

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

**September 22, 2014**

The Commissioners met in regular session in the Commissioners' Meeting Room, Administration Building, Montesano, Washington, on Monday, September 22, 2014, at 2:00 p.m. Commissioners present were Frank Gordon, Wes Cormier and Herb Welch. Donna McCallum, Clerk of the Board, was present to record the meeting. James Baker and Norma Tillotson, Senior Deputy Prosecuting Attorneys were also present.

**CALL TO ORDER AND FLAG SALUTE**

**BIDS:**

None

**HEARINGS:**

None

**PUBLIC COMMENT**

There was no public comment.

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

**Minutes:**

September 15, 2014 Regular and Morning Meeting  
Special Meetings: September 9, 2014, September 10, 2014 and September 11, 2014

**Coroner:**

Monthly Report – August 2014 and revised July 2014

**Management Services:**

Set Hearing Date – October 6, 2014 – Supplemental Budget, Tourism Fund \$50,000  
Set Hearing Date – October 6, 2014 – Supplemental Budget, Recreation and Activities  
Fund, \$30,000

**Correspondence:**

Lawsuit, L-685-14 Tamara Milligan-Darst

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

**PROCLAMATION:**

1. **October 4<sup>th</sup> as Chehalis Watershed Appreciation Day:** A motion was made, seconded and passed to approve the Proclamation naming October 4<sup>th</sup> Chehalis Watershed Appreciation Day. The festival is held at Morrison Riverfront Park and Rotary Log Pavilion in Aberdeen. The festival promotes the sound use and stewardship of the Chehalis Watershed.

**PRESENTATION:**

Jesse Cardenas, Community Firewise Program Phase II:

Mr. Cardenas stated that Phase I of the Community Firewise project is complete with the main deliverable being a 60 page Resource Manual. The manual is posted on the county and other websites. It provides contacts, maps and educational aspects.

Mr. Cardenas provided a PowerPoint presentation on the Community Firewise Program Phase II which involves community designation, outreach and program implementation. He stated the City of Ocean Shores is now a Designated Firewise Community. This opens the door for the City to be eligible for grants to fund projects. Having experienced a 20-acre dune fire, the City identified their first proposed project as an 8 foot wide, 7.5 mile long paved path between the dunes and structures. It will be constructed in phases to serve as a fire break trail and as a pedestrian pathway. Local jobs will be a side benefit.

Mr. Cardenas further explained community outreach, partnerships and education. They had a poster contest for kids as part of the educational aspect. ColPac holds the contract to use the Title III funds for this program and Mr. Cardenas works in partnership with that organization to continue the program.

**COMMISSIONERS:**

1. **Hold Harmless Agreement for the rental of FIN for the Chehalis Watershed Festival:** A motion was made, seconded and passed to approve a hold harmless agreement for the rental of FIN for the Chehalis Watershed Festival. FIN is a 25 foot salmon replica that is used for education purposes at the festival and local schools.

\*\*The following item was removed from the agenda at the morning meeting:

2. ~~**Resolution. ORV Park Non-Highway and Off-Road Vehicles Activities Program:**~~

**DEPARTMENTS:**

**Juvenile Department:**

1. **Request Approval, Professional Services Contract with Marla Svoboda for Parenting Courses for parents of Youth At-Risk – maximum contract amount of \$8,000 for the period of September 1, 2014 through June 30, 2016:** A motion was made, seconded and passed to approve a Professional Services Contract with Marla Svoboda for Parenting Courses

for parents of Youth At-Risk. The maximum contract amount is \$8,000 for the period of September 1, 2014 through June 30, 2016.

### **Management Services:**

1. **Request Approval, Resolution – Budget Transfer, Coroner, \$43,339:** A motion was made, seconded and passed to approve **Resolution No. 2014-096 transferring items in the General Fund Coroner’s Office in the amount of \$43,339.** This resolution will authorize the transfer of budget from personnel benefits, miscellaneous and extra help to deputy coroner salaries. This adjustment is necessary to adjust the BARS number for the deputy coroner salaries and increase the budget for training of new deputies.
2. **Request Approval, Resolution – Budget Transfer, Management Services, \$12,330:** A motion was made, seconded and passed to approve **Resolution No. 2014-097 transferring items in the Miscellaneous Fund Management Services in the amount of \$12,330.** This resolution authorizes salary and benefits for the (.5 FTE) grants coordinator position.
3. **Request Approval, Resolution – Establishing the Miscellaneous Software Replacement Reserve Fund for major Software System Acquisition:** A motion was made, seconded and passed to approve **Resolution No. 2014-098 establishing the Software Replacement Reserve Fund in the Miscellaneous Fund.** This capital projects fund is being established to account for resources to be used for the replacement of major general fund software.
4. **Request Approval, Interlocal Agreement with Lewis County for payment for the Chehalis River Basin Flood Warning System – Contract expires December 31, 2019:** A motion was made, seconded and passed to approve an Interlocal Agreement with Lewis County for payment for the Chehalis River Basin Flood Warning System. Grays Harbor County’s portion of the warning system will be \$12,207 for the 2015 budget year. The contract expires on December 31, 2019.
5. **Request Approval, Lawsuit Settlement Agreement with Teri Hall:** A motion was made, seconded and passed to approve the lawsuit settlement agreement with Terry Hall. The Washington Counties Risk Pool and Grays Harbor County has reached an agreement to settle the lawsuit brought by Teri Hall for negligent supervision in the amount of \$4,000.

### **Public Health and Social Services:**

1. **Request Approval, Agreement with Behavioral Health Resources for Crisis Intervention Training – contract term of July 1, 2014 through December 31, 2015 in the amount of \$20,530:** A motion was made, seconded and passed to approve an agreement with Behavioral Health Resources. The contract funds Crisis Intervention Training (CIT). CIT equips police officers and first responders to interact with individuals experiencing a psychiatric crisis. CIT provides trainees with specialized skills to respond safely and quickly to people with

serious mental illness in crisis. Participants learn to recognize the signs of psychiatric distress and how to deescalate a crisis, while avoiding injuries and other poor outcomes. In addition, CIT trained first responders learn how to link people with appropriate treatment, which has a positive impact on fostering recovery and reducing recidivism. The contract amount is \$20,530 and is paid from state funding.

**2. Request Approval, Contract with the University of Washington for consultation and technical assistance for the community assessment of needs for youth with behavioral health problems – September 1, 2014 through April 30, 2015 for an amount not to exceed \$13,232:** A motion was made, seconded and passed to approve a contract with the University of Washington. This contract funds consultation and technical assistance for completion of a community assessment of the needs of youth with serious behavioral health problems, and identification of best practices for meeting those needs. The project is needed to help effectively invest Grays Harbor's Treatment Sales Tax funds in the most cost effective and productive manner. The contract covers the period September 1, 2014 through April 30, 2015. The pilot project shall not exceed \$13,232. The project is funded with State Mental Health funds.

**Superior Court:**

**1. Request Approval, Commitment form to Administrative Office of the Courts for implementation of a new Case Management System for the Superior Court and Clerks Office - Odyssey Document Management System:** A motion was made, seconded and passed to approve the commitment form with the Administrative Office of the Courts for implementation of a new Case Management System for the Superior Court and Clerks Office - Odyssey Document Management System. The SC-CMS project is implementing a new Case Management System (CMS) for the State of Washington Superior Courts and County Clerks. As part of the project, the Administrative Office of the Courts acquired a statewide license to the Odyssey Document Management System (DMS), which is fully integrated with the Odyssey Case Management System. The current legacy system (SCOMIS) does not have DMS capabilities, causing many counties over time to implement third party DMS solutions with no integration to SCOMIS. The Superior Court Presiding Judge, County Clerk and Superior Court Administrator have agreed that the county will use the Odyssey DMS. This is the out-of-the-box solution that uses current Odyssey capabilities and requires no development. It involves configuring Odyssey using both the central and the local document storage solution. The local document stores are at the county location; while the central document store would be at the AOC for sharing documents with judicial officers in other counties, back-up and disaster recovery. This is the least costly of all the options as all implementation services (including document conversion) from Tyler have already been included in the contract price. The costs are limited to the purchase of necessary hardware for the local storage of documents (i.e. a DMS server that could be as much as \$3,000 if the current server is not sufficient).

## **ANNOUNCEMENTS**

None

## **CORRESPONDENCE**

None

## **STAFF MEETINGS**

The Board held a regular morning meeting on Monday, September 22, 2014, beginning at 9:00 a.m. These meetings are advertised public meetings held in the Commissioners' Conference Room 1. Commissioners Frank Gordon, Wes Cormier and Herb Welch, along with Clerk of the Board Donna McCallum reviewed agendas, calendars and pending daily office issues. The Board met with Jane Atha, Chehalis Basin Watershed Coordinator, regarding an agenda item; Jesse Cardenas for a Firewise Phase II update; Greg Reynvaan, Juvenile Director, regarding an agenda item; and the following Public Service representatives for departmental updates: Public Services Director Kevin Varness, County Engineer Russ Esses and Environmental Health Director Jeff Nelson.

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

### **RESOLUTIONS:**

<b>No. 2014-096</b>	<b>Transferring items in the General Fund Coroner's Office in the amount of \$43,339</b>
<b>No. 2014-097</b>	<b>Transferring items in the Miscellaneous Fund Management Services in the amount of \$12,330</b>
<b>No. 2014-098</b>	<b>Establishing the Software Replacement Reserve Fund in the Miscellaneous Fund</b>

### **ORDINANCES:**

None

### **INTERGOVERNMENTAL AGREEMENTS:**

- Interlocal Agreement with Lewis County for payment for the Chehalis River Basin Flood Warning System

The meeting adjourned at 2:31 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