

## BOARD OF MASON COUNTY COMMISSIONERS' PROCEEDINGS

September 24, 2013

1. Call to Order – The Chairperson called the regular meeting to order at 6:04 p.m.
2. Pledge of Allegiance – Steve Bloomfield 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 a special occasion liquor license application for the Mason General Hospital Foundation.
    - 4.1.2 Terri Thompson and Katherine Price are seeking a Site Hazard Assessment and Ranking for the City of Shelton C Street Landfill.
    - 4.1.3 Donald Reid submitted his resignation from the Board of Equalization.
    - 4.1.4 Steven Rose, David Wayne Corliss and Leslie Carter are seeking appointment to the Mason County Historical Preservation Commission.
  - 4.2 Cmmr. Neatherlin read a Proclamation in support of Oysterfest.
  - 4.3 Cmmr. Neatherlin announced the bid award for County Road Project 1954, Lynch-Arcadia Road intersection improvement project, to the apparent low bidder, MVG, LLC, at the bid price of \$150,000.00.
5. Open Forum for Citizen Input –
  - 5.1 Tom Davis discussed options for funding the Belfair Sewer. He encouraged the Board to consider establishing a line of credit for the project.
6. Adoption of Agenda - **Cmmr. Jeffreys/Sheldon moved and seconded to adopt the agenda as published. Motion carried unanimously. N-aye; S-aye; J-aye.**
7. Approval of Minutes – September 17, 2013 regular meeting minutes.

**Cmmr. Sheldon/Jeffreys moved and seconded to approve the September 17, 2013 regular meeting minutes. Motion carried unanimously. N-aye; S-aye; J-aye.**
8. Approval of Action Agenda:
  - 8.1 Approval to sign a letter of support for the Forest Legacy Program funding proposal of Green Diamond Resource Company and The Trust for Public Land for the purchase of conservation easements. This is continued from September 10.
  - 8.2 Approval to post a Request for Proposal for the potential lease of Mason County tidelands parcel 22001-44-60570. The parcel is 19.14 acres and located adjacent to Harstine Island.
  - 8.3 Approval for the Chairperson to sign Real Estate Multiple Listing Forms to facilitate the marketing and selling of Mason County surplus real estate.
  - 8.4 Approval of Veterans Assistance Fund applications for Food- \$150.00 and Utilities - \$217.20 for a total of \$367.20, as recommended by the Veteran's Assistance Screening Committee.
  - 8.5 Approval of the settlement agreement regarding property tax refund to North Forty Lodging, LLC. The refund for tax year 2010 is \$16,629.30. The refund for tax year 2011 is \$23,632.07. Interest on the refund is \$263.64.
  - 8.6 Approval to appoint Ms. Janet O'Connor to the Solid Waste Advisory Committee (SWAC) as a community representative of Commissioner District #2 for a 2-year term from October 1, 2013 through October 31, 2015.

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- 8.7 Approval of Warrants
- |                      |                          |                 |
|----------------------|--------------------------|-----------------|
| Claims Clearing Fund | Warrant #s 224830-225674 | \$ 3,507,014.64 |
| Salary Clearing Fund | Warrant #s 6873-6918     | \$ 294,740.16   |
| Direct Deposit Fund  | Deposit #s 48899-49286   | \$ 528,579.84   |
- 8.8 Approval of the contract agreement for a Juvenile Accountability Block Grant (JABG) between the Juvenile Justice and Rehabilitation Administration (JJ&RA), Department of Social and Health Services and Mason County Juvenile Court. The amount available to Mason County is \$7000 requiring a cash match of \$778. State Community Juvenile Accountability Act (CJAA) funds provide this match. Juvenile Court will use these funds to assist the evidenced-based Aggression Replacement Training (ART) program.
- 8.9 Approval of the contract agreement between the Washington State Administrative Office of the Courts (AOC) and Mason County. The amount available to Mason County is \$63,456.00 and there is no match required. This funding is to provide Mason County reimbursement for our service associated with the Court Appointed Special Advocates (CASA) or court-appointed Guardian-ad-Litem in child abuse/neglect dependency matters.
- 8.10 Approval to appoint Dorothy Meyer-Selby as a regular Board of Equalization member rather than an alternate member, making her new position term end on May 31, 2015.
- 8.11 Approval of voicing no objections to the special occasion liquor license application for the North Mason Coalition of Churches and Community, and to have the Chair sign the Notice of Liquor License Application from the Washington State Liquor Control Board.
- 8.12 Approval of the resolution for the distribution of additional Public Utility District Excise Tax, per RCW 54.28.090. The Mason County Current Expense Fund will receive \$20,701.52. **Resolution No. 46-13 (Exhibit A)**
- 8.13 Approval of the Technical Services Manager, Range 33, and Operations & Maintenance/ER&R Administrator, Range 31, job classifications, authorization for Human Resources to proceed with the processes needed to amend the Non-Union Salary Range Alignment Table and authorization for Public Works to advertise, interview and hire to fill the positions. **Resolution No. 47-13 (Exhibit B)**
- 8.14 Approval to sign the contract document enlisting the services of KBA Construction Management to assist Public Works with the Belfair Wastewater project dispute resolution process and contract closeout in an amount not to exceed \$60,000.
- 8.15 Approval to sign Form B - Signature and Local Government Certification for the Consolidated Homeless Grant. The applicant is the Mason County Shelter and the grant amount is \$310,818.

Cmmr. Jeffreys noted that the proposal for item 8.1 has changed. Green Diamond could come in and provide an overview of the proposal in two weeks.

**Cmmr. Jeffreys/Sheldon moved and seconded to table item 8.1 to October 8, 2013. Motion carried unanimously. N-aye; S-aye; J-aye.**

**Cmmr. Sheldon/Jeffreys moved and seconded to approve action items 8.2 through 8.15. Motion carried unanimously. N-aye; S-aye; J-aye.**

9. 6:30 p.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.

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12. Adjournment – The meeting adjourned at 6:47 p.m.

BOARD OF COUNTY COMMISSIONERS  
MASON COUNTY, WASHINGTON

*Absent 10-1-13*

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

*Tim Sheldon*

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

ATTEST:

*Shannon Goudy*

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

*Terri Jeffreys*

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

**RESOLUTION NO. 47-13  
AMENDING RESOLUTION 76-12 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, the Board has approved two additional job classifications of Operations & Maintenance/ER&R Administrator Range 31 of the Non-Union Salary Alignment and a Technical Services Manager Range 33 of the Non-Union Salary Alignment.

NOW, THEREFORE BE IT RESOLVED that the Board of County Commissioners does hereby amend the Non-Union Salary Range alignment to reflect the above changes effective October 1, 2013.


Approved this 24th day of September 2013.

BOARD OF COUNTY COMMISSIONERS  
MASON COUNTY, WASHINGTON


ATTEST:

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

  
\_\_\_\_\_  
Randy Neatherlin, Chairperson

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

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Tim Whitehead, Chief Deputy Prosecuting Attorney

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



NON-UNION SALARY RANGE ALIGNMENT

SALARY  
RANGE NUMBER

CLASSIFICATION TITLE

45	Chief Deputy Prosecuting Attorney Public Health & Human Services Director (effective 1/1/13) Public Works Director Utilities & Waste Management Director
44	Deputy Director Public Works/County Engineer
43	Chief Criminal Prosecuting Attorney Public Defense Administrator Human Resources Director
40	Deputy Director Public Works/ER&R Manager Deputy Director Public Works/Utilities & Waste Mgmt
39	Community Development Director Facilities, Parks and Trails Director
38	Undersheriff Information Services Manager
37	Administrator, Probation Services
35	Chief Criminal Deputy Sheriff District Court Administrator Engineering and Construction Manager Engineer IV Land Use Attorney
34	Road Operations & Maintenance Manager Parks & Trails Manager Chief Finance Manager
33	Chief Civil Deputy Sheriff Jail Superintendent Deputy Administrator, Detention Deputy Administrator, Probation Engineer III Technical Services Manager
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 Operations & Maintenance/ER&R Administrator

NON-UNION SALARY RANGE ALIGNMENT

<u>SALARY RANGE NUMBER</u>	<u>CLASSIFICATION TITLE</u>
30	Personal Health Manager Building Official GIS Manager Right of Way Manager/Property Manager
29	Emergency Management Manager Equipment Maintenance Supervisor Finance Manager Road Operations & Maintenance Supervisor Chief Accountant Senior Financial Analyst Chief Deputy Treasurer
28	Engineer II Survey Supervisor
27	Administrative Supervisor Chief Appraiser Chief Deputy Elections Superintendent Superior Court Administrator
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. 460-13

DISTRIBUTION OF PUD EXCISE TAX

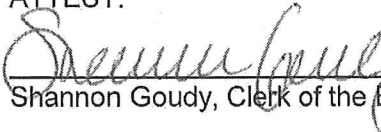
WHEREAS, the annual distribution of the PUD Privilege Tax was approved on June 25, 2013 pursuant to RCW 54.28.090;

WHEREAS, additional PUD Privilege Tax funds have been distributed by the Washington State Treasurer in the amount of \$20,701.52 due to a reporting error;

NOW, THEREFORE BE IT HEREBY RESOLVED by the Board of Mason County Commissioners to distribute this additional amount to the Mason County Current Expense Fund.

DATED this 24<sup>th</sup> day of September, 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

  
Tim Sheldon, Commissioner

  
Terri Jeffreys, Commissioner

C: Clerk of the Board  
Treasurer  
J:\resolute\2013\pudtax - addl't funds