

Minutes
BOARD OF COMMISSIONERS – GRAYS HARBOR COUNTY
REGULAR MEETING

November 16, 2015

The Commissioners met in regular session in the Commissioners' Meeting Room, Administration Building, Montesano, Washington, on Monday, November 16, 2015, at 2:00 p.m. Commissioners present were Frank Gordon, Wes Cormier and Vickie Raines. Jenna Amsbury, Clerk of the Board, was present to record the meeting. Deputy Prosecutor Norma Tillotson and Prosecutor Katie Svoboda were also present.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

BIDS:

None

HEARINGS:

1. **Emergency Budget Appropriation – Assessor, \$39,799:** A public hearing was held on November 16, 2015 to consider an Emergency Budget for the Assessor's Office in the amount of \$39,799. Notice of this hearing was published in The Montesano Vidette on November 5, 2015. Commissioner Raines called for a staff report. Assessor Dan Lindgren stated the office needs more postage funding, as they mail 65,000 to 75,000 items yearly. He noted there was an early retirement that was not budgeted and bills that were left unpaid at end of 2014 that he had to pay earlier this year.

Commissioner Raines 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. 2015-116 authorizing an Emergency Budget in the Assessor's Office in the amount of \$39,799.

PUBLIC COMMENT:

None

CONSENT AGENDA: Approval was requested for the following items:

Minutes:

Morning/Regular Meetings: November 16, 2015

Special meetings: November 3, 2015

Commissioners:

-Aberdeen Office Equipment - Copy Machine Maintenance Agreement

-Set Hearing – *December 7, 2015* – 2016 Budget and Annual Road Construction Program

-Set Hearing – *December 7, 2015* – 2016 Property Tax Levy/Substantial Need

-Appoint Daniel Yorkstrom- Collector #1 Lodging Tax Board, expiring 12/31/17

Correspondence:

- Washington State Department of Natural Resources (DNR) – 3rd Quarter income report
- Superintendent of Public Instruction – 2016 School District Levy Authority

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

PROCLAMATION:

1. November 20, 2015 as Grays Harbor Adoption Day: A motion was made, seconded and approved for Grays Harbor County to designate November 20, 2015, as Grays Harbor Adoption Day. The Proclamation states this effort raises awareness, helps provide children an opportunity to become part of stable and permanent homes and will encourage more Washington families to make a difference in the life of a child through adoption.

COMMISSIONERS:

The Clerk of the Board announced the following item was added to the agenda:

1. Letter to FEMA regarding City of Westport and South Beach Group FIRM Appeal Resolution Letters: A motion was made, seconded and passed to authorize Commissioner Cormier to sign the letter with the City of Westport for Resolution of the FIRM appeal.

DEPARTMENTS:

Management Services:

1. Request Approval, Grant Agreement with Washington State Office of Public Defense for Indigent Defense Costs - \$77,934: A motion was made, seconded and passed to approve for the Chairman to sign the grant agreement between Grays Harbor County and the Washington State Office of Public Defense for 2016. The Office of Public Defense has approved \$77,934 for Grays Harbor County for indigent defense costs which is based on population and the number of felony filings.

2. Request Approval, Resolution – Establishing Miscellaneous Funds: #407-000-000 Illahee/Oyehut Sewer Fund and Sub-fund; #407-000-100 Illahee/Oyehut Sewer Construction: A motion was made, seconded and passed to approve **Resolution No. 2015-117 Establishing Miscellaneous Funds #407-000-000 Illahee/Oyehut Sewer Fund and Sub-fund and #407-000-100 Illahee/Oyehut Sewer Construction Fund.** These enterprise funds are being established to account for construction activity in the 2016 budget.

3. Request Approval, Resolution – Budget Transfer – Auditor, \$42,500: A motion was made, seconded and passed to approve **Resolution No. 2015-118 transferring items in the General Fund Auditor’s Office in the amount of \$42,500.** This resolution will authorize the

transfer of software maintenance budget between professional services categories and allow tracking of the costs.

4. Request Approval, Resolution – Budget Transfer – Auditor’s M&O, \$24,000: A motion was made, seconded and passed to approve **Resolution No. 2015-119 transferring items in the Miscellaneous Fund Auditor’s M&O in the amount of \$24,000.** This resolution authorizes the transfer of budget from repairs and maintenance to professional services. This transfer will allow easier tracking of annual software maintenance fees.

5. Request Approval, Resolution – Establishing New General Fund Department, Corrections #001-000-019: A motion was made, seconded and passed to approve **Resolution No. 2015-120 establishing a new department in the General Fund, Corrections Department.** This resolution also authorizes the transfer of the 2016 budget request and related revenue and expenditure history for the County’s Corrections Division out of the General Fund department Sheriff/Jail. The Sheriff’s Office will continue the administration of this department.

6. Request Approval, Resolution – Establishing New General Fund Department, Emergency Management #001-000-025: A motion was made, seconded and passed to approve **Resolution No. 2015-121 establishing a new department in the General Fund, Emergency Management.** This resolution also authorizes the transfer of the 2016 budget request and related revenue and expenditure history for the County’s Department of Emergency Management out of General Fund department Sheriff/Jail. The Sheriff’s Office will continue the administration of this department.

7. Request Approval, Resolution – Renaming the General Fund Sheriff/Jail Department as the Sheriff Department: A motion was made, seconded and passed to approve **Resolution No. 2015-122 renaming the department Sheriff/Jail in the General Fund to the Sheriff’s Department.** The Jail (Corrections Division) has been moved to a separate department in the General Fund by resolution; therefore, department 032 should be renamed Sheriff.

Public Health and Social Services:

1. Request Approval, Contract with SeaMar Community Health Center for outpatient mental health treatment to persons in Grays Harbor County, term October 1, 2015 through March 31, 2016 in the amount of \$38,190: A motion was made, seconded and passed to approve contract with Sea Mar Community Health Center. The purpose of the contract is to provide outpatient mental health treatment to persons in Grays Harbor County. Services include individual treatment, group treatment, and case management, medication monitoring and psychiatric evaluation. Contract will serve approximately 100 persons per month and contains an annual maximum of \$3,190. There are no county matching funds in this contract.

2. Request Approval, Memorandum of Understanding (MOU) between Grays Harbor County and Coastal Community Action Program (CCAP) for services associated with 2016 Project Connect and Point in Time Count, required by Homeless Housing Assistance Act

and State Department of Commerce, in the amount of \$13,000: A motion was made, seconded and passed to approve Memorandum of Understanding (MOU) between Grays Harbor County and Coastal Community Action Program (CCAP) to provide services associated with the 2016 Project Connect and the Point in Time Count, as required by the Homeless Housing Assistance Act that are homeless and provide them with resources and referral for services. Coastal Community Action will organize a minimum of two resource and referral events and conduct outreach counts in Aberdeen and the outlying areas. The total amount of the MOU is \$13,000 and is an eligible expense against the Homeless Document Recording Fee Revenue fund.

3. Request Approval, Amendment with Washington State Department of Social and Health Services – Division of Behavioral Health and Recovery for Prevention Services contract, term July 1, 2015 through June 30, 2017 in the amount of \$45,462: A motion was made, seconded and passed to approve an amendment to the Prevention Services contract with the Washington State Department of Social and Health Services – Division of Behavioral Health and Recovery. The purpose of this amendment is to increase funding by \$45,462 and add to the statement of work. This contract increases support for current youth substance abuse prevention efforts in the community. The term of this contract is 7/1/2015 through 6/30/2015. Maximum contract amount is \$188,581. There is no matching requirement.

Public Services:

1. Request Approval, Award bid for one used Road Grader to Pape Machinery, \$125,860: A motion was made, seconded and passed to award the bid for one used road grader Serial #DW672DX61153, to Pape Machinery for \$125,860.

2. Request Approval, Award bid for one used excavator to Pape Machinery for \$84,521: A motion was made, seconded and passed to award the bid for one used excavator to Pape Machinery Inc. for \$84,521.

Sheriff:

1. Request Approval, Interlocal Agreement between Grays Harbor County and the City of Oakville for Jail Services: A motion was made, seconded and passed to approve Interlocal Agreement for Jail Services with the City of Oakville.

ANNOUNCEMENTS: None

PUBLIC COMMENT: None

At 2:15 p.m. Commissioner Raines announced a recess to move into Conference Room No. 1 for the media session.

Media Session:

Commissioner Raines reopened the meeting at 2:17 p.m. in Conference Room No. 1. Commissioners present were Wes Cormier, Vickie Raines and Frank Gordon. The media and Commissioners exchanged comments and questions on County business.

At 2:30 p.m. Commissioner Raines moved back to the Large Meeting Room and adjourned the meeting.

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

RESOLUTIONS:

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|---------------------|---|
| No. 2015-116 | Authorizing an Emergency Budget in the Assessor's Office in the amount of \$39,799 |
| No. 2015-117 | Establishing Miscellaneous Funds #407-000-000 Illahee/Oyehut Sewer Fund and sub-fund and #407-000-100 Illahee/Oyehut Sewer Construction Fund |
| No. 2015-118 | Transferring items in the General Fund Auditor's Office in the amount of \$42,500 |
| No. 2015-119 | Transferring items in the Miscellaneous Fund Auditor's M&O in the amount of \$24,000 |
| No. 2015-120 | Establishing a new department in the General Fund, Corrections Department |
| No. 2015-121 | Establishing a new department in the General Fund, Emergency Management |
| No. 2015-122 | Renaming the department Sheriff/Jail in the General Fund to the Sheriff Department |

ORDINANCES:

None

INTERGOVERNMENTAL AGREEMENTS:

- Addendum to the Jail Services Agreement with the City of Oakville

The meeting adjourned at 2:30 p.m.

BOARD OF COMMISSIONERS
For Grays Harbor County

This _____ day of _____, 2015

VICKIE L. RAINES, Chairman, District 3

WES CORMIER Commissioner, District 1

FRANK GORDON, Commissioner, District 2

ATTEST:

Jenna Amsbury, Clerk of the Board