

Minutes
BOARD OF COMMISSIONERS – GRAYS HARBOR COUNTY
REGULAR MEETING

February 11, 2013

The Commissioners met in regular session in the Commissioners' Meeting Room, Administration Building, Montesano, Washington, on Monday, February 11, 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:

1. **2013 Emulsified Asphalt Supply Contract:** It was advertised January 24 and 31, 2013, in the *Montesano Vidette*, that bids would be accepted for the 2013 Emulsified Asphalt Supply Contract. The contemplated work to be performed under this contract consists of furnishing and hauling to various County locations approximately 1,725 Tons of CRS-2P Emulsified Asphalt. All materials furnished shall conform to current publications of the 2012 Standard Specifications for Road and Bridge Construction.

Bid specifications were available at the Grays Harbor County Public Services Department at 100 W. Broadway Suite 31, Montesano, WA 98563. It was announced that the Grays Harbor County Commissioners reserved the right to reject any or all bids or parts thereof without cause. The Clerk of the Board announced the following bids with bid bond attached:

Company	Location	Bid Amounts
Paramount Petroleum	Portland, OR	\$1,165,056.10
Albina Asphalt	Vancouver, WA	\$1,194,297.00

The bids were referred to the Road Engineer for review and recommendation.

HEARINGS:

1. **Supplemental Budget Appropriation – Emergency Communications Tax Fund, \$1,507,402:** There was a public hearing on February 11, 2013 to consider a Supplemental Budget appropriation in the Emergency Communications Tax Fund in the amount of \$1,507,402. Notice of this hearing was published in *The Montesano Vidette* January 31, 2013 and February 7, 2013. Commissioner Welch asked for a staff report. Brenda Sherman, Budget Director, reported this Resolution establishes a budget for this new fund. The amounts budgeted will be collected by the County Treasurer and disbursed to the Grays Harbor Communications Center.

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. 2013-018 authorizing a supplemental appropriation in the budget of the Grays Harbor County Miscellaneous Fund Emergency Communications Tax Fund in the amount of \$1,507,402.

2. Emergency Budget, Emergency Budget – Auditor, \$119,793: There was a public hearing on February 11, 2013 to consider an emergency budget appropriation in the Auditor's Office in the amount of \$119,793. Notice of this hearing was published in *The Montesano Vidette* on January 31, 2013. Chairman Welch called for a staff report. Brenda Sherman, Budget Director, reported this resolution will authorize salaries and benefits for the recordings lead and elections clerk positions. These positions were previously budgeted in the Auditor's M & O Fund.

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. 2013-019 authorizing an emergency appropriation in the budget of the Grays Harbor County General Fund Auditor's Office in the amount of \$119,793.

3. Emergency Budget - Extension Agent, \$3,000: There was a public hearing on February 11, 2013 to consider an emergency budget appropriation in the Extension Agent in the amount of \$3,000. Notice of this hearing was published in *The Montesano Vidette* on January 31, 2013. Chairman Welch called for a staff report. Brenda Sherman, Budget Director, reported the Extension Office received this funding from the Nature Conservancy on August 24, 2012. These expenditures were not included in the 2013 budget because the funds were received after the budget was prepared. This resolution will make the funds available for use on the Nature Conservancy Project.

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. 2013-020 authorizing an emergency appropriation in the budget of the Grays Harbor County General Fund Extension Agent in the amount of \$3,000.

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:

February 4, 2013 Regular and Morning Meetings

Auditor:

Month End Expenditures for Jan.- Claims: \$3,146,460.01 Salary: \$2,377,132.38

Commissioners:

Set Bid Date – *March 25, 2013* – Official County Publications

Reappoint Grant Fry to Planning Commission – term ending December 31, 2016

Forestry:

Set Timber Auction for March 8, 2013 at 10:00 a.m. – Six timber sales

Public Services:

Cancel Bid Date of Feb. 25, 2013 for ER&R vehicles, publication not met

Set Bid Date of March 4, 2013 for one (1) 1-ton cab/chassis w/utility box/crane

Plat Alteration for Iron Springs Case #2009-1204 – Amendment 2

Correspondence:

Road Use Request, April 6, 2013 – CBC Cycling, PDA to Vance Creek Loop

Road Use Request, April 27, 2013 – CBC Cycling, Satsop through Brady

Road Use Request, June 2, 2013 – South Sound Velo, Elma Area Roads

Road Use/Vance Creek Park Use Request, August 3-4, 2013–South Sound Velo, PDA to Vance Creek

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

PRESENTATION:

1. **Cheryl Heywood, Timberland Regional Library Director:** Cheryl Heywood introduced herself as the new Director of the Timberland Regional Library. Others present included local librarians and Corby Varness, President of the Board of Directors.

Ms. Heywood stated Grays Harbor County has the most libraries in the Timberland Library system, totaling eight. She provided a brief summary of her history in libraries and stated her focus will be on strong communities.

COMMISSIONERS:

None

DEPARTMENTS

Management Services:

1. **Request Approval, Resolution – Budget Transfer – Auditor M&O Fund:** A motion was made, seconded and passed to approve **Resolution No. 2013-021 transferring items in the Grays Harbor County Miscellaneous Fund Auditor M&O Fund.** This resolution will

transfer amounts budgeted for salaries and benefits of two positions in the County Auditor's Office back to ending cash. Funding for these positions is being moved to the General Fund.

2. Request Approval, Amendment #1 to the Washington Coast Regional Salmon Recovery Grant - Recreation and Conservation Office: A motion was made, seconded and passed to approve Amendment #1 to the Washington Coast Regional Salmon Recovery Grant with the Recreation and Conservation Office. The grant is for the Washington Coast Sustainable Salmon Partnership. This amendment will reduce the contract amount by \$52,646 so that facilitation costs can be re-directed to North Pacific Coast through the Recreation and Conservation Office.

*** The following item was added to the agenda:

3. Request Approval, Personal Services Contract with Kevin James, Central Services: A motion was made, seconded and passed to approve a personal services contract with Kevin James. Kevin James will be considered a union exempt employee with a pay rate of \$25 per hour and work for the Central Services Department. The contract will end on May 10, 2013.

Public Services:

1. Request Approval, 2013 Road Levy Certification: A motion was made, seconded and passed to approve the 2013 Road Levy Certification. The certification estimates the road revenue produced by the 2013 Road Levy.

2. Request Approval, Purchase and Sale Agreement with Weyerhaeuser for Wynoochee Road Curve Realignment Project: A motion was made, seconded and passed to approve the Purchase and Sale Agreement with Weyerhaeuser Company for the Wynoochee Road Curve Realignment project.

3. Request Approval, Right-of-Way Deed Execution with Weyerhaeuser for Wynoochee Road Curve Realignment Project: A motion was made, seconded and passed to allow the chairman to execute the Right of Way Deed between the Weyerhaeuser Company and the County for the acquisition on the Wynoochee Road Project (C-95190-18). With the chairman's signature on the deed the acquisition process for the project is complete.

4. Request Approval, 2013 Pavement Striping Contract with Stripe Rite Inc.: A motion was made, seconded and passed to approve the 2013 Pavement Striping Contract with Stripe Rite Inc. Stripe Rite is renewing their 2012 contract for 2013 as the contract specification allows. The 2013 contract utilizes the same unit prices as the 2012 contract with a total contract amount of \$298,990.00.

5. Request Approval, Consulting Agreement with AMEC Environmental and Infrastructure - Wishkah Road Flood Levy Project: A motion was made, seconded and passed to approve a Consulting Agreement with AMEC Environmental & Infrastructure of Bothell, WA for developing and evaluating alternate designs to reduce or eliminate flooding for

the Wishkah Road Flood Levy project. The cost of the work included in this agreement is estimated at \$125,000. This work is eligible for reimbursement from the State (OFM).

** This item was changed during the Morning Meeting from Purchase from the State Contract to the following:

6. Request Approval, Set Bid Date for March 4, 2013 for seven vehicles in the ER&R Department: A motion was made, seconded and passed to set a bid date of March 4, 2013 for the bid opening for the following vehicles:

1. One (1) police pursuit vehicle
2. Three (3) police pursuit utility vehicles
3. One (1) compact extended cab 4x4 pickup
4. One (1) 1 ton cab & chassis
5. One (1) small SUV all-wheel drive

Sheriff:

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

2. Request Approval, Annual Certification Report to United States Treasury & Department of Justice- Federal Equitable Sharing Funds: A motion was made, seconded and passed to approve the annual certification report to the United States Treasury and Department of Justice for the Federal Equitable Sharing funds. These funds are received when the Grays Harbor County Drug Task Force assists a federal agency on cases where assets are seized and forfeited. Upon the application to the Treasury Department, they determine what portion of the assets the county is to receive on each case and distribute them to us when they become available. The county is required to report each year in order to continue to qualify for funds. The fund guidelines strictly limit what the funds can be used for.

ANNOUNCEMENTS

The Clerk of the Board announced there is no meeting on February 18, 2013 due to the President's Day Holiday. The next regularly scheduled meeting is February 25, 2013.

CORRESPONDENCE

None

STAFF MEETINGS

The Board held a regular morning meeting on Monday, February 11, 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 Brenda Sherman, Budget Director, for a budget update, Larry Smith, Don Smith and Andy Aschenbrenner, Forestry Department, regarding agenda items and updates, 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; ER&R Supervisor Milt Hagedorn; Utility and Development Director Kevin Varness. Dale Gowan, Central Services Director, was also present.

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

RESOLUTIONS:

- | | |
|---------------------|--|
| No. 2013-018 | Authorizing a supplemental appropriation in the budget of the Grays Harbor County Miscellaneous Fund Emergency Communications Tax Fund in the amount of \$1,507,402 |
| No. 2013-019 | Authorizing an emergency appropriation in the budget of the Grays Harbor County General Fund Auditor's Office in the amount of \$119,793 |
| No. 2013-020 | Authorizing an emergency appropriation in the budget of the Grays Harbor County General Fund Extension Agent in the amount of \$3,000 |
| No. 2013-021 | Transferring items in the Grays Harbor County Miscellaneous Fund Auditor M&O Fund |

ORDINANCES:

None

INTERGOVERNMENTAL AGREEMENTS:

- Jail Services Contract with the City of Westport

The meeting adjourned at 2:27 p.m.

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

HERB WELCH, Chairman, District 3

WES CORMIER, Commissioner, District 1

FRANK GORDON, Commissioner, District 2

ATTEST:

Donna McCallum, Clerk of the Board