

MINUTES

BOARD OF COMMISSIONERS – GRAYS HARBOR COUNTY REGULAR MEETING

June 23, 2008

The Commissioners met in regular session in the Commissioners' Meeting Room, Administration Building, Montesano, Washington, on Monday, June 23, 2008, at 2:00 p.m. Commissioners Al Carter, Bob Beerbower and Mike Wilson were present. Jim Baker, Senior Deputy Prosecuting Attorney, and Donna Caton, Clerk of the Board, were also present.

CALL TO ORDER AND FLAG SALUTE

Commissioner Beerbower called the meeting to order with the pledge of allegiance.

Commissioner Beerbower, Chairman pro tem, excused Commissioner Carter from the meeting due to his being on vacation.

MINUTES

- 1) **Regular Meeting June 16, 2008:** A motion was made, seconded and passed to approve the minutes of the regular meeting of June 16, 2008.
- 2) **Final Version of Minutes – Special Meeting with Grays Harbor County, Jefferson County, and Quinault Indian Nation, held May 29, 2008:** A motion was made, seconded and passed to approve the final version of minutes of the Special Meeting with Grays Harbor County, Jefferson County, and Quinault Indian Nation, held May 29, 2008.

PROCLAMATIONS:

1. **Annual Amateur Radio Field Day:** A motion was made, seconded and passed to declare the week of June 23 – 29, 2008, as “Amateur Radio Week”. This declaration recognizes the Amateur Radio Operators who have been of great value in assisting the citizens of the County by providing emergency radio communication, and will be practicing their skills during the American Radio Relay League's Field Day exercise, taking place June 28, and 29, 2008.

BIDS

1. **Reroofing and HVAC Improvements to County Administration Building:** There was an advertisement for bid for the following project: General Construction Contract, which includes mechanical and electrical construction for Reroofing & HVAC Improvements to County Administration Building. A set of plans and specifications for

the project was available from the office of Street Lundgren & Foster Architects, 200 South First Street, Montesano, Washington. A walk-through for all bidders was held at the project site on Thursday, June 12, 2008, at 10:00 a.m. Notice of advertisement for this bid was published in the *Montesano Vidette* on June 5 and 12, 2008. The Clerk of the Board opened and read the following bids received with bid bond attached:

Rognlins, Inc., Aberdeen, WA	1) \$561,000 2) \$577,000
John Lupo Construction, Inc., Aberdeen, WA	1) \$478,500 2) \$493,500

Chairman pro tem Beerbower referred the bids to the Department of Public Services for review and recommendation.

HEARINGS

1. Consider Release of Federal Forest Title III Funding – Applicant Grays Harbor Extension/Weed Board: There was a public hearing to obtain citizen input on release and use of Federal Forest Title III funds. Notice of this hearing was advertised in the *Montesano Vidette* on May 8, 2008, which provided for compliance with a 45-day comment period during which time comments were accepted by the Grays Harbor County Commissioners Office, 100 W. Broadway, Suite 1, Montesano, WA. Grays Harbor County is a member of a Resource Advisory Committee formed in compliance with the Secure Rural School and Community Self-Determination Act of October 30, 2000. Title III of Public Law 106-393 Section 302, allocates funding county projects associated with federal lands, forestry education, community emergency services, planning for fire and disaster prevention and other emergency services. WSU Grays Harbor Extension/Weed Board has submitted an eligible project request. WSU Day camp has asked for funding to provide youth with an understanding of forest dwellers and their habitats while improving competency in math, science, biology, etc. This year's theme, "Forest Dwellers Camp", will focus on the animals and habitat that the forest provides. WSU Day Camp reaches approximately 75 children from first to sixth grade and 30 teen counselors. Chairman pro tem Beerbower asked for a staff report. Joan Vance, County 4-H Agent, explained that this five-day camp will be held July 14 – 18, 2008. Many educational presentations have been planned, including demonstrations by the WSU Forester and Weed Board representative, Nancy Ness. WSU has also partnered with Timberland Regional Library who will also contribute presentations.

ACTION: A motion was made, seconded and passed to approve the project submitted by the WSU Grays Harbor Extension/Weed Board and to release Federal Forest Title III Funds to the WSU Grays Harbor Extension/Weed Board for their "Forest Dwellers Day Camp".

2. Supplemental Budget Amendment – General Fund Extension Office: There was a public hearing to consider Supplemental Budget Amendment as follows: Supplemental Budget – General Fund Extension Office #001-000-022, in the amount of \$14,000. Notice of this hearing was advertised in *The Montesano Vidette* on June 12 and 19, 2008. Chairman pro tem Beerbower asked for a staff report. Rose Elway, Budget Director, explained that this is a request for a supplemental budget in the General Fund Extension Office for \$14,000 in Title III funding received from the United States Forest Service. Funds will be used to continue with the WSU Day Camp to provide community outreach and 4-H education to an underserved section of Grays Harbor County. These funds will cover expenses related to transportation, rent, and supplies. Chairman pro tem Beerbower 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. 2008-53 – Authorizing a Supplemental Extension in the Budget of the Grays Harbor County General Fund Extension Office #001-000-022.

3. Supplemental Budget Amendment – Miscellaneous Funds Public Health & Social Services Department & Mental Health Fund: There was a public hearing to consider Supplemental Budget Amendment as follows: Supplemental Budget – Public Health & Social Services Fund #129-000-000 and Mental Health Fund #140-000-000. Notice of this hearing was advertised in *The Montesano Vidette* on June 12 and 19, 2008. Chairman pro tem Beerbower asked for a staff report. Rose Elway, Budget Director, explained that this is a request for supplemental budget in the Miscellaneous Funds Public Health & Social Services Department for \$57,416, and Mental Health for \$27,928 due to funding received through various state and federal grants. Funding will be used in mental health services and to purchase new work stations for the Education Unit of the department. Chairman pro tem Beerbower 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. 2008-54, Authorizing a Supplemental Extension in the Budget of the Grays Harbor County Public Health & Social Services Fund #129-000-000 and Mental Health Fund #140-000-000.

4. Six Year Transportation Improvement Program (2009 - 2014): There was a public hearing to consider the adoption of the Six-Year Transportation Improvement Program for the period of 2009 - 2014. Notice of this hearing was advertised in the *Montesano Vidette* on June 12, 2008. Chairman pro tem Beerbower asked for a staff report. Russ Esses, County Road Engineer, reported that 45 projects were identified for this six-year project. Eleven of these 45 projects are funded by either state or federal grants that have already been approved. These 11 projects include various bridge

replacements, curve realignments, pedestrian walk-way enhancements, and sidewalk improvements. Each year, \$6 million dollars is budgeted for these road improvements, with 25% of the funding coming from local monies and 75% from state and federal grants. Unfortunately, costs continue to increase substantially, while grant funding amounts remain the same. The 34 projects not currently approved for state or federal funding are in the grant application process. Chairman pro tem 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. 2008-55, Adopting the Six Year Transportation Improvement Program (TIP) 2009-2014 for Grays Harbor County, Washington.

COMMISSIONERS

1. **Agreement with Confederated Tribes of the Chehalis Reservation:** A motion was made, seconded and passed to authorize the Chairman to sign an Interlocal agreement with the Confederated Tribes of the Chehalis Reservation that jointly designates responsibility for land use planning and development permitting for fee lands on the Chehalis Reservation. This agreement is the result of a long history of governmental cooperation, including recent discussions and meetings to formally address land use planning and permitting issues on those fee lands located concurrently within Grays Harbor County and the Chehalis Reservation. The Chehalis Tribe formally approved this agreement on June 11, 2008.
2. **Appointment to Mental Health Advisory Board – Katherine McCrea:** A motion was made, seconded and passed to appoint Katherine McCrea to the Mental Health Advisory Board. This appointment is for a three year term and was recommended by the Mental Health Advisory Board.
3. **Set Hearing Date, Ordinance Re: Regulation of Compression Breaks, State Route 12, between M.P. 9 & 10:** July 14, 2008, at 2:00 p.m., is the date and time set for a hearing to consider the adoption of an ordinance amending chapter 10.12 of the Grays Harbor County Code, adding a section of State Route 12 between Mileposts 9 and 10 where use of compression breaks will be prohibited. This ordinance includes a definition of the term “compression breaks”, which is presently missing from this chapter, and includes minor text revisions which improve the clarity and readability of its provisions.
4. **Authorize Chairman to sign Intent to Apply Form – Supplemental Transitional Housing Funding – CCAP:** A motion was made, seconded and passed to authorize the Chairman to sign an Intent to Apply Form on behalf of the Coastal Community Action Program (CCAP). CCAP is applying for a supplemental grant in the amount of \$22,568 to provide additional transitional housing in Grays Harbor County. The supplemental money would provide transitional housing to assist three additional

households yearly with rent, utilities, and case management. Transitional Housing and case management have been identified as a priority in the Ten-Year Homeless Housing Plan. This is a non-competitive, supplemental grant and is not a new service being operated by CCAP.

DEPARTMENTS

AUDITOR

1. Request Approval, Correction of Month-End Expenditures Audit Report for February, 2008: A motion was made, seconded and passed to correct expenditures for February 2008 as follows: Claims \$3,594,118.44 and Salary \$2,411,388.08 for a total of \$6,005,506.52.

MANAGEMENT SERVICES

1. Request Approval, Resolutions Authorizing Transfers:

- A. **Clerk's Office:** A motion was made, seconded and passed to approve **Resolution No. 2008-56, Transferring Items in the Grays Harbor County General Fund Clerk's Office #001-000-014.** The Clerk's Office has received a Meth Grant through the Washington State Association of County Officials (WACO) for \$12,000. The Clerk is in the process of updating the Work Flow laser fiche system utilized by the Clerk, Prosecutor and Sheriff's Department, which is allowable from the Meth Grant funding. It has been determined that funds are available in the salary and benefit categories to move to supplies to purchase the Work Flow system updates.
- B. **ORV Park Fund:** A motion was made, seconded and passed to approve **Resolution No. 2008-57, Transferring Items in the Grays Harbor County Miscellaneous Fund ORV Park #118-000-000.**

July 14, 2008, at 2:00 p.m. is the date and time set for a hearing to consider Supplemental Budget in the amount of \$26,270, ORV Park Fund, for funding received through FEMA for the December, 2007 storm repairs at the ORV Park. The debris removal and fencing projects have been completed at the Park with the remaining off road vehicle trails and culvert replacement projects to be completed as weather permits. Additionally, FEMA funds require match from the County for the portion not covered by FEMA for \$8,756, which is part of the aforementioned budget transfer. These total repair costs from the December storm are estimated to be \$35,026 at the ORV Park.

- C. **Tourism Fund:** A motion was made, seconded and passed to approve

- Resolution No. 2008-58, Transferring Items in the Grays Harbor County Miscellaneous Fund #112-000-100.** Grays Harbor Tourism has requested a \$20,000 transfer to increase Grays Harbor County’s Strategic Marketing Plan during the shoulder season to attract visitors for a “staycation”, a new term for a vacation staying close to home. Advertising will be used to attract visitors from the Portland and Seattle areas where one tank of gasoline can be used to reach Grays Harbor County tourist attractions and to return home.
- D. **Fair Fund/Recreation & Events:** A motion was made, seconded and passed to approve **Resolution No. 2008-59, Transferring Items in the Grays Harbor County Miscellaneous Fair Fund #103-000-000.** There is available Ending Fund Balance within the Fair Fund to increase the Tourism, Recreation & Events Fund #103-600-000 for the increased marketing involved with the previously approved Resolution No. 2008-58.
- E. **Prosecutor’s Office:** A motion was made, seconded and passed to approve **Resolution No. 2008-60, Transferring Items in the Grays Harbor County General Fund Prosecutor’s Office #001-000-030.** This transfer moves \$4,800 from extra help to travel to cover additional training for some of the criminal and civil prosecutors. This request has been reviewed by the Budget Director and it has been determined that funds are available for this transfer.
- F. **Distressed Area Capital Fund:** A motion was made, seconded and passed to approve **Resolution No. 2008-61, Transferring Items in the Grays Harbor County Miscellaneous Fund Distressed Area Capital #310-000-000.** This transfer is for \$55,000 from Ending Cash Balance to the Food Bank Building for the construction of an energy efficient 40’ x 60’ drive-in freezer and a 28’ x 40’ cooler. This is considered a continuation of the original construction of the facility and eligible for .09 funding. This transfer also includes moving \$250,000 from Ending Cash Balance and the PDA Warehouse Cerb Loan to the PDA BMT Northwest Building. Funds will be used to renovate the Turbine Building at the Satsop Development Park. This request has been reviewed by the Budget Director and it has been determined that funds are available for this transfer.
2. **Request Approval, Set Supplemental Budget Hearing Dates:**
- A. **General Fund Extension Office:** July 21, 2008, at 2:00 p.m., is the date and time set for a hearing to consider Supplemental Budget in the General Fund Extension Office #001-000-022. \$21,050 of Title III funding has been received from the United States Forest Service. Funds will be used for two youth forestry themed play areas located at the County fairgrounds and Ocean Shores Interpretive Center. Labor for the projects is volunteered and the funds will be used in the supplies category for various materials. The play areas will be

wheelchair accessible and meet all ADA standards.

- B. **General Fund Clerk's Office:** July 14, 2008, at 2:00 p.m., is the date and time set for a hearing to consider Supplemental Budget in the General Fund Clerk's Office #001-000-014 for \$15,000 for the July 1, 2008 – June 30, 2009, Meth grant allocated through the Washington State Association of County Officials (WACO). The grant will be used to upgrade the laser fiche Work Flow system in the Clerk's Office.

PUBLIC HEALTH & SOCIAL SERVICES

1. **Request Approval, Amendment to contract with SeaMar Mental Health & Chemical Dependency Services:** A motion was made, seconded and passed to approve a bridge amendment to the County's contract for mental health and chemical dependency outpatient treatment services with SeaMar. The amendment provides \$60,000 for mental health for a period of three months, and \$35,000 for chemical dependency treatment services for 12 months. SeaMar provides both mental health and chemical dependency services to individuals who are receiving primary care services through their clinic.
2. **Request Approval, Amendment to contract with Theresa Mahar, SpecialtConsulting:** A motion was made, seconded and passed to approve a bridge agreement for mental health services with SpecialtConsulting for the provision of Ombuds, Quality Review Team and Chart Review services. The Ombuds assists in resolving issues in accessing services that arise for clients in the mental health system. Ms. Mahar currently also assists with quality assurance, reviewing charts and providing training for the period of July 1, 2008 through September 30, 2008. The contract provides \$9,000 for Ombuds services, \$4,200 for QRT and \$70 per hour for chart reviews.
3. **Request Approval, Cancel Letter of Agreement with NeighborWorks Regarding Former Clubhouse at 612 ½ E. Market, Aberdeen:** A motion was made, seconded and passed to cancel a Letter of Agreement, effective July 1, 2006, with NeighborWorks. Under this agreement, Grays Harbor County has been paying \$750 per month in rent for the building located at 612 ½ E. Market, for the purpose of operating a Clubhouse for mental health clients. The Clubhouse has now been closed and is no longer operational. Since the Clubhouse has been discontinued, the basis for the Letter of Agreement no long exists and is canceled effective July 1, 2008. It has been recommended that this building be used to provide housing services to people in need.

PUBLIC SERVICES

1. **Request Approval, Supplement No. 1, Personal Services Contract with Streamworks, LLC:** A motion was made, seconded and passed to authorize the

Chairman to sign a Personal Services Contract with Streamworks, LLC, to provide assistance with environmental permitting, funding, and construction expertise for various culvert replacement projects. Supplement No. 1 increases the contract amount of \$8,000 to a final contract amount of \$18,000. Over the last 11 months, Streamworks (Lonnie Crumley) has applied for funding for 4 projects and has acquired environmental permits for 3 projects. He also provided construction expertise on the installation of a new fish passage structure. This is a heavier workload than was anticipated. Streamworks has been providing these services to the County for the last 7 years. The contract amount of \$18,000 is based on costs for last year's services.

2. Request Approval, Personal Services Contract with Streamworks, LLC:

A motion was made, seconded and passed to authorize the Chairman to sign a Personal Services Contract for Streamworks, LLC to provide assistance with environmental permitting, funding and construction expertise for various culvert replacement projects. Streamworks (Lonnie Crumley) has been providing these services to the County for the last 7 years. The contract amount of \$18,000 is based on costs for last year's services. The current contract will expire on June 30, 2008.

3. Request Approval, Interagency Agreement for Emergency Bus Mobilization – Ocosta School District:

A motion was made, seconded and passed to approve an agreement between the Division of Emergency Management and the Ocosta School District for Emergency Bus Mobilization. This agreement may be activated in an emergency or disaster for evacuation of citizens.

4. Request Approval, Contract with Superintendent of Public Instruction:

Action on this item was taken after the previously held hearing (Resolution No. 2008-55).

5. Request Approval, Local Agency Agreement Requesting Federal Funds – Countywide Debris Removal Re: December 2007 Storm:

A motion was made, seconded and passed to authorize the Chairman to sign the Local Agency Agreement and Project Prospectus requesting Federal Funds to reimburse the County for Emergency Repair Work involved in removing trees, root wads, limbs and other debris from the County's major collector roads. The estimated cost of this work is \$200,000. This project is eligible for Federal Funding under the Emergency Relief Program.

6. Request Approval, Purchase of Equipment: A motion was made, seconded and passed to approve the purchase of one (1) laptop for the Emergency Services Division of Public Services. This will replace one of the old desktop computers. The cost of this laptop will be grant funded. The approximate cost is \$2,778.00.

7. Request Approval, Interagency Agreement with Educational Service District

113: A motion was made, seconded and passed to authorize the Chairman to sign an Interagency Agreement with Educational Service District (ESD) 113. The agreement

designates ESD staff as the event planner for the Chehalis Basin Watershed Festival, scheduled for September 27, 2008, at Morrison Park in Aberdeen. All costs associated with this agreement will be covered by a grant from the Department of Ecology, administered by Grays Harbor County on behalf of the Chehalis Basin Partnership.

ANNOUNCEMENTS

The Clerk of the Board announced that due to the Independence Day Holiday of July 4th, there will be no Board of County Commissioners meeting held on July 7, 2008.

CORRESPONDENCE

None

PUBLIC COMMENT

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

Stan Blunt, Aberdeen, inquired as to what matters would be discussed during the Executive Session portion of the meeting.

Frank Moses, Aberdeen, made comments related to the County building permit process.

EXECUTIVE SESSION

At 2:41 p.m., Commissioner Beerbower announced that the Board would be moving in to Executive Session in order to meet with legal counsel regarding matters related to potential litigation. He announced that this Executive Session was expected to last 30 minutes in duration.

At 3:11 p.m., the Board reconvened to regular session. Commissioner Beerbower explained that no decisions were made and no actions were taken during the Executive Session. Commissioner Beerbower asked for additional business or public comment and hearing none, the meeting was adjourned.

STAFF MEETINGS

The Board held staff meetings on Monday, June 23, 2008, 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 Joan Brewster, Public Health & Social Services Director, regarding agenda items; Paul Easter, Public Services Director, regarding agenda

items, road and bridge projects; Kevin Varness, Public Services, regarding agenda items and Facility/Utility Project updates; Brian Shea, Planning & Building Director, regarding department updates; Lee Napier, Public Services, regarding agenda items; Jeff Nelson, Environmental Health, regarding department updates. Notes of these meetings are available upon request.

The Board approved the following:

RESOLUTIONS

- | | |
|--------------------|--|
| No. 2008-53 | Authorizing a Supplemental Extension in the Budget of the Grays Harbor County General Fund Extension Office #001-000-022 |
| No. 2008-54 | Authorizing a Supplemental Extension in the Budget of the Grays Harbor County Public Health & Social Services Fund #129-000-000 and Mental Health Fund #140-000-000 |
| No. 2008-55 | Adopting the Six Year Transportation Improvement Program (TIP) 2009-2014 for Grays Harbor County, Washington |
| No. 2008-56 | Transferring Items in the Grays Harbor County General Fund Clerk's Office #001-000-014 |
| No. 2008-57 | Transferring Items in the Grays Harbor County Miscellaneous Fund ORV Park #118-000-000 |
| No. 2008-58 | Transferring Items in the Grays Harbor County Miscellaneous Fund #112-000-100 |
| No. 2008-59 | Transferring Items in the Grays Harbor County Miscellaneous Fair Fund #103-000-000 |
| No. 2008-60 | Transferring Items in the Grays Harbor County General Fund Prosecutor's Office #001-000-030 |
| No. 2008-61 | Transferring Items in the Grays Harbor County Miscellaneous Fund Distressed Area Capital #310-000-000 |

ORDINANCES

None

INTERGOVERNMENTAL AGREEMENTS

- **Division of Emergency Management and the Ocosta School District for Emergency Bus Mobilization**
- **Educational Service District (ESD) 113, Designating ESD staff as the event planner for the Chehalis Basin Watershed Festival, scheduled for September 27, 2008**

The meeting adjourned at 3:12 p.m.

BOARD OF COMMISSIONERS
For Grays Harbor County
This _____ day of _____, 2008

Excused

ALBERT A. CARTER, Chairman
Commissioner, District 3

BOB BEERBOWER, Commissioner, District 1

MIKE WILSON, Commissioner, District 2

ATTEST:

Donna Caton
Clerk of the Board