

**Minutes**  
**BOARD OF COMMISSIONERS – GRAYS HARBOR COUNTY**  
**REGULAR MEETING**  
**July 11, 2016**

The Commissioners met in regular session in the Commissioners' Meeting Room, Administration Building, Montesano, Washington, on Monday, July 11, 2016, at 2:00 p.m. Commissioners present were Vickie Raines, Wes Cormier and Frank Gordon. Jenna Amsbury, Clerk of the Board, was present to record the meeting. Norma Tillotson, Deputy Prosecuting Attorney, and Prosecutor Katie Svoboda were also present.

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**BIDS:**

None

**HEARINGS:**

**1. Continued (Hearing open) Supplemental Budget – General Fund, \$643,554:** A public hearing was held on June 27, 2016 and continued to July 11, 2016 to consider Supplemental Budget – General Fund in the amount of \$643,554. Notice of this hearing was published in the Montesano Vidette on June 16 and 23, 2016. Commissioner Raines asked for a staff report. Brenda Sherman, Budget Director, stated this resolution increases revenue from various sources based upon the most recent activity and projections. Appropriations are being increased based upon requests to add revenue, and there are some corresponding expenditures also being requested. Ms. Sherman has amended the Resolution total to \$929,554 due to several revised requests including a \$250,00 transfer from ending cash to Special Projects, removal of a \$28,000 emergency budget request from the Prosecutor, \$36,000 transfer from the Stadium Fund to Parks and Vegetation Management and an additional Emergency budget request of \$18,700 from the Auditor's Office.

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

**ACTION: A motion was made, seconded and passed by Commissioners Raines and Cormier to approve Resolution No. 2016-078 adopting the Supplemental Budget in the General Fund less Treasurer's expenditure requests of \$58,100 and \$26,085 for a revised amount of \$929,554.** Commissioner Gordon voted against the motion. With the decrease in expenditure requests, the General Fund cash balance is being increased by the amounts decreased from the Treasurer's expenditure requests.

**2. Variance - County Road Standards for private roadway section C - Big Lodge Ridge LLC, (Continue to July 18):** There was a public hearing on July 11, 2016 to consider a request for a Roads Standards Variance 2015-0809 for private roadway section C – Big Lodge Ridge LLC. Notice of this hearing was published in *The Montesano Vidette* June 30, 2016.

Commissioner Raines called for public comment. There was no public comment and the hearing was continued to July 18, 2016. This continuance was necessary to meet required timelines for individuals to receive notice of the hearing.

**PUBLIC COMMENT:**

Virgil McGuire, Garrett Creek, stated he has an abatement issue with one of his neighbors. The neighbor has junk everywhere and trailers parked alongside the road.

Commissioner Raines asked if he had pictures. Mr. McGuire responded that he did. He has tried to be patient, but he would appreciate assistance from the County to get this cleaned up. Ms. Tillotson stated she will receive the pictures and work on the abatement.

**CONSENT AGENDA:**

Minutes:

Morning/Regular Meetings: June 27, 2016 Special Meetings: June 21, 2016

Commissioners:

Set Hearing Date: *July 25, 2016* – Ordinance Amending Chapter 8.35 of Grays Harbor County Code, Health and Safety, Pertaining to Use of Untethered Sky Lanterns

Public Health:

Facility Use Agreement – Grays Harbor College, July 28, \$100 for Suicide Training

Public Services:

Purchase of two Surplus County Vehicles, Expedition (Solid Waste) and Taurus (Facility Services)

Sheriff:

~~Request for Proposals August 1, 2016 Scheduling Software for Jail~~

Superior Court:

Set Bid Date: July 25, 2016 – Two (2) Title 26 Guardian ad Litem Contracts for Remainder of 2016 year, \$1,000 per month

Correspondence:

WSLCB: Special Occasion - Grays Harbor County Fair Board, August 10-13, 2016

WSLCB: Olympic Chevron and Voss Acres Produce Market

**ACTION: A motion was made, seconded and passed to approve the consent agenda, less item 5 - Sheriff.**

**COMMISSIONERS:**

**1. Employment Agreement with Joseph Seet for new title of Public Services Director:**

A motion was made, seconded and passed to approve the Employment Agreement with Joseph Seet for the new title of Public Services Director.

**DEPARTMENTS:**

**Fair, Events and Tourism:**

1. **Request Approval, Authorization for the Fair, Events and Tourism Manager to sign Advertising Agreements for 2017 Tourism Visitor's Guide and Fairground Guide Published by Here and Now Publications in the amount of \$4,500 each:** A motion was made, seconded and passed to approve the Fair, Events and Tourism Manager to sign Advertising Agreements for 2017 Tourism Visitor's Guide and Fairground Guide published by Here and Now Publications in the amount of \$4,500 each.

**Forestry:**

1. **Request Approval, Accept Contract as Complete for East Fork Humptulips No. 6 Timber Sale with Murphy Company and Release the Performance Bond:** A motion was made, seconded and passed to approve acceptance of contract as complete for East Fork Humptulips No. 6 Timber Sale with Murphy Company and Release the Performance Bond.

**Management Services:**

1. **Request Approval, Resolution – Increase Petty Cash for Public Health & Social Services from \$25 to \$200:** A motion was made, seconded and passed to approve **Resolution No. 2016-079 for an increase in petty cash for Public Health & Social Services from \$25 to \$200.**

2. **Request Approval, Resolution - Budget Transfer – Miscellaneous Fund Election Reserve, \$6,500:** A motion was made, seconded and passed to approve **Resolution No. 2016-080 for a budget transfer in the miscellaneous (dedicated) fund Election Reserve in the amount of \$6,500.** This resolution will authorize budget for the replacement of the roof on the elections building.

3. **Request Approval, Resolution - Budget Transfer –Stadium Fund, \$75,000:** A motion was made, seconded and passed to approve **Resolution No. 2016-081 for a budget transfer in the miscellaneous (dedicated) fund Stadium in the amount of \$75,000.** This resolution will increase the budget for transfers out to the ORV Park. This funding will be used for grant administration cash flow purposes and will be repair when the grant reimbursements are received.

4. **Request Approval, Resolution – Budget Transfer – Solid Waste Plan, \$313,842:** A motion was made, seconded and passed to approve **Resolution No. 2016-082 for budget transfer in the miscellaneous (dedicated) fund Solid Waste Plan in the amount of \$313,842.** This resolution transfers budget from various service categories to ending cash based upon year-to-date activity.

5. **Request Approval, Resolution – Budget Transfer – Tourism Fund, \$162,240:** A motion was made, seconded and passed to approve **Resolution No. 2016-083 for budget transfer in the miscellaneous (dedicated) fund Tourism in the amount of \$162,240.** This resolution moves budget from transfers out to the Fair to the appropriate categories within this fund. This change should make the process of paying these expenses more efficient.
6. **Request Approval, Resolution - Budget Transfer –Stadium Fund, \$36,000:** A motion was made, seconded and passed to approve **Resolution No. 2016-084 for budget transfer in the miscellaneous (dedicated) fund Stadium in the amount of \$36,000.** This resolution will authorize the transfer of funds to Park and Vegetation Management for expenses associated with Twin Brides and Vance Creek Parks.
7. **Request Approval, Resolution, Establishing New Miscellaneous Fund – LOCAL Program Financing – Real Estate:** A motion was made, seconded and passed to approve **Resolution No. 2016-085 establishing new miscellaneous fund – LOCAL program financing.** This debt service fund will be used to pay the principal and interest due on the LOCAL program financing contract for the purchase of the property located at 121 West Broadway, Montesano, WA.
8. **Request Approval, Rose Foundation Grant Contract for Grays Harbor Stream Team – \$60,000:** A motion was made, seconded and passed to approve the Rose Foundation Grant Contract for Grays Harbor Stream Team in the amount of \$60,000. This project will allow revitalization of the Grays Harbor Stream Team, a project which was started by the Chehalis Basin Partnership in 2009 to increase community involvement in environmental stewardship through conducting volunteer stream restoration projects in the lower Chehalis watershed and Grays Harbor area. The Stream Team will conduct education and outreach to help four local environmental groups meet their public involvement and education goals. Over the two year grant period, the Team will conduct restoration projects that would not happen without the support of this grant, leading to improved riparian and water quality conditions in the lower watershed. The grant will support hiring a Stream Team Coordinator, which could be a local college student or recent graduate, thus building capacity for youth environmental stewardship in the lower Chehalis Basin.
9. **Request Approval, Subrecipient Agreement for CDBG Public Services Grant Administration - Coastal Community Action Program:** A motion was made, seconded and passed to approve for Subrecipient Agreement for CDBG Public Services Grant Administration with Coastal Community Action Program. The CDBG Public Services grant provides core administrative support for necessary community projects benefiting low and moderate income persons and households.

**Public Health and Social Services:**

1. **Request Approval, Obligation of funds for the USDA Rural Development Initiative Grant - \$249,100 from document recording fees:** A motion was made, seconded and passed

to approve an obligation of funds for the USDA Rural Development Initiative Grant. This award provides resources to support training, technical assistance and capacity building for local housing services providers over a three-year period. The grant requires 100 percent of non-federal funds.

**2. Request Approval, Interagency Agreement with the Family Resource Coordinator Program at South Sound Parent to Parent for coordination of early childhood intervention services:** A motion was made, seconded and passed to approve an Interagency Agreement with the Family Resource Coordinator Program at South Sound Parent to Parent for coordination of early childhood intervention services and to make cooperative referrals between agencies.

**3. Request Approval, Memorandum of Understanding with Catherine Corkery to attend a Suicide Prevention Class that she was enrolled in prior to leaving employment, and to provide training material to staff :** A motion was made, seconded and passed to approve a Memorandum of Understanding with Catherine Corkery to attend a Suicide Prevention class that she was enrolled in prior to leaving employment, and to provide training material to staff. The purpose of this MOU is to allow the Department to support Catherine's attendance at this training and use what she learns to provide the department with the products needed to integrate Street Yoga into the suicide prevention program.

**4. Request Approval, Amendment 8 to the Consolidated Contract with WA State Dept. of Health for revised statements of work and increased funding of \$66,215:** A motion was made, seconded and passed to approve Amendment 8 to the Consolidated Contract with Washington State Department of Health. This amendment revises the statement of work for the Recreational Shellfish Program, the Group A Drinking Water Program, the Youth Suicide Prevention Program and the WIC Nutrition Program increasing the contract by \$66,215.

**5. Request Approval, Contract with Thrive Washington for Parents as Teachers home visiting program – April 1, 2016 to March 31, 2017 in the amount of \$250,000:** A motion was made, seconded and passed to approve the contract with Thrive Washington. This contract provides \$250,000 to continue providing Parents as Teachers home visiting services for young families. The contract covers the period April 1, 2016 through March 31, 2017.

#### **Public Services:**

**1. Request Approval, Personal Services Contract with Ecolution for environmental permitting services for the Blue Slough Road Realignment - \$21,680:** A motion was made, seconded and passed to approve a Personal Services Contract with Ecolution for environmental permitting services for the Blue Slough Road Realignment project. The selection was made based on hourly billing rate and a more complete proposal covering all aspects of environmental permitting for this project. The estimated cost for this work is \$21,680 which is 90% funded through CRAB's Rural Arterial Program.

**ANNOUNCEMENTS:**

None

**PUBLIC COMMENT:**

None

Commissioner Raines announced a recess at 2:23 p.m. to move to Conference Room No. 1 for the Media Session.

**Media Session:**

Commissioner Raines reopened the meeting at 2:25 p.m. in Conference Room No. 1. Commissioners present were Vickie Raines and Frank Gordon. The media and Commissioners exchanged comments and questions on County business.

At 2:55 p.m. Commissioner Raines adjourned the meeting.

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

**RESOLUTIONS:**

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|---------------------|---|
| <b>No. 2016-078</b> | <b>Adopting the Supplemental Budget –<br/>General Fund less Treasurer’s expenditures<br/>of \$58,100 and \$26,085 for a revised amount<br/>of \$929,554</b> |
| <b>No. 2016-079</b> | <b>An increase in petty cash for Public Health<br/>&amp; Social Services from \$25 to \$200</b>   |
| <b>No. 2016-080</b> | <b>Budget transfer in the miscellaneous<br/>(dedicated) fund Election Reserve in the<br/>amount of \$6,500</b>  |
| <b>No. 2016-081</b> | <b>Budget transfer in the miscellaneous<br/>(dedicated) fund Stadium in the amount of<br/>\$75,000</b>  |
| <b>No. 2016-082</b> | <b>Budget transfer in the miscellaneous<br/>(dedicated) fund Solid Waste Plan in the<br/>amount of \$313,842</b>  |

