

## MINUTES

### BOARD OF COMMISSIONERS – GRAYS HARBOR COUNTY REGULAR MEETING

November 5, 2007

The Commissioners met in regular session in the Commissioners' Meeting Room, Administration Building, Montesano, Washington, on Monday, November 5, 2007, at 2:00 p.m. Commissioners Bob Beerbower and Al Carter were present. Jim Baker, Senior Deputy Prosecuting Attorney was present. Also in attendance was Donna Caton, Clerk of the Board. Commissioner Mike Wilson was excused.

#### **CALL TO ORDER AND FLAG SALUTE**

Chairman Carter called the meeting to order with the pledge of allegiance.

#### **MINUTES**

**October 29, 2007:** A motion was made, seconded and passed to approve the minutes of the regular meeting of October 29, 2007.

#### **PRESENTATION:**

None

#### **BIDS**

None

#### **HEARINGS**

**1. Community Development Block Grant Program:** There was a public hearing to review community development and housing needs, inform citizens of the availability of funds and eligible uses of the state Community Development Block Grant (CDBG) program, and receive comments on proposed activities, particularly from low and moderate income persons and persons residing in the Grays Harbor County area. Questions regarding the CDBG Program could be answered in advance of the public hearing by calling Lee Napier, Deputy Director of Community Development. Up to \$1,000,000 may be available to Grays Harbor County on a statewide competitive basis to fund public facility, housing, economic development, or community facility projects that principally benefit low and moderate income persons. The draft application to build a child care center at Grays Harbor College was available for review by contacting Lee Napier of the Department of Public Services, located at 100 W. Broadway, Suite 31, Montesano, Washington. Notice of this hearing was published in the *Montesano Vidette* on October 25, 2007. Chairman Carter asked a staff report.

Lee Napier, Department of Public Services reported that last week the Board selected a General Purpose application and the Grays Harbor College proposal to construct a child care center that will benefit low and moderate income students. The new building will replace the existing facility and needs to be replaced. The proposal is for \$750,000 in Community Development Block Grant (CDBG). The total project cost is \$3.2 million. Wes Peterson, interim director of the Grays Harbor College Foundation, spoke in support of the proposed project.

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

**Action: A motion was made, seconded and passed to approve the following:**

- a. **A CDBG Project Summary Form**
- b. **Resolution No. 2007-114 -- With Certifications of Compliance – A Resolution Authorizing the Chairman of the Board of County Commissioners of Grays Harbor County to Execute and Submit an Application to the State Department of Community, Trade and Economic Development Requesting \$750,000.00 from the CDBG Program to be Used in Support of the Grays Harbor College Child Care Center, Designating the Chairman of the Board of County Commissioners as the County’s Chief Administrative Official and Representative for the Grant, and Certifying that the County will Comply with Certain Conditions.**
- c. **An Applicant Disclosure Form**

2. **Emergency Budget – Board of Equalization Fund:** There was a public hearing to consider an Emergency Budget as follows: Board of Equalization Fund #001-000-012 in the amount of \$4,600. Notice of this hearing was advertised in the *Montesano Vidette* on October 25, 2007. Chairman Carter asked for a staff report.

Rose Elway, Budget Director reported that the emergency budget request is for the Board of Equalization’s Office as a result of an increase in the number of hearings scheduled. \$4,600 is needed in salaries and benefits to cover the remainder of the year.

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

**Action: A motion was made, seconded and passed to approve Resolution No. 2007-115 – Authorizing an Emergency Appropriation in the Budget of the Grays Harbor County General Fund Board of Equalization #001-000-012.**

## **COMMISSIONERS**

1. **Two Appointments to the Human Services Advisory Board:** A motion was made, seconded and passed to appoint Coleen Chapin-Glasscock to the Human Services Advisory Board. Ms. Chapin-Glasscock has expressed an interest in participating on the Board and Joan Brewster, Director of Public Health and Social Services Department recommended her appointment.

A motion was made, seconded and passed to appoint Martha Krug to the Human Services Advisory Board. Ms. Krug has expressed an interest in participating on the Board and Joan Brewster, Director of Public Health and Social Services Department recommended her appointment.

2. **Set hearing date – Consider Adoption of 2008 Budget and also consideration of Resolutions authorizing increases to the General Expense Fund, Miscellaneous Fund and Road Limit Factors, RCW 84.55:** December 3, 2007 at 2:00 p.m. is the date and time set for a public hearing to consider adoption of the Grays Harbor County 2008 Budget, and also consideration of Resolutions authorizing increases in General Expense Fund, Miscellaneous Funds, and Road Limit Factors for Grays Harbor County, per the requirements of RCW 84.55.

## **CONVENE AS DRAINAGE DISTRICT 2:**

The Board of County Commissioners recessed and reconvened to serve as Commissioners for Drainage District #2. The Board of Commissioners for Drainage District #2 took the following action:

1. **Set hearing date to consider annual assessment roll:** December 17, 2007 at 2:00 p.m. is the date and time set for a public hearing to consider the annual assessment roll and provide notification as directed in RCW 85.32.060 requiring a hearing with three advance publications of notice and mailing to property owners before the annual assessment roll is approved at the scheduled hearing.

2. **Set hearing date to consider adoption of the 2008 budget:** December 3, 2007 at 2:00 p.m. is the date and time set for a public hearing to consider the 2008 Budget for Drainage District #2.

The Commissioners adjourned the meeting of Grays Harbor County Drainage District #2 and reconvened as Board of County Commissioners.

## **DEPARTMENTS**

### **AUDITOR**

1. **Request Approval, October Expenditures:** A motion was made, seconded and passed to approve expenditures for October 2007 as follows: Claims \$5,303,374.65 and Salary \$2,294,994.94 for a total of \$7,598,369.59.
2. **Resolution Cancelling Warrants:** A motion was made, seconded and passed to approve **Resolution No. 2007-116 – Cancellation of Warrants**. This resolution allows that warrants not presented within one year of issue shall be cancelled and records adjusted to leave the originating funds as if the warrants had never been drawn per RCW 39.56.040.

### **FAIR & TOURISM**

1. **Request Approval, Resolution Establishing the 2008 Rental Rate Schedule – Fairgrounds & Event Center:** A motion was made, seconded and passed to approve **Resolution No. 2007-117 – Establishing the 2008 Rental Rate Schedule for the Grays Harbor County Fairgrounds and Event Center** as recommended by the Grays Harbor County Fair Board.

### **MANAGEMENT SERVICES**

1. **Request Approval, Resolutions – Budget Transfers:**
  - a. **Request Approval, Stadium Fund:** A motion was made, seconded and passed to approve **Resolution No. 2007-118 – Transferring Items in the Grays Harbor County Stadium Fund #112-000-000**. This resolution allows a budget transfer for the Stadium Fund to transfer \$8,934 from the ending fund balance to transfer out – Pavilion Loan Payment. The revenue from the World of Outlaw Days was down due to only one day of outlaw racing and this revenue pays for the loan improvements.
  - b. **Request Approval, Special Projects Fund:** A motion was made, seconded and passed to approve **Resolution No. 2007-119 – Transferring Items in the Grays Harbor County Miscellaneous Fund Special Projects #101-000-000**. This resolution allows a \$1,000 transfer be made within Special Projects for a grant received through the Washington State Military Department and U.S. Department of Transportation. This grant provides funding for supplies and travel to put on a Tier II Emergency Planning Committee Workshop. Funds are available to transfer from the ANHS project which has been completed.

- c. **Request Approval, Special Projects Fund:** A motion was made, seconded and passed to approve **Resolution No. 2007-120 – Transferring Items in the Grays Harbor County Miscellaneous Fund Special Projects #101-000-000**. This resolution allows a \$1,351 transfer be made within Special Projects for funds expected to be expended for the 2007 US Department of Homeland Security grant through the Washington State Military Department. Funds are available to transfer from the ANHS project which has been completed. The \$53,000 balance of the grant is being put in the 2008 budget.
  - d. **Request Approval, Prosecutor’s Office:** A motion was made, seconded and passed to approve **Resolution No. 2007-121 – Transferring Items in the Grays Harbor County General Fund Prosecutor’s Office #001-030**. This resolution allows a \$15,000 transfer from salaries and miscellaneous to supplies and small tools and equipment. Funds are available due to vacancies to cover the purchase of a printer, work table, office supplies and legal publications.
  - e. **Request Approval, Central Services Fund:** A motion was made, seconded and passed to approve **Resolution No. 2007-122 – Authorizing an Increase in the Petty Cash Fund within the Grays Harbor County Central Services Fund #503-000-000**. This resolution allows an increase in the Grays Harbor County Central Services petty fund from \$150 to \$250. The amount of requests for driving abstracts has increase from \$5 to \$10 per abstract so it is necessary to increase the petty cash checking account.
2. **Request Approval, Set Hearing Date – Supplemental Budget Request, Fair Fund:** November 19, 2007 at 2:00 p.m. is the date and time set for a supplemental budget hearing in the Fair Fund. \$79,977 in revenue received from the Grays Harbor County Fair will be used in various line items to cover the remainder of this year. An additional \$8,000 in stall rent will be used in the equine fund to cover some repairs and maintenance to the horse barns.

## **PUBLIC HEALTH AND SOCIAL SERVICES**

1. **Request Approval, Agreement with Washington State Department of Health:** A motion was made, seconded and passed to approve a data-sharing agreement with the Washington State Department of Health for continued use of VISTA/PHW, a software program that supports analysis of health and demographic data. The department relies on VISTA/PHW for local data.

## **PUBLIC SERVICES**

1. **Request Approval, Contract with Washington State Military Department Emergency Management Division:** A motion was made, seconded and passed to approve a contract with the Washington State Military Department Emergency

Management Division in the amount of \$54,351 which will be used to purchase equipment to enhance countywide interoperable communications.

**2. Request Approval, Camp Grisdale Road Project – Preapproval of final right-of-way deeds:** A motion was made, seconded and passed to grant pre-approval for the Board to sign the final right-of-way deeds for the Camp Grisdale Road Project, C-95190-17. An administrative review board's settlement for the purchase of wetland mitigation sites #1 and #2 from Green Diamond Resource Company was provided. The pre-approval will be for the deeds for these two sites and the deed for the purchase of 0.31 acres, for \$500, at the beginning of the project.

**3. Request Approval, Coordinated Prevention Grant Offer:** A motion was made, seconded and passed to approve two copies of the Coordinated Prevention Grant Offer No. G0800190 which will provide for Environmental Health Solid Waste Enforcement Activities.

**4. Request Approval, Camp Grisdale Road right-of-way deed:** A motion was made, seconded and passed to approve a one right-of-way deed for the Camp Grisdale Road CRP 95190-15 county road project.

**5. Request Approval, Harp Road Temporary Bridge Emergency Project – Rural Arterial Program Agreement:** A motion was made, seconded and passed to approve a Rural Arterial Program (RAP) Project Agreement authorizing \$142,830 of State Funds for this project.

**6. Request Approval, Community Development Block Grant – Grays Harbor College Project:** The Clerk of the Board announced that this item was processed earlier in this meeting.

#### **ANNOUNCEMENTS**

The Clerk of the Board announced that due to the Veteran's Day holiday the November 12 meeting was cancelled.

#### **CORRESPONDENCE**

The Clerk of the Board announced the following correspondence:

1. An e-mail received from Stan Trohimovich dated November 5, 2007. The subject was: FW: Is a disputed bill a valid justification for requesting an accounting under existing law? The e-mail was placed on file.

2. A Claim #C547-07 was received James E. Barber. The claim was referred to the Prosecuting Attorney's office.
3. A Claim #548-07 was received from Travis Davis. The claim was referred to the Prosecuting Attorney's office and the Claims Review Committee.

**PUBLIC COMMENT:**

Chairman Carter asked for public comment. He announced that comments and statements only would be accepted and would be limited to five minutes. Questions should be submitted in writing.

Antoine Johnson, medical director for Broadway Clinic Incorporated, reported that he has a clinic at 105 West Fourth Street in Aberdeen. Dr. Johnson announced that the clinic has recently been designated a rural health center. He made comment and offered mental health services to Grays Harbor County. Dr. Johnson explained that they have the ability through their designation to receive grant money from the federal government and the state to help with providing those services.

Dave Forbes, resident of Hoquiam made comment regarding the management of Grays Harbor County.

Ms. Johnson reported she is the mother of Antoine Johnson and she requested information regarding the regional support network.

There was no additional public comment.

**STAFF MEETINGS**

The Board held staff meetings on Monday, November 5, 2007, 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 Brenda Sherman, Auditor's Office, Joan Brewster, Department of Public Health and Social Services, and Paul Easter, Kevin Varness, Brian Shea, Lee Napier and Jeff Nelson of the Department of Public Services.

The Board approved the following:

**RESOLUTIONS**

**No. 2007-114                      With Certifications of Compliance -- A Resolution Authorizing the Chairman of the Board of County Commissioners of Grays Harbor County to Execute and Submit an Application to the**

**State Department of Community, Trade and Economic Development Requesting \$750,000.00 from the CDBG Program to be Used in Support of the Grays Harbor College Child Care Center, Designating the Chairman of the Board of County Commissioners as the County's Chief Administrative Official and Representative for the Grant, and Certifying that the County will Comply with Certain Conditions.**

- No. 2007-115**      **Authorizing an Emergency Appropriation in the Budget of the Grays Harbor County General Fund Board of Equalization #001-000-012.**
- No. 2007-116**      **Cancellation of Warrants**
- No. 2007-117**      **Establishing the 2008 Rental Rate Schedule for the Grays Harbor County Fairgrounds and Event Center**
- No. 2007-118**      **Transferring Items in the Grays Harbor County Stadium Fund #112-000-000**
- No. 2007-119**      **Transferring Items in the Grays Harbor County Miscellaneous Fund Special Projects #101-000-000**
- No. 2007-120**      **Transferring Items in the Grays Harbor County General Fund Prosecutor's Office #001-030**
- No. 2007-121**      **Transferring Items in the Grays Harbor County General Fund Prosecutor's Office #001-030**
- No. 2007-122**      **Authorizing an Increase in the Petty Cash Fund within the Grays Harbor County Central Services Fund #503-000-000.**

**ORDINANCES**

None

**INTERGOVERNMENTAL AGREEMENTS**

None

The meeting adjourned at 3:34 p.m.

BOARD OF COMMISSIONERS  
For Grays Harbor County  
This \_\_\_\_\_ day of \_\_\_\_\_, 2007

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ALBERT A. CARTER, Chairman  
Commissioner, District 3

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BOB BEERBOWER, Commissioner, District 1

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*excused*  
MIKE WILSON, Commissioner, District 2

ATTEST:

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Donna Caton  
Clerk of the Board