

## MINUTES

### BOARD OF COUNTY COMMISSIONERS MEETING

August 13, 2001

The Commissioners met in session in the Commissioners' Meeting Room of the Administration Building, Montesano, Washington, on Monday, August 13, 2001, at 2:00 p.m. Commissioners Bob Beerbower, Dan Wood and Dennis Morrisette and Sandi Daniels, Clerk of the Board, were present. Stew Menefee, Prosecuting Attorney was present.

**MINUTES OF PREVIOUS MEETING:** Minutes from the August 6, 2001 Board of County Commissioners meeting were approved.

#### **BIDS:**

#### **HEARINGS:**

##### **Supplemental Budget Hearing, Public Health and Social Services Department:**

There was a public hearing to consider Supplemental Appropriation in the General Fund Public Health and Social Services Department as follows: Public Health and Social Services Fund #001-000-029 in the amount of \$18,785. Rose Elway, Budget Director, provided a staff report. Ms. Elway reported the Supplemental Budget request is due to state funds received for the Developmental Disabilities Program. Funding will be used in salaries and benefits for the addition of a Social Services Program Specialist III position. Chairman Beerbower asked for public comment. There was no public comment and the hearing was closed. A motion was made, seconded and passed to approve Resolution No. 01-89 – Authorizing A Supplemental Extension In The Budget Of The Grays Harbor County General Fund Public Health and Social Services Department #001-000-029.

#### **PRESENTATION:**

##### **PUBLIC COMMENT I:**

Chairman Beerbower asked for public comment. Fred Hutchison, resident of Elma, asked questions regarding grants and personnel preparing grants. Chairman Beerbower reported in most cases grants are prepared by staff. There being no additional public comment, Public Comment I was closed.

#### **DEPARTMENT OF PUBLIC SERVICES**

**Request Approval, Contracting for Small Public Works Projects:** The Department of Public Services requested that the department be allowed to hire specialized equipment and labor to work on public works projects without advertisement or competitive bidding provided the contracted work is less than \$10,000 per RCW 36.32.250. A motion was

made, seconded and passed to approve Resolution No. 01-90 – Contracting Public Works Projects, Setting Limits and Delegating Authority To Department Of Public Services Rescinding Resolution 95-28.

Paul Easter, Director, Department of Public Services reported that the kick-off ceremony for the Industrial Waterline Project at Lake Aberdeen is planned for August 16, 2001 at 1:00 p.m. Mr. Easter reported that Congressman Norm Dicks as well as other Aberdeen, Hoquiam and Cosmopolis dignitaries plan to attend.

## **DEPARTMENTS**

### **PROSECUTOR**

**Request Approval, Surplus of Property:** The Grays Harbor County Prosecuting Attorney's Office requested to declare for surplus the following items:

1. A credenza, green with orange accents;
2. A printer table purchased to hold Epson dot matrix printer, (printer inventory number 1072) was declared surplus earlier this year);
3. A credenza, black in color;
4. A "printer cube" constructed by Facility Services;
5. An old refrigerator purchased several years ago by the office employees for their use and benefit;
6. Three (3) bookcases which have passed their useful life;
7. A storage cabinet constructed by Facility Services, originally used in the receptionist area of the Prosecuting Attorney's Office;
8. A typing table used for a typewriter;
9. Two (2) four-drawer filing cabinets damaged as the result of the move from and back to the Courthouse, and can not be used; and,
10. A two-drawer filing cabinet.

Unless specifically stated above, the above items are not on the Prosecuting Attorney's inventory, are several years old, and each are of no more than \$10.00.

Also to be declared for surplus are the following items:

1. Two (2) Hewlett Packard Laserjet II printers, Prosecuting Attorney's Inventory Numbers 1009 and 1010, both of which are in working condition. Due to the age of the printers, the amount of use they have sustained, and the current market place, a value should be placed on each of the printers of approximately \$25.00.

2. A sharp Compet calculator, purchased December 31, 1974, not in working condition and not repairable for a reasonable cost, having no value in its present condition;
3. A Dictaphone 2880 dictation unit, part of Prosecuting Attorney's Inventory Number 1015, purchased in December 1985, in working condition, but is of minimal value due to use and age; and,
4. Two (2) dictaphone 2710 dictation or transcribing units, without power cords, microphones, or foot pedals, part of Prosecuting Attorney's Inventory Number 1015, no longer in service due to age and usage, of minimal value.

A Xerox 5052 copier, Prosecuting Attorney's Inventory number 1039, and a Canon AP800-III typewriter, Prosecuting Attorney's Inventory number 1003, stored while repairs were being made to the Courthouse with surplus property, were sold as surplus. The copier was replaced in 1999 by a Sharp SD-2260, and was not in working order at the time it was stored. The typewriter was also not in working condition. Based on the fact that these items were sold as surplus, the Prosecutor requested that they be removed from their inventory.

Prosecuting Attorney's Inventory Number 1041, shelving used in the Prosecutor's basement storage area prior to the move from the Courthouse, apparently was destroyed or put to another use by another department. If available, only a portion of the shelving could have been used in the current basement storage area due to a change in configuration of the storage area. Used shelving is of little value in the marketplace. The Prosecuting Attorney requested that this shelving be removed from their inventory. A motion was made, seconded and passed to approve the request and to refer the surplus property to the County Treasurer.

The Clerk of the Board reported the following item was received after the agenda was prepared.

### **AUDITOR**

**Request Approval, Resolution Adopting A Capital Asset Policy:** Vern Spatz, Grays Harbor County Auditor, reported the resolution request is of a technical nature. Mr. Spatz explained it is the desire of the legislative body to set adequate controls for accountability, control, and reporting of capital assets and that sufficient changes have occurred since adoption of the previous resolution to warrant revision of the policy. He reported that the Washington State Auditor's office requires implementation of Statement 34, changing governmental reporting and accounting, of the Governmental Accounting Standards Board in the year 2002. The proposed resolution rescinds resolution 90-78

regarding Fixed Assets and a new Capital Assets policy is adopted. The inventory level defining capital assets shall be set at \$2,500. A “small and attractive assets” policy be created to control, and account, for assets up to \$2,500. The capital assets reporting level for the annual report be set at \$10,000. The Internal Controls Committee comprised of the offices of the Auditor, Treasurer, and Budget Director shall be responsible for creating and maintaining the Capital Assets policy and procedures. A motion was made, seconded and passed to approve Resolution No. 01-91 – Adopting A Capital Asset Policy.

**CORRESPONDENCE:**

The Clerk of the Board reported that a Projection Of Income From State Forest Board Lands was received from Doug Sutherland, Commissioner of Public Lands.

**APPOINTMENTS:**

None

**PUBLIC COMMENT II:**

Chairman Beerbower asked for public comment. Stan Blunt, resident of Aberdeen, discussed the fair and race held during the evening. Mr. Blunt asked questions regarding the Neilton Water Board. Commissioner Wood explained there is a community water system in Neilton that is in development and there is a community Water Board. Mr. Blunt asked questions regarding the Industrial Waterline Kick-off. There was no additional public comment and Public Comment II was closed.

**RESOLUTIONS:**

The following resolutions were approved and signed by the Board:

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| #01-89 | Authorizing A Supplemental Extension In The Budget Of The Grays Harbor County General Fund Public Health and Social Services Department #001-000-029 |
| #01-90 | Contracting Public Works Projects, Setting Limits and Delegating Authority To Department Of Public Services Rescinding Resolution #95-28             |
| #01-91 | Adopting A Capital Asset Policy  |

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The meeting adjourned at 2:15 p.m. to Monday, August 20, 2001 at 2:00 p.m.

BOARD OF COMMISSIONERS  
for Grays Harbor County  
This \_\_\_\_\_ day of \_\_\_\_\_, 2001

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BOB BEERBOWER, Chairman

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DENNIS MORRISETTE, Commissioner

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DAN WOOD, Commissioner

ATTEST:

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Sandra Daniels  
Clerk of the Board