

MINUTES

BOARD OF COMMISSIONERS – GRAYS HARBOR COUNTY REGULAR MEETING

September 13, 2004

The Commissioners met in regular session in the Commissioners' Meeting Room, Administration Building, Montesano, Washington, on Monday, September 13, 2004, at 2:00 p.m. Commissioners Bob Beerbower, Al Carter and Dennis Morrisette were present. Also in attendance was Donna Caton, Clerk of the Board and Jim Baker, Deputy Prosecuting Attorney.

MINUTES OF PREVIOUS MEETING: The minutes of the Commissioners' Meeting of August 30, 2004 were approved as presented.

BIDS

1. **54,000 lbs. GVW Rated Truck Cab & Chassis:** Notice was published calling for sealed bids for the delivery of one (1) or more 54,000 lbs. GVW rated truck cab and chassis, current year model. The Clerk of the Board opened and read the following bids received with bid bond attached:

Kenworth NW, Inc. of Aberdeen	\$94,477.66
Seattle Sterling Mack of DesMoines	\$99,841.00

Chairman Morrisette referred the bids to the Department of Public Services for review and recommendation.

2. **Pre-Commercial Thinning:** There was notice for the job of Precommercial Thinning on portions of Grays Harbor County land. The Precommercial Thinning Project is approximately 252 acres more or less. A sample contract together with all the forms necessary to submit a sealed bid were available for inspection at the office of the County Forester, 310 West Spruce, Suite 100, Montesano, Washington. The Clerk of the Board opened and read the following bids received with bid bond attached:

Sierra Reforestation, Tenino	\$28,339.00
Ramirez Reforestation, Chehalis	\$22,932.00
J.C. Reforestation, Chehalis	\$27,299.16
Sauls Reforestation	\$20,916.00

Chairman Morrisette referred the bids to the Department of Forestry for review and recommendation.

HEARINGS

1. Draft Document Recording Fee Revenue Report and Recommendation Submitted by the Grays Harbor County Housing Task Force: There was a public hearing to consider, accept public comment and take action on the Draft Document Recording Fee Revenue Report and Recommendation submitted by the Grays Harbor County Housing Task Force. Those wishing to testify at the public hearing were invited to appear and be heard. Chairman Morrisette asked for a staff report. Lee Napier, Public Services, reported on the Draft Document. The proposed scope of work is to develop a local program to administer the low-income housing fund collected by the Auditor. This is the final opportunity for the public to comment before the report is finalized. Each city will be advised of this opportunity. A local review committee will be established, request for proposals announced and distributed, outreach to project sponsors regarding the application process, ranking of projects, presentation of the projects to the County Commissioners, and award of the funds to successful applicants. An agreement will then be developed between the County and the applicant, the contract awarded, and requests for reimbursement prepared. The County will provide project oversight and contract monitoring. A motion was made, seconded and passed to accept the Document Recording Fee Revenue Report and Recommendation as submitted by the Grays Harbor County Housing Task Force.

PRESENTATIONS

None

BOARD OF HEALTH

Chairman Morrisette announced the following is a Board of Health item and the Board of County Commissioners serve as the Board of Health and that Board convened.

1. Convene as Board of Health to Consider an Amendment to the Service Fee Schedule: At the July Board of Health meeting, a new fee schedule, effective July 21, 2004, was adopted for the Department's services. Since that time, the DSHS Medical Assistance Administration has changed some fees retroactively. A motion was made, seconded and passed to approve the **Grays Harbor County Public Health and Social Services Department Fee Schedule 2004, effective July 21, 2004** so that these increases can be reflected.

The Board of Health adjourned and the Board of County Commissioners reconvened.

COMMISSIONERS

- 1. Request Approval, Re-appoint Penny Koal to 4-Year Term on Building Codes Advisory Board:** A motion was made, seconded and passed to re-appoint Penny Koal, resident of Elma, to fill the term on the Building Codes Advisory Board of Grays Harbor County from February 1, 2004 to February 1, 2008.
- 2. Request Approval, Appoint Tami Garrow to the Pacific Mountain Workforce Development Council:** The Grays Harbor Board of County Commissioners has received a nomination letter from LeRoy Tipton, President of the Grays Harbor Chamber of Commerce, for Tami Garrow to be appointed to the Pacific Mountain Workforce Development Council. A motion was made, seconded and passed to appoint Tami Garrow to the Pacific Mountain Workforce Development Council.
- 3. Request Approval, Adopt a Resolution Establishing Economic Adjustment Initiative Project Priorities:** A motion was made, seconded and passed to approve **Resolution No. 2004-65 -- A Resolution Establishing Economic Adjustment Initiative Project Priorities For Grays Harbor County.** The Washington State Community Economic Revitalization Team requires that all projects to be submitted for funding consideration under the Economic Adjustment Initiative must be included on a Countywide prioritized list of projects. The Washington State Community Economic Revitalization Team requires that the Countywide prioritized list of projects be approved by Resolution of the Grays Harbor County Board of Commissioners.

DEPARTMENTS

AUDITOR

- 1. Request Approval, Surplus Assets:** A motion was made, seconded and passed to remove from inventory as surplus the following item:

<u>Inventory #</u>	<u>Description</u>	<u>Date Purchased</u>	<u>Condition</u>
0077	LaserJet 4 Printer	01/11/1996	Fair

The printer works, slowly. Printing jobs have been shifted to other network computers in the office. The surplus equipment will be turned over to Data Processing for redistribution to other departments or salvage for parts and the Treasurer will be notified.

- 2. Request Approval, August Expenditures:** A motion was made, seconded and passed to approve Payroll and Payable for the month of August 2004. Total Claims -- \$5,111,925.82; Total Salary -- \$2,017,774.51 for a monthly total of \$7,129,700.33.

FORESTRY

1. Request Approval, Timber Sale Proposal: A motion was made, seconded and passed to offer for sale at public auction the following listed timber sales and set October 15, 2004 at the hour of 10:00 a.m. as the date and time of the public auction for the listed timber sales. The County Treasurer was authorized to advertise and sell at public auction the sales at that time.

<u>Sale Name</u>	<u>Acres</u>	<u>Estimated Volume</u>	<u>Estimated Value</u>
Kirkpatrick Road No. 1	3.5	115,940 MBF	\$ 18,684.00
Seastrand No. 2	95	2,717,290 MBF	\$ 516,455.00
Kirkpatrick Road No. 2	34	2,080,330 MBF	\$ 364,613.00
Breckenridge No. 2	51	2,132,960 MBF	\$ 247,572.00
Foggy Top	35	1,944,830 MBF	\$ 524,516.00
Barlow Creek No 3 & Stafford Creek No. 3		Cedar Salvage	\$ 18,000.00
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Totals:	218.5	8,991,350 MBF	\$1,689,840.00

MANAGEMENT SERVICES DEPARTMENT

1. Request Approval, Resolution to Transfer Funds – Affordable Housing #107-000-000: A motion was made, seconded and passed to approve **Resolution No. 2004-66 – Transferring Items In The Grays Harbor County Affordable Housing Fund #107-000-000.** This resolution authorizes a transfer within the Affordable Housing fund to reimburse the Road Fund for Lee Napier’s coordination of community efforts to provide assistance with affordable housing. Funds are available within the fund from investment income to cover this transfer.

2. Request Approval, 2004 Municipal Services Agreement – Montesano Chamber of Commerce: A motion was made, seconded and passed to approve the 2004 Municipal Services Agreement between Grays Harbor County and the Montesano Chamber of Commerce in the amount of \$2,500. Funding will be used for the promotion of tourism.

3. Request Approval, 2004 One Time Only Interlocal Agreement – Aberdeen

Parks and Recreation: A motion was made, seconded and passed to approve the 2004 One Time Only Interlocal Agreement in the amount of \$2,000 between Grays Harbor County and the Aberdeen Parks and Recreation for the Summer Food Service Program. This program provides free lunch programs for all children 5 through 18 years of age, who participate in the City of Aberdeen's recreational programs.

4. Request Approval, Set Hearing Date of October 4, 2004 for Supplemental Budget – Health Department #001-000-029: October 4, 2004 at 2:00 p.m. is the date and time set for a Supplemental Budget for \$54,766 in the General Fund Public Health and Social Services Department. Additional grant awards have been allocated with consolidated contract amendments, 7 thru 11, by the Washington State Department of Health for \$33,546 in state funds and \$121,220 in indirect federal funds.

PUBLIC HEALTH AND SOCIAL SERVICES DEPARTMENT

1. Request Approval, Contract with State Department of Health to Provide Nutrition Education for Low Income Families: A motion was made, seconded and passed to approve with the State Department of Health to provide nutrition education for low-income families. There will be up to \$44,369 in federal matching funds available for activities that will focus on enhancing breast feeding education and enhancing nutrition education for pregnant women and parents of 0-5 year olds. This will be the second year of the Department's participation in this program.

2. Request Approval, Contract with Thurston County for Screening and Enrollment Services: A motion was made, seconded and passed to approve a contract with Thurston County. This contract allows the Department to bill Thurston County for screening and enrollment services provided to women in the County who meet the eligibility for the State's Breast and Cervical Health Screening program. Thurston County is the Prime Contractor for this region of the State. Also approved was a Business Associate Addendum that addresses all the HIPAA requirements associated with providing these services. The Department will bill Thurston County on an hourly fee-for-service.

PUBLIC SERVICES DEPARTMENT

1. Request Approval, Resolution Acknowledging Vacation: The Department received a petition from James and Dolly Oatfield to acknowledge vacation. It appears that these rights of way were never opened within the applicable time period; therefore the County does not claim interest. The Department has no objection to the Board of County Commissioners acknowledging the vacation that occurred by operation of law. A motion was made, seconded and passed to approve **Resolution No. 2004-67 – Acknowledging Vacation by Operation of Law -- Petition from James and Dolly Oatfield.**

2. Request Approval, Intergovernmental Agreement with Public Development Authority: A motion was made, seconded and passed to approve the Intergovernmental Agreement with the Public Development Authority.

3. Request Approval, Request for Qualifications – Engineering Services: A motion was made, seconded and passed to approve a notice and proceed with the selection process to procure engineering services to assist in the planning and implementation of utility extensions at Pacific Beach. This assistance will focus on the proposed improvements to the water and wastewater systems. Chairman Morrisette abstained from voting on this item.

4. Request Approval, Set Hearing Date of September 27, 2004 to Consider a Text-Amendment of the GHCC Chapter 17.56.6.B, Regarding Planned Unit Developments: This item was continued to the next regular meeting to be held on September 20, 2004.

5. Request Approval, Professional Services Contract – Hazardous Management Plan: A motion was made, seconded and passed to approve an agreement for Professional Services from Creative Community Solutions. The services rendered from this contract will include development of a hazard mitigation plan for the County. The funding received from the Military Department, Emergency Management Division will help offset the cost associated with the development of this plan.

SHERIFF DEPARTMENT

1. Request approval to set hearing date for proposed ordinance setting Sheriff fee increases. September 27, 2004 at 2:00 p.m. is the date and time for a hearing on a proposed ordinance setting Sheriff fee increases.

2. Request approval to Surplus Vehicles. The Sheriff Department requested the following vehicles be surplus:

1994 Chevrolet Caprice, VIN 1G1BL52P5RR173704

1977 GMC Motorhome, VIN TZE337V102274

A motion was made, seconded and passed to approve surplus of Sheriff Department vehicles as listed, which will be sold at the next county auction. The County Treasurer will be notified of the surplus.

TREASURER

1. **Request approval to advertise for proposals.** The Treasurer's Office is in the process of seeking proposals for the acquisition and installation of a remittance processing system to enhance the ability to process semi annual property tax payments. A motion was made, seconded and passed to allow the Treasurer to advertise for proposals.

ANNOUNCEMENT(S):

None

CORRESPONDENCE:

Clerk of the Board Donna Caton announced the following correspondence received:

1. A citizen petition to ask the Transit System and the Grays Harbor County Commissioners to continue the two Dial-A-Ride Buses in Ocean Shores and not consider reducing service. This petition belongs to the Grays Harbor Transit Authority, a separate entity, and has been forwarded.
2. A petition of the Grays Harbor Fire District #7 Commissioners, First Responders, EMTs, and Firefighters regarding concern with lag response time on the beach at the northern area of Copalis Beach. This petition will be referred to Public Services Director Paul Easter for review and recommendation.
3. The annual request for the use of the Grays Harbor County portion of the Brooklyn-Oakville Road to conduct a Sports Car Club of America ClubRally on Sunday, March 6, 2004 has been received from Ray Damitio. A motion was made, seconded and passed to approve this request subject to review by the Sheriff Department, Public Services, Insurance, and Risk Management.

PUBLIC COMMENT

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

STAFF MEETINGS

The Board held staff meetings on Monday, September 13, 2004, starting at 9:00 a.m. These staff meetings are advertised public meetings, held in the Commissioners' Conference Room. The Commissioners and Clerk of the Board reviewed calendars and pending daily office issues. The Board met with Debbie Adolphsen, Fair Director, Maryann Welch, Director of Public Health and Social Services Department, Larry Smith,

Director of Forestry Department, Paul Easter and Kevin Varness, Department of Public Services and Jim Baker, Prosecuting Attorney.

RESOLUTIONS

#2004-65 Establishing Economic Adjustment Initiative Project Priorities

#2004-66 Transfer of funds-Affordable Housing #107-000-000

#2004-67 Acknowledging vacation

ORDINANCES

None

The meeting adjourned at 2:33 p.m. to Monday, September 20, 2004 at 2:00 p.m.

BOARD OF COMMISSIONERS
for Grays Harbor County
this _____ day of _____, 2004

BOB BEERBOWER, Commissioner, District 1

DENNIS MORRISETTE, Chairman

ALBERT A. CARTER, Commissioner, District 3

ATTEST:

Donna Caton
Clerk of the Board