

**Minutes**  
**BOARD OF COMMISSIONERS – GRAYS HARBOR COUNTY**  
**REGULAR MEETING**

**January 28, 2013**

The Commissioners met in regular session in the Commissioners' Meeting Room, Administration Building, Montesano, Washington, on Monday, January 28, 2013, at 2:00 p.m. Commissioners Herb Welch, Wes Cormier and Frank Gordon were present. Donna McCallum, Clerk of the Board, was present to record the meeting. James Baker, Senior Deputy Prosecuting Attorney was also present.

**CALL TO ORDER AND FLAG SALUTE**

**BIDS:**

None

**HEARINGS:**

**1. Resolution re-designating land noncontiguous to the City of Aberdeen as a separate election precinct:** There was a public hearing on January 28, 2013 to consider a Resolution re-designating land noncontiguous to the City of Aberdeen as a separate election precinct. Notice of this hearing was published in *The Montesano Vidette* January 17, 2013. Commissioner Welch asked for a staff report. Julie Colacurcio, Elections Administrator, explained the Resolution recognizes that land owned by the City of Aberdeen around Lake Aberdeen and land in the vicinity of the Wishkah River diversion dam, formerly designated as Precinct 131, should be re-designated as a separate precinct from the city. The resolution describes by attached precinct maps and legal descriptions the formerly-designated Precinct 131 and re-designates the election precinct as Precinct 132.

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. 2013-008 re-designating land noncontiguous to the City of Aberdeen as a separate election precinct.**

**2. Supplemental Budget Appropriation – Central Services, \$110,000:** There was a public hearing on January 28, 2013 to consider a Supplemental Budget appropriation in the Central Services fund in the amount of \$110,000. Notice of this hearing was published in *The Montesano Vidette* January 17 and 24, 2013. Commissioner Welch asked for a staff report. Brenda Sherman, Budget Director, reported this supplemental resolution is for an inter-fund loan for the purchase of a new phone system.

Commissioner Cormier stated he would like more information prior to making a decision.

Commissioner Welch asked if there was any public comment.

Al Smith, Wishkah Valley, made comments on the purchase of a new phone system.

Commissioner Gordon stated the new phone system would save the county money and pay for itself within a few years.

Russ Esses, County Engineer, stated the Road Department has reduced receptionist staff from three (3) to .5 so the new automated capabilities of the phone system will help the department function more smoothly.

There was no further public comment and the hearing was continued to February 4, 2013.

**ACTION: A motion was made, seconded and passed to continue the hearing for one week to February 4, 2013.**

**3. Supplemental Budget Appropriation – Special Projects, \$75,000:** There was a public hearing on January 28, 2013 to consider a Supplemental Budget appropriation in the Special Projects Fund in the amount of \$75,000. Notice of this hearing was published in *The Montesano Vidette* January 17 and 24, 2013. Commissioner Welch asked for a staff report. Brenda Sherman, Budget Director, reported this amendment would increase grant funding and expenditures for the Kersh/Wishkah River Project. The funding is through the Office of Financial Management.

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. 2013-009 authorizing a supplemental appropriation in the budget of the Grays Harbor County Miscellaneous Special Project Fund in the amount of \$75,000.**

### **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.

Jim Taylor, Elma, made comments requesting his property be made part of the no shooting zone.

James Cook, Aberdeen, stated he represents the City of Aberdeen on the Flood Authority and thanked Commissioner Cormier for attending the recent meeting. He made comments regarding alternates for the Flood Authority.

**CONSENT AGENDA:** Approval was requested for the following items:

**Minutes:**

January 28, 2013 Regular and Morning Meetings

**Commissioners:**

Reappoint Bill Simpson to the Public Facility District Board for a term ending July 2016  
~~Reappointments to the Planning Commission — Ruth Kivi, Darrell Haglund and Grant Fry  
for terms expiring December 31, 2016~~ Removed from the agenda

**Coroner:**

Monthly Report for December 2012  
Yearly Report for 2012

**Management Services:**

Set Hearing Date – *February 11, 2013* – Emergency Budget, Extension Agent \$3,000  
Set Hearing Date – *February 11, 2013* – Emergency Budget, Auditor \$119,793  
Set Hearing Date - *February 11, 2013* – Supplemental Budget, Emergency  
Communication Tax Fund \$1,507,402

**Public Services:**

Set Bid Date – *March 11, 2013* – 2013 Countywide Aggregate Stockpiling Contract

**Correspondence:**

Department of Natural Resources Timber Income Report for January 2013  
Chris Levno, C-657-13

**ACTION:** A motion was made, seconded and passed to approve the Consent Agenda as listed above with the removal of the reappointments to the Planning Commission.

**PRESENTATION:**

**1. Port of Grays Harbor update and introduction of Allissa Thurman, Public Development Authority:** Port Commissioner Chuck Caldwell stated there is a public meeting Wednesday night regarding crude by rail. He invited Commissioners to attend to receive more information on the subject. Mr. Caldwell introduced Allissa Thurman, the new manager of the Public Development Authority. Ms. Thurman invited the Commissioners to tour the Satsop Business Park and stay in contact with her. She discussed future plans for the park.

Kayla Dunlap, Port Public Affairs Specialist, provided a handout discussing the crude by rail issue and stated the information is also on the Port website.

**COMMISSIONERS:**

None

**DEPARTMENTS**

**Management Services:**

- 1. Request Approval, Resolution – Budget Transfer – Pacific Beach/Moclips Water System Bond:** A motion was made, seconded and passed to approve **Resolution No. 2013-010 transferring items in the Grays Harbor County Miscellaneous Fund Pacific Beach/Moclips Water System Bond in the amount of \$20.** This transfer will decrease the amount budgeted for transfers out. This adjustment is necessary after the 2013 beginning cash was over estimated.
- 2. Request Approval, Resolution – Budget Transfer – Road Fund:** A motion was made, seconded and passed to approve **Resolution No. 2013-011 transferring items in the Grays Harbor County Road Fund in the amount of \$1,529,331.** This transfer will decrease the amount budgeted for road and street maintenance. This adjustment is necessary after the 2013 beginning cash was over estimated. Kevin Varness explained estimates were made months before the budget was finalized, at which time some bills were unpaid and the levy shift had not been taken into account.
- 3. Request Approval, Resolution – Adjusting Budgeted Beginning Cash Balances for the General Fund and Miscellaneous Fund:** A motion was made, seconded and passed to approve **Resolution No. 2013-012 authorizing adjustments to current fund cash balances as of January 1, 2013.** This resolution adjusts budgeted beginning cash balances to actual amounts as of January 1, 2013 in the general and miscellaneous funds. Each entry has a corresponding adjustment to ending cash for the same amount.
- 4. Request Approval, Resolution – Establishing a Cost Allocation Rate for the 2013 Fiscal Year:** A motion was made, seconded and passed to approve **Resolution No. 2013-013 approving the County’s Simplified Indirect Cost Allocation Plan.** The plan was prepared in accordance with OMB Circular A-87 and established an indirect cost allocation rate of 12.61%. The rate may be used by any County department for Federal grants or contracts. The rate is applied to direct salaries charged to the federal grants or contracts in order to determine the indirect cost that may be billed.
- 5. Request Approval, Resolution – Establishing the Emergency Communications Tax Fund:** A motion was made, seconded and passed to approve **Resolution No. 2013-014 creating an Emergency Communications Tax Fund.** This fund is being established to receive and transmit taxes collected for Grays Harbor Communications E 9-1-1.
- 6. Request Approval, E-9-1-1 Military Department Grant Signature Authorization for contracts and grants:** A motion was made, seconded and passed to approve signature authorization for the E-9-1-1 Military Department for contract and grants.
- 7. Request Approval, 2013 Municipal Services Agreement with the Chehalis Basin Fisheries Task Force in the amount of \$6,500:** A motion was made, seconded and passed to approve the 2013 Municipal Services Agreement with the Chehalis Basin Fisheries Task Force in the amount of \$6,500. The funding will be provided to the Task Force to provide a cooperative effort toward enhancement of fisheries in the production of salmon, steelhead and trout on all waters affecting Grays Harbor County within the Chehalis Basin.

**Public Health and Social Services:**

1. **Request Approval, Contract with Lewis County for the Community Transformation Grant – October 1, 2012 thru September 29, 2013 in the amount of \$76,283:** A motion was made, seconded and passed to approve a contract with Lewis County to carry out, as a Healthy Communities region, the priority health improvement initiatives. The contract runs from October 1, 2012 through September 29, 2013 and is in the amount of \$76,283.
2. **Request Approval, Contract with the National Association of County and City Official for Medical Reserve Corps – January 5, 2013 through July 31, 2013 in the amount of \$4,000:** A motion was made, seconded and passed to approve a contract with the National Association of County and City Officials to build capacity within the County's Medical Reserve Corps. The contract runs from January 5, 2013 through July 31, 2013. There is no matching requirement and the contract is in the amount of \$4,000.
3. **Request Approval, Contract Amendment with Rob Holt Consulting to eliminate services to individuals released from Jail– July 1, 2012 thru June 30, 2013 in the amount of \$39,411:** A motion was made, seconded and passed to approve a contract amendment with Rob Holt Consulting. The contract is for services to assist persons discharged from Western State Hospital to stable placement back in the community. The amendment removes the Jail Service portion of the contract. The contract is from July 1, 2012 through June 30, 2013. The amended contract pays \$39,411.00 from the mental health programs State Fund grant. There is no County matching requirement.

**Public Services:**

1. **Request Approval, Resolution changing the road name of Comfort Corner Road to Comfort Court:** A motion was made, seconded and passed to approve **Resolution No. 2013-015 changing the road name of Comfort Corner Road to Comfort Court.** This is a short section of road with no homes addressed on it. The change will reduce the County's road name signing and maintenance costs.
2. **Request Approval, Five Administrative Offer Summaries and project fund estimate for the Wishkah Road Curve Realignment Project prepared by Appraisal Services Northwest:** A motion was made, seconded and passed to approve five administrative offer summaries and a project fund estimate for the Wishkah Curve Realignment project prepared by Appraisal Services Northwest. The County right-of-way agent will proceed with sending property owners offer letters to acquire right-of-way for the project.
3. **Request Approval, Federal Lands Access Program Match Agreement for the Wynoochee Road Realignment Forest Highway Safety Project – County match of approximately \$230,000:** A motion was made, seconded and passed to approve the Federal Lands Access Program Match Agreement for the Wynoochee Road Realignment Forest Highway Safety Project. The County's cost share is \$210,000 cash payment and approximately \$20,000 of right-of-way acquisition costs for this \$2.2 million project.

**4. Request Approval, Amendment to the Letter of Agreement with Grays Harbor College for the addition of Lead Entity duties to the Watershed Coordination Activities:** A motion was made, seconded and passed to approve an amendment to the letter of agreement with Grays Harbor College to provide additional services related to Lead Entity Coordination. The College currently provides watershed coordination activities related to implementation of the Chehalis Basin Watershed Management Plan. This amendment adds Lead Entity duties to the agreement, which were previously conducted by Lee Napier. The agreement runs through June 30, 2013.

**5. Request Approval, Forty (40) year Sewer Easement with State Parks for an easement across a portion of Pacific Beach State Park:** A motion was made, seconded and passed to approve a Forty (40) year sewer easement with State Parks to provide for a County-owned sewer line to run across part of Pacific Beach State Park. The original easement for this improvement has expired and this new easement will run for forty (40) years. The easement is needed as there are a handful of houses that are below the elevation of the pump station on 4<sup>th</sup> Street and, therefore; need to drain to the county pump station within the State Park.

**Sheriff:**

**1. Request Approval, Jail Services Contract with the City of Montesano:** A motion was made, seconded and passed to approve the Jail Services Contract with the City of Montesano. The contract includes an increase to the daily housing rate from \$65 to \$70, with built in annual adjustments.

**2. Request Approval, Jail Services Contract with the City of Hoquiam:** A motion was made, seconded and passed to approve the Jail Services Contract with the City of Hoquiam. The contract includes an increase to the daily housing rate from \$65 to \$70, with built in annual adjustments.

**3. Request Approval, Jail Services Contract with the City of Ocean Shores:** A motion was made, seconded and passed to approve the Jail Services Contract with the City of Ocean Shores. The contract includes an increase to the daily housing rate from \$65 to \$70, with built in annual adjustments.

**4. Request Approval, Jail Services Contract with the City of Cosmopolis:** A motion was made, seconded and passed to approve the Jail Services Contract with the City of Cosmopolis. The contract includes an increase to the daily housing rate from \$65 to \$70, with built in annual adjustments.

**Treasurer:**

**1. Request Approval, Resolution – Cancelling uncollectable personal property taxes adjusted during 2012 in the amount of \$34,444.10:** A motion was made seconded and passed to approve **Resolution No. 2013-016 cancelling personal property taxes pursuant to RCW**

**84.56.240.** Included in the Resolution is \$34,444.10 cancellations processed during 2012. This is an annual and statutory process to clear uncollectible accounts.

### **ANNOUNCEMENTS**

None

### **CORRESPONDENCE**

None

### **STAFF MEETINGS**

The Board held a regular morning meeting on Monday, January 28, 2013, beginning at 9:00 a.m. These meetings are advertised public meetings held in the Commissioners' Conference Room. Commissioners Herb Welch, Wes Cormier and Frank Gordon and Clerk of the Board Donna McCallum reviewed agendas, calendars and pending daily office issues. The Board met with Becky Watters, Deputy Treasurer, regarding an agenda item, Greg Reynvaan and Bob Barton, Juvenile Department, regarding a request, Rick Hole, Assessor, regarding a travel request, Brenda Sherman, Budget Director, regarding agenda items and the following Public Services individuals regarding agenda items and department updates: Environmental Health Director Jeff Nelson; County Engineer Russ Esses; County Surveyor Tom Gray; Utility and Development Director Kevin Varness. Janel Bistrika, Chehalis Watershed Coordinator, was also present.

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

#### **RESOLUTIONS:**

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| <b>No. 2013-008</b> | <b>Re-designating land noncontiguous to the City of Aberdeen as a separate election precinct</b>   |
| <b>No. 2013-009</b> | <b>Authorizing a supplemental appropriation in the budget of the Grays Harbor County Miscellaneous Fund Special Projects in the amount of \$75,000</b> |
| <b>No. 2013-010</b> | <b>Transferring items in the Grays Harbor County Miscellaneous Fund Pacific Beach/Moclips Water System Bond in the amount of \$20</b>                  |
| <b>No. 2013-011</b> | <b>Transferring items in the Grays Harbor County Road Fund in the amount of \$1,529,331</b>  |

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|---------------------|--|
| <b>No. 2013-012</b> | <b>Authorizing adjustments to current fund cash balances as of January 1, 2013</b> |
| <b>No. 2013-013</b> | <b>Approving the County's Simplified Indirect Cost Allocation Plan</b>             |
| <b>No. 2013-014</b> | <b>Creating an Emergency Communications Tax Fund</b>                               |
| <b>No. 2013-015</b> | <b>Changing the road name of Comfort Corner Road to Comfort Court</b>              |
| <b>No. 2013-016</b> | <b>Cancelling personal property taxes pursuant to RCW 84.56.240</b>                |

**ORDINANCES:**

None

**INTERGOVERNMENTAL AGREEMENTS:**

- Contract with Lewis County for the Community Transformation Grant in the amount of \$76,283
- Jail Services Contract with the City of Montesano
- Jail Services Contract with the City of Hoquiam
- Jail Services Contract with the City of Ocean Shores
- Jail Services Contract with the City of Cosmopolis

The meeting adjourned at 2:52 p.m.

BOARD OF COMMISSIONERS  
For Grays Harbor County  
This \_\_\_\_\_ day of \_\_\_\_\_, 2013

\_\_\_\_\_  
HERB WELCH, Chairman, District 3

\_\_\_\_\_  
WES CORMIER, Commissioner, District 1

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FRANK GORDON, Commissioner, District 2

ATTEST:

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Donna McCallum, Clerk of the Board