

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

**January 27, 2014**

The Commissioners met in regular session in the Commissioners' Meeting Room, Administration Building, Montesano, Washington, on Monday, January 27, 2014, 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:**

None

**HEARINGS:**

**1. Supplemental Budget - Homeless Housing Fund, \$1,099,238:** There was a public hearing on January 27, 2014 to consider supplemental budget appropriation in the Homeless Housing Fund in the amount of \$1,099,238. Notice of this hearing was published in *The Montesano Vidette* on January 16 and 23, 2014. Commissioner Gordon called for a staff report. Brenda Sherman, Budget Director, reported the amendment will record additional revenue and expenditures associated with new housing grants from the Department of Commerce.

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

**ACTION:** A motion was made, seconded and passed to approve Resolution No. 2014-006 authorizing a supplemental budget appropriation in the Homeless Housing Fund in the amount of \$1,099,238.

**2. Supplemental Budget - Public Health and Social Services, revised amount of \$218,500:** There was a public hearing on January 27, 2014 to consider supplemental budget appropriation in the Public Health and Social Services in the amount of \$218,500 (revised). Notice of this hearing was published in *The Montesano Vidette* on January 16 and 23, 2014. Commissioner Gordon called for a staff report. Brenda Sherman, Budget Director, reported the amendment will record new revenue and expenditures associated with a new "Parents as Teachers" grant.

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

**ACTION:** A motion was made, seconded and passed to approve Resolution No. 2014-007 authorizing a supplemental budget appropriation in the Public Health and Social Services Department in the amount of \$218,500.

**3. Emergency Budget – Sheriff, \$43,430:** There was a public hearing on January 27, 2014 to consider an emergency budget in Sheriff’s Department in the amount of \$43,430. Notice of this hearing was published in *The Montezano Vidette* on January 16, 2014. Commissioner Gordon called for a staff report. Brenda Sherman, Budget Director, reported the resolution will increase salaries and benefits as agreed upon in the 2014–2016 Teamsters Collective Bargaining Agreement for the corrections division of the Sheriff’s Office.

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

**ACTION:** A motion was made, seconded and passed to approve Resolution No. 2014-008 authorizing an Emergency Budget appropriation in Sheriff’s Department in the amount of \$43,430.

### **PUBLIC COMMENT**

Commissioner Cormier 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:**

January 13, 2014 Regular and Morning Meeting  
Special Meetings – December 17, 2013 and January 7, 2014

### **Coroner:**

Monthly Report for December 2013

### **Management Services:**

Set Hearing Date - *February 10, 2014* – Supplemental Budget, Recreation and Activities Fund, \$8,992  
Set Hearing Date – *February 10, 2014* – Supplemental Budget, Facilities Capital Fund, \$100,000  
Set Hearing Date - *February 10, 2014* – Supplemental Budget, Cumulative Reserve Fund, \$750,000  
Set Hearing Date – *February 10, 2014* – Supplemental Budget Reduction, Road Fund, \$2,072,928  
Set Hearing Date - *February 10, 2014* – Supplemental Budget Reduction, Crime Victim Penalty Assessment, \$988  
Set Hearing Date – *February 10, 2014* – Emergency Budget, Prosecutor, \$87,477

### **Public Services:**

Set Bid Date – *February 10, 2014* – 2014 Emulsified Asphalt Supply Contract  
**Resolution No. 2014-016, Acknowledging Vacation by Operation of Law – James Olson, First Addition to Ocosta**

Road Closure – Northern Way (Moclips) January 30 – April 30  
Set Bid Date – *March 10, 2014* – 2014 Aggregate Stockpiling Contract

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

**PRESENTATION:**

1. **Sheriff Scott – Certificate of Appreciation to Ed McGowan, Sheriff’s Department for 36 years of service:** Sheriff Scott read a letter of appreciation for Ed McGowan’s 36 years of service in the Sheriff’s Department. The Commissioner presented Mr. McGowan with a certificate of appreciation.

**COMMISSIONERS:**

1. **Interlocal Agreement with the Office of Financial Management for the Elma-Porter Flood Mitigation Project - \$584,000 of State Funds to design an overflow bridge on the South Bank Road and to perform hydraulic modeling and alternative analysis for Dunlap Road and South Bank Road:** A motion was made, seconded and passed to approve the Interlocal Agreement with the Office of Financial Management for the Elma-Porter Flood Mitigation Project Agreement. This agreement provides \$584,000 of State funds to design an overflow bridge on the South Bank Road near Elma and to perform hydraulic modeling and alternative analysis for Dunlap Road and South Bank Road near Porter to see if there is any feasible project to reduce flooding.

**DEPARTMENTS:**

**Fair, Events and Tourism:**

1. **Request Approval, Contract execution for 2014 Tourism Services Contracts (18) through recommendation of the Lodging Tax Advisory Committee:** A motion was made, seconded and passed to approve the 2014 Tourism Services Contracts with the following entities as recommended by the Lodging Tax Advisory Board and previously approved by the Commissioners:

<b><u>Contractor/Service Provided</u></b>	<b><u>Contract Amount</u></b>
City of Aberdeen – Log Pavilion Project	\$750.00
City of Aberdeen – Splash Festival	\$1,500.00
Elma Chamber of Commerce – Buckaroo Days Festival	\$1,000.00
Elma Chamber of Commerce – Heat on the Street Festival	\$2,000.00
Elma Chamber of Commerce – Wine & Seafood Festival	\$2,000.00
Horns & Hooks/Youth Outdoors Unlimited – Fishing Derby	\$5,000.00
Horns & Hooks/Youth Outdoors Unlimited – Outdoor Show	\$5,000.00
Lake Quinault Historical Society – Website Project	\$4,100.00
Lake Quinault Historical Society – Lake Quinault Map Project	\$4,500.00
Lake Quinault Innkeepers – Olympic Journal Ad	\$4,500.00

Lake Quinault Innkeepers – OPTC Partnership Project	\$2,500.00
Lions Charitable Foundation – Toast the Harbor	\$1,000.00
Midnight Cruisers – Rod Fest	\$1,000.00
Montesano Chamber of Commerce – Festival of Lights	\$3,000.00
Our Aberdeen – Mural Restoration Project	\$5,000.00
Westport Grayland Chamber of Commerce – Cranberry Festival	\$1,500.00
WSU Extension – Farm Fresh Map	\$750.00
Westcoast Jet Sports Foundation – Grayland Open	\$2,500.00

**2. Request Approval, Authorization for the Fair, Events & Tourism Manager to sign contract with Go Washington Travel Site for 2014 inserts in the amount of \$995:** A motion was made, seconded and passed to authorize the Fair, Events and Tourism Manager to sign a contract with Go Washington Travel Site for an insertion order in the amount of \$995. Grays Harbor Tourism has partnered with the Go Washington Travel Site for several years with significant benefit to the department in travel lead generation and requests for information. The contract amount is \$995.00 for the 2014 calendar year.

**3. Request Approval, Authorization for the Fair, Events & Tourism Manager to sign 2014 Fairground Use Agreements with Olympia Dog Fanciers, Customs NW Unfinished Nationals and GH 4-H Horse Council:** A motion was made, seconded and passed to authorize the Fair, Events and Tourism Manager to sign Fairground Use Agreements with the following groups:

Olympia Dog Fanciers	May 3 & 4
Customs NW Unfinished Nationals	August 29 & 30
GH 4-H Horse Council	January 26, February 23, March 30, June 28-29

**4. Request Approval, Authorization for the Fair, Events & Tourism Manager to sign an Entertainment Agreement with Thomas Rhett for Wednesday, August 6, 2014 at 8:00 p.m. for the County Fair, \$45,000:** A motion was made, seconded and passed to authorize the Fair, Events and Tourism Manager to sign an Entertainment Agreement with Thomas Rhett for Wednesday, August 6, 2014 at 8:00 p.m. for the County Fair, \$45,000.

**5. Request Approval, Authorization for the Fair, Events and Tourism Manager to sign a 2014 television marketing agreement with Horns and Hooks, LLC in the amount of \$42,000:** A motion was made, seconded and passed to authorize the Fair, Events and Tourism Manager to sign a 2014 television marketing agreement with Horns and Hooks, LLC in the amount of \$42,000.

**Forestry:**

**1. Set March 7, 2014 for a timber sale for Donkey Creek No.3, Webfoot No. 1, Stafford Creek No. 5 and West Fork Wishkah No. 6:** A motion was made, seconded and passed to set March 7, 2014 at the hour of 10:00 a.m. for a timber sale for the following areas: Donkey Creek No.3, Webfoot No. 1, Stafford Creek No. 5 and West Fork Wishkah No. 6.

**Management Services:**

- 1. Request Approval, Resolution – Budget Transfer, Distressed Area Capital, \$116,611:** A motion has been made, seconded and passed to approve **Resolution No. 2014-009 transferring items in the Grays Harbor County Distressed Area Capital Fund in the amount of \$116,611.** This resolution increases transfers out to the road fund for the County's portion of a DOT paving grant for the Elma-McCleary road.
- 2. Request Approval, Resolution – Budget Transfer, Capital Improvements, \$174,650**  
A motion has been made, seconded and passed to approve **Resolution No. 2014-010 transferring items in the Grays Harbor County Capital Improvements Fund in the amount of \$174,650.** This resolution transfers budget from transfers out – courthouse payment to transfers out – refunding bonds.
- 3. Request Approval, Resolution – Budget Transfer, Treasurer, \$50,000** A motion was made, seconded and passed to approve **Resolution No. 2014-011 transferring items in the Grays Harbor County General Fund Treasurer's Office in the amount of \$50,000.** This resolution will authorize the transfer of revenue budget between two treasurer's collection fee BARS numbers.
- 4. Request Approval, Resolution – Budget Transfer, Management Services, \$255,474:**  
A motion has been made, seconded and passed to approve **Resolution No. 2014-012 transferring items in the Grays Harbor County Management Service Fund in the amount of \$255,474.** This resolution will move appropriations for financial services out of risk management and into its own section of the budget.
- 5. Request Approval, Resolution – Budget Transfer, Tourism, \$8,992:** A motion has been made, seconded and passed to approve **Resolution No. 2014-013 transferring items in the Grays Harbor County Tourism Fund in the amount of \$8,992.** This resolution increase transfers out to recreation and activities to cover 2013 expenditures paid in 2014.
- 6. Request Approval, Amendment #1 to the Chehalis Basin Lead Entity Grant with the Recreation and Conservation Office – increases funding by \$5,000 for a total of \$57,250:** A motion was made, seconded and passed to approve Amendment #1 to the Chehalis Basin Lead Entity Grant with the Recreation and Conservation Office. This amendment increases grant funding by \$5,000 for a total of \$57,250 to continue as the lead entity for salmon recovery.
- 7. Request Approval, 2014 Municipal Services Agreement with the Chehalis Basin Fisheries Task Force, \$6,500:** A motion was made, seconded and passed to approve the 2014 Municipal Services Agreement between Grays Harbor County and the Chehalis Basin Fisheries Task Force. \$6,500 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, Ending Family Homelessness Match Certificate for \$481,699 over two years – Department of Commerce Housing Contract:** A motion was made, seconded and passed to approve the Ending Family Homelessness Match Certificate dedicated to TANF families. This is required by the Department of Commerce Housing contract. As part of the 2014-2015 contract with the Department of Commerce, Grays Harbor County was awarded a two year contract in the amount of \$ 1,099,238. The total award is made up of 4 categorical funding sources of which 2 require match in the amount of \$ 481,699 over a 24 month period. As the Lead Agency administering the housing contract Grays Harbor County must ensure that the TANF and Base funding is matched. Document Recording fees are an allowable resource to match the Consolidated Housing Grant activities per RCW 36.22.178 and RCW 36.22.179. Local match demonstrates an investment in addressing individual and family homelessness with the evidence-based rapid re-housing program model delivered by our housing partners; CCAP, Catholic Community Services and the Domestic Violence Center of Grays Harbor.
- 2. Request Approval, Amendment to Molina Healthcare of Washington Joint Operating Agreement with RSN – defines data sharing and scope of services:** A motion was made, seconded and passed to approve the Joint Operating Agreement between Regional Services Network (RSN) and Molina Healthcare of Washington. The purpose of this amendment is to further define the data sharing and scope of services for both our RSN and Molina Healthcare.
- 3. Request Approval, Data Sharing Agreement with the Department of Commerce, Coastal Community Action Program Catholic Community Services and Domestic Violence Center for coordination of services, monitoring of utilization and planning for future services – there is no cost to the agreement:** A motion was made, seconded and passed to approve a data sharing agreement with Department of Commerce, Coastal Community Action Program, Catholic Community Services and Domestic Violence Center. This agreement will allow the department to coordinate services, monitor utilization and plan for future services by sharing client level information electronically through Washington State HMIS and does not pertain to client level information that has not been entered into HMIS. This is part of the contract with Department of Commerce and there will be no cost.
- 4. Request Approval, Facility Partner Cooperation Agreement and Lease with the Health Care Authority of WA State – no cost for the agreement period of January 1, 2014 through December 31, 2018:** A motion was made, seconded and passed to approve a Facility Partner Cooperation Agreement and Lease. The purpose of the agreement is to establish a working relationship between the County and the State of Washington, Health Care Authority (HCA) to lease, at no cost to HCA, office space to provide expanded access to Washington Apple Health as an element of the Affordable Care Act. There is no revenue or expenses associated with this agreement to the County beyond the office space for this person. The agreement is for the period of January 1, 2014 through December 31, 2018.

**5. Request Approval, Contract with Lewis County to carry out, for the Healthy Communities Region, the priority health improvement initiatives – contract period of September 30, 2013 through September 29, 2014 in the amount of \$71,520:** A motion was made, seconded and passed to approve a contract with Lewis County. The purpose of this contract is to carry out, as a Healthy Communities Region the priority health improvement initiatives in the contract for a third project year. The contract runs from September 30, 2013 through September 29, 2014. The contract amount is \$71,520.

**Public Services:**

**1. Request Approval, 2013-2014 Agreement with Grays Harbor Transit Authority for ER&R to perform radio maintenance:** A motion has been made, seconded and passed to approve the 2013-2014 Agreement between Grays Harbor Transit Authority and the ER&R Division for radio equipment maintenance. A fee of \$500 per month will be paid by Grays Harbor Transit Authority for ER&R to service all two-way radio systems and associated electronics gear.

**2. Request Approval, Amendment #1 to the Hogan's Corner Sewer Feasibility Study Engineering Agreement – additional cost of \$32,000:** A motion has been made, seconded and passed to approve Amendment #1 to provide for additional work related to the Hogan's Corner Sewer Feasibility Study. The scope of work includes infiltration tests and monitoring to determine suitability of the soils and groundwater in the Hogan's Corner area for sewage treatment and disposal. The cost of the additional work is \$32,000. The 2014 Special Projects Budget includes funds for this work.

\*\* The Clerk of the Board announced there was a change to the funding amount for agenda item No. 3, from \$1,100,000 to \$1,220,000.

**3. Request Approval, Local Agency Agreement Supplement #1 for the Keal Road Bridge Replacement – 80% federal funded for the total project amount of \$1,100,000 \$1,220,000:** A motion was made, seconded and passed to approve the Local Agency Agreement Supplement #1 for the Keal Road bridge replacement project. This agreement requests federal funds for the construction phase. The federal bridge replacement program will provide 80% of the funding for the \$1,220,000 project.

**4. Request Approval, 2014 Road Levy Certification for the County Road Administration Board:** A motion was made, seconded and passed to approve the Digital Submittal Certification for the 2014 Road Levy which estimates the road revenue produced by the 2014 Road Levy. The certification is required by WAC 136-150-021.

**Treasurer:**

**1. Resolution – Establishing the Excise/Revaluation Maintenance Fund – Fund #132:**  
A motion was made, seconded and passed to approve **Resolution No. 2014-014 establishing the Excise/Revaluation Maintenance Fund #132**. Statutory changes, effective January 1, 2014, dictate the need for a dedicated account to hold funds for the combined purpose of maintaining and operating both the annual property revaluation system and the electronic excise tax affidavit processing and reporting system.

**2. Resolution – Cancellation of uncollectable personal property taxes for 2013 total of \$72,340.50:** A motion was made, seconded and passed to approve **Resolution No. 2014-015 cancelling personal property taxes pursuant to RCW 84.56.240 for a total of \$72,340.50**. This is an annual process to clear uncollectable accounts.

**ANNOUNCEMENTS**

None

**CORRESPONDENCE**

None

**STAFF MEETINGS**

The Board held a regular morning meeting on Monday, January 27, 2014, 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 Joan Brewster, Public Health and Social Services Director, regarding agenda items, Mike Bruner, Fair, Events and Tourism Manager, regarding agenda items, Larry Smith and Don Smith, Forestry Department, regarding agenda items and the following Public Services representatives for department updates: Environmental Health Director Jeff Nelson, Public Services Director Kevin Varness, County Engineer Russ Esses and Creative Community Solutions Representative John Kleim.

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

**RESOLUTIONS:**

**No. 2014-006**

**Authorizing a supplemental budget  
appropriation in the Homeless Housing  
Fund in the amount of \$1,099,238**

- No. 2014-007** Authorizing a supplemental budget appropriation in the Public Health and Social Services Department in the amount of \$218,500
- No. 2014-008** Authorizing an Emergency Budget appropriation in Sheriff's Department in the amount of \$43,430
- No. 2014-009** Transferring items in the Grays Harbor County Distressed Area Capital Fund in the amount of \$116,611
- No. 2014-010** Transferring items in the Grays Harbor County Capital Improvements Fund in the amount of \$174,650
- No. 2014-011** Transferring items in the Grays Harbor County General Fund Treasurer's Office in the amount of \$50,000
- No. 2014-012** Transferring items in the Grays Harbor County Management Service Fund in the amount of \$255,474
- No. 2014-013** Transferring items in the Grays Harbor County Tourism Fund in the amount of \$8,992
- No. 2014-014** Establishing the Excise/Revaluation Maintenance Fund #132
- No. 2014-015** Cancelling personal property taxes pursuant to RCW 84.56.240 for a total of \$72,340.50
- No. 2014-016** Acknowledging Vacation by Operation of Law – James Olson, First Addition to Ocosta

**ORDINANCES:**

None

**INTERGOVERNMENTAL AGREEMENTS:**

- Contract with Lewis County to carry out the Healthy Communities Region

The meeting adjourned at 2:34 p.m.

BOARD OF COMMISSIONERS  
For Grays Harbor County  
This \_\_\_\_\_ day of \_\_\_\_\_, 2014

\_\_\_\_\_  
FRANK GORDON, Chairman, District 2

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

\_\_\_\_\_  
HERB WELCH, Commissioner, District 3

ATTEST:

\_\_\_\_\_  
Donna McCallum, Clerk of the Board