

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

**Regular Meeting  
Tuesday, March 11, 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)*

### **CONSENT AGENDA (A-B)**

- A)** Minutes of regular meetings of February 25, 2014
- B)** Rainbow Valley Landfill Claims Vouchers:  
Royal Heights Transfer Station, Inc. - \$4,304.16  
Pacific County Treasurer - \$177.07  
PUD #2 - \$59.72

### **ADJOURNMENT**

*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.*

PACIFIC COUNTY, WASHINGTON  
LOCAL BOARD OF HEALTH  
JOURNAL #32

**PROCEEDINGS**

**9:00 AM**  
**Tuesday, February 25, 2014**

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

**CALL TO ORDER – 9:00am**

**COUNTY COMMISSION and PERSONNEL PRESENT**

Steve Rogers, Chair  
Frank Wolfe, Commissioner  
Lisa Ayers, Commissioner

Marie Guernsey, Clerk of the Board  
Mike Collins, Public Works Director/County Engineer  
Paul Plakinger, Management & Fiscal Analyst  
David Burke, Prosecuting Attorney  
Eric Weston, Chief Deputy Prosecutor  
Denise Rowlett, Chief Civil Deputy

**GENERAL PUBLIC IN ATTENDANCE**

Julie Struck, Mayor of South Bend  
Paul Philpot-Pacific County EDC  
Larry Warnberg  
Ron Craig  
Lonnie Stulce  
Scot Pearson

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

Chair Rogers welcomed Julie Struck, Mayor of South Bend

**PUBLIC COMMENT - None**

**CONSENT AGENDA (A-B)**

It was moved by Wolfe, seconded by Ayers and carried by a vote of 3-0  
Subject to adequate budget appropriations and in accordance with all applicable  
county policies

**Minutes of regular meetings of February 11, 2014**

**Rainbow Valley Landfill Claims Vouchers:**  
**City of Raymond - \$2,125**  
**Broadband Environmental Services - \$750**  
**Dragon Analytical Laboratory - \$2,407**

PACIFIC COUNTY, WASHINGTON  
LOCAL BOARD OF HEALTH  
JOURNAL #32

**ADJOURNMENT – 9:01am**

PACIFIC COUNTY  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Steve Rogers, Chairman

ATTEST:

\_\_\_\_\_  
Frank Wolfe, Commissioner

\_\_\_\_\_  
Marie Guernsey  
Clerk of the Board

\_\_\_\_\_  
Lisa Ayers, Commissioner

*(Please refer to recording of the meeting for a more detailed discussion).*

2014-09

Claims Voucher  
Rainbow Valley Landfill Trust Fund: Post-Closure Account

ROYAL HEIGHTS TRANSFER STATION, INC  
114 AIRPORT RD.  
RAYMOND, WA 98577

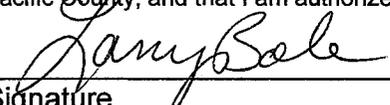
Vendor #	Date
Reference No. 2	Purchase Order Number

Instructions:

1. Attach invoices, sign voucher and submit to the following address: Administrator, Pacific County Department of Community Development, P O Box 26, South Bend, WA 98586.
2. Completed vouchers should be received one week prior to the scheduled Board of Health meeting. Approved vouchers will be paid by the Trustee within 10 days of notification.
3. Payment for incomplete or inadequate vouchers may be delayed.

Invoice #	Date	Description	Fund	Ops	Base Sub	Sub Elem	Obj	Amount
466B	3/2/14	LEACHATE TRANSPORTATION	660	000	537	10	41	\$4304.16

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against Pacific County, and that I am authorized to authenticate and certify to said claim.

  
 Signature

PRES.  
 Title

3/3/14  
 Date

Reviewed by:

Faith Taylor, Director  
Department of Community Development

Date

NOTIFICATION TO TRUSTEE FOR PAYMENT OR REIMBURSEMENT: The Board of Health has determined that these expenditures as represented and documented are in accordance with the "Plan" or otherwise justified and approves such expense according to the Revised Trust Agreement.

Chairman, Pacific County Board of Health

Date

**Invoice**

**ROYAL HEIGHTS TRANSFER STATION, INC.**  
**114 AIRPORT RD.**  
**RAYMOND, WA 98577**

<b>DATE</b>	<b>INVOICE #</b>
3/2/2014	4668

<b>BILL TO</b>
<b>RAINBOW VALLEY LANDFILL, INC.</b> 114 Airport Rd. Raymond, WA 98577

<b>P.O. NUMBER</b>	<b>TERMS</b>
	net 10

<b>DUE DATE</b>
3/12/2014

<b>SERVICED</b>	<b>QUANTITY</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
2/28/2014	336,000	Gallons - Wastewater Hauling (LEACHATE) @\$12.81/1000	4,304.16

RECEIVED  
PACIFIC COUNTY

**MAR 05 2014**

GENERAL ADMINISTRATION  
BOARD OF COMMISSIONERS

**Balance Due**

**\$4,304.16**

Date	<u>loads</u>		
2/1/2014			
2			
3	3		
4	2		
5			
6	2		
7	2		
8			
9			
10	3		
11	2		
12	2		
13	2		
14	3		
15	1		
16	3		
17	4		
18	3		
19	3		
20	3		
21	2		
22	3		
23	1		
24	3		
25	3		
26	2		
27	2		
28	2		
	<b>56</b>		
	<i>total gallons</i>		<b>336000</b>
		<b>TOTAL</b>	<b>\$4,304.16</b>

**Claims Voucher**  
**Rainbow Valley Landfill Trust Fund: Post-Closure Account**

2014-10

Pacific County Treasurer  
 \_\_\_\_\_  
 PO box 98  
 \_\_\_\_\_  
 South Bend, WA 98586  
 \_\_\_\_\_  
 \_\_\_\_\_

Vendor #	Date
Reference No. 2	Purchase Order Number

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Invoice #	Date	Description	Fund	Ops	Base Sub	Sub Elem	Obj	Amount
2014		REAL ESTATE TAX - P.C.	660	000	537	10	41	\$177.07

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against Pacific County, and that I am authorized to authenticate and certify to said claim.

Lamy Bole                      Pres.                      3/3/14  
 Signature                              Title                              Date

Reviewed by: [Signature]                      March 4, 14  
 Faith Taylor, Director                      Date  
 Department of Community Development

**NOTIFICATION TO TRUSTEE FOR PAYMENT OR REIMBURSEMENT:** The Board of Health has determined that these expenditures as represented and documented are in accordance with the "Plan" or otherwise justified and approves such expense according to the Revised Trust Agreement.

\_\_\_\_\_  
 Chairman, Pacific County Board of Health                      Date

**PACIFIC COUNTY TAX STATEMENT**

SEE REVERSE SIDE

PACIFIC COUNTY TREASURER • PO BOX 98 • SOUTH BEND, WASHINGTON 98586

PARCEL NUMBER  
14090842004 REAL

**KEEP THIS PORTION**

**2014**

LOCATION: 000878 STATE RT 105  
AC: 38.4

1812\*3\*\*50\*\*\*0.382\*\*1/1\*\*\*\*\*AUTO\*\*5-DIGIT 98531  
RAINBOW VALLEY LANDFILL INC  
114 AIRPORT RD  
RAYMOND WA 98577-9233



LEGAL DESCRIPTION: 140908 004

First half tax paid or postmarked after April 30, 2014 requires interest plus penalty on full amount. Second half tax becomes delinquent after October 31, 2014.

**CURRENT TAX DISTRIBUTION**

COUNTY GENERAL	15.70
COUNTY HEALTH	0.25
COUNTY ROADS	17.49
RAYMOND #116 BOND	32.36
RAYMOND #116 M & O	40.96
PC EMS #1	5.00
P C EMS#1 EXCESS	4.27
STATE SCHOOL	22.74
LIBRARY	4.16
W H HOSP #2 BOND	4.58
W H HOSPITAL #2 REG	7.34
PT OF WILLAPA HARBOR	4.32
DNR	17.90
<b>Total Current Tax:</b>	<b>177.07</b>

**CURRENT TAX INFORMATION**

Land Value	10,000
Improvement Value	0
Taxable Value	10,000
Gross Tax	159.17
Misc Assessments	17.90
Levy Rate	15.916977
Levy Code	37
<b>Voter Approved Tax:</b>	<b>82.17 or 51.6%</b>

**DELINQUENT TAX INFORMATION**

YEAR	INT/PEN	DELQ TAX	TOTAL

TAX \$50.00 OR LESS MUST BE PAID IN FULL

**PACIFIC COUNTY TAX STATEMENT**

PARCEL NUMBER  
14090842004 REAL

**2014**

**Renée Goodin**  
MAKE REMITTANCE PAYABLE TO:  
PACIFIC COUNTY TREASURER  
P.O. BOX 98  
SOUTH BEND, WASHINGTON 98586

**SECOND PAYMENT**  
DETACH THIS PORTION AND MAIL WITH YOUR PAYMENT  
Your cancelled check is your receipt.

DELINQUENT PAYMENTS RECEIVED WITHOUT INTEREST AND PENALTY WILL BE RETURNED.  
CALL 360-875-9421 OR 360-642-9421 FOR DELINQUENT TAX, INTEREST, AND PENALTY DUE.

TAX YEAR	INTEREST/PENALTY THRU: April	SECOND HALF TAX	
Current 2014		88.53	
YEAR	DELINQUENT TAX	INT/PEN	DELINQUENT TOTAL

PLEASE MAKE NAME AND ADDRESS CHANGES ON FRONT.

RAINBOW VALLEY LANDFILL INC  
114 AIRPORT ROAD  
RAYMOND, WA 98577

**DUE OCTOBER 31, 2014**

012014140908420040000088530000177074

FULL OR 1ST HALF PAYMENT IS DUE APRIL 30TH

TAX \$50.00 OR LESS MUST BE PAID IN FULL

**PACIFIC COUNTY TAX STATEMENT**

PARCEL NUMBER  
14090842004 REAL

**2014**

**Renée Goodin**  
MAKE REMITTANCE PAYABLE TO:  
PACIFIC COUNTY TREASURER  
P.O. BOX 98  
SOUTH BEND, WASHINGTON 98586

**FIRST PAYMENT**  
DETACH THIS PORTION AND MAIL WITH YOUR PAYMENT  
Your cancelled check is your receipt.

DELINQUENT PAYMENTS RECEIVED WITHOUT INTEREST AND PENALTY WILL BE RETURNED.  
CALL 360-875-9421 OR 360-642-9421 FOR DELINQUENT TAX, INTEREST, AND PENALTY DUE.

TAX YEAR	INTEREST/PENALTY THRU: April	FULL TAX	HALF TAX
Current 2014		177.07	88.54
YEAR	DELINQUENT TAX	INT/PEN	DELINQUENT TOTAL

PLEASE MAKE NAME AND ADDRESS CHANGES ON FRONT.

RAINBOW VALLEY LANDFILL INC  
114 AIRPORT ROAD  
RAYMOND, WA 98577

**DUE APRIL 30, 2014**

012014140908420040000088540000177072



2014-11

### Claims Voucher Rainbow Valley Landfill Trust Fund: Post-Closure Account

PUD NO. 2  
P.O. BOX 472  
RAYMOND, WA 98577

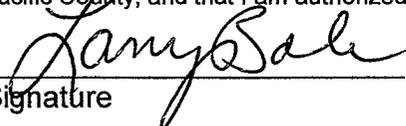
Vendor #	Date
Reference No. 2	Purchase Order Number

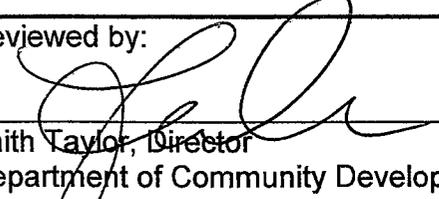
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Invoice #	Date	Description	Fund	Ops	Base Sub	Sub Elem	Obj	Amount
	2/25/14	UTILITIES	660	000	537	10	41	59.72

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against Pacific County, and that I am authorized to authenticate and certify to said claim.


PRES
3/3/14  
 Signature Title Date

Reviewed by: 
March 4, 14  
 Faith Taylor, Director Date  
 Department of Community Development

**NOTIFICATION TO TRUSTEE FOR PAYMENT OR REIMBURSEMENT:** The Board of Health has determined that these expenditures as represented and documented are in accordance with the "Plan" or otherwise justified and approves such expense according to the Revised Trust Agreement.

\_\_\_\_\_ Date  
 Chairman, Pacific County Board of Health



**PUBLIC UTILITY DISTRICT NO. 2  
of PACIFIC COUNTY**

Account Number 19983	Page 1 of 1
Statement Date 02/25/2014	

PO Box 472  
Raymond WA 98577  
raycustserv@pacificpud.org  
(360)942-2411  
(360)484-7454 (Naselle)

**Billing Summary**

Previous Balance	83.12
Payment Received 02/18/14	<u>83.12 CR</u>
Balance Forward	0.00
Current Charges Due By 03/24/14	59.72
<b>Total Due</b>	<b>59.72</b>

\*\*\*\*\*AUTO\*\*SCH 5-DIGIT 98531  
C-1 P-1  
LARRY BALE  
DBA RAINBOW VALLEY LANDFILL  
114 AIRPORT RD  
RAYMOND WA 98577-9233



Meter #: A34390    LOC: 14090804-1    Addr: RAINBOW VALLEY LANDFILL    Rate Class: 020

**Meter Reading Details**    **Meter A34390**

Current KWH Reading	02/19/14	74708
Previous KWH Reading	01/18/14	<u>74180</u>
Total KWH Usage		528
Days Served	32	

**Detail of Charges**

528 kWh x 0.071200	37.59
Power Cost Adj @ 3%	1.13
Elec Basic Charge	<u>21.00</u>
<b>Total This Service</b>	<b>59.72</b>

MO	Feb 13	Mar 13	Apr 13	May 13	Jun 13	Jul 13	Aug 13	Sep 13	Oct 13	Nov 13	Dec 13	Jan 14	Feb 14
Usage	603	448	417	265	202	146	142	131	322	290	470	847	528
Avg/Day	20	16	13	9	7	4	5	4	11	10	17	25	17

Return This Portion With Your Payment

PLEASE INDICATE CHANGE OF ADDRESS HERE:

MAILING ADDRESS		
CITY	STATE	ZIP
LOCATION PHONE NUMBER	OTHER PHONE NUMBER	
SIGNATURE (REQUIRED TO CHANGE ADDRESS)		

**YOUR SERVICE IS SUBJECT TO DISCONNECTION IF CURRENT CHARGES ARE NOT PAID BY THE DUE DATE**

Account Number	19983
Due Date	03/24/2014
Amount Due	59.72
Warm Heart Donation	
Amount Paid	<small>ONLY IF DIFFERENT THAN AMOUNT DUE</small>

LARRY BALE  
DBA RAINBOW VALLEY LANDFILL  
114 AIRPORT RD  
RAYMOND WA 98577-9233

Public Utility No. 2 of Pacific County  
P.O. Box 472    07  
Raymond, WA 98577-0472



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

**Tuesday, March 11, 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.

### **WORKSHOPS/MEETINGS**

10:30 AM Workshop w/ DCD re: Ordinance No. 162A  
(Commissioners Conference Room)

12:00 PM Joint (Elected/Appointed) Management Meeting (Elections Room)

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### **Call to Order**

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

### **CONSENT AGENDA (Items 1-6)**

#### **Department of Community Development**

- 1) Consider approval of Amendment #2 of Professional Services Contract for Recycling Drop Box Service with Peninsula Sanitation Service, Inc.

#### **Boards and Commissions**

- 2) Approve reappointment of Denny Evans to another three year term on the Olympic Area Agency on Aging Advisory Board
- 3) Approve the reappointment of Ned Newman, Don Hatten, Jim Goulter, Bob Rose, and Malcolm McPhail to another two year term on the Open Space Advisory Board

#### **General Business**

- 4) Minutes of regular meeting of February 25, 2014
- 5) Approve payroll of February, 2014; total # of employees: 177;  
total payroll: \$746,430.51
- 6) Approve Vendor Claims  
Warrants Numbered 121065 through 121142 - \$93,688.51

*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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**ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS**

- 7) Consider approval of request to purchase excavator and ¾ ton pickup from state bid
- 8) Consider approval of 2014 Bruceport Park Maintenance and Operation Contract with Herb Frank
- 9) Consider approval of request to obtain proposals for diesel plate compactor and jumping jack tamper
- 10) Consider approval of request to purchase soil compactor, Ford Escape, and replace Broce broom Model #RC350 with similar model
- 11) Consider approval of Digital Submittal Certification to County Road Administration Board; authorize Chair to sign
- 12) Consider approval to hire Dylan McDougall, Road Maintenance II and Kelly Spoor, Traffic Control/Maintenance Technician, both effective March 12, 2104
- 13) Consider approval of request to purchase engineering station from XI Computer Corporation
- 14) Acknowledge retirement of Craig Hawkinson, Shop Supervisor, effective February 28, 2014 and authorize advertising to fill vacant position
- 15) Acknowledge the transfer of 2007 Ford Expedition (#931) and 2008 Ford Expedition (#S185) to Emergency Management

**ITEMS REGARDING DEPARTMENT OF COMMUNITY DEVELOPMENT**

- 16) Consider approval of Professional Services Agreement with Creative Community Solutions to assist with Shoreline Master Program update; authorize Chair to sign

**ITEMS REGARDING HEALTH & HUMAN SERVICES DEPARTMENT**

- 17) Consider approval of request to lease two copiers (one for Long Beach and South Bend Offices) from Aberdeen Office Equipment from state bid
- 18) Consider approval of request to purchase Dell Laptop, XPS
- 19) Consider approval of Personal Services Contract for Registered Dietician services with Lynn Parker

**ITEMS REGARDING AUDITOR'S OFFICE**

- 20) Consider approval of request of \$5,000 from document preservation to purchase microfilm reader and computer; adopt Resolution 2014-\_\_\_\_\_ acknowledging the purchase from a sole source provider

*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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**ITEMS REGARDING SHERIFF'S OFFICE**

- 21) Consider approval of Homeland Security Grant Contract for software for dispatch radios
- 22) Consider approval of request for issue Request for Proposal (RFP) for consultant services to develop Pacific County Emergency Support Function (ESF) 10
- 23) Consider approval of Emergency Alert System Local Area Plan with Grays Harbor County

**ITEMS REGARDING VEGETATION MANAGEMENT**

- 24) Consider approval of Interdepartmental Agreement with Department of Public Works for vegetation services

**ITEMS REGARDING GENERAL BUSINESS**

- 25) Consider adoption of Order in the matter of the distribution of the 2013 PUD Excise Tax
- 26) Consider adoption of Resolution 2014-\_\_\_\_ amending Franchise No. 2012-1 with Western Wahkiakum County Telephone Company to include the legal description as described

**EXECUTIVE SESSION**

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

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**REQUESTED MEETING DATE:**

~~02.25.2014~~

3/11/2014

**AGENDA REQUEST FORM**

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

Agenda Item #: 1

BOCC ACTION:  APPROVED  DENIED

Initial: mg Date: 3/11/2014

SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

Review:  Clerk of the Board

NO ACTION TAKEN/WITHDRAWN

DEFERRED TO: \_\_\_\_\_

Risk Management

CONTINUED TO DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Legal

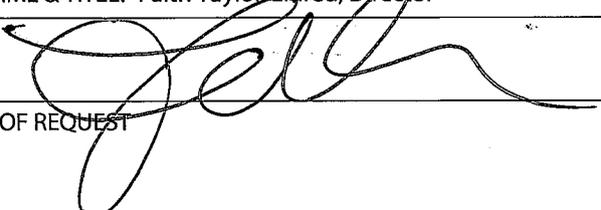
OTHER: \_\_\_\_\_

DISTRIBUTION LIST:

- |  |   |                                   |                                     |  |
|--|---|-----------------------------------|-------------------------------------|--|
| <input type="checkbox"/> RF            | <input type="checkbox"/> Assessor       | <input type="checkbox"/> DPW      | <input type="checkbox"/> PACCOM     | <input type="checkbox"/> Superior Court  |
| <input checked="" 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 checked="" 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: Community Development	DIVISION (if applicable): EH - Solid Waste
OFFICIAL NAME & TITLE: Faith Taylor-Eldred, Director	PHONE / EXT: 360.875.9356
SIGNATURE: 	DATE:
NARRATIVE OF REQUEST	
<p>Peninsula Sanitation has requested to amend the Professional Services Contract for Recycling Drop Box Service to increase the service charge due to a CPI adjustment. The new price is \$255.29 per service minus 50% of the market value of the materials collected.</p> <p>The agreement duration is also extended for another year, terminating on April 1, 2015.</p>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	

Name of Contractor: Peninsula Sanitation

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): \$255.29/service TOTAL TAX:  
TOTAL SHIPPING/HANDLING: EXPENDITURE FUND #: 116 .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:

PROFESSIONAL SERVICES CONTRACT  
FOR  
RECYCLING DROP BOX SERVICE  
Amendment No. 2

This amendment is made as of the \_\_\_\_ day of \_\_\_\_\_, 2014 among Pacific County, a municipal corporation and Peninsula Sanitation service, Inc., a Washington corporation and amends the existing PROFESSIONAL SERVICES CONTRACT FOR RECYCLING DROP BOX SERVICE executed as of the 12th day of June 2012.

This amendment shall become effective on the 1<sup>st</sup> day of April, 2010 and contain the following amendments:

1. Section III. DURATION OF AGREEMENT

This agreement shall now terminate on April 1<sup>st</sup>, 2015.

2. Section V. COMPENSATION AND METHOD OF PAYMENT

A new price, based on time and materials, of \$255.29 per service charge minus 50% of the market value of the recyclable materials contained within the recycling drop boxes will be in effect during this amended contract time.

All other terms and conditions of the PROFESSIONAL SERVICES CONTRACT FOR RECYCLING DROP BOX SERVICE executed on the 12<sup>th</sup> day of June 2012, and not specifically mentioned above will remain the same.

IN WITNESS WHEREOF, the parties have caused this amendment to the PROFESSIONAL SERVICES CONTRACT FOR RECYCLING DROP BOX SERVICE to be executed by their duly authorized officers or representatives as of the day and year first above written.

BOARD OF COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

\_\_\_\_\_  
Steve Rogers, Chair

\_\_\_\_\_  
Lisa Ayers, Commissioner

\_\_\_\_\_  
Frank Wolfe, Commissioner

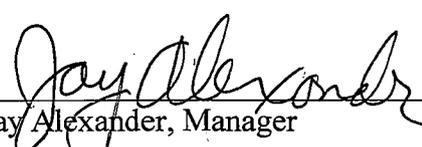
ATTEST:

\_\_\_\_\_  
Clerk of the Board

APPROVED AS TO FORM:

\_\_\_\_\_  
David J. Burke, Prosecuting Attorney

PENINSULA SANITATION SERVICE, INC

  
\_\_\_\_\_  
Jay Alexander, Manager

\_\_\_\_\_  
Date

2-5-14



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:**  
 3/11/2014

### AGENDA REQUEST FORM

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

Agenda Item #: 2

BOCC ACTION:  APPROVED  DENIED

Initial: mg Date: 3/11/2014

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: Commissioners Office	DIVISION (if applicable): Boards/Commissions
OFFICIAL NAME & TITLE: Marie Guernsey, Clerk of the Board	PHONE / EXT:
SIGNATURE:	DATE: 3/3/2014
NARRATIVE OF REQUEST	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
Approve the reappointment of Denny Evans to another three year term on the Olympic Area Agency on Aging Advisory 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:**

3/11/2014

**AGENDA REQUEST FORM**

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

Agenda Item #: 3

BOCC ACTION:  APPROVED  DENIED

Initial: mg Date: 3/11/2014

SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

NO ACTION TAKEN/WITHDRAWN

DEFERRED TO: \_\_\_\_\_

Review:  Clerk of the Board

CONTINUED TO DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

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: Commissioners Office	DIVISION (if applicable): Boards/Commissions
OFFICIAL NAME & TITLE: Marie Guernsey, Clerk of the Board	PHONE / EXT:
SIGNATURE:	DATE: 3/4/2014
NARRATIVE OF REQUEST	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
Approve the reappointment of Ned Newman, Don Hatten, Jim Goulter, Bob Rose, and Malcolm McPhail to another two year term on the Open Space Advisory Board	

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #50

**PROCEEDINGS**

**9:00 AM**  
**Tuesday, February 25, 2014**

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

**CALLED TO ORDER – 9:01am**

**COUNTY COMMISSION and PERSONNEL PRESENT**

Steve Rogers, Chair  
Frank Wolfe, Commissioner  
Lisa Ayers, Commissioner

Marie Guernsey, Clerk of the Board  
Mike Collins, Public Works Director/County Engineer  
Paul Plakinger, Management & Fiscal Analyst  
David Burke, Prosecuting Attorney  
Eric Weston, Chief Deputy Prosecutor  
Denise Rowlett, Chief Civil Deputy

**GENERAL PUBLIC IN ATTENDANCE**

Julie Struck, Mayor of South Bend  
Paul Philpot-Pacific County EDC  
Larry Warnberg  
Ron Craig  
Lonnie Stulce  
Scot Pearson

**PUBLIC COMMENT**

Larry Warnberg spoke and asked about the outboard motor repair for the Sheriff's Office that was approved at the February 11, 2014 meeting. He also noted there appeared to be an error in the setback language pertaining to the Findings of Fact adopted in regards to Emergency Moratorium Ordinance No. 172.

Ron Craig thanked the Commissioners for their support of the Friends of the Willapa National Refuge

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #50

**CONSENT AGENDA (Items 1, 3-4, 6-14)**

It was moved by Wolfe, seconded by Ayers and carried by a vote of 3-0  
Subject to adequate budget appropriations and in accordance with all applicable  
county policies

**Department of Public Works**

**Authorize use of Small Works Roster for replacement of cross culvert on  
North Nemah Road**

**Assessor's Office**

**Approve disposal of two computer workstations, and transfer of two Dell  
computers to the Sheriff's Office**

**General Business**

**Minutes of special meeting of February 7, 2014 and regular meeting of  
February 11, 2014**

**Approve Vendor Claims**

**Warrants Numbered 120893 through 120987 - \$196,335.64**

**Warrants Numbered 120988 through 121064 - \$111,940.87**

**YEARS OF SERVICE AWARDS**

15 Years: Elaine Fosse (PROS)

20 Years: Melaine Mero (PCSO)

25 Years: Shelly Flemetis (TRSR)

**ITEMS REGARDING GENERAL BUSINESS**

It was moved by Wolfe, seconded by Ayers and carried by a vote of 3-0

**Approve Application Authorization for the Friends of Willapa National  
Wildlife Refuge to apply for funding through the WA Wildlife and  
Recreation program for the Bear River Estuary Restoration, Viewing  
Platform and Water Access trail**

**ITEMS REGARDING DEPARTMENT OF COMMUNITY DEVELOPMENT**

It was moved by Wolfe, seconded by Ayers and carried by a vote of 3-0

**Approve removal of HP Laserjet printer, and color printer/copier from  
inventory and defer the disposal of the aerials**

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #50

**ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS**

It was moved by Ayers, seconded by Wolfe and carried by a vote of 3-0

**Adopt Resolution 2014-006 establishing fees for the Fair**

**Approve the hire of Nickolas Milton, Assistant Telecommunications Engineer, Grade 14 Step 1 effective March 3, 2014, subject to adequate budget appropriations**

**ITEMS REGARDING HEALTH & HUMAN SERVICES DEPARTMENT**

It was moved by Ayers, seconded by Wolfe and carried by a vote of 3-0

**Approve the hire of Deanna Gjovik, part-time Parent Education Facilitator, Grade 13 Step 10, subject to approval of the regrading by the Local 367C, effective March 7, 2014; Lindsey Hylton, Services Programs Manager, Grade 12 Step 1 effective March 3, 2014; and Rosanne McPhail, casual Parent Education Facilitator, Grade 13 Step 5 subject to approval of the regrading by the Local 367C effective March 7, 2014; all subject to adequate budget appropriations**

**ITEMS REGARDING PROSECUTOR'S OFFICE**

It was moved by Wolfe, seconded by Ayers and carried by a vote of 3-0

**Confirm the hire of Eric Weston, Chief Deputy Prosecutor, Grade 19 Step 6, effective February 19, 2014, subject to adequate budget appropriations**

**ITEMS REGARDING GENERAL BUSINESS**

It was moved by Wolfe, seconded by Ayers and carried by a vote of 3-0

**Approve the hire of Amanda Bennett, Confidential Secretary, Grade 9 Step 1, 0.80 FTE effective March 1, 2014, subject to adequate budget appropriations**

**Adopt Resolution 2014-007 certifying the 2013 inventory**

**Approve Intergovernmental Cooperation Agreement with the Pacific Conservation District**

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #50

**ITEMS REGARDING SHERIFF'S OFFICE**

It was moved by Ayers, seconded by Wolfe and carried by a vote of 3-0

**Approve Agreement with Willapa Valley School District No. 160 for School and Community Prevention Consultant Services and authorize Chair to sign**

**EXECUTIVE SESSION**

**9:30am-9:45am**

**RCW 42.30.11**

(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.

**BACK IN SESSION – 9:59AM**

**ITEMS REGARDING DEPARTMENT OF COMMUNITY DEVELOPMENT**

It was moved by Ayers, seconded by Wolfe and carried by a vote of 3-0

**Approve the Shoreline Master Program Grant Agreement No. G1400525 with State of WA Department of Ecology and authorize the Chair to sign**

**Approve the Agreement for Professional Services with The Watershed Company for**

**ADJOURNED – 10:00am**

PACIFIC COUNTY  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Steve Rogers, Chairman

\_\_\_\_\_  
Frank Wolfe, Commissioner

ATTEST:

\_\_\_\_\_  
Marie Guernsey  
Clerk of the Board

\_\_\_\_\_  
Lisa Ayers, Commissioner

*(Please refer to recording of the meeting for a more detailed discussion).*

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #50

**OTHER ITEMS FOR FILING**

Notes from Commissioners' Community Forum held February 11, 2014

Veteran's Relief Application in the amount of \$453 for Frederick G. Ingman and  
in the amount of \$400 for Jay D. Liles

Notice of Liquor License Application for Willapa Bay Enterprises Group

DRAFT

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: FEBRUARY, YEAR OF 2014  
TOTAL EMPLOYEES: 177  
TOTAL PAYROLL: \$ 746,430.51

RECEIVED  
PACIFIC COUNTY  
FEB 28 2014  
COUNTY CLERK  
ADMINISTRATION

Approve payroll subject to adequate budget appropriations.

BOARD OF PACIFIC COUNTY COMMISSIONERS

Dated this \_\_\_11th\_\_\_day of MARCH 2014

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

Attest: \_\_\_\_\_  
Clerk of the Board

**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, March 11, 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

121065 thru 121142 \$ 93,688.51

Warrants Dated: February 28, 2014

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

AUDITED:  
  
\_\_\_\_\_  
Auditor/Deputy Auditor

\_\_\_\_\_  
Chairman

ATTEST:  
  
\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

RECEIVED  
PACIFIC COUNTY

**MAR 03 2014**

GENERAL ADMINISTRATION  
BOARD OF COMMISSIONERS



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:**  
 3/11/2014

### AGENDA REQUEST FORM

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

Agenda Item #: 7

BOCC ACTION:  APPROVED  DENIED

Initial: mg Date: 3/11/2014

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 checked="" 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: Dept of Public Works	DIVISION (if applicable): Roads
OFFICIAL NAME & TITLE: Mike Collins, Director/Engineer	PHONE / EXT: 3368
SIGNATURE:	DATE: 1-30-14
NARRATIVE OF REQUEST	
<p>Dept of Public Works is requesting to purchase these items using Washington State Department of Enterprises Services (state bid) Replacing equipment #258 (1997 John Deere 200LC excavator) with a new track-hoe excavator 2014 ERR Budget \$185,000. Replacing equipment #084 (1997 GMC 1/2-T ext cab P/U) with a new 3/4 ton 4x4 crew cab pickup ERR budget \$36,000. See attached expenditure.</p>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
<p>Approve the purchase of a new track hoe excavator in an amount of \$185,000 and a new 3/4 ton 4x4 crew cab pickup in an amount of \$36,000 from state bid to be purchased from ER&amp;R, subject to adequate budget appropriations</p>	

# Equipment Rental & Revolving (ER&R): Public Works (Fund 502)

## Total Budget - Expenditure Overview By Category

Category	Historical Data				4-yr. Avg.	2013		2014	
	2009 Actual	2010 Actual	2011 Actual	2012 Actual		Total Bud. \$ Includes all Supplements & Transfers	Actual \$ Through 9-30-2013	Baseline \$	Dept. Request \$
Personnel	626,033.09	496,160.86	477,406.84	500,048.00	524,912	343,566.81	580,119	609,376	609,376
Operating	1,143,766.71	845,162.24	1,022,918.93	1,131,461.27	1,035,827	878,968.07	1,590,724	1,662,040	1,662,560
Capital	394,549.56	188,567.71	516,323.24	489,501.27	397,235	83,606.70	-	753,200	773,200
Debt Service	-	-	-	-	-	-	-	-	-
<b>Grand Total Expenditures</b>	<b>2,164,349.36</b>	<b>1,529,890.81</b>	<b>2,016,649.01</b>	<b>2,121,010.54</b>	<b>1,957,974</b>	<b>2,615,735</b>	<b>2,170,843</b>	<b>3,024,616</b>	<b>3,045,136</b>

FY2014 Equip. < \$5,000	Request	Final
n/a		
<b>FY2014 Capital Outlays</b>		
Replace 005 with Ford Escape (\$28,410 reserves available)	26,000	26,000
Replace Excavator (258) with a 135 LC (\$166,751 reserves available)	185,000	185,000
Replace 313 Broce Broom with Similar (\$27,468 reserves available)	55,000	55,000
Replace 084 with 3/4 ton 4x Crew Cab (\$21,790 reserves available)	36,000	36,000
Purchase SD45 Soil Compactor	70,200	70,200
PDR Related Projects-Archiving	50,000	50,000
Fail Over Email Server Long Beach	15,000	15,000
SC Wash Facility	100,000	100,000
So Co Bldg Generator	90,000	90,000
Add New DCD Vehicle	20,000	20,000
Sheriff New Vehicles	-	-
Assessor New Vehicle	20,000	20,000
New Phone System	65,000	65,000
Replace Radio Programming Laptop	2,000	2,000
Replace Leaking Roof at North Cove Site	12,000	12,000
Replace Leaking Roof at Long Beach Site	12,000	12,000
Replace Rusted HVAC Unit at North Cove Radio Site	3,000	3,000
Replace Rusted HVAC Unit at Long Beach Radio Site	3,000	3,000
Interventor Xfer. Switch at PSB Improve Backup Power	3,000	3,000
UPS for Switches at Courthouse	3,000	3,000
UPS for Switches at Annex	3,000	3,000
<b>Total</b>	<b>753,200</b>	<b>773,200</b>

# 2014 PACIFIC COUNTY BUDGET

<b>E. R. &amp; R. Fund No. 502 - EQUIPMENT RENTAL (Public Works)</b>																	
Object Expenditure Description	BARS Number Fund, Prgm, Dept, Basub, Subitem	2009		2010		2011		2012		4-Year Average		2013 Adopted Budget		2014 Request		2014 Final Budget	
		Actual	Request	Actual	Request	Actual	Final	Actual	Request	Average	Budget	Request	Budget	Request	Budget		
Salaries/Wages (10's)	502.011.310.548.60.1X	3,904		2,989		3,070		5,598		3,891		5,264		5,790		5,790	
Benefits (20's)	502.011.310.548.60.2X	1,483		1,140		1,140		2,082		1,461		2,185		2,403		2,716	
<b>Sub-Total Personnel</b>		<b>5,387</b>		<b>4,129</b>		<b>4,210</b>		<b>7,681</b>		<b>5,352</b>		<b>7,449</b>		<b>8,193</b>		<b>8,506</b>	
Reclass & Cost Allocation (00's)	502.012.310.548.60.0X	397,518		363,302		321,706		293,495		344,005		300,296		335,412		335,412	
Supplies (30's)	502.011.310.548.60.3X	69,762		124,102		141,812		206,537		135,553		109,775		126,402		126,402	
Other Service Charge (40's)	502.011.310.548.60.4X	152,012		97,484		158,208		179,008		146,678		139,170		175,254		175,254	
Intergovernmental Services (50's)	502.011.310.548.60.5X	351		349		480		233		353		410		410		410	
Interfund Payments (90's)	502.011.310.548.60.9X	34,848		36,042		34,101		34,421		34,853		37,402		38,000		38,000	
<b>Sub-Total Operating</b>		<b>654,491</b>		<b>621,279</b>		<b>656,307</b>		<b>713,693</b>		<b>661,443</b>		<b>587,053</b>		<b>675,478</b>		<b>675,478</b>	
Debt Service - Principal (70's)																	
Debt Service - Interest (80's)																	
<b>Sub-Total Debt Service</b>																	
Capitalized Expenditures (60's)	502.011.310.594.11.6X	301,329		-		221,395		378,388		225,278		425,000		392,200		412,200	
Correction																	
Other																	
<b>Total</b>		<b>961,207</b>		<b>625,408</b>		<b>881,912</b>		<b>1,099,761</b>		<b>892,072</b>		<b>1,019,501</b>		<b>1,075,871</b>		<b>1,096,184</b>	
Notes:																	
Capital Expenditures		As of Dec 2013 Accum Dep		2014 Request		2014 Final											
Replace 005 with a Ford Escape		28,410		26,000		26,000											
Replace 258 with a 135 LC		166,751		185,000		185,000											
Replace 313 Broce Broom with Similar		27,468		55,000		55,000											
Replace 084 with 3/4 Ton 4x crew cab		21,790		36,000		36,000											
New SD45 Soil Compactor				70,200		70,200											
D4D New vehicle for new hire				20,000		20,000											
Assessor Veh		244,419		392,200		412,200											



**AGENDA REQUEST FORM**

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

Agenda Item #: 8

BOCC ACTION:  APPROVED  DENIED

Initial: mg Date: 3/11/2014

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 checked="" type="checkbox"/> RF | <input type="checkbox"/> Assessor      | <input checked="" 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 checked="" type="checkbox"/> Other Park file |

**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: PARKS DIVISION (if applicable): \_\_\_\_\_

OFFICIAL NAME & TITLE: DOTSI GRAVES, PARKS/FAIR MANAGER PHONE / EXT: 2288

SIGNATURE: *[Signature]* DATE: 2/24/14

NARRATIVE OF REQUEST

Parks Department is requesting approval of the 2014 Bruceport Park Maintenance and Operation Contract with Herb Frank. This Contract is for one year.

RECEIVED  
PACIFIC COUNTY

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

Approve the 2014 Bruceport Park Maintenance and Operation Contract with Herb Frank

**FEB 25 2014**  
GENERAL ADMINISTRATOR  
BOARD OF COUNTY COMMISSIONERS

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

THIS CONTRACT, made and entered into this day between Herbert Frank, hereinafter called the CONTRACTOR, and the County of Pacific, a municipal corporation of the State of Washington, hereafter called the COUNTY.

WITNESSETH: WHEREAS, the COUNTY desires to have certain park maintenance and operation services performed and the CONTRACTOR has the necessary skills and capabilities and experience to perform said park maintenance and operation services, as set forth below;

NOW, THEREFORE, in consideration of the terms, conditions and performance contained herein, the parties hereto agree as follows:

1. The park maintenance and operation site shall be **BRUCEPORT PARK**.
2. The CONTRACTOR shall have the park available for use daily by the general public for use between 6:00 A.M. and 10:00 P.M. from April 1, 2014 through November 30, 2014.
3. The CONTRACTOR will provide the park user reasonable security from injury to themselves or damage to their possessions; and furthermore, the fee paying user will be provided entrance to the exit from the park during hours of closure to the general public.
4. The park fees shall be as established or revised by resolution of the Board of Pacific County Commissioners (presently Resolution No. 2004-023, adopted March 23, 2004). The CONTRACTOR shall collect fees and applicable taxes. Said fees collected by the CONTRACTOR shall be retained by the CONTRACTOR and shall constitute partial payment to the CONTRACTOR for services provided. CONTRACTOR further understands and agrees to forward the taxes collected to the appropriate parties at the appropriate times.

Agreements for long-term use of the facilities in excess of three (3) weeks shall require prior approval of the COUNTY.

5. The fiscal records of such collections and disbursements will be kept by the CONTRACTOR, and reported monthly on the attached form (Attachment A) to the Operations Manager. A numbered receipting system will be provided by the CONTRACTOR and used to receipt all camping fees. This system shall consist of a three-part receipt with the original copy to the customer, the second copy is to accompany the monthly report sent to the COUNTY, and the third copy to be retained by the CONTRACTOR.

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, water, sewerage, garbage disposal services and basic telephone service to the site. The CONTRACTOR will reimburse the COUNTY for all phone charges, with the exception of the telephone installation and the monthly telephone charge, deemed to be used for the CONTRACTOR'S private use upon receiving a copy of the bill showing the itemization for those charges. The CONTRACTOR will have the option to keep the recreation vehicle on the park residence site during the seasonal closure of the park and will reimburse the COUNTY for all utilities used during this period. The COUNTY will pay a hosting fee of \$1,800.00 (one thousand eight hundred dollars) for the contract period to the CONTRACTOR in five 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 four additional \$225.00 (two hundred twenty five dollar) installments paid for the months of June, July, August and September. The equipment rental fee (see paragraph nine) will be deducted from the hosting fee for a net payment.

No structures shall be erected on the premises, and no residences will be permitted without prior approval of the COUNTY.

The CONTRACTOR shall bear all costs associated with placement and/or removal of CONTRACTOR'S facility.

7. The COUNTY will retain use of the campsites at the southwesterly end of the park (known as campsites G-01 and G-02), also the area across the park road from the referenced campsites where the storage building currently exists, and that easterly portion of the park located between State Route 101 and the referenced campsites for use by the Pacific County Health and Human Services Youth Adventures Program.
8. The CONTRACTOR shall provide the proper janitorial/custodial service for the park restrooms.
9. The CONTRACTOR shall provide all general maintenance of the park grounds, equipment and facilities to include, but not limited, to mowing, weeding and litter pickup, all to be completed with equipment rented from the COUNTY (riding lawn mower, weed eater, blower). The equipment rental fee will be \$900.00 (nine hundred dollars) for the duration of the contract and will include all operating and maintenance costs. This equipment rental fee will be deducted from the hosting fee (SEE paragraph six) in the amount of \$225.00 (two hundred twenty five dollars) during the months of June, July, August and September.
10. The COUNTY reserves the right to determine whether or not repairs and maintenance shall be performed and the right to schedule such repairs and maintenance. Maintenance by the COUNTY will be performed at the convenience of the COUNTY, and the COUNTY shall not be held liable for any losses of any nature by the CONTRACTOR or other affected parties.

11. The CONTRACTOR will provide reasonable watchman security services during the period when the park is not open to the general public for overnight use.
12. The COUNTY agrees to provide all necessary operating supplies for the restrooms, supplied at COUNTY'S sole cost and expense.
13. Electric power, water, sewerage, garbage disposal services shall be provided by the COUNTY for park operations. No other utility services shall be provided.
14. The parties mutually understand and agree that the COUNTY shall make no deductions on account of taxes and the CONTRACTOR further understands and agrees that the responsibility for payment of taxes remains with the CONTRACTOR. It is further understood that the CONTRACTOR is not entitled to medical insurance, retirement benefits, workers compensation or any other incidents of employment from the COUNTY because no employee/employer relationship exists.
15. This contract shall commence on April 1st, 2014 and terminate December 31<sup>st</sup>, 2014. Either party shall have the right of cancellation, or termination of this contract with or without reason, by serving notice on the other party by certified mail, of such intent to cancel or terminate this entire contract at least (30) days prior to any such proposed cancellation or termination date; such cancellation or termination to be without recourse except for any sums owing to either party at the end of cancellation or termination. The CONTRACTOR shall be solely responsible for removing all their personal property from the park grounds within thirty (30) days of the notification of cancellation or termination of this contract. If said personal property has not been removed within the time specified, the COUNTY shall have said property removed and the CONTRACTOR shall be solely responsible for bearing all costs involved.

Should criminal charges be filed in a jurisdictional court, against the CONTRACTOR, this contract may be terminated, and all personal property of the CONTRACTOR must be removed, within three (3) days.

16. It is mutually understood and agreed between the parties hereto that this contract does not create an employer/employee relationship and that the COUNTY assumes no liability to the independent CONTRACTOR and that in all of the activities pursuant to this agreement, Herbert Frank is and shall be an independent CONTRACTOR under the laws of the State of Washington.
17. The CONTRACTOR shall not subcontract any part of the work to be performed under this contract or assign this contract without the specific written consent of the COUNTY.
18. The CONTRACTOR shall not allow property owned by the COUNTY to be removed from premises.

19. LIABILITY

(a) Proof of Insurance: The CONTRACTOR shall maintain, and upon request of the COUNTY, 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. The CONTRACTOR agrees that its liability insurance shall be primary to the COUNTY's and that CONTRACTOR's liability insurance policy shall so state. The CONTRACTOR 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.

(b) Indemnification: In accepting this Agreement, the CONTRACTOR, 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 the CONTRACTOR 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, the CONTRACTOR, 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.

(c) Assumption of Risk: The placement and storage of personal property on said premises shall be the responsibility, and at the sole risk, of the CONTRACTOR.

(d) Adjustment of Claims: The CONTRACTOR shall provide for the prompt and efficient handling of all claims for bodily injury, property damage or theft arising out of the activities of the CONTRACTOR under this agreement. The CONTRACTOR agrees that all such claims, whether processed by the CONTRACTOR or CONTRACTOR'S insurer, either directly or by means of an agent, will be handled by one key person.

DATED THIS 20 DAY OF Feb., 2014

INDEPENDENT CONTRACTOR

Herbert Frank 2/20/14  
Herbert Frank Date  
State of Washington Unified Business ID  
Number \_\_\_\_\_  
39 Bay Lane  
South Bend WA 98586

BOARD OF COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

\_\_\_\_\_  
Steve Rogers, Chair

\_\_\_\_\_  
Lisa Ayers, Commissioner

\_\_\_\_\_  
Frank Wolfe, Commissioner

ATTEST:

\_\_\_\_\_  
Marie Guernsey, Clerk of the Board

ATTACHMENT "A"

MONTHLY REVENUE-EXPENDITURE REPORT  
FOR THE MONTH OF \_\_\_\_\_, 2014

Receipt Numbers \_\_\_\_\_ through \_\_\_\_\_

Amount Collected \$ \_\_\_\_\_ ( Total of Receipts )

Expenses : \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

=====

TOTAL ALL EXPENSES . . . . . \$ \_\_\_\_\_

Park Name : \_\_\_\_\_

Signature : \_\_\_\_\_

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:**  
 3/11/14

### AGENDA REQUEST FORM

(TO BE COMPLETED BY THE CLERK/DEP. CLERK OF THE BOARD)

Agenda Item #: 9

BOCCACTION:  APPROVED  DENIED

Initial: mg Date: 3/11/2014

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 checked="" 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: Dept of Public Works DIVISION (if applicable): Roads

OFFICIAL NAME & TITLE: Mike Collins, Director/Engineer PHONE / EXT: 3368

SIGNATURE: *Michael Collins* DATE: 2-26-14

NARRATIVE OF REQUEST

Dept of Public Works is requesting permission to solicit quotations to purchase the following:

- Diesel Plate Compactor - 2014 Roads Budget \$18,000
- Jumping Jack Tamper - 2014 Roads Budget \$3,000

~~Dept of Public Works is seeking permission to purchase the following items from WA State Dept of Enterprises Services (state bid):~~

- ~~New SO45 Soil Compactor x 2014 ERR budget \$20,200 xx~~
- ~~Replace equip #005 xep with a Ford 5skape x 2014 ERR budget \$25,000 xxxxxxxx~~
- ~~Replace equip #313 broom with similar model x 2014 ERR budget \$55,000 xx~~

\*See attached expenditures\*

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

Authorize request to obtain quotations to purchase diesel plate compactor and jumping jack tamper

**Road Fund No. 104 - MAINTENANCE (Public Works)**

Operating Costs - 104,142,542.00.00.  
Fund Prgm Dept Basub Subelem

Object	Description	2009 Actual	2010 Actual	2011 Actual	2012 Actual	4 Year Average	YTD 6/30/2013	2013 Adopted Budget	2013 Amended Budget	2014 Request	2014 Final
4	Reallocated Costs (Debit and Credit)										
	Sub-Total										
31	Office and Operating Supplies	769,506	281,859	215,228	437,599	426,048	140,375	470,785	470,785	449,400	449,400
32	Fuel Consumed		75	167		61		125	125		
33	Power, Water, Gas Purchased For Resale										
33	Supplies Purchased for Inventory or Resale										
34	Small Tools and Minor Equipment				281	73	562			3,000	3,000
35	Attractive Items <\$5,000	817	825	2,870	1,576	1,522	3,418				
36	Sub-Total	770,323	282,759	218,266	439,466	427,703	144,355	470,910	470,910	452,400	452,400
41	Professional Services	13,729	7,766	23,226	13,590	14,578		9,500	9,500	6,000	6,000
42	Communication	2,134	1,272	1,563	1,865	1,865	4,292	2,000	2,000	2,000	2,000
43	Travel			19		5		225	225	300	300
44	Advertising			232	499	183	829	240	240	300	300
45	Operating Rentals and Leases	38,221	19,992	29,967	60,999	37,130	45,603	35,000	35,000	35,000	35,000
46	Insurance						1,087				
47	Utility Service	2,981	1,828	2,531	6,734	3,518		6,000	6,000	7,000	7,000
48	Maintenance and Repair	326,356	224,472	243,398	239,410	258,409	79,087	137,650	137,650	119,400	119,400
49	Miscellaneous	7,337	6,292	6,067	4,014	5,928	1,214	7,600	7,600	6,000	6,000
	Sub-Total	390,758	261,022	306,670	326,880	321,333	133,466	198,080	198,080	176,000	176,000
51	Intergovernmental/Professional Services	71		96	300	117	150	21	21	200	200
54	Interfund Taxes	62	62			31					
55	Interfund Subsidies										
56	Interfund Contributed Capital										
	Sub-Total	133	62	96	60,070	14,942	150	178,740	178,740	132,781	132,781
41	Interfund Professional Services	139,540	137,255	131,537	123,568	132,975	83,101	133,800	133,800	133,800	133,800
42	Interfund Communications	11,029	10,981	10,560	10,560	10,782		10,440	10,440	10,500	10,500
31	Interfund Supplies	23,597	4,280	4,268	6,272	9,604	3,112	6,173	6,173	7,000	7,000
6X	Interfund Capital Outlays										
45	Interfund Operating, Rentals and Leases	828,392	448,497	480,269	552,582	577,435	319,201	553,775	553,775	627,514	627,514
46	Interfund Insurance Services	1,094	1,087	1,088	1,087	1,089		960	960		
48	Interfund Repairs and Maintenance										
49	Other Interfund Services and Charges										
	Sub-Total	1,003,652	602,100	627,721	694,070	731,866	405,414	705,148	705,148	778,814	778,814
	Total Operating Costs	2,164,865	1,145,943	1,152,752	1,520,486	1,496,012	683,385	1,552,899	1,552,899	1,540,195	1,540,195
	Notes										
	Jumping Jack Tamper							2014 Maint Bud Summ		1,404,161	
										136,034	

2014 PACIFIC COUNTY BUDGET

Road Fund No. 104 - MAINTENANCE (Public Works)

Object Expenditure Description	BARS Number Fund,Prgr,Dept,Sub,Subitem	2009		2010		2011		2012		4 Year Average		2013 Adopted Budget		2013 Amend Budget		2014 Request		2014 Final Budget	
		Actual	Request	Actual	Request	Actual	Request	Actual	Request	Average	Budget	Budget	Request	Request	Budget	Budget	Request	Request	Budget
Salaries/Wages (10's)	104.142.310.542.00.1X	1,000,776		641,881		694,950		724,171		765,444		826,012		826,012		853,430		921,005	
Benefits (20's)	104.142.310.542.00.2X	370,387		262,758		257,117		269,732		289,999		342,795		342,795		354,173		400,637	
Sub-Total Personnel		1,371,163		904,639		952,067		993,903		1,055,443		1,168,807		1,168,807		1,207,603		1,321,642	
Reclass & Cost Allocation (00's)	104.142.310.542.00.0X																		
Supplies (30's)	104.142.310.542.00.3X	770,323		282,759		218,266		439,466		427,703		470,910		470,910		452,400		452,400	
Other Service Charge (40's)	104.142.310.542.00.4X	390,798		261,022		306,670		326,880		321,333		198,080		198,080		176,000		176,000	
Intergovernmental Services (50's)	104.142.310.542.00.5X	133		62		96		60,070		15,090		178,761		178,761		132,981		132,981	
Interfund Payments (90's)	104.142.310.542.00.XX	1,003,652		602,100		627,721		694,070		731,886		705,148		705,148		778,814		778,814	
Sub-Total Operating		2,164,865		1,145,943		1,152,752		1,520,486		1,496,012		1,552,899		1,552,899		1,540,195		1,540,195	
Debt Service - Principal (70's)	104.142.310.581.20.7X																		
Debt Service - Interest (80's)	104.142.310.581.20.8X																		
Sub-Total Debt Service																			
Capitalized Expenditures (60's)	104.142.310.594.42.6X			500				66,490		16,748						\$18,000.00			
Correction																			
Other																			
Total		3,536,028		2,051,082		2,104,820		2,680,879		2,568,202		2,721,706		2,721,706		2,765,798		2,879,837	
Notes:						EDEN		2,580,879											
Capital Expenditures																			
Diesel Plate Compactor			Approved																
			Request																
			\$18,000.00																
Total Capital Expenditures			\$18,000.00																

# 2014 PACIFIC COUNTY BUDGET

Object Expenditure Description		2009		2010		2011		2012		4-Year Average		2013 Adopted Budget		2014 Request		2014 Final Budget	
		Fund	Prgram	Dept	Bas	Sub	Obj	Actual	Actual	Actual	Average	Budget	Budget	Request	Budget	Budget	Budget
Salaries/Wages (10's)	502.011	310	548	60	1X	3,904	2,989	3,070	5,598	3,891	5,264	5,790	5,790	5,790	5,790	5,790	5,790
Benefits (20's)	502.011	310	548	60	2X	1,483	1,140	1,140	2,082	1,461	2,185	2,403	2,403	2,403	2,403	2,403	2,403
Sub-Total Personnel						5,387	4,129	4,210	7,681	5,352	7,449	8,193	8,193	8,193	8,193	8,193	8,193
Reclass & Cost Allocation (00's)	502.012	310	548	60	0X	397,518	363,302	321,706	293,495	344,005	300,296	335,412	335,412	335,412	335,412	335,412	335,412
Supplies (30's)	502.011	310	548	60	3X	69,762	124,102	141,812	206,537	135,553	109,775	126,402	126,402	126,402	126,402	126,402	126,402
Other Service Charge (40's)	502.011	310	548	60	4X	152,012	97,484	158,208	179,008	146,678	139,170	175,254	175,254	175,254	175,254	175,254	175,254
Intergovernmental Services (50's)	502.011	310	548	60	5X	351	349	480	233	353	410	410	410	410	410	410	410
Interfund Payments (90's)	502.011	310	548	60	9X	34,848	36,042	34,101	34,421	34,853	37,402	38,000	38,000	38,000	38,000	38,000	38,000
Sub-Total Operating						654,491	621,279	656,307	713,693	661,443	587,053	675,478	675,478	675,478	675,478	675,478	675,478
Debt Service - Principal (70's)																	
Debt Service - Interest (80's)																	
Sub-Total Debt Service																	
Capitalized Expenditures (60's)	502.011	310	594	11	6X	301,329		221,395	378,388	225,278	425,000	392,200	392,200	392,200	392,200	392,200	392,200
Correction																	
Other																	
Total						961,207	625,408	881,912	1,099,761	892,072	1,019,501	1,075,871	1,075,871	1,075,871	1,075,871	1,075,871	1,075,871
Notes:																	
Capital Expenditures						As of Dec 2013	2014	2014									
						Accum Dep	Request	Final									
Replace 005 with a Ford Escape						28,410	26,000	26,000									
Replace 258 with a 135 LC						166,751	185,000	185,000									
Replace 313 Broce Broom with Similar						27,468	55,000	55,000									
Replace 084 with 3/4 Ton 4x crew cab						21,790	36,000	36,000									
New SD45 Soil Compactor							70,200	70,200									
DCD New vehicle for new hire							20,000	20,000									
Assessor Veh						244,419	392,200	412,200									



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:**  
3/11/14

### AGENDA REQUEST FORM

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

Agenda Item #: 10

BOCCACTION:  APPROVED  DENIED

Initial: mg Date: 3/11/2014

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 checked="" 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: Dept of Public Works	DIVISION (if applicable): Roads
OFFICIAL NAME & TITLE: Mike Collins, Director/Engineer	PHONE / EXT: 3368
SIGNATURE:	DATE: <u>2-26-14</u>
NARRATIVE OF REQUEST <del>Dept of Public Works is requesting permission to solicit quotations to purchase the following:</del> <del>-New SD45 Soil Compactor - 2014 ERR budget \$19,000</del> <del>-Replace equip#005 Jeep - 2014 Roads Budget \$3,000</del> <del>-Replace equip#313 broom - 2014 Roads Budget \$5,000</del> Dept of Public Works is seeking permission to purchase the following items from WA State Dept of Enterprises Services (state bid): -New SD45 Soil Compactor - 2014 ERR budget \$70,200 -Replace equip#005 Jeep with a Ford Escape - 2014 ERR budget \$26,000. -Replace equip#313 broom with similar model - 2014 ERR budget \$55,000 *See attached expenditure.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)  Approve the purchase of a new SD45 Soil Compactor in an amount of \$70,200, Ford Escape in an amount of \$26,000, and authorize the replacement of Broce broom Model #RC350 in an amount of \$55,000, from state bid, subject to adequate budget appropriations	



2014 PACIFIC COUNTY BUDGET

Road Fund No. 104 - MAINTENANCE (Public Works)

Object Expenditure Description	BARS Number Fund, Prgram, Dept, Basub, Subitem	2009		2010		2011		2012		4 Year Average		2013 Adopted Budget		2013 Amend Budget		2014 Request		2014 Final Budget	
		Actual	Request	Actual	Request	Actual	Request	Actual	Request	Average	Budget	Budget	Request	Request	Budget	Budget	Request	Request	Budget
Salaries/Wages (10's)	104.142.310.542.00.1X	1,000,776		641,881		694,950		724,171		765,444		826,012		826,012		853,430		921,005	
Benefits (20's)	104.142.310.542.00.2X	370,387		262,758		257,117		269,732		289,999		342,795		342,795		354,173		400,637	
Sub-Total Personnel		1,371,163		904,639		952,067		993,903		1,055,443		1,168,807		1,168,807		1,207,603		1,321,642	
Reclass & Cost Allocation (00's)	104.142.310.542.00.0X																		
Supplies (30's)	104.142.310.542.00.3X	770,323		282,759		218,266		439,466		427,703		470,910		470,910		452,400		452,400	
Other Service Charge (40's)	104.142.310.542.00.4X	390,798		261,022		306,670		326,880		321,333		198,080		198,080		176,000		176,000	
Intergovernmental Services (50's)	104.142.310.542.00.5X	133		62		96		60,070		15,090		178,761		178,761		132,981		132,981	
Interfund Payments (90's)	104.142.310.542.00.XX	1,003,652		602,100		627,721		694,070		731,886		705,148		705,148		778,814		778,814	
Sub-Total Operating		2,164,865		1,145,943		1,152,752		1,520,486		1,496,012		1,552,899		1,552,899		1,540,195		1,540,195	
Debt Service - Principal (70's)	104.142.310.581.20.7X																		
Debt Service - Interest (80's)	104.142.310.581.20.8X																		
Sub-Total Debt Service																			
Capitalized Expenditures (60's)	104.142.310.594.42.6X			500				66,490		16,748						\$18,000.00			
Correction																			
Other																			
Total		3,536,028		2,051,082		2,104,820		2,680,879		2,568,202		2,721,706		2,721,706		2,765,798		2,879,837	
Notes:						EDEN		2,580,879											
Capital Expenditures																			
Diesel Plate Compactor		18,000	Approved																
Total Capital Expenditures		18,000	Request																

# 2014 PACIFIC COUNTY BUDGET

Object Expenditure Description		2009		2010		2011		2012		4-Year Average		2013 Adopted Budget		2014 Request		2014 Final Budget	
		Fund	Actual	Fund	Actual	Fund	Actual	Fund	Actual	Fund	Average	Fund	Budget	Fund	Request	Fund	Budget
		502.011.310.548.60.1X	3,904	502.011.310.548.60.1X	2,989	502.011.310.548.60.2X	3,070	502.012.310.548.60.0X	5,598	3,891	502.012.310.548.60.0X	5,264	502.012.310.548.60.0X	5,790	502.012.310.548.60.0X	5,790	5,790
Salaries/Wages (10's)		502.011.310.548.60.1X	1,483	502.011.310.548.60.1X	1,140	502.011.310.548.60.2X	1,140	502.012.310.548.60.0X	2,082	1,461	502.012.310.548.60.0X	2,185	502.012.310.548.60.0X	2,403	502.012.310.548.60.0X	2,403	2,403
Benefits (20's)		502.011.310.548.60.2X	5,387	502.011.310.548.60.2X	4,129	502.011.310.548.60.2X	4,210	502.012.310.548.60.0X	7,681	5,352	502.012.310.548.60.0X	7,449	502.012.310.548.60.0X	8,193	502.012.310.548.60.0X	8,193	8,193
Sub-Total Personnel																	
Reclass & Cost Allocation (00's)		502.012.310.548.60.0X	397,518	502.012.310.548.60.0X	363,302	502.012.310.548.60.0X	321,706	502.012.310.548.60.0X	293,495	344,005	502.012.310.548.60.0X	300,296	502.012.310.548.60.0X	335,412	502.012.310.548.60.0X	335,412	335,412
Supplies (30's)		502.011.310.548.60.3X	69,762	502.011.310.548.60.3X	124,102	502.011.310.548.60.4X	141,812	502.011.310.548.60.3X	206,537	135,553	502.011.310.548.60.3X	109,775	502.011.310.548.60.3X	126,402	502.011.310.548.60.3X	126,402	126,402
Other Service Charge (40's)		502.011.310.548.60.4X	152,012	502.011.310.548.60.4X	97,484	502.011.310.548.60.4X	158,208	502.011.310.548.60.4X	179,008	146,678	502.011.310.548.60.4X	139,170	502.011.310.548.60.4X	175,254	502.011.310.548.60.4X	175,254	175,254
Intergovernmental Services (50's)		502.011.310.548.60.5X	351	502.011.310.548.60.5X	349	502.011.310.548.60.5X	480	502.011.310.548.60.5X	233	353	502.011.310.548.60.5X	410	502.011.310.548.60.5X	410	502.011.310.548.60.5X	410	410
Interfund Payments (90's)		502.011.310.548.60.9X	34,848	502.011.310.548.60.9X	36,042	502.011.310.548.60.9X	34,101	502.011.310.548.60.9X	34,421	34,853	502.011.310.548.60.9X	37,402	502.011.310.548.60.9X	38,000	502.011.310.548.60.9X	38,000	38,000
Sub-Total Operating			654,491		621,279		656,307		713,693		587,053					675,478	675,478
Debt Service - Principal (70's)																	
Debt Service - Interest (80's)																	
Sub-Total Debt Service																	
Capitalized Expenditures (60's)		502.011.310.594.11.6X	301,329				221,395		378,388		425,000			392,200		412,200	412,200
Correction																	
Other																	
Total			961,207		625,408		881,912		1,099,761		892,072		1,019,501		1,075,871		1,096,184
Notes:																	
Capital Expenditures			As of Dec 2013 Accum Dep		2014 Request		2014 Final										
Replace 005 with a Ford Escape			28,410		26,000		26,000										
Replace 258 with a 135 LC			166,751		185,000		185,000										
Replace 313 Broce Broom with Similar			27,468		55,000		55,000										
Replace 084 with 3/4 Ton 4x crew cab			21,790		36,000		36,000										
New SD45 Soil Compactor					70,200		70,200										
DCD New vehicle for new hire					20,000		20,000										
Assessor Veh			244,419		392,200		412,200										



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

**REQUESTED MEETING DATE:**  
March 11, 2014

### AGENDA REQUEST FORM

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

Agenda Item #: 11

BOCC ACTION:  APPROVED  DENIED

Initial: mg Date: 3/11/2014

SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

NO ACTION TAKEN/WITHDRAWN  DEFERRED TO: \_\_\_\_\_

CONTINUED TO DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Review:  Clerk of the Board  
 Risk Management  
 Legal

OTHER: Authorize Chair to sign; please return fully executed document to our office for filing

DISTRIBUTION LIST:

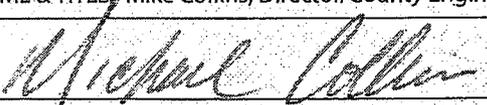
<input type="checkbox"/> RF	<input type="checkbox"/> Assessor	<input checked="" type="checkbox"/> DPW	<input type="checkbox"/> PACCOM	<input type="checkbox"/> Superior Court
<input type="checkbox"/> CF	<input type="checkbox"/> Auditor	<input type="checkbox"/> EMA	<input type="checkbox"/> PC Fair	<input 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:  DATE: 2-26-14

NARRATIVE OF REQUEST

Attached for signature is the Digital Submittal Certification - County Road Administration Board Reports for 2013 to include the following documents; (1) Traffic Law Enforcement Certification, (2) Fish Passage Barrier Removal Certification, (3) Annual Certification, (4) Annual Construction Report, (5) County Arterial Preservation Report, and (6) Maintenance Management Certification.

These documents are required by various WACs and fulfill requirements to obtain the Certificate of Good Practice for 2013. Please return the executed document to DPW for further processing.

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

Approve the Digital Submittal Certification to the County Road Administration Board and authorize the Chair to sign

**DIGITAL SUBMITTAL CERTIFICATION- COUNTY ROAD ADMINISTRATION BOARD  
REPORTS FOR 2013**

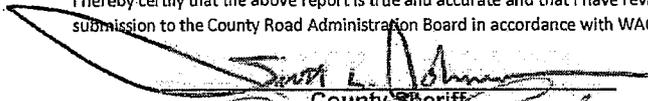
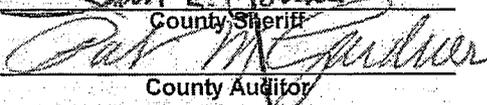
County # 25 County Name PACIFIC  
 Required Submittal Date: **April 1, 2014**

The County Engineer checks each box, confirming the forms have been certified by the listed signatures and submitted to and accepted by the County Road Administration Board, then sends this completed form to CRAB via regular mail.

\*\*\*\*\*

**Traffic Law Enforcement Certification 2013**  
 (Engineer Check)

I hereby certify that the above report is true and accurate and that I have reviewed and approved the report for submission to the County Road Administration Board in accordance with WAC 136

	<u>1-30-14</u>
County Sheriff	Date
	<u>2-6-14</u>
County Auditor	Date
_____ Chair / Executive	_____ Date

\*\*\*\*\*

**Fish Passage Barrier Removal Certification 2013**  
 (Engineer Check)

**Annual Certification 2013**  
 (Engineer Check)

I hereby certify that the Fish Passage Barrier Removal and Annual Certifications are true and accurate and that I have reviewed and approved the report for submission to the County Road Administration Board in accordance with WAC 136.

_____ Chair / Executive:	_____ Date
_____ County Engineer:	_____ Date

\*\*\*\*\*

**Annual Construction Report for 2013**  
 (Engineer Check)

**County Arterial Preservation Report for 2013**  
 (Engineer Check)

**Maintenance Management Cert. for 2013**  
 (Engineer Check)

I hereby certify that the Annual Construction Report, CAPP Report, and Maintenance Management Certification are true and accurate and that I have reviewed and approved the report for submission to the County Road Administration Board in accordance with WAC 136.

_____ County Engineer:	_____ Date
---------------------------	---------------



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 4th Tuesday of each month,  
 beginning at 9 a.m.**

**REQUESTED MEETING DATE:**  
 3/11/2014

### AGENDA REQUEST FORM

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

Agenda Item #: 12

BOCC ACTION:  APPROVED  DENIED

Initial: mg Date: 3/11/2014

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 checked="" type="checkbox"/> DPW | <input type="checkbox"/> PACCOM     | <input type="checkbox"/> Superior Court  |
| <input type="checkbox"/> CF  | <input checked="" 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: Dept of Public Works DIVISION (if applicable): Roads

OFFICIAL NAME & TITLE: Mike Collins, Director/Engineer PHONE / EXT: 3368

SIGNATURE: *Michael Collins* DATE: *2-28-14*

NARRATIVE OF REQUEST

Dept of Public Works is requesting Dylan McDougall to the fill Road Maintenance Tech II position. He will start at the 1st-6th month step in Union 367. His start date will be March 12th 2014.

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

Approve the hire of Dylan McDougall, Road Maintenance Technician II, effective March 12, 2014 at a rate of \$17.78 an hour, subject to adequate budget appropriations



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

REQUESTED MEETING DATE:  
3-11-14

### AGENDA REQUEST FORM

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

Agenda Item #: 12

BOCC ACTION:  APPROVED  DENIED

Initial: mg Date: 3/11/2014

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 checked="" type="checkbox"/> DPW | <input type="checkbox"/> PACCOM     | <input type="checkbox"/> Superior Court  |
| <input type="checkbox"/> CF  | <input checked="" 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: Dept of Public Works	DIVISION (if applicable): Roads
OFFICIAL NAME & TITLE: Mike Collins, Director/Engineer	PHONE / EXT: 3368
SIGNATURE: <i>Michael Collins</i>	DATE: <i>2-28-14</i>
NARRATIVE OF REQUEST	
<p>Dept of Public Works is requesting Kelly Spoor to fill the Traffic Control/Maintenance Technician position. He will start at the 1st-6th month step in Union 367. He will start March 12th 2014</p>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
<p>Approve the hire of Kelly Spoor, Traffic Control/Maintenance Technician effective March 12, 2014 at a rate of \$14.06 an hour, subject to adequate budget appropriations</p>	



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**REQUESTED MEETING DATE:**  
 3-11-14

**Res. 2010-013 EXHIBIT A**

Agenda Item #: 13

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

BOCC ACTION:  APPROVED       DENIED      Initial: mg      Date: 3/11/2014

SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

NO ACTION TAKEN/WITHDRAWN       DEFERRED TO: \_\_\_\_\_

CONTINUED TO DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

OTHER: Not to exceed \$2,424 not including tax

Review:  Clerk of the Board  
 Risk Management  
 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
<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): Computer Services
OFFICIAL NAME & TITLE: Andrew B. Seaman, Computer Services Supervisor	PHONE / EXT: (360) 875-9300 x2271
SIGNATURE: <i>Andrew B Seaman</i>	DATE: 3-4-14
NARRATIVE OF REQUEST	
<p>Purchase Public Works an engineering workstation for the new "Senior Engineer Technican" from a GSA Contract with XI Computer Corporation. The cost of the system is \$2,424.00 plus tax. This is also an additional station on the network and will be subject to the annual maintenance fee.</p>	
RECOMMENDED MOTION	
<p>Approve the purchase of an engineering workstation from XI Computer Corporation (state bid), in an amount not to exceed \$2,424, not including sales tax, subject to adequate budget appropriations</p>	

Name of Contractor: XI Computer Corporation

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

Contract/Agreement/Grant/Amendment #: G5-35F-0611R

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): \$2,613.07	TOTAL TAX: 189.07
TOTAL SHIPPING/HANDLING: N/A	EXPENDITURE FUND #: <u>104</u> .XXX.XXX.XX.XX
EXPENDITURE BUDGETED? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Will supplemental be required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
IN-KIND MATCH REQUIRED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DESCRIBE MATCH:
MATCHING FUNDS REQUIRED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	AMOUNT OF MATCHING FUNDS:



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**REQUESTED MEETING DATE:**  
3/11/2014

### AGENDA REQUEST FORM

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

Agenda Item #: 14

BOCC ACTION:  APPROVED  DENIED

Initial: mg Date: 3/11/2014

SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

NO ACTION TAKEN/WITHDRAWN  DEFERRED TO: \_\_\_\_\_

CONTINUED TO DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Review:  Clerk of the Board  
 Risk Management  
 Legal

OTHER: Authorize advertising for vacant position

DISTRIBUTION LIST:

<input type="checkbox"/> RF	<input type="checkbox"/> Assessor	<input checked="" type="checkbox"/> DPW	<input type="checkbox"/> PACCOM	<input type="checkbox"/> Superior Court
<input type="checkbox"/> CF	<input checked="" 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: Dept of Public Works	DIVISION (if applicable): Roads
OFFICIAL NAME & TITLE: Mike Collins, Director/Engineer	PHONE / EXT: 3368
SIGNATURE:	DATE: <u>3-4-14</u>
NARRATIVE OF REQUEST	
Dept of Public Works would like to accept the retirement for Craig Hawkinson as of February 28th 2014. We would like permission to advertise and hire to fill the vacant Shop Supervisor position	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
Acknowledge the retirement of Shop Supervisor Craig Hawkinson, effective February 28, 2014 and authorize the advertising of the vacant position	



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**REQUESTED MEETING DATE:**  
 3/11/14

### AGENDA REQUEST FORM

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

Agenda Item #: 15

BOCC ACTION:  APPROVED       DENIED

Initial: mg      Date: 3/11/2014

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 checked="" 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: Dept of Public Works	DIVISION (if applicable): Roads
OFFICIAL NAME & TITLE: Mike Collins, Director/Engineer	PHONE / EXT: 3368
SIGNATURE:	DATE: 3/5/14
NARRATIVE OF REQUEST	
<p>This office requests the authorization to cancel the following transactions that were approved on Agenda Item 12 from Jan 14th 2014: The transfer of #931 and #S185 to outside agencies. As per Sheriff Scott Johnson's request: #931 (2007 Ford Expedition) will stay in Pacific County E9-1-1 and #S185 (2008 Ford Expedition) will stay in the Sheriffs Department and be assigned to Pacific County Emergency Management Agency.</p>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
<p>Acknowledge the transfer of a 2007 Ford Expedition (#931) and 2008 Ford Expedition (#S185) to Emergency Management and rescind the motion of January 14, 2014 to transfer vehicle #931 to Community Development and vehicle #S185 to the Assessor's Office</p>	



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**REQUESTED MEETING DATE:**  
3-11-14

**Res. 2010-013 EXHIBIT A**

Agenda Item #: 16

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

BOCC ACTION:     APPROVED                       DENIED                      Initial: mg                      Date: 3/11/2014

SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

NO ACTION TAKEN/WITHDRAWN                       DEFERRED TO: 3/25/2014                      Review:  Clerk of the Board

CONTINUED TO DATE: \_\_\_\_\_ TIME: \_\_\_\_\_                       Risk Management

OTHER: \_\_\_\_\_                       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 checked="" 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: <u>D.C.D.</u>	DIVISION (if applicable):
OFFICIAL NAME & TITLE: <u>Tim Crose, Assistant Director</u>	PHONE / EXT: <u>2655</u>
SIGNATURE: 	DATE: <u>3-5-14</u>
NARRATIVE OF REQUEST	
Request consideration of a Professional Services Agreement with Creative Community Solutions (John Kliem) for assisting Pacific County with the update of the Shoreline Master Program. The Scope of Work includes coordination assistance, public participation, and facilitation services. The total project budget shall not exceed \$81,000.	
RECOMMENDED MOTION <u>Approve</u> Recommend approval of the Professional Services Contract with Creative Community Solutions to assist with the update of the Shoreline Master program, not to exceed \$81,000, subject to adequate budget appropriations	

Name of Contractor: Creative Community Services (John Kliem)

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: County wide.

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 #: \_\_\_\_\_ .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:

# Agreement for Professional Services

This Agreement, dated as of \_\_\_\_\_, is entered into by and between Pacific County ("Client") and Creative Community Solutions, ("Consultant").

## **Section 1. The Services**

- 1.1 Consultant shall perform the services described in the attached Scope of Work (Exhibit A), which is incorporated herein by this reference.
- 1.2 Except as otherwise specifically provided in this Agreement, Consultant shall furnish the following, all as the same may be required to perform the services described in paragraph 1.1 in accordance with this Agreement; personnel, labor and supervision; technical, professional and other services. All such services, property and other items furnished or required to be furnished, together with all other obligations performed or required to be performed, by the Consultant under this Agreement are sometime collectively referred to in this Agreement as "Services".
- 1.3 All provisions of this Agreement are intended to be complementary, and any services required by one and not mentioned in another shall be performed, to the same extent as though required by all. Details of the Services are not necessary to carry out the intent of this Agreement, but that are not expressly required, shall be performed or furnished by Consultant as part of the Services, without any increase in the compensation otherwise payable under this Agreement.

## **Section 2. Schedule**

- 2.1 Consultant shall commence, prosecute, and complete such Services on a schedule as directed by Client.

## **Section 3. Compensation**

- 3.1 As compensation for the satisfactory performance of the Services, Client shall pay Consultant an hourly rate of \$110.00 and such compensation shall not exceed the total amounts for each task under the Scope of Work in Exhibit A. In addition, the Client shall reimburse the Consultant for mileage at the current IRS mileage rate and all other expense approved by the Client at a rate of cost plus 15%.
- 3.2 Consultant shall submit each calendar month; invoice for the compensation payable under this Agreement for Professional Services performed during the preceding period.

Each of Consultant's invoices shall set forth a detailed description of Services performed during the applicable month, the number of hours spent performing such Services and any reimbursable costs and expenses incurred in connection with such Services.

3.3 Client shall pay each of Consultant's invoices within thirty (30) days.

#### **Section 4. Performance by Consultant**

- 4.1 Consultant shall not (by contract, operation of law or otherwise) delegate or subcontract performance of any Services to any other person or entity without the prior written consent of Client. Any such delegation or subcontracting without Client's prior written consent shall be voidable at Client's option.
- 4.2 No delegation of subcontracting of performance of any of the Services, with or without Client's prior written consent, shall relieve Consultant of its responsibility to perform the Services in accordance with this Agreement. Consultant shall be fully responsible for the performance, acts and other omissions of Consultant's employees, Consultant's subcontractors and any other person or furnishes any services (collectively, the "Support").
- 4.3 Consultant shall at all times be an independent contractor and not an agent or representative of Client with regard to performance of Services. Consultant shall not represent that it is, or hold itself out as, an agent or representative of Client. In no event shall Consultant be authorized to enter into any agreement or undertaking for or on behalf of Client.
- 4.4 Consultant shall perform the Services in a timely manner and in accordance with the standards of the profession. At the time of performance, Consultant shall be properly licensed, equipped, organized, and financed to perform the Services in accordance with this Agreement. Subject to compliance with the requirements of this Agreement, Consultant shall perform the Services in accordance with its own methods.
- 4.5 Consultant shall take all reasonable precautions to protect against any bodily injury (including death) or property damage that may occur in connection with the Services.

#### **Section 5. Compliance with Laws**

- 5.1 Consultant shall comply with all applicable laws, ordinances, rules, regulations, orders, licenses, permits, and other requirements, now in effect, of any governmental authority (including, but not limited to, such requirements as may be imposed upon Client and applicable to the Services). Consultant shall furnish such documents as may be

required to effect or evidence such compliance. All laws, rules, orders, required to be incorporated in agreement of this character are incorporated in this Agreement by this reference.

### **Section 6. Inspection: Examination of Records**

- 6.1 The services shall, at all times, be subject to inspection by and with the approval of Client, but the making of (or failure or delay in making) such inspection or approval shall not relieve Consultant of responsibility for performance of the Services in accordance with this Agreement, notwithstanding Client's knowledge of defective or noncomplying performance, its substantiality or the ease of its discovery. Consultant shall provide Client sufficient, safe, and proper facilities and equipment for such inspection and free access to such facilities.
- 6.2 Consultant shall promptly furnish Client with such information related in Service as may be requested Consultant.

### **Section 7. Proprietary and Confidential Information**

- 7.1 This Agreement is subject to the Public Records Act governed by RCW 42.56.

### **Section 8. Indemnities and Hold Harmless**

- 8.1 In accepting this Agreement, the Consultant, including its successors and assigns, does hereby covenant and agree to indemnify and protect and save harmless the Client 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 from intentional tort(s), or negligent act(s) or omission(s), or strict liability of the Consultant or its employees, agents, successors, or assigns. If the above sentence applies and any suit or action is brought against the Client, its officers, its employees, or any combination thereof, the Consultant, including its successors or assigns, shall to the extent of their negligence/fault, 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 Client, its officers, its employees, or any combination thereof.

## **Section 9. Workers' Compensation and Insurance**

- 9.1 With respect to all persons performing the Services, Consultant shall secure and maintain in effect at all times during performance of Services coverage or insurance in accordance with applicable laws relating to workers' compensation and employer's liability insurance (including, but not limited to, the Washington Industrial Insurance Act and laws of the state in which any such person was hired), regardless of whether such coverage or insurance is mandatory or merely elective under the law.

Consultant shall furnish to Client such assurance and evidence of such coverage or insurance (such copies of insurance policies and Certificates of Compliance issued by the Washington State department of Labor and Industries) as Client may request.

- 9.2 The Consultant shall maintain, and upon request of the Client, provide proof of occurrence based general business professional liability insurance in the amount of \$1,000,000 (min of \$1,000,000) or greater per occurrence and \$2,000,000 aggregate for the term of this CONTRACT. The Consultant must name the Client as an additional insured. The Consultant agrees that its liability insurance shall be primary and non-contributory to the Client's and that Consultant's liability insurance policy shall so state. The Consultant 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.

## **Section 10. Changes**

- 10.1 Client may, at any time by written notice thereof to Consultant, make changes in the Services within the general scope of this Agreement (including, but not limited to, additions to or deletions from any Services, suspension of performance and change in Schedule A and location of performance).
- 10.2 If any changes under paragraph 10.1 causes an increase or decrease in cost of the time required for performance of the Services an equitable adjustment in the compensation and schedules under this Agreement shall be made to reflect such increase or decrease, and this Agreement shall be modified in writing accordingly. Such equitable adjustment shall constitute full compensation to Consultant for such change. If any change under paragraph 10.1 results in a decrease in the Services to be performed, Consultant shall not be entitled to anticipated profit on Services not performed and the loss anticipated profit shall not reduce the decrease in compensation under this Agreement resulting from such exchange. Further, Consultant shall not be entitled to any relocation of cost, profit, or overhead.

- 10.3 Notwithstanding any dispute or delay in arriving at a mutually acceptable equitable adjustment under paragraph 10.2, Consultant shall immediately proceed with performance of the Services as change pursuant to paragraph 10.1. If Consultant intends to assert a claim for equitable adjustment under paragraph 10.2, Consultant must, within sixty (60) days after Consultant's receipt of any notice under paragraph 10.1 that does not set forth an acceptable adjustment, submit to Client a written statement of the basis and nature of the adjustment claimed. Consultant shall not be entitled to any adjustment unless such written statement is submitted by Consultant to Client within the applicable period.

### **Section 11. Termination**

- 11.1 Client may, by written notice thereof to Consultant, terminate this Agreement as to all or any portion of the Services not performed, whether or not Consultant is in breach or default. Upon receipt of any such notice of termination, Consultant shall, except as otherwise directed by Client, immediately stop performance of the Services to the extent specified in such notice. Consultant shall have the same termination rights as Client in Section 11.
- 11.2 In the event of termination pursuant to paragraph 11.1, an equitable adjustment shall be made in the compensation payable to Consultant under this Agreement, provided that such compensation as so adjusted shall in no event exceed a percentage of the total compensation otherwise payable under this Agreement equal to the percentage of the Services satisfactorily completed at the time of termination. Further, Consultant shall not be entitled to any reallocation of cost, profit or overhead. Consultant shall not in any event be entitled to anticipate profit on Services not performed on account of such termination. Consultant shall use its best efforts to minimize the compensation payable under this Agreement in event of such termination.
- 11.3 If Client purports to terminate or cancel all or any part of this Agreement for Consultant's breach or default when Consultant is not in breach or default which would permit such termination or cancellation, such termination or cancellation shall be deemed to have been terminated by Client pursuant to paragraph 11.1 and the rights of the parties shall be determined accordingly.

### **Section 12. Miscellaneous**

- 12.1 Any notice, request, designation, direction, statement or other communication under this Agreement shall be in writing and shall be delivered in person or mailed, properly addressed and stamped with the required postage, to the attention of:

John M. Kliem  
Creative Community Solutions, Inc.  
2203 Overhulse Road NW  
Olympia, WA 98502  
(360) 866-9325

- 12.2 Consultant shall not (by contract, operation of law or otherwise) assign this Agreement or any right or interest in this Agreement without the prior written consent of Client. For the purposes of the foregoing, any transfer of a controlling interest in Consultant (e.g., by a transfer of Securities or otherwise) shall be deemed an assignment of this Agreement. Subject to the foregoing restriction on assignment by Consultant, this Agreement shall be fully binding upon, and be enforceable by the successors, assigns, and legal representatives of the respective parties to this Agreement.
- 12.3 The obligation of Consultant under Section 6, 7, 8, 9, 11, and 12, and all provisions of this Agreement which may reasonably be interpreted or construed as surviving the completion, termination, or cancellation of this Agreement, shall survive the completion, termination, or cancellation of this Agreement.
- 12.4 The rights and remedies of the Client or the Consultant set forth in any provision of this Agreement are in addition to and do not in any way limit any other rights or remedies afforded to the Client or the Consultant by any other provision of this Agreement or by law.
- 12.5 This Agreement sets forth the entire agreement of the parties, and supersedes any and all prior agreements, with respect to the Services. No amendment or modification of any provisions of this Agreement (other than changes pursuant to Section 10) shall be valid unless set forth in a written amendment to this Agreement signed by both parties.
- 12.6 The invalidity or unenforceability of any provision of this Agreement shall not affect the other provisions hereof, and this Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted. The headings of sections of this Agreement are of any weight in the interpretation or construction of the provisions of such sections.
- 12.7 Consultant shall not commence or prosecute any suit, proceeding, or claim to enforce the provisions of this Agreement, to recover damages for breach of or default in this Agreement, or otherwise arising under or by reason of this Agreement, other than in the courts of the State of Washington. Consultant hereby irrevocably consents to the jurisdiction of the courts of the State of Washington with venue laid in Client's County.
- 12.8 This Agreement shall be interpreted, construed, and enforced in all respects in accordance with laws of the State of Washington.

**Pacific County:**

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

**Creative Community Solutions, Inc.:**

Printed Name: John M. Kliem

Title: President

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

## Exhibit A: Scope of Work

Upon request by the Client, the Consultant will assist in completing specific tasks related to the update of the Shoreline Master Program (SMP) in a manner consistent with the procedural and substantive requirements of the Shoreline Management Act and its implementing rules, RCW 90.58.130 and Chapter 173-26 WAC, including the shoreline Master Program Guidelines.

### Task 1: Project Coordination

- A. Tasks associated with management of the contract between Department of Ecology and the Client, including preparation of quarterly progress reports, invoices, and other required paperwork.
- B. Assist Client in coordination efforts with other applicable federal, state, and local agencies, neighboring jurisdictions, and Indian tribes.

### Task 2: Public Participation and Facilitation Services

- A. Design and facilitate public meetings, workshops, and open house events in accordance with the Public Participation Plan, including the preparation of related minutes and summaries.
- B. Develop and implement surveys for collecting public comment on SMP issues.

The Client may also request the Consultant to assist with other miscellaneous support services related to the development of the Shoreline Master Program.

### Consultant Compensation

Invoicing by the Consultant for hours and expenses completed under the Scope of Work shall not exceed the following amounts:

Task 1: Coordination Assistance .....	\$15,000.00
Task 3: Public Participation and Facilitation Services.....	\$66,000.00
<hr/>	
Total Project Budget .....	\$81,000.00

**AGENDA REQUEST FORM**

**(TO BE COMPLETED BY THE CLERK/DEP. CLERK OF THE BOARD)**

Agenda Item # 17

DECISION:  APPROVED     DENIED    Initial: mg    Date: 3/11/2014

SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS    Review:  Clerk of the Board

NO ACTION TAKEN/WITHDRAWN     DEFERRED TO: \_\_\_\_\_     Risk Management

CONTINUED TO DATE: \_\_\_\_\_ TIME: \_\_\_\_\_     Legal

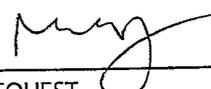
OTHER: lease one copier

DISTRIBUTION LIST:

<input type="checkbox"/> IRF	<input type="checkbox"/> Assessor	<input type="checkbox"/> DPW	<input type="checkbox"/> B&CCOM	<input type="checkbox"/> Superior Court
<input type="checkbox"/> ICE	<input type="checkbox"/> Auditor	<input type="checkbox"/> EMA	<input type="checkbox"/> P&Egr	<input type="checkbox"/> Treasurer
<input type="checkbox"/> SEA	<input type="checkbox"/> Clerk	<input checked="" 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 checked="" type="checkbox"/> Other: <u>Lease file</u>

**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: <u>Health</u>	DIVISION (if applicable):
OFFICIAL NAME & TITLE: <u>Mary P. Goelz, Director</u>	PHONE / EXT: <u>2644</u>
SIGNATURE: 	DATE: <u>3-4-14</u>
<p>NARRATIVE OF REQUEST</p> <p>Request the Board of Commissioners approve a new lease to own with Aberdeen Office Equipment, Inc. to replace the Sharp copier we currently own in the Long Beach office. The bid for the copier was obtained through the WSCA (Western State Contracting Alliance). The bid for this copier was the lowest bid and is a lease to own vs a lease/replace contract. The contract price is \$221.04 which includes tax. The adopted budget included \$161.00/month for a lease payment. The original adopted budget would have come to \$1,932/yr. We have not been paying this amount at this point so have saved \$483.00. The amount we would pay April to December would be \$1,989.36. The difference between the amount budgeted and the amount we would pay for the new contract for 9 mths is \$57.36. We will not need a supplemental budget. The new copier for the Long Beach office would upgrade our copier to include scan capability and color. We currently use the DCD copier to scan and do color copies. The Aberdeen Office Equipment, Inc indicates that they would be able to offer us \$600.00 for the old copier. This copier is currently in working condition. This money would go towards a credit on our service fee for.</p>	
<p>RECOMMENDED MOTION <b>(To Be Completed by the Clerk/Deputy Clerk of the Board)</b></p> <p>Authorize the lease of two Sharp copiers from Aberdeen Office Equipment (state bid) one for the Long Beach Office and one for the South Bend Office, subject to adequate budget appropriations</p>	





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

**REQUESTED MEETING DATE:**  
 March 11, 2014

### AGENDA REQUEST FORM

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

Agenda Item #: 18

BOCC ACTION:     APPROVED     DENIED    Initial: mg    Date: 3/11/2014

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 checked="" 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 checked="" 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: <u>Health</u>	DIVISION (if applicable):
OFFICIAL NAME & TITLE: <u>Mary P. Goelz, Director</u>	PHONE / EXT: <u>2644</u>
SIGNATURE:	DATE: <u>3-4-14</u>
NARRATIVE OF REQUEST	
<p>Request the Board approve the purchase of a Dell Laptop, XPS 12 for a cost of \$1,603.80. The quote was obtained by Andy Seaman, IT, Department of Public Works from Dell Online Sales. This purchase was included in the adopted 2014 Budget for the price of \$1,600.00. No supplemental budget will be needed.</p>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
<p>Approve the purchase of a Dell Laptop XPS, in an amount of \$1,603.80, subject to adequate budget appropriations</p>	



**AGENDA REQUEST FORM**

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

Agenda Item #: 19

BOCC ACTION:  APPROVED  DENIED Initial: mg Date: 3/11/2014

SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS Review:  Clerk of the Board

NO ACTION TAKEN/WITHDRAWN  DEFERRED TO: \_\_\_\_\_  Risk Management

CONTINUED TO DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  Legal

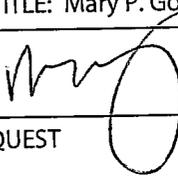
OTHER: Subject to agreement from Contractor with additional insurance language; please return signed original contract to our office

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: <u>Health</u>	DIVISION (if applicable):
OFFICIAL NAME & TITLE: <u>Mary P. Goelz, Director</u>	PHONE / EXT: <u>2644</u>
SIGNATURE: 	DATE: <u>3-4-14</u>
NARRATIVE OF REQUEST	
<p>Request the Board of Commissioners approve and sign a contract with Lynn Parker, Registered Dietitian (RD) with the health department to provide RD services for both WIC and Maternity Support Services (MSS). Both of these programs require an RD to perform the services. For the past 2 years we have been unable to bill MSS for this service as we had not been successful in hiring one. She is interested in part time work but lives in Olympia and is not interested in relocating to this area. This will not be a permanent solution but will allow us to meet our program requirements. The nutritionist we currently contract with is not an RD and has given her notice for the end of May.</p>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
<p>Approve Personal Services Contract for Registered Dietician services with Lynn Park, subject to adequate budget appropriations</p>	

Name of Contractor: Lynn Parker

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

Personal Service Contract for Registered Dietitian

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):

For the past 2 years we have been attempting to recruit an RD. We have had two inquiries, neither interested in a Union position. Lynn is a registered dietitian who is interested in working part time and has experience in the WIC program as a coordinator in California for 4 years. She also has a great deal of experience in breastfeeding support and speaks Spanish.

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:

**PERSONAL SERVICE CONTRACT  
FOR  
Registered Dietitian**

THIS AGREEMENT is made by and between Pacific County, a Municipal Corporation hereinafter referred to as the "COUNTY", and \_\_\_\_\_, hereinafter referred to as the "CONTRACTOR".

WHEREAS, the COUNTY desires that the CONTRACTOR perform and provide certain personal services which require specialized skills and abilities; and

WHEREAS, the CONTRACTOR represents that she is qualified and possesses sufficient skills and abilities to perform the personal services set forth hereafter in this Agreement: now therefore

IN CONSIDERATION OF the terms, conditions, covenants, and performances described herein, the parties hereto

HEREBY AGREE AS FOLLOWS:

**I - SERVICES TO BE PROVIDED BY CONTRACTOR**

The CONTRACTOR shall perform such services and accomplish such tasks necessary for full performance, as are identified or designated as the CONTRACTOR'S responsibilities throughout this Agreement.

CONTRACTOR responsibilities shall include the following:

1. Be a worker that meets or exceeds the recommended staffing requirements for the Registered Dietitian position as stated in the State WIC Manual or has been granted a waiver by the State WIC program.
2. Be available to provide comprehensive, culturally competent, clinical assessments for clients and referrals as needed. CONTRACTOR will follow all policies and practices established by the Washington State WIC Program and the COUNTY.
3. Be familiar with agency confidentiality, including procedures for keeping records, for processing consent forms, and for limiting legal liability.
4. Maintain compliance with all requirements in order to carry out the duties of a Registered Dietitian.
5. Maintain certification with regards to the State of Washington Registered Dietitian Certification requirement.
5. Provide the COUNTY documentation of clients seen, assessments completed, interventions, and intervention outcomes using WIC/CIMS and other County forms as needed.
6. Attend trainings and staff meetings as directed by the COUNTY Department of Health and Human Services Director.
7. The CONTRACTOR shall complete monthly time and billing reports by the 5th of the month following service

## **II - NON-DELEGATION; DOCUMENTATION ESTABLISHMENT AND MAINTENANCE OF RECORDS**

The services to be furnished under the terms of this Agreement shall be performed by the CONTRACTOR and shall not be assigned, delegated, or subcontracted in whole or in part. No one other than the CONTRACTOR shall perform the services under this Agreement without the express written consent of the COUNTY.

The CONTRACTOR shall document hours of professional services to Department of Health and Humans Services Director. Maximum allowable not to exceed 80 hours per month.

The CONTRACTOR shall maintain necessary files to document for each of the tasks and responsibilities set forth hereinabove.

## **III - DURATION OF AGREEMENT**

The terms of this Agreement shall be deemed to have become effective \_\_\_\_\_ and continues until such time either party desires to terminate this Agreement. Written notice of such intention will be personally served upon or sent by certified mail, return receipt requested, to the other party a minimum of fifteen (15) days prior to termination of this Agreement.

## **IV - COMPENSATION AND METHOD OF PAYMENT**

The COUNTY shall compensate the CONTRACTOR for the services performed under this Agreement as follows:

The COUNTY agrees to pay the CONTRACTOR a maximum of \$750.00 per month for contract services rendered. These services will include a minimum of 48 hours per month for the WIC program and 16 hours per month for Maternity Support Services program.

The COUNTY shall pay up to three hundred dollars (\$300.00) toward CONTRACTOR'S cost of professional liability insurance. The CONTRACTOR shall provide proof of such upon execution of this contract. If the liability insurance is less than \$300.00 the county would pay up to the difference between the cost and the \$300.00 towards the certification requirement for the Maternity Support Services Program.

The COUNTY agrees to pay the CONTRACTOR a flat rate of \$1,000.00 per month to be used for reimbursement for mileage and costs associated with performing the job duties. The travel and salary compensation checks will be paid in two separate checks at the end of the month

The COUNTY shall reimburse the CONTRACTOR for travel, lodging, tuition, meals and expenses associated with trainings when the COUNTY Department of Health and Human Services Director mandates attendance.

The COUNTY shall pay the CONTRACTOR by the 30th of the month following service.

The CONTRACTOR agrees that it is an independent contractor with the COUNTY, and not an employee of the COUNTY. The CONTRACTOR hereby agrees not to make any representations to any third party, nor to allow such third party to remain under the misimpression that the CONTRACTOR is an employee of the COUNTY.

The CONTRACTOR also agrees to pay any local, state, or federal taxes applicable to compensation for income received by the CONTRACTOR pursuant to this Agreement.

The COUNTY will provide no additional compensation; benefits or any other remuneration beyond the contract amount set forth immediately hereinabove.

#### **V - COMPLIANCE WITH LAWS**

The CONTRACTOR, in performance of this Agreement, agrees to comply with all applicable local, state, and federal laws or ordinances, including standards for licensing, certification, and operation of facilities, programs, and accreditation, and licensing of individuals and any other standards of criteria as described in the Agreement to assure quality of services.

#### **VI - NON DISCRIMINATION IN SERVICE**

The CONTRACTOR shall not discriminate against any person presenting himself/herself for service because of race, religion, color, gender, sex, age, national origin, physical/mental impairment, or other disability.

#### **VII - INDEMNIFICATION/HOLD HARMLESS**

In accepting this Agreement, the CONTRACTOR, 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 omissions(s), or strict liability of the CONTRACTOR 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, the CONTRACTOR, including its successors or assigns, shall defend the suit or action at 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.

#### **VIII- LIABILITY**

The CONTRACTOR shall maintain \$100,000 liability insurance for itself and/or its employees.

#### **IX - TERMINATION**

If the CONTRACTOR fails to comply with the terms and conditions of this Agreement, the COUNTY may pursue such remedies as is legally available including, but not limited to, the suspension or termination of this Agreement.

In addition either party may terminate this Agreement by giving thirty (30) days notice in writing, either personally delivered or mailed postage prepaid by certified mail, return receipt requested, to the other party's last known address. If this Agreement is terminated, the COUNTY shall be liable for payment prior to the effective date of termination.

#### **X – ATTORNEY'S FEES/COST OF SUIT AND VENUE**

If either party files suit to enforce this Agreement, parties agree that the prevailing party in any such action shall be entitled to collection costs, reasonable attorney's fees, and costs of suit. The parties agree that any suit pertaining to this Agreement shall be filed in the Pacific County Superior Court.

**XI - ENTIRE AGREEMENT**

The parties agree that this Agreement is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. Further, any modification of this Agreement shall be in writing and signed by both parties.

**XII - This Agreement shall be interpreted according to the laws of the State of Washington.**

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

CONTRACTOR

\_\_\_\_\_

SS# \_\_\_\_\_

\_\_\_\_\_  
David Burke  
Prosecuting Attorney

BOARD OF COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

ATTEST:

\_\_\_\_\_  
Marie Guernsey,  
Clerk of the Board



**REQUESTED MEETING DATE:**

03/11/2014

**AGENDA REQUEST FORM**

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

Agenda Item #: 20

BOCC ACTION:  APPROVED  DENIED Initial: mg Date: 3/11/2014

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 checked="" 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: Auditor	DIVISION (if applicable):
OFFICIAL NAME & TITLE: Pat Gardner, Auditor	PHONE / EXT: 873.9311
SIGNATURE: <i>Rachel Patrick</i>	DATE: 2/26/2014
NARRATIVE OF REQUEST	
<p>Asking for permission to purchase a new microfilm reader and computer. This is required because we need a way to read the old microfilm and fiche we have in the vault. This machine will allow us to eventually convert the film into pdf or txt files and insert them into the current recording system allowing easier access. This purchase isn't budgeted and we are asking for \$5,000 from the document preservation money the commissioners hold and will pay for the remainder out of the Auditor O&amp;M. I also believe that DCD would like to have our old microfilm reader when it is replaced.</p>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
<p>Approve the purchase of a new microfilm reader and computer, in an amount not to exceed \$15,825.04 and authorize \$5,000 from document preservation money toward the purchase and adopt Resolution 2014-____ acknowledging purchase from sole source provider</p>	

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

RESOLUTION NO. 2014- \_\_\_\_\_

A RESOLUTION RECOGNIZING AND AUTHORIZING PURCHASE OF ST VIEW II W/  
UNIVERSAL CARRIER FROM A “SINGLE SOURCE OF SUPPLY” PROVIDER.

WHEREAS, the Pacific County Auditor’s Office, is in need of a Microfilm Reader/Scanner; and

WHEREAS, the Pacific County Auditor’s Office requests approval to purchase a ST Viewscan II; and

WHEREAS, Technology Unlimited is the sole provider of this ST Viewscan II in Washington State, now therefore

IT IS HEREBY RESOLVED that purchase of the ST Viewscan II is clearly and legitimately limited to a single source of supply; and

BE IT FURTHER RESOLVED that the Pacific County Auditor’s Office, be authorized to purchase ST Viewscan II in the amount of \$15,825.04 including sales tax from the single source of supply provider—Technology Unlimited. and in accordance with competitive bidding requirements (*RCW 39.04.280*).

PASSED by the following vote this \_\_\_\_\_ day of \_\_\_\_\_, 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

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Commissioner

ATTEST:

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Commissioner

PACIFIC COUNTY - INVENTORY ACQUISITION FORM

ATTACHMENT #3

DEPARTMENT/OFFICE: Auditor LOCATION: South Bend

EQUIPMENT DESCRIPTION: ST ViewScan II

MODEL NUMBER: II SERIAL NUMBER:

IS THIS REQUEST TO LEASE EQUIPMENT? [ ] YES [X] NO
IF YES, ATTACH LEASE FOR APPROVAL PRIOR TO OBTAINING EQUIPMENT.

VENDOR NAME: Technology Unlimited

QUANTITY (list prices for each item below): 14,680.00 PRICE INCLUDES S&H AND SALES TAX? [ ] YES [X] NO

ITEM #1 \$14,680.00 ITEM #2 ITEM #3 ITEM #4 ITEM #5

PURCHASED WITH FEDERAL GRANT MONEY? [ ] YES [X] NO

GRANT NAME AND/OR #:

DATE ACQUIRED: BY COMPETITIVE BID? [ ] YES [ ] NO

REASON FOR PURCHASING/LEASING EQUIPMENT:

Replacing current Microfilm reader to allow it to be connected to the network

THIS SECTION IS TO BE COMPLETED BY AUDITOR'S OFFICE

FUND NO: 111/001 DEPARTMENT NO: WARRANT NO: DATE PAID:

Here is a breakdown of the information required by section:

- Department: Name of your office/department
Location: List the building where this equipment will be located.
Equipment: Use this section to list specifics about the equipment, i.e. "Cabinet, 4 drawer legal, green"
Model #: Complete this section for equipment having model numbers.
Serial #: Complete this section for equipment having serial numbers.
Vendor Name: Name of company from which you purchased this piece of equipment.
Price: Purchase price for each individual item, including sales tax. The Auditor's Office will add any applicable use tax.
Quantity: How many purchased?
Purchased: Was this equipment purchased with federal grant money?
Date Acquired: Date on which you purchased this equipment.
Competitive Bid: Was this equipment purchased through a competitive bid?
Reason: List the reason for purchasing this equipment along with any additional information you feel is pertinent to purchase of this equipment.

Your request to purchase/lease for \$
was approved by the Board of County Commissioners on subject to adequate budget appropriations.
Clerk of the Board

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH ALL VOUCHERS FOR EQUIPMENT PURCHASES OF \$500 OR MORE AND PURCHASES OF ATTRACTIVE ITEMS UNDER \$500, i.e. cameras, video cameras, guns, TVs

February 20, 2014

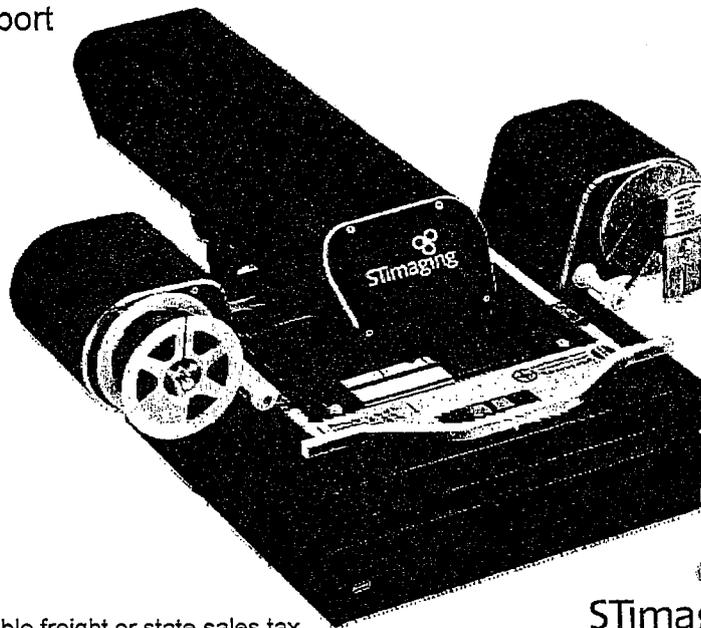


## ST ViewScan II

<u>Equipment Description</u>	<u>Price</u>
ST ViewScan II w/ Universal Carrier	\$9,990.00
Delivery Installation and Training	\$ 0.00
ST Cruise Control (For Film Conversion)	\$2,790.00
Three Year Maintenance Agreement	\$1,900.00
<b>Total</b>	<b>\$14,680.00</b>

### Annual Maintenance Includes:

- On-Site Service
- All Parts (OEM Specified)
- All Labor
- Travel Time
- Two Preventative Maintenance Calls Per Year
- Unlimited Phone Support



\*Prices do not include applicable freight or state sales tax.

  
ST Imaging

### +Erik Fitterer

6802 South 220th Street, Building #2  
Kent, WA 98032  
Phone: (206) 812-0622  
Email: erikf@tuiusa.com

**TECHNOLOGY UNLIMITED INC**



Seattle / Portland / Spokane / Boise / San Francisco Bay Area / Los Angeles / San Diego

PACIFIC COUNTY - INVENTORY ACQUISITION FORM

ATTACHMENT #3

DEPARTMENT/OFFICE: Auditor LOCATION: South Bend

EQUIPMENT DESCRIPTION: OptiPlex 9020 Mini Tower/24 Monitor

MODEL NUMBER: 9020/U2414H SERIAL NUMBER:

IS THIS REQUEST TO LEASE EQUIPMENT? [ ] YES [X] NO
IF YES, ATTACH LEASE FOR APPROVAL PRIOR TO OBTAINING EQUIPMENT.

VENDOR NAME: Dell

QUANTITY (list prices for each item below): \$1,558 PRICE INCLUDES S&H AND SALES TAX? [X] YES [ ] NO

ITEM #1 \$1,263 ITEM #2 \$294.28 ITEM #3 ITEM #4 ITEM #5

PURCHASED WITH FEDERAL GRANT MONEY? [ ] YES [X] NO

GRANT NAME AND/OR #:

DATE ACQUIRED: BY COMPETITIVE BID? [ ] YES [ ] NO

REASON FOR PURCHASING/LEASING EQUIPMENT:
Required for ST View Scan II

THIS SECTION IS TO BE COMPLETED BY AUDITOR'S OFFICE

FUND NO: 111 DEPARTMENT NO: 200 WARRANT NO: DATE PAID:

Here is a breakdown of the information required by section:

- Department: Name of your office/department
Location: List the building where this equipment will be located.
Equipment: Use this section to list specifics about the equipment, i.e. "Cabinet, 4 drawer legal, green"
Model #: Complete this section for equipment having model numbers.
Serial #: Complete this section for equipment having serial numbers.
Vendor Name: Name of company from which you purchased this piece of equipment.
Price: Purchase price for each individual item, including sales tax. The Auditor's Office will add any applicable use tax.
Quantity: How many purchased?
Purchased: Was this equipment purchased with federal grant money?
Date Acquired: Date on which you purchased this equipment.
Competitive Bid: Was this equipment purchased through a competitive bid?
Reason: List the reason for purchasing this equipment along with any additional information you feel is pertinent to purchase of this equipment.

Your request to purchase/lease for \$
was approved by the Board of County Commissioners on subject to adequate budget appropriations.
Clerk of the Board

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH ALL VOUCHERS FOR EQUIPMENT PURCHASES OF \$500 OR MORE AND PURCHASES OF ATTRACTIVE ITEMS UNDER \$500, i.e. cameras, video cameras, guns, TVs

2/24/2014 5:06:11 PM  
eQuote Details

eQuote Number 1017557706036  
 eQuote Name STD 9020  
 Customer Number 7153115  
 Description Standard Config with SSD  
 Saved On Wednesday, February 19, 2014  
 Expires On Saturday, April 05, 2014  
 Saved By aseaman@co.pacific.wa.us  
 Premier Page Pacific County, WA WSCA# N39913655

Order Contact

Order Contact Andrew Seaman  
 Pacific County  
 (360) 875-9300  
 aseaman@co.pacific.wa.us  
 Billing Contact COUNTY OF PAC ACCTS PAYABLE  
 COUNTY OF PACIFIC  
 (360) 875-9368  
 (360) 875-9377  
 Customer Number 7153115  
 Billing Address ATTN/ANDY SEAMAN  
 PO BOX 66  
 SOUTH BEND, WA 98586-0066  
 Tax exemption No, I am not tax exempt  
 ARRA funding designation NO stimulus funding

Shipping

Shipping Contact Andrew B. Seaman  
 Pacific County  
 (360) 875-9300 x2271  
 (360) 875-9377  
 Shipping Address 300 Memorial Dr.  
 South Bend, WA 98586  
 Delivery method no charge delivery  
 Trade compliance No, I will not be exporting

eQuote Cart Contents

Item	Quantity	Estimated Ship Date	Price
 OptiPlex 9020 Mini Tower - Build Your Own	1	3/5/2014	\$1,723.00
OptiPlex 9020 MT CTO			
Premier Discount			(\$551.36)
			<b>\$1,171.64</b>

Add to List

Subtotal	\$1,171.64
Estimated Shipping	\$0.00
Estimated Tax	\$91.39
<b>Total</b>	<b>\$1,263.03</b>

© 2014 Dell

Smart Selection. Limited quantities. Only available for orders placed by 5:59 p.m. CT Mon.-Thurs. Systems shipped the next business day after an order is placed. Subject to order approval. Software and accessories not part of the configuration will be shipped separately and may arrive after your system. Please note that Smart Selection Configuration pricing cannot be combined with other pricing offers or discounts provided or agreed to by Dell. \*\* Orders with Custom Factory Integration might require additional processing time.

2/24/2014 5:05:20 PM  
eQuote Details

eQuote Number 1011075095139  
 eQuote Name U2414H  
 Customer Number 7153115  
 Description 24" monitor no vga or dvi  
 Saved On Wednesday, February 19, 2014  
 Expires On Saturday, April 05, 2014  
 Saved By aseaman@co.pacific.wa.us  
 Premier Page Pacific County, WA WSCA#  
 N39913655

Order Contact

Order Contact Andrew Seaman  
 Pacific County  
 (360) 875-9300  
 aseaman@co.pacific.wa.us  
 Billing Contact COUNTY OF PAC ACCTS PAYABLE  
 COUNTY OF PACIFIC  
 (360) 875-9368  
 (360) 875-9377  
 Customer Number 7153115  
 Billing Address ATTN/ANDY SEAMAN  
 PO BOX 66  
 SOUTH BEND, WA 98586-0066  
 Tax exemption No, I am not tax exempt  
 ARRA funding designation NO stimulus funding

Shipping

Shipping Contact Andrew B. Seaman  
 Pacific County  
 (360) 875-9300 x2271  
 (360) 875-9377  
 Shipping Address 300 Memorial Dr.  
 South Bend, WA 98586  
 Delivery method no charge delivery  
 Trade compliance No, I will not be exporting

eQuote Cart Contents

Item	Quantity	Estimated Ship Date	Price
 Dell UltraSharp 24 Monitor - U2414H with 3 year Warranty Manufacturer Part#: 00001 Dell Part#: U2414H3 Premier Discount	1	2/27/2014	\$349.99
Add to List			(\$77.00)

\$272.99

Subtotal	\$272.99
Estimated Shipping	
Estimated Tax	\$0.00
<b>Total</b>	<b>\$294.28</b>

© 2014 Dell

Smart Selection. Limited quantities. Only available for orders placed by 5:59 p.m. CT Mon.-Thurs. Systems shipped the next business day after an order is placed. Subject to order approval. Software and accessories not part of the configuration will be shipped separately and may arrive after your system. Please note that Smart Selection Configuration pricing cannot be combined with other pricing offers or discounts provided or agreed to by Dell. \*\* Orders with Custom Factory Integration might require additional processing time.



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

**REQUESTED MEETING DATE:**  
03/11/2014

### AGENDA REQUEST FORM

(TO BE COMPLETED BY THE CLERK/DEP. CLERK OF THE BOARD)

Agenda Item #: 21

BOCC ACTION:  APPROVED  DENIED

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

NO ACTION TAKEN/WITHDRAWN

CONTINUED TO DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

OTHER: \_\_\_\_\_

DEFERRED TO: per Scott McDougall request

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: Pacific County Emergency Management Agency	DIVISION (if applicable):
OFFICIAL NAME & TITLE: Scott McDougall, Deputy Director	PHONE / EXT: 360-875-9338
SIGNATURE:	DATE: <u>2/27/14</u> 02/27/2014
NARRATIVE OF REQUEST	
Request approval of Homeland Security Grant Contract for SHSP grant in the amount of \$14,552. Funds will be used for the purchase of software for previously approved dispatch radio replacement.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
Approve Homeland Security Grant Contract in the amount of \$14,552 to be used for the purchase of software for previously approved dispatch radio replacement	



**REQUESTED MEETING DATE:**

03/11/2014

### AGENDA REQUEST FORM

(TO BE COMPLETED BY THE CLERK/DEP. CLERK OF THE BOARD)

BOCC ACTION: <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		Agenda Item #: <u>22</u>
<input type="checkbox"/> SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS	<input type="checkbox"/> DEFERRED TO: _____	Initial: <u>mg</u> Date: <u>3/11/2014</u>
<input type="checkbox"/> NO ACTION TAKEN/WITHDRAWN	<input type="checkbox"/> CONTINUED TO DATE: _____	Review: <input type="checkbox"/> Clerk of the Board
<input type="checkbox"/> OTHER: _____		<input type="checkbox"/> Risk Management
		<input type="checkbox"/> Legal

DISTRIBUTION LIST:				
<input type="checkbox"/> RF	<input type="checkbox"/> Assessor	<input type="checkbox"/> DPW	<input type="checkbox"/> PACEOM	<input type="checkbox"/> Superior Court
<input type="checkbox"/> CF	<input type="checkbox"/> Auditor	<input checked="" type="checkbox"/> EMA	<input type="checkbox"/> POFair	<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: Pacific County Emergency Management Agency	DIVISION (if applicable):
OFFICIAL NAME & TITLE: Scott McDougall, Deputy Director	PHONE / EXT: 360-875-9338
SIGNATURE:	DATE: <u>2/27/14</u> 02/27/2014
NARRATIVE OF REQUEST	
Request approval of attached Request For Proposal for a consultant to develop the Pacific County Emergency Support Function (ESF) 10 (Emergency Response Plan) that meets all requirements under the Washington State and the Emergency Planning and Community Right-to-Know Act 301-303 (42 USC 116) as well as WAC 118-40-180 sections 1-5.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
Authorize the issuance of Request for Proposal (RFP) for a consultant to develop the Pacific County Emergency Support Function	

# NOTICE

## **Request for Proposal (RFP) Pacific County Emergency Management Agency Hazardous Materials Emergency Response Plan**

The Pacific County Emergency Management Agency is currently seeking proposals from qualified consultants to develop the Pacific County Emergency Support Function (ESF) 10 (Emergency Response Plan) that meets all requirements under Washington State and the Emergency Planning and Community Right-to-Know Act (EPCRA) sections 301-303 (42 USC 116) as well as WAC 118-40-180 sections 1-5.

WAC 118-40-180 requires that Each local emergency planning committee shall complete a hazardous materials emergency response plan (ESF 10) as required by Section 303 (a), (b), (c), EPCRA, the standards of the National Response Team-1 guidelines and the concepts of the Washington State emergency management plan as it is written. The purpose of the plan is to demonstrate the “jurisdiction’s commitment to reduce risks from hazardous materials, serving as a guide for decision-makers as they commit resources to reducing the effects of hazardous materials.

To fulfill this requirement, the Pacific County Emergency Management Agency seeks consultant services for the preparation of ESF 10, a Hazardous Materials Response Plan that meets the necessary requirements of and is approved by the Washington State Emergency Response Commission, (SERC) and the Pacific County Emergency Management Agency (PCEMA).

**\*\*\*\*DEADLINE FOR SUBMISSION OF PROPOSALS\*\*\*\***

The deadline for submission of proposals is the close of business (4:30 pm) March 24, 2014. Responses should be submitted in a sealed envelope to:

SEALED PROPOSAL – CONSULTANT SERVICES  
ESF 10, HAZARDOUS MATERIALS RESPONSE PLAN

Stephanie Fritts, Director  
Pacific County Emergency Management Agency  
PO Box 101  
South Bend, WA 98586

Proposals will not be accepted by fax or electronic file transfer. Submissions should include one original and five copies.

## **PART I. INTRODUCTION**

### **Background**

The Emergency Planning and Community Right-to-Know Act calls for, and 42 USC 116 requires that each county and local municipality adopt a Hazardous Materials Emergency Response Plan to be reviewed by the State Emergency Response Commission, (SERC) and approved by Pacific County Emergency Management Agency Council (PCEMA). Currently Pacific County has an (SERC) approved Hazardous Materials Response Plan, however, the Pacific County Emergency Management Agency has received federal funding to revise and develop a more comprehensive and effective ESF 10, Hazardous Materials Emergency Response Plan for Pacific County with a 20% in-kind local match.

### **Project Overview**

The purpose of the Pacific County Emergency Management Agency ESF 10, Hazardous Materials Emergency Response Plan is to provide Pacific County, and the cities of Ilwaco, Long Beach, South Bend, and Raymond with a Hazardous Materials Emergency Response Plan that meets the requirements and approval of the SERC, and the Pacific County Emergency Management Agency Council so as to ensure that the named jurisdictions are in compliance with applicable federal and state law.

### **Project Management**

The Pacific County Emergency Management Agency will be the administrative agency for the Plan, on behalf of the Planning Committee. As such, management of and contract administration for the plan is the primary responsibility of the Emergency Management director.

As this plan will be partially grant funded and partially funded by in-kind resources from each participating jurisdiction and from within the Pacific County Emergency Management Agency, the selected consultant is expected to provide documentation of time spent developing the plan and to adhere to a strict budget. To ensure that development of the plan is consistent with the budget provided, staff from the Pacific County Emergency Management Agency will meet periodically with the consultant to monitor the expenditure of funds and progress of work. With the submission of the final draft the consultant shall provide all documentation of time spent developing the plan.

The consultant's work will not be complete until the plan has been adopted by the Pacific County Emergency Management Agency and accepted by the SERC.

## **PART II. SCOPE OF WORK**

The following Scope of Work shall be completed by the Consultant and shall meet all the requirements depicted on 42 USC 116.

The consultant will lead in the preparation of the plan; however, the Pacific County Emergency Management Agency Council and staff will provide input, information, and comments throughout the development of the plan. It is anticipated that the plan will take no more than five (5) months to complete. The consultant must present a draft of the Plan to the Planning Committee by June 30, 2014, for review and comment by the Pacific County Emergency Management Council prior to submission in meeting the WAEMD deadline of September 30, 2014. The consultant then must present a final draft to the planning committee not later than August 31, 2014 for review and adoption by the Pacific County Emergency Management Agency. All Pacific County Emergency Management Agency deadlines are set to meet the granting agency (WAEMD) deadlines of September 30, 2014, and October 31, 2014 respectively.

The Pacific County Emergency Management Agency will provide the consultant any currently available data, but the selected consultant will perform all analyses necessary for completion of the plan. All data and information generated by the consultant must meet Pacific County's standards as described at the end of this document. Additionally, the consultant will supply the Pacific County Emergency Management Agency with paper and digital copies of all data and information generated in association with this project.

### **Overall Project Design**

Following is a list of the required steps in developing the plan. For each step, the responsible agency is identified:

*(A) Project Initiation.* Consultant selection process. **See PART III.**

*(B) Refinement of Scope of Work.* Members from the Planning Committee will review and discuss with the selected consultant the Scope of Work which will include a list of steps for Plan development, objectives for the plan, summary of necessary and available data and information, required elements of the Plan, responsibilities for specific tasks, timeline, and process for documenting of time and resources spent on plan development. Development of the plan will begin once Pacific County Emergency Management Agency and consultant approve the Scope of Work.

*(C) Collection of Available Data.* Consultant will collect and analyze data and integrate it into the Plan as the basis for the formulation of the recommendations. The consultant will also identify gaps in existing data and include recommendations to address these deficiencies.

*(D) Draft Plan.* Once all necessary data and information are collected, the consultant will develop an initial plan draft, with all necessary elements, including:

- Brief introduction, including context for and description of the need for the plan.
- Brief description of the history, physical setting, land use patterns, and development trends of the area to be covered by the plan.
- A listed assessment of the hazards and risks to which each of the participating partners is vulnerable.
- Perform a hazard analysis in consultation with the Pacific County Emergency Management Agency, the consultant, shall be responsible for arranging with Pacific County Emergency Management Agency to conduct the analysis.
- Listed summary of current federal, state and local programs and policies that address the identified risks.
- Stated plan goal and objectives.
- A prioritized list of recommended strategies, programs, policies and actions to address identified hazards and risks, including those that are relevant to public facilities and infrastructures as well as general environmental conditions. The list should include a brief description of each recommendation, agencies responsible for implementing recommendations, and suggested timelines for implementing recommendations.
- Strategy for evaluating, revising and implementing recommendations.
- Documentation of public participation in plan development.
- One (1) color paper copy of the draft plan, one (1) digital (MS Word format) copy of the draft plan and (1) PDF copy of the draft plan.

The consultant will present the draft plan to the Pacific County Emergency Management Agency by June 30, 2014; the Pacific County Emergency Management Agency will review the written report and provide comments by July 10, 2014. The consultant shall amend the draft plan per these comments and submit the final plan to the Pacific County Emergency Management Agency by September 1, 2014.

*(E) Final Plan.* By September 1, 2014, the consultant shall present to the Pacific County Emergency Management Agency the final version of the plan, both verbally and in writing in a format suitable for reproduction by the Pacific County Emergency Management Agency. The final plan must also include documentation of public participation in plan development. The consultant shall provide the Pacific County

Emergency Management Agency with one (1) color paper copy of the final plan, one (1) digital (MS Word format) copy of the final plan and one (1) PDF copy of the final plan.

*(F) Schedule.* The following is a summary of the proposed timeline for the project, but maybe subject to change upon agreement with the consultant.

<u>Month</u>	<u>Activity</u>
March 2014	Project initiation and consultant selection
	Consultant formal needs and risk assessment
April 2014	Planning meeting with LEPC/community
May 15, 2014	Submit mid-term report
June 30, 2014	Draft plan revision submitted
July 2014	Planning Meeting with LEPC/community
September 1, 2014	Final plan submitted
September 2014	Submit revised ESF 10, Haz/Mat Plan to PCEMA Council for review
September 30, 2014	Submit revised ESF 10, Haz/Mat Plan to SERC for review

### **PART III: CONSULTANT SELECTION PROCESS**

The Pacific County Emergency Management Agency will review proposals and may invite consultants to be interviewed. Final decisions about consultant selection will be based on the interviews and the Evaluation Criteria specified below. All contract documents will be executed with the Pacific County Emergency Management Agency and will conform to the Pacific County Emergency Management Agency policies and procedures. The selection process should be completed within 30 days of the submission of proposals.

#### **Contents of Proposals**

Proposals should include:

1. Statement of experience in similar projects, this should include brief project descriptions, as well as reference lists.
2. Identification of individuals to be assigned to the project and statement of qualifications of individuals and resources assigned to the project.
3. Statement of general approach, including a description of the recommended process and considerations for completing the plan and for meeting the public participation requirements of WAEMD. Scope of Work detailing the timeline, necessary tasks for development of the plan, and partners responsible for completing tasks.
4. General list of data and information needed to develop a Hazardous Materials Emergency Response Plan.
5. An estimate of the cost of proposed plan. If the total cost for the proposed plan exceeds grant funds consultants should suggest modifications to the Scope of Work that remain consistent with and support the requirements of the plan. Costs for completing specific sections of the proposed plan should be estimated and noted in the proposal.

## **Evaluation Criteria**

Consultant will be evaluated based on the following criteria:

- Experience and expertise in development of Hazardous Material Emergency Response plans approved by WAEMD – references to be provided.
- Experience with projects similar in scope for communities similar to those of Pacific County.
- Ability to accomplish projects in a professional, thorough and timely manner.
- Costs of services consistent with and supporting the requirements of the plan. Costs for completing specific sections of the proposed plan should be estimated and noted in the proposal.
- Completeness and thoroughness of proposals and bid documents.

## **Validity Period**

Submissions shall be valid for a period of 90 days following submission.

## **PART IV. PAYMENTS**

Negotiations between PCEMA and the selected consultant will take place regarding payment, however it is the intent of PCEMA to pay in installments based on production. Final payment will be withheld pending SERC plan approval.

## **PART V. CONTRACT INFORMATION AND DEADLINE**

Technical questions regarding this Request for Proposals should be submitted in writing (to include fax and email) no later than **4:30 p.m. March 24, 2014** to:

Stephanie Fritts, Director  
Pacific County Emergency Management Agency  
PO Box 101  
South Bend, WA 98586  
Fax: (360) 875-9342  
Email: [sfritts@co.pacific.wa.us](mailto:sfritts@co.pacific.wa.us)

### **Deadline for Submission**

The deadline for submission for proposals is the close of business (**4:30 p.m.**) **March 24, 2014**. Responses should be submitted **in a sealed envelope** to:

**SEALED PROPOSALS – CONSULTANT SERVICES  
ESF10 HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN**

Stephanie Fritts, Director  
Pacific County Emergency Management Agency  
PO Box 101  
South Bend, WA 98586  
Fax: (360) 875-9342  
Email: [sfritts@co.pacific.wa.us](mailto:sfritts@co.pacific.wa.us)

Proposals will not be accepted by fax or electronic file transfer. Submissions should include one original and five copies.

### **PART VI.**

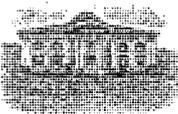
Included in the enclosures are “General Conditions to Bid”.

### **GENERAL CONDITIONS TO BID**

- 1) Proposal packages shall be submitted in a sealed envelope marked with the name of the consultant and the words: “**SEALED PROPOSAL – CONSULTANT SERVICES – HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN**” marked on the outside of the envelope. Submit one original, with all original signatures on required forms, and five copies.
- 2) Consultant assumes the risk of any delay in the mail. Whether sent by mail or by personal deliver, consultant assumes responsibility for having the proposal deposited on time at the Pacific County Emergency Management Agency. All proposals received after the designated time stated will not be considered and will be returned to the consultant unopened.
- 3) The proposal, as presented, shall remain valid for a period of ninety (90) days from proposal due date.

- 4) Any deviations from the specifications are to be so noted and fully explained. Deviations will be analyzed, and if deemed to be in the best interests of the Pacific County Emergency Management Agency, specification requirements may be waived.
- 5) It shall be the responsibility of each consultant to call to the attention of the Pacific County Emergency Management Agency any apparent discrepancy in the specification so or any question of interpretation thereof. Failure to do so constitutes acceptance as written.
- 6) The Pacific County Emergency Management Agency reserves the right to “revise: or “amend” the proposal specifications prior to the proposal due date by “written addenda”.
- 7) The Pacific County Emergency Management Agency reserves the right to reject any or all proposals and to negotiate with any consultant.
- 8) Proposals will be evaluated on the basis of qualifications, experience and cost. Contract will be awarded to the company who offers a proposal that appears to be in the best interests of the Pacific County Emergency Management Agency.
- 9) The apparent silence of the specification as to any details or the omission of a detailed description concerning any point shall be interpreted as meaning that only the nest commercial practices are to prevail and that only first quality materials and work will be accepted.
- 10) The consultant shall submit any and all confidential materials in a separate envelope, sealed with the envelope clearly marked with CONFIDENTIAL on the outside. All confidential materials submitted shall be so clearly marked on the top of each page as CONFIDENTIAL. All other materials submitted in response to the specifications and requirements contained herein shall be considered non-confidential. All documents and contracts, once accepted and signed by contracting parties are subject to public disclosure under RCW 42.56.
- 11) All proposals submitted to the Pacific County Emergency Management Agency become the property of the Pacific County Emergency Management Agency and will be opened in the Pacific County Board of County Commissioner’s office. Each proposal will be checked to determine if it is complete and meets the requirements of the Request for

Proposals. At and after opening, proposals will NOT be part of the public record and subject to disclosure, but will be kept confidential until after award. When such award is completed, proposals will be available for public inspection.



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:**  
March 11, 2014

### AGENDA REQUEST FORM

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

Agenda Item # 23

Initia mg Date 4/11/2014

ACTION  APPROVED  DEFERRED  
 SUBJECT TO AGENDATEPUBDISPATCHING/STREETS  
 NO ACTION TAKEN WITHDRAWN  DEFERRED TO \_\_\_\_\_  
 DATE NEEDED TO DATE \_\_\_\_\_  
 OTHER \_\_\_\_\_

DISTRIBUTION LIST:

<input type="checkbox"/> BOCC	<input type="checkbox"/> Board	<input type="checkbox"/> CPW	<input type="checkbox"/> Finance	<input type="checkbox"/> Sheriff
<input type="checkbox"/> Clerk	<input type="checkbox"/> Auditor	<input checked="" type="checkbox"/> EMA	<input type="checkbox"/> Fire	<input type="checkbox"/> Treasurer
<input type="checkbox"/> SEA	<input type="checkbox"/> _____	<input type="checkbox"/> Health	<input type="checkbox"/> Prosec	<input type="checkbox"/> Assessor
	<input type="checkbox"/> Civil Service	<input type="checkbox"/> Juven	<input type="checkbox"/> SDC	<input type="checkbox"/> ASU Coord
	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<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: Pacific County Sheriff's Office	DIVISION (if applicable): Emergency Management
OFFICIAL NAME & TITLE: Stephanie Fritts, Director	PHONE / EXT: 3340
SIGNATURE: 	DATE: March 3, 2014
NARRATIVE OF REQUEST	
<p>Approval of and signature on the Grays Harbor and Pacific Counties Emergency Alert System Local Area Plan.</p>	
RECOMMENDED MOTION <span style="border: 1px solid black; padding: 2px;">[To Be Completed by the Clerk/Deputy Clerk of the Board]</span>	
<p>Approve the Emergency Alert System Local Area Plan with Grays Harbor County</p>	

Name of Contractor: N/A

Name of contract/agreement/grant/amendment (if amendment, provide copy of original document(s)):  
Grays Harbor and Pacific Counties Emergency Alert System Local Area Plan

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: \_\_\_\_\_ Planning

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): Plan

BACKGROUND/SUMMARY (include date of prior workshop and/or action, if applicable):  
Pacific and Grays Harbor Counties have participated in a local area EAS plan/system since EAS replaced the Emergency Broadcast System. The last update was approved in Dec 2004. The local EAS Committee has met over the past six months and the attached plan is updated and approved by Grays Harbor Commissioners. Your comments are welcome and your approval and signature is requested.

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

TOTAL SHIPPING/HANDLING: EXPENDITURE FUND #: \_\_\_\_\_ .XXX.XXX.XX.XX

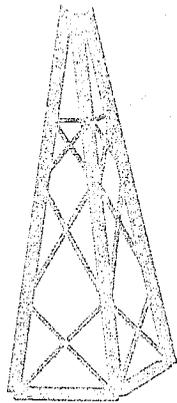
EXPENDITURE BUDGETED?  Yes  No Will supplemental be required?  Yes  No

IN-KIND MATCH REQUIRED?  Yes  No DESCRIBE MATCH:

MATCHING FUNDS REQUIRED?  Yes  No AMOUNT OF MATCHING FUNDS:

# **GRAYS HARBOR AND PACIFIC COUNTIES EMERGENCY ALERT SYSTEM**

## **Local Area Plan**



February 2014

## RECORD OF CHANGES

NOTICE TO PLAN HOLDERS: In order to maintain a current Grays Harbor and Pacific Counties Emergency Alert System (EAS) Plan, the Local Emergency Communications Committee (LECC) will issue changes periodically. **Please make those changes upon receipt**, and record them on this page. If a previous change number shows no entry, you may not have an up-to-date version of the plan.

CHANGE #	DATE MADE	LOCATION/PAGE(S) CHANGED	INITIALS
01	4/22/05	Page 4	
02	3/1/06	Pages 3, 4, 6, 10, 11, 17, 19, 30, 33-43	
03	1/30/07	Pages 2, 17 and 32	
04	January 2014	Review and update of entire plan	LECC
05			
06			
07			
08			
09			
10			
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12			
13			
14			
15			
16			
17			
18			
19			
20			

**GRAYS HARBOR COUNTY APPROVALS AND CONCURRENCES:**

**APPROVED AS TO FORM**

Micaela R. Zeller 2/11/14  
Prosecuting Attorney Date

**BOARD OF COUNTY COMMISSIONERS**  
**GRAYS HARBOR COUNTY, WASHINGTON**

Fred Taylor 02/24/14  
Chair Date

Jeff Ginn 02/24/14  
Commissioner Date

Rob Welch 02/24/14  
Commissioner Date

**ATTEST:**

Donna McCallum 02/24/14  
Clerk of the Board Date

**EMERGENCY MANAGEMENT DIRECTOR**

RS 2-11-14  
Date

**LOCAL EMERGENCY COMMUNICATIONS COMMITTEE**

\_\_\_\_\_  
Date



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### A WORD OF CAUTION

The Emergency Management/Services community has acquired a valuable tool in gaining direct access to all area broadcasters and subject cable operators via the Emergency Alert System. However, **if not used prudently, Emergency Management use of this tool may be limited. Broadcasters and cable operators expect the Emergency Alert System to be used only for very serious emergencies.**

Emergency Management must be aware that some broadcasters and cable operators have their Emergency Alert System decoders set on Automatic Mode. In automatic mode, messages are not screened prior to airing. Radio stations depend upon Emergency Management to send an Emergency Alert System alert **only for a very serious emergency.** System use for a frivolous event will result in the loss of confidence of area broadcasters and cable operators.

Broadcasters and cable operators participate in the local-level Emergency Alert System on a voluntary basis. Broadcasters and cable operators are not obligated to carry Emergency Alert System alerts. Cautious use of the system is essential to a continued cooperative relationship with the local broadcasters and cable operators.

**All requests for activation must meet the following criteria:**

- **Lives must be in danger**
- **Direction provided by the EAS has the potential to save lives**

## **I. INTRODUCTION**

### **A. PURPOSE**

The Emergency Alert System (EAS) is a national alerting system composed of broadcast networks, cable networks, and program suppliers, AM, FM, and TV broadcast stations, low power television (LPTV) stations, cable systems, and other entities and industries operating in an organized manner during emergencies at the national, state, and local levels. It provides government officials with a mechanism to issue emergency warnings to the public through local broadcasters, National Weather Service, and wireless carriers when emergency information may help save lives. It requires that at a minimum, all participants use a common Emergency Alert System protocol to send and receive emergency alerts.

### **B. SCOPE**

This plan was prepared by the Grays Harbor and Pacific Counties Emergency Management Agencies. It is used to guide the dissemination of emergency information and warnings to the general public in Grays Harbor and Pacific Counties at the request of designated local, state, and federal officials. This Local EAS Plan may be activated on a 24 hour-a-day basis in response to time critical local emergencies/disasters and contains procedures for emergency officials and local broadcasters to transmit emergency information to the public using the Emergency Alert System during such an event.

## **II. POLICIES**

### **A. ASSIGNMENT OF RESPONSIBILITIES**

#### **1. Washington State Emergency Communications Committee (SECC)**

The Washington State Emergency Communications Committee (SECC) is responsible for administrating the EAS on the state level. The SECC has divided Washington State into several local areas. Each local area is administrated by a Local Emergency Communications Committee (LECC). The LECCs are responsible for designing and writing a Local Area Plan which will become part of the Washington State EAS Plan.

#### **2. Local Emergency Communications Committee (LECC)**

The LECC (Local Emergency Communications Committee) for the coastal operational area is composed of representatives from the following agencies and broadcast stations:

Grays Harbor County Emergency Management Agency  
Grays Harbor Communications Center E9-1-1  
Grays Harbor Radio  
Jodesha Broadcasting  
Pacific County Emergency Management Agency  
Pacific County Communications

It is a sub-committee of the Washington SECC (State Emergency Communications Committee) and is responsible for administrating this local area plan.

#### **3. Grays Harbor and Pacific Counties Emergency Management Agencies**

The Grays Harbor and Pacific Counties Emergency Management Agencies are members of the LECC for the Coastal Operational Area. This plan reflects only the

portion of the EAS system directly related to its operation in Grays Harbor and Pacific Counties.

It is the intention and policy of the Grays Harbor and Pacific Counties Emergency Management Agencies to activate the EAS in order to alert and warn residents of life threatening emergencies. The EAS will be utilized only when time limitations or incident severity prohibits information distribution to the media by normal channels.

Following an EAS message, and provided that media staff is available, further instruction and information directed to the public, will be disseminated to the media by the originating agency or affected jurisdiction using normal channels.

## **B. LIMITATIONS**

The Grays Harbor and Pacific Counties Emergency Management Agencies recognize that the EAS is a voluntary system, and that despite best intentions, is not 100% reliable. Limitations include the functionality of the radio system infrastructure, the use of radio and television by the intended recipients of the message, and the timely broadcast of messages by the radio, television, and cable providers.

## **III. SITUATION**

### **A. GENERAL**

There is no single effective method of warning or alerting Grays Harbor and Pacific County residents to imminent danger. There will be times when it is critical to warn the public and local officials of threatening or occurring emergencies and disasters. The EAS is one method or tool to be used, in cooperation with local broadcasters, to accomplish effective public warning.

Examples of incidents that may require warning and the use of the EAS include: volcano, severe weather, flood, hazardous material release, earthquake, and tsunami. Other hazards as identified in the local and state Hazard Identification and Vulnerability Analysis (HIVA) may warrant use of the EAS.

### **B. PLANNING ASSUMPTIONS**

1. Implementation of the EAS will be in response to an event that is occurring or will occur within a short period of time, making conventional methods of warning and media notification inadequate.
2. Lives may be in jeopardy unless immediate precautions are taken.
3. EAS transmitters and receivers, and the radio system infrastructure are functional.
4. Other methods of warning will be used in addition to EAS.
5. EAS will be effective only if television is turned on or radios are turned on/powered up.
6. Radio, television, and cable providers will broadcast EAS messages in a timely manner.

## **IV. CONCEPT OF OPERATIONS**

### **A. GENERAL**

The EAS operates through coordinated participation on the part of radio and television stations, as well as cable television companies. Authorized federal, state and local authorities may activate the EAS to warn the public of potential life threatening events.

Certain equipment or software is required to initiate EAS messages. The equipment or software utilizes templates for transmitting EAS messages. Audio messages are time limited and must contain concise warning instructions. Before the message is broadcast or displayed, two attention bursts are initiated and the message is announced.

### **B. FACILITIES/EQUIPMENT**

The Grays Harbor Emergency Management Agency has installed an ENDEC (encoder/decoder) EAS unit in the Grays Harbor Communications Center. In addition both Grays Harbor Emergency Management Agency and the Pacific County Emergency Management Agency have access to MyStateUSA, a web-based software platform, which can activate/initiate EAS messages. All Grays Harbor and Pacific County EAS messages will originate from these locations.

### **C. RESPONSIBILITIES**

#### **1. Washington Military Department, Emergency Management Division**

Should an incident affect more than two counties in Southwest Washington, requests for EAS activation will be coordinated with Washington State Emergency Management. In cases where multiple jurisdictions are affected, one EAS message should be sent that provides guidance to all populations affected by the incident.

#### **2. National Weather Service**

The decision to activate the EAS for weather related incidents will generally be the responsibility of the National Weather Service. For localized non-weather related incidents, Grays Harbor and Pacific Counties will be the designated authority for activating their EAS.

All primary and alternate EAS contacts are available on a 24-hour basis, with after hours operation handled by designated communications centers.

#### **3. Local Emergency Communications Committee (LECC)**

The LECC develops and maintains the EAS for Grays Harbor and Pacific Counties. Changes to the plan are approved or denied and submitted to the SECC for their approval. At least one annual review of the plan should be conducted.

#### **4. Grays Harbor and Pacific Counties Emergency Management Agencies**

The Directors and Councils of Grays Harbor and Pacific Counties Emergency Management Agencies have primary responsibility for activating the EAS for incidents occurring within Grays Harbor and Pacific Counties. It is the responsibility of the Grays Harbor and Pacific Counties Emergency Management Agencies to:

- a. Document and file all EAS tests and alerts.
- b. Maintain a position on the LECC.

**5. E911 Communications**

E911 Communications is responsible for ensuring the proper training of personnel on the policies and procedures governing the EAS. E911 Communications actively participates in the local EAS testing process and provides feedback to the LECC on EAS concerns.

- a. Maintain EAS equipment so that it can be activated 24 hours a day.
- b. Designate personnel who will send EAS messages.
- c. Develop and offer training for communications personnel on operating procedures.
- d. Test EAS equipment and procedures regularly.
- e. Maintain a position on the LECC.

**D. LOCAL RELAY NETWORK**

The Grays Harbor and Pacific Counties Local Relay Network will be based on UHF repeaters located at Radar Ridge, Holy Cross, South Montesano, and Megler. The Grays Harbor Emergency Management Agency and Grays Harbor and Clatsop broadcasters will have EAS encoder/decoders configured to transmit via UHF radio to a repeater.

**PCEMA MONITORING RECOMMENDATIONS:**

INPUTS	1	2	3	4	5	6
SOURCE	LRN	NWS	KJET	KXRO	KVAS	SRN
FREQ.	453.675	162.40	105.7 FM	1320 AM	103.9 FM	155.475
LOCATION	See Above	Naselle	Raymond	Aberdeen	Astoria	Naselle
EAS LEVEL	LOCAL 1	WEA 1 NAT 2	NAT 3 LCL 2 WEA 2 ST 2	NAT 2 LCL 2 WEA 2 ST 2	NAT 3 LCL 2 WEA 2 ST 2	ST 1 NAT 2

**GHEMA MONITORING RECOMMENDATIONS:**

INPUTS	1	2	3	4	5	6
SOURCE	LRN	NWS	KSWW	KDUX	KXXO	SRN
FREQ.	453.675	162.40	102.1 FM	104.7 FM	96.1	155.475
LOCATION	South Montesano	Capital Peak	South Montesano	Aberdeen	Olympia	Naselle
EAS LEVEL	LOCAL 1	WEA 1 NAT 2	NAT 3 LCL 2 WEA 2 ST 2	NAT 3 LCL 2 WEA 2 ST 2	NAT 3 LCL 2 WEA 2 ST 2	ST 1 NAT 2

**E. EVENT CODES**

An Event Code defines the type of alert message being sent. Each type of emergency requires a unique event code. The FCC has defined numerous event codes for use by the EAS. A list of codes valid to the Grays Harbor and Pacific Counties Emergency Management Agencies is included in Tab 3 of this plan. New event codes must be approved by the Washington State Emergency Communications Committee (SECC) and the FCC.

## F. LOCATION CODES

A location code defines the geographic area affected by the emergency. EAS location codes are based on the Federal Information Processing Systems (FIPS) codes. In the FIPS code system each state is defined by a two-digit number and each county in each state has been assigned a three-digit number. The combination of state number and the county number gives each county in the entire country a unique five-digit identification number.

Grays Harbor County	053027
Pacific County	053049
All State of Washington	053000

## G. DURATION CODES

**TTTT** = Duration of the event. This code defines how long the alert is expected to be in effect. The duration must be determined by the alert originator each time an alert is sent.

A valid duration can be entered in 15 minute segments up to one hour and then in 30 minute segments beyond one hour. For example:

0015 = 15 minutes
0030 = 30 minutes
0045 = 45 minutes
0100 = 1 hour
0230 = 2 hours 30 minutes
0400 = 4 hours

## H. PROCEDURES

### 1. General Protocol

The EAS uses a specific protocol described in detail in the FCC Rules and Regulations and in the State EAS Plan. EAS encode/decode devices and software allow operators to input information in plain English, then automatically convert that information into digital data and outputs it as an audio signal, just like a computer modem. The encoder formats the information to match the EAS protocol.

EAS activations (tests or alerts) will consist of up to four elements:

- a. A header code
- b. An attention signal
- c. An aural message
- d. An end of message code

All EAS activations will include a header code data burst. The header code will be sent three times, with a one-second pause after each transmission, to ensure proper reception by EAS decoders. The header code contains the basic EAS message in digital form.

Following the header code, a two-tone attention signal may be used to alert listeners and viewers that an EAS activation has occurred and that a voice message will

follow. The attention signal should be used if, and only if, a voice message will be included as part of the alert.

A voice message will follow the attention signal. Use of the two-tone attention signal and a voice message will be determined by the originator of the alert; they are not required, but if one is used the other must accompany it.

All EAS activations will conclude with an end-of-message code data burst. The end-of-message code will be sent three times, with a one-second pause after each transmission, to ensure proper reception by EAS decoders.

## **2. Message Composition**

It is recognized that emergency situations which require the use of EAS are time-critical and warning of the public must be done immediately; however, the EAS message must be clear and provide direction. Messages may include the following information:

- a. The requesting jurisdiction.
- b. What will happen.
- c. When it will happen.
- d. Where it will happen.
- e. Geographic area affected (if multiple jurisdictions affected, include all).
- f. Emergency protection measures for the public.
- g. If evacuation is required, identity of the hazard area and specific desirable transportation routes or direction of travel for evacuees.
- h. Reassurance that officials are addressing the incident.
- i. A statement encouraging people to avoid using telephone systems for the first few hours except for life threatening emergencies.
- j. Advise the public to listen to their local radio station for more emergency information.
- k. Advise the public to only call 911 for life threatening emergencies.

## **3. Public Information Officer**

Personnel at the issuing jurisdiction will identify a Public Information Officer who is currently available for questions from the media. Issuing jurisdiction personnel will also be available to handle inquiries from the public or other agencies. It may be appropriate to establish an Information Center for media inquiries and a citizen hotline to address inquiries from the public.

## **4. Request For Activation**

When the incident commander or highest ranking official at the scene of an incident determines that an EAS message must be initiated to save lives, they will contact the authorized individual who has authority to request activation of the EAS. If none of the local EAS activation authorities can be contacted, EAS activation may be requested through Washington State Emergency Management.

It is the responsibility of the Emergency Management Agency to draft or review the message, confirm the incident with a reliable source (dispatch center or incident commander), and approve the message prior to broadcast. Broadcast stations will automatically air the required EAS messages and have no mechanism to confirm or edit information. It is critical that the agency sending the alert authenticate the information prior to transmission to broadcasters.

## **5. Authentication**

Emergency messages must be verified PRIOR TO TRANSMISSION to the Local Relay Network. It is understood that some or all of the EAS stations will, at various times, be in an unattended mode, and that there will be no method to authenticate a transmission at the broadcast or cable level.

## **6. Notification of Affected Agencies**

Notification of affected jurisdictions and government officials will be made by the Emergency Management Agency simultaneously with the sending of the EAS message whenever possible. There will be times when warning the public is time critical and the EAS message will be sent before other notifications are made. In addition to affected jurisdictions, notification includes Washington State Emergency Management. As necessary, a request will be made for Washington State Emergency Management to notify other counties to advise of the activation of EAS. The method of notification may include but is not limited to telephones, radios, computers, ACCESS, and NAWAS.

The activation of EAS for any purpose will generate calls from the public, government officials and the media. Whenever possible, affected jurisdictions should be contacted at the same time the EAS message is being generated.

# **V. RESPONSIBILITIES**

## **A. TRAINING**

Training of all operators is critical to the success of the EAS. The Emergency Management Agency and E911 Communications will establish procedures and a suggested training plan that includes detailed instruction and hands on use of the ENDEC and/or the MyStateUSA software by authorized personnel.

Training should also include familiarity with event codes and their application to various emergencies and the FEMA guidelines for preparing voice messages. This training would be useful in understanding alerts originated by other agencies and relayed via the repeater.

## **B. TESTING**

E911 Communications will originate tests of the EAS on behalf of the Grays Harbor and Pacific Counties Emergency Management Agencies according to FCC rules and the State EAS Plan testing schedule as outlined in TAB 4 of this plan. Required Weekly Tests (RWT) will be initiated by broadcasters. The Required Monthly Test (RMT) is a coordinated test that contains all the elements of an actual EAS alert.

Standards should be applied when conducting the RMT. Use the settings described in TAB 6 to initiate an RMT.

# **VI. CHANGES TO THE PLAN**

Changes to this plan may be suggested at any time and will be considered during the annual review of the LECC unless circumstances require a special meeting at an earlier date. All proposed changes must be submitted in writing to the LECC chairperson. Following approval by the LECC, all changes must be submitted to the SECC for final approval.

## VII. REFERENCES

- Title 47 U.S.C. 151, 154 (i) & (o), 303 (r), 524 (g) & 606
- 47 C.F.R. Part 11, FCC Rules & Regulations, Emergency Alert System
- Washington State EAS Plan

**TAB 1 CHECKLIST FOR INITIATING AN EAS MESSAGE**

- ρ Verify the emergency and be certain that it meets the following criteria:
  - 1. Lives must be in danger.
  - 2. Direction provided via EAS has the potential to save lives.
  
- ρ Identify the corresponding event code.
  
- ρ Identify the duration of the event (15 minutes to 4 hours)
  
- ρ Determine the need for a voice message.
  
- ρ Follow the device specific instructions in Tab 6.
  
- ρ If applicable, enter the voice message including the following information:
  - 1. The requesting jurisdiction
  - 2. What will happen
  - 3. When it will happen
  - 4. Where it will happen
  - 5. Geographic area affected
  - 6. Emergency protection measures for the public
  - 7. If evacuation is required, the hazard area and desirable transportation routes and direction of travel for the evacuees
  - 8. Reassurance that officials are addressing the incident
  - 9. A statement encouraging people to avoid using telephone systems for the first few hours except for life-threatening emergencies
  - 10. Advise the public to listen to their local radio station for more emergency information.
  - 11. Verify that the Local Relay Network radio channel is not in use and no corresponding EAS messages have been received from any other agency.
    - 12. Advise the public to only call 911 for life threatening emergencies.
  
- ρ Transmit the message to the Local Relay Network.
  
- ρ Verify that the message was transmitted.
  
- ρ Keep a record of all transmissions.

**TAB 2**

**CONFIDENTIAL ROSTER OF INDIVIDUALS AUTHORIZED TO ACTIVATE EAS  
WITH AUTHENTICATOR CODES**

**Grays Harbor County:**

DEM Director	Charles Wallace
Sheriff	Rick Scott
Undersheriff	Dave Pimentel
Chief Criminal Deputy	Steve Schumate

**Pacific County:**

EMA Director	Stephanie Fritts	04-07
Pacific County Sheriff's Office Chief Deputy	Denise Rowlett	11-24
EMA Deputy Director	Scott McDougall	05-18

**National Weather Service**

**Washington State Emergency Management**

**TAB 3      EVENT CODES**

These are the event codes available:

ADR	Administrative Message
AVA	Avalanche Watch
AVE	Avalanche Warning
BZW	Blizzard Warning
CAE	Child Abduction Emergency
CDW	Civil Danger Warning
CEM	Civil Emergency Message
CFA	Coastal Flood Watch
CFW	Coastal Flood Warning
DMO	Practice/Demo Warning
DSW	Dust Storm Warning
EAN	Emergency Action Notification
EAT	Emergency Action Termination
EQW	Earthquake Warning
EVI	Evacuation Immediate
FFA	Flash Flood Watch
FFS	Flash Flood Statement
FFW	Flash Flood Warning
FLA	Flood Watch
FLS	Flood Statement
FLW	Flood Warning
FRW	Fire Warning
HMW	Hazardous Materials Warning
HWA	High Wind Watch
HWW	High Wind Warning
LAE	Local Area Emergency
LEW	Law Enforcement Warning
NIC	National Information Center
NMN	Network Message Notification
NPT	National Periodic Test
NUW	Nuclear Power Plant Warning
RHW	Radiological Hazard Warning
RMT	Required Monthly Test
RWT	Required Weekly Test
SPW	Shelter in Place Warning
SMW	Special Marine Warning
SVA	Severe Thunderstorm Watch
SVR	Severe Thunderstorm Warning
SVS	Severe Thunderstorm Statement
TOA	Tornado Watch

TOE	911 Telephone Outage Emergency
TOR	Tornado Warning
TRA	Tropical Storm Watch
TRW	Tropical Storm Warning
TSA	Tsunami Watch
TSW	Tsunami Warning
VOW	Volcano Warning
WSA	Winter Storm Watch
WSW	Winter Storm Warning

**TAB 4 REQUIRED MONTHLY TEST SCHEDULE**

**WASHINGTON STATE 2014 RMT SCHEDULE**  
Approved 9/13/13

	JAN	FEB	MAR	APR	MAY (1)	JUN	JUL	AUG	SEP (2)	OCT (2)	NOV	DEC
<b>NORTH PUGET SOUND</b> Phil Johnson (360) 930-3389	10 2:20 PM Knap Co. DCM	3 7:25 AM STATE DEM	3 12:20 PM HORDOM	12 8:00 AM STATE DEM	8 10:00 AM Pierce Co. DCM	5 8:15 AM ESCA	11 10:50 AM STATE DEM	4 7:45 AM Island Co. DCM	10 8:20 AM SnoPac	18 10:16 AM NWS	6 12:25 PM Jefferson Co. DCM	13 4:50 PM King Co. DCM
<b>CLALLAM COUNTY</b> Todd Orloff (360) 457-1450	10 8:45 AM Clallam	3 7:25 AM STATE DEM	8 1:00 PM Clallam	12 8:00 AM STATE DEM	8 1:00 PM Clallam	4 7:30 AM Clallam	11 10:50 AM STATE DEM	9 8:50 AM Clallam	11 8:45 PM Clallam	18 10:16 AM NWS	6 12:25 PM Clallam	13 4:50 PM Clallam
<b>COASTAL</b> Paul Anderson (360) 933-1320	8 9:45 AM Pacific County	3 7:25 AM STATE DEM	5 11:50 AM Grays Harbor County	12 8:00 AM STATE DEM	8 10:15 AM Pacific County	3 9:50 PM Grays Harbor County	11 10:50 AM STATE DEM	3 8:15 AM Grays Harbor County	13 8:45 PM Pacific County	18 10:16 AM NWS	3 12:25 PM Pacific County	10 10:50 PM Grays Harbor County
<b>COLUMBIABASE</b> Sean Darris (509) 546-5848	7 12:50 PM FCEM	3 7:25 AM STATE DEM	9 5:25 PM NCEM	12 8:00 AM STATE DEM	9 11:15 AM WVEM	5 8:05 AM CCDM	11 10:50 AM STATE DEM	7 8:15 AM NCEM	10 7:45 PM FCEM	18 10:16 AM NWS	4 10:25 AM WVEM	10 4:50 PM CCDM
<b>CONWITZ/WAUKARUM</b> Beano Reinfrs (509) 795-3242	5 8:30 AM Conwitz DCM	3 7:25 AM STATE DEM	4 1:30 PM Waukarum County	12 8:00 AM STATE DEM	8 8:00 AM Conwitz DCM	5 7:30 AM Waukarum County	11 10:50 AM STATE DEM	5 7:30 AM Conwitz DCM	9 7:30 AM Waukarum County	18 10:16 AM NWS	7 1:30 PM Conwitz DCM	8 4:40 PM Waukarum County
<b>FLAND NORTHWEST</b> Martin Jackson (509) 329-2908	8 11:00 AM Spokane Co. Dispatch	3 7:25 AM STATE DEM	7 11:45 AM Koot DCM	12 8:00 AM STATE DEM	10 2:00 PM NWS	6 8:30 AM Morless DCM	11 10:50 AM STATE DEM	7 7:10 AM Spokane Co. Dispatch	9 1:30 PM Kaha DCM	18 10:16 AM NWS	3 10:55 AM Koot DCM	12 8:10 AM NWS
<b>KITTITAS COUNTY</b> Bob Johnson (509) 925-8337	11 11:00 AM KITTCOM	3 7:25 AM STATE DEM	4 1:00 PM KITTCOM	12 8:00 AM STATE DEM	9 1:40 PM KITTCOM	6 8:00 AM KITTCOM	11 10:50 AM STATE DEM	4 8:50 AM KOLE	8 8:45 PM KITTCOM	18 10:16 AM NWS	4 2:10 PM KOLE	10 7:30 AM KITTCOM
<b>LEWIS COUNTY</b> Bob Raza McDowell (509) 740-1151	7 2:50 PM Lewis County E-911	3 7:25 AM STATE DEM	7 1:50 PM Lewis County E-911	12 8:00 AM STATE DEM	5 3:05 PM Lewis County E-911	7 7:50 AM Lewis County E-911	11 10:50 AM STATE DEM	8 7:50 AM Lewis County E-911	9 7:50 AM Lewis County E-911	18 10:16 AM NWS	5 10:25 AM Lewis County E-911	11 7:50 AM Lewis County E-911
<b>MASON/THURSTON</b> Ruth Snowleson (360) 887-8807	9 2:40 PM Mason County EOC	3 7:25 AM STATE DEM	5 1:40 PM Thurston County EOC	12 8:00 AM STATE DEM	8 11:50 AM Mason County EOC	7 8:00 AM Thurston County EOC	11 10:50 AM STATE DEM	5 8:50 AM Mason County EOC	11 7:20 AM Thurston County EOC	18 10:16 AM NWS	3 10:25 AM Mason County EOC	11 7:40 PM Thurston County EOC
<b>NORTH CENTRAL</b> Don Eskis (509) 882-8906	10 11:00 AM Riverson Dispatch	3 7:25 AM STATE DEM	3 1:30 PM Riverson Dispatch	12 8:00 AM STATE DEM	10 10:11 AM Riverson Dispatch	3 7:20 AM Riverson Dispatch	11 10:50 AM STATE DEM	9 7:50 AM Riverson Dispatch	12 7:50 AM Riverson Dispatch	18 10:16 AM NWS	4 10:25 AM Riverson Dispatch	11 4:50 PM Riverson Dispatch
<b>NORTH PUGET SOUND</b> Dylan Hanzore (360) 734-0790	11 2:50 PM Whitcom EOC	3 7:25 AM STATE DEM	8 12:25 PM San Juan EOC	12 8:00 AM STATE DEM	5 1:00 PM Snoget EOC	4 8:20 AM Whitcom EOC	11 10:50 AM STATE DEM	3 7:50 AM San Juan EOC	10 8:50 PM Snoget EOC	18 10:16 AM NWS	3 2:30 PM Whitcom EOC	12 7:50 PM San Juan EOC
<b>OKANOGAN</b> John Archibald (509) 826-0300	8 2:50 PM Okanogan EOC	3 7:25 AM STATE DEM	7 1:00 PM Okanogan EOC	12 8:00 AM STATE DEM	7 1:00 AM Okanogan EOC	7 7:25 AM Okanogan EOC	11 10:50 AM STATE DEM	7 8:50 AM Okanogan EOC	9 8:45 PM Okanogan EOC	18 10:16 AM NWS	7 10:25 AM Okanogan EOC	11 7:50 AM Okanogan EOC
<b>YAKIMA VALLEY</b> Wayne Wherland (509) 575-8048	7 10:00 AM Yakima Valley 911	3 7:25 AM STATE DEM	8 1:50 PM Yakima Valley 911	12 8:00 AM STATE DEM	9 10:00 AM Yakima Valley 911	2 8:50 PM Yakima Valley 911	11 10:50 AM STATE DEM	8 8:50 AM Yakima Valley 911	13 7:50 AM Yakima Valley 911	18 10:16 AM NWS	5 1 20:20 PM Yakima Valley 911	12 7:50 AM Yakima Valley 911

**COLUMBIA GORGE** Columbia Gorge follows the Oregon State RMT test schedule (see www.state13.org)

One outpoint for the entire state in February, April, July, and October.

**TAB 5 DEFINITIONS**

The following definitions apply to EAS terms, which have been used in the development of this local area plan. For a more comprehensive list of terms refer to the Washington State EAS Plan.

NAME	DESCRIPTION
<b>Activation</b>	The initiation of the EAS by transmission of EAS codes.
<b>AMBER</b>	<b>Abducted Minor Broadcast Emergency Response.</b>
<b>Attention Signal</b>	Eight to twenty five second of two tones (835Hz and 960Hz) used as an audio alert.
<b>EMD</b>	Emergency Management Division.
<b>EAN</b>	Emergency Action Notification. A national level EAS alert.
<b>EAN Network</b>	The interconnection of the federal government with national networks and program suppliers used to disseminate the EAN message.
<b>EAS</b>	Emergency Alert System.
<b>EAS Alert</b>	An EAS activation in an actual emergency.
<b>EAS Decoder</b>	A device, which monitors sources and decodes incoming EAS messages. A decoder accepts digital bursts and translates them into an audio and/or printed message.
<b>EAS Encoder</b>	A device used by EAS participants to originate EAS alerts by creating the EAS codes for transmission to other participants and the public. The encoder generates messages that may be preset for quick release to other participants and the public.
<b>EAS Test</b>	EAS activation for testing purposes.
<b>Emergency Action Notification</b>	<b>(EAN):</b> National level alert.
<b>Emergency Alert System</b>	<b>(EAS):</b> The national alerting system composed of broadcast networks; cable networks and program suppliers; AM, FM, and TV broadcast stations; low power television (LPTV) stations; cable systems; and other entities and industries operating in an organized basis during emergencies at the national, state, or local levels. It requires that at a minimum all participants use a common EAS protocol, as defined in FCC Rules Part 11.31, to send and receive emergency alerts.
<b>End of Message Code</b>	ASCII data string that signifies the end of an EAS message.
<b>ENDEC</b>	Encoder/Decoder
<b>Event Code</b>	A three-character ASCII code in the EAS header that denotes the type of event for which an EAS test or alert is issued.
<b>FCC</b>	Federal Communications Commission. One of three federal agencies that participate in EAS.
<b>FIPS Codes</b>	Federal Information Processing System number assigned to states and counties defining geographic areas.
<b>Header Codes</b>	A single string of intelligent ASCII data that includes the originator, event, location, time period, and other basic information concerning an EAS test or alert.
<b>LECC</b>	Local Emergency Communications Committee.
<b>Local Area Plan</b>	The plan developed by a committee in each local operational area that outlines the EAS system and procedures for that particular area. The local area plan for the appropriate operational area is included in the state plan.
<b>Local Emergency Communications Committee</b>	<b>(LECC):</b> A committee made up of representatives from broadcast radio and television stations, cable systems, county/city government and emergency management. It is a subcommittee of the Washington State Emergency Communications Committee and is responsible for approving and administering the plan.

NAME	DESCRIPTION
<b>Local Operational Area</b>	An operational subdivision of the state.
<b>Location Code</b>	A six-digit ASCII code in the EAS header that specifies the location of an emergency utilizing the five-character FIPS code of a state and county.
<b>LP</b>	Local Primary. The LP is the primary source of EAS programming for the local area. A local area may have more than one LP, in which case the stations are designated LP-1, LP-2, etc.
<b>LPTV</b>	Low-power television station.
<b>LRN</b>	Local Relay Network. A system of facilities used to distribute local EAS activation and programming throughout a local area.
<b>National Alert</b>	EAS alert of national origin.
<b>NN</b>	Non-participating National. Broadcasters which elect not to participate in national level EAS. These stations must sign off the air during national alerts, but may elect to participate in local EAS.
<b>NOAA</b>	National Oceanic and Atmospheric Administration. One of three federal agencies that participate in EAS.
<b>NOAA Weather Radio</b>	<b>(NWR)</b> a service of the National Weather Service that provides continuous broadcasts of the latest weather information and any weather-related emergency warnings to a local area. NWR uses seven VHF radio frequencies.
<b>Nuclear Plan/Industrial Plant</b>	Nuclear and other industrial plants with a potential for dangerous conditions may have their own specific EAS plans, which must conform to EAS standards and be approved by the LECC.
<b>NWR</b>	NOAA Weather Radio
<b>NWS</b>	National Weather Service. NWS is an operation of NOAA that is directly responsible for issuing local weather-related emergency alerts and warnings in addition to day-to-day forecasts and other weather activities.
<b>Originator</b>	The entity that originates an EAS alert.
<b>Originator Code</b>	A three-character ASCII code in the EAS header that identifies the entity that originates an EAS test or alert.
<b>PEP</b>	Primary Entry Point. A broadcast station, that can serve as an entry point for national EAS information in the event that the primary national alerting methods are inoperable.
<b>PN</b>	Participating National. Broadcast stations and cable systems, which deliver all levels of EAS to the general public, including local information.
<b>Protocol</b>	A standard set of guidelines by which digital information is encoded and decoded, including the common code structure, the character set used, the sequence and timing codes, and the modulation technique used for radio transmission.
<b>RMT</b>	Required Monthly Test. A coordinated monthly test of EAS operations involving the full receiving and transmission of EAS codes, attention signal, EAS test programming, and EAS end-of-message codes.
<b>RWT</b>	Required Weekly Test. An independent weekly test of EAS equipment only involving the decoding and encoding of EAS header codes and end-of-message codes.
<b>SECC</b>	State Emergency Communications Committee.
<b>SRN</b>	State Relay Network. A system of facilities used to distribute state EAS activations and programming across the state.
<b>State EAS Plan</b>	A document that outlines the organization and implementation of EAS in Washington State. It includes monitoring assignments, actions to be taken in emergency activations, and other guidelines for broadcasters and cable personnel in use of the EAS.
<b>State Emergency Communications Committee</b>	<b>(SECC):</b> The state committee who administers the EAS plan at the state level

<b>NAME</b>	<b>DESCRIPTION</b>
<b>(Washington)</b>	
<b>Time-Duration Code</b>	A four-digit ASCII code in the EAS header that defines how long the EAS activation is valid.

## TAB 6      DEVICE SPECIFIC INSTRUCTIONS FOR THE ENDEC MODEL 1822

The ENDEC device works through a series of menus accessed by scrolling and entering. The default display indicates "MENU," "WEEK," and "MSG." Many of the menu selections relate to programming, configuration, computer compatibility, and television and cable settings. In the interest of simplicity these instructions will relate only to the origination of Required Monthly Tests (RMT) and alerts.

Prior to sending an EAS message you must:

- ρ Verify the emergency
- ρ Determine the need for a voice message
- ρ Verify the availability of the LRN and that no duplicate message has been received from another participant in the Coastal Operational Area

⇒ **To access the menu system, simply begin by pushing the "enter" button under the word "menu."** You may scroll through the menu by pushing the up or down arrow keys. An arrow similar to the one at the beginning of this paragraph will indicate the "highlighted" selection. If you scroll past or choose the wrong selection you may either scroll in the opposite direction or simply select the "go back" option.

In order to send a message you will be utilizing the "Alerts" menu, which includes, among others, the following commands: Originate, Send Pending, Record Audio, and Preview Audio.

**Regarding Audio: The audio recorded on the ENDEC is stored in RAM, which means that it is volatile. Stored audio will be lost if the power is turned off on the unit or if there is a general power failure. For this reason audio needs to be recorded in advance of each test or emergency message. Directions for recording audio are included in the device and alert specific checklists that follow.**

## PROCEDURE FOR THE REQUIRED MONTHLY TESTS (RMT)

**Note:** Prior to initiating a Required Monthly Test (RMT) please telephone the radio station and let the station manager know in advance. This allows them to monitor the RMT and delay re-transmitting until there is a break in the programming.

KJET: 360-533-3000

KDUX: 360-533-1320

- ρ Push the "enter" key and go to the "alerts" menu.
- ρ Push the "enter" key again.
- ρ The display will now show "go back," "originate alerts," and "send pending." Scroll down until the arrow highlights the "record audio" selection and press the "enter" key.
- ρ The ENDEC now prompts for a password. Push the "enter" key four times to enter the password.
- ρ The display now prompts for a source, press the "enter" key.
- ρ The ENDEC now displays "Microphone, Use MIC PTT" or "Start Abort Erase."
- ρ Place the microphone in your hand and be ready to read the message below.
- ρ Push the "enter key" and the recording begins.
- ρ Key the microphone, hesitate 1 - 2 seconds, and record the audio portion of this message:

"This is a test of the Emergency Alert System. In the event of an actual emergency this system would bring you important information. This test is now concluded."

- ρ Push the key under "end" immediately following the conclusion of your message.
- ρ Push the "enter" key and go to the "alerts" menu.
- ρ Push the "enter" key again to go to "originate alert."
- ρ The ENDEC now asks you if the alert is from new data or a template.
- ρ Select "template."
- ρ The display now lists the templates. Scroll up until you read "monthly test."
- ρ Push the "enter" key.
- ρ ENDEC now asks if you wish to alter the template. Choose "no" by pushing the "scroll-up" key.
- ρ The display asks the duration. The standard duration for an RMT is 30 minutes. Push the "less" key until the display reads "00:30."
- ρ Push the key to indicate "done."
- ρ Lastly, the ENDEC reads "MONTHLY TEST," proceed abort.
- ρ Push the "enter" key to proceed.
- ρ The ENDEC will produce a printed tape documenting the RMT.
- ρ Push the "menu" key and scroll to printer feed.
- ρ Select printer feed and enter the password (1111).
- ρ The printer should feed immediately following password entry.
- ρ Tear off the tape and archive for Emergency Management.

Emergency Management is required by the FCC to keep a log of all broadcasts. It is important that the tapes of RMTs get to Emergency Management for inclusion in an activity log. Your assistance is appreciated.

### PROCEDURE FOR ALL OTHER EMERGENCY ALERT SYSTEM (EAS) MESSAGES

**No audio messages are pre-recorded for other types of situations. You or someone else with authorization must prepare and record a message of no longer than two minutes. The audio script should be complete before proceeding further.**

Information that must be included in an emergency message includes the following. Obtain the duration from 15 minutes to 4 hours from the authorized person (default is one hour).

1. The name and title of the person delivering the message.
2. What will happen.
3. When it will happen.
4. Where it will happen.
5. Geographic area affected.
6. Emergency protection measures for the public.
7. If evacuation is required, the hazard area and desirable transportation routes and direction of travel for the evacuees.
8. Reassurance that officials are addressing the incident.
9. A statement encouraging people to avoid using telephone systems for the first few hours except for life-threatening emergencies.
10. Advise the public to listen to their local radio station for more emergency information.
11. Verify that the Local Relay Network radio channel is not in use and no corresponding EAS messages have been received from any other agency.

- ρ Push the "enter" key and go to the "alerts" menu.
- ρ Push the "enter" key again.
- ρ The display will now show "go back," "originate alerts," and "send pending." Scroll down until the arrow highlights the "record audio" selection and press the "enter" key.
- ρ The ENDEC now prompts for a password. Push the "enter" key four times to enter the password.
- ρ The display now prompts for a source. Press the "enter" key.
- ρ The ENDEC now displays "Microphone, Use MIC PTT" or "Start Abort Erase."
- ρ Place the microphone in your hand and be ready to read the message.
- ρ Push the "enter" key and the recording begins.
- ρ Key the microphone, hesitate 1 - 2 seconds, and record the audio portion of the message.
- ρ Push the key under "end" immediately following the conclusion of your message.
- ρ Scroll up to "originate alert," push "enter."
- ρ The ENDEC now asks if the alert is from new data or a template.
- ρ Push the "enter" key indicating new.
- ρ The prompt asks for an originator. We are "civil authorities."
- ρ Push the "enter" key.
- ρ The prompt now asks for an event. Scroll up and down the list to find an appropriate event code. The choices are included in Tab 3.
- ρ Choose one selection from the list and push the "enter" key.
- ρ The prompt now asks for the attention duration. Scroll up to eight and push "enter."
- ρ The prompt now asks you to select the audio. Scroll up and select "stored audio" by pressing the "enter" key.
- ρ The display now changes to "Adding locations."
- ρ Select "new."
- ρ Scroll up to "Washington" and push "enter."

- ρ The display now changes to "All of Washington." Scroll up to "Grays Harbor and Pacific Counties" and push "enter."
- ρ The display should read "Done, Delete, Division."
- ρ Scroll through the options and push "enter" to select "All."
- ρ The display now reads "Updating locations."
- ρ Push enter indicating "Done."

**PROCEDURE FOR ALL OTHER EAS MESSAGES (continued)**

- ρ The display now asks if there is an "NV lead-in." Select no.
- ρ The display now prompts for the duration. This is subjective and the information should come from the Incident Commander on the scene.
- ρ Push the appropriate key to indicate that you are "done."
- ρ The display will now read "new, proceed, abort."
- ρ Push "enter" to proceed.
- ρ The process is complete. Archive the record of the transmission for Emergency Management to include in the activity log.

**TAB 7      FILTERS AND TEMPLATES**

The ENDEC unit is capable of storing pre-programmed information for outgoing messages and incoming messages. "Filters" are set up to tell the unit what to do with each incoming message. "Templates" are designed to make preparing an outgoing message easier.

The Grays Harbor and Pacific County Emergency Management Agencies have chosen to not use these to a great degree, because in most cases we will be the originator of the message, or we will choose to edit a message we receive prior to passing it on.

The filters and templates programmed into the Grays Harbor ENDEC, along with the preset programming for each, are charted on the following pages:

<b>Incoming Filters (menu.presets.incoming)</b>								
<b>Filter name</b>	<b>Originator</b>	<b>Event</b>	<b>Location</b>	<b>Priority</b>	<b>Action</b>	<b>Attn. Duration</b>	<b>Hold Time</b>	<b>NV Lead</b>
Required EAN	Primary Entry Point (President)	EAN	All FIPS	63	Auto Relay	8	0	No
RMT	Civil Authorities	RMT	All FIPS	62	Auto Relay	8	1	No
RWT	All Originators	RWT	All FIPS	50	Log Only	0	0	No

<b>Outgoing Templates (menu.presets.outgoing)</b>							
<b>Template name</b>	<b>Originator</b>	<b>Event</b>	<b>Attn. Duration</b>	<b>Audio Source</b>	<b>Location</b>	<b>NV Lead</b>	<b>Key</b>
Emergency Message	Civil Authorities	CEM	8	Microphone	All County	No	No
Practice	Civil Authorities	DMO	0	No Audio	All County	No	No
Monthly Test	Civil Authorities	RMT	8	Microphone	All County	No	No
Weekly Test	Civil Authorities	RWT	8	Microphone	All County	No	No

**TAB 8 EAS PLAN DISTRIBUTION LIST**

Grays Harbor County

Issued		Plan Agency	Staff Name	Date Issued
Book	CD			
1.		Board of County Commissioners	Clerk of the Board	
2.		GHC EMD	Director	
3.		GHC EMD	Manager	
4.		GHC EMD	Office	
5.		WA ST EMD	Telecommunications	
6.		Grays Harbor County Sheriff's Office	Sheriff	
7.		City of McCleary	EM Liaison	
8.		City of Elma	EM Liaison	
9.		City of Oakville	EM Liaison	
10.		City of Montesano	EM Liaison	
11.		City of Aberdeen	EM Liaison	
12.		City of Cosmopolis	EM Liaison	
13.		City of Westport	EM Liaison	
14.		City of Ocean Shores	EM Liaison	
15.		City of Hoquiam	EM Liaison	
16.		Grays Harbor County Public Works	County Engineer	
17.		Grays Harbor Communications E9-1-1	Director	
18.		ARES/RACES	Coordinator	
19.		Summit Pacific Hospital	Administrator	
20.		Grays Harbor Community Hospital	Director	
21.		Washington State Patrol	Sergeant	
22.		GHC ER&R Communications	Supervisor	
23.		LECC	Chairman	
24.		LECC	All Other Members	
25.		Quinault Indian Nation		
26.		Confederated Tribes of the Chehalis Reservation		

Pacific County

Issued		Plan Agency	Staff Name	Date Issued
Book	CD			
1.		Board of County Commissioners	Clerk of the Board	
2.		Pacific County Sheriff's Office	Sheriff	
3.		City of Ilwaco	Mayor	
4.		City of Long Beach	Mayor	
5.		City of Raymond	Mayor	
6.		City of South Bend	Mayor	
7.		Pacific County Communications	Director	
8.		WSP	Sergeant	
9.		SECC	Chair	
10.		Pacific County Telecommunications	Engineer	
11.				
12.				
13.		Shoalwater Bay Tribe	Chair	
14.		PCEMA	Director	

**TAB 9 LECC MEMBERSHIP ROSTER**

<b>NAME &amp; TITLE</b>	<b>ADDRESS</b>	<b>PHONE/FAX/EMAIL</b>
Pat Anderson, Operations Mgr. Grays Harbor Radio Group KXRO KDUX KXXX KWOK	1308 Coolidge Aberdeen, WA 98520	360-533-1320 360-532-0935 fax 360-590-0830 <a href="mailto:pat@kdux.com">pat@kdux.com</a>
Peggy Fouts, Director Grays Harbor Communications E9-1-1	PO Box 1845 Aberdeen, WA 98520	360-533-7885 360-532-7902 fax 360-533-8765 dispatch <a href="mailto:pfouts@gh911.org">pfouts@gh911.org</a>
Stephanie Fritts, Director Pacific County Communications (PACCOM)	PO Box 27 South Bend, WA 98586	360-875-9340 360-875-9342 fax 360-875-9397 dispatch <a href="mailto:sfritts@co.pacific.wa.us">sfritts@co.pacific.wa.us</a>
James Kost, Supervisor GHC ER&R Communications	100 W Broadway Suite 31 Montesano, WA 98563	360-249-4222 X522 360-249-3203 fax 360-249-4072 <a href="mailto:jkost@co.grays-harbor.wa.us">jkost@co.grays-harbor.wa.us</a>
Charles Wallace, Deputy Director GHC Emergency Management	310 W Spruce Suite 212 Montesano, WA 98563	360-249-3911 360-249-3805 fax 360-580-2281 cell <a href="mailto:cwallace@co.grays-harbor.wa.us">cwallace@co.grays-harbor.wa.us</a>
Bill Wolfenbarger, President Jodesha Broadcasting Inc. KSWW, KJET, KBKW	PO Box 1198 Aberdeen, WA 98520	360-533-3000 360-581-3638 cell 360-532-1456 fax <a href="mailto:Wolfenbarger@techline.com">Wolfenbarger@techline.com</a>

**TAB 10      SAMPLE MESSAGE**

**MESSAGE**

**This is the** (state: name of jurisdiction requesting EAS message) ... **the following is not a test; I repeat the following is not a test.** A (state: situation along with location and affected areas).

**This** (state: situation) **has the potential to** (describe: the potential for damage to life and property). **People in and around** (state: location) **are threatened.**

**If you are in the area(s) of** (state: location and evacuation/safety instructions to public). **Do not delay. Do not call 911.** (State: evacuation/safety instructions to public).

**REPEAT MESSAGE**

**I repeat this is not a test.** (State: situation along with location and affected areas.)

**This** (state: situation) **has the potential to** (describe: the potential for damage to life and property). **People in and around** (state: location) **are threatened.**

**If you are in the area(s) of** (state: location and evacuation/safety instructions to public). **Do not delay. Do not call 911.** (State: evacuation/safety instructions to public again.)

**Stay tuned to your local radio station for further details. This is an emergency message from** (state: name of person and entity delivering the message).

**MESSAGE**

This is the **Lewis County Sheriff's Office**, the following is not a test; I repeat the following is not a test. **A hazardous materials accident has occurred on I-5 near exit 72 Napavine.**

This **hazardous materials accident involves a large spill of unknown chemical substance** that has the potential **to cause serious injury and or loss of life to those in and around the area who are unprotected.** People in and around the area of I-5 near exit 72, Napavine are threatened.

If you are in the area(s) of **I-5 exit 72, Napavine, you should immediately evacuate the area, or shelter in place.** Do not delay. Do not call 911. **Immediately evacuate the area or shelter in place.**

**REPEAT MESSAGE**

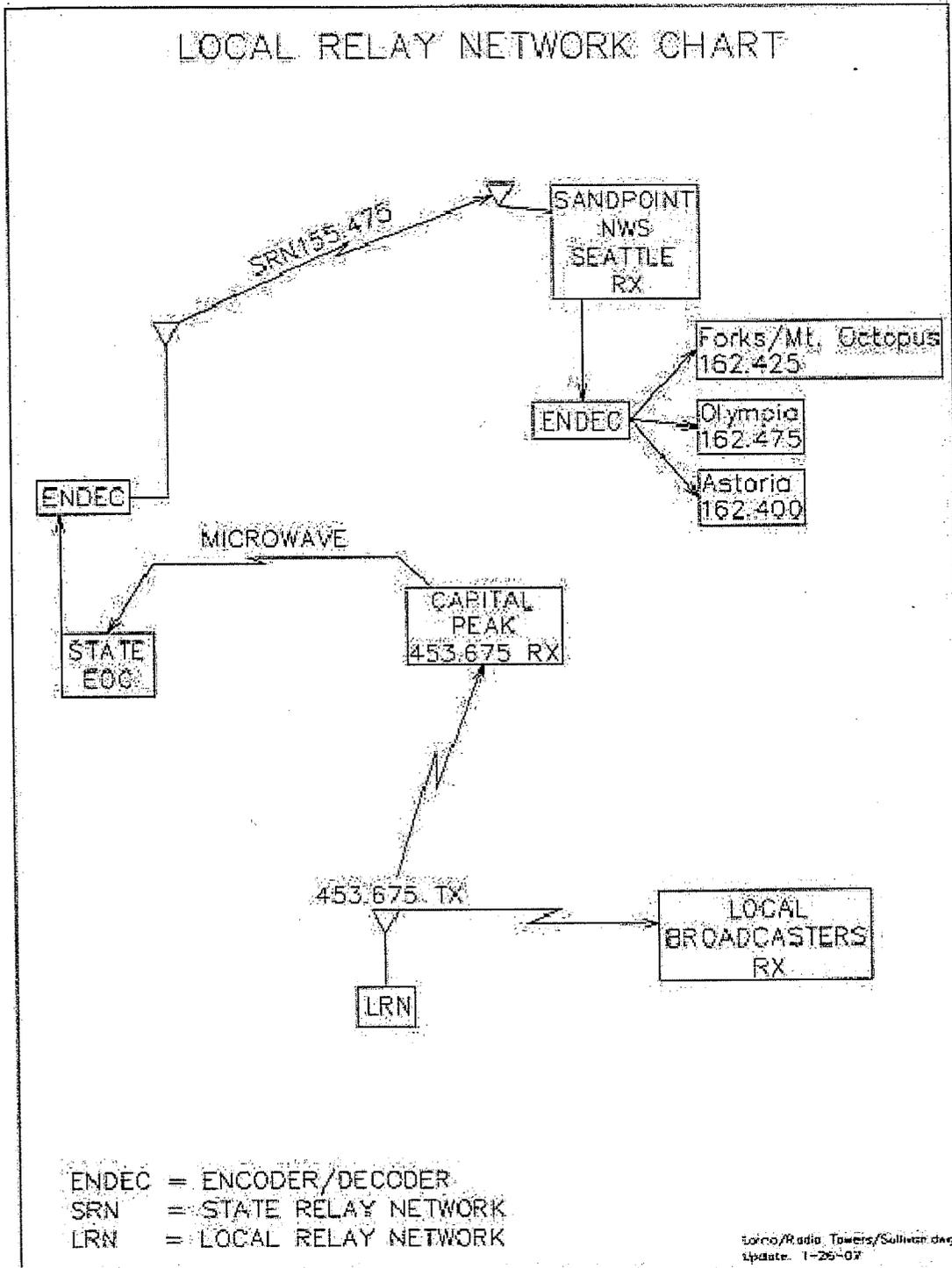
I repeat this is not a test. **A hazardous materials accident has occurred on I-5 near exit 72, Napavine.**

**This hazardous materials accident involves a large spill of an unknown chemical substance** that has the potential **to cause serious injury and or loss of life to those in and around the area who are unprotected.** People in and around the area of I-5 near exit 72, Napavine are threatened.

If you are in the area(s) of **I-5 exit 72, Napavine, you should immediately evacuate the area or shelter in place.** Do not delay. Do not call 911. **Immediately evacuate the area or shelter in place.**

Stay tuned to your local radio station for further details. This is an emergency message from **the Lewis County Sheriff's Office.**

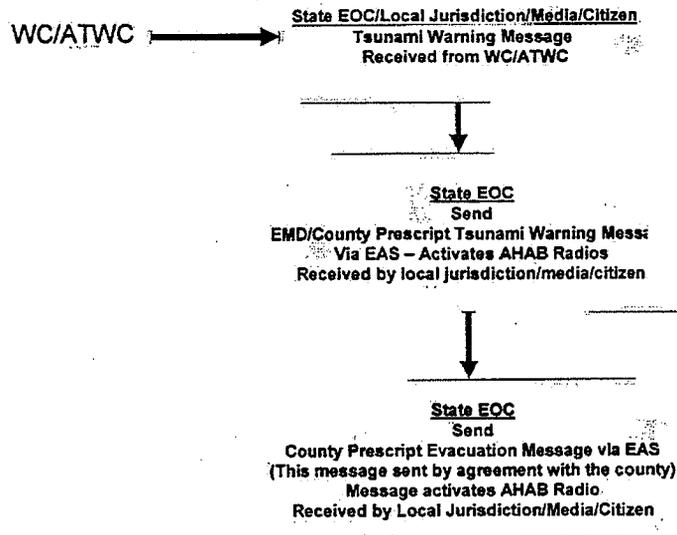
TAB 11 LOCAL RELAY NETWORK (LRN) CHART



TAB 12 INTERGOVERNMENTAL AGREEMENT – ACTIVATION OF THE EAS

APPENDIX A

## Tsunami Message Flow Chart



It is agreed that upon receipt of a tsunami warning message from National Tsunami Warning Center the Washington State Military Department will immediately activate coastal All Hazard Alert and Broadcast sirens and send the following EAS message<sup>1</sup>:

### EAS MESSAGE FOR COASTAL AREA IMMEDIATE EVACUATIONS

A tsunami warning is in effect for the coastal areas of Washington. Move to higher ground and/or inland now. If you are in or near a coastal area you are at risk and must move to higher ground and/or inland now. Do not return until directed to do so. Closely monitor local radio stations for additional information. A tsunami warning is in effect for the coastal areas of Washington. Move to higher ground and/or inland now.

EAS Event Code: EVI (Evacuate Immediately)

Location codes: Grays Harbor County (053027)  
City of Aberdeen (053861)  
City of Westport (053862)  
City of Ocean Shores (053860)  
Pacific County (053049)

<sup>1</sup> January 22, 2014 State and Local Tsunami Workgroup meeting, Camp Murray, Washington



### AGENDA REQUEST FORM

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

Agenda Item #: 24

BOCC ACTION:  APPROVED  DENIED

Initial: mg Date: 3/11/2014

SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

Review:  Clerk of the Board

NO ACTION TAKEN/WITHDRAWN

DEFERRED TO: \_\_\_\_\_

Risk Management

CONTINUED TO DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Legal

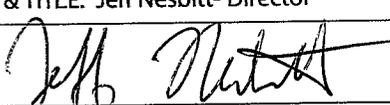
OTHER: \_\_\_\_\_

**DISTRIBUTION LIST:**

- |  |  |   |                                     |   |
|--|--|---|-------------------------------------|---|
| <input type="checkbox"/> RF            | <input type="checkbox"/> Assessor      | <input checked="" type="checkbox"/> DPW | <input type="checkbox"/> PACCOM     | <input type="checkbox"/> Superior Court             |
| <input checked="" 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 checked="" 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: <u>Vegetation Management</u>	DIVISION (if applicable):
OFFICIAL NAME & TITLE: <u>Jeff Nesbitt- Director</u>	PHONE / EXT: <u>360 942-7758</u>
SIGNATURE: 	DATE: <u>3/4/14</u>
NARRATIVE OF REQUEST	
<p>Seeking approval from the BOCC for the interdepartmental agreement between the Department of Vegetation Management and the Department of Public Works, for vegetation management services in 2014.</p>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
<p>Approve Interdepartmental Agreement with Department of Public Works for vegetation services in 2014</p>	

Name of Contractor: Pacific County Vegetation Management

Name of contract/agreement/grant/amendment (if amendment, provide copy of original document(s)):  
Interdepartmental Agreement for vegetation control on county road right -of-ways

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: County Road ROW Vegetation Control

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):

Annual interdepartmental agreement for vegetation control on county ROW, county shop lots, South main drainage, and any other property owned or managed by Pacific County Public Works.

TOTAL COST/AMOUNT (include sales & use tax): \$130,000.00 TOTAL TAX:

TOTAL SHIPPING/HANDLING: EXPENDITURE FUND #: \_\_\_\_\_ .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:

**INTERDEPARTMENTAL AGREEMENT  
FOR  
VEGETATION CONTROL  
ON COUNTY ROAD RIGHT OF WAYS**

**THIS AGREEMENT** entered into this \_\_\_\_ day of \_\_\_\_\_, 2014, by and between the Pacific County Department of Public Works, (hereinafter referred to as "DPW"), and the Pacific County Department of Vegetation Management, (hereinafter referred to as DVM), both subdivisions of Pacific County, a municipal corporation, for services and materials provided for the 2014 calendar year.

**RECITALS**

**WHEREAS**, DPW requires the performance of certain vegetation management work, to wit, the providing of equipment, labor, and material necessary for vegetation control on county road right-of-way; and

**WHEREAS**, DVM is willing and able to provide the equipment, labor, and material necessary for said work; now

**IT IS HEREBY AGREED AS FOLLOWS:**

DVM agrees to provide equipment, labor, and material to initiate and maintain vegetation control on Pacific County road right-of-way.

DVM agrees that the performance of the work described herein shall be in conformity with the provisions of RCW 35.77.020, .030. and .040, RCW 36.34, and RCW 36.75, which ever is applicable and WAC 136.32.

DPW and DVM understand and agree that DVM is hereby given the right and authority to control and/or cause the control of noxious weeds growing along or on Pacific County road rights-of-way at a time and in a manner as to maximize vegetation control benefits. A scope of work will be prepared by the Director of Vegetation Management, and approved by the County Engineer and coordinated with area road supervisors before work commences.

DPW further agrees to advance the sum of \$65,000.00 (sixty five thousand dollars), as an advance against payment of costs and charges due and payable pursuant to the terms of this agreement.

DVM agrees to submit to DPW a certified statement of costs and charges for the equipment, labor, and material provided in the accomplishment of the work described herein on a monthly basis.

DPW agrees to pay DVM the amount set forth in said certified statement of costs, within thirty (30) days following receipt of said statement.

DVM and DPW agree that the maximum amount to be paid to DVM, for full performance of the work described herein, shall be the sum of \$130,000.00 (One hundred thirty thousand dollars).

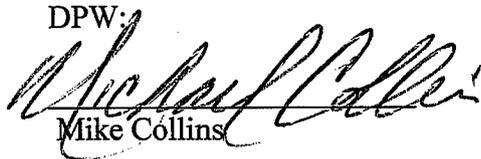
DVM agrees that the duties, obligations, and benefits conferred by this Agreement cannot be assigned, transferred, nor shall any of the work be subcontracted.

This Agreement represents the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral.

This agreement executed the day and year first written above.

ACCEPTED AND RECOMMENDED BY:

DPW:

  
Mike Collins

\_\_\_\_\_  
Director, DPW

DVM:

  
Jeff Nesbitt

\_\_\_\_\_  
Director, DVM

AGREED TO AND RATIFIED BY:

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

\_\_\_\_\_  
Lisa Ayers, Chairperson

\_\_\_\_\_  
Steve Rogers, Commissioner

\_\_\_\_\_  
Frank Wolfe, Commissioner

ATTEST:

\_\_\_\_\_  
Marie Guernsey, 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:**

3/11/2013

**AGENDA REQUEST FORM**

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

Agenda Item #: 25

BOCC ACTION:     APPROVED             DENIED

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

NO ACTION TAKEN/WITHDRAWN             DEFERRED TO: 3/25/2014

Review:     Clerk of the Board  
 Risk Management  
 Legal

CONTINUED TO DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

OTHER: \_\_\_\_\_

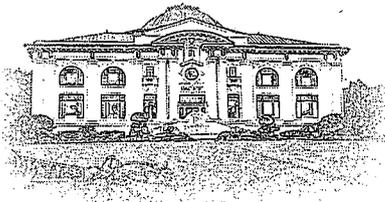
DISTRIBUTION LIST:

<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: Commissioners Office	DIVISION (if applicable):
OFFICIAL NAME & TITLE: Marie Guernsey, Clerk of the Board	PHONE / EXT:
SIGNATURE:	DATE: 2/21/2014
NARRATIVE OF REQUEST	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
Adopt Order in the matter of the distribution of the 2013 PUD Excise Tax	



# Pacific County COMMISSIONERS

Steve Rogers, District #1

Frank Wolfe, District #2

Lisa Ayers, District #3

BEFORE THE BOARD OF PACIFIC COUNTY COMMISSIONERS

## ORDER IN THE MATTER OF THE DISTRIBUTION OF THE 2013 P.U.D. EXCISE TAX

WHEREAS, in accordance with RCW 54.28.090, each city or town shall receive not less than an amount equal to three-fourths of one percent of the gross revenues obtained by a district from the sale of electric energy within such incorporated city or town; and,

WHEREAS, the Public Utility District No. 2 of Pacific County provided the information to be used as the basis for determination of the amount to be paid to the cities and towns by letter dated February 20, 2014 as hereto attached; now, therefore,

IT IS HEREBY ORDERED by the Board of County Commissioners, County of Pacific, State of Washington, that Renee Goodin-Pacific County Treasurer, or her authorized deputy, is directed to distribute the 2013 P.U.D. Excise Tax as received from the State Treasurer as follows:

City of Ilwaco	\$1,150,141.00	x	0.0075	\$	8,626.06
City of Long Beach	\$1,910,005.00	x	0.0075	\$	14,325.04
City of Raymond	\$3,230,266.00	x	0.0075	\$	24,227.00
City of South Bend	\$1,373,978.00	x	0.0075	\$	10,304.84
<b>Total</b>				\$	<b>57,482.93</b>

IT IS FURTHER ORDERED that as an operating deficit exists within the County General (Current Expense) Fund the remaining sum shall be deposited in that Fund as it has been deemed most equitable, due to costs incurred by the County Elected Officers on behalf of the other taxing districts.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

\_\_\_\_\_  
Steve Rogers, Chair

ATTEST:

\_\_\_\_\_  
Frank Wolfe, Commissioner

\_\_\_\_\_  
Marie Guernsey  
Clerk of the Board

\_\_\_\_\_  
Lisa Ayers, Commissioner



**PUBLIC UTILITY DISTRICT NO. 2**  
OF  
**PACIFIC COUNTY**

4<sup>TH</sup> and Duryea Street  
P.O. Box 472  
Raymond, Washington 98577  
(360) 942-2411 FAX (360) 875-9388

9610 Sandridge Road  
P.O. Box 619  
Long Beach, Washington 98631  
(360) 642-3191 FAX (360) 642-9389

February 20, 2014

Clerk of the Board  
Pacific County Commissioners

Re: Report of 2013 Gross Revenue

In accordance with RCW 54.28.090, Public Utility District No. 2 of Pacific County is reporting 2013 gross revenue derived from the distribution of electrical energy to the county and cities.

<b>PUD #2 of Pacific County</b>				
<b>County &amp; City Revenue Report for 2013</b>				
Raymond			\$ 3,230,266	14.8%
Long Beach			\$ 1,910,005	8.7%
South Bend			\$ 1,373,978	6.3%
Ilwaco			\$ 1,150,141	5.3%
Grays Harbor County			\$ 40,365	0.2%
Wahkiakum			\$ 51,290	0.2%
Pacific County			\$ 14,134,410	64.6%
<b>Total</b>			<b>\$ 21,890,454</b>	

If you have any questions please call Mark Hatfield at 942-2411.

Thank You,

Mark Hatfield  
Finance Manager

cc: annual report file

## **RCW 54.28.090**

# **Deposit of funds to credit of certain taxing districts — Retention and distribution of tax proceeds for county with district owned by another county.**

(1) The county legislative authority of each county must direct the county treasurer to deposit funds to the credit of each taxing district in the county, other than school districts, according to the manner they deem most equitable; except not less than an amount equal to three-fourths of one percent of the gross revenues obtained by a district from the sale of electric energy within any incorporated city or town must be remitted to such city or town. Information furnished by the district to the county legislative authority must be the basis for the determination of the amount to be paid to such cities or towns under this subsection.

(2) In the event that a county receives tax proceeds under RCW 54.28.050 because a public utility district operated by another county owns fee title to property in a city or town in the county that receives such tax proceeds, and that city or town adjoins a reservoir on the Columbia river wholly or partially created by such district's hydroelectric facility which began commercial power generation in 1967, but the district has no sales of electrical energy in that city or town, the county may retain seventy percent of such tax proceeds. The county must remit the remainder of the tax proceeds to the city or town in which the district owns fee title to property but has no sales of electrical energy. If the district owns fee title to property in more than one city or town in the county receiving such tax proceeds, and has no sales of electrical energy in those cities or towns, the remainder of the tax must be divided evenly among all such cities and towns.

(3) The provisions of this section do not apply to the distribution of taxes collected under RCW 54.28.025.

[2011 c 361 § 1; 1980 c 154 § 9; 1977 ex.s. c 366 § 5; 1957 c 278 § 10.]

### **Notes:**

**Application -- 2011 c 361:** "This act applies to public utility district privilege taxes to be distributed in 2012 and each year thereafter." [2011 c 361 § 2.]

**Purpose -- Effective dates -- Savings -- Disposition of certain funds -- Severability -- 1980 c 154:** See notes following chapter 82.45 RCW digest.



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

**REQUESTED MEETING DATE:**  
 3/11/2014

**AGENDA REQUEST FORM**

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

Agenda Item #: 26

BOCC ACTION:  APPROVED  DENIED

Initial: mg Date: 3/11/2014

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 checked="" 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): Franchise
OFFICIAL NAME & TITLE: Marie Guernsey, Clerk of the Board	PHONE / EXT:
SIGNATURE:	DATE: 3/3/2014
NARRATIVE OF REQUEST  Resolution 2012-010 was adopted approving Franchise No. 2012-1 to Western Wahkiakum Telephone Company (WWT). WWT has expanded their service area and are requesting the additional area be included in their existing franchise. RCW 36.55 does not address the process for amending current franchise agreements. I consulted with MRSC and they advised that it was possible to adopt an amendment via a motion of the Board rather than the more formal process of holding a hearing. WWT has provided legal description for their new service areas and GIS has reviewed/confirmed the legal description.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)  Adopt Resolution 2014-_____ amending Franchise No. 2012-1 with Western Wahkiakum County Telephone Company to include the legal description as described in Exhibit A	

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

RESOLUTION NO. 2014-\_\_\_\_\_

IN THE MATTER OF AMENDING RESOLUTION 2012-010 FOR FRANCHISE NO. 2012-1  
WITH WESTERN WAHKIAKUM COUNTY TELEPHONE COMPANY

WHEREAS, on March 13, 2012 a public hearing was held and request for a franchise from  
Western Wahkiakum County Telephone Company was approved; and

WHEREAS, on February 20, 2014 Western Wahkiakum County Telephone notified Pacific  
County that their service area has expanded and been approved by the FCC and Washington  
PUC;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the non-exclusive franchise entered  
into with Western Wahkiakum County Telephone Company shall be amended to include  
residents and businesses of the Naselle area, as indicated on Exhibit A and further described as:

(Start) North East corner of Twn 11N R 7W Sec 8. Due South to South East corner of Twn 11N  
R 7W Sec 32. (Pacific County Line). Thus due West on Pacific County Line to the South East  
Corner of Twn 11N R 9W Sec 26. Thus, heading South on the Pacific County Line to the South  
East ¼ of South East ¼ Twn 9N R 9W Sec 1. At the Columbia River heading West to the  
Pacific Ocean following the shore line to the South West ¼ of the South West ¼ of Twn 9N R  
9W Sec 18. Thus due North to the South East Corner of Twn 10N R 10W Sec 24. Thus, head  
West to the South West Corner of Twn 10N R 10W Sec 21. Thus, due North to the North West  
¼ of the North West ¼ Twn 10N R 10W Sec 16. Thus due West to the South West ¼ of the  
South West ¼ Twn 10N R 10W Sec 8. Thus, due North following Willipa Bay water line. Thus,  
head North to the North West ¼ of the North West ¼ Twn 11N R 10W Sec 6. Thus, due East to  
the North East ¼ of the North East ¼ Twn 11 R 8W Sec 5. Thus, due South to the North East ¼  
of the North East ¼ Twn 11 R 8W Sec 8. Thus due East back to the (Starting point) North East  
corner of Twn 11N R 7W Sec 8.

BE IT FURTHER RESOLVED that all other Terms and Conditions of Franchise No. 2012-1  
remain unchanged.

PASSED by the Board of Pacific County Commissioners meeting in regular session this 11<sup>th</sup> day  
of March, 2014 at South Bend, Washington, by the following vote 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

ATTEST:

\_\_\_\_\_  
Steve Rogers, Chair

\_\_\_\_\_  
Marie Guernsey  
Clerk of the Board

\_\_\_\_\_  
Frank Wolfe, Commissioner

\_\_\_\_\_  
Lisa Ayers, Commissioner

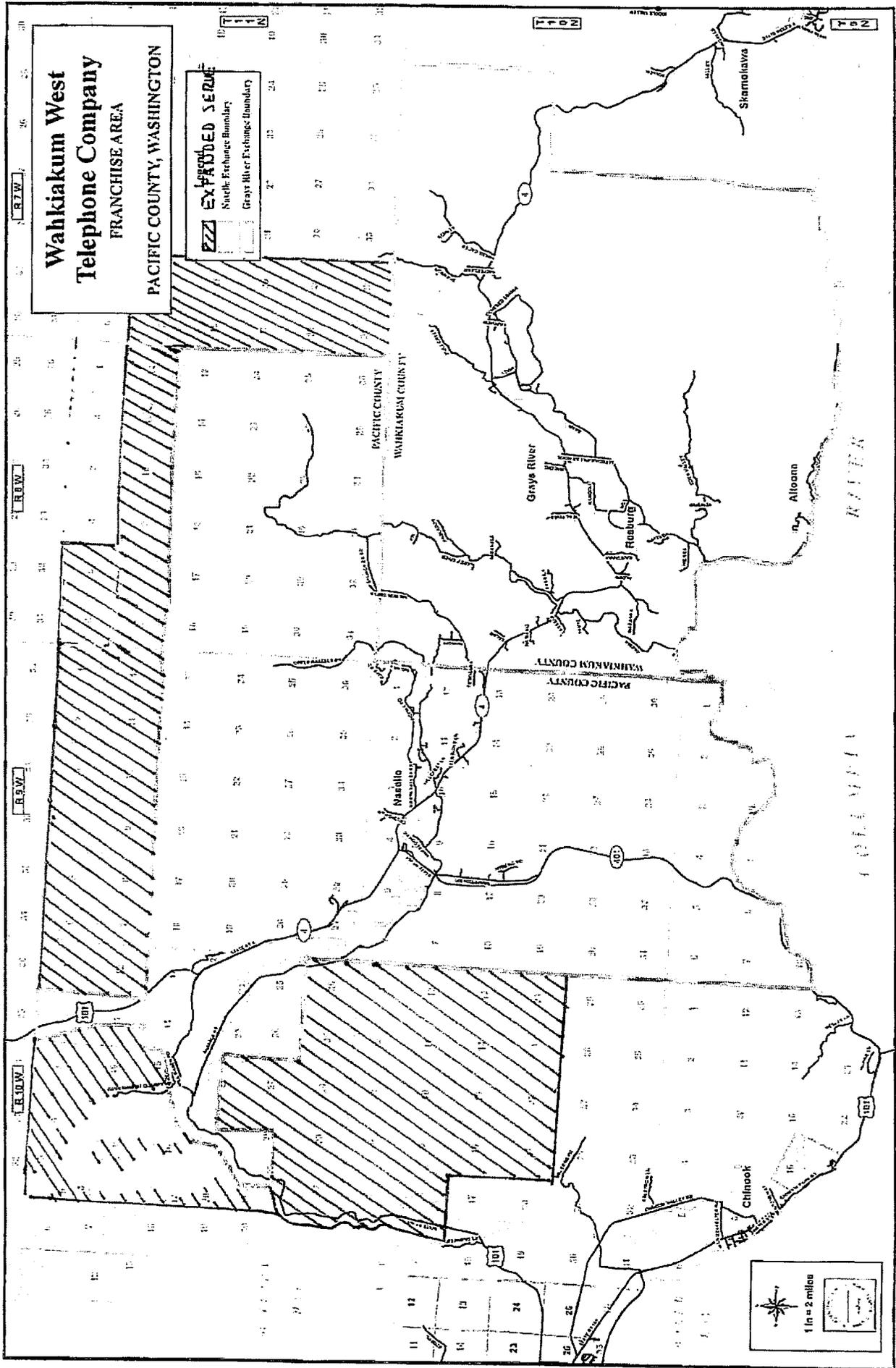


EXHIBIT A (XXX)  
PACIFIC COUNTY SHOWING NEW 2013 EXPANDED SERVICE AREA

**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.