

Minutes
BOARD OF COMMISSIONERS – GRAYS HARBOR COUNTY
REGULAR MEETING

December 10, 2012

The Commissioners met in regular session in the Commissioners' Meeting Room, Administration Building, Montesano, Washington, on Monday, December 10, 2012, at 2:00 p.m. Commissioners Herb Welch, Mike Wilson and Terry Willis were present. Donna McCallum, Clerk of the Board, was present to record the meeting. Prosecuting Attorney, Stew Menefee, was also present.

CALL TO ORDER AND FLAG SALUTE

BIDS:

None

HEARINGS:

1. Continued Hearing - 2013 Property Tax Levy: There was a public hearing on December 3, 2012 and continued to December 10, 2012 to consider adoption of the regular Property Tax levy for 2013 collection. Grays Harbor County Property Tax Levy Resolution for the General/Veteran's Fund, Miscellaneous and Road Funds would authorize a 1% increase in the regular property tax levy in addition to any amount resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property for the 2013 levy, and to consider a road levy shift. Notice of this hearing was published in *The Montesano Vidette* November 22, and November 29, 2012.

Commissioner Welch asked if there was any public comment. (Note: Commissioners received additional email comments prior to the hearing from the following individuals: Randolph Peck, J. Messenger and Jim Hudspeth.)

Ken Estes, Mayor of Montesano, made comments against a levy shift.

There were no further comments and Commissioner Welch closed the hearing.

Commissioner Willis stated comments received from others is also indicative of what the county is experiencing. In recent years, the county implemented severe cuts to personnel, supplies and services. In spite of these cuts, there are continual increases to operations. She explained the county has reduced over 70 employees, reduced office hours, created efficiencies to reduce the use of fuel and, in spite of all efforts, continue to struggle. The county is not a city and does not have the same taxing authority. Revenues are down, but counties must maintain the same operations. The legislature provided counties the ability to implement a road levy shift, but by no means should it be considered a long term solution. There were difficult decisions for 2013. Services have already been reduced, revenues remain down and, even with a road levy shift, an

additional 3.5 percent budget reduction still had to be made.

Commissioner Willis further stated it is more important to look at what would be lost if the county did not do a levy shift. She stated without the levy shift, approximately 15 employees would have to be laid off in order to achieve enough savings to balance the budget. Most offices are already working with a minimum amount of employees. She explained the repercussions to getting rid of programs and services, further stating the county is not out of the woods yet and this should be viewed as a temporary fix.

Commissioner Welch stated Commissioners will start immediately trying to make sure this does not happen again. He discussed working with legislature to get more latitude to use existing revenue.

ACTION: A motion was made, seconded and passed to authorize the Chairman to sign the levy certification and to approve the following Resolutions:

- **No. 2012-135 Grays Harbor County Property Tax increase for General Fund 2012 Tax Levy for 2013 Collection**
- **No. 2012-136 Grays Harbor County Property Tax increase for Road Fund 2012 Tax Levy for 2013 Collection**
- **No. 2012-137 authorizing a shift of \$750,000 from the Road Fund Levy to the General Fund Levy for the 2013 Budget**

2. **Continued Hearing - 2013 Budget and the Road Construction Program:** There was a public hearing on December 3, 2012 and continued to December 10, 2012 to consider the 2013 Budget and the Road Construction Program. Notice of this hearing was published in *The Montesano Vidette* November 22 and 29, 2012. Commissioner Welch asked for a staff report. Brenda Sherman, Budget Director, reported the proposed budget was updated to include a two percent wage increase to employees, with the exception of Elected Officials.

Commissioner Welch asked if there was any public comment. (Note: Commissioners received an email comment prior to the hearing from Jim Hudspeth.)

Stew Menefee, Prosecutor, commented on the budget requiring a 3.5 percent reduction. He stated pass through funding was used to calculate the reduction and advocated to change this practice. He expressed disappointment with the budget process that is giving employees a two percent raise while still requiring a 3.5 percent reduction in each department.

Commissioner Willis stated the budget is a living document with the ability to be changed and it is important to address Prosecutor Menefee's concerns. She made a generalized statement that she felt it important to take care of employees who have experienced cuts in wages, furloughs, shut downs, increased work load and large decreases in spending power. She noted the Seattle COLA is 3.12 percent and stated the health of the employees is taken seriously.

Vern Spatz, Auditor, asked where the funds are coming from for the two percent raises.

Commissioner Willis stated the wage increase is built in to the budget, as is the 3.5 percent

decrease.

There was no further public comment and the hearing was closed.

ACTION: A motion was made, seconded and passed to approve Resolution No. 2012-138 adopting the 2013 Budget for Grays Harbor County , Resolution No. 2012-139 adopting the 2013 Annual County Road Construction Program and adopting a budget background document to be included with the 2013 budget.

3. Emergency Budget Appropriation, Commissioners, \$15,000: There was a public hearing on December 10, 2012 to consider an emergency budget appropriation in the Commissioner's Office in the amount of \$15,000. Notice of this hearing was published in *The Montesano Vidette* November 29, 2012. Chairman Welch called for a staff report. Brenda Sherman, Budget Director, reported this appropriation is necessary to fund additional salaries and benefits due to differences in estimates used when preparing the budget. The Commissioner's Office also had a large retirement enrollment.

Commissioner Welch asked if there was any public comment. There was no public comment and the hearing was closed.

ACTION: A motion was made, seconded and passed to approve Resolution No. 2012-140 authorizing an emergency appropriation in the budget of the Grays Harbor County General Fund Commissioner's Office in the amount of \$15,000.

PUBLIC COMMENT

Commissioner Welch called for public comment on county-related items. He announced comments and statements would be accepted and limited to three minutes. Questions should be submitted in writing.

There was no public comment.

CONSENT AGENDA: Approval was requested for the following items:

Minutes:

December 3, 2012 morning and afternoon

Auditor:

November Month End Expenditures: Claims \$3,392,398.04 Salaries \$2,308,387.58

Commissioners:

Appoint Janelle Bistrika to the vacancy on the Washington Coast Sustainable Salmon Partnership Board of Directors

Reappoint Al Izatt to the Civil Service Commission District 3, for a term ending February 2, 2019

Management Services:

Set Hearing – *December 31, 2012* – Supplemental Budget, General Fund, \$715,944

Correspondence:

Port of Grays Harbor 2013 Budget per RCW 53.35.040 and RCW 53.35.045

ACTION: A motion was made, seconded and passed to approve the Consent Agenda as listed above.

COMMISSIONERS:

1. Indigent Defense Contract Award – District Court, Juvenile Court Defense, Juvenile GAL and Juvenile Conflict: Stew Menefee, Prosecuting Attorney, stated contract proposals were announced on December 3, 2012. He updated Commissioners on the court's recommendations for each contract, which are as follows:

- District Court: Brett Colacurcio, Andrew Monson, Karrie Young, Emily Penoyar Rambo, Amanda Kleespie and Robert Ehrhardt for a total of 1,140 cases
- Juvenile Guardian Ad Litem: Megan Valentine and Hilary Bearden to share one contract at \$3,500 each per month
- Juvenile Court Defense: Kyle Imler at \$7,500 per month
- Juvenile Conflict: Amanda Kleespie at \$1,000 a month

A motion was made, seconded and passed to approve the recommendations as presented.

2. Resolution – Additional Junior Taxing Districts 2012 Levy for 2013 Collections: A motion was made, seconded and passed to approve **Resolution No. 2012-141 adding the City of Oakville, Cemetery District 1 and Fire Districts 2 and 4 to the 2012 Levy for 2013 Collection for the Junior Taxing Districts.** Vern Spatz, Auditor, explained the districts turned in their levy information after the last Resolution was approved.

3. Resolution – Adopting Budget Appropriation Monitoring Policy: motion was made, seconded and passed to approve **Resolution No. 2012-142 adopting a budget appropriation monitoring policy.** The Resolution finds it appropriate to adopt the budget at the fund level provided that departments must comply with budget appropriation at the object level, ensuring that accounting and budgetary systems conform to the State of Washington Budgeting Accounting Reporting system (BARS) and local regulations.

4. Memorandum of Understanding for 2013 Voluntary Furloughs with AFSCME Public Works and Courthouse Unions: A motion was made, seconded and passed to approve Memorandums of Understanding (MOU) with the AFSCME Public Works and Courthouse Divisions for 2013 furloughs. The Courthouse Division MOU also includes language for voluntary benefits contribution.

DEPARTMENTS

Fair, Events and Tourism:

1. Request Approval, 2013 Tourism Festival and Event Grants as recommended by the Lodging Tax Advisory Committee – FOSLS/WSPF Discover Lake Sylvia Fall Festival, \$2,500: A motion was made, seconded and passed to approve the 2013 Tourism Festival and

Event Grant, as recommended by the Lodging Tax Advisory Committee, for FOSLS/WSPF Discover Lake Sylvia Fall Festival in the amount of \$2,500. On November 8, 2012 the Grays Harbor County Lodging Tax Advisory Committee voted to support the 2013 Grays Harbor Tourism Festival and Event grant request for the amount stated. This application is separate from the previous requests submitted because the LTAC requested confirmation of legal grant status compliance for this application, which was subsequently supplied by the grantee.

2. Request Approval, Authorization for spending and contract execution for 2013 Tourism Festival and Event service contracts: Horns & Hooks/Youth Outdoors Unlimited 2013 Salmon Derby for \$5,000; Montesano Chamber of Commerce 2013 Festival of Lights for \$5,000; Montesano Chamber of Commerce 2013 Summer fest for \$5,000; 7th Street Theatre 2013 Classic Movie Series for \$1,500; West Coast Jet Sports Foundation 2013 Grayland Open for \$5,000: A motion was made, seconded and passed to authorize spending and contract execution for 2013 Tourism Festival and Event service contracts as follows: Horns & Hooks/Youth Outdoors Unlimited 2013 Salmon Derby \$5,000; Montesano Chamber of Commerce 2013 Festival of Lights \$5,000; Montesano Chamber of Commerce 2013 Summer fest \$5,000; 7th Street Theatre 2013 Classic Movie Series \$1,500; West Coast Jet Sports Foundation 2013 Grayland Open \$5,000.

Forestry:

1. Request Approval, Hatchery Creek No. 3 Cedar Salvage Sale Contract with JBC Cedar LLC for \$20,520: A motion was made, seconded and passed to approve the bid and contract with JBC Cedar LLC for the Hatchery Creek No. 3 Cedar Salvage Sale in the amount of \$20,520.

Management Services:

1. Request Approval, Washington State Purchasing Co-op Agreement for January 1, 2013 through June 30, 2013 administered by the Department of Enterprise Services – six month fee of \$1,000: A motion was made, seconded and passed to approve a Washington State Purchasing Co-op Agreement for January 1, 2013 through June 30, 2013 administered by the Department of Enterprise Services for a six month fee of \$1,000. Grays Harbor County is currently a member of the Washington State Purchasing Co-op administered by the Washington State Department of Enterprise Services (DES). The current agreement expires on December 31, 2012. DES is currently reviewing all agency rates and changes will be made on July 1, 2013. As this review is taking place, they are offering to renew at the current price of \$1,000 for 6 months. This agreement allows the County to purchase from contracts negotiated by the state for items such as copiers, vehicles, office supplies, janitorial supplies, personal services master contracts and much more. Central Services has been funding the co-op purchasing agreement for all county departments to utilize.

2. Request Approval, Washington Coast Sustainable Salmon Partnership (WCSSP) Contracts:

a. Letter of Agreement for Professional Services – Creative Community Solutions for providing up to \$7,000 in technical support and facilitation services

for WCSSP and the Washington Coast Sustainable Salmon Plan: The work is to be billed at an hourly rate plus mileage and approved supplies, not to exceed \$7,100 total. The funds secured through a grant contract between the Recreation and Conservation Office and Grays Harbor County will cover the expenses incurred. This expense was approved by the WCSSP's Board.

b. Letter of Agreement for Professional Services – Sound Nonprofits to provide up to \$3,000 in consulting services for Foundation Development: The agreement is to be billed at an hourly rate plus mileage and approved supplies, not to exceed \$3,000 total. The funds secured through a grant contract between the Recreation and Conservation Office and Grays Harbor County will cover the expenses incurred. This expense was approved by the WCSSP's Board.

c. Contract – Express Personnel allowing WCSSP to fulfill temporary staffing needs through the end of the fiscal biennium, June 30, 2013: This contract will allow WCSSP to fulfill temporary staffing needs that the WCSSP staff has through the end of the fiscal biennium, June 30, 2013, to a maximum of \$3,000.00, as itemized in the WCSSP budget. This temporary help will be used for office/administrative work as required. Between December 1, 2012 and June 30, 2013, they estimate they will utilize 173.5 hours of temporary help at a rate of \$17.39 per hour (\$2,984.20 total), to be paid to Express Personnel who will provide temporary office help who will be paid \$12.00 per hour as Express Personnel employees. Funds secured through grant contract RCO #11-1550P between the Recreation and Conservation Office and Grays Harbor County will cover the expenses incurred. This expense was approved by the WCSSP's Board.

A motion was made, seconded and passed to approve a Letter of Agreement with Creative Community Solutions for professional technical and facilitation services concerning WCSSP's draft Washington Coast Sustainable Salmon Plan, a Letter of Agreement with Sound Nonprofits for professional services related to the creation of the Washington Coast Sustainable Salmon Foundation, and a contract with Express Personnel to provide administrative support when needed.

3. Request Approval, Authorization for the Chairman to sign a contract with CenturyLink for the purchase of Shore Tel Phone System in an amount not to exceed \$163,000 plus tax: A motion was made, seconded and passed to authorize the Chairman to sign the contract with CenturyLink Sales Solutions, Inc. for the purchase of a ShoreTel VoIP Telephone system in an amount not to exceed \$162,803.62 plus tax. This phone system upgrade will include the Montesano Campus, the Elma, Cosmopolis and Copalis Road Shops, the Juvenile Facility and the Pacific Beach Treatment Plant. This will give the county significant savings on maintenance fees and line charges.

Public Health and Social Services:

1. Request Approval, Returned Good and Credit Application with Cardinal Health to establish a process for Public Health to purchase pharmaceuticals at reduced (340B) pricing: A motion was made, seconded and passed to approve a Returned Good and Credit

Application with Cardinal Health. The purpose of these documents is to establish a process whereby Public Health can purchase pharmaceuticals at reduced (340B) pricing. Cardinal Health will ship the pharmaceuticals directly to Public Health Seattle and King County, where they will be dispensed, labeled, and shipped to Grays Harbor County Public Health for dispensing to clients. Cardinal Health will bill Public Health directly for the cost of the pharmaceuticals.

2. Request Approval, Three Year Contract with Public Health Seattle and King County for Public Health to purchase pharmaceutical at discounted prices and dispense and label them in accordance with pharmacy requirements - \$7.00 per item: A motion was made, seconded and passed to approve a contract with Public Health Seattle & King County. This agreement allows Public Health to purchase pharmaceuticals at discounted prices and dispense and label them in accordance with pharmacy requirements. The contract will be in effect for 3 years. Public Health Seattle and King County will bill Grays Harbor County Public Health \$7.00 for each item dispensed and labeled.

3. Request Approval, 2012-2013 Chemical Dependency Contract Amendment with Providence St. Peter to add categorical funding from Local Sales Tax for Inpatient and Detoxification Services: A motion was made, seconded and passed to approve the 2012-2013 Chemical Dependency contract amendment with Providence St Peter. The purpose of the contract amendment is to add categorical funding from Local Sales Tax for Inpatient and Detoxification Services to the participants of Grays Harbor County Prosecutor's Diversion program. The contract utilizes a fee-for service/ bed day basis at a rate of \$400 for Detox and \$90.98 for Inpatient treatment services. Local Sales Tax funding will be used by the agency as the dollar of last resort on all Detox and Inpatient services provided. The amount contracted for ITA services remains unchanged in the amount of \$10,000 for the 2012-2013 period.

Public Services:

1. Request Approval, 2013 Radio Maintenance Agreement with E-911 – Contract amount of \$172,000: A motion was made, seconded and passed to approve an agreement with Grays Harbor E911. This Agreement is for providing maintenance on the Grays Harbor E911 Radio Equipment and the List of Deliverables for 2013.

2. Request Approval, 2013 Fire District 16 Reimbursable Agreement for public works resources and services – Contract Ending December 31, 2016: A motion was made, seconded and passed to approve a reimbursable agreement with Grays Harbor Fire District #16 for the county to furnish public works resources and services through December 31, 2016.

3. Request Approval, Resolution – Raising the Speed Limit on Upper Wishkah Road from 25 mph to 35 mph - Milepost 4.400 to Milepost 5.100: A motion was made, seconded and passed to approve **Resolution No. 2012-143 raising the speed limit on Upper Wishkah Road from 25 mph to 35 mph from Milepost 4.400 to Milepost 5.100.** The 25 mph speed limit was established when this section of roadway was gravel. It is now paved and is suitable for a 35 mph speed limit.

4. Request Approval, Amendment #2 to Contract #11-1588 with the WA State Dept. of Fish & Wildlife - Marine Resource Committee 2011-2013 funding, additional \$20,000 for coordination of the MRC and additional \$18,500 for projects: A motion was made, seconded and passed to approve an amendment for Contract #11-1588 with the Washington State Department of Fish and Wildlife regarding the Grays Harbor County Marine Resource Committee. This contract has an effective period of July 1, 2011 through June 30, 2013. The initial contract provided \$20,000 for coordination and \$3,300 for projects. Amendment #1 addressed an additional \$11,225 for projects through June 2012. This Amendment, #2, provides an additional \$20,000 for coordination of the MRC and \$18,500 for projects. Guidance for funding use and scope of work is found in the Contract/Project Summary.

5. Request Approval, Authorization to purchase and for the Chairman to sign an agreement for a Computerized Cost Accounting System – Cascade Software Systems Inc. in an amount not to exceed \$77,860 plus tax: A motion was made, seconded and passed to authorize the purchase and for the chairman to sign a contract with Cascade Software Systems Inc. for a computerized Cost Accounting System in an amount not to exceed \$77,860 plus tax. This Cost Accounting System will include modules to meet the accounting requirements for Public Services and will give the county significant improvements in processing accounts receivable, accounts payable, journals, purchasing, payroll, road and shop material inventory, fleet management, road and bridge system costs, budgeting, and fixed assets. This will also integrate with existing County programs.

ANNOUNCEMENTS

None

CORRESPONDENCE

None

STAFF MEETINGS

The Board held a regular morning meeting on Monday, December 10, 2012, beginning at 9:00 a.m. These meetings are advertised public meetings held in the Commissioners' Conference Room. Commissioners Herb Welch, Mike Wilson and Terry Willis and Clerk of the Board Donna McCallum reviewed agendas, calendars and pending daily office issues. The Board met with Brenda Sherman, Budget Director, regarding a budget update; Joan Brewster, Public Health, regarding agenda items; Don Smith, Forestry, regarding an agenda item; and the following Public Services individuals regarding agenda items and department updates: Environmental Health Director Jeff Nelson; County Engineer Russ Esses; Utility and Development Director Kevin Varness; Environmental Health Specialist II Garrett Dalan.

**RECAP OF APPROVED RESOLUTIONS, ORDINANCES, AND
INTERGOVERNMENTAL AGREEMENTS:**

RESOLUTIONS:

- | | |
|---------------------|---|
| No. 2012-135 | Grays Harbor County Property Tax increase for General Fund 2012 Tax Levy for 2013 Collection |
| No. 2012-136 | Grays Harbor County Property Tax increase for Road Fund 2012 Tax Levy for 2013 Collection |
| No. 2012-137 | Authorizing a shift of \$750,000 from the Road Fund Levy to the General Fund Levy for the 2013 Budget |
| No. 2012-138 | Adopting the 2013 Budget for Grays Harbor County |
| No. 2012-139 | Adopting the 2013 Annual County Road Construction Program |
| No. 2012-140 | Authorizing an emergency appropriation in the budget of the Grays Harbor County General Fund Commissioner's Office in the amount of \$15,000 |
| No. 2012-141 | Adding the City of Oakville, Cemetery District 1 and Fire Districts 2 and 4 to the 2012 Levy for 2013 Collection for the Junior Taxing Districts |
| No. 2012-142 | Adopting a budget appropriation monitoring policy |
| No. 2012-143 | Raising the speed limit on Upper Wishkah Road from 25 mph to 35 mph from Milepost 4.400 to Milepost 5.100 |

ORDINANCES:

None

INTERGOVERNMENTAL AGREEMENTS:

- Three Year Contract with Public Health Seattle and King County for Grays Harbor Public Health to purchase pharmaceutical at discounted prices and dispense and label them in accordance with pharmacy requirements - \$7.00 per item

The meeting adjourned at 3:15 p.m.

BOARD OF COMMISSIONERS

For Grays Harbor County

This _____ day of _____, 2012

HERB WELCH, Chairman, District 3

TERRY L. WILLIS, Commissioner, District 1

MIKE WILSON, Commissioner, District 2

ATTEST:

Donna McCallum, Clerk of the Board