

**BOARD OF MASON COUNTY COMMISSIONERS' PROCEEDINGS**

**October 1, 2013**

1. Call to Order – The Vice Chair Jeffreys called the regular meeting to order at 9:03 a.m.
2. Pledge of Allegiance – Patti Sells led the flag salute.
3. Roll Call – Present: Commissioner District 2 – Tim Sheldon; Commissioner District 3 – Terri Jeffreys.  
Absent: Commissioner District 1 - Randy Neatherlin.
4. Correspondence and Organizational Business
  - 4.1 Correspondence
    - 4.1.1 A petition was received regarding saving the fairgrounds at the Port of Shelton.
    - 4.1.2 Comcast provided information regarding encrypting limited basic cable service.
    - 4.1.3 Gary Miner is seeking appointment to the Mason County Board of Equalization.
5. Open Forum for Citizen Input –
  - 5.1 Patricia Vandehey commented on Green Diamond's request for a letter of support for the forest legacy program.
6. Adoption of Agenda - **Cmmr. Sheldon/Jeffreys moved and seconded to adopt the agenda as published. Motion carried. N-absent aye; J-aye.**
7. Approval of Minutes – August 19 and 26 briefing meeting minutes; September 24 regular meeting minutes.  
**Cmmr. Sheldon/Jeffreys moved and seconded to approve the August 19 and 26 briefing meeting minutes; September 24 regular meeting minutes. Motion carried. N-absent; S-aye; J-aye.**
8. Approval of Action Agenda:
  - 8.1 Approval to post three Request for Proposals to provide intensive case management and care coordinator for chemical dependency, mental health and/or co-occurring disorders, health care, and provide appropriate treatment or referral for treatment and necessary supportive services such as housing, employment, job skills training, etc. for three target populations suffering from substance abuse and/or mental illness: Veterans and their families, incarcerated adults and their families, and high risk/vulnerable adults and families.
  - 8.2 Approval to authorize Public Works to advertise for a Request for Proposals to upgrade the North Bay Case Inlet Communication and Control system and authorizing the Chair to sign all pertinent documents and to interview, and award. Award will be announced during a regular meeting of the Commissioners.
  - 8.3 Approval of the selection of Gray & Osborne, of Olympia, Washington for the Romance Hill area in Belfair and Public Works Utilities & Waste Management to enter into agreement and the Chair to sign all pertinent documents.
  - 8.4 Approval to appoint Diane Zoren as the acting Mason County Clerk of the Board, per Mason County Code Chapter 2.92.010, effective October 1, 2013.
  - 8.5 Approval of the Veterans Assistance Fund applications for Food \$150.00 as recommended by the Veterans Assistance Fund Screening Committee.
  - 8.6 Approval of Warrants

Claims Clearing Fund	Warrant #s 222087-222140	\$ 132,065.39
Claims Clearing Fund	Warrant # 225675-225731	\$ 142,418.84
Salary Clearing Fund	Warrant #s 6919-6941	\$ 229,094.31
Direct Deposit Fund	Deposit #s 49287-49662	\$ 580,963.00

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- 8.7 Approval of revised Resolution 47-13 correcting the salary range for the Operations & Maintenance/ER&R Administrator job classification to Range 25 and authorize Human Resources to proceed with the processes needed to amend the Non-Union Salary Range Alignment Table. **Resolution No. 48-13 (Exhibit A)**
- 8.8 Approval of voicing no objections to the special occasion liquor license application for the Hartstine Island Community Club/Harstine Island Theatre Club, and to have the Chair sign the Notice of Liquor License Application from the Washington State Liquor Control Board. This is for October 25 and 26 at the Harstine Island Community Hall.
- 8.9 Approval of the resolution to affirm Mason County's election to receive Secure Rural Schools and Community Self Determination Funding and Allocation of Title II and Title III funds. **Resolution No. 49-13 (Exhibit B)**

Tom Davis asked for a re-cap of Item 8.1 which Vicki Kirkpatrick provided. This item is a recommendation from the advisory committee on how to use the 1/10 of 1% sales tax for mental health and substance abuse that was approved in 2011.

**Cmmr. Sheldon/Jeffreys moved and seconded to remove Item 8.1 for a separate vote. Motion carried. N-absent; S-aye; J-aye.**

**Cmmr. Sheldon/Jeffreys moved and seconded to approve action Items 8.2 through 8.9. Motion carried. N-absent; S-aye; J-aye.**

Tom Davis commented on his participation on the 1/10 of 1% sales tax advisory board. He will be attending training for the veterans committee.

**Cmmr. Sheldon/Jeffreys moved and seconded to approve Item 8.1. Motion carried. N-absent; S-aye; J-aye.**

9. 9:30 a.m. Public Hearings and Items Set for a Certain Time – There were no public hearings scheduled.
10. Other Business (Department Heads and Elected Officials)
  - 10.1 Sheriff Salisbury will be attending the National Sheriff Association conference to talk about the innovative programs the Sheriff's office has implemented.
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 9:42 a.m.

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BOARD OF COUNTY COMMISSIONERS  
MASON COUNTY, WASHINGTON

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

ATTEST:

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

  
\_\_\_\_\_  
Clerk of the Board

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

**RESOLUTION NO. 48-13  
AMENDING RESOLUTION 47-13 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. However the salary range for the Operations & Maintenance/ER&R Administrator needs to be corrected to Range 25 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 1st day of October 2013.

BOARD OF COUNTY COMMISSIONERS  
MASON COUNTY, WASHINGTON

ATTEST:

  
\_\_\_\_\_  
Diane Zoren, Clerk of the Board

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

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

APPROVED AS TO FORM:

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

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

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

## NON-UNION SALARY RANGE ALIGNMENT

<u>SALARY RANGE NUMBER</u>	<u>CLASSIFICATION TITLE</u>
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

## 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 Operations & Maintenance/ER&R Administrator
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

RESOLUTION 49 -13

Election to Receive Secure Rural Schools and Community Self Determination Funding and Allocation of Title II and Title III funds

WHEREAS, Congress reauthorized the Secure Rural Schools and Community Self Determination Program (SRS) in PL 112-142; and

WHEREAS, the law calls for the County to elect to either receive the SRS funding or return to 25% of actual receipts from the forest, with notification to the Governor's Office of said election, to be forwarded to the Forest Service on behalf of the Secretary of Agriculture; and

WHEREAS, the County must further elect to allocate from 15 to 20% of the Full County Payment to Title II (Resource Advisory Council approved projects) and Title III (Specific County approved projects); with no more than 7% allocated to Title III and with notification to the Governor's Office of said election; and

WHEREAS, Washington State Association of Counties has been designated by the Governor's office to collect and compile said elections by all affected counties for transmittal.

NOW THEREFORE BE IT RESOLVED; that the Board of County Commissioners hereby elects to receive the SRS payment in lieu of 25% of actual receipts; and

BE IT FURTHER RESOLVED; that the Board of County Commissioners hereby elects to allocate 20% of the Full County Payment to Titles II and III; and

BE IT FURTHER RESOLVED; that the Board of County Commissioners hereby elects to allocate 13% of the Full County Payment to Titles II and 7 % to Title III; and


BE IT FINALLY RESOLVED; that the Clerk of the Board will transmit a copy of this resolution to the Washington State Association of Counties as soon as practicable for transmittal to the Forest Service via the Governor's Office.

Adopted this 1<sup>st</sup> day of October 2013

ATTEST:

  
Clerk of the Board

APPROVED AS TO FORM:

  
Tim Whitehead, Chief DPA

BOARD OF COUNTY COMMISSIONERS,  
MASON, WASHINGTON

Absent  
Randy Neatherlin, Chair

Tim Sheldon  
Tim Sheldon, Commissioner

Terri Jeffreys  
Terri Jeffreys, Commissioner