEREAS, the County Hook-up Program Group #2 Project has been approved by representatives of ESA, Inc., the project's Project Engineer of Record, and the County's Department of Public Works, Utilities & Waste Management Division; and


WHEREAS, no contractor claims have been filed against Mason County relative to the County Hook-up Program Group #2 Project;

NOW THEREFORE, BE IT RESOLVED, that the Mason County Commissioners hereby accept the Belfair Sewer Project's County Hook-up Program Group #2 Project as complete.

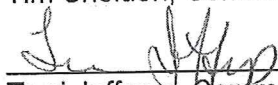
BE IT FURTHER RESOLVED, that the Deputy Director of the Utilities & Waste Management Division of the Mason County Public Works Department is hereby authorized to complete the contract closure process upon receiving appropriate releases from the Department of Revenue, Department of Employment Security and Department of Labor and Industries.

PASSED this 15<sup>th</sup> day of January, 2013.

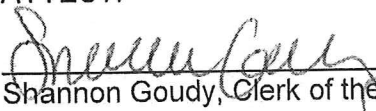
BOARD OF COUNTY COMMISSIONERS  
MASON COUNTY, WASHINGTON

  
\_\_\_\_\_  
Randy Neatherlin, Chair


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

  
\_\_\_\_\_  
Terri Jeffreys, Commissioner

ATTEST:

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

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Chief Deputy Prosecuting Attorney  
Tim Whitehead, WSBA #37621

cc: Elected Officials  
Dept. Heads

RESOLUTION NO. 03 - 13

**A RESOLUTION of the Mason County Board of Commissioners accepting the Belfair Sewer Project's County Hook-up Program Group #3 Project as complete.**

WHEREAS, the Board of County Commissioners of Mason County (Board) approved the Belfair Wastewater Treatment and Water Reclamation Facility project for the Belfair Urban Growth Area (UGA); and

WHEREAS, the Board has previously declared that the primary means of sewage collection and disposal in the Belfair UGA area shall be through construction and connection to the County's permanent sewer collection system and treatment facilities; and

WHEREAS, a part of construction of the Belfair Wastewater Treatment and Water Reclamation Facility project included construction of sewage collection main lines within the Phase 1 area of the Belfair UGA; and

WHEREAS, the Board has adopted regulations requiring that existing developed parcels of property located within the Belfair UGA and within 500 feet of the alignment of the Belfair wastewater and reclamation facilities pipeline connect to public sewer facilities as soon as sewer service is available; and

WHEREAS, the Board created and funded the County Hook-up Low Interest Loan Program to assist property owners with existing structures within Phase 1 of the Belfair sewer project area with the cost of their required connection to the Belfair sewer system; and

WHEREAS, at their March 20, 2012 regular meeting, the Board authorized the Utilities and Waste Management Department to advertise and award the contract for construction of the Belfair Sewer County Hook-up Program Group #3 Project; and

WHEREAS, on April 19, 2012, a total of 2 responsible and responsive bids for the Belfair Sewer County Hook-up Program Group #3 Project were publically opened and read aloud; and

WHEREAS, on April 24, 2012, the Utilities and Waste Management Department awarded the contract for construction of the Belfair Sewer County Hook-up Program Group #3 Project to Zephyr, Inc., the lowest responsible & responsive bidder on the project, in the amount of \$136,435.49; and

WHEREAS, the County Hook-up Program Group #3 Project has been completed for a total construction cost of \$125,426.22; and

WHEREAS, the County Hook-up Program Group #3 Project has been completed in accordance with the project plans and specifications; and

WHEREAS, the County Hook-up Program Group #3 Project has been approved by representatives of ESA, Inc., the project's Project Engineer of Record, and the County's Department of Public Works, Utilities & Waste Management Division; and



WHEREAS, no contractor claims have been filed against Mason County relative to the County Hook-up Program Group #3 Project;

NOW THEREFORE, BE IT RESOLVED, that the Mason County Commissioners hereby accept the Belfair Sewer Project's County Hook-up Program Group #3 Project as complete.

BE IT FURTHER RESOLVED, that the Director of the Mason County Public Works Department is hereby authorized to complete the contract closure process upon receiving appropriate releases from the Department of Revenue, Department of Employment Security and Department of Labor and Industries.

PASSED this 15<sup>th</sup> day of January, 2013.

BOARD OF COUNTY COMMISSIONERS  
MASON COUNTY, WASHINGTON

  
\_\_\_\_\_  
Randy Neatherlin, Chair

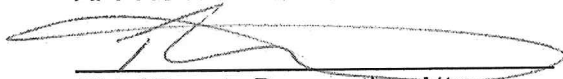
ABSENT  
\_\_\_\_\_  
Tim Sheldon, Commissioner

  
\_\_\_\_\_  
Terri Jeffreys, Commissioner

ATTEST:

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

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Chief Deputy Prosecuting Attorney  
Tim Whitehead, WSBA #37621

cc: Elected Officials  
Dept. Heads

RESOLUTION No. 01-13

AMENDS RESOLUTION 71-11

**IN THE MATTER OF CONTINUING RELATIONSHIPS WITH THE WASHINGTON COUNTIES RISK POOL AND THE RELATED APPOINTMENTS AND DESIGNATIONS OF/FOR EACH MEMBER COUNTY.**

**WHEREAS**, several Washington counties agreed to the creation of the Washington Counties Risk Pool ("Pool"), organized and operating under Chapters 48.62 and 39.34 RCW, to provide to its member counties programs of joint self-insurance, joint purchasing of insurance, and joint contracting for or hiring of personnel to provide risk management, claims handling, and administrative services; and

**WHEREAS**, the Pool's Interlocal Agreement and Bylaws, and policies of its Board of Directors require appointees and/or designees from each member county; that is:

- a) **Director / Alternate Director** – officers or employees of each Pool member county that are appointed by and serve at the pleasure of the respective county's legislative authority (*Article 8 of the Interlocal Agreement and Article 2 of the Bylaws*);
- b) **County Risk Manager** – an employee of each Pool member county appointed to serve as a liaison between the County and the Pool as to risk management and who is responsible for the risk management function within the County (*Article 11(b) of the Interlocal Agreement*);
- c) **County Safety Officer** – an active employee designated by each Pool member county who, along with a related committee, are maintained to consider all recommendations concerning the development and implementation of a loss control policy to prevent unsafe practices (*Article 11(c) of the Interlocal Agreement*); and
- d) **County Claims Administrator** – each Pool member county's must designate someone to administer civil claims, with whom incidents should be immediately reported to, who is responsible for sending all claims and lawsuits and reporting various known incidents to the Pool, and with whom the Pool will coordinate the County's claims administration (*section B of the Pool Board of Directors' Claims Handling Policies and Procedures*);

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners for Mason County hereby confirms the appointment or designation of the following individuals for the applicable and required relationships with the Washington Counties Risk Pool:



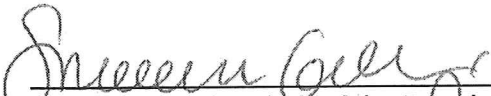
WCRP Relationship	Name	County Position	Email	Telephone #
Director:	Tim Sheldon	Commissioner	tims@co.mason.wa.us	360-427-9670 ext 419
Alternate Director:	Randy Neatherlin	Commissioner	randyn@co.mason.wa.us	360-427-9670 ext 419
Alternate Director:	Terri Jeffreys	Risk Manager	terrij@co.mason.wa.us	360-427-9670 ext 419
Risk Manager:	Dawn Twiddy	Risk Manager	dawnt@co.mason.wa.us	360-427-9670 ext 422
Claims Administrator:	Shannon Goudy	COB/Claims Administrator	shannog@co.mason.wa.us	360-427-9670 ext 589
Safety Officer:	John Keates	Facilities Director	johnk@co.mason.wa.us	360-427-9670 ext 669
Prosecuting Attorney:	Michael Dorcy	Prosecutor	michaed@co.mason.wa.us	360-427-9670 ext 417
(Civil) Deputy Prosecuting Atty:	Tim Whitehead	Chief Deputy Prosecuting Atty	timw@co.mason.wa.us	360-427-9670 ext 417

**BE IT FURTHER RESOLVED** that this resolution shall become effective immediately upon its passage and shall supersede any prior conflicting action(s); and

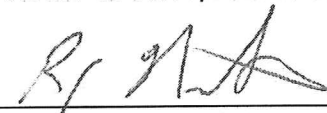
**BE IT STILL FURTHER RESOLVED** that the clerk of this body shall forward a copy of this resolution, once completed, to the attention of Executive Director Vyrle Hill at the Washington Counties Risk Pool, 2558 RW Johnson Rd. S.W., Suite 106, Tumwater, WA 98512-6103.

**PASSED** this 15<sup>th</sup> day of JAN. 2013.


ATTEST:

  
 Shannon Goudy, Clerk of the Board

BOARD OF COUNTY COMMISSIONERS  
 MASON COUNTY, WASHINGTON

  
 Randy Neatherlin, Chair

APPROVED AS TO FORM:

  
 Tim Whitehead, Chief Deputy Prosecuting Attorney

ABSENT  
 Tim Sheldon, Commissioner

  
 Terri Jeffreys, Commissioner