

## MINUTES

### BOARD OF COUNTY COMMISSIONERS MEETING

December 8, 2003

The Commissioners met in session in the Commissioners' Meeting Room, Administration Building, Montesano, Washington, on Monday, December 8, 2003, at 2:00 p.m. Commissioners Bob Beerbower, Dennis Morrisette and Al Carter were present. Also in attendance was Donna Caton, Clerk of the Board. Jim Baker, Prosecuting Attorney was present.

**MINUTES OF PREVIOUS MEETING:** The minutes of the Commissioners' Meeting of November 24, 2003 at 2:00 p.m. were approved as presented. The minutes of the November 24, 2003, special meeting for public input on boating on the Wynoochee and Satsop rivers held at 6:00 p.m. were approved as presented.

#### **BIDS**

##### **Bid Opening for Carpet Replacement in the Grays Harbor Administration**

**Building:** There was a bid opening for Carpet Replacement in the Grays Harbor Administration Building located at 100 West Broadway, Montesano, Washington. The bid specifications and documents were available at the Department of Public Services, 100 West Broadway, Suite 31, Montesano, Washington. A pre-bid meeting was held on Wednesday, November 26, 2003 at 10:00 a.m. at the Grays Harbor County Administration Building, 100 West Broadway, Montesano, Washington. The Clerk of the Board announced one bid was received. The bid was opened and read as follows:

The Beresford Company, Seattle, Washington	\$28,132
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Chairman Morrisette referred the bid to the Department of Public Services for review and recommendation.

#### **HEARINGS**

**2004 Budget:** There was a public hearing to consider adoption of the Grays Harbor 2004 Budget, per the requirements of RCW 84.55. Copies of the Proposed 2004 Budget were available for study in the office of the County Auditor. Chairman Morrisette asked for a staff report. Rose Elway, Budget Director, reported that the proposed budget is a balanced 2004 budget. The budget prioritizes maintenance of services provided to Grays Harbor citizens using significant county reserves to balance. Emphasis was placed on continuing services that stimulate economic growth with Grays Harbor County. This budget reduces all funds by \$7.1 million to 92% of the 2003 budget. Ms. Elway reported it is a priority of the Board to limit spending levels to available county resources. County staffing remains level due to consolidation of District Court Criminal and Adult

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Probation divisions in Montesano which creates savings to all offices affected by criminal prosecution and detention. Contracts for services were reviewed continuing regional wide tourism promotion with county staff and consideration of reduction to contracts where existing staff can provide citizen services. Grays Harbor County will continue the imposed hiring freeze reviewing staff vacancies on a case by case basis for mandated, necessary service levels. Tax levy revenue was maintained at the prior year level with only increases due to revaluation and new construction values being added to the assessed valuation base. Fee for service revenues were slightly increased in an effort to sustain essential operations while minimizing base growth. The 2004 budget continues public safety and health levels within Grays Harbor communities. A commitment remains for economic development projects so quality jobs are available for present and future generations. Grays Harbor residents are provided maintained services in planning, building, utility development, and growth management areas emphasizing positive future project developments in the community. Investments have been made to sustain necessary capital buildings and infrastructures providing direct services for Grays Harbor citizens. This budget will assist the county to continue necessary services into the future. Ms. Elway reported County finances are divided into two groups: The County General Fund Operations and the Miscellaneous Fund groups. The General Fund 2004 budget totals \$24,259,503 with operations sustained at 100% of the 2003 budget. \$561,853 or 2% of the General Fund is budgeted for courthouse repair bond debt and ongoing earthquake litigation with the Commonwealth Property Insurance. Revenue decreased (\$78,525) below the 2003 level with fund balance adopted usage at \$2,056,719, which retains an operation reserve of \$3,104,281. The General Fund is comprised of all departments providing general County services. The Law and Justice Programs consume 81 cents of each general fund non-dedicated dollar. Unfunded state mandates increase criminal justice program cost with indigent defense, indigent burial, and court assigned interpreter fees comprising over 2% of General Fund budgets. Grays Harbor statewide even year election costs for the 2004 presidential election is increased by \$105,000 and is paid for by the citizens of the County. Public health requirements utilize 14% of General Fund resources with health care costs provided to incarcerated juveniles and adults, as well as countywide monitoring and treatment of infectious disease.

The General Fund 2004 budget totals 72% (\$17,477,849) in salary and benefit costs, 27% (\$6,631,913) in goods and services, and 1% (\$149,741) is budgeted for necessary equipment replacement. \$8,221,161 from penalties, interest and taxes on assessed property represents 37% of the general fund revenue base. Ms. Elway explained the County pursues available federal, state and local grants, which are the second largest revenue source (\$4,125,784) at 19% in 2004. Grants and fees fund 83% of the Public Health and Social Services programs with 2.5 cents of the General Fund levy \$93,700, dedicated as mental health matching funds. The third largest revenue court fines, fees, and criminal justice tax generates 14% (\$3,071,404), with licenses, permits, fees and

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taxes revenues fourth at 11% (\$2,115,063). Sales tax is the fifth largest revenue generating 9.5% (\$2,100,000), with forest harvest and yield taxes down \$500,000 to sixth at 8% (\$1,681,900) with the decline in the timber assessed value and hard forest harvest market.

Ms. Elway reported Miscellaneous Funds total \$58,498,133 in budgeted funds. The Road Fund has the largest operating budget at 35% of the total for a \$20,441,265 annual road program. The road property tax levy generates 19% of available road revenue at \$3,799,124 which remains at \$2.25 per \$1,000 assessed property value with increases in added new construction and valuation base only. The road program includes \$9,345,000 in road construction projects with 72% funded by grants, and \$6,395,000 in road maintenance and operations countywide. Social Services, Mental Health, Development Disabilities, and Substance Abuse pass-through grant programs deliver services totaling \$7,788,495. The Aberdeen Landfill Post Closure fund budget totals \$3,287,672 and the commitment to implement the Solid Waste Plan is funded at \$2,952,000 continuing hazardous waste and recycling programs for Grays Harbor citizens. Grays Harbor County provides forest harvest revenues to county funds, schools, and junior taxing districts with its active Forestry Department budgeted at \$3,270,467.

The County continues to solicit grants for countywide infrastructure, utilities development with Special Projects fund totaling \$5,116,000. Projects include \$1,700,000 for the Aberdeen Industrial Waterline, \$800,000 grant to assist with the Pacific and Grays Harbor County food bank building, \$700,000 in grants assist Coastal Erosion, and \$315,000 in grants coordinate the Chehalis Basin Management project over several counties. Various community projects are grant funded, including E-911 grants of \$575,000 through the Washington State Military Department to enhance wireless and wireline operations. Low to moderate-income programs funded through the community block grant and total \$494,906 and include \$250,000 for Aberdeen Neighborhood Housing General Purpose grants, \$100,000 for the Neilton water project, and \$144,906 for the CCAP programs.

Ms. Elway reported highlights in the 2004 Capital Construction Programs include a Facilities Capital budget of \$463,611 with HVAC planning and repairs budgeted for the Juvenile and Administration buildings. The Fair and raceway park improvements are continued at \$225,342. The Capital Improvement fund has created a Capital Facilities long-range plan and County needs assessment budgeted at \$433,947. The County is supporting efforts to maximize economic development with the Distressed Capital Fund budget of \$1,375,000 for infrastructure improvement needs as prioritized in the WACERT countywide ranking list.

Ms. Elway explained there are two resolutions adopting the 2004 budget. The resolution adopting the budget for 2004 has attachments detailing General Fund expenditures by department by salaries/services/capital outlay. It includes a detail listing of General Fund revenue, Miscellaneous Funds by fund total, adopted positions with salaries for all funds and a summary of all capital expenditures.

The second resolution adopts the Grays Harbor County Annual Road Construction Program for 2004 as recommended by Public Works County Road Engineer. Attached to the resolution is the detail construction program.

Chairman Morrisette asked for public comment. Vern Spatz, Grays Harbor County Auditor reported on the adjustments made in the budget for his office. Mr. Spatz reported for the record the \$23,500 that was cut from the election budget is probably not feasible and not reasonable. He explained that elections are not discretionary and they are an annual mandated service. At this time the County is on a four-year election cycle with the peak being next year with the presidential election. Mr. Spatz explained that most state offices are up for election in 2004 including the governor and two County Commissioners. The budget for the election section was based on the year 2000 with comparable numbers and then upgraded for inflation and other costs they anticipated increasing from 2000. Mr. Spatz explained that in the even year elections the state does not pay their fair share of elections cost and the County is required to absorb the costs. All the costs associated with the governor's race, lieutenant governor, legislators and others will be paid by the County. Mr. Spatz reported that his office would do their best to meet their budget however if the budget is not sufficient he may have to request a supplement to meet the mandated requirements. For the record Mr. Spatz expressed concern regarding the cuts in the elections budget. He expressed appreciation for support of the Auditor's office. Chairman Morrisette commented that \$1.2 million is being taken from cash reserves to move all budgets into 2004. For public safety reasons the Sheriff requested four additional people for next year and they were denied. However, due to additional workload it was necessary to provide for one additional deputy prosecuting attorney. Chairman Morrisette commented that the Board is requesting all offices to be as frugal and as efficient as possible. The \$3.9 million remaining in cash reserves is reserved for emergency requests. There was no additional public comment and the hearing was closed. A motion was made, seconded and passed to approve the following:

**Resolution No. 03-136 – Adopting the Budget For Grays Harbor County For 2004**

**Resolution No. 03-137 – Adopting The Grays Harbor County Annual Road Construction Program For 2004**

**Consider Supplemental Appropriation For Sheriff's Department, #001-000-032:**

There was a public hearing to consider Supplemental Appropriation as follows: Sheriff's Department Fund, #001-000-032 in the amount of \$134,579.00. Chairman Morrisette asked for a staff report. Rose Elway, Budget Director, reported the request is for funding received from the US Department of Justice, the Washington Traffic Safety Commission, STOP, RUAD and a donation from the West Region Emergency Medical Services. \$23,249 in funding from the US Department of Justice will be used for a new multi stop van for the mobile command post, vests and uniforms for patrol and corrections and patrol overtime. \$75,054 in funding from the Department of Justice will be used for the meth program and \$31,876 from the Washington Traffic Safety Commission will be used for the traffic safety program. The STOP and RUAD funding will be used in patrol overtime. Chairman Morrisette 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. 03-138 – Authorizing A Supplemental Extension In The Budget Of The Grays Harbor County General Fund Sheriff's Department #001-000-032.**

**Consider Petition By John and Maria Andrews To Vacate Right Of Way:** There was a public hearing to consider a request from John and Maria Andrews to vacate pursuant to R.C.W. 36.87.020 the following right of way: All that portion of unopened right of way on Spruce Avenue lying between Lots 2-6 Block 19 and Lots 8-12 Block 18 the Plat of Pacific Beach Highland Heights Section 17, Township 20N Range 12 W.W.M. Chairman Morrisette asked for a staff report. Paul Easter, Director, Department of Public Services, reported John and Maria Andrews have petitioned to vacate unopened right of way lying between Lots 2-6 in Block 19 and Lots 8-12 on Bock 18 in the Plat of Pacific Beach Highland Heights, Section 17, Township 20N, Range 12 W.W.M. This right of way was dedicated March 28, 1922 and has remained unopened to the present. Mr. Andrews plans to build a private road to access the lots. The Department of Public Services has no objection to the petition as requested. The application fee of one hundred fifty dollars (\$150.00) and the fifty percent (50%) appraised value of four thousand eight hundred dollars (\$4,800.00) have been paid. Chairman Morrisette 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. 03-139 – Order of Vacation – Right of Way on Spruce Avenue Lying Between Lots 2-6 Block 19 and Lots 8-12 Block 18 in the Plat of Pacific Beach Highland Heights Section 17, Township 20 N Range 12 W.W.M.**

**OTHER RESOLUTIONS**

**Amend Salaries:** A motion was made, seconded and passed to approve **Resolution No. 03-140 – Amending Resolution No. 03-04 And Fixing Compensation Of Employees**

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**From And After January 1, 2003.** This salary resolution amendment is for the Commissioner's Office reflecting the hiring of an Administrative Assistant.

**Budget Transfer For Superior Court #001-033:** A motion was made, seconded and passed to approve **Resolution No. 03-141 – Transferring Items In The Grays Harbor County General Fund Superior Court #001-033.** This resolution authorizes the transfer of \$44,000 from benefits to attorney fees to pay for attorney fee costs for the remainder of the year.

**Budget Transfer For Public Health And Social Services #001-029:** A motion was made, seconded and passed to approve **Resolution No. 03-142 – Transferring Items In The Grays Harbor County General Fund Public Health And Social Services Department #001-029.** This resolution authorizes the transfer of \$50,000 from salaries and benefits to transfer out for the renovations in Facilities Capital.

**Budget Transfer For Commissioner's Office #001-000-015:** A motion was made, seconded and passed to approve **Resolution No. 03-143 – Transferring Items In The Grays Harbor County General Fund Commissioner's Office #001-015.** This resolution authorizes the transfer of \$4,000 from benefits to salaries and communications to cover the remainder of the year.

**Budget Transfer For Clerk's Office #001-000-014:** A motion was made, seconded and passed to approve **Resolution No. 03-144 – Transferring Items In The Grays Harbor County General Fund Clerk's Office #001-014.** This resolution authorizes the transfer of \$10,000 from salaries and benefits to capital outlay for the purchase of a scanner and server. Funds are available from a vacant Clerk I position. The purchase will enhance the efficiency of the Clerk's Office to retrieve documents for the public and the judges.

**Amending Resolution 03-135, 2003 Tax Levy For Year 2004 Collections, Port of Grays Harbor:** A motion was made, seconded and passed to approve **Resolution No. 03-145 – Amending Resolution No. 03-135 -- 2003 Tax Levy For Year 2004 Collections.**

**Amending Resolution 03-04, Fixing Compensation, Environmental Health Department:** A motion was made, seconded and passed to approve **Resolution No. 03-146 – Amending Resolution No. 03-03 And Fixing Compensation Of Employees From And After January 1, 2003.** This resolution reflects a change in the Environmental Health Department. The Environmental Health Technician has been reclassified from a salary range 10 to a salary range 11 effective November 1, 2003. This

has been forwarded and approved by the employee and the Union's Shop Steward, Chapter Chair and Staff Representative who have agreed with the changes.

### **PRESENTATION**

None

### **DEPARTMENTS**

#### **AUDITOR**

**Request Approval, Expenditures for November 30, 2003:** A motion was made, seconded and passed to approve Payroll and Payable for the month of November 2003. Total Claims -- \$3,212,945.28; Total Salary -- \$1,919,640.66 for a monthly total of \$5,132,585.94.

The Clerk of the Board announced the following item received after the agenda was prepared:

**Request Approval, Cancellation of Warrants:** A motion was made, seconded and passed to approve **Resolution No. 03-147 – Cancellation of Warrants**. This resolution authorizes the cancellation of warrants not presented within one year of issue and adjusting the records to leave the originating funds as if the warrants had never been drawn.

### **DEPARTMENT OF PUBLIC SERVICES**

**Request Approval, Acquisition of River Road Right-of-Way:** A motion was made, seconded and passed to approve a Right of Way Certification. This certification authorizes the Public Works Department to acquire a 10-foot strip of property from Darek and Kelly Bielec for additional right-of-way on River Road. This will increase the right-of-way width from 30 feet to 40 feet and allow sufficient right-of-way to widen the existing one lane road.

**Request Approval, Environmental Health Division Rate Resolution:** A motion was made, seconded and passed to approve **Resolution No. 03-148 – Resolution Amending Resolution No. 02-118 Authorizing Implementation Of A Fee Schedule For Environmental Health Programs**. This resolution has been prepared to increase some of the fees charged by the Environmental Health Division in compliance with Resolution 02-118. The resolution provides for appropriate CPI increases for all fees except the solid waste fees, which are deferred for 2004.

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**Request Approval, FEMA Funding Application and Designation of Applicant's**

**Agent:** A motion was made, seconded and passed to approve two (2) copies of the FEMA Disaster Assistance Application and **Resolution No. 03-149 – Designation Of Applicant's Agent**. These submittals are necessary for the County to apply for Federal Disaster Funds for the disaster event beginning October 15, 2003. These submittals will authorize the County to apply for FEMA Disaster Assistance.

**Request Approval, Acceptance of 2003 Pavement Striping Contract:** Work has been completed by Stripe Rite, Inc. for the 2003 Pavement Striping Contract. A motion was made, seconded and passed to accept this contract as satisfactorily completed, which will permit the release in the amount of \$9,881.35 in accordance with the requirements of Chapter 60.28, Revised Code of Washington. A cost and quantity comparison sheet was provided.

**Request Hearing Date – December 22, 2003 – Application for a Variance from**

**Subdivision Road Standard: Case #2002-1711:** A motion was made, seconded and passed to set December 22, 2003 at 2:00 p.m. as the date and time for a public hearing to consider an application for a variance from the required Subdivision Road Standards, Ordinance #190, for a conditionally approved 2-lot subdivision, Case #2002-1711.

**Request Hearing Date – December 22, 2003 – Case 2003-1000, 303-Lot Cluster**

**Subdivision/PUD:** The Grays Harbor County Planning Commission concluded a public hearing on November 17, 2003 on a request for preliminary plat approval of Cluster Subdivision with Planned Unit Development, Case #2002-1000. The subject property is located south of Pacific Beach Washington. The Planning Commission voted 8-0 for recommending approval of the 303-Lot Cluster Subdivision/PUD. A motion was made, seconded and passed to set December 22, 2003 at 2:00 p.m. as the date and time for a public hearing to consider Case #2003-1000, 303-Lot Cluster Subdivision/PUD.

**DEPARTMENTS**

**PUBLIC HEALTH AND SOCIAL SERVICES DEPARTMENT**

**Request Approval, Terminate Department's Medicare Billing Number:** A motion was made, seconded and passed to approve a document that terminates the Department's Medicare billing number. In the past, the Department billed Medicare when providing flu vaccinations. The Department is no longer administering flu vaccine as there are many other resources in the community. Continuing to hold a Medicare billing number binds the Department to services beyond those which they currently offer.

**Request Approval, Facility Use Agreement With Ocosta School District As Part Of**

**Emergency Response:** A motion was made, seconded and passed to approve an Agreement with Ocosta School District. As part of the Emergency Response Planning, it is necessary to have arrangements in place for sites which may be used to operate mass vaccination or dispensing clinics. By the document, the Ocosta School District agrees that, if able, they will allow the Department to use their facilities in the event of a public health emergency. The Department is continuing to work with other school districts and facilities in the County in order to assure adequate geographic coverage if and when needed.

**Request Approval, Contract with CHOICE Regional Health Network:** A motion was made, seconded and passed to approve a contract with CHOICE Regional Health Network. CHOICE serves a five-county region and locally provides a program to assist low-income persons in signing up for health care coverage through Medicaid or the Basic Health Plan. They provide an Access Coordinator on-site at the hospital and in the Public Health and Social Services building to perform this function. Their involvement has greatly expanded the number of people in Grays Harbor County with access to paid health care. With this contract, the Department is providing funding for CHOICE to continue to provide services one day a week at the Pearsall Building. This contract is funded through a mix of Community Hospital, Medicaid and County money. The total amount is \$29,700 for the year.

**ANNOUNCEMENT:**

The Clerk of the Board announced an item received from Ed Prkut, County Assessor, regarding office hours. Due to reductions in staff and for reasons of safety, the Assessor's Office will be closed daily from 12:00 p.m. to 1:00 p.m., effective January 2, 2004. New office hours will be 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. allowing the Department to serve the public at full staff and to provide the level of customer service all tax payers in the County deserve.

**CORRESPONDENCE**

The Clerk of the Board announced an e-mail received from Stanley J. Trohimovich, 1521 Simpson Avenue, Aberdeen, Washington. The subject is Re: Recant and Repent or Await a Claim Against Your Official Bond [Part II.] Chairman Morrisette referred the e-mail to the Prosecuting Attorney's office and placed it on file.

**APPOINTMENT(S):**

**Appointments to Building Codes Advisory Council:**

The Department of Public Services, Planning and Building Division requested the nomination and appointment and re-appointment of the following individuals:

A motion was made, seconded and passed to re-appoint Mr. Larry Birindelli of McCleary to the Building Codes Advisory Council for a term to expire December 2007. Mr. Birindelli was originally appointed to the Council in March 1998.

A motion was made, seconded and passed to re-appoint Mr. J. Rosenbach of Montesano to the Building Codes Advisory Council for a term to expire December 2007. Mr. Rosenbach was originally appointed to the Council in June 1995.

A motion was made, seconded and passed to re-appoint Mr. Brian Little of Aberdeen to the Building Codes Advisory Council for a term to expire December 2007. Mr. Little was originally appointed to the Council in March 1998 and is the current Chair of the Council.

A motion was made, seconded and passed to re-appoint Mr. Chuck Wilme of Aberdeen to the Building Codes Advisory Council for a term to expire in December 2007. Mr. Wilme was originally appointed to the Council in April 1993.

A motion was made, seconded and passed to appoint Mr. Matthew Anglesey of Hoquiam to the Building Codes Advisory Council. Mr. Anglesey would represent District 3 and this would be an initial term of one year, December 2003 through December 2004.

**PUBLIC COMMENT**

Chairman Morrisette asked for public comment. There was no public comment.

**STAFF MEETINGS**

The Board held staff meetings on Monday, December 8, 2003, starting at 8:00 a.m. These staff meetings are public meetings, held in the Commissioners' Conference Room. The purpose is for information and discussion only. No decisions are made, nor any action taken at staff meetings. The Commissioners and Clerk of the Board reviewed calendars and pending daily office issues. The Board met with the Public Services Director, Director of Health and Social Services, Budget Director, and the County Engineer and Senior Deputy Prosecuting Attorney.

**RESOLUTIONS**

The following resolutions were approved and signed:

- #03-136        Adopting The Budget For Grays Harbor County For 2004**
- #03-137        Adopting The Grays Harbor County Annual Road Construction Program For 2004**
- #03-138        Authorizing A Supplemental Extension In The Budget Of The Grays Harbor County General Fund Sheriff's Department #001-000-032**
- #03-139        Order of Vacation Right of Way On Spruce Avenue Lying Between Lots 2-6 Block 19 And Lots 8-12 Block 18 In The Plat Of Pacific Beach Highland Heights Section 17, Township 20 N Range 12 W.W.M.**
- #03-140        Amending Resolution No. 03-04 And Fixing Compensation Of Employees From and After January 1, 2003**
- #03-141        Transferring Items In The Grays Harbor County General Fund Superior Court #001-033**
- #03-142        Transferring Items In The Grays Harbor County General Fund Public Health and Social Services Department #001-029**
- #03-143        Transferring Items In The Grays Harbor County General Fund Commissioner's Office #001-015**
- #03-144        Transferring Items In The Grays Harbor County General Fund Clerk's Office #001-014**
- #03-145        Amending Resolution No. 03-135 -- 2003 Tax Levy For Year 2004 Collections**
- #03-146        Amending Resolution No. 03-04 And Fixing Compensation of Employees From And After January 1, 2003**
- #03-147        Cancellation of Warrants**

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**#03-148      Resolution Amending Resolution No. 02-118 Authorizing  
Implementation Of A Fee Schedule For Environmental Health  
Programs**

**#03-149      Designation of Applicant's Agent**

**ORDINANCE**

None

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The meeting adjourned at 2:55 p.m. to Monday, December 15, 2003 at 2:00 p.m.

BOARD OF COMMISSIONERS  
for Grays Harbor County  
This \_\_\_\_\_ day of \_\_\_\_\_, 2003

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BOB BEERBOWER, Commissioner, District 1

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DENNIS MORRISETTE, Chairman

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ALBERT A. CARTER, Commissioner, District 3

ATTEST:

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Donna Caton  
Clerk of the Board