

BOARD OF MASON COUNTY COMMISSIONERS' PROCEEDINGS

January 14, 2014

1. Call to Order – The Chairperson called the regular meeting to order at 9:00 a.m.
2. Pledge of Allegiance – Bill Kirk 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 Received fourth quarter report from Economic Development Council of Mason County.
 - 4.1.2 Notice of Marijuana License Application from Allyn Horticulture.
 - 4.1.3 Notice of Liquor License Application from Sunlit Canyon Cellars.
 - 4.2 Chair Jeffreys read the news release for the Board of Equalization alternate position.
 - 4.3 Vicki Kirkpatrick recognized Kristen Franckum who received a thank you from a citizen for her work with children with special needs in the Public Health Department. Chair Jeffreys presented a Green Star award to Kristen.
 - 4.4 Loretta Swanson announced the bid award for County Road Project 1955, Matlock Brady/Schafer Park Road intersection safety project to Rognlins Incorporated in the amount of \$462,200.
5. Open Forum for Citizen Input –
 - 5.1 Tom Davis asked the Board to have the Support Services leadership meetings open to the public.
 - 5.2 Charles Slaughter advocates the use of cannabis and wants to host a cannabis festival and asked who he would talk to about such an event. The Commissioners pointed out that smoking cannabis in public is not allowed in state law. Chair Jeffreys offered to meet with legal staff to discuss this proposal and will get back to Mr. Slaughter.
 - 5.3 Pat VanDehey asked about the meeting with Green Diamond and Lake Nahwatzel. Chair Jeffreys stated the Green Diamond and Friends of Lake Nahwatzel are working with Forterra to introduce legislation that would expand the authority of a lake management district to purchase land or the rights to the land.
6. Adoption of Agenda - **Cmmr. Sheldon/Neatherlin moved and seconded to adopt the agenda as published. Motion carried unanimously. N-aye; S-aye; J-aye.**
7. Approval of Minutes – January 6 briefing meeting minutes and January 7 regular meeting minutes. **Cmmr. Neatherlin/Sheldon moved and seconded to approve the January 6 briefing meeting minutes and January 7 regular meeting minutes. Motion carried unanimously. N-aye; S-aye; J-aye.**
8. Approval of Action Agenda:
 - 8.1 Approval to appoint Neal Winders and Mary Jones as alternate members to the Mason County Parks and Trails Advisory Board for four-year terms ending January 2018.
 - 8.2 Approval for Parks and Facilities to advertise a Request for Proposal for the 2014 MCRA Concession Services. Concessionaire selection will be announced during a regular meeting of the Board.
 - 8.3 Approval of the 2014 Court Commissioner professional services agreement with Robert Sauerlender at a salary of \$114,995.32.
 - 8.4 Approval to appoint Diane Zoren as Clerk of the Board for the Mason County Commission.
 - 8.5 Approval to amend the Non-Union Salary Resolution establishing a salary plan for Public Defender Attorneys and Sheriff Command Staff effective January 1, 2014. **Resolutions No. 03-14 and 05-14 (Exhibits A and B)**

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- 8.6 Approval to sign the Acknowledgement of Receipt for the Treasurer's Refund Report supporting the 2013 refunds to taxpayers. There were 215 refunds in the total amount of \$310,102.85.
- 8.7 Approval to set a public hearing on Tuesday, February 11, 2014 at 9:30 a.m. to consider declaring certain County owned tax title property as surplus County property. **Resolution No. 04-14 (Exhibit C)**
- 8.8 Approval of the Veterans Assistance Fund applications for: Food \$150.00; Utilities \$1,381.12; Housing \$3,239.00 for a total of \$4,770.12 as recommended by the Veterans Assistance Committee.
- 8.9 Approval to appoint Gary Miner as a regular member to the Mason County Board of Equalization to fill a term that will expire May 31, 2015.
- ~~8.10 Approval to support the Kitsap County and Wild Fish Conservancy Water Type Model grant proposal by authorizing the Chair to sign letter of support to Ecology. REMOVED~~

Questions

Item 8.5

Q. Tom Davis - who is effected by the MCSO Command Staff Salary Plan.

A. Frank Pinter - Chiefs, Undersheriff and Lieutenants are part of the salary plan.

Item 8.6

Q. Tom Davis - why the tax refunds.

A. Treasurer Lisa Frazier explained the various reasons for the tax refunds.

Cmmr. Sheldon asked that Item 8.5 be voted on separately.

Cmmr. Neatherlin/Sheldon moved and seconded to approve action items 8.1 through 8.9 with the exception of Item 8.5 which has been removed for a separate vote. Motion carried unanimously. N-aye; S-aye; J-aye.

Cmmr. Sheldon/Neatherlin moved and seconded to divide the vote to separate the non-union salary plan for the Public Defender salary plan and Sheriff's Office command staff salary plan. Motion carried unanimously. N-aye; S-aye; J-aye.

Cmmr. Sheldon/Neatherlin moved and seconded to approve the non-union salary resolution for the Public Defender Attorney Salary Plan. Motion carried unanimously. N-aye; S-aye; J-aye.

Cmmr. Neatherlin/Jeffreys moved and seconded to approve the Non-Union Salary Plan for the Mason County Sheriff's command staff. Motion carried. N-aye; S-nay; J-aye.

Cmmr. Sheldon stated he does not begrudge the Sheriff's Command staff the raises but he does not support tying it to the Deputy Guild union contract.

Cmmr. Neatherlin stated it is a common practice in looking at other counties. This plan helps to relieve the compression between ranks and believes it will help retain employees.

Cmmr. Jeffreys stated it has been a priority to relieve the compression between ranks.

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

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- 10. Other Business (Department Heads and Elected Officials) –
 - 10.1 Bob Simmons praised Molly Taylor who works through AmeriCorps on the 4-H program.
 - 10.2 Sheriff Salisbury recognized Cmmr. Sheldon and Mr. & Mrs. Kirk for their support of the Chaplain Program. He invited the Commissioners to the February 1 polar bear plunge fund raiser. He thanked the Commissioners for adopting the Command Staff Salary Plan.
- 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 9:52 a.m.

BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON




Terri Jeffreys, Chair



Tim Sheldon, Commissioner

ATTEST:



Clerk of the Board



Randy Neatherlin, Commissioner

RESOLUTION NO. 03-14

AMENDING RESOLUTION NO. 82-13 A REVISED NON-UNION SALARY RANGE ALIGNMENT REMOVING SHERIFF COMMAND STAFF TO CREATE A SEPARATE SALARY PLAN AND ESTABLISHING A SALARY PLAN FOR PUBLIC DEFENDER ATTORNEYS

WHEREAS, RCW 36.16.070 states that ... In all cases where the duties of any county office are greater than can be performed by the person elected to fill it, the officer may employ deputies and other necessary employees with the consent of the board of county commissioners. The board shall fix their compensation

WHEREAS, a Non-Union Salary Plan was established for those employees not represented by a bargaining unit – Attachment A;

WHEREAS, the Office of Public Defense was established in 2012 and the Board agreed to create Deputy Public Defender Attorney positions in the 2014 budget rather than contract employees and a separate Public Defender Attorney Salary Plan is necessary – Attachment B;

WHEREAS, the Board agreed to create a separate salary plan for the Mason County Sheriff's commissioned command staff to include Lieutenant, Chief and Undersheriff with the intent of maintaining a 7% spread between the Deputies Guild Sergeant's "base wages" (includes longevity, education and uniform allowance) and commissioned command staff. This salary plan is adopted by separate resolution.

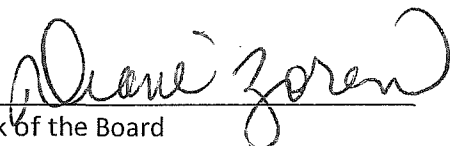
NOW, THEREFORE BE IT RESOLVED that the Board of County Commissioners does hereby establish the revised Non-Union Salary Plan and the Public Defender Attorney Salary Plan.

EFFECTIVE January 1, 2014.

DATED this 14th day of January, 2014.


BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON

ATTEST:


Clerk of the Board


Randy Neatherlin, Chair

APPROVED AS TO FORM:


Tim Whitehead, Chief DPA


Tim Sheldon, Commissioner


Terri Jeffreys, Commissioner

NON-UNION SALARY RANGE ALIGNMENT

SALARY RANGE NUMBER	CLASSIFICATION TITLE
45	Chief Deputy Prosecuting Attorney Public Health & Human Services Director Public Works Director Utilities & Waste Management Director Human Resources Director Support Services Director
44	Deputy Director Public Works/County Engineer
43	Chief Criminal Prosecuting Attorney Public Defense Administrator
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	Information Services Manager
37	Administrator, Probation Services
35	District Court Administrator Engineering and Construction Manager Engineer IV Land Use Attorney
34	Road Operations & Maintenance Manager Parks & Trails Manager
33	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 Chief Finance Manager Budget 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 Administrative Services Manager Human Resources/Risk Manager
28	Engineer II Survey Supervisor
27	Administrative Supervisor Chief Appraiser Chief Deputy Elections Superintendent Superior Court Administrator
26	Human Resources Analyst
25	Program Manager I Operations & Maintenance/ER&R Administrator
22	Engineer I
21	Assistant to the Commissioners
20	Deputy Court Administrator 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
Effective January 1, 2014**

Attachment A

Range	ENTRY	STEP A	STEP B	STEP C	STEP D	STEP E
45	\$6,782	\$7,120	\$7,477	\$7,664	\$7,856	\$8,051
44	\$6,619	\$6,951	\$7,299	\$7,481	\$7,668	\$7,860
43	\$6,457	\$6,780	\$7,119	\$7,298	\$7,479	\$7,667
42	\$6,306	\$6,621	\$6,953	\$7,126	\$7,304	\$7,486
41	\$6,150	\$6,457	\$6,781	\$6,950	\$7,124	\$7,302
40	\$6,005	\$6,306	\$6,620	\$6,786	\$6,956	\$7,130
39	\$5,858	\$6,152	\$6,459	\$6,620	\$6,786	\$6,956
38	\$5,718	\$6,004	\$6,304	\$6,463	\$6,623	\$6,789
37	\$5,578	\$5,857	\$6,151	\$6,304	\$6,462	\$6,623
36	\$5,445	\$5,718	\$6,004	\$6,155	\$6,309	\$6,467
35	\$5,314	\$5,580	\$5,859	\$6,005	\$6,156	\$6,310
34	\$5,188	\$5,446	\$5,719	\$5,862	\$6,009	\$6,159
33	\$5,061	\$5,314	\$5,580	\$5,719	\$5,862	\$6,009
32	\$4,942	\$5,189	\$5,447	\$5,583	\$5,723	\$5,866
31	\$4,818	\$5,060	\$5,313	\$5,445	\$5,582	\$5,722
30	\$4,706	\$4,941	\$5,188	\$5,318	\$5,449	\$5,586
29	\$4,592	\$4,820	\$5,061	\$5,189	\$5,318	\$5,451
28	\$4,482	\$4,706	\$4,941	\$5,064	\$5,192	\$5,322
27	\$4,373	\$4,591	\$4,819	\$4,941	\$5,064	\$5,191
26	\$4,269	\$4,482	\$4,706	\$4,822	\$4,944	\$5,068
25	\$4,164	\$4,372	\$4,590	\$4,705	\$4,821	\$4,943
24	\$4,066	\$4,269	\$4,482	\$4,594	\$4,708	\$4,827
23	\$3,966	\$4,164	\$4,372	\$4,482	\$4,594	\$4,708
22	\$3,872	\$4,066	\$4,270	\$4,376	\$4,485	\$4,597
21	\$3,777	\$3,966	\$4,165	\$4,269	\$4,375	\$4,484
20	\$3,686	\$3,871	\$4,065	\$4,166	\$4,271	\$4,377
19	\$3,597	\$3,777	\$3,966	\$4,066	\$4,167	\$4,272
18	\$3,512	\$3,687	\$3,872	\$3,968	\$4,068	\$4,169
17	\$3,427	\$3,598	\$3,778	\$3,873	\$3,969	\$4,069
16	\$3,344	\$3,512	\$3,687	\$3,780	\$3,874	\$3,970
15	\$3,263	\$3,427	\$3,597	\$3,686	\$3,777	\$3,872
14	\$3,184	\$3,343	\$3,510	\$3,598	\$3,688	\$3,781
13	\$3,107	\$3,262	\$3,426	\$3,511	\$3,599	\$3,689
12	\$3,032	\$3,184	\$3,343	\$3,427	\$3,513	\$3,600
11	\$2,959	\$3,107	\$3,262	\$3,344	\$3,428	\$3,513
10	\$2,889	\$3,032	\$3,184	\$3,263	\$3,345	\$3,429
9	\$2,818	\$2,959	\$3,107	\$3,184	\$3,264	\$3,345
8	\$2,751	\$2,887	\$3,032	\$3,108	\$3,185	\$3,265
7	\$2,683	\$2,818	\$2,959	\$3,032	\$3,108	\$3,187
6	\$2,620	\$2,752	\$2,889	\$2,961	\$3,035	\$3,111
5	\$2,556	\$2,683	\$2,818	\$2,889	\$2,961	\$3,035
4	\$2,496	\$2,620	\$2,752	\$2,821	\$2,892	\$2,963
3	\$2,435	\$2,557	\$2,684	\$2,752	\$2,821	\$2,892
2	\$2,376	\$2,495	\$2,620	\$2,685	\$2,753	\$2,821
1	\$2,320	\$2,435	\$2,556	\$2,620	\$2,685	\$2,753

**MASON COUNTY PUBLIC DEFENDER SALARY PLAN
2014**

	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
Deputy Public Defender Attorney I	\$4,321	\$4,560	\$4,753	\$4,883	\$5,008	\$5,132
Deputy Public Defender Attorney II	\$5,260	\$5,392	\$5,526	\$5,664	\$5,806	N/A
Deputy Public Defender Attorney III	\$5,951	\$6,100	\$6,253	\$6,409	\$6,569	N/A

RESOLUTION NO. 05-14

A RESOLUTION ESTABLISHING A SALARY PLAN FOR SHERIFF COMMAND STAFF

WHEREAS, RCW 36.16.070 states that ... In all cases where the duties of any county office are greater than can be performed by the person elected to fill it, the officer may employ deputies and other necessary employees with the consent of the board of county commissioners. The board shall fix their compensation ...

WHEREAS, the Board agreed to create a separate salary plan for the Mason County Sheriff's commissioned command staff to include Lieutenant, Chief and Undersheriff with the intent of maintaining a 7% spread between the Deputies Guild Sergeant's "base wages" (includes longevity, education and uniform allowance) and commissioned command staff. The result of this is integrated in the attached salary plan – Attachment A;

NOW, THEREFORE BE IT RESOLVED that the Board of County Commissioners does hereby establish the Sheriff's Command Staff Salary Plan.

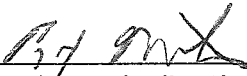
EFFECTIVE January 1, 2014.

DATED this 14th day of January, 2014.


BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON

ATTEST:


Clerk of the Board


Randy Neatherlin, Chair

APPROVED AS TO FORM:


Tim Whitehead, Chief DPA


Tim Sheldon, Commissioner


Terri Jeffreys, Commissioner

Attachment A

Mason County Sheriff's Office Command Staff 2014 Salary Matrix

(Includes "7%" separation and 1.44% CPI – COLA)

Jail Lieutenant	\$ 5,601
Patrol Lieutenant	\$ 6,458
Chief Civil/Jail/Admin	\$ 6,458
Chief Criminal	\$ 6,911
Undersheriff	\$ 7,394

RESOLUTION NO. 04-14

NOTICE OF INTENT TO DECLARE SURPLUS AND SELL REAL PROPERTY; AND
SETTING TIME AND PLACE FOR HEARING ON SAID DECLARATION AND SALE

WHEREAS, Mason County owns the real property listed and legally described in Exhibit A,
Attached hereto; and

WHEREAS, certain parcels of the property are tax title property with delinquent property
tax, penalties, interest and expenses owing; and

WHEREAS, the Board of County Commissioners has determined that the property is
surplus to the needs of the County; and

WHEREAS, the Board of County Commissioners intends to offer all of said property for
sale by any of the several means authorized by Mason County Code 3.40. Offering prices are
those established by appraisal, tax assessment or as otherwise recommended by the Assessor's
Office and final selling prices are to be approved by the Board of County Commissioners.

NOW, THEREFORE, BE IT RESOLVED, that a public hearing is set for February 11, 2014
in the Commission Chambers, Mason County Building I, 411 North Fifth Street, Shelton,
Washington, at which time and place any citizen may appear and be heard either for or against
the declaration of surplus and authorization of sale.

DATED this 14th day of January, 2014.

ATTEST:

MASON COUNTY, WASHINGTON



Clerk of the Board




Randy Neatherlin, Commissioner

APPROVED AS TO FORM:



Tim Sheldon, Commissioner



Tim Whitehead, Prosecuting Attorney



Terri Jeffreys, Chair

BOARD OF COUNTY COMMISSIONERS

Assessor
Auditor
Property Manager
Journal – Published ~~March 22, March 29, April 4~~

Jan 23-30
Bill - facilities 411 N 5th St

EXHIBIT A

Property list

Parcel #

12206-51-00015

12206-51-00016

12331-50-00009

22016-50-04010

22018-51-00009

31904-53-00102

32021-56-01032

32021-56-02001

32021-59-03048

32024-53-01006

32024-53-01007

32024-53-01008

32225-51-00035

42012-56-00012

42201-12-00010

42205-51-01087

42205-51-02020 & 50-09356

51917-54-00011

51917-54-00012