

Minutes
BOARD OF COMMISSIONERS – GRAYS HARBOR COUNTY
REGULAR MEETING

January 26, 2015

The Commissioners met in regular session in the Commissioners' Meeting Room, Administration Building, Montesano, Washington, on Monday, January 26, 2015, at 2:00 p.m. Commissioners present were Frank Gordon, Vickie Raines and Wes Cormier. Jenna Amsbury, Clerk of the Board, was present to record the meeting. Prosecutor Katie Svoboda and Deputy Prosecutor Norma Tillotson were also present.

CALL TO ORDER AND FLAG SALUTE

BIDS:

None

HEARINGS:

1. Ordinance repealing Grays Harbor County Code Chapter 3.04, Admissions Tax:

A hearing was held on January 26, 2015 to consider an Ordinance repealing Grays Harbor County Code Chapter 3.04, Admissions Tax. Notice of this hearing was published in *The Montesano Vidette* on January 1, 2015.

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

ACTION: A motion was made, seconded and passed by Commissioners Cormier and Raines to approve Ordinance No. 414 repealing the Grays Harbor County Code Chapter 3.04, Admissions Tax. The motion was opposed by Commissioner Gordon.

2. Supplemental Budget - Special Projects, \$16,712: A hearing was held on January 26, 2015 to consider a Supplemental Budget in the Special Projects Fund in the amount of \$16,712. Notice of this hearing was published in *The Montesano Vidette* on January 15 and 22, 2015. Commissioner Cormier called for a staff report. Brenda Sherman, Budget Director, reported this Resolution will authorize budget for the remaining balance of the Firewise Communities Program carried over from 2014.

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. 2015-007 authorizing a supplemental extension in the budget of the Grays Harbor County Miscellaneous Fund, Special Projects in the amount of \$16,712.

PUBLIC COMMENT

Jackie Farra, Ocean Shores, questioned Management Services item No. 4, Budget Transfer, Law Library for \$4,000. Ms. Farra asked if this funding is for additional budget expenses not addressed in the approved 2015 Budget. Brenda Sherman, Budget Director, explained the transfer is from one line item to another. Commissioner Raines explained the transfers are sometimes necessary due to changes that come at the end of calendar years.

Dan Boeholt discussed emergency funds for the flooding.

CONSENT AGENDA: Approval was requested for the following items:

Minutes:

Meeting Minutes: Morning & Regular January 12, 2015; and Special Meeting January 16, 2015

Commissioners:

Set Bid date-*February 20, 2015*-to reopen bids for the 2015 District Court Indigent Defense Contracts – bids due February 20 and awarded on March 2
Signature Authorization Form, WA State Military Department Contract (E-911)
Public Facilities District - Appoint Commissioner Raines to Position #2, term ending July 2018

Management Services:

Set Hearing Date – February 9, 2015 – Supplemental Budget, Facilities Capital Fund, \$79,670

Public Services:

Resolution No. 2015-008 acknowledging vacation by operation of law for applicant Anna Frostad for the east half of Reynolds Street and portion of Third Street in Ocosta

Set hearing date -February 9, 2015- Ordinance amending text of Chapter 17.44 of the GH County Code, and Ordinance 410 to add “Production” to the permitted marijuana uses

Correspondence:

Claim, C-692-15 Bryan Schrotberger

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

COMMISSIONERS:

1. **2015 Memorandum of Agreements with WSU Extension- \$138,661 for Extension Programs and \$23,586 for office and operating support:** A motion was made, seconded and passed to approve the 2015 Memorandums of Agreement with WSU Extension for \$138,661 in funding for Extension Programs and \$23,586 for office and operating support. These figures are part of the approved 2015 County Budget.

2. **Resolution to Amend Resolution 2010-34 - changing the name of the Grays Harbor County Open Space Advisory Committee to the Farm Advisory Board and to extend term for appointed members to two years:** A motion was made, seconded and passed to approve **Resolution No. 2015-009 amending Grays Harbor County Resolution 2010-34 to change the name of the Grays Harbor County Open Space Advisory Committee to the Farm Advisory Board, and extend the term for appointed members from one year to two years.** These changes were recommended and approved by the Open Space Advisory Committee.
3. **Resolution setting the county Assessor's bond amount at \$10,000:** A motion was made, seconded and passed to approve **Resolution No. 2015-010 fixing the county Assessor's bond amount at \$10,000.** RCW requires the County Legislative Authority to set the amount of the Assessor's Bond.
4. **Resolution amending Resolutions 83-100, 2006-39, and 2011-071 replacing the monthly mileage allowance with direct reimbursement for mileage use of personal vehicles for official Commissioner duties:** A motion was made, seconded and passed to approve **Resolution No. 2015-011 amending Resolutions 83-100, 2006-39, and 2011-071 replacing the monthly mileage allowance with direct reimbursement and requiring supporting documentation and review of mileage reimbursement for use of personal vehicles for official commissioner duties.** Commissioner Cormier stated this amendment is due to a recommendation by the Auditor's Office to change the policy.
5. **2015 Budget—General Fund reduction options, Commissioner Gordon:** Removed from the agenda during the Morning Meeting.

DEPARTMENTS:

Fair, Events and Tourism:

1. **Request Approval, Authorization for the Fair, Events and Tourism Manager to sign a Professional Services Agreement with LaBrue Communications First Quarter Voice Talent Advertising Expenses for 2015, Project Estimate \$535:** A motion was made, seconded and passed to authorize the Fair, Events and Tourism Manager to sign a Professional Services Agreement with LaBrue Communications for First Quarter Voice Talent Advertising Expenses for 2015 with a project estimate of \$535.
2. **Request Approval, Resolution amending the Fair Board By-laws - changing regular meeting day, time and location:** A motion was made, seconded and passed to approve **Resolution No. 2015-012 amending the Fair Board By-laws to change the meeting day time and location.** The amendment changes the regular meeting day to the second "Wednesday" of each month, the regular meeting time from 6:00 p.m. to 6:30 p.m. and the meeting location from WSU Extension Office to the Fairgrounds Pavilion. These changes were approved and recommended by the Fair Board.

3. Request Approval, Contract and Grant Funding for Festival and Events with the Elma Chamber of Commerce for the Elma Winter Wine Festival, Heat on the Street Car Show and Elma Buckaroo Days for a total of \$6,000: A motion was made, seconded and passed to approve the contracts and grant funding for Festival and Events with the Elma Chamber of Commerce. The events approved are the Elma Winter Wine Festival, Heat on the Street Car Show and Elma Buckaroo Days for a total of \$6,000.

4. Request Approval, Authorization for the Fair, Events and Tourism Manager to sign a Website Advertising Contract with Miles Marketing for the 2015 Washington Tourism Alliance in the amount of \$3,125: A motion was made, seconded and passed to authorize the Fair, Events and Tourism Manager to sign a Website Advertising Contract with Miles Marketing for the 2015 Washington Tourism Alliance in the amount of \$3,125. Miles Marketing Group is the official website publisher for the Washington Tourism Alliance. The mission of the Washington Tourism Alliance is to advocate, promote, develop and sustain the economic wellbeing of the Washington tourism industry. Website advertising is a critical component in the multifaceted marketing approach utilized by both the Washington Tourism Alliance and Grays Harbor Tourism, which in turn brings visitors from all over the world to Washington.

5. Request Approval, RFQ process for Creative Services for production of television commercials and publication of widely distributed tourism newsletters and press releases: A motion was made, seconded and passed to approve an RFQ process for Creative Services for production of television commercials and publication of widely distributed tourism newsletters and press releases.

Management Services:

1. Request Approval, Title VI Non - Discrimination Agreement with the Washington State Department of Transportation: A motion was made, seconded and passed to approve the Title VI Non - Discrimination Agreement with the Washington State Department of Transportation. This Agreement assures that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity

2. Request Approval, Resolution – Appointing county members to the WA Counties Risk Pool: A motion was made, seconded and passed to approve **Resolution No. 2015-013 in the matter of continuing relationships with the Washington Counties Risk Pool and the related appointments and designations of/for each member county.**

3. Request Approval, Resolution – Adjusting Budgeted Beginning Cash Balances for the General and Miscellaneous funds: A motion was made, seconded and passed to approve **Resolution No. 2015-014 Adjusting Budgeted Beginning Cash Balances for the General and Miscellaneous Funds.** This resolution adjusts budgeted beginning cash balances to the actual

amount as of January 1, 2015 in the General and Miscellaneous Funds. Each entry has a corresponding adjustment to ending cash.

4. **Request Approval, Resolution - Budget Transfer – Law Library, \$4,000:** A motion was made, seconded and passed to approve **Resolution No. 2015-015 Transferring items in the Grays Harbor County Miscellaneous Fund, Law Library Fund in the amount of \$4,000.** This resolution increases appropriations for supplies to the amount originally requested by Superior Court.

5. **Request Approval, Resolution - Budget Transfer – General Fund Sheriff, \$6,192:** A motion was made, seconded and passed to approve **Resolution No. 2015-016 transferring items in the Grays Harbor County General Fund Sheriff’s Department in the amount of \$6,192.** This Resolution will authorize the transfer of budget from Corrections overtime to salaries to fund a second Jail Lieutenant position.

6. **Request Approval, Resolution – Budget Transfer – Capital Improvements, \$200,000:** A motion was made, seconded and passed to approve **Resolution No. 2015-017 transferring items in the Grays Harbor County Capital Improvements Fund in the amount of \$200,000.** This Resolution increases the budget for transfers out for the payment of refunding bonds.

7. **Request Approval, Resolution – Budget Transfer – Cumulative Reserve for Construction, \$255,000:** A motion was made, seconded and passed to approve **Resolution No. 2015-018 Transferring items in the Grays Harbor County Cumulative Reserve for Construction in the amount of \$255,000.** This resolution adjusts budgeted transfers out to reflect current activity.

8. **Request Approval, Resolution – Budget Transfer – LTGO refunding Bonds 2012, \$200,000:** A motion was made, seconded and passed to approve **Resolution No. 2015-019 Transferring items in the Grays Harbor County LTGO Refunding Bonds 2012 Fund in the amount of \$200,000.** This resolution authorizes the transfer of budget from one revenue line to another, to more accurately reflect current balances available

Public Health and Social Services:

1. **Request Approval, Amendment 3 to the 2012-2015 Youth Recovery Support Services Contract with ESD 113/True North for chemical dependency treatment and support for youth - November 1, 2012 through September 30, 2015 - contract amount of \$708,970. This contract is grant funded.:** A motion was made, seconded and passed to approve Amendment 3 to the 2012-2015 Youth Recovery Support Services Contract with ESD 113/True North for chemical dependency treatment and support for youth. The Contract is from November 1, 2012 through September 30, 2015 in the amount of \$708,970. This amendment allows funding for the third and final year of a special project grant funded by Substance Abuse

Mental Health Services Administration, which provides evidence based chemical dependency treatment to youth as well as recovery support services to youth and their families.

2. Request Approval, Provider Agreement Contract with PeaceHealth Southwest Medical Center for the Breast, Cervical and Colon Health Program - reimbursement for services for the 2015 calendar year: A motion was made, seconded and passed to approve the Provider Agreement Contract with PeaceHealth Southwest Medical Center for the Breast, Cervical and Colon Health Program (BCCHP). This contract between the county and PeaceHealth will allow reimbursement for services provided to clients enrolled in BCCHP and will cover the time period from January 2015-December 2015.

Public Services:

1. Request Approval, 2015 Road Levy Digital Submittal Certification: A motion was made, seconded and passed to approve the 2015 Road Levy Digital Submittal Certification. This Road Levy Certification is required by WAC 136-150-021.

2. Request Approval, Prospectus and Local Agency Agreement for the 2014 County Guardrail Project - guardrail installations on county roads: A motion was made, seconded and passed by Commissioners Gordon and Cormier to approve the Prospectus and Local Agency Agreement for the 2014 County Guardrail Project. Commissioner Raines voted against the item. This project installs guardrails at selected curves on the County road system.

Sheriff:

1. Request Approval, Resolution - authorizing purchase of medical records software from CorEMR for the county jail under the sole source vendor exemption: A motion was made, seconded and passed to approve **Resolution No. 2015-20 authorizing the purchase of medical records software for the Grays Harbor County jail under the “sole source vendor” exemption to the public bidding requirement.** CorEmr is the only medical record company of their kind which will interface with the public safety software. This approval allows the purchase request to go to CorEMR.

Superior Court:

1. Request Approval, Contract with AV CaptureAll for Juvenile Court Recording Services for yearly cost of \$1,188 and purchase of a mixer and four microphones for the amount of \$2,452.53: A motion was made, seconded and passed to approve the contract with AV CaptureAll for Juvenile Court Recording Services for yearly cost of \$1,188 and purchase of a mixer and four microphones in the amount of \$2,452.53. This contract will provide the Juvenile Department with the judicial subscription package that includes software and unlimited support. This purchase was part of the 2015 approved budget.

ANNOUNCEMENTS

None

CORRESPONDENCE

None

STAFF MEETINGS

The Board held a morning meeting on Monday, January 26, 2015, beginning at 9:00 a.m. These meetings are advertised public meetings held in the Commissioners' Conference Room 1. Commissioners present were Frank Gordon, Vickie Raines and Wes Cormier; Clerk of the Board Jenna Amsbury was present to record the meeting; Agendas, calendars and pending daily office issues were discussed. The Board met with the following administrators to discuss requests and agenda items: Fair, Events and Tourism Director Mike Bruner and the following Public Services Employees: Public Services Director Kevin Varness; County Engineer Russ Esses; County Surveyor Tom Gray; Deputy Director of Engineering Rob Wilson; Environmental Health Director Jeff Nelson.

RECAP OF APPROVED RESOLUTIONS, ORDINANCES, AND INTERGOVERNMENTAL AGREEMENTS:

RESOLUTIONS:

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|---------------------|---|
| No. 2015-007 | Authorizing a supplemental extension in the budget of the Grays Harbor County Miscellaneous Fund, Special Projects in the amount of \$16,712 |
| No. 2015-008 | Acknowledging vacation by operation of law for applicant Anna Frostad for the east half of Reynolds Street and portion of Third Street in Ocosta |
| No. 2015-009 | Amending Grays Harbor County Resolution 2010-34 to change the name of the Grays Harbor County Open Space Advisory Committee to the Farm Advisory Board, and extend the term for appointed members from one year to two years |

No. 2015-019

Transferring items in the Grays Harbor County LTGO Refunding Bonds 2012 Fund in the amount of \$200,000

No. 2015-020

Authorizing the purchase of medical records software for the Grays Harbor County jail under the “sole source vendor” exemption to the public bidding requirement

ORDINANCES:

No. 414

Repealing the Grays Harbor County Code Chapter 3.04, Admissions Tax

INTERGOVERNMENTAL AGREEMENTS:

None

The meeting adjourned at 2:25 p.m.

BOARD OF COMMISSIONERS
For Grays Harbor County

This _____ day of _____, 2015

WES CORMIER, Chairman, District 1

FRANK GORDON, Commissioner, District 2

VICKIE L. RAINES, Commissioner, District 3

ATTEST:

Jenna Amsbury, Clerk of the Board