

**JEFFERSON COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**AGENDA REQUEST**

**TO:** Board of County Commissioners  
Philip Morley, County Administrator

**FROM:** Leslie Locke, Deputy Clerk of the Board

**DATE:** December 16, 2013

**SUBJECT:** Approval of Jefferson County Public Official Position Schedule Bond #68681811 Issued by Western Surety Company for the Treasurer, Clerk, Sheriff, Auditor, Prosecuting Attorney, Engineer, Commissioners #1, #2 and #3, Judge and Assessor

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**STATEMENT OF ISSUE:**

Pursuant to RCW 42.08.100 (Copy attached) the Board of County Commissioners shall approve the official bonds of all County and Township Officers, except the County Superintendent of Schools.

**ANALYSIS:**

Jefferson County holds a position schedule bond for eleven of its twelve Public Officials (Copy attached). A bond is not required for the Superior Court Judge. All other elected/appointed positions are covered under this bond. This bond is renewed annually and because of the type of bond, does not have to be cancelled and rewritten each time a new individual is elected or appointed to one of these positions.

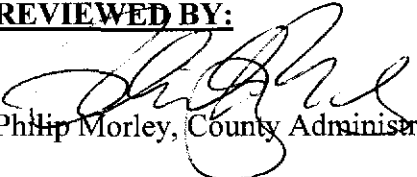
**FISCAL IMPACT:**

The annual fee for renewing the bond is \$1,559.00.

**RECOMMENDATION:**

Approve the public official position schedule bond #68681811.

**REVIEWED BY:**

  
Philip Morley, County Administrator

12/16/13  
Date

**RCW 42.08.100**

**Approval and filing.**

The official bonds of officers shall be approved and filed as follows, to wit: The official bond of the secretary of state shall be approved by the governor and filed in the office of the state auditor. The official bonds of all other state officers required by law to give bonds, except as otherwise expressly provided by law, shall be approved by the governor and filed in the office of the secretary of state.

The official bonds of all county and township officers, except the county superintendent of schools, shall be approved by the board of county commissioners, if in session, and if not in session, by the chairman of such board, and filed and recorded in the office of the county clerk of their respective counties: PROVIDED, That the bond of the county clerk shall be recorded in the office of the county auditor and filed in the office of the county treasurer.

[1955 c 157 § 11. Prior: 1890 p 35 § 5; RRS § 9934.]

**NOTES:**

Contractor's bonds: Chapter 39.08 RCW.

Official bonds -- Payment of premiums: RCW 48.28.040.

Surety insurance: Chapter 48.28 RCW.



**RETURN ADDRESS**

Jefferson County Commissioners  
P.O. Box 1220/1820 Jefferson Street  
Port Townsend, WA 98368

Please print neatly or type information

**DOCUMENT TITLE**

Public Official Position Schedule Bond

**REFERENCE NUMBERS (S) OF RELATED DOCUMENTS**

#68681811

Additional Reference #'s on page \_\_\_\_\_

**GRANTOR (S) (Last, First and Middle Initial)**

Western Surety Company  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional grantor on page \_\_\_\_\_

**GRANTEE (S) (Last, First and Middle Initial)**

Jefferson County  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional grantee on page \_\_\_\_\_

**LEGAL DESCRIPTION** (Abbreviated form: i.e. lot,block,plat or section,township,range,quarter/quarter)

Additional legal on page \_\_\_\_\_

**ASSESSOR'S PROPERTY TAX PARCEL/ACCOUNT NUMBER**

Additional parcel #'s on page \_\_\_\_\_

The Auditor/Recorder will rely on the information provided on this form. The staff will not read the document to verify the accuracy or completeness of the indexing information provided herein.



FILED

# Western Surety Company

98 FEB 11 PM 2:14

JEFFERSON COUNTY  
HARRIETTE WALTERS, CLERK

## PUBLIC OFFICIAL POSITION SCHEDULE BOND

Name of Oblige County of Jefferson  
Name of Insured County of Jefferson

Bond No. 68681811 CT. CLERK

WESTERN SURETY COMPANY, as Surety, in consideration of an agreed premium is held and firmly bound unto the Oblige, for the faithful discharge of the duties of any Officer or Employee while occupying any position named in the schedule attached, or added thereto by written acceptance of the Surety, while in the service of the Insured, not exceeding the sum specified in said schedule or written acceptance of the Surety as to said position

after the 1st day of January, 1998

This bond is subject to the following expressed conditions:

1. Automatic coverage is granted for the first thirty days' service of any Officer or Employee occupying a newly created position identical with one listed in the schedule of positions, in an equal amount. Provided, however, that the automatic coverage herein granted shall be void and of no effect from the beginning, unless during the said thirty day period the Insured has requested in writing that the position be added to the schedule, and the Surety by written acceptance has consented thereto.
2. Coverage on any position may be increased or decreased upon written request of the Insured, and agreed to in writing with the Surety.
3. The Surety's liability under this bond shall not be cumulative, and in no event shall the Surety be called upon to pay an aggregate hereunder an amount greater than the largest single amount for which the position covered by any Officer or Employee causing said loss is or has been covered in the schedule, whether said loss occurred during any one or more years. The liability of the Surety for any Officer or Employee occupying more than one position at one time, or at different times, shall not exceed the largest amount of coverage specified for any single position occupied by said Officer or Employee. The liability of the Surety shall never exceed the amount in effect for the position when the act of the Officer or Employee causing the loss shall have occurred. In the event there are more Officers or Employees occupying the position covered in the schedule than are listed therein, the Surety shall be liable for such proportion of the amount of coverage as the number of Officers or Employees listed bears to the number of Officers or Employees actually occupying the position when the loss occurred.
4. Cancellation hereunder is effective, and all liability under this bond shall cease as to the future acts or omissions as to any Officer or Employee on the date specified in written notice given by the Insured to the Surety as to any or all positions or Officers or Employees, or after thirty days' written notice given by the Surety to the Insured of its intent to cancel this bond in its entirety, or as to any Officer or Employee or position.
5. None of the specifications of this bond shall be altered or waived, except in writing by the Surety executed by the Chairman of the Board, its President, Vice President, Secretary, Assistant Secretary or Treasurer.
6. The liability of the Surety hereunder is subject to the terms and conditions of the following or to the following Riders attached thereto:

Dated this 5th day of January, 1998

Countersigned  
By N/A  
Resident Agent

WESTERN SURETY COMPANY  
By Stephen T. Late  
Surety

Form 1110-2-96

AUDITOR'S NOTE:  
**COPY**  
NOT ORIGINAL SIGNATURES



SCHEDULE OF POSITIONS EFFECTIVE January 1 1998

(If there is more than one position of like classification, list by number, thus: Cashier No. 1, Cashier No. 2)

Number	Position	Location	Amount	Premium
1.	Treasurer		\$150,000.00	\$750.00
1.	Clerk		\$100,000.00	\$350.00
1.	Sheriff		\$5,000.00	\$25.00
1.	Auditor		\$5,000.00	\$17.50
1.	Prosecuting Attorney		\$5,000.00	\$17.50
1.	Engineer		\$20,000.00	\$70.00
1.	Commissioner #1		\$15,000.00	\$52.50
1.	Commissioner #2		\$15,000.00	\$52.50
1.	Commissioner #3		\$15,000.00	\$52.50
1.	Judge		\$3,000.00	\$10.50
1.	Assessor		\$1,000.00	\$3.50



# Western Surety Company

## CHANGE NOTICE

WESTERN SURETY COMPANY is hereby requested to make the following additions to and/or deductions from the Schedule of Employees attached to Bond No. 68681811 issued to HERIANNNE WALTERS of JEFFERSON COUNTY DEPT. OF WA 03 JAN 17 PM 2:11 **FILED**  
 County of Jefferson Address Port Townsend, WA  
 subject to all the terms, limitations and conditions therein set forth.

This acceptance notice is issued with the distinct understanding that the liability of WESTERN SURETY COMPANY shall under no circumstances be cumulative, and shall not exceed the amount of bond in effect as to any employee or employees when the dishonest act of the employees shall have been committed, and shall in no event exceed the maximum amount at any time specified as to such employee or employees.

### ADDITIONS

DATE OF ADDITION	ITEM NO.	NAME	POSITION	LOCATION	AMOUNT	PREMIUM CHARGE
01-03-03	1.		Auditor		\$ 10,000.00	\$ 35.00AP

### DEDUCTIONS

DATE OF DEDUCTION	ITEM NO.	NAME	POSITION	LOCATION	AMOUNT	PREMIUM CHARGE
01-03-03	1.		Auditor		\$ 5,000.00	\$ 17.50RP

Dated this 3rd day of January, 2003.



NOTE: This form must be signed by the Employer, Co-partnership, by a member of the Firm; if a corporation, by a duly authorized officer.

Form 216-11-2002

County of Jefferson  
 (EMPLOYER)  
 By [Signature]  
 (EMPLOYER'S SIGNATURE)  
 WESTERN SURETY COMPANY  
 By Paul T. Bruflat  
 PAUL T. BRUFLAT, SENIOR VICE PRESIDENT

AUDITOR'S NOTE:  
**COPY**

NOT ORIGINAL SIGNATURES

FILED

08 JAN -8 AM 11:52

JEFFERSON COUNTY  
RUTH GORDON, CLERK

07-2-200-5

RETURN ADDRESS

Jefferson County Board of Commissioners  
P.O. Box 1220/1820 Jefferson Street  
Port Townsend, WA 98368

Please print neatly or type information

DOCUMENT TITLE

Public Official Bond Change Notice

REFERENCE NUMBER (S) OF RELATED DOCUMENTS

#68681811

Additional Reference #'s on page \_\_\_\_\_

GRANTOR (S) (Last, First and Middle Initial)

Jefferson County

Additional grantor on page \_\_\_\_\_

GRANTEE (S) (Last, First and Middle Initial)

Western Surety Company

Additional grantee on page \_\_\_\_\_

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Additional parcel #'s on page \_\_\_\_\_

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# Western Surety Company

## CHANGE NOTICE

WESTERN SURETY COMPANY is hereby requested to make the following additions to and-or deductions from the Schedule of Employees attached to Bond No. 68681811, issued to County of Jefferson Address Port Townsend, WA

subject to all the terms, limitations and conditions therein set forth.

This acceptance notice is issued with the distinct understanding that the liability of WESTERN SURETY COMPANY shall under no circumstances be cumulative, and shall not exceed the amount of bond in effect as to any employee or employees when the dishonest act of the employees shall have been committed, and shall in no event exceed the maximum amount at any time specified as to such employee or employees.

### ADDITIONS

DATE OF ADDITION	ITEM NO.	NAME	POSITION	LOCATION	AMOUNT	PREMIUM CHARGE
12-21-07	1		Auditor		\$ 50,000.00	\$ NI

### DEDUCTIONS

DATE OF DEDUCTION	ITEM NO.	NAME	POSITION	LOCATION	AMOUNT	PREMIUM CHARGE
12-21-07	1		Auditor		\$ 10,000.00	\$ NI

Dated this 21st day of December, 2007



NOTICE: This form must be signed by the Employer, Co-partnership, by a member of the Firm; if a corporation, by a duly authorized officer.

Form 216-11-2002

County of Jefferson  
 (EMPLOYER)  
 By Phil Johnson, Chairman  
 (EMPLOYER'S SIGNATURE)  
 WESTERN SURETY COMPANY  
 By Paul T. Bruflat  
 PAUL T. BRUFLAT, SENIOR VICE PRESIDENT