

**BEFORE THE LOCAL BOARD OF HEALTH
PACIFIC COUNTY, WASHINGTON
1216 W. Robert Bush Drive
South Bend, Washington**

**Monday, November 10, 2014
9:00AM or shortly thereafter as possible**

AGENDA

All matters listed within the Consent Agenda have been distributed to each County Commissioner for review and are considered routine. Consent Agenda items will be approved by one motion of the Board of County Commissioners with no separate discussion. If separate discussion is desired on a certain item, that item may be removed from the Consent Agenda at the request of a Commissioner, for action later.

Call to Order

PLEDGE OF ALLEGIANCE FOR PACIFIC COUNTY BOARD OF HEALTH & BOARD OF COUNTY COMMISSIONERS MEETINGS

Public Comment (*limited to three minutes per person*)

CLOSE MEETING

The Board may add and take action on other items not listed on this agenda and order of action is subject to change

The hearing facility is "barrier free" and accessible by those with physical disabilities. Aids will be provided upon request for those with language/speaking or hearing impediments, but requests need to be received at least five (5) business days prior to this hearing. Such requests may be filed in person at the Commissioners' Office at the address noted above or at 360/875-9337.

**BEFORE THE BOARD OF COMMISSIONERS
PACIFIC COUNTY, WASHINGTON**

**1216 W. Robert Bush Drive
South Bend, Washington**

**Monday, November 10, 2014
9:00AM or shortly thereafter**

The Board of County Commissioners meeting will be called
to order following the business of the Local Board of Health

AGENDA

All matters listed within the Consent Agenda have been distributed to each County Commissioner for review and are considered routine. Consent Agenda items will be approved by one motion of the Board of County Commissioners with no separate discussion. If separate discussion is desired on a certain item, that item may be removed from the Consent Agenda at the request of a Commissioner, for action later.

PUBLIC HEARINGS *(held in the Commissioners Meeting Room unless otherwise noted)*

- 10:00 AM Continued Appeal (De Novo) Hearing-Bogar/Mayko
- 10:30 AM Continued Appeal (De Novo) Hearing-Stevens (Hearings Examiner)

WORKSHOPS/MEETINGS *(held in the Commissioners Conference Room unless otherwise noted)*

- 12:00 PM Departmental Briefings
- 1:30 PM Meet w/ Department of Ecology
- 3:00 PM Workshop re: Right-of-Ways
- 3:30 PM Workshop w/ DCD re: Erosion Hazard Zone
- 6:00 PM Commissioners' Community Forum *(Shoalwater Bay Tribal Center)*

Call to Order

Public Comment *(limited to three minutes per person)*

CONSENT AGENDA (Items 1-3)

Department of Public Works

- 1) Approve Amendment #1 to the 2014 Maintenance and Operation Contracts pertaining to Bruceport Park and Bush Pioneer Park

General Business

- 2) Approve payroll of October, 2014; total # of employees: 192;
total payroll: \$771,087.11
- 3) Vendor Claims:
Warrants Numbered 124499 thru 124637 - \$238,540.54

The Board may add and take action on other items not listed on this agenda and order of action is subject to change.

The hearing facility is "barrier free" and accessible by those with physical disabilities. Aids will be provided upon request for those with language/speaking or hearing impediments, but requests need to be received at least five (5) business days prior to this hearing. Such requests may be filed in person at the Commissioners' Office at the address noted above or at 360/875-9337.

ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS

- 4) Notice of probation completion for Kurt Clements; consider approval of request for monthly stipend for additional responsibilities
- 5) Consider approval of request from Alliance for a Better Community for surplus desktop computer workstations
- 6) Consider award of roof projects at the Long Beach and North Cove radio sites
- 7) Consider approval of Communications Facility Use Agreement with Columbia River Bar Pilots for use of the Megler Site
- 8) Adopt Resolution 2014-_____ establishing department Organization Chart
- 9) Consider approval of request to set up government purchasing account with Apple Inc. and authorize Computer Services Supervisor to sign

ITEMS REGARDING HEALTH & HUMAN SERVICES DEPARTMENT

- 10) Consider approval of County Program Agreement #1463-23730 with Department of Social and Health Services to provide parenting classes; authorize Chair to sign

ITEMS REGARDING JUVENILE COURT SERVICES

- 11) Acknowledge resignation of Neil Wirkkala; consider approval to advertise for vacant position

ITEMS REGARDING GENERAL BUSINESS

- 12) Consider adoption of Resolution 2014-_____ authorizing budget category appropriation transfer
- 13) Consider acceptance of fy2015 funding recommendations from Lodging Tax Advisory Committee
- 14) Consider adoption of Resolution 2014-_____ establishing the Public Records Coordinator job description; consider appointment of Sarah Bottoms to position

EXECUTIVE SESSION

- 15) To discuss anticipated litigation, pending litigation or any matter suitable for Executive Session under RCW 42.30.11

The Board may add and take action on other items not listed on this agenda and order of action is subject to change.

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AGENDA REQUEST FORM

[TO BE COMPLETED BY THE CLERK/DEP. CLERK OF THE BOARD]

Agenda Item #: _____

BOCC ACTION: APPROVED DENIED

Initial: _____ Date: _____

SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

NO ACTION TAKEN/WITHDRAWN DEFERRED TO: _____

CONTINUED TO DATE: _____ TIME: _____

OTHER: _____

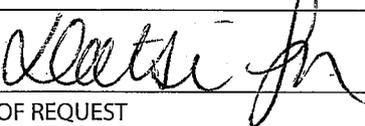
Review: Clerk of the Board
 Risk Management
 Legal

DISTRIBUTION LIST:

<input type="checkbox"/> RF	<input type="checkbox"/> Assessor	<input type="checkbox"/> DPW	<input type="checkbox"/> PACCOM	<input type="checkbox"/> Superior Court
<input type="checkbox"/> CF	<input type="checkbox"/> Auditor	<input type="checkbox"/> EMA	<input type="checkbox"/> PC Fair	<input type="checkbox"/> Treasurer
<input type="checkbox"/> SEA	<input type="checkbox"/> Clerk	<input type="checkbox"/> Health	<input type="checkbox"/> Prosecutor	<input type="checkbox"/> Vegetation Mgmt
	<input type="checkbox"/> Civil Service	<input type="checkbox"/> Juvenile	<input type="checkbox"/> SDC	<input type="checkbox"/> WSU Coop. Ext.
	<input type="checkbox"/> DCD	<input type="checkbox"/> NDC	<input type="checkbox"/> Sheriff	<input type="checkbox"/> Other

AGENDA ITEM REQUEST

Please fill out in full or the request may be returned for more information. Also, please attach all pertinent documentation.

DEPARTMENT/OFFICE: Department of Public Works	DIVISION (if applicable): Parks
OFFICIAL NAME & TITLE: Dotsi Graves, Parks Manager	PHONE / EXT: Ext 2288
SIGNATURE: 	DATE: 11/3/2014
NARRATIVE OF REQUEST	
<p>Parks Department requests the Board to approve and Chair to sign the Amendment #1 2014 Bruceport Park Maintenance and Operation Contract between Pacific County and Herbert Frank.</p> <p>Parks Department also requests the Board to approve and Chair to sign the Amendment #1 Bush Pioneer Park Maintenance and Operation Contract between Pacific County and Melvin J. Long and Janelle Long.</p>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	

**AMENDMENT #1
2014 BRUCEPORT PARK
MAINTENANCE AND OPERATION CONTRACT**

This AMENDMENT is made by HERBERT FRANK, hereinafter called the CONTRACTOR, and the COUNTY OF PACIFIC, a municipal corporation of the State of Washington, hereinafter called the COUNTY, and hereby formally amends the 2014 Bush Pioneer Park Maintenance and Operation Contract, approved March 11, 2014, and signed by both parties. The Contract is amended as follows:

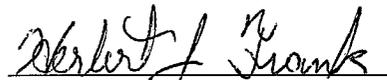
Paragraph 2 of said Contract is amended as follows:

2. The CONTRACTOR shall have the park available for daily use by the general public between the hours of 6 AM and 10 PM, beginning May 1, 2014 through December 31, 2014. Agreements for long-term use of the facilities in excess of three (3) weeks shall require prior approval of the COUNTY.

EXCEPT as set forth in this AMENDMENT, the 2014 Bush Pioneer Park Maintenance and Operation Contract is unaffected and shall continue in full force and effect in accordance with the terms and conditions as set forth.

Dated this _____ day of October, 2014

CONTRACTOR


Herbert Frank

BOARD OF COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

Steve Rogers, Chair

ATTEST:

Marie Guernsey
Clerk of the Board

Lisa Ayers, Commissioner

Frank Wolfe, Commissioner

**AMENDMENT #1
2014 BUSH PIONEER PARK
MAINTENANCE AND OPERATION CONTRACT**

This AMENDMENT is made by MELVIN J. LONG and JANELLE LONG, hereinafter called the CONTRACTOR, and the COUNTY OF PACIFIC, a municipal corporation of the State of Washington, hereinafter called the COUNTY, and hereby formally amends the 2014 Bush Pioneer Park Maintenance and Operation Contract, approved April 22, 2014, and signed by both parties. The Contract is amended as follows:

Paragraph 2 of said Contract is amended as follows:

2. The CONTRACTOR shall have the park available for daily use by the general public between the hours of 6 AM and 10 PM, beginning May 1, 2014 through December 31, 2014. Agreements for long-term use of the facilities in excess of three (3) weeks shall require prior approval of the COUNTY.

Paragraph 6 of said Contract is amended as follows:

6. In addition to the fees collected (referenced in Paragraph four above) the COUNTY will also provide a space at the park residence site for the location of a recreation vehicle, and the COUNTY will provide electrical power, phone, water, sewer and garbage disposal services to the site. The COUNTY will pay a hosting fee of \$5,975.00 (Five Thousand Nine Hundred Seventy-Five Dollars) for the contract period to the CONTRACTOR in eight payments. The first payment in the amount of \$900 (nine hundred dollars) will be paid within two weeks of the contract commencement date. There will be seven additional \$725.00 (Seven Hundred Twenty-Five Dollar) installments paid for the months of June, July, August, September, October, November and December.

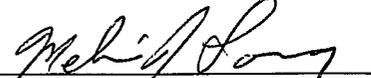
Paragraph 13 of said Contract is amended as follows:

13. Electric power, water, sewer, garbage disposal and phone services shall be provided by the COUNTY for park operations. No other utilities shall be provided.

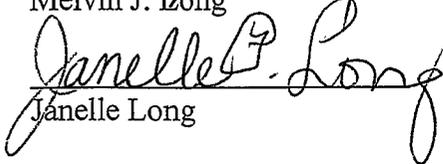
EXCEPT as set forth in this Amendment, the 2014 Bush Pioneer Park Maintenance and Operation Contract is unaffected and shall continue in full force and effect in accordance with the terms and conditions as set forth.

Dated this 31 day of October, 2014

CONTRACTOR



Melvin J. Long



Janelle Long

BOARD OF COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

Steve Rogers, Chair

Lisa Ayers, Commissioner

Frank Wolfe, Commissioner

ATTEST:

Marie Guernsey
Clerk of the Board

COUNTY OF PACIFIC - STATE OF WASHINGTON

BOARD OF COUNTY COMMISSIONERS

SUMMARY OF APPROVAL OF MONTHLY PAYROLL

WHEREAS, the Elected Officials and Department Heads have submitted certified requests for payroll payments for officers and employees to the County Auditor for disbursement as shown by the attached department listings; and,

WHEREAS, the Board of County Commissioners have reviewed the listing as attached; now, therefore,

IT IS HEREBY ORDERED by the Board of County Commissioners that salaries, wages, overtime and other pay are allowed as follows:

MONTH OF: OCTOBER, YEAR OF 2014

TOTAL EMPLOYEES: 192

TOTAL PAYROLL: \$ 771,087.11

Approve payroll subject to adequate budget appropriations.

BOARD OF PACIFIC COUNTY COMMISSIONERS

Dated this ___10th___day of NOVEMBER 2014

Chairperson

Commissioner

Commissioner

Attest:

Clerk of the Board

RECEIVED
PACIFIC COUNTY

NOV 04 2014

GENERAL ADMINISTRATION
BOARD OF COMMISSIONERS

**COUNTY OF PACIFIC
VOUCHER APPROVAL TRANSMITTAL
VENDOR CLAIMS**

The vouchers, hereinafter listed, have been audited and certified by the auditing officer as required by RCW 42.24.080 and those expenses/reimbursement claims have been certified as required by RCW 42.24.090 and have been recorded on the attached listing, which has been made available to the Board.

As of this date, November 10, 2014, the Board, by a unanimous/majority vote, does approve for payment, subject to adequate budget appropriations, those vouchers included in the attached list and further described as follows:

Vendors Claim Fund No. 692

124499 thru 124637 \$ 238,540.54

Warrants Dated: October 31, 2014

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

AUDITED:



Auditor/Deputy Auditor

Chairman

ATTEST:

Commissioner

Clerk of the Board

Commissioner

RECEIVED
PACIFIC COUNTY

NOV 03 2014

GENERAL ADMINISTRATION
BOARD OF COMMISSIONERS



BOH/BOCC meet 2nd and 4th Tuesday of each month, beginning at 9 a.m.

REQUESTED MEETING DATE:
11/10/2014

AGENDA REQUEST FORM

[TO BE COMPLETED BY THE CLERK/DEP. CLERK OF THE BOARD]

Agenda Item #: _____

BOCC ACTION: APPROVED DENIED Initial: _____ Date: _____

SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

NO ACTION TAKEN/WITHDRAWN DEFERRED TO: _____

CONTINUED TO DATE: _____ TIME: _____

OTHER: _____

Review: Clerk of the Board
 Risk Management
 Legal

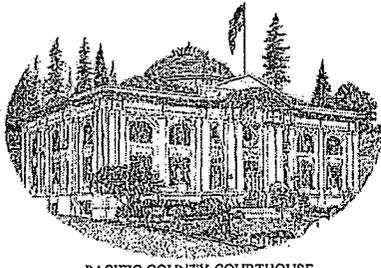
DISTRIBUTION LIST:

<input type="checkbox"/> RF	<input type="checkbox"/> Assessor	<input type="checkbox"/> DPW	<input type="checkbox"/> PACCOM	<input type="checkbox"/> Superior Court
<input type="checkbox"/> CF	<input type="checkbox"/> Auditor	<input type="checkbox"/> EMA	<input type="checkbox"/> PC Fair	<input type="checkbox"/> Treasurer
<input type="checkbox"/> SEA	<input type="checkbox"/> Clerk	<input type="checkbox"/> Health	<input type="checkbox"/> Prosecutor	<input type="checkbox"/> Vegetation Mgmt.
	<input type="checkbox"/> Civil Service	<input type="checkbox"/> Juvenile	<input type="checkbox"/> SDC	<input type="checkbox"/> WSU Coop. Ext.
	<input type="checkbox"/> DCD	<input type="checkbox"/> NDC	<input type="checkbox"/> Sheriff	<input type="checkbox"/> Other

AGENDA ITEM REQUEST

Please fill out in full or the request may be returned for more information. Also, please attach all pertinent documentation.

DEPARTMENT/OFFICE: DPW - ROADS	DIVISION (if applicable):
OFFICIAL NAME & TITLE: Andi Harland/Mike Collins	PHONE / EXT: 360-875-9300 x2274
SIGNATURE: Scott McDougall	DATE: 11/04/14
NARRATIVE OF REQUEST	
Request acceptance of the completion of Kurt Clements probationary period and subsequent pay increase and stipend.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	



COUNTY OF PACIFIC

Department of Public Works

P.O. Box 66, South Bend, WA 98586-0066

Email: pw@co.pacific.wa.us Web: www.co.pacific.wa.us

Willapa Harbor Area
(360) 875-9368
FAX 875-9377

Peninsula Area
(360) 642-9368
FAX 642-9377

Naselle
(360) 484-7368

North Cove/Tokeland
(360) 267-8368

MEMORANDUM

DATE: October 24, 2014

TO: Board of Pacific County Commissioners

FROM: Mike Collins, Director/County Engineer *Muc*

RE: Completion of Kurt Clements (6) month probation period

On April 28th, 2014 Kurt Clements began his six (6) month probationary period as the North County Leadman. During his probationary period Kurt Clements is privilege to all the benefits provided under the Local 367 contract including the accumulation of Medical and Annual Leave, however he cannot use either of these leaves until he has completed the probationary period (Article 34 & 35), and is appointed to a regular position.

On October 31st, 2014 Kurt will satisfactory complete his probation as the North County Leadman. Kurt's appointment to the regular position of North County Leadman will be November 1st, 2014, and at this time his salary will be increased from \$19.20/hr. to \$20.93/hr. as provided for in the Local 367 contract Appendix A. Also, I am requesting that Kurt receive a \$400.00 monthly stipend as compensation for additional duties associated with overseeing the operation of the Department of Public Works road crew.

Thank you for your consideration.

Cc: Andi Harland, Public Works Accounting Manager
Debbie Bannish, Public Works Accountant
Amber Kaech, Auditor Accountant



Board of Pacific County Commissioners
 P O Box 187 * 1216 W Robert Bush Dr * South Bend, WA 98586
 Phone 360/875.9337 / Fax 360/875.9335

BOH/BOCC meet 2nd and 4th Tuesday of each month, beginning at 9 a.m.

REQUESTED MEETING DATE:

AGENDA REQUEST FORM

[TO BE COMPLETED BY THE CLERK/DEP. CLERK OF THE BOARD]

BOCC ACTION: APPROVED DENIED

Agenda Item #: _____

Initial: _____ Date: _____

SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

NO ACTION TAKEN/WITHDRAWN DEFERRED TO: _____

Review: Clerk of the Board
 Risk Management
 Legal

CONTINUED TO DATE: _____ TIME: _____

OTHER: _____

DISTRIBUTION LIST:

<input type="checkbox"/> RF	<input type="checkbox"/> Assessor	<input type="checkbox"/> DPW	<input type="checkbox"/> PACCOM	<input type="checkbox"/> Superior Court
<input type="checkbox"/> CF	<input type="checkbox"/> Auditor	<input type="checkbox"/> EMA	<input type="checkbox"/> PC Fair	<input type="checkbox"/> Treasurer
<input type="checkbox"/> SEA	<input type="checkbox"/> Clerk	<input type="checkbox"/> Health	<input type="checkbox"/> Prosecutor	<input type="checkbox"/> Vegetation Mgmt
	<input type="checkbox"/> Civil Service	<input type="checkbox"/> Juvenile	<input type="checkbox"/> SDC	<input type="checkbox"/> WSU Coop. Ext.
	<input type="checkbox"/> DCD	<input type="checkbox"/> NDC	<input type="checkbox"/> Sheriff	<input type="checkbox"/> Other

AGENDA ITEM REQUEST

Please fill out in full or the request may be returned for more information. Also, please attach all pertinent documentation.

DEPARTMENT/OFFICE: DPW	DIVISION (if applicable): Computer Services
OFFICIAL NAME & TITLE: Mike Collins, Director	PHONE / EXT: 360-875-9300
SIGNATURE:	DATE: 10/27/14
NARRATIVE OF REQUEST	
<p>For the Boards consideration, ABC (Alliance for a Better Community) is requesting a donation of surplussed desktop computer stations. Andy Seaman has confirmed that he has 5 units that are ready to be disposed of and have been officially surplussed. I would ask that these units be donated to ABC for their use in a community center to be located at the Raymond Theater. Please see attached ABC letter for specifics.</p>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	



PO BOX 821, RAYMOND, WA 98577

Alliance for a Better Community is a group of concerned citizens, organizations, and officials working together for the common goal of improving the quality of life for our North Pacific County families and youth.

October 3, 2014

Pacific County Board of Commissioners
County Annex Building

Request for consideration of surplus

ALLIANCE FOR A BETTER COMMUNITY (ABC) is continuing in a collaborative effort with the Raymond Theater toward a common goal of expanding the uses of the theater as a blended facility forming a community center complex.

As an update, the new owners of the Chinese restaurant that adjoins the theater have given their approval as well to create a common area next to Anne's office to be used for a public Internet Cafe.

ABC as a non-profit charity organization would like to request any surplus laptop or desktop PCs that the County may have set for disposal. We have been granted donations in the past and a letter of approval from 2012 is attached for your easy reference. 1 laptop and 4 desk top computers were donated and we would like to expand the inventory as much as we can. This would help greatly in launching development of this needed resource for our county, and what a great location!

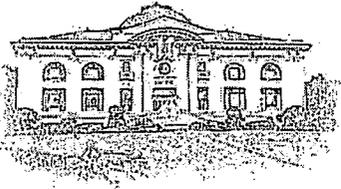
Please advise if there this letter is sufficient for our request. We thank you for your past support and appreciate your consideration of our request and hope to work out something of mutual benefit.

If you should have any questions please contact me at work at 360-875-5504 or check out the website at abc4u2.com

Warm regards,

Jewel Hardy

Chair, Alliance for a Better Community



Pacific County
COMMISSIONERS

Beverly Olson, Interim-Commissioner District #1
Norman "Bud" Cuffel, District #2
Lisa Ayers, District #3

November 28, 2012

Alliance for a Better Community
Jewel Hardy
P O Box 821
Raymond, WA 98577

Dear Ms. Hardy;

The Board of Pacific County Commissioners approved your request to transfer a surplus computer workstation to your non-profit organization. Please contact Andy Seaman at 875-9368 to obtain the computer.

Thank you.

Sincerely,

MARIE GUERNSEY
Deputy Clerk of the Board

C: Andy Seaman, DPW



AGENDA REQUEST FORM

[TO BE COMPLETED BY THE CLERK/DEP. CLERK OF THE BOARD]

Agenda Item #: _____

BOCC ACTION: APPROVED DENIED

Initial: _____ Date: _____

SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

Review: Clerk of the Board

NO ACTION TAKEN/WITHDRAWN

DEFERRED TO: _____

Risk Management

CONTINUED TO DATE: _____ TIME: _____

Legal

OTHER: _____

DISTRIBUTION LIST:

- | | | | | |
|------------------------------|--|-----------------------------------|-------------------------------------|--|
| <input type="checkbox"/> RF | <input type="checkbox"/> Assessor | <input type="checkbox"/> DPW | <input type="checkbox"/> PACCOM | <input type="checkbox"/> Superior Court |
| <input type="checkbox"/> CF | <input type="checkbox"/> Auditor | <input type="checkbox"/> EMA | <input type="checkbox"/> PC Fair | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> SEA | <input type="checkbox"/> Clerk | <input type="checkbox"/> Health | <input type="checkbox"/> Prosecutor | <input type="checkbox"/> Vegetation Mgmt |
| | <input type="checkbox"/> Civil Service | <input type="checkbox"/> Juvenile | <input type="checkbox"/> SDC | <input type="checkbox"/> WSU Coop. Ext. |
| | <input type="checkbox"/> DCD | <input type="checkbox"/> NDC | <input type="checkbox"/> Sheriff | <input type="checkbox"/> Other |

AGENDA ITEM REQUEST

Please fill out in full or the request may be returned for more information. Also, please attach all pertinent documentation.

DEPARTMENT/OFFICE: Department of Public Works DIVISION (if applicable): Telecommunications

OFFICIAL NAME & TITLE: Joe Camenzind, Telecom Engineer PHONE / EXT: 3443

SIGNATURE: *Joe Camenzind* DATE: 11/3/14

NARRATIVE OF REQUEST

I solicited quotes to replace the roofs at our radio site buildings at Long Beach and North Cove. Three contractors from the small works roster responded as follows:

	Base Price	Densdeck Option	Tax	Grand Total
Doctor Roof	VALUES WILL BE KNOWN AND PRESENTED BY 11/7			
Coastline Construction				
Lupo Roofing				

I recommend that _____ be selected to replace the roofs at Long Beach and North Cove. Funding in the amount of \$12,000 has been set aside for each site per FY2014 Fund No. 502, Communications - Capital Expenditures.

RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)

Name of Contractor: _____

Name of contract/agreement/grant/amendment (if amendment, provide copy of original document(s)): _____

Contract/Agreement/Grant/Amendment #:

Indicate type: Intergovernmental/Interagency Employment/Special Services Agreement Federal Contract
 Memorandum of Understanding/Agreement Interoffice/Interdepartmental State Contract

Contractor Type (check all that apply): For-Profit Private Organization/Individual
 Non-Profit Public Organization/Jurisdiction
 State Sub Recipient
 Federal Other

Please indicate appropriate Tax Identification Number, Uniform Business Identification Number, or Social Security Number on Page 3 of this form.

TYPE OF REQUEST (Mark all that apply and provide breakdown of bid proposals along with all pertinent documents.):

Public Works Project (RCW 39.04): Limited PW Process (<\$35,000) Limited PW Process (<\$40,000)
 Small PW Process (<\$300,000) PW Project (>\$300,000)

Equipment, Materials, & Supplies (RCW 36.32): < \$5,000 (attach 3 bids) \$5,000-\$25,000 (use small works roster) >\$25,000 (competitive bids)

Services / Leases: Architectural & Engineering Personal Services
 Lease (Personal Property i.e. copier, printer) Lease (Real Property)
 Telecomm & Data Processing Other Services (Please Describe): _____

To be located at: _____

Exceptions to Bidding (Please provide appropriate documentation):

Insurance/Bonds Emergency Event (Purchases/Public Works)
 Single (Sole) Source Purchase* Special Facilities/Market Conditions
*Resolution Required

PURCHASE UNDER ANOTHER AGENCY'S CONTRACT ("Piggybacking")
Please attach the following:
- Copy of Intergovernmental Agreement with other agency
- Confirmation that vendor agrees to participation
- Documentation that contract was awarded in compliance with bidding law
- Documentation that Agency posted bid/solicitation notice on its website or provided access link to the notice

RFP RFQ Franchise Annexation Ordinance Resolution
 Appeal Inventory Acquisition/Disposal Tort Claim Call for Bids
 Open Space/Timber Classification Post, Advertise and/or Fill Position (attach New Employee Form)
 Other (please describe): _____

BACKGROUND/SUMMARY (include date of prior workshop and/or action, if applicable):

TOTAL COST/AMOUNT (include sales & use tax): _____ TOTAL TAX: _____

TOTAL SHIPPING/HANDLING: _____ EXPENDITURE FUND #: 502 .XXX.XXX.XX.XX

EXPENDITURE BUDGETED? Yes No Will supplemental be required? Yes No

IN-KIND MATCH REQUIRED? Yes No DESCRIBE MATCH: _____

MATCHING FUNDS REQUIRED? Yes No AMOUNT OF MATCHING FUNDS: _____



Board of Pacific County Commissioners
 PO Box 187 * 1216 W Robert Bush Dr * South Bend, WA 98586
 Phone 360-875-9337 / Fax 360-875-9335
 knoren@co.pacific.wa.us

BOH/BOCC meet 2nd and 4th Tuesday of each month, beginning at 9 a.m.

REQUESTED MEETING DATE:
 11-25-2014

Res. 2010-013 EXHIBIT A

Agenda Item #: _____

[TO BE COMPLETED BY THE CLERK/DEP. CLERK OF THE BOARD]

BOCC ACTION: APPROVED DENIED Initial: _____ Date: _____

SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

NO ACTION TAKEN/WITHDRAWN DEFERRED TO: _____ Review: Clerk of the Board

CONTINUED TO DATE: _____ TIME: _____ Risk Management

OTHER: _____ Legal

DISTRIBUTION LIST:

<input type="checkbox"/> RF	<input type="checkbox"/> Assessor	<input checked="" type="checkbox"/> DPW	<input type="checkbox"/> PACCOM	<input type="checkbox"/> Superior Court
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	<input type="checkbox"/> DCD	<input type="checkbox"/> NDC	<input type="checkbox"/> Sheriff	<input type="checkbox"/> Other

AGENDA ITEM REQUEST

Please fill out in full or the request may be returned for more information. Also, please attach all pertinent documentation.

DEPARTMENT/OFFICE: DEPARTMENT OF PUBLIC WORKS	DIVISION (if applicable): TELECOMMUNICATIONS
OFFICIAL NAME & TITLE: NICK MILTON, ASSISTANT COMM ENGINEER	PHONE / EXT: EXT 3444
SIGNATURE: <i>Nick Milton</i>	DATE: 11-4-2014
NARRATIVE OF REQUEST	
Attached for the Board's consideration is renewed lease agreement with Columbia River Bar Pilots for their facility use at Megler communication site. This agreement is for five years at a rate of \$3,950 annually with the option to renew at the end of five years. This represents a ten percent increase from the previous agreement which was a five year lease.	
RECOMMENDED MOTION	

Name of Contractor: Columbia River Bar Pilots	
Name of contract/agreement/grant/amendment (if amendment, provide copy of original document(s)): Columbia River Bar Pilots Communication Facility Use Agreement - Megler Site	
Contract/Agreement/Grant/Amendment #:	
Indicate type: <input type="checkbox"/> Intergovernmental/Interagency <input type="checkbox"/> Employment/Special Services Agreement <input type="checkbox"/> Federal Contract <input checked="" type="checkbox"/> Memorandum of Understanding/Agreement <input type="checkbox"/> Interoffice/Interdepartmental <input type="checkbox"/> State Contract	
Contractor Type (check all that apply): <input type="checkbox"/> For-Profit <input type="checkbox"/> Private Organization/Individual <input type="checkbox"/> Non-Profit <input type="checkbox"/> Public Organization/Jurisdiction <input type="checkbox"/> State <input type="checkbox"/> Sub Recipient <input type="checkbox"/> Federal <input type="checkbox"/> Other	
Please indicate appropriate Tax Identification Number, Uniform Business Identification Number, or Social Security Number on Page 3 of this form.	
TYPE OF REQUEST (Mark all that apply and provide breakdown of bid proposals along with all pertinent documents.):	
Public Works Project (RCW 39.04): <input type="checkbox"/> Limited PW Process (<\$35,000) <input type="checkbox"/> Limited PW Process (<\$40,000) <input type="checkbox"/> Small PW Process (<\$300,000) <input type="checkbox"/> PW Project (>\$300,000)	
Equipment, Materials, & Supplies (RCW 36.32): <input type="checkbox"/> < \$5,000 (attach 3 bids) <input type="checkbox"/> \$5,000-\$25,000 (use small works roster) <input type="checkbox"/> >\$25,000 (competitive bids)	
Services / Leases: <input type="checkbox"/> Architectural & Engineering <input type="checkbox"/> Personal Services <input type="checkbox"/> Lease (Personal Property i.e. copier, printer) <input type="checkbox"/> Lease (Real Property) <input type="checkbox"/> Telecomm & Data Processing <input type="checkbox"/> Other Services (Please Describe):	
To be located at: _____	
Exceptions to Bidding (Please provide appropriate documentation): <input type="checkbox"/> Insurance/Bonds <input type="checkbox"/> Emergency Event (Purchases/Public Works) <input type="checkbox"/> Single (Sole) Source Purchase* <input type="checkbox"/> Special Facilities/Market Conditions *Resolution Required	
<input type="checkbox"/> PURCHASE UNDER ANOTHER AGENCY'S CONTRACT ("Piggybacking") Please attach the following: - Copy of Intergovernmental Agreement with other agency - Confirmation that vendor agrees to participation - Documentation that contract was awarded in compliance with bidding law - Documentation that Agency posted bid/solicitation notice on its website or provided access link to the notice	
<input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Franchise <input type="checkbox"/> Annexation <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Appeal <input type="checkbox"/> Inventory Acquisition/Disposal <input type="checkbox"/> Tort Claim <input type="checkbox"/> Call for Bids <input type="checkbox"/> Open Space/Timber Classification <input type="checkbox"/> Post, Advertise and/or Fill Position (attach New Employee Form) <input type="checkbox"/> Other (please describe): _____	
BACKGROUND/SUMMARY (include date of prior workshop and/or action, if applicable): 	
TOTAL COST/AMOUNT (include sales & use tax):	TOTAL TAX:
TOTAL SHIPPING/HANDLING:	EXPENDITURE FUND #: _____,XXX.XXX.XX.XX
EXPENDITURE BUDGETED? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will supplemental be required? <input type="checkbox"/> Yes <input type="checkbox"/> No
IN-KIND MATCH REQUIRED? <input type="checkbox"/> Yes <input type="checkbox"/> No	DESCRIBE MATCH:
MATCHING FUNDS REQUIRED? <input type="checkbox"/> Yes <input type="checkbox"/> No	AMOUNT OF MATCHING FUNDS:

BOCC / RISK MANAGEMENT / LEGAL REVIEW

[TO BE COMPLETED BY THE CLERK/DEP. CLERK OF THE BOARD]

Legal Contracting Authority/Entity

OK Comments/Changes

Business License/Professional License/Debarment

OK Comments/Changes

(Please indicate appropriate ID#)

TIN#:

UBI#:

SS#:

Background Check(s)

OK Comments/Changes

Risk Transfer - Indemnity and Insurance

OK Comments/Changes

Fund/Budget Authorization

OK Comments/Changes

EEOC/WMBE Requirements and/or Wage Determination

ADA

OK Comments/Changes

POSTED ON WEB

NOTES/COMMENTS

**PACIFIC COUNTY
COMMUNICATIONS FACILITY USE AGREEMENT**

WHEREAS, Pacific County owns, operates, and maintains certain communications facilities throughout the COUNTY for the usage by municipal, local, and county government, and;

WHEREAS, such facilities are capable of supporting certain other communications systems without degrading or encumbering the COUNTY's systems, the COUNTY hereby enters into this Site Use Agreement with **Columbia River Bar Pilots** (hereinafter called **COLUMBIA**), this 1st day of January, 2015.

WITNESSETH: The parties hereto, for consideration hereinafter mentioned, covenant and agree as follows:

1. **TERM**: Unless Section Two (2) applies, the term of this Use Agreement shall run for a period of five (5) years from date of this Agreement and is renewable, upon agreement by both parties, at the end of this term.

2. **TERMINATION BY LESSEE**:
 - 2.1 **COLUMBIA** shall have the right to terminate this lease upon thirty (30) days' written notice to the COUNTY upon the happening of any of the following events:
 - a. If the approval of any agency, board, court or other governmental authority necessary for construction and/or operation of **COLUMBIA's** equipment cannot be obtained, or if **COLUMBIA** determines in its reasonable judgment that the cost of obtaining such approval is prohibitive.
 - b. If **COLUMBIA** determines at any time that the premises are not appropriate for **COLUMBIA's** equipment for technological reasons, including, but not limited to, signal interference.
 - c. If **COLUMBIA's** license to operate the equipment/services that pertain to this use agreement is revoked, removed or suspended.

3. **EVENTS OF DEFAULT, NOTICE AND OPPORTUNITY TO CURE**: If either party fails to comply with a covenant made by such party in this Use

Agreement, or fails to abide by a condition binding on such party contained in this Use Agreement, or if **COLUMBIA** fails to make a payment hereunder when due, (each individually, an "Event of Default"), then the other party shall deliver notice of such Event of Default to the defaulting party, who shall be permitted to cure the same within fifteen (15) days of delivery of such notice. If such Event of Default cannot reasonably be cured within such fifteen day period, then the defaulting party shall be deemed to have cured the same if it takes all reasonable steps to do so within such fifteen day period and thereafter diligently proceeds to effect such cure; provided, that, such cure is actually and fully effected within ninety (90) days of delivery of the notice delivered pursuant hereto.

4. **PAYMENT:** **COLUMBIA** shall pay the COUNTY annually the amount as determined by Exhibit A of this Use Agreement. Such annual amount shall be paid in advance by January 31 for the term January 1st to December 31st.
5. **RATES:** At the end of the first five years of this Use Agreement, COUNTY shall review the rates and make adjustments as are appropriate. The adjusted rates shall consider the consumer price index, the DNR rates for comparable sites, and rates charged by the private sector, however, in no case shall the adjustment exceed twenty-five (25%) percent.
6. **INDEMNIFICATION:** In accepting this Agreement, **COLUMBIA**, including its successors and assigns, does hereby covenant and agree to indemnify and protect and save harmless the COUNTY and its officers and employees from all claims, actions, or damages of every kind and description which may accrue to or be suffered by any person, partnership, corporation, or other entity of any kind that arise in whole or in part from intentional tort(s), or negligent act(s) or omission(s), or strict liability of **COLUMBIA** or its employees, agents, successors, or assigns. If the above sentence applies and any suit or action is brought against the COUNTY, its officers, its employees, or any combination thereof, **COLUMBIA**, including its successors or assigns, shall defend the suit or action at his or her or

their sole cost and expense and shall fully satisfy any judgment that is rendered against the COUNTY, its officers, its employees, or any combination thereof.

7. **INSURANCE:** COLUMBIA shall maintain and provide proof of occurrence based general business professional liability insurance in the amount of \$1,000,000 or greater per occurrence and \$2,000,000 aggregate for the term of this CONTRACT. COLUMBIA must name the COUNTY as an additional insured. COLUMBIA shall provide the COUNTY a copy of the additional insured endorsements prior to the start of this contract. COLUMBIA agrees that its liability insurance shall be primary and non-contributory to the COUNTY's and that COLUMBIA's liability insurance policy shall so state. COLUMBIA shall be responsible at its own expense to provide any and all employment insurance coverage, including but not limited to, unemployment insurance, worker's compensation insurance, etc. for any and all of its employees as might apply.

8. **PREMISES:** The COUNTY shall provide COLUMBIA tower and shelter space in addition to fenced security and access to the facility. COLUMBIA shall install communications equipment as described in Exhibit A of this Use Agreement. Facilities covered by this Use Agreement, and reserved for COLUMBIA's exclusive use, are located on the following described land: Pacific County Property located at 46° 17' 10" North Latitude, 123° 53' 50" West Longitude (Megler Site).

9. **EQUIPMENT:** COLUMBIA shall install and maintain equipment using good communication practices, and in accordance with all applicable codes. COLUMBIA shall also adhere to the Pacific County Facility Use Standards described in Exhibit B and made a part of this Agreement.

10. **INTERFERENCE:** COLUMBIA shall provide all necessary equipment to eliminate any interference to existing site users* from the installation of its communications system. Such equipment shall include, but not be limited to, filters, cavities, isolators, combiners, amplifiers, and splitters. Should subsequent

site users find it necessary to install interference mitigating devices on COLUMBIA's equipment, COLUMBIA shall cooperate; however, COLUMBIA shall not be required to bear the financial cost. If equipment installed at the site interferes with equipment previously installed at the site by another user, then the equipment formerly installed shall have priority over the equipment subsequently installed. If technical conflicts between items of equipment cannot be resolved, then the equipment first installed shall remain operational and the other equipment causing the interference shall be modified or removed. The COUNTY shall retain final authority regarding what equipment can be installed and what interference mitigating methods must be employed. The COUNTY has approved placement of the equipment described in Exhibit A attached hereto.

*(Defined as pre-existing site users whose installation of equipment at the Megler Site predates the installation of COLUMBIA' equipment at the Megler Site).

11. **SECURITY AND MAINTENANACE**: The COUNTY shall provide reasonable security for the premises (equal to the security provided to the County's own equipment) throughout the term of the Use Agreement at no additional charge to COLUMBIA. The COUNTY, at its expense, shall maintain the tower, building, security fences, and all related facilities in good order and condition and in accordance with all applicable laws and regulations throughout the term of the Use Agreement. COLUMBIA shall be responsible for maintenance of its facilities and equipment. In the event that the COUNTY fails to maintain the tower with respect to any FCC/FAA regulations, COLUMBIA shall notify the COUNTY of such default and request cure within ten (10) days.
12. **IMPROVEMENTS**: All construction, improvements and/or alterations of the facility at any time whatsoever shall be subject to COUNTY's prior approval, which shall not be unreasonably withheld.
13. **CASUALTIES**: If a tower or building is damaged or destroyed that contains equipment of COLUMBIA and the COUNTY fails to commence rebuilding within thirty (30) days of the occurrence of the damage or thereafter fails to prosecute

completion of such repairs in a diligent manner, then **COLUMBIA** shall be entitled to terminate the Use Agreement according to Paragraph 2. In the event of damage by fire or other casualty loss to the tower or building that renders the property unusable by **COLUMBIA**, there shall be an equitable reduction of rent until the damage has been repaired.

14. **TAXES:** **COLUMBIA** agrees to pay the COUNTY all applicable leasehold taxes pursuant to the provisions of Chapter 82.29A RCW, and any State and Local regulations issued thereto.

15. **OWNERSHIP OF EQUIPMENT:** All transmitting and receiving equipment, shelters, and support facilities listed under Exhibit A, installed at the site by **COLUMBIA** shall be and remain the property of **COLUMBIA** and may be removed or replaced by **COLUMBIA** at any time from time to time, provided that **COLUMBIA** repairs any damage caused in conjunction with such removal and replacement.

16. **ASSIGNMENTS AND SUBLETTING:** It is agreed that this Use Agreement may be assigned by either party with the prior approval of the other party, which consent shall not be unreasonably withheld. Notwithstanding the foregoing, **COLUMBIA** may assign this Use Agreement upon prior written notice to, but without the consent of COUNTY to (i) any affiliate of **COLUMBIA**, or (ii) any entity which buys all or substantially all of the assets of **COLUMBIA** used in connection with the operation of **COLUMBIA**. The assignee or transferee shall have the right to assume this Use Agreement with all its terms and conditions for the remaining lease term.

17. **DISPUTES, VENUE AND ATTORNEY'S FEES:** Should any litigation be commenced by a party concerning this Use Agreement, then the party prevailing in any such action or proceeding or appeal thereon shall be entitled to recover its court costs and reasonable attorneys' fees from the other party. Any action taken to enforce a provision of this agreement shall be subject to Washington State Law and

shall be filed in Pacific County Superior Court. The parties agree that prior to filing any action in Superior Court that they will attempt to meet and resolve any potential disputes.

18. **AUTHORITY**: Each party warrants to the other that it has authority to enter into and perform this Use Agreement and it has taken all action required to authorize execution of this Use Agreement.
19. **ALL WRITINGS CONTAINED HEREIN**: This agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this agreement shall be deemed to exist or to bind the parties hereto.
20. **WAIVER OF SUBROGATION**: COUNTY and COLUMBIA hereby waive any and all rights of recovery against the other party, and its employees and officers for loss or damage to the party or its property where such loss is or could be insured against under any fire and extended coverage policy available in the State of Washington. Each party shall cause all insurance policies obtained by it to contain a waiver of subrogation consistent with the foregoing.
21. **NOTICES**: All notices, requests, demands and other communications given under this Use Agreement shall be in writing and shall be deemed given if personally delivered or mailed, certified mail, return receipt requested, addressed as follows:

If to COUNTY:

Pacific County Board of County Commissioners
PO Box 187
South Bend, WA 98586
Attn: Communications Engineer

If to COLUMBIA:

Columbia River Bar Pilots
100 16th Street
Astoria, OR 97103

IN WITNESS THEREOF, THE PARTIES HAVE HEREUNTO SET THEIR HANDS THIS
____ day of _____, 2014.

Columbia River Bar Pilots

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON
PO BOX 187
SOUTH BEND, WA 98586

Signature

Chairperson

Commissioner

Commissioner

APPROVED AS TO FORM:

ATTEST:

Clerk of the Board

**EXHIBIT A
PACIFIC COUNTY, WASHINGTON
(MEGLER SITE)**

<u>Item No.</u>	<u>Quant.</u>	<u>Equipment List</u>	<u>Annual Rate</u>
1	2	VHF Marine Transmitter (Channels 9 & 16)	\$1,380.00
2	2	VHF Antenna	\$940.00
3	½	Rack Space	\$190.00
4	2	UHF Radio Link	\$680.00
5	1	VHF AIS Receiver	\$760.00
TOTAL ANNUAL RATE			\$3,950.00

EXHIBIT A AGREED TO:

COLUMBIA INITIALS _____ DATE _____

COUNTY INITIALS _____ DATE _____

EXHIBIT B
PACIFIC COUNTY FACILITY USE STANDARDS

The following minimum standards have been adopted for Pacific County's Communications sites. The purpose is to assure the mechanical and electrical integrity of the facility and the safety of personnel working at the facility.

GENERAL

1. Pacific County Communications Facilities are access restricted to County personnel, and authorized personnel of agencies under agreement with Pacific County for the use of the facilities. All other personnel are denied access to the facilities.
2. Where applicable, personnel entering a facility building shall use the security access device before entering.
3. All personnel while working at the facilities shall observe and follow Radio Frequency Exposure safety rules.
4. Personnel engaged in tower work shall be experienced and trained in tower climbing and shall be equipped with the proper personal safety and fall restraint equipment.

TOWERS

1. All hardware, brackets, antenna mounts and other fixtures shall be constructed of hot dipped galvanized steel, stainless steel or aluminum of a grade suitable for the coastal atmosphere.
2. Tower structural members shall not be drilled or punched.
3. Appropriate clamping devices manufactured for the specific purposes shall be used for attachment to tower structural members.
4. Cable clamps designed to be fastened to tower structural members or cable ladders when available shall support transmission lines, cables and waveguides. Tie wrapping to the tower legs is not allowed.
5. Each user shall be responsible for supporting their transmission lines, cables or waveguides. Tie wrapping to another user is not allowed.
6. Transmission lines, cables and waveguides shall enter the building through the building entrance panels. Each user shall be responsible for using the appropriate sealing hardware.
7. Transmission lines one-half inch or larger shall be the solid sheathed, jacketed type.

EQUIPMENT BUILDING

1. Transmission lines, cables and waveguides shall follow building and equipment rack lines and be supported by cable trays when available.
2. With the exception of waveguide, solid sheathed transmission lines shall transition to superflex type transmission line upon entering the building at the protective grounding point.
3. All transmission lines and waveguides shall be grounded upon entering the building, preferably at the outside entrance and shall be tagged and identified.
4. Lighting arrestors are recommended at the building entrance.
5. Equipment wiring shall be installed in a neat workmanlike manner. Cables shall be of the necessary length and shall not have excess stored in racks or cable trays. Equipment and racks shall be grounded to the building ground system.
6. Excess equipment not in use shall not be stored at the site. Spares should be packaged and identified for ownership.
7. Each user shall be responsible for cleanliness around their equipment and work areas. The buildings have multiple vacuum system outlets for convenient cleaning. Packing materials and debris shall be removed from the premises.
8. Emergency power system and HVAC system controls shall not be tampered with, changed or turned off. Site alarms are generated and County personnel may be dispatched unnecessarily.

EXHIBIT B AGREED TO:

LESSOR INITIALS _____ DATE _____

LESSEE INITIALS _____ DATE _____



REQUESTED MEETING DATE:

November 10, 2014

AGENDA REQUEST FORM

[TO BE COMPLETED BY THE CLERK/DEP. CLERK OF THE BOARD]

Agenda Item #: _____

BOCC ACTION: APPROVED DENIED

Initial: _____ Date: _____

SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

Review: Clerk of the Board

NO ACTION TAKEN/WITHDRAWN

DEFERRED TO: _____

Risk Management

CONTINUED TO DATE: _____ TIME: _____

Legal

OTHER: _____

DISTRIBUTION LIST:

- | | | | | |
|------------------------------|--|-----------------------------------|-------------------------------------|--|
| <input type="checkbox"/> RF | <input type="checkbox"/> Assessor | <input type="checkbox"/> DPW | <input type="checkbox"/> PACCOM | <input type="checkbox"/> Superior Court |
| <input type="checkbox"/> CF | <input type="checkbox"/> Auditor | <input type="checkbox"/> EMA | <input type="checkbox"/> PC Fair | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> SEA | <input type="checkbox"/> Clerk | <input type="checkbox"/> Health | <input type="checkbox"/> Prosecutor | <input type="checkbox"/> Vegetation Mgmt |
| | <input type="checkbox"/> Civil Service | <input type="checkbox"/> Juvenile | <input type="checkbox"/> SDC | <input type="checkbox"/> WSU Coop. Ext. |
| | <input type="checkbox"/> DCD | <input type="checkbox"/> NDC | <input type="checkbox"/> Sheriff | <input type="checkbox"/> Other |

AGENDA ITEM REQUEST

Please fill out in full or the request may be returned for more information. Also, please attach all pertinent documentation.

DEPARTMENT/OFFICE: DPW	DIVISION (if applicable): Roads
OFFICIAL NAME & TITLE: Mike Collins, Director/County Engineer	PHONE / EXT: 3368
SIGNATURE: <i>Michael Collins</i>	DATE: 11-02-14
NARRATIVE OF REQUEST	
Attached for your review and execution is Organization Chart for the Department of Public Works in accordance with WAC 136-50-051 along with the adopting resolution.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	

BEFORE THE BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON
RESOLUTION 2014-_____

IN THE MATTER OF ESTABLISHING A POLICY REGARDING
ORGANIZATION OF THE DEPARTMENT OF PUBLIC WORKS

WHEREAS, it is the authority and the responsibility of the Board of County Commissioners in compliance with WAC 136-50-051 to establish a policy regarding organization for the administration and management of the Pacific County Department of Public Works; and

WHEREAS, periodic review and revision of the policies and organizational responsibilities is necessary to provide the efficient and timely delivery of service to the public; and

WHEREAS, copies of such charts must be prominently posted in the office of the County Road Engineer and Road Department shops in such a manner that it will be readily available to all road department employees and the general public; now therefore,

IT IS HEREBY RESOLVED that the attached Functional Organizational Chart delineating the divisions (work areas), programs, and the primary functional responsibilities of the various personnel is hereby adopted for the Pacific County Department of Public Works; and

BE IT FURTHER RESOLVED that the Organization Chart is approved and the chart be prominently placed as described above; and

BE IT STILL FURTHER RESOLVED that the Director of Public Works is hereby directed to administer, manage, and certify compliance with the attached Functional Organization Chart.

ADOPTED this _____ day of _____, 2014.

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

Steve Rogers, Chair

ATTEST:

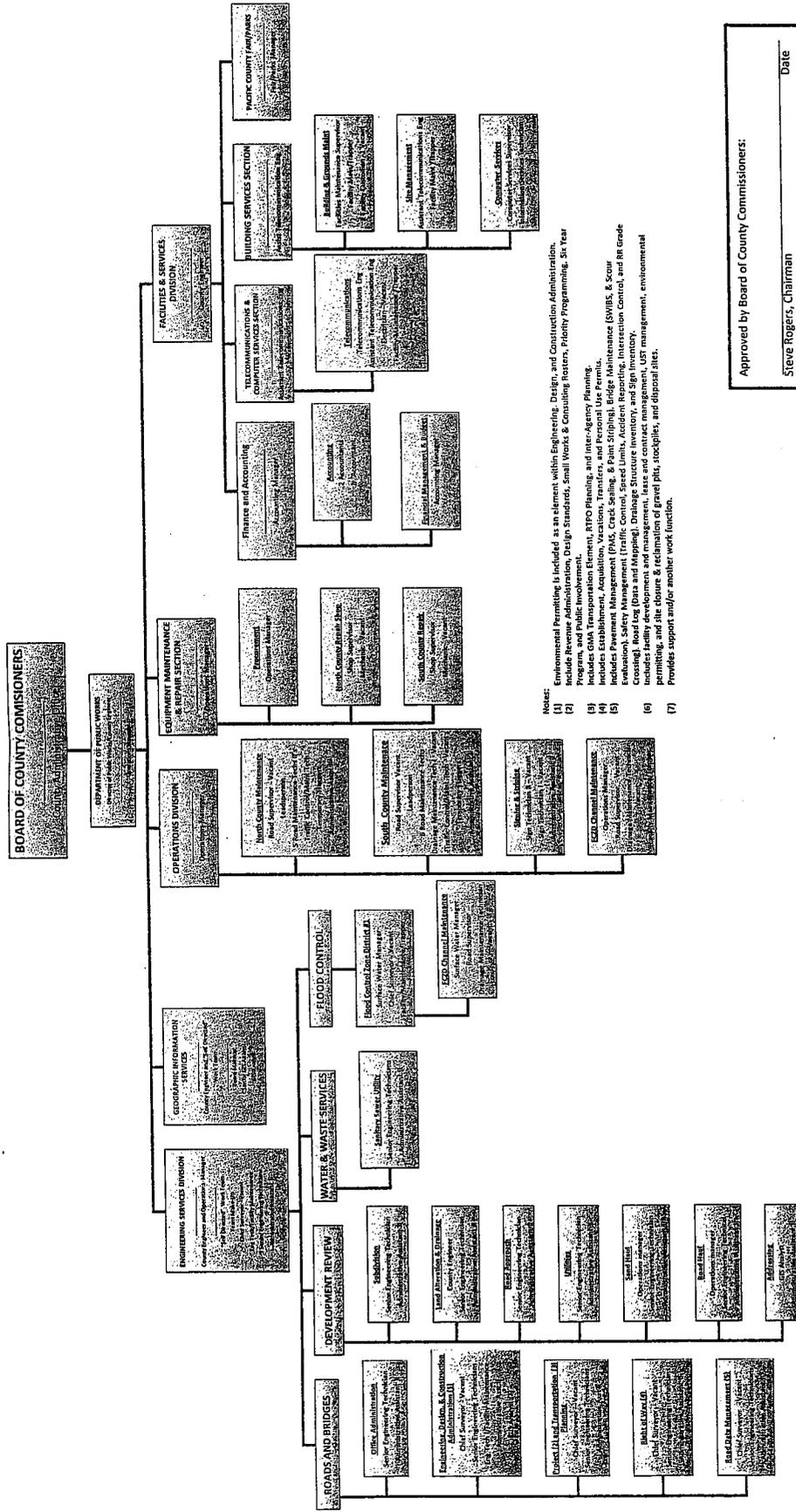
Lisa Ayers, Commissioner

Clerk of the Board

Frank Wolfe, Commissioner

PACIFIC COUNTY, WASHINGTON

2014 FUNCTIONAL ORGANIZATION CHART FOR THE DEPARTMENT OF PUBLIC WORKS



Notes:
 (1) Environmental Permitting is included as an element within Engineering, Design, and Construction Administration.
 (2) Includes Review of Construction, Design Standards, Small Works & Consulting Reports, Priority Programming, Six Year
 (3) Includes GMA Transportation Element, RTPO Planning, and Inter-Agency Planning.
 (4) Includes Establishment, Acquisition, Vacations, Transfers, and Personal Use Permits.
 (5) Includes Pavement Management (PMS, Crack Sealing, & Patching), Bridge Maintenance (BIMS, & Scour
 Evaluation), Safety Management (Roadway Safety Audit, Roadway Safety Inventory, Roadway Safety Inventory
 (RSI), Roadway Safety Inventory (RSI), Roadway Safety Inventory (RSI), Roadway Safety Inventory (RSI),
 (6) Includes Facility development and management, lease and contract management, USF management, environmental
 permitting, and site closure & reclamation of gravel pits, stockpiles, and disposal sites.
 (7) Provides support and/or another work function.

Approved by Board of County Commissioners:
 Steve Rogers, Chairman
 Approval Recommended:
 Michael W. Collins, Director/County Engineer
 Date
 Date



Board of Pacific County Commissioners
 P O Box 187 * 1216 W Robert Bush Dr * South Bend, WA 98586
 Phone 360/875.9337 / Fax 360/875.9335

**BOH/BOCC meet 2nd and
 4th Tuesday of each month,
 beginning at 9 a.m.**

REQUESTED MEETING DATE:
 11-10-2014

AGENDA REQUEST FORM

[TO BE COMPLETED BY THE CLERK/DEP. CLERK OF THE BOARD]

Agenda Item #: _____

BOCC ACTION: APPROVED DENIED

Initial: _____ Date: _____

SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

NO ACTION TAKEN/WITHDRAWN DEFERRED TO: _____

CONTINUED TO DATE: _____ TIME: _____

OTHER: _____

Review: Clerk of the Board
 Risk Management
 Legal

DISTRIBUTION LIST:

<input type="checkbox"/> RF	<input type="checkbox"/> Assessor	<input type="checkbox"/> DPW	<input type="checkbox"/> PACCOM	<input type="checkbox"/> Superior Court
<input type="checkbox"/> CF	<input type="checkbox"/> Auditor	<input type="checkbox"/> EMA	<input type="checkbox"/> PC Fair	<input type="checkbox"/> Treasurer
<input type="checkbox"/> SEA	<input type="checkbox"/> Clerk	<input type="checkbox"/> Health	<input type="checkbox"/> Prosecutor	<input type="checkbox"/> Vegetation Mgmt
	<input type="checkbox"/> Civil Service	<input type="checkbox"/> Juvenile	<input type="checkbox"/> SDC	<input type="checkbox"/> WSU Coop. Ext.
	<input type="checkbox"/> DCD	<input type="checkbox"/> NDC	<input type="checkbox"/> Sheriff	<input type="checkbox"/> Other

AGENDA ITEM REQUEST

Please fill out in full or the request may be returned for more information. Also, please attach all pertinent documentation.

DEPARTMENT/OFFICE: Public Works	DIVISION (if applicable): Computer Services
OFFICIAL NAME & TITLE: Andrew B. Seaman, Computer Services Supervisor	PHONE / EXT: 2271
SIGNATURE: <i>Andrew B Seaman</i>	DATE: 10-31-14
NARRATIVE OF REQUEST	
<p>I am requesting the Board to grant signing authority to me in order to set up a government purchasing account with Apple Computers aka Apple Inc.. This will allow the use of purchase orders for future purchases of Apple products. I would like this authorization to extend to contract renewals in the future. There is no cost involved as we are only establishing an account. They are a sole source vendor with fixed pricing so direct purchase makes the most sense. They also provide special services to direct customers, such as engraving.</p>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	



Board of Pacific County Commissioners
 P O Box 187 * 1216 W Robert Bush Dr * South Bend, WA 98586
 Phone 360/875.9337 / Fax 360/875.9335

BOH/BOCC meet 2nd and 4th Tuesday of each month, beginning at 9 a.m.

REQUESTED MEETING DATE:
November 10, 2014

AGENDA REQUEST FORM

[TO BE COMPLETED BY THE CLERK/DEP. CLERK OF THE BOARD]

Agenda Item #: _____

BOCC ACTION: APPROVED DENIED

Initial: _____ Date: _____

SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

NO ACTION TAKEN/WITHDRAWN DEFERRED TO: _____

CONTINUED TO DATE: _____ TIME: _____

Review: Clerk of the Board
 Risk Management
 Legal

OTHER: _____

DISTRIBUTION LIST:

<input type="checkbox"/> RF	<input type="checkbox"/> Assessor	<input type="checkbox"/> DPW	<input type="checkbox"/> PACCOM	<input type="checkbox"/> Superior Court
<input type="checkbox"/> CF	<input type="checkbox"/> Auditor	<input type="checkbox"/> EMA	<input type="checkbox"/> PC Fair	<input type="checkbox"/> Treasurer
<input type="checkbox"/> SEA	<input type="checkbox"/> Clerk	<input type="checkbox"/> Health	<input type="checkbox"/> Prosecutor	<input type="checkbox"/> Vegetation Mgmt
	<input type="checkbox"/> Civil Service	<input type="checkbox"/> Juvenile	<input type="checkbox"/> SDC	<input type="checkbox"/> WSU Coop. Ext.
	<input type="checkbox"/> DCD	<input type="checkbox"/> NDC	<input type="checkbox"/> Sheriff	<input type="checkbox"/> Other

AGENDA ITEM REQUEST

Please fill out in full or the request may be returned for more information. Also, please attach all pertinent documentation.

DEPARTMENT/OFFICE: Health	DIVISION (if applicable):
OFFICIAL NAME & TITLE: Mary P. Goelz, Director	PHONE / EXT: 2644
SIGNATURE:	DATE: 11-4-14
NARRATIVE OF REQUEST	
<p>Request the Board approve and sign the County Program Agreement with Department of Social and Health Services for Professional Services. The DSHS Agreement number is 1463-23730. This contract is to provide parenting classes to parents referred to our department from Child Protective Services. A new contract was signed for this service in October however we were notified by our State contact that the contract had the incorrect provider number and contract number so it would need to be resigned. This service is in our adopted 2014 budget and in our proposed 2015 budget.</p>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	

Name of Contractor: Washington State Department of Health and Human Services

Name of contract/agreement/grant/amendment (if amendment, provide copy of original document(s)):
County Program Agreement Professional Services

Contract/Agreement/Grant/Amendment #:

Indicate type: Intergovernmental/Interagency Employment/Special Services Agreement Federal Contract
 Memorandum of Understanding/Agreement Interoffice/Interdepartmental State Contract

Contractor Type (check all that apply): For-Profit Private Organization/Individual
 Non-Profit Public Organization/Jurisdiction
 State Sub Recipient
 Federal Other

Please indicate appropriate Tax Identification Number, Uniform Business Identification Number, or Social Security Number on Page 3 of this form.

TYPE OF REQUEST (Mark all that apply and provide breakdown of bid proposals along with all pertinent documents.):

Public Works Project (RCW 39.04): Limited PW Process (<\$35,000) Limited PW Process (<\$40,000)
 Small PW Process (<\$300,000) PW Project (>\$300,000)

Equipment, Materials, & Supplies (RCW 36.32): < \$5,000 (attach 3 bids) \$5,000-\$25,000 (use small works roster) >\$25,000 (competitive bids)

Services / Leases: Architectural & Engineering Personal Services
 Lease (Personal Property i.e. copier, printer) Lease (Real Property)
 Telecomm & Data Processing Other Services (Please Describe):

To be located at: _____

Exceptions to Bidding (Please provide appropriate documentation):

Insurance/Bonds Emergency Event (Purchases/Public Works)
 Single (Sole) Source Purchase* Special Facilities/Market Conditions
*Resolution Required

PURCHASE UNDER ANOTHER AGENCY'S CONTRACT ("Piggybacking")
Please attach the following:
- Copy of Intergovernmental Agreement with other agency
- Confirmation that vendor agrees to participation
- Documentation that contract was awarded in compliance with bidding law
- Documentation that Agency posted bid/solicitation notice on its website or provided access link to the notice

RFP RFQ Franchise Annexation Ordinance Resolution
 Appeal Inventory Acquisition/Disposal Tort Claim Call for Bids
 Open Space/Timber Classification Post, Advertise and/or Fill Position (attach New Employee Form)
 Other (please describe): _____

BACKGROUND/SUMMARY (include date of prior workshop and/or action, if applicable):

TOTAL COST/AMOUNT (include sales & use tax): TOTAL TAX:

TOTAL SHIPPING/HANDLING: EXPENDITURE FUND #: 118 .XXX.XXX.XX.XX

EXPENDITURE BUDGETED? Yes No Will supplemental be required? Yes No

IN-KIND MATCH REQUIRED? Yes No DESCRIBE MATCH:

MATCHING FUNDS REQUIRED? Yes No AMOUNT OF MATCHING FUNDS:

	COUNTY PROGRAM AGREEMENT Professional Services		DSHS Agreement Number 1463-23730
	This Program Agreement is by and between the State of Washington Department of Social and Health Services (DSHS) and the County identified below, and is issued in conjunction with a County and DSHS Agreement On General Terms and Conditions, which is incorporated by reference.		Administration or Division Agreement Number 1305- County Agreement Number
DSHS ADMINISTRATION Childrens Administration	DSHS DIVISION Division of Children and Family Services		CCS CONTRACT CODE 2042CS-63
DSHS CONTACT NAME AND TITLE Richard Morgan Contract Manager		DSHS CONTACT ADDRESS 1949 South State Street Tacoma, WA 984052850	
DSHS CONTACT TELEPHONE (253)983-6240		DSHS CONTACT FAX	DSHS CONTACT E-MAIL MorgaRA@dshs.wa.gov
COUNTY NAME Pacific County		COUNTY ADDRESS 1216 West Robert Bush Drive Post Office Box 26 South Bend, WA 98586	
COUNTY UBI NUMBER		COUNTY CONTACT NAME Mary Goelz	
COUNTY CONTACT TELEPHONE (360) 875-9343		COUNTY CONTACT FAX (360) 875-9323	COUNTY CONTACT E-MAIL mgoelz@co.pacific.wa.us
IS THE COUNTY A SUBRECIPIENT FOR PURPOSES OF THIS PROGRAM AGREEMENT? No		CFDA NUMBERS	
PROGRAM AGREEMENT START DATE 10/01/2014	PROGRAM AGREEMENT END DATE 09/30/2015	MAXIMUM PROGRAM AGREEMENT AMOUNT \$ \$0.00	
Professional Services Provided: Statements of Work and Billing and Payment Information appear in the body of this Contract for ONLY the Professional Service(s) selected and checked below: Parenting Instruction			
EXHIBITS. The following Exhibits are attached and are incorporated into this Contract by reference: Exhibit A – Data Security Requirements; Exhibit B - Statement of Work; Exhibit C - Program Requirements; Exhibit D – Billing Statement			
Contract Purpose: The purpose of these services is to provide professional level mental health services as authorized by Children’s Administration to improve the safety of children and the functioning of individuals and families. Services may include assessment, counseling, therapy or treatment services.			
By their signatures below, the parties agree to the terms and conditions of this County Program Agreement and all documents incorporated by reference. No other understandings or representations, oral or otherwise, regarding the subject matter of this Program Agreement shall be deemed to exist or bind the parties. The parties signing below certify that they are authorized to sign this Program Agreement. This Contract shall be binding on DSHS only upon signature by DSHS.			
COUNTY SIGNATURE(S)		PRINTED NAME(S) AND TITLE(S)	DATE(S) SIGNED
DSHS SIGNATURE		PRINTED NAME AND TITLE Richard Morgan Contract Manager, CA/Region 3 South	DATE SIGNED



AGENDA REQUEST FORM

[TO BE COMPLETED BY THE CLERK/DEP. CLERK OF THE BOARD]

BOCC ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		Agenda Item #: _____	
		Initial: _____	Date: _____
<input type="checkbox"/> SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS		Review: <input type="checkbox"/> Clerk of the Board	
<input type="checkbox"/> NO ACTION TAKEN/WITHDRAWN		<input type="checkbox"/> Risk Management	
<input type="checkbox"/> CONTINUED TO DATE: _____ TIME: _____		<input type="checkbox"/> Legal	
<input type="checkbox"/> DEFERRED TO: _____			
<input type="checkbox"/> OTHER: _____			
DISTRIBUTION LIST:			
<input type="checkbox"/> RF	<input type="checkbox"/> Assessor	<input type="checkbox"/> DPW	<input type="checkbox"/> PACCOM
<input type="checkbox"/> CF	<input type="checkbox"/> Auditor	<input type="checkbox"/> EMA	<input type="checkbox"/> PC Fair
<input type="checkbox"/> SEA	<input type="checkbox"/> Clerk	<input type="checkbox"/> Health	<input type="checkbox"/> Prosecutor
	<input type="checkbox"/> Civil Service	<input type="checkbox"/> Juvenile	<input type="checkbox"/> SDC
	<input type="checkbox"/> DCD	<input type="checkbox"/> NDC	<input type="checkbox"/> Sheriff
			<input type="checkbox"/> Superior Court
			<input type="checkbox"/> Treasurer
			<input type="checkbox"/> Vegetation Mgmt
			<input type="checkbox"/> WSU Coop. Ext.
			<input type="checkbox"/> Other

AGENDA ITEM REQUEST

Please fill out in full or the request may be returned for more information. Also, please attach all pertinent documentation.

DEPARTMENT/OFFICE: General Administration	DIVISION (if applicable): n/a
OFFICIAL NAME & TITLE: Paul T. Plakinger, Management & Fiscal Analyst	PHONE / EXT: x2243
SIGNATURE: <i>PTP</i>	DATE: November 5, 2014
NARRATIVE OF REQUEST Please approve the following fy2014 budget category appropriation transfer: Flood Control Fund #108 • \$80,000 budget appropriation to be transferred from Capital Outlays to Operating	
RECOMMENDED MOTION 	

BEFORE THE BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

RESOLUTION NO. 2014-_____

**IN THE MATTER OF AMENDMENTS TO THE FISCAL YEAR 2014 BUDGET
BY APPROPRIATION TRANSFER**

WHEREAS, it has been brought to the attention of the Board of Pacific County Commissioners that adjustments by transfer should be made to the fiscal year 2014 budget appropriations in the funds and departments listed in Attachment A of this resolution; and

WHEREAS, sufficient appropriations exist within other budget categories to permit the necessary adjustments, as requested; now, therefore,

IT IS HEREBY RESOLVED that the transfer of budget appropriations as listed in Attachment A of this resolution is approved; and

IT IS HEREBY FURTHER RESOLVED that the Auditor be authorized to transfer the fiscal year 2014 budget appropriations as listed in Attachment A of this resolution.

PASSED by the following vote this 10th day of November, 2014 by the Board of Pacific County Commissioners meeting in regular session at South Bend, Washington, then signed by its membership and attested to by its Clerk in authorization of such passage:

_____ YEA; _____ NAY; _____ ABSTAIN; and _____ ABSENT.

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

Steve Rogers, Chair

Frank Wolfe, Commissioner

Lisa Ayers, Commissioner

ATTEST:

Marie Guernsey, Clerk of the Board

Fund Name	Amount	Transfer From:	Transfer To:
Flood Control	\$80,000.00	108.310.594.31.63	108.310.539.30.48



REQUESTED MEETING DATE:

11/10/2014

AGENDA REQUEST FORM

[TO BE COMPLETED BY THE CLERK/DEP. CLERK OF THE BOARD]

BOCC ACTION: APPROVED DENIED

Agenda Item #: _____

Initial: _____ Date: _____

SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

NO ACTION TAKEN/WITHDRAWN DEFERRED TO: _____

CONTINUED TO DATE: _____ TIME: _____

OTHER: _____

Review: Clerk of the Board
 Risk Management
 Legal

DISTRIBUTION LIST:

- | | | | | |
|------------------------------|--|-----------------------------------|-------------------------------------|--|
| <input type="checkbox"/> RF | <input type="checkbox"/> Assessor | <input type="checkbox"/> DPW | <input type="checkbox"/> PACCOM | <input type="checkbox"/> Superior Court |
| <input type="checkbox"/> CF | <input type="checkbox"/> Auditor | <input type="checkbox"/> EMA | <input type="checkbox"/> PC Fair | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> SEA | <input type="checkbox"/> Clerk | <input type="checkbox"/> Health | <input type="checkbox"/> Prosecutor | <input type="checkbox"/> Vegetation Mgmt |
| | <input type="checkbox"/> Civil Service | <input type="checkbox"/> Juvenile | <input type="checkbox"/> SDC | <input type="checkbox"/> WSU Coop. Ext. |
| | <input type="checkbox"/> DCD | <input type="checkbox"/> NDC | <input type="checkbox"/> Sheriff | <input type="checkbox"/> Other |

AGENDA ITEM REQUEST

Please fill out in full or the request may be returned for more information. Also, please attach all pertinent documentation.

DEPARTMENT/OFFICE: General Administration	DIVISION (if applicable):
OFFICIAL NAME & TITLE: Amanda Bennett, Confidential Secretary	PHONE / EXT: 360-875-9334 ext 3334
SIGNATURE: 	DATE: 10/28/2014

NARRATIVE OF REQUEST

Please find attached the memo regarding the Lodging Tax Advisory Committee's FY2015 funding recommendations.

RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)



Pacific County

LODGING TAX ADVISORY COMMITTEE

MEMORANDUM

DATE: October 28, 2014

TO: Board of County Commissioners
Marie Guernsey, Clerk of the Board

FROM: Amanda Bennett, Confidential Secretary

RE: Recommendations for Lodging Tax Funding

During the Lodging Tax Advisory Committee's meeting on October 23rd, 2014 at 6 o'clock p.m. in the South County Facility, the recommendations in the amount of \$300,000.00 for the fiscal year 2015 Lodging Tax was made as followed:

Peninsula Saddle Club	\$1,500
Water Music Festival	\$2,000
Sunday Afternoon Live	\$2,500
Pacific County Fair	\$1,000
NW Carriage Museum	\$10,000
Tokeland NC Chamber	\$4,000
Pacific County EDC	\$9,000
PC Historical Society/Museum	\$20,000
World Kite Museum	\$19,000
Columbia Pacific Heritage Museum	\$20,000
PC Sheriff's Office	\$20,000
Willapa Harbor Chamber	\$20,000
Ocean Park Area Chamber	\$38,000
LB Peninsula Visitors Bureau	\$132,500
Finnish American Folk Festival	\$500

During the meeting, a motion was moved and seconded to "award the lodging tax funds as follows with a valiant attempt to come up with \$5,000 more for the Sheriff's Office after LTAC money has been calculated for the year." If you have further questions or require additional information, please let me know.

Thank you.



BOH/BOCC meet 2nd and 4th Tuesday of each month, beginning at 9 a.m.

REQUESTED MEETING DATE:
 11/10/2014

AGENDA REQUEST FORM

[TO BE COMPLETED BY THE CLERK/DEP. CLERK OF THE BOARD]

Agenda Item #: _____

BOCC ACTION: APPROVED DENIED

Initial: _____ Date: _____

SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

Review: Clerk of the Board

NO ACTION TAKEN/WITHDRAWN

DEFERRED TO: _____

Risk Management

CONTINUED TO DATE: _____ TIME: _____

Legal

OTHER: _____

DISTRIBUTION LIST:

- | | | | | |
|------------------------------|--|-----------------------------------|-------------------------------------|--|
| <input type="checkbox"/> RF | <input type="checkbox"/> Assessor | <input type="checkbox"/> DPW | <input type="checkbox"/> PACCOM | <input type="checkbox"/> Superior Court |
| <input type="checkbox"/> CF | <input type="checkbox"/> Auditor | <input type="checkbox"/> EMA | <input type="checkbox"/> PC Fair | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> SEA | <input type="checkbox"/> Clerk | <input type="checkbox"/> Health | <input type="checkbox"/> Prosecutor | <input type="checkbox"/> Vegetation Mgmt |
| | <input type="checkbox"/> Civil Service | <input type="checkbox"/> Juvenile | <input type="checkbox"/> SDC | <input type="checkbox"/> WSU Coop. Ext. |
| | <input type="checkbox"/> DCD | <input type="checkbox"/> NDC | <input type="checkbox"/> Sheriff | <input type="checkbox"/> Other |

AGENDA ITEM REQUEST

Please fill out in full or the request may be returned for more information. Also, please attach all pertinent documentation.

DEPARTMENT/OFFICE: Commissioners Office DIVISION (if applicable):

OFFICIAL NAME & TITLE: Marie Guernsey, Clerk of the Board PHONE / EXT:

SIGNATURE:  DATE: 11/3/2014

NARRATIVE OF REQUEST

We currently have a Confidential Secretary position that is working solely on public records requests. I am requesting this position be classified as a Public Records Coordinator. This classification will adequately represent the job that is being performed. I am also requesting Sarah Bottoms be appointed to this position.

RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)

Adopt Resolution 2014-_____ adopting the Public Records Coordinator job description, non-represented, Management Grade 10 and appoint Sarah Bottoms to this position, Grade 10 Step 3, 0.80FTE, subject to adequate budget appropriations

POSITION: Public Records Coordinator
OFFICE/DEPARTMENT: Commissioners' / General Administration
REPORTS TO: County Administrative Officer and Public Records Officer
UNION STATUS: Not Represented
SALARY GRADE: NU-10
DATE LAST REVISED:

1.0 PRIMARY FUNCTION AND PURPOSE

Understands the Public Records Act, Chapter 42.56 RCW.

Serves as the point of contact for the Public Records Center.

Coordinates all processes concerning the Public Records Act and Pacific County's Public Records Policy.

Corresponds with requestors for the purpose of fulfilling public records requests in a timely manner.

Applies legal statutes governing the release of or exemption of public records.

Assists with research of electronic and paper files as required.

Works as an integral part of the public records process.

2.0 ORGANIZATIONAL RELATIONSHIPS

2.1 Supervision Received

Persons in this position are given significant discretion in the performance of their duties.

The County Administrative Officer and the Public Records Officer will provide supervision and guidance.

Guidance is also received from the Prosecuting Attorney.

2.2 Supervision Exercised

None.

3.0 ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintains an understanding and interpretation of the laws governing public disclosure (Chapter 42.56 RCW-Public Records Act).

Provides information, assistance and referral for the public as needed to properly and timely fulfill records requests.

Reviews and verifies responsive records for accuracy, exemptions, and fulfillment.

Modifies and/or revises the Public Records Center workflow and/or documents.

Writes procedures for use by Public Records Center users when completing public records requests.

Monitors status of requests through the Public Records Center.

Develops training materials for and provides training in the use of Public Records Center system.

Ensures all aspects of the public disclosure law and the County's Public Records Policy are being properly followed.

Proficient in database management.

Operates standard office equipment, including networked microcomputer systems, scanners, copy machines, fax machine, telephone systems, audio/visual recording equipment, etc.

4.0 PERIPHERAL DUTIES

Maintains harmony with the public and among co-workers.

Serves as backup for other positions within the Commissioners' Office and Department of General Administration as needed.

Performs other related duties as assigned.

Attends seminars and workshops as assigned.

5.0 EDUCATION AND EXPERIENCE REQUIRED

A high school diploma is required.

Knowledge is equivalent to that which would typically be acquired by obtaining an associate's degree in secretarial science, or a related field, together with at least two years experience in secretarial positions of similar confidentiality and responsibility. Four years of progressively responsible local government secretarial experience requiring little supervision and significant responsibility in a confidentiality setting is preferred.

Knowledge and understanding of the Public Records Act, Chapter 42.56 RCW.

6.0 NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Ability to satisfactorily perform each of the essential duties and responsibilities in Section 3.0.

Ability to write procedures and instructions in clear, logical sequence; analyze complex problems and describe their solutions graphically; prepare clear, concise reports and prepare programming instructions.

Ability to work independently.

Must be able to read and write in the English language accurately and effectively.

Possess considerable knowledge of English grammar and composition, business formats, spelling, filing and record keeping is required.

Must be able to undertake research and compose letters to requestors.

Respond to public records requests and assist requestor in defining the scope of records requested.

Assist staff in identifying records responsive to a request.

Must be able to identify and redact information exempt from disclosure.

Operate effectively and proficiently office equipment including computers, fax machine, telephone, etc.

Must have working knowledge of word processing and computer software applications.

Ability to plan, schedule and review the work.

Exercise good judgment and make sound decisions.

Possess good interpersonal skills in working with the public, elected and appointed officials, private and government representatives, contractors and coworkers.

Have the ability to maintain professionalism and confidentiality in a high volume, politically charged environment.

Possess, or have the ability to readily obtain, safe and reliable transportation and a Washington State Driver's License.

Be punctual.

Effectively communicate in both written and oral forms

Prioritize multiple requests and successfully meet deadlines.

Ability to follow oral and written instructions.

7.0 BEHAVIORAL STANDARDS

Positively represents the County, demonstrating honest and ethical behavior. Be respectful and courteous to the public, requestors, county leadership and other employees.

Be self-motivated, ability to multi-task, and be well organized.

Must use tact, discretion and courtesy in the operation of office functions.

8.0 WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in both an outdoor and normal office environment.

While performing the duties of this job, the employee is frequently required to sit, talk and hear; use hands and fingers to handle or operate objects, tools or equipment; and reach with hands and arms. The employee must occasionally walk and lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an outdoor and office environment. The noise level in the work environment is low to moderately noisy.

Standard office equipment used in this position include, but are not limited to "networked" personal computers, printers, typewriter, calculator, photocopiers, facsimile machine, recording devices, scanners and both electronic and standard operating cameras.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

9.0 SELECTION PROCESS

The selection process will include a formal application, evaluation of applicable education and experience, and may include a supplemental questionnaire and/or an oral interview, background and/or reference checks, and job-related tests.

The duties set forth in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

RCW 42.30.110
Executive sessions.

(1) Nothing contained in this chapter may be construed to prevent a governing body from holding an executive session during a regular or special meeting:

- (a) To consider matters affecting national security;
- (b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;
- (c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public;
- (d) To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;
- (e) To consider, in the case of an export trading company, financial and commercial information supplied by private persons to the export trading company;
- (f) To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;
- (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW [42.30.140\(4\)](#), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;
- (h) To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public;
- (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

This subsection (1)(i) does not permit a governing body to hold an executive session solely because an attorney representing the agency is present. For purposes of this subsection (1)(i), "potential litigation" means matters protected by RPC 1.6 or RCW [5.60.060\(2\)\(a\)](#) concerning:

- (i) Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party;

(ii) Litigation that the agency reasonably believes may be commenced by or against the agency, the governing body, or a member acting in an official capacity; or

(iii) Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency;

(j) To consider, in the case of the state library commission or its advisory bodies, western library network prices, products, equipment, and services, when such discussion would be likely to adversely affect the network's ability to conduct business in a competitive economic climate. However, final action on these matters shall be taken in a meeting open to the public;

(k) To consider, in the case of the state investment board, financial and commercial information when the information relates to the investment of public trust or retirement funds and when public knowledge regarding the discussion would result in loss to such funds or in private loss to the providers of this information;

(l) To consider proprietary or confidential nonpublished information related to the development, acquisition, or implementation of state purchased health care services as provided in [RCW 41.05.026](#);

(m) To consider in the case of the life sciences discovery fund authority, the substance of grant applications and grant awards when public knowledge regarding the discussion would reasonably be expected to result in private loss to the providers of this information;

(n) To consider in the case of a health sciences and services authority, the substance of grant applications and grant awards when public knowledge regarding the discussion would reasonably be expected to result in private loss to the providers of this information;

(o) To consider in the case of innovate Washington, the substance of grant or loan applications and grant or loan awards if public knowledge regarding the discussion would reasonably be expected to result in private loss to the providers of this information.

(2) Before convening in executive session, the presiding officer of a governing body shall publicly announce the purpose for excluding the public from the meeting place, and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the presiding officer.