

Minutes
BOARD OF COMMISSIONERS – GRAYS HARBOR COUNTY
REGULAR MEETING

December 16, 2013

The Commissioners met in regular session in the Commissioners' Meeting Room, Administration Building, Montesano, Washington, on Monday, December 16, 2013, at 2:00 p.m. Commissioners present were Wes Cormier, Frank Gordon and Herb Welch. 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. **Change of Date for Jail Security Project RFP's to December 30th**: A motion was made, seconded and passed to approve the change of date for proposals for the Jail Security Project to December 30, 2013.

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, December 9, 2013 and again to December 16, 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 approve Resolution No. 2013-132 authorizing a supplemental extension in the budget of the Grays Harbor County General Fund Assessor's Office in the amount of \$125,000 with the stipulation that the funding be used to buy a canned software system.

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 December 9, 2013 and then to December 16, 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 are no levy numbers 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 19, 2013 at 2:00 p.m.

3. Emergency Budget – Juvenile Department, \$35,000 (revised from published amount of \$25,000): There was a public hearing on December 16, 2013 to consider an emergency budget in the Juvenile Department in the amount of \$35,000. Notice of this hearing was published in *The Montesano Vidette* on December 5, 2013. Commissioner Gordon called for a staff report. Brenda Sherman, Budget Director, reported the funding was requested due to the need for additional detention relief help for the remainder of the year. She stated the amount was changed from \$25,000 to \$35,000 after the budget was reconciled through the beginning of December.

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

ACTION: A motion was made, seconded and passed to approve Resolution No. 2013-133 authorizing an Emergency Budget appropriation in the Juvenile Department in the amount of \$35,000.

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.

Ruth Kivi, Montesano, made comments regarding the Prosecuting Attorney issue. She stated she is a Democratic PCO and explained the process they used to choose candidates.

Commissioner Welch responded that he was also a PCO and at the time he was part of choosing three names for a vacant position. He stated he included all those interested in the position on the list of three; he did not understand why the party did not do this.

There was further discussion on the candidate list.

CONSENT AGENDA: Approval was requested for the following items:

Minutes:

December 9, 2013 Regular & Morning Meeting

Management Services:

Set Hearing Date – *December 30, 2013* – Supplement Budget, Superior Court, \$4,200
Set Hearing Date – *December 30, 2013* – Emergency Budget, Superior Court, \$5,000
Set Hearing Date – *December 30, 2013* – Supplement Budget, Clerks Office, \$2,000
Set Hearing Date – *December 30, 2013* – Supplement Budget, Juvenile Department,
\$3,600

Correspondence

Claim C-673-13, Rikki Meneely

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

COMMISSIONERS:

** The following item was removed during the Morning Meeting:

1. **Elma-Porter Flood Mitigation Project R-70-09889-37-00:**

DEPARTMENTS:

** The following item was added to the agenda during the Morning Meeting:

Coroner:

1. **Request approval, Master Lease Agreement with Grays Harbor Community Hospital:** A motion was made, seconded and passed to approve the Master Lease Agreement with Grays Harbor Community Hospital for office space for the Coroner's Office. The lease is for the term of three years starting January 1, 2014. The annual rental rate is \$8,946.

Management Services:

1. **Request Approval, Resolution – Budget Transfer, Public Defense - \$130,000:** A motion was made, seconded and passed to approve **Resolution No. 2013-134 transferring items in the Grays Harbor County General Fund Public Defense in the amount of \$130,000.** This resolution will authorize the transfer of budget from District Court Indigent Defense to Guardian Ad Litem, court reporter and WSOPD public defense.
2. **Request Approval, Resolution – Budget Transfer, Special Projects - \$35,592:** A motion was made, seconded and passed to approve **Resolution No. 2013-135 transferring items in the Grays Harbor County Miscellaneous Fund Special Projects in the amount of \$35,592.** This resolution transfers unused budget from PB Moclips Utilities to the Washington Coast Sustainable Salmon Partnership Grant and Junction City Utilities for sewer line repairs.
3. **Request Approval, Resolution – Budget Transfer, Tourism-\$20,000:** A motion was made, seconded and passed to approve **Resolution No. 2013-136 transferring items in the**

Grays Harbor County Miscellaneous Fund Tourism Fund in the amount of \$20,000. This will authorize additional budget for tourism promotions.

4. Request Approval, Resolution – Budget Transfer, Public Health and Social Services-\$100,000: A motion was made, seconded and passed to approve **Resolution No. 2013-137 transferring items in the Grays Harbor County Miscellaneous Fund Public Health and Social Services in the amount of \$100,000.** This resolution transfers budget from office supplies to professional services.

5. Request Approval, Business Associate Agreement with Washington Counties Insurance Fund to comply with HIPAA: A motion was made, seconded and passed to approve the Business Associate Agreement with Washington Counties Insurance Fund to comply with HIPAA.

6. Request Approval, Authorize renewal of Crime Insurance Policy in the amount of \$8,000 for January 10, 2014 to January 10, 2015: A motion was made, seconded and passed to approve the renewal of the Crime Insurance Policy in the amount of \$8,000 for January 10, 2014 to January 10, 2015. This policy protects the County against employee theft, depositor's forgery and alteration, theft, disappearance and destruction of money, securities and money orders and counterfeit currency and computer and funds transfer fraud.

Public Services:

1. Request Approval, Oyehut/Illahee Sewer Project; Consultant Agreement Amendment #1with Gibbs and Olsen in the amount of \$10,800: A motion was made, seconded and passed to approve the Consultant Agreement Amendment #1 with Gibbs and Olsen for additional assistance for the Oyehut/Illahee Sewer Project. The cost of the amendment is not to exceed \$10,800. The additional work includes grant application assistance, SEPA permitting and funding.

ANNOUNCEMENTS

The Clerk of the Board announced there will be no meeting next Monday, December 23, 2013 due to the Christmas Holiday.

CORRESPONDENCE

None

STAFF MEETINGS

The Board held a regular morning meeting on Monday, December 16, 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, along with Clerk of the Board Donna McCallum reviewed agendas, calendars and pending daily office issues. The Board

met with Larry Smith and Don Smith, Forestry Department, regarding land acquisition, Dale Gowan, Central Services/Risk Management Director, regarding an agenda item and the following Public Services Representatives: Public Services Director Kevin Varness and Environmental Health Director Jeff Nelson to discuss agenda items.

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

RESOLUTIONS:

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| No. 2013-132 | Authorizing a supplemental extension in the budget of the Grays Harbor County General Fund Assessor's Office in the amount of \$125,000 |
| No. 2013-133 | Authorizing an Emergency Budget appropriation in the Juvenile Department in the amount of \$35,000 |
| No. 2013-134 | Transferring items in the Grays Harbor County General Fund Public Defense in the amount of \$130,000 |
| No. 2013-135 | Transferring items in the Grays Harbor County Miscellaneous Fund Special Projects in the amount of \$35,592 |
| No. 2013-136 | Transferring items in the Grays Harbor County Miscellaneous Fund Tourism Fund in the amount of \$20,000 |
| No. 2013-137 | Transferring items in the Grays Harbor County Miscellaneous Fund Public Health and Social Services in the amount of \$100,000 |

ORDINANCES:

None

INTERGOVERNMENTAL AGREEMENTS:

None

The meeting adjourned at 2:31 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