

MINUTES

BOARD OF COMMISSIONERS – GRAYS HARBOR COUNTY REGULAR MEETING

January 10, 2005

The Commissioners met in regular session in the Commissioners' Meeting Room, Administration Building, Montesano, Washington, on Monday, January 10, 2005, at 2:00 p.m. Commissioners Bob Beerbower, Al Carter and Mike Wilson were present. Also in attendance was Donna Caton, Clerk of the Board and James Baker, Deputy Prosecuting Attorney.

CALL TO ORDER AND FLAG SALUTE

Commissioner Beerbower called the meeting to order with the pledge of allegiance to the flag of the United States of America being recited.

ELECTION OF VICE-CHAIRMAN

A motion was made, seconded and passed to elect Al Carter to serve as Vice-Chairman of the Board of County Commissioners.

MINUTES

January 3, 2005 and Special Joint Session December 21, 2004: The minutes of the Commissioners' Meeting of January 3, 2005 were approved as presented.

The minutes of the Special Joint Session of December 21, 2004 were approved as presented.

BIDS

1. 2005 Culvert Supply: There was a bid opening for the construction of the following project: 2005 Culvert Supply Contract. The contemplated work to be performed under this contract consists of the fabrication and delivery of 324 L.F. of Polymer Coated Steel Culvert Pipe 0.079" thick, 18" diameter. All materials furnished shall conform to the 2004 Standard Specifications for Road, Bridge and Municipal Construction, WSDOT. Plans and specifications were available from the Grays Harbor County Public Services Department, Administration Building, 100 West Broadway, Suite 31, Montesano, Washington. Notice for this bid was advertised on December 16 and 23, 2004. The Clerk of the Board announced that no bids were received for the 2005 Culvert Supply.

HEARINGS

1. Amend GHCC Chapter 15.12: There was a public hearing to consider an ordinance amending Section 15.12.040(F) of the Grays Harbor County Code and Ordinances 243 and 320 adopting a change to the minimum turnaround specifications for fire apparatus access road construction within unincorporated areas of Grays Harbor County. Notice of this hearing was published on December 30, 2004. Chairman Beerbower asked for a staff report. Paul Easter, Director of Public Services, reported that the proposed ordinance amends Chapter 15.12 of the Grays Harbor County Code adopting a change to turnaround specifications for fire apparatus access roads constructed within Grays Harbor County. The International Building Code, International Residential Code, International Mechanical Code, International Fire Code, Uniform Plumbing Code, Washington State Energy Code and Washington State Ventilation and Indoor Quality Code have been amended and updated in 2003. The Board of Commissioners adopted updated versions of the described codes in Ordinance 320. Staff recommended that current turnaround minimum turning radius specifications for fire apparatus access roads should be changed to thirty-five feet. A dead end fire apparatus access road shall be provided with a turnaround at the end of the roadway of a size and configuration that permits the turning of the fire fighting apparatus. The turnaround shall have a minimum turning radius of thirty-five feet or may be a “T” intersection with a minimum seventy-five foot road section perpendicular to the main road. Mr. Easter explained that the proposed ordinance would be in conformance with the County Road Standards. Chairman Beerbower asked for public comment. There was no public comment and the hearing was closed.

? **Ordinance:** A motion was made, seconded and passed to approve **Ordinance No. 329 – An Ordinance Amending Chapter 15.12 Of The Grays Harbor County Code Adopting A Change To Turnaround Specifications For Fire Apparatus Access Roads.**

2. Application Proposals – 2005 Community Development Block Grant Housing Rehabilitation Grant: There was a public hearing to consider and approve Community Development Block Grant (CDBG) Housing Rehabilitation Grant application documents. The list of documents includes: A Project Summary Form, a resolution with certification of compliance, and an Applicant Disclosure Form. The CDBG funds will allow NeighborWorks of Grays Harbor County to continue their current housing rehabilitation program and financial counseling services that benefit owner-occupied, low and moderate-income households countywide. The purpose of the public hearing was to review community development and housing needs, inform citizens of the availability of funds, eligible uses of the state CDBG Program and receive

comments on proposed activities, particularly from low and moderate income persons and persons residing in the Grays Harbor area. Grant dollars may be available to Grays Harbor County on a statewide basis to fund public facility, housing, economic development or community facility projects that principally benefit low and moderate-income persons. The draft application for the ANHS/Neighbor Works of Grays Harbor County housing rehabilitation proposal was available for review at the Office of the Board of County Commissioners for Grays Harbor County, 100 West Broadway, Suite 31, Montesano, Washington. Questions regarding the CDBG Program could be answered in advance of the public hearing by contacting Lee Napier, Deputy Director of Community Development. Notice of the public hearing was advertised on December 16 and December 23, 2004. Chairman Beerbower asked for a staff report. Lee Napier, Deputy Director of Community Development for the Department of Public Services, reported that the application for consideration is submitted by Neighbor Works of Grays Harbor County. The project is a grant proposal being submitted to the Department of Community Trade and Economic Development through their Community Development Block Grant Program. This particular program is submitted to the housing rehabilitation grants program. The request is asking for \$500,000 and if awarded would fund projects countywide. It would help to rehabilitate houses for homeowners and potential homebuyers. It would provide a financial counseling service for homebuyers of the low to moderate-income range. Ms. Napier reported that this is a program that Neighbor Works of Grays Harbor started with the County in 2002 and the funds received from this grant will continue that program and provide assistance to the low and moderate income residents of Grays Harbor County. For the record Ms. Napier reported that there is a handout regarding this program and it was made available to the public.

Billie McFarland, Director of Neighbor Works of Grays Harbor, reported that they have been managing this program through the County for the past two years. Prior to that the program was managed through the City of Aberdeen. Ms. McFarland reported that the program has been successful and for the past two years they have provided financial counseling for more than 1500 families. During that period of time they have helped 92 families into new home ownership.

Chairman Beerbower asked for public comment. There was no public comment and the hearing was closed.

? **Resolution:** A motion was made, seconded and passed to approve **Resolution No. 2005-02 – Resolution With Certifications of Compliance.**

PRESENTATIONS

None

COMMISSIONERS

1. **Public Officials Bond – Commissioner Wilson:** The Clerk of the Board announced and acknowledged that the Public Official Bond for Commissioner Wilson has been received. A motion was made, seconded and passed to approve the Public Official Bond and forward it to Cheryl Brown, County Clerk, for recording.

DEPARTMENTS

AUDITOR

1. **Request Approval, December Expenditures:** A motion was made, seconded and passed to approve Payroll and Payable for the month of December 2004. Total Claims -- \$2,427,715.49, Total Salary -- \$2,036,523.35 for a monthly total of \$4,464,238.84.

FAIR

1. **Request Approval, Grays Harbor Tourism Strategic Marketing Plan:** A motion was made, seconded and passed to approve the 2005 Strategic Marketing Plan as recommended by the Tourism Advisory Board. The marketing plan has been updated to reflect strategies and marketing campaigns that have been previously implemented. It is a continuation of the 2004 successful marketing campaign. Barbara Smith, Public Relations Coordinator for Grays Harbor Tourism, presented background information and materials demonstrating the success of Grays Harbor Tourism. Ms. Smith read the vision and mission statement for Grays Harbor Tourism.

2. **Request Approval, Funding for Audubon Society Trail Project:** A motion was made, seconded and passed to approve a request for One-Time-Only Funding from Grays Harbor Audubon Society. The request is for \$5,000 to be used in the creation and distribution of a Great Washington Birding Trail Map to include the Grays Harbor area. With the creation and distribution of the map, the Audubon Society projects an additional 3,000 to 4,000 nature-based tourists will visit Grays Harbor County and spend a minimum of one night each year to watch birds and other wildlife.

FORESTRY

1. **Request Approval, 2007 Seedling Production Contract With IFA Nursery Inc.:** The Forestry Department has entered into contracts with IFA Nursery Inc. to grow seedlings for future planting. The Forestry Department would like to enter into an additional contract with IFA Nursery to grow seedlings for 2007 reforestation. A motion was made, seconded and passed to approve a Seedling Production Contract between IFA Nursery Inc. and Grays Harbor County, Forestry.

MANAGEMENT SERVICES

1. **Request Approval, 2005 Salary Resolution:** A motion was made, seconded and passed

to approve **Resolution No. 2005-03 – Fixing Compensation Of Employees From and After January 1, 2005.** The 2005 Salary Resolution includes 2005 detail salary schedules by department, and salary ranges. The AFSCME Courthouse, AFSCME Public Works, and Sheriff's Department Teamster's Corrections/Clerical contracts are still in negotiation with only step increases and longevity increases applied. The Sheriff's Department Criminal Division is the only contract in place with a 2% increase over the 2004 salary schedule. All department heads and elected officials have reviewed their schedules for accuracy.

2. **Request Approval, Amend Contract With Manley Services Flexible Spending Account Plan:** A motion was made, seconded and passed to approve a contract amendment for Manley Services Flexible Spending Account Plan. The Working Families Tax Relief Act of 2004 (WFTRA) provides a new definition of "dependent" effective January 1, 2005. A dependent means an individual who is a tax dependent by the IRS Code Section 152, except for the dependent care plan purpose it is modified by IRS Code Section 21 which specifies the dependent and employees must share the principal place of abode for over half the year. The effect of this law change is minor to the operation of the Cafeteria Plan because most of the rules relating to who can receive benefits as a dependent of the participant did not change.

3. **CDBG 2005 Public Services Grant:** A motion was made, seconded and passed to approve the following documents with regard to the \$183,843 CDBG 2005 Public Services Block Grant #05-64005-003:

- ? Original and two copies of grant agreement
- ? Two Signature authorization forms
- ? Determination of Exemption

These documents will be submitted to the Department of Community Trade and Economic Development.

PUBLIC SERVICES DEPARTMENT

- 1. Request Approval, Interlocal Agreement With Thurston County Subrecipient Agreement on E05-065:** A motion was made, seconded and passed to approve an Interlocal Agreement with Thurston County, which provides \$32,632 in funding from Homeland Security Region 3. The funds will be used by Grays Harbor Communications E9-1-1 to contract with ADCOMM Engineering Company for a system-wide study of the radio communications systems. This project was designed for funding under the FFY 2004 State Homeland Security Grant Program by the Emergency Management Planning Committee, a countywide representative group of police, fire, emergency medical, and emergency services.
- 2. Request Approval, Resolution Acknowledging Vacation:** The Department received a petition from John and Maria Andrews to acknowledge vacation of right of way surrounding property they own in the Plat of Grays Harbor and Grays Harbor First Addition. The Department found no record of this right of way ever being opened within the applicable time period. They have no objection to the Board acknowledging this right of way having been automatically vacated by operation of law. A motion was made, seconded and passed to approve **Resolution No. 2005-04 – Resolution Acknowledging Vacation /John and Maria Andrews.**
- 3. Request Approval, Contract Completion – O’Donnell Avenue West (Third Street) Road Widening & Railroad Crossing Closure:** The Contractor, Timaxx Construction, Inc., has completed the O’Donnell Avenue West (Third Street) Road Widening and Railroad Crossing Closure, STPX-2014(061) TA-2512 – C-78600-01. The total amount of the contract is \$137,259.94, which is 2.19% above the original bid. The Department recommended acceptance of the contract by the Board of Commissioners, which would allow release of retainage in the amount of \$6,863.00 as per Section 60.28, Revised Code of Washington. A copy of the Comparison of Quantities Sheet and a Materiel Certification was provided. A motion was made, seconded and passed to accept the contract as complete and allow release of the retainage as outlined.
- 4. Request Approval, Amend Community Development Block Grant Contract #02-64002-041:** A motion was made, seconded and passed to approve an amendment to the Community Development Block Grant Contract #02-64002-041. This document amends a grant contract between Grays Harbor County and the Department of Community Trade and Economic Development. The amendment will extend the

contract's expiration date from January 31, 2005 to January 31, 2006. The grant funds help support the housing rehabilitation program and financial counseling services provided by Neighbor Works of Grays Harbor.

TREASURER

1. Request Approval, Cancellation Of Personal Property From Tax Rolls: This item was continued to the January 24, 2005 meeting.

ANNOUNCEMENT(S):

The Clerk of the Board announced that there would no meeting on Monday, January 17, 2005 due to the observation of the Martin Luther King Day

CORRESPONDENCE:

The Clerk of the Board announced the following correspondence received:

An e-mail from Stanley J. Trohimovich dated January 8, 2005. The Subject is: Notice of Delay in Mailing Claim Against Official Bond. (Checking with the superintendent's office, this letter did not make docket of 1-4-05. Now set for 1-18-05.) The e-mail was referred to the Prosecuting Attorney's office and placed on file.

PUBLIC COMMENT

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

STAFF MEETINGS

The Board held staff meetings on Monday, January 10, 2005, 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 Rose Elway, Budget Director; and Paul Easter, Kevin Varness and Lee Napier, Department of Public Services.

RESOLUTIONS

#2005-02 Resolution With Certifications of Compliance

#2005-03 Fixing Compensation Of Employees From and After January 1, 2005

2005-04 Resolution Acknowledging Vacation /John and Maria Andrews.

ORDINANCES

**No. 329 An Ordinance Amending Chapter 15.12 Of The Grays Harbor
County Code Adopting A Change To Turnaround Specifications For
Fire Apparatus Access Roads.**

The meeting adjourned at 2:54 p.m. to Monday, January 24, 2005 at 2:00 p.m.

BOARD OF COMMISSIONERS
for Grays Harbor County
this _____ day of _____, 2005

BOB BEERBOWER, Chairman
Commissioner, District 1

MIKE WILSON, Commissioner, District 2

ALBERT A. CARTER, Commissioner, District 3

ATTEST:

Donna Caton
Clerk of the Board