

## BOARD OF MASON COUNTY COMMISSIONERS' PROCEEDINGS

November 24, 2009

1. Call to Order – The Chairperson called the regular meeting to order at 6:03 p.m.
2. Pledge of Allegiance – Pat Swartos led the flag salute.
3. Roll Call – Present: Commissioner District 1 - Lynda Ring Erickson; Commissioner District 2 – Tim Sheldon; Commissioner District 3 – Ross Gallagher.
4. Correspondence and Organizational Business
  - 4.1 Correspondence
    - 4.1.1 2010 budgets were received from Fire District Nos. 1, 6, 12, 13, and 17.
    - 4.1.2 The Washington State Superintendent of Public Instruction sent a listing of the 2010 maximum levy authority for school districts in Mason County.
    - 4.1.3 United Way of Mason County announced that Mason County offices raised \$4,562 in donations.
    - 4.1.4 John Woodring is seeking follow up information regarding Robin Hood Village's intent to locate residential park trailers on their property.
    - 4.1.5 Mason County Emergency Management announced that Sandi Kvarnstrom will serve as their primary representative to the EMS Council and Sandi Loertscher will serve as an alternate.
    - 4.1.6 John Gorman is seeking appointment to the Parks and Trails Business Plan Task Force.
    - 4.1.7 Randy Neatherlin is seeking appointment to the Planning Adviosry Commission.

Cmmr. Ring Erickson thanked her fellow Board members for their support during her time serving as an officer for the Washington State Association of Counties and congratulated Commissioner Gallagher on his appointment as an alternate to the Board of Directors.

6. Adoption of Agenda - **Cmmr. Ring Erickson/Gallagher moved and seconded to change the agenda by moving item 10 to the next order of business and then continuing with the agenda as published. Motion carried unanimously. RE-aye; S-aye; G-aye.**
10. Cmmr. Gallagher announced that yesterday, following discussion in executive session, TJ Martin, Mason County's Human Resources Director, was placed on administrative leave. The position of Human Resources Director is an at-will position reporting to and serving at the pleasure of the Board of Commissioner. An employee serving in an at will position may be terminated from employment for any reason that does not violate public policy or law. An at will employee may also be terminated from employment solely at the discretion of the employer with no specified basis or reason for termination required.

Over the course of the year, the Board has lost confidence in Mr. Martin's ability to perform the responsibilities of the position of Human Resources Director. Further, violations of Personnel Policy sections 8.6 and 8.7 relating to use of County equipment have come to light. Personnel Policy section 8.7 places all employees on notice that misuse of County services or equipment can lead to discipline, up to and including termination. Since Human Resources administers the Personnel Policy, violations by the Director are particularly concerning and termination is the appropriate action.

**Cmmr. Gallagher/Ring Erickson moved and seconded to terminate the employment of TJ Martin as Mason County's Human Resources Director. Motion carried unanimously. RE-aye; S-aye; G-aye.**

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5. Open Forum for Citizen Input –

- 5.1 Dave Shephard stated he is a volunteer and a Master Gardener and he would like to discuss the value that the Master Gardener program brings to Mason County. The Master Gardener program works under the WSU Extension Office. They take groups of individuals and give them 60 hours of intensive training. The individuals then provide community service as part of the course. Master Gardeners provide information clinics for the citizens of Mason County who have concerns about their plants. The Master Gardeners also provide physical labor and grow food for Saint's Pantry. His conclusion is that when the Board is thinking about various budget items he would like them to recall that the Master Gardener Program is valuable.
- 5.2 4-H participants Daniel, Lauren, Ashley and Katie stated why they believe 4-H program is important to the community. It teaches leadership and community service.
- 5.3 Ben Fogrich stated he has been a member of the Master Gardeners for nine years. He is also on the state foundation Board and executive board for the Mason Gardeners. The Master Gardeners were created 25 years ago by the Washington State University. The professors spent their weekends hoping that people would bring their plants in for diagnosis. It was to help the individual gardeners and gather information for the University. That is the primary purpose of the organization. One of the duties is to send things to the University for identification that the Master Gardeners haven't seen before. Washington is a major entry area for bugs from Asia. It has a lot to do with farmers and orchards. He added that the 4-H program is important to the health of the community and the country. There has been a 40% increase in young people joining 4-H in Washington this year.
- 5.4 CJ Nichols stated she is also a part of the Master Gardener program. She was the youngest person in Illinois to be a Master Gardener. 30 years later it is thrilling for her to be certified again and to be part of a small community. She was impressed by the training she received here. It is important to educate the public and the children because they are the future. The role of education and the community are a huge piece of what the Master Gardeners do. She was disappointed about the Fairgrounds situation because the Master Gardeners have a lot of things there. It would be a shame to lose those. She would like the Board to look at the role of the Master Gardeners and what they do for the community.
- 5.5 Annette McGee complimented the 4-H students on their presentation. She would like to know if there has been any consideration in rescinding the motion to cancel the Fairgrounds lease. She would also like to know if there is a requirement from the State for counties to hold fairs. She pleads to the Board to save 4-H and the Fair. She urges the Board to consider rescinding their motion to terminate the Fairgrounds lease.
- Cmmr. Sheldon noted that would be a good discussion for the upcoming budget hearing on December 7, 2009.
- 5.6 TJ Martin presented a letter to the Board regarding their recent actions. He stated it has been a pleasure working at Mason County. With the budget turmoil it has been no small task. The employees and directors have done everything in their power to maintain the highest level of customer service to the taxpayers. There will be continuing turmoil ahead with the current economic conditions and he wishes everyone the best of luck.

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7. Approval of Minutes – Budget workshop minutes for October 19 and November 9, 2009 and October 26, 2009 briefing meeting minutes.

**Cmmr. Gallagher/Ring Erickson moved and seconded to approve the budget workshop minutes for October 19 and November 9, 2009 and October 26, 2009 briefing meeting minutes. Motion carried unanimously. RE-aye; S-aye; G-aye.**

8. Approval of Consent Agenda:

- 8.1 Approval of a Hood Canal Surface Water Monitoring Grant agreement between Mason County and the Washington State Department of Ecology, Grant No. G1000324, in the amount of \$55,000. There is no local match.
- 8.2 Approval to concur with the appointment of Thomas Schaeffer to the Timberland Regional Library Board of Trustees to fill a term that ends on December 31, 2013, representing Grays Harbor County.
- 8.3 Approval of the Veterans Assistance Fund applications for: Scott Kaylor - Food \$200.00; Walter Diebold - Food \$100.00; Francis J. Diamantine - Food \$200.00 for a total of \$500.00 as recommended by the Veterans Assistance Fund Screening Committee.
- ~~8.4 Approval to set a public hearing on Tuesday, December 15, 2009 at 9:30 a.m. to consider approval of a request for rezone of three parcels (170.05 acres) on West Eells Hill Road currently designated as Rural Residential 20 to Rural Tourist Campground.~~
- 8.5 Approval to reject all proposals to expand the telephone system at Public Works.
- 8.6 Approval to set a public hearing for Tuesday, January 5, 2010 at 9:30 a.m. to consider renewing the Franchise Agreement between Mason County and Inland Telephone Company for an additional twenty-five years.
- 8.7 Approval to appoint the following individuals to the Mason County Parks and Trails Business Plan Task Force: Bruce Loften, Laurie Buhl, Patti Case, Fred Barrett, Katie Smith, Norman Nault, Mark Ziegler, Phil Wolff, John Gorman, Barbara Johnson, Linda Woytowich, Kevin Frankeberger and Eric Shallon. This is a temporary task force to assist the county parks department develop a business plan.
- 8.8 Approval to adopt the extension of the collective bargaining unit agreement between Mason County and IAM & AW Woodworkers Local Lodge W38 for the Prosecuting Attorney's bargaining unit, for the period of January 1, 2009 to June 30, 2010. The agreement continues the terms and conditions of the present contract and no increases will need to be made by Mason County to fund this extension.

Roslynne Reed asked that item 8.5 be removed for further discussion.

Sandy Tarzwell asked that item 8.6 be removed for further discussion.

Ms. Reed asked why all of the proposals were rejected in item 8.5.

Charlie Butros explained that when relocating the WSU Extension office, the Commissioners took into consideration that they have a phone system that is compatible to the phone system at the new Public Works facility. The Extension Office can be served using the existing the phone system at the downtown campus when they are relocated. The phone system at the current Extension Office could be used instead of acquiring a new system to expand the service at the Public Works facility.

Ms. Tarzwell asked for more information regarding item 8.6.

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Mr. Butros explained that this is the renewal of an existing franchise agreement that is expiring. The agreement has the option to extend for 25 years. It covers telecommunication services provided by the Inland Phone Company in the Jarrell's Cove area.

Cmmr. Sheldon noted that this item is just setting the public hearing.

**Cmmr. Ring Erickson/Gallagher moved and seconded to approve Consent items 8.1 through 8.8, with the exception of item 8.4, which has been removed. Motion carried unanimously. RE-aye; S-aye; G-aye.**

9. 6:30 p.m. Public Hearings and Items Set for a Certain Time. –

9.1 Public hearing to consider the following budget amendments in the 2009 budget for the Current Expense Fund: Clerk - \$2,000 transfer from ending fund balance for postage; Civil Service - \$1,200 net transfer from Sheriff's Office budget for testing requirements to fill a vacant position; Sheriff - \$114,614 (\$115,814 - \$1,200) supplemental appropriation for unanticipated grants and Public Health Fund - \$42,000 supplemental appropriation for H1N1 Pandemic Response Plan grant.

Pat Swartos, Mason County Clerk, explained that her request is to add \$2000 to her 2009 budget for postage to continue to mail jury summonses. Postage went up this year.

Ms. Tarzwell stated that at 44 cents apiece, that seems like a lot of jury summonses.

Ms. Swartos replied that her office has spent \$11,335 on postage so far this year. About 1/3 are returned undeliverable. Summonses are sent every two weeks.

Ms. McGee asked how that dollar amount compares to 2008.

Ms. Swartos stated that the same number of summonses was sent out. The postage has just increased.

Jim Barrett, Undersheriff, explained that the \$1,200 for Civil Service is for testing to fill the vacated position left by Irene Moffatt after she retired as the Civil Service Processor. It is an essential function of the office. The \$114,614 is part of the stimulus grant money that will retro back to September 16<sup>th</sup>.

There were no questions for the Undersheriff.

Vicki Kirkpatrick, Public Health Director, stated that the \$42,000 being requested is part of the Federal grant that was received for H1N1 Pandemic response. The grant runs from August 2009 through July 31<sup>st</sup> of next year. She is asking for the budgetary authority to spend an additional \$42,000 of that grant money in 2009.

Ms. Tarzwell asked how much of the grant would be left over for next year.

Ms. Kirkpatrick stated the total grant is about \$179,000 and it should go through July of next year. The majority is intended to be spent during the pandemic response. The majority will probably be spent in 2009 and the first few month of 2010 until the season winds down.

Ms. Tarzwell asked if there have been any other supplemental requests this year to respond to H1N1.

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Ms. Kirkpatrick replied that this is the first supplemental request for H1N1. The original grant money was budgeted in 2009.

Public Testimony

Annette McGee stated she isn't testifying for or against these requests. She would like to know if the Board has been apprised of whether there will be enough money at the end of the year to meet the obligations of the Clerk's office.

Cmmr. Sheldon replied that there is an estimate of 2.5 million dollars for the ending fund balance.

**Cmmr. Gallagher/Ring Erickson moved and seconded to approve the following budget amendments in the 2009 budget for the Current Expense Fund: Clerk - \$2,000 transfer from ending fund balance for postage; Civil Service - \$1,200 net transfer from Sheriff's Office budget for testing requirements to fill a vacant position; Sheriff - \$114,614 (\$115,814 - \$1,200) supplemental appropriation for unanticipated grants and Public Health Fund - \$42,000 supplemental appropriation for H1N1 Pandemic Response Plan grant. Motion carried unanimously. RE-aye; S-aye; G-aye. Budget Order (Exhibit A)**

- 9.2 Public hearing continued from October 13, 2009 to consider amending the Mason County Parks and Trails Department Fee Schedule to include boat launch fees.

John Keates, Parks Director, stated that a public hearing was held on October 13<sup>th</sup> to consider amending the Park's fee schedule to include boat launch fees. He has since been able to brief with the Board to discuss this further. He has instituted a boat launch donation program, which has had some success. The shellfish industry has also stepped forward to fund portable toilets at two boat launches. That item was proposed to be funded with boat launch fees. There have been other discussions with the commercial shellfish growers about sponsorships. The formation of a business plan task force was approved tonight. One of their primary objectives will be to look at the finances of the Parks and Trails department. Given all that has transpired since the last public hearing, staff recommends not amending the fee schedule to include boat launch fees.

An audience member asked what the fees would be.

Mr. Keates clarified that he is not recommending imposing fees. There is a program to accept donations at the boat launches instead. The suggested donation is \$50 for an annual pass or \$5 per use.

Ms. Tarzwell asked if there has been any discussion with the homeowners' association at Shorecrest. That was an area that needs port-a-potties.

Mr. Keates stated he hopes to talk to them soon.

An audience member asked if the requested donations signage would be placed at the Grapeview boat launch.

Mr. Keates explained that the signage would just be at County controlled launches. It is currently at Mason Lake, Union and Latimer's Landing.

Ms. Tarzwell asked what benefit people would get by donating to the program.

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Mr. Keates stated the donations would pay for general operations and maintenance.

There was no public testimony.

**Cmmr. Ring Erickson/Gallagher moved and seconded to take no action on amending the Mason County Parks and Trails Department Fee Schedule to include boat launch fees. Motion carried unanimously. RE-aye; S-aye; G-aye.**

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 6:59 p.m.

BOARD OF COUNTY COMMISSIONERS  
MASON COUNTY, WASHINGTON

  
\_\_\_\_\_  
Tim Sheldon, Chair

  
\_\_\_\_\_  
Lynda Ring Erickson, Commissioner

ATTEST:

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

  
\_\_\_\_\_  
Ross Gallagher, Commissioner

ORDER  
2009 Budget

IN THE MATTER OF:  
SUPPLEMENTAL APPROPRIATION/BUDGET TRANSFER - NOTICE OF HEARING  
RESOLUTION NO. 95-09  
DATED AND PASSED: **November 3, 2009**  
FOR SUPPLEMENTAL APPROPRIATION OF:

<b>Current Exp. - Sheriff's Office Expenditures</b>	<b>\$114,614</b> (unanticipated grant)
<b>Public Health</b>	<b>\$ 42,000</b> (unanticipated H1N1 grant)
BUDGET TRANSFER OF:	
<b>Current Expense - Clerk</b>	<b>\$ 2,000</b> (from Ending Fund Balance)
<b>Current Expense - Civil Service</b>	<b>\$ 1,200</b> (net transfer from Sheriff's Office)

WHEREAS, a notice was published and a public hearing was held in accordance with RCW 36.40.100 and RCW 36.40.195 and with Resolution No. 95-09, (see Attachment B which is incorporated as part of this order).

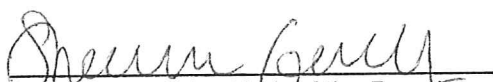
THE BOARD OF COUNTY COMMISSIONERS OF MASON COUNTY, hereby approves the supplemental appropriations to the Current Expense Fund: Sheriff's Office - \$114,614, Public Health Fund - \$42,000 and the budget transfers in the Current Expense Fund, Clerk - \$2,000; Civil Service -\$1,200.


BE IT FURTHER RESOLVED that this Supplemental Appropriation and Budget Transfer will be expended and recorded in the 2009 budget as listed in Attachment A which is also incorporated as part of this order.

PASSED in open session this 24th day of November 2009.

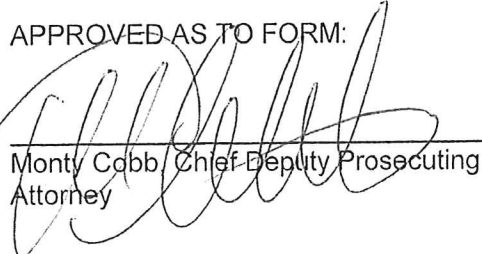
BOARD OF COUNTY COMMISSIONERS  
MASON COUNTY, WASHINGTON

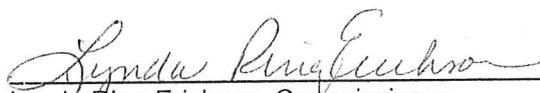
ATTEST:

  
Shannon Goudy, Clerk of the Board

  
Tim Sheldon, Chair

APPROVED AS TO FORM:

  
Monty Cobb, Chief Deputy Prosecuting  
Attorney

  
Lynda Ring Erickson, Commissioner

  
Ross Gallagher, Commissioner

C: Auditor  
Treasurer  
Sheriff  
Clerk  
Civil Service  
Public Health

EXHIBIT A

### Budget Order

Resolution # 95-09		Approved 11-24-09	
		Revenues	Expenditures
<b>Civil Service</b>			
<u>001-060-000</u>			
521.10.10.0010	Salaries & Benefits		\$ 1,200.00
	Department Subtotal		\$ 1,200.00
<b>Clerk</b>			
<u>001-070-000</u>			
512.30.42.0020	Postage		\$ 2,000.00
	Department Subtotal		\$ 2,000.00
<b>Sheriff-Patrol</b>			
<u>001-205-267</u>			
521.22.10.0050	Community Service Officer		\$ 5,068.00
521.22.20.0020	Social Security & Medicare		388.00
521.22.20.0040	Medical & Dental Insurance		2,851.00
521.22.20.0010	L&I Insurance		244.00
521.22.20.0030	Retirement		397.00
521.22.12.0000	Overtime		52.00
521.22.35.0030	Small Tools - Computers		76,245.00
	(2009 SB-B9-3091 Grant)		
521.22.35.0030	Small Tools - Fence		18,785.00
	(2009 DX-BX-0949 Grant)		\$ 104,030.00
<b>Sheriff-Jail</b>			
<u>001-205-270</u>			
523.60.41.0070	Professional Services		\$ 10,584.00
	(SCAAP Grant Award)		\$ 10,584.00
<b>Other Reserves</b>			
<u>001-320-000</u>			
508.00.00.0000	Budgeted Ending Fund Balance		(1,200.00) Civil Service Supplemnt
			(net Sheriff Supplemnt)
508.00.00.0000	Budgeted Ending Fund Balance		(2,000.00) Clerk Supplement
508.00.00.0000	Budgeted Ending Fund Balance		(114,614.00) Sheriff Supplement
			\$ (117,814.00)
<b>Total CE Revenue &amp; Expenditure Budget Adjustments</b>		\$ -	\$ -
<b>Public Health/Nursing</b>			
<u>150-200-000</u>			
333.90.69.0000	Pandemic Flu Focus - Grant	\$ 42,000.00	
562.20.41.0010	Professional Services		\$ 12,000.00
562.20.44.0010	Advertising		20,000.00
562.20.49.0020	Printing and Binding		10,000.00
		\$ 42,000.00	\$ 42,000.00



RESOLUTION NO. 95-09  
2009 BUDGET

**SUPPLEMENTAL APPROPRIATION/BUDGET TRANSFER- NOTICE OF HEARING**

**WHEREAS**, by reason of conditions which could not be reasonably foreseen at the time of making the budget for the year **2009**, it is necessary to make provision for supplemental appropriations and budget transfers to the budget as required by RCW 36.40.100, and RCW 36.40.195 for the following:

Current Expense Fund: Clerk - \$2,000 transfer from ending fund balance for postage; Civil Service - \$1,200 net transfer from Sheriff's Office budget for testing requirements to fill a vacant position; Sheriff - \$114,614 net expenditure supplemental appropriation (\$115,814-\$1,200) for unanticipated grants.

Public Health Fund: \$42,000 supplemental appropriation for H1N1 Pandemic Response Plan.

THEREFORE, BE IT RESOLVED BY THE Board of Mason County Commissioners:

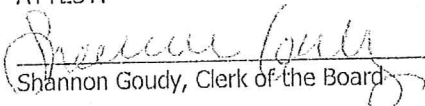
That the 24th day of November 2009 at the hour of 6:30 p.m. in the Mason County Commissioners Chambers in Courthouse Building I, 411 North Fifth Street, Shelton, Washington, is hereby fixed as the time and place for a public hearing upon the matter of a supplemental appropriations and budget transfers to the 2009 Budget as follows:

- Current Expense Fund – Clerk \$2,000
- Current Expense Fund - Civil Service, \$1,200
- Current Expense Fund – Sheriff's Office - \$114,614
- Public Health Fund - \$42,000

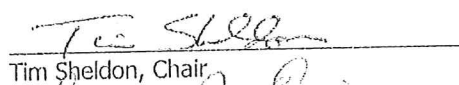
The Clerk of the Board is hereby authorized, empowered, and directed to cause notice of such hearing to be published as provided by law.

DATED this 3rd day of November 2009.

ATTEST:

  
Shannon Goudy, Clerk of the Board

BOARD OF COUNTY COMMISSIONERS  
MASON COUNTY, WASHINGTON

  
Tim Sheldon, Chair

APPROVED AS TO FORM:

  
Monty Cobb, Chief Deputy Prosecuting Attorney

  
Lynda Ring Erickson, Commissioner

  
Ross Gallagher, Commissioner

- C: Budget
- Auditor
- Treasurer
- Clerk
- Sheriff
- Public Health
- Civil Service

Publish 2x 11/12 & 11/19 – bill to Mason County Commissioners, 411 North 5<sup>th</sup> Street, Shelton