

Minutes
BOARD OF COMMISSIONERS – GRAYS HARBOR COUNTY
REGULAR MEETING

December 9, 2013

The Commissioners met in regular session in the Commissioners' Meeting Room, Administration Building, Montesano, Washington, on Monday, December 9, 2013, at 2:00 p.m. Commissioners present were Wes Cormier, Frank Gordon and by phone, Herb Welch. Jenna Amsbury, Deputy Clerk of the Board, was present to record the meeting. Jennifer Weiland, Senior Deputy Prosecuting Attorney was also present.

CALL TO ORDER AND FLAG SALUTE

BIDS:

1. **Indigent Defense Contracts for 2014:** Jennifer Weiland, Senior Deputy Prosecuting Attorney, stated the contract proposals were due by December 6, 2013. Seven contracts were received for the District Court, one each for Juvenile Defense and Juvenile GAL and three for Juvenile Conflict. Judge Edwards recommended appointing Amanda Kleespie the Juvenile Conflict Contract, as she is the current contract holder and has been performing well. A motion was made, seconded and passed to approve the following Indigent Defense Contracts for 2014:
 - Grays Harbor District Court Defense Contracts: Amanda Kleespie, Kyle Imler, Steven McNeill, Harold Karlsvik, Robert Ehrhardt, Karrie Young and Brett Colacurcio.
 - Juvenile Court Defense Contract: Kyle Imler, \$7,500 per month
 - Juvenile Court Guardian Ad Litem - Hillary Bearden, \$7,000 per month
 - Juvenile Court Defense Attorney Conflict: Amanda Kleespie, \$1,000 per month

HEARINGS:

1. **Hearing Closed, Decision Only - Supplemental Budget – Assessor, \$125,000**

There was a public hearing on November 18, 2013 to consider a supplemental budget appropriation in the Assessor's Office in the amount of \$125,000. Notice of this hearing was published in *The Montesano Vidette* on November 7 and 14, 2013. This hearing was closed and continued to November 25, 2013, where it was continued again to December 9, 2013.

On November 18, 2013 Commissioner Gordon called for a staff report. Brenda Sherman, Budget Director, reported, the Assessor's Office is eligible to receive grant funding from the Washington State Department of Revenue to assist with the conversion to an annual revaluation system for property tax valuation. These funds will be used for programming to allow the Assessor's Office to continue building tools necessary for doing annual updates.

ACTION: A motion was made, seconded and passed to continue the hearing to December 16, 2013.

2. Continued Hearing (Open) - 2014 Budget and consideration of increases in the General Fund, Miscellaneous Fund and Road Limit Factors: Resolution adopting the 2014 Annual Road Construction Program and Resolution adopting the 2014 Budget for the General Fund and Miscellaneous Funds: There was a public hearing on December 2, 2013 to consider approving the 2014 Budget for the General Fund and authorizing the 2014 Budget for the Miscellaneous Funds and adopting the 2014 Annual Road Construction Program. This hearing was continued to today, December 9, 2013. Notice of this hearing was published in *The Montesano Vidette* on November 21, 2013.

Commissioner Gordon asked if there was any public comment. Hearing none, he moved out of the hearing. He stated there was still no levy number available and the budget cannot be considered without revenue numbers. He suggested the hearing be continued.

ACTION: A motion was made, seconded and passed to continue the hearing to December 16, 2013.

3. Supplemental Budget – General Fund, various categories, \$265,000: There was a public hearing on December 9, 2013 to consider a supplemental budget in the General Fund for various categories in the amount of \$265,000. Notice of this hearing was published in *The Montesano Vidette* on November 28, 2013 and December 5, 2013. Commissioner Gordon called for a staff report. Brenda Sherman, Budget Director, reported this resolution increases budgeted revenues based upon year to date activity in the following areas: Criminal Justice Funding \$94,000, Liquor Control Board Profits \$40,000, Sale of County Timber \$100,000 and the Sale of Timber (State Transfer Land) \$31,000. Ending cash will be increased a total of \$265,000.

Commissioner Gordon called for public comment. Hearing none, he closed the hearing.

ACTION: A motion was made, seconded and passed to approve Resolution 2013-128 authorizing a supplemental Budget appropriation in the General Fund, various categories, in the amount of \$265,000.

4. Supplemental Budget – Sheriff’s Department, \$186,086: There was a public hearing on December 9, 2013 to consider a Supplemental Budget in the Sheriff’s Department in the amount of \$186,086. Notice of this hearing was published in *The Montesano Vidette* on November 28, 2013 and December 5, 2013. Commissioner Gordon called for a staff report. Brenda Sherman, Budget Director, reported this resolution amends the Sheriff’s budget to include additional revenue from grants and other sources as well as miscellaneous expenditures, all based upon actual year to date activity.

Commissioner Gordon called for public comment. Hearing none, he closed the hearing.

ACTION: A motion was made, seconded and passed to approve Resolution 2013-129 authorizing a supplemental budget appropriation in the General Fund Sheriff’s Department in the amount of \$186,086.

5. Approval of the Use of Federal Forest Title III funds for the Firewise Communities Program Phase 2: There was a public hearing on December 9, 2013 to consider the approval of the Use of Federal Forest Title III funds for the Firewise Communities Program Phase 2. Notice of this hearing was published in *The Montesano Vidette* on October 24, 2013. Commissioner Gordon asked for a report.

Jesse Cardenas, COL-PAC, worked on Phase 1 to develop the Firewise program and guidelines for entities to join. He stated the Grays Harbor County Firewise Communities Program Resource Manual is available for download on the County website. Phase 2 of the Firewise Communities Program is designed to support Grays Harbor County Cities and Towns, with an interest in applying for formal assistance to become a registered Firewise Community and develop applicable Firewise projects. Phase 2 is designed to benefit homeowners, community leaders, planners, developers and others in the effort to protect people, property, and natural resources from the risk of wildland fire as well as educate communities with regards to the Wildland Urban Interface. He stated the City of Ocean Shores and the Quinault Nation have been working with him to access funding for projects to begin the program.

Commissioner Gordon called for public comment. Hearing none, he closed the hearing.

ACTION: A motion was made, seconded and passed to approve the Use of Federal Forest Title III Funds for the Firewise Communities Program Phase 2.

PUBLIC COMMENT

Commissioner Gordon 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.

Jean McLucas has an issue with the Comcast Franchise. She wants the Commissioners to know that the phone service and cell service in the East Hoquiam Road area is not reliable. She cannot get any satisfaction from Comcast. She has worked with unreliable phone service and cell service since 2004. She said that lately it has been worse. She provided her address and phone numbers so that the Commissioners can contact her.

George Wade wanted an update on the Grays Harbor Raceway situation. Commissioner Cormier stated that the Raceway Proposal was on the agenda today for approval.

CONSENT AGENDA: Approval was requested for the following items:

Minutes:

November 25, 2013 Regular & Morning Meeting
December 2, 2013 Regular Meeting

Auditor:

Month End Expenditures November 2013--
Claims \$3,599,758.71; Payroll \$2,288,873.95

Coroner:

Month End Report for November 2013

Management Services:

Set Hearing Date – *December 30, 2013* – Supplement Budget, Fair Fund, \$3,375

Public Services:

Final Plat Approval for the Dunes at Westport, Case #2007-0881

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

COMMISSIONERS:

1. Request for Proposals for the Grays Harbor Raceway Lease –due date of December 30, 2013: A motion was made, seconded and passed to request proposals for the Grays Harbor Raceway Lease with the submittal date of December 30, 2013. The successful contractor would operate the Park during the 2014-2016 race seasons and will be responsible for the Raceway, including management, operations, repairs and maintenance services.

DEPARTMENTS:

Fair, Events and Tourism:

1. Request approval, Resolution- to increase the membership of the Grays Harbor County Fair Board from nine to fifteen members: A motion was made, seconded and passed to approve **Resolution 2013-130 increasing the membership of the Grays Harbor County Fair Board from nine members to fifteen members.** The Commissioners have already approved the by-law change for this action and the Resolution amendment is the final step.

2. Request approval, Appointment of six Fair Board Members: Position #10-Claudia Self, term expiring 12/31/16; Position #11-Tim Schneider, term expiring 12/31/16; Position #12-Linda Ellis, term expiring 12/31/15; Position #13-Ken Ashlock, term expiring 12/31/15; Position #14-Karyn Coonse term expiring 12/31/14; Position #15-Teena Butterfield, term expiring 12/31/14: A motion was made, seconded and passed to approve the appointment of six Fair Board Members: Position #10-Claudia Self, term expiring 12/31/16; Position #11-Tim Schneider, term expiring 12/31/16; Position #12-Linda Ellis, term expiring 12/31/15; Position #13-Ken Ashlock, term expiring 12/31/15; Position #14-Karyn Coonse term expiring 12/31/14; Position #15-Teena Butterfield, term expiring 12/31/14.

3. Request Approval, Authorize an agreement with CGI Communications for services to update the video library on the Grays Harbor County Website: A motion was made, seconded, and passed to authorize an agreement with CGI Communications for services to update the video library on the Grays Harbor County Website. There is no cost to the County.

4. Request Approval, Authorize Fair, Events & Tourism Manager to sign Fairground Use Agreements for 2014 with the Elma High School Equestrian Team, WAHSET – District 3 and Rainier Agility: A motion was made, seconded, and passed to authorize the Fair,

Events and Tourism Manager to sign the Fairground Use Agreements for 2014 with the following organizations:

Elma High School Equestrian Practices: March 4, 11, 25, 27-Feb. 4,6,11,18-April 1,3,8,15,22,29
WAHSET- District 3: February 13-16 & April 17-20
Rainier Agility Feb. 7-9, 2014
Rainier Agility April 5 & 6, 2014
Rainier Agility Nov. 7-10, 2014

5. Request Approval, Authorize Fair, Events & Tourism Manager to sign a Fairground Use Agreement for 2013 with Elma FFA: A motion was made, seconded and passed to authorize the Fair, Events and Tourism Manager to sign a Fairground Use Agreement for 2013 with Elma FFA for the Logging Rodeo on December 14.

6. Request Approval, Authorize Fair, Events & Tourism Manager to sign a Fairground Use Agreement for 2014 with Hope from Horses: A motion was made, seconded and passed to authorize Fair, Events and Tourism Manager to sign a Fairground Use Agreement for 2014 with Hope from Horses for use in January , February, March, April, October, November and December.

7. Request Approval, 2013 Tourism Service Contract with the Olympic Peninsula Culinary Loop Association for Lodging Tax funding in the amount of \$4,000: A motion was made, seconded and passed to approve the 2013 Tourism Service Contract with the Olympic Peninsula Culinary Loop Association for Lodging Tax funding in the amount of \$4,000. The Olympic Peninsula Culinary Loop (OPCL) exists to help businesses, farms, and other groups promote the Olympic Peninsula's culinary resources. The OPCL is on the vanguard of Culinary Tourism, an exciting new trend emerging from the popularity of sustainable and local food, the proliferation of small-scale distilleries and wineries, and the rising interest in foraging and farming. As a 501c(6) non-profit trade organization, the OPCL Association is jointly funded by lodging tax from the 4 counties included in the 'loop', including Mason, Clallam, Jefferson, and Grays Harbor Counties, along with membership dues.

Management Services:

1. Request Approval, Resolution – transferring equipment rental and revolving replacement fund in the amount of \$100,000: A motion was made, seconded and passed to approve **Resolution 2013-131 transferring items in the Equipment Rental and Revolving Replacement Fund in the amount of \$100,000.** This resolution will authorize an additional \$100,000 in transfers to the ER&R fund based on actual year to date activity.

Public Health and Social Services:

1. Request Approval, Contract with the Washington State Department of Social and Health Services-Division of Behavioral Health and Recovery for youth substance abuse

prevention in the amount of \$41,892 for the term of 11/1/2013 through 9/30/2014: A motion was made, seconded and passed to approve the contract with the Washington State Department of Social and Health Services-Division of Behavioral health and Recovery. The purpose of these funds is to increase support for current youth substance abuse prevention efforts in the community. The term of this contract is November 1, 2013 through September 30, 2014 for an additional \$41,892 of federal Partnerships for Success funds. There is no matching requirement.

Public Services:

1. **Request Approval, 2014 Agreement for Radio Shop Services to E-911 in the amount of \$172,000:** A motion was made, seconded and passed to approve the 2014 agreement for the Radio Department to assist the E-911 Center in the maintenance of their communication infrastructure. The cost associated with the agreement is \$172,000 which is unchanged from this year.

2. **Request Approval, Grant Agreement with the Department of Ecology for the Shorelines Management Plan Update – up to \$464,000 over the next 2.5 years:** A motion was made, seconded and passed to approve the Grant Agreement with the Department of Ecology for the Shorelines Management Plan Update. This grant will provide up to \$464,000 over the next 2.5 years. Most of the Funds will be used for consultant services to complete the update.

3. **Request Approval, Consultant Agreement for the Shorelines Management Plan Update with Creative Community Solutions in the amount of \$225,040 paid through a grant with the Department of Ecology:** A motion was made, seconded and passed to approve the Consultant Agreement for the Shorelines Management Plan Update with Creative Community Solutions in the amount of \$225,040 paid through a grant with the Department of Ecology. Specifically, the tasks provided for in the agreement are coordination and facilitation of meetings and workshops, public outreach, and preparation and drafting of the plan.

4. **Request Approval, Consultant Agreement for technical assistance with the Shorelines Management Plan Update with The Watershed Company in the amount of \$215,199 paid through a grant with the Department of Ecology:** A motion was made, seconded and passed to approve the Consultant Agreement for technical assistance with the Shorelines Management Plan Update with The Watershed Company in the amount of \$215,199 paid through a grant with the Department of Ecology. Specifically, The Watershed Company will be tasked with providing the science based technical background document and GIS Services that will lead to development of the plan update.

ANNOUNCEMENTS

Commissioner Gordon stated he appreciates the difference of opinions of his fellow Commissioners.

Commissioner Gordon stated the Democratic Party had 10 days to get back to the Commissioner's with three names for the Prosecutor position. The deadline is December 18, 2013. This appointment will only be for the one year term and the person will not run for election. If we don't get a list from the party, we will solicit candidates from the Democratic Party.

CORRESPONDENCE

None

STAFF MEETINGS

The Board held a regular morning meeting on Monday, December 9, 2013, beginning at 9:00 a.m. These meetings are advertised public meetings held in the Commissioners' Conference Room 1. Commissioners Wes Cormier, Frank Gordon and Herb Welch, by phone along with Deputy Clerk of the Board Jenna Amsbury reviewed agendas, calendars and pending daily office issues. The Board met with Rick Hole, Assessor regarding an agenda item; Brenda Sherman, Budget Director, regarding a budget update, Vern Spatz, Betty Strabbing, Melinda Raihl and Kevin Varness, regarding the Department of Revenue Audit and the following Public Services Representatives: Public Services Director Kevin Varness, County Planner III Curt Crites and Radio Shop Manager James Kost to discuss agenda items.

RECAP OF APPROVED RESOLUTIONS, ORDINANCES, AND INTERGOVERNMENTAL AGREEMENTS:

RESOLUTIONS:

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| No. 2013-128 | Authorizing a supplemental Budget appropriation in the General Fund, various categories, in the amount of \$265,000 |
| No. 2013-129 | Authorizing a supplemental budget appropriation in the General Fund Sheriff's Department in the amount of \$186,086 |
| No. 2013- 130 | Increasing the membership of the Grays Harbor County Fair Board from nine members to fifteen members |
| No. 2013-131 | Transferring items in the Equipment Rental and Revolving Replacement Fund in the amount of \$100,000 |

ORDINANCES:

None

INTERGOVERNMENTAL AGREEMENTS:

None

The meeting adjourned at 2:26 p.m.

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

FRANK GORDON, Chairman, District 2

WES CORMIER, Commissioner, District 1

HERB WELCH, Commissioner, District 3

ATTEST:

Donna McCallum, Clerk of the Board