

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

**November 24, 2014**

The Commissioners met in regular session in the Commissioners' Meeting Room, Administration Building, Montesano, Washington, on Monday, November 24, 2014, at 2:00 p.m. Commissioners present were Frank Gordon, Herb Welch and Wes Cormier. Donna McCallum, Clerk of the Board, was present to record the meeting. Norma Tillotson, Senior Deputy Prosecuting Attorney was also present.

**CALL TO ORDER AND FLAG SALUTE**

**BIDS:**

None

**HEARINGS:**

**1. Ordinance Amending Grays Harbor County Code Chapter 3.04– providing for Administration of the Duties and Authority contained in the chapter to be exercised by the County Auditor in place of the County Treasurer:** A hearing was held on November 24, 2014 to consider an Ordinance Amending Grays Harbor County Code Chapter 3.04– providing for Administration of the Duties and Authority contained in the chapter to be exercised by the County Auditor in place of the County Treasurer. Notice was published in *the Montesano Vidette* on November 13, 2014. This Ordinance relates to taxation, amending chapter 3.04 of the County Code, providing for administration of the duties and authority contained in the Chapter to be exercised by the County Auditor in place of the County Treasurer, except as provided for in RCW 36.38.010(1), and establishing a January 1, 2015 effective date.

Commissioner Cormier called for public comment.

Vern Spatz, Auditor, made comments regarding administration and the effects it can have on his office.

Hearing no further comments Commissioner Cormier moved out of the hearing.

**ACTION:** A motion was made, seconded and passed to continue this hearing to December 15, 2014.

**2. Supplemental Budget – ORV Park, \$10,000:** A hearing was held on November 24, 2014 to consider a Supplemental Budget in ORV Park in the amount of \$10,000. Notice was published in *the Montesano Vidette* on November 13 and 20, 2014. Commissioner Cormier asked for a staff report. Brenda Sherman, Budget Director, reported this resolution will record

additional grant revenue and the associated expenditures. The grant is from RCO for education and enforcement of safety at the park.

Commissioner Cormier called for public comment. There was no public comment and the hearing was closed.

**ACTION:** A motion was made, seconded and passed to approve Resolution No. 2014-115 authorizing a supplemental extension in the budget of the Grays Harbor County Miscellaneous Fund, ORV Park in the amount of \$10,000.

### **PUBLIC COMMENT**

There was no public comment.

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

#### **Minutes:**

Regular and Morning Meeting: November 17, 2014

#### **Commissioners:**

Appoint David Dagnen to the Board of Adjustment - District 1 with a term expiring 9/30/20

Appointments to the Fair Board – Denise Schupbach, Position 7 for a term ending 12/30/17 and Joel Juaquez, Position #5 for a term ending 12/30/16

Appointments to the Lodging Tax Advisory Committee: User #4 Dru Garson, term ending 12/30/16 and Collector #3 Darrel Hopkins, term ending 12/30/16

Set Bid Date – December 8, 2014 – Indigent Defense Contracts for 2015

#### **Management Services:**

Set Hearing Date – *December 15, 2014* – Supplemental Budget, Extension Agent \$1,245 RFP for Computer Aided Mass Appraisal System

#### **Public Services:**

Set Bid Date – *December 22, 2014* – One or more Waste Oil Furnace(s)

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

### **COMMISSIONERS:**

1. — ~~**District Court Judge Appointment:**~~ This item was removed from the agenda at the morning meeting.

2. **Resolution for Addendum to the Municipal Court Service Contract with the City of McCleary – change effective date to December 12, 2014:** A motion was made, seconded and passed to approve Resolution No. 2014-116 authorizing an addendum to the Municipal Court Service Contract with the City of McCleary to change the effective date to December 12, 2014.

## **DEPARTMENTS:**

### **Fair, Events and Tourism:**

1. **Request Approval – Authorization for the Fair, Events and Tourism Manager to sign a contract with Romeo Entertainment for the 2015 County Fair:** A motion was made, seconded and passed to authorize the Fair, Events and Tourism Manager to sign a contract with Romeo Entertainment for the 2015 County Fair.
  
2. **Request Approval – Authorization for the Fair, Events and Tourism Manager to sign agreements for Facility Use for November 2014 through May 2015 as listed:** A motion was made, seconded and passed to authorize the Fair, Events and Tourism Manager to sign facility use agreements as follows:
  - Montesano High School Equestrian November 6<sup>th</sup> & December 4<sup>th</sup>, 2014
  - Montesano High School Equestrian January 8, 15, February 5, March 5, 2015
  - Hope from Horses January 12, 26 February 9, 23, March 9, 23, April 13, 27, October 12, 26, November 9, 23, December 7
  - Winter Wine Festival Saturday January 24, 2015
  - WAHSET District #2 March 20, 21, and 22
  - WAHSET District #3 February 20, 21, 22, 2015
  - WAHSET District #3 April 17, 18, 19, 2015
  - WAHSET District #6 April 23, 24, 25, 26, 2015
  - Grays Harbor Gem & Geology Society April 25 & 26, 2015
  - Olympia Dog Fanciers May 2, 3, 2015
  
3. **Request Approval – Authorization for the Fair, Events and Tourism Manager to sign an agreement for Facility Use for April 4, 2015 for the Cox Wedding:** A motion was made, seconded and passed to authorize the Fair, Events and Tourism Manager to sign an agreement for Facility Use for April 4, 2015 for the Cox Wedding.

### **Management Services:**

1. **Request Approval – Resolution – Budget Transfer, Stadium Fund, \$10,000:** A motion was made, seconded and passed to approve **Resolution No. 2014-117 transferring items in the Grays Harbor County Miscellaneous Fund, Stadium Fund in the amount of \$10,000.** This resolution will increase the budget for construction projects at the fairgrounds. Adequate funds are available in the ending cash balance to allow this transfer.
  
2. **Request Approval – Resolution – Amendment to target year end fund balance policy for the General Fund:** A motion was made, seconded and passed to approve **Resolution No. 2014-118 amending the target year end fund balance policy for the General Fund.** This Resolution amends the target General Fund year end fund balance policy from 20% to 16% of regular operating revenue. This percentage is comprised of 16% (two months) operating

revenue. Maintaining an adequate ending fund balance is necessary to provide sufficient cash flow for operations and mitigate revenue shortfalls or emergencies.

**3. Request Approval – Renewal of the Crime Insurance Policy for 2015 - \$8,000:** A motion was made, seconded and passed to approve the renewal of the Crime Insurance Policy for the amount of \$8,000. This policy protects the county against employee theft, depositor's forgery and alteration, theft, disappearance and destruction of money, securities, money orders, counterfeit currency, computer and funds transfer fraud. The current policy expires on January 10, 2015.

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

**1. Request Approval – Contract with Theresa Mahar of Special T Consulting for Ombuds services to assist with navigation of the mental health system and Quality Review Team Facilitation – October 1, 2014 through September 30, 2015 for \$51,417:** A motion was made, seconded and passed to approve the contract with Theresa Mahar of Special T Consulting. The contract provides Ombuds services to assist persons navigating the mental health system and Quality Review Team facilitation, which provides the mental health system with quality and customer service feedback. The contract is in effect between October 1, 2014 and September 30, 2015. The Social Services Department has budgeted \$51,417 for these services. The Ombuds service is available to all persons in Grays Harbor County. There is no matching requirement for the County for this contract.

**2. Request Approval – Contract with Thrive by Five Washington – intensive home visiting services for the Steps to Enjoyable Effective Parenting Program – October 1, 2014 through September 30, 2015 in the amount of \$176,928:** A motion was made, seconded and passed to approve the contract with Thrive by Five Washington. The purpose of this contract is to provide intensive home visiting services for low-income, first-time mothers with risk factors beginning in pregnancy and extending to the child's 2<sup>nd</sup> birthday. The program is called Steps to Enjoyable, Effective Parenting, and teaches young mothers how to be good parents despite the difficult challenges they face in their lives. The contract period is October 1, 2014 to September 30, 2015 and the amount of the contract is \$176,928.00.

### **Public Services:**

**1. Request Approval – Resolution – Establishing Emergency Load Restrictions on various County Roads during periods of inclement weather – effective for 180 days:** A motion was made, seconded and passed to approve **Resolution No. 2014-119 Establishing Emergency Load Restrictions on various County Roads during periods of inclement weather effective for 180 days.** This is established yearly for emergency load restrictions during freeze and thaw periods and other inclement weather, which threatens the foundation and surface of county roads.

**2. Request Approval – Supplemental Agreement #2 with Exeltech Consulting for services related to Mattson Road/Garrard Creek Bridge Replacement - \$65,496.46:** A motion was made, seconded and passed to approve Supplemental Agreement #2 with Exeltech Consulting, Inc. This supplement will provide for additional geotechnical, hydraulic, environmental and design services related to new geotechnical findings and recommendations. The cost of this supplement is \$65,496.46.

### **ANNOUNCEMENTS**

At 2:28 p.m. Commissioner Cormier stated the meeting would move to Conference Room No. 1 for an update with Kay Christie on grants and funding opportunities.

### **Conference Room No. 1 - update with Kay Christie on grants and funding opportunities:**

At 2:35 p.m. Commissioner Cormier reopened the meeting in Conference Room No. 1. Kay Christie, Grants Coordinator, and Marilyn Lewis, HR/Budget Manager were present along with Donna McCallum and all Commissioners.

Kay Christie provided the following handouts: Discussion Points, Park/Recreation Plan, Marriage License fees, and Executive Summary. She explained her progress and research, which included meetings with various department administrators. She summarized their respective projects, needs and ideas, explaining how she can be of assistance. She needs input from Commissioners on priorities and directions for how to focus her time.

Ms. Christie stated she reviewed the County Park Plan, which can be used as framework for an update. She discovered there are plans throughout the County adopted by other entities that the county may be able to piggy back on to apply for grants. She stated she was researching funding opportunities for software upgrades, historical courthouse improvements and the 3<sup>rd</sup> Courtroom committee projects. She explained her avenues to find grants and stated she does not think the county needs to continue using the E-Civis Program after its expiration. She is currently getting the same notifications as available on E-Civis and has experience with grants research and writing. She stated that once she exhausts grant opportunities that she finds, the program may need to be reconsidered. Ms. Christie discussed the current activities she is working on and will continue to keep the Board updated on her research.

### **CORRESPONDENCE**

None

### **STAFF MEETINGS**

The Board held a regular morning meeting on Monday, November 24, 2014, beginning at 9:00 a.m. These meetings are advertised public meetings held in the Commissioners' Conference Room 1. Commissioners present were Frank Gordon, Herb Welch and Wes Cormier; Clerk of

the Board Donna McCallum to record the meeting; Agendas, calendars and pending daily office issues were discussed. The Board met Pamela Hartman-Beyer, Superior Court Administrator, regarding Indigent Defense fee schedule, Dale Gowan, Central/Risk Management, regarding purchase/social media/agenda item, Vern Spatz, Auditor, regarding the ordinance hearing and the following Public Services Employees: Public Services Director Kevin Varness; County Engineer Russ Esses; Environmental Health Director Jeff Nelson.

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

**RESOLUTIONS:**

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|---------------------|--|
| <b>No. 2014-115</b> | <b>Authorizing a supplemental extension in the budget of the Grays Harbor County Miscellaneous Fund, ORV Park in the amount of \$10,000</b>        |
| <b>No. 2014-116</b> | <b>Authorizing an addendum to the Municipal Court Service Contract with the City of McCleary to change the effective date to December 12, 2014</b> |
| <b>No. 2014-117</b> | <b>Transferring items in the Grays Harbor County Miscellaneous Fund, Stadium Fund in the amount of \$10,000</b>                                    |
| <b>No. 2014-118</b> | <b>Amending the target year end fund balance policy for the General Fund</b>   |
| <b>No. 2014-119</b> | <b>Establishing Emergency Load Restrictions on various County Roads during periods of inclement weather effective for 180 days</b>                 |

**ORDINANCES:**

None

**INTERGOVERNMENTAL AGREEMENTS:**

- Addendum to the Contract with the City of McCleary for Municipal Court Services

The meeting adjourned at 3:20 p.m.

BOARD OF COMMISSIONERS

For Grays Harbor County

This \_\_\_\_\_ day of \_\_\_\_\_, 2014

\_\_\_\_\_  
WES CORMIER, Chairman, District 1

\_\_\_\_\_  
FRANK GORDON, Commissioner, District 2

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HERB WELCH, Commissioner, District 3

ATTEST:

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Donna McCallum, Clerk of the Board