

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

**Tuesday, January 14, 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*)

ITEMS REGARDING LOCAL BOARD OF HEALTH

- A) Approve appointment of _____, Chair and _____,
Vice-Chair for 2014

CONSENT AGENDA (Item B-C)

General Business

- B) Minutes of regular meetings of November 26, 2013, December 10, 2013,
continued meetings of December 18 and December 30, 2013
- C) Rainbow Valley Landfill Claims Vouchers:
PUD #2 - \$72.46
Royal Heights Transfer Station, Inc. - \$2,997.54

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.



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:

1/14/2014

AGENDA REQUEST FORM

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

Agenda Item #: A

BOCC ACTION: ☐ APPROVED ☐ DENIED

Initial: _____

Date: _____

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: _____

☐ CONTINUED TO DATE: _____

TIME: _____

Review: ☐ Clerk of the Board

☐ Risk Management

☐ Legal

☐ OTHER: _____

DISTRIBUTION LIST:

☐ RF

☐ Assessor

☐ DPW

☐ PACCOM

☐ Superior Court

☐ CF

☐ Auditor

☐ EMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Vegetation Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Coop. Ext.

☐ DCD

☐ NDC

☐ Sheriff

☐ 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: mg

DATE: _____

1/3/2014

NARRATIVE OF REQUEST

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

Approve the appointment of Steve Rogers as Chair and Frank Wolfe as Vice-Chair for 2014

PACIFIC COUNTY, WASHINGTON
LOCAL BOARD OF HEALTH
JOURNAL #31

B

PROCEEDINGS

9:00 AM
Tuesday, November 26, 2013

1216 W. Robert Bush Drive
South Bend, Washington

CALL TO ORDER – 9:04am

COUNTY COMMISSION and PERSONNEL PRESENT

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

Marie Guernsey, Clerk of the Board
Kathy Spoor, County Administrative Officer
Mike Collins, Public Works Director/County Engineer
Faith Taylor-Eldred, Community Development Director
Tim Crose, Community Development Asst. Director
Paul Plakinger, Management & Fiscal Analyst
Scott Johnson, Sheriff
Pat Matlock, Chief Criminal Deputy
David Burke, Prosecuting Attorney

GENERAL PUBLIC IN ATTENDANCE

Mike Williams, Chinook Observer (recorded the meeting)

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

PUBLIC COMMENT - None

CONSENT AGENDA (Item A-B)

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

General Business

Approve November 12, 2013 meeting minutes

Rainbow Valley Landfill Claims Vouchers:
Royal Heights Transfer Station, Inc. - \$1,998.36
City of Raymond - \$1,180
PUD #2 - \$28.27

ADJOURNED - 9:05am

PACIFIC COUNTY, WASHINGTON
LOCAL BOARD OF HEALTH
JOURNAL #31

PACIFIC COUNTY
BOARD OF HEALTH

Lisa Ayers, Chair

ATTEST:

Steve Rogers, Commissioner

Marie Guernsey
Clerk of the Board

Frank Wolfe, Commissioner

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

PACIFIC COUNTY, WASHINGTON
LOCAL BOARD OF HEALTH
JOURNAL #31

PROCEEDINGS

9:00 AM
Tuesday, December 10, 2013

1216 W. Robert Bush Drive
South Bend, Washington

CALL TO ORDER – 9:04am

COUNTY COMMISSION and PERSONNEL PRESENT

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

Marie Guernsey, Clerk of the Board
Faith Taylor-Eldred, Community Development Director
Tim Crose, Community Development Asst. Director
Paul Plakinger, Management & Fiscal Analyst
David Burke, Prosecuting Attorney

GENERAL PUBLIC IN ATTENDANCE

Mike Williams, Chinook Observer (recorded the meeting)

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

PUBLIC COMMENT - None

CONSENT AGENDA (Item A)

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

General Business

Rainbow Valley Landfill Claims Vouchers:
Royal Heights Transfer Station, Inc. - \$2,690.10
PUD #2 - \$42.27

The meeting was adjourned and continued to Wednesday, December 18, 2013 at
9:00am for any further business that may come before the Board.

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

PACIFIC COUNTY, WASHINGTON
LOCAL BOARD OF HEALTH
JOURNAL #31

PROCEEDINGS

9:00 AM
Tuesday, December 18, 2013

1216 W. Robert Bush Drive
South Bend, Washington

CALL TO ORDER – 9:01am

COUNTY COMMISSION and PERSONNEL PRESENT

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

Marie Guernsey, Clerk of the Board
Kathy Spoor, County Administrative Officer
Faith Taylor-Eldred, Community Development Director
Megan McNelly-Environmental Health Specialist
Paul Plakinger, Management & Fiscal Analyst
Mike Collins, Director of Public Works/County Engineer
Scott McDougall, Fair Manager

GENERAL PUBLIC IN ATTENDANCE

Two members of the general public

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

PUBLIC COMMENT - None

The meeting was adjourned and continued to Monday, December 30, 2013 at 10:00am for the purpose of a public hearing to consider a cost of living adjustment for the Elected Officials and any further business that may come before the Board.

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

PACIFIC COUNTY, WASHINGTON
LOCAL BOARD OF HEALTH
JOURNAL #31

PROCEEDINGS

10:00 AM
Tuesday, December 30, 2013
Continued meeting

1216 W. Robert Bush Drive
South Bend, Washington

CALL TO ORDER – 10:00am

COUNTY COMMISSION and PERSONNEL PRESENT

Lisa Ayers, Chair
Frank Wolfe, Commissioner

Marie Guernsey, Clerk of the Board
Kathy Spoor, County Administrative Officer
Faith Taylor-Eldred, Community Development Director
Paul Plakinger, Management & Fiscal Analyst
Mike Collins, Director of Public Works/County Engineer
David Burke, Prosecuting Attorney
Virginia Leach, Clerk of Superior Court
Scott McDougall, Fair Manager

ABSENT

Steve Rogers, Commissioner

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

PUBLIC COMMENT-None

CONSENT AGENDA (Item A)

General Business

Rainbow Valley Landfill Claims Vouchers:
City of Raymond - \$1,585

PACIFIC COUNTY
BOARD OF COMMISSIONERS

Lisa Ayers, Chair

Steve Rogers, Commissioner

ATTEST:

Marie Guernsey
Clerk of the Board

Frank Wolfe, Commissioner

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

2014-01 c

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

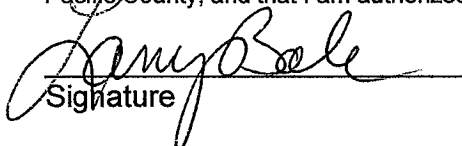
RECEIVED
PACIFIC COUNTY

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
	12/23/13	UTILITIES	660	000	537	10	41	114.73 72.46

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. 1/2/13
 Signature Title Date

Reviewed by:


 Faith Taylor, Director
 Department of Community Development

Jan 6 '14
 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



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

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

PAST DUE NOTICE

Account Number	19983
Billing Date	11/21/2013
Date of Notice	12/20/2013
Last Payment Date	12/09/2013
Last Payment Amt	-28.27
Current Amount Due	59.27
30 Days Past Due	0.00
60 Days Past Due	0.00
90 Days & Over Past Due	0.00
Notice Due Date	12/27/2013
Amount Due	59.27

1 100

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

Primary Service Addr: RAINBOW VALLEY LANDFILL

PAST DUE NOTICE

Payment for service(s) has not been received and is currently past the due date. If there is not a response to this notice, your account(s) is subject to fees and/or disconnection. Immediately contact the nearest District office (contact information on reverse side) if:

- Your account was paid and the payment is not reflected on this notice; or
- Arrangements were made for beyond the date of this notice

If the Amount Due is not paid by the Notice Due Date, you may be required to pay any or all of the following fees:

- \$17.00 Late Fee
- \$58.00 Door Hanger Fee
- \$60.00 Reconnect Fee

Termination of service(s) for non-payment can occur anytime after the above Notice Due Date. If disconnected, you will be required to pay a deposit, all amounts due on the account, and any applicable fees prior to restoration of your service(s).

1:37 PM 11/3/2014
called PUD to confirm
balance due - \$72.46.
Payment was received
the day after the notice
was mailed out.
Thank you!
12/16

PAST DUE NOTICE

Account #:	19983
Amount Due:	\$59.27
Notice Date:	12/20/2013

PUBLIC UTILITY DISTRICT NO. 2
of PACIFIC COUNTY
P.O. Box 472
Raymond, WA 98577-0472




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

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

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

Account Number 19983

Page 1 of 1

Statement Date 12/23/2013

Billing Summary

Previous Balance	70.54
Payment Received 12/09/13	28.27 CR
Past Due Balance - Due Now	42.27
Current Charges Due By 01/22/14	72.46
Total Due	114.73

Messages

Due Date does not pertain to Balance Forward amount.



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

Meter Reading Details Meter A34390

Current KWH Reading	12/15/13	73333
Previous KWH Reading	11/17/13	72863
Total KWH Usage		470
Days Served	28	

Detail of Charges

470 kWh x 0.071200	33.46
Power Cost Adj @ 3%	1.00
Elec Basic Charge	21.00
Late Charge	17.00
Total This Service	72.46

MO	Dec 12	Jan 13	Feb 13	Mar 13	Apr 13	May 13	Jun 13	Jul 13	Aug 13	Sep 13	Oct 13	Nov 13	Dec 13
Usage	525	929	603	448	417	265	202	146	142	131	322	290	470
Avg/Day	22	28	20	16	13	9	7	4	5	4	11	10	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	01/22/2014
Amount Due	114.73
Warm Heart Donation	
Amount Paid	ONLY IF DIFFERENT THAN AMOUNT DUE

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



2014-02

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



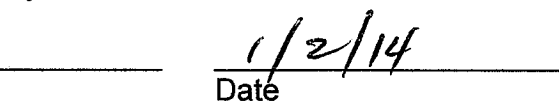
PACIFIC COUNTY

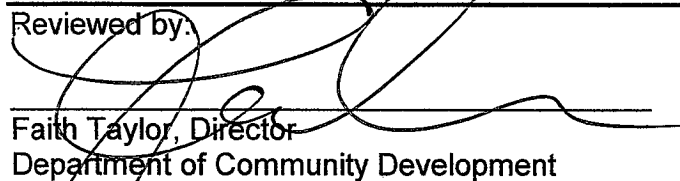
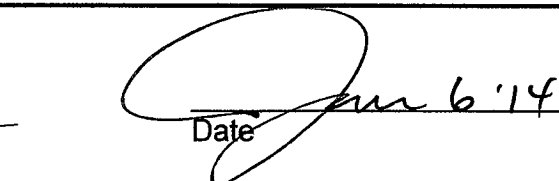
Instructions:

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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
4630	1/2/14	LEACHATE TRANSPORTATION	660	000	537	10	41	2997.54

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 Title Date

Reviewed by:  
 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

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

DATE	INVOICE #
1/2/2014	4630

BILL TO
RAINBOW VALLEY LANDFILL, INC. 114 Airport Rd. Raymond, WA 98577

P.O. NUMBER	TERMS
	net 10

DUE DATE
1/12/2014

SERVICED	QUANTITY	DESCRIPTION	AMOUNT
12/31/2013	234,000	Gallons - Wastewater Hauling (LEACHATE) @\$12.81/1000	2,997.54

Balance Due

\$2,997.54

Date			
	<u>loads</u>		
12/1/2013			
2	4		
3	2		
4	1		
5	2		
6			
7	2		
8			
9	3		
10	1		
11			
12	2		
13	1		
14			
15			
16	3		
17	1		
18			
19	2		
20	1		
21	1		
22	1		
23	3		
24	1		
25	2		
26	1		
27	2		
28			
29			
30	2		
31	1		
	39		
	<i>total gallons</i>		234000
		TOTAL	\$2,997.54

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

**Tuesday, January 14, 2014
9:00AM or shortly thereafter**

The Board of County Commissioners meeting will be called to order
after the business of the Local Board of Health is finished

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.

MEETINGS/WORKSHOPS

- 11:00 AM Quarterly Health Department Strategic Plan Update (Commrs
Conference Room)
- 12:00 PM Joint (Elected/Appointed) Management Meeting (Elections Room)
- 6:00 PM Community Forum (Ilwaco Community Center)

Call to Order

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

ITEMS REGARDING COMMISSIONERS OFFICE

- 1) Consider approval the appointment of _____, Chair and
_____, Vice-Chair for 2014

CONSENT AGENDA (Items 2-10)

Flood Control Zone District #1

- 2) Accept Perpetual Non-Exclusive Stormwater Easement from Cheri Lynn Bolden in conjunction with the 55th to 67th Drainage Clean-out Project

General Administration

- 3) Approve transfer of filing cabinets to the Health Department & Prosecutor's Office and confirm disposal of HP OfficeJet printer

Boards and Commissions

- 4) Acknowledge resignation of Kenny Osborn from Planning Commission and authorize advertising to fill vacant position within the boundaries of Commissioner District #1

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.

General Business

- 5) Minutes of regular meetings of November 26, 2013, December 10, 2013, continued meetings of December 18 and December 30, 2013
- 6) Approve appointments to Boards/Commissions/Committees for 2014
- 7) Confirm Chair's signature on Ilwaco Community Building User Agreement for the purpose of conducting a Community Forum
- 8) Confirm Chair's signature on State Auditor's Office letter
- 9) Approve December, 2013 payroll in the amount of \$721,535.96; total # of employees: 176
- 10) Approve Vendor Claims
Warrants Numbered 120272 through 120375 - \$442,638.96

ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS

- 11) Consider issuance of Call for Bids for the 2014 Chip Seal Program
(bid opening scheduled for Monday, February 3, 2014 at 9:00am)
- 12) Consider approval of transfer and sell of vehicles from ER&R
- 13) Consider approval of request of posting and advertising if necessary of vacant Traffic Control/Maintenance Technician

ITEMS REGARDING DEPARTMENT OF COMMUNITY DEVELOPMENT

- 14) Consider approval of request for funds from Document Preservation for document scanning and archiving
- 15) Consider approval of out of class pay (Grade 10) for Tia Flemetis, Administrative Assistant II, Grade 9

ITEMS REGARDING HEALTH & HUMAN SERVICES DEPARTMENT

- 16) Consider approval of request to advertise for casual Parent Facilitator position Grade 12
- 17) Consider approval of Amendment #12 to Consolidated Contract Number C16896; authorize Director to sign
- 18) Consider approval of Interlocal Agreement with Grays Harbor County Public Health & Social Services Department; authorize Chair to sign
- 19) Consider approval of Medical Reserve Corp Capacity Building Award Contract #14-1955; authorize Chair to sign

ITEMS REGARDING TREASURER'S OFFICE

- 20) Consider approval of request for Tax Write-Off of property taxes
- 21) Consider approval of the appointment of Shelly Flemetis to Chief Treasury/Investment Officer, Grade 16 Step 6, effective January 1, 2014

ITEMS REGARDING AUDITOR'S OFFICE

- 22) Consider the approval of the appointment of Alex Millican to the vacant Administrative Assistant I position, Grade 7 Step 3
- 23) Consider the approval of request to purchase Microfilm Reader/Scanner; adopt Resolution 2014-~~NOIX~~ authorizing the purchase from a Sole Source Provider

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ITEMS REGARDING SHERIFF'S OFFICE

- 24) Confirm the appointment of Karl Johnson to the vacant Telecommunicator position, Step 1, effective January 5, 2014
- 25) Consider approval of issuance of Request for Proposal for Distributed and Redundant VoIP Emergency Dispatch Radio Console System

ITEMS REGARDING SUPERIOR COURT

- 26) Consider approval of Contract for Interpreter Services with Pete Hinton

ITEMS REGARDING GENERAL BUSINESS

- 27) Consider approval of fy2014 Tourism Service Contracts:

Peninsula Saddle Club	\$1,500
Water Music Festival	\$2,000
Sunday Afternoon Live	\$2,500
Pacific County Fair	\$1,000
NW Carriage Museum	\$10,000
Tokeland NC Chamber	\$4,000
Pacific County EDC	\$10,000
PC Historical Society & Museum	\$20,000
World Kite Museum	\$19,000
Columbia Pacific Heritage Museum	\$20,000
Pacific County Sheriff's Office	\$25,000
Willapa Harbor Chamber	\$20,000
Ocean Park Area Chamber	\$38,000
LB Peninsula Visitors Bureau	\$127,000

ITEMS REGARDING GENERAL BUSINESS

- 28) Consider approval of Contract for Services with Joint Pacific County Housing Authority
- 29) Consider approval of Public Official Bonds
- 30) Consider adoption of Resolution 2014-002 establishing the Grade 12 non-represented Fair/Parks Manager position with Department of Public Works and confirm appointment of Dotsi Graves
- 31) Consider acceptance of Local 367C Collective Bargaining Agreement, effective January 1, 2014 through December 31, 2016
- 32) Consider adoption of Resolution 2014-003 authorizing budget category appropriation transfers
- 33) Consider adoption of Resolution 2014-004 amending the Public Records Policy and rescinding Resolution 2010-032
- 34) Consider approval of Letter of Agreement with Local 367 providing a 1% cost of living adjustment, effective January 1, 2014
- 35) Consider authorizing 2.5% wage increase for Management and Special Employment Agreement employees, effective January 1, 2014

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.

EXECUTIVE SESSION

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

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

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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:

1/14/2014

AGENDA REQUEST FORM

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

Agenda Item #: 1

BOCC ACTION: ☐ APPROVED ☐ DENIED

Initial: _____

Date: _____

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: _____

Review: ☐ Clerk of the Board

☐ Risk Management

☐ CONTINUED TO DATE: _____

TIME: _____

☐ Legal

☐ OTHER: _____

DISTRIBUTION LIST:

☐ RF

☐ Assessor

☐ DPW

☐ PACCOM

☐ Superior Court

☐ CF

☐ Auditor

☐ EMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Vegetation Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Coop. Ext.

☐ DCD

☐ NDC

☐ Sheriff

☐ 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: mg

DATE: _____

1/3/2014

NARRATIVE OF REQUEST

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

Approve the appointment of Steve Rogers as Chair and Frank Wolfe as Vice-Chair for 2014



Board of Pacific County Commissioners
P O Box 187 * 1216 W Robert Bush Dr * South Bend, WA 98586
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4th Tuesday of each month,
beginning at 9 a.m.**

REQUESTED MEETING DATE:

1-14-2014

AGENDA REQUEST FORM

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

Agenda Item #:

2

BOCC ACTION:

☒ APPROVED

☐ DENIED

Initial:

mg

Date: 1/14/2014

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO:

Review: ☐ Clerk of the Board

☐ Risk Management

☐ Legal

☐ CONTINUED TO DATE:

TIME:

☐ OTHER:

DISTRIBUTION LIST:

☐ RF

☐ Assessor

☒ DPW

☐ PACCOM

☐ Superior Court

☐ CF

☐ Auditor

☐ EMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Vegetation Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Coop. Ext.

☐ DCD

☐ NDC

☐ Sheriff

☐ 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:

1-06-13

NARRATIVE OF REQUEST

Attached for your review and acceptance is a Perpetual Non-Exclusive Stormwater Easement from Cheri Lynn Bolden in conjunction with the 55th to 67th st Drainage Clean-out Project for Flood Control Zone Dist. 1. With acceptance the easement will be recorded with the Pacific County Auditor.

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

Return to:

Pacific County Department of Public Works
PO Box 66
South Bend, WA 98586

PERPETUAL NON-EXCLUSIVE STORMWATER SYSTEM EASEMENT

The undersigned, **CHERI LYNN BOLDEN**, does hereby convey and grant as a gift to the County of Pacific, State of Washington, hereinafter referred to as the "GRANTEE", a perpetual non-exclusive stormwater system easement twenty feet (20') wide along the existing ditch for the purpose of maintenance to include; vegetation management, grading the ditch, replace culverts and place additional culverts as needed.

A perpetual non-exclusive stormwater system easement located on Tax Lot 312 in Section 16, Township 10 North, Range 11 West, W.M., Pacific County, Washington, known as Parcel No. 10111642312 as recorded under Auditor Fee No. 3031793 on file in the office of the Pacific County Auditor.

The terms of this easement are as follows:

1. GRANTEE, its agents, independent contractors, and invitees shall use the easement for installation, maintenance and repair of a stormwater conveyance system therein.
2. GRANTEE, its agents, independent contractors, and invitees reserve the right of reasonable access to reconstruct, maintain, and/or repair the stormwater conveyance system.
3. GRANTEE, its agents, independent contractors, and invitees, upon reconstruction, maintenance and/or repair shall return the surface of the property to as near the condition it was prior to the work as is feasible.
4. GRANTOR reserves the right to use the easement to construct driveways, paving, landscaping, and fill, provided that GRANTOR shall not construct or maintain any building, structure or improvement which would interfere with the rights herein described.

5. GRANTEE agrees to indemnify and defend GRANTOR from any loss, claim, or liability to GRANTOR arising in any manner out of GRANTOR'S use of the easement.

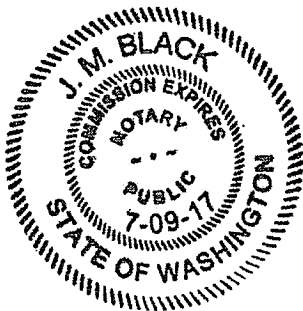
IN WITNESS WHEREOF the undersigned has executed this instrument this 3rd day of Jan-, 2014.

Cheri Lynn Bolden
CHERI LYNN BOLDEN

STATE OF WASHINGTON)(
COUNTY OF PACIFIC)

On this day personally appeared before me Cheri Lynn Bolden known to be the individual described in and who executed the within and foregoing instrument, and acknowledged that she signed the same as her own free and voluntary act and deed for the uses and purposes therein mentioned.

Given under my hand and official seal this 3rd day of January, 2014.



Am BBA
Notary Public in and for the State of Washington
Residing at 755 Pacific Long Beach WA 90803
Commission Expires 7-09-17



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:

1/14/14

AGENDA REQUEST FORM

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

Agenda Item #: 3

BOCC ACTION: ☒ APPROVED ☐ DENIED

Initial: mg Date: 1/14/2014

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: _____

Review: ☐ Clerk of the Board

☐ Risk Management

☐ CONTINUED TO DATE: _____

TIME: _____

☐ Legal

☐ OTHER: _____

DISTRIBUTION LIST:

☐ RF

☐ Assessor

☐ DPW

☐ PACCOM

☐ Superior Court

☐ CF

☐ Auditor

☐ EMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☒ Health

☒ Prosecutor

☐ Vegetation Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Coop. Ext.

☐ DCD

☐ NDC

☐ Sheriff

☒ Other Kelli

AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: General Administration

DIVISION (if applicable):

OFFICIAL NAME & TITLE: Kelli D. Buchanan

PHONE / EXT:

SIGNATURE:

Kelli D. Buchanan

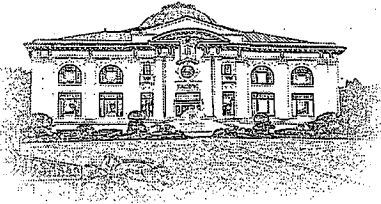
DATE:

1/7/14

NARRATIVE OF REQUEST

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

Confirm disposal of GA's printer, and transfer of GA & BOCC's filing cabinets to the Health Department and Prosecutor's Office (reflected on 2013 inventory).



Pacific County GENERAL ADMINISTRATION

Kathy Spoor, County Administrative Officer

MEMORANDUM

TO: Board of County Commissioners

FROM: Kelli D. Buchanan, Administrative Assistant *KDB*

DATE: January 7, 2014

RE: General Administration and Commissioners' Inventory – Disposal and Transfers
(Reflected on 2013 Inventory)

I would like to dispose and transfer the following inventory items. Thank you for your consideration.

<u>Asset #/Dept</u>	<u>Equipment</u>	<u>Reason for Disposal/Transfer</u>
2688/BOCC	Vertical 2 Dr Filing Cabinet	No Longer Needed; Transferred to Health Dept*
2791/BOCC	Vertical 2 Dr Filing Cabinet	No Longer Needed; Transferred to Prosecutor*
3111/GA	HP OfficeJet 4500 All-in-One-Printer	Not Functioning Properly; Disposed in Garbage in October 2013

**Please note that due to value of items listed, they do not need to be listed on the receiver's inventory.*



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:

1/14/2014

AGENDA REQUEST FORM

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

Agenda Item #: 4

BOCC ACTION: ☒ APPROVED ☐ DENIED

Initial: mg Date: 1/14/2014

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: _____

Review: ☐ Clerk of the Board

☐ Risk Management

☐ CONTINUED TO DATE: _____ TIME: _____

☐ Legal


☐ OTHER: _____

DISTRIBUTION LIST:

- | | | | | |
|------------------------------|---|-----------------------------------|-------------------------------------|--|
| <input type="checkbox"/> RF | <input type="checkbox"/> Assessor | <input type="checkbox"/> DPW | <input type="checkbox"/> PACCOM | <input type="checkbox"/> Superior Court |
| <input type="checkbox"/> CF | <input type="checkbox"/> Auditor | <input type="checkbox"/> EMA | <input type="checkbox"/> PC Fair | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> SEA | <input type="checkbox"/> Clerk | <input type="checkbox"/> Health | <input type="checkbox"/> Prosecutor | <input type="checkbox"/> Vegetation Mgmt |
| | <input type="checkbox"/> Civil Service | <input type="checkbox"/> Juvenile | <input type="checkbox"/> SDC | <input type="checkbox"/> WSU Coop. Ext. |
| | <input 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: Commissioners Office	DIVISION (if applicable): Boards/Commissions
OFFICIAL NAME & TITLE: Marie Guernsey, Clerk of the Board	PHONE / EXT:
SIGNATURE: 	DATE: 1/3/2014
NARRATIVE OF REQUEST	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
Accept resignation of Kenny Osborn from the Planning Commission and authorize advertising to fill vacant position within the boundaries of Commissioner District #1	

PLANNING COMMISSION (Meets 1st Thursday of each month, or as needed)

(4 year terms)

Pos.# **BOCC DIST** **TERM EXPIRES**

1.	3	01/31/2017.....	Bill Kennedy (appt. 11/96, reappt. 1/01, 1/05, 1/09, 1/2012)
2.	2	01/31/2014.....	Mike Nichols (appt 11/2010)
3.	1	01/31/2014.....	Kenneth Osborne (re-appointed 1/94, 1/98, 2/02, 2/06, 2/10)
4.	1	01/31/2015.....	Eric de Montigny (Appt. 9/01, reappt. 1/03, 1/07, 2/11)
5.	3	01/31/2015.....	Scott Turnbull (appt 8/27/2013)
6.	2	01/31/2016.....	Jim Sayce (appt. 2/08, reappt 2/12)
7.	3	01/31/2016.....	Stan Smith (appt. 2/07, reappt 1/08, 2/12)

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #49

5

PROCEEDINGS

9:00 AM
Tuesday, November 26, 2013

1216 W Robert Bush Drive
South Bend, Washington

CALLED TO ORDER – 9:05am

COUNTY COMMISSION and PERSONNEL PRESENT

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

Marie Guernsey, Clerk of the Board
Kathy Spoor, County Administrative Officer
Mike Collins, Public Works Director/County Engineer
Faith Taylor-Eldred, Community Development Director
Tim Crose, Community Development Asst. Director
Paul Plakinger, Management & Fiscal Analyst
Scott Johnson, Sheriff
Pat Matlock, Chief Criminal Deputy
David Burke, Prosecuting Attorney

GENERAL PUBLIC IN ATTENDANCE

Mike Williams, Chinook Observer (recorded the meeting)

PUBLIC COMMENT - None

CONSENT AGENDA (Items 1-6)

Commissioner Frank Wolfe asked that Consent Agenda Item #4 be removed

CONSENT AGENDA (Items 1-3, 5-6)

It was moved by Rogers, seconded by Wolfe 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

**Approve Amendment “C” to Grant #E08-774 with WA State Military
Department; authorize Chair to sign**

Juvenile Court Services

Approve transfer of LaserJet printer to Community Development

**PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #49**

Sheriff's Office

Approve the effective date of October 15, 2013 for Leave Credit Transfers in conjunction with approved FMLA

General Business

Approve minutes of November 12, 2013 regular meeting

Approve Vendor Claims

Warrants Numbered 119410 through 119504 - \$408,490.16

ITEMS REGARDING BOARDS AND COMMISSIONS

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

Deny the reappointment of Barbara Hollenbeck to the Oysterville Design Review Board as Property owner at large

ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS

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

Approve request to advertise for vacant Road Supervisor position

Approve advertising within Local 367 for vacant Road Leadman position

Approve request to hire Cassie Ogilvie (current AA II) to vacant Junior Accountant position, effective January 1, 2014, Grade 9 Step 5, subject to adequate budget appropriations and authorize advertising for vacant Administrative Assistant II

Approve request to hire Glenn McCully as Surface Water Manager, effective January 1, 2014 Grade 15 Step 2 and hire Tim Gruginski to fill vacant Facilities Maintenance/Trapper Grade 9 Step 5, effective January 1, 2014 and subject to adequate budget appropriations

Approve request to hire Dotsi Graves as Fair/Parks Manager effective January 1, 2014 Grade 12, subject to adequate budget appropriations and authorize advertising for vacant Engineering Technician

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #49

Approve the purchase of 135 new Avaya phones and 25 new Avaya BM12 modules from Atlas Systems, Inc. being the best and most responsive bidder in the amount of \$179/per phone and \$85/per module subject to adequate budget appropriations *(Other quotes received from CDW-G of Chicago, IL in the amount of \$225.88/per phone and \$91.95/per module, from North American Communications Resource, Inc (nacr) of Bellevue, WA in the amount of \$230/per phone, no quote provided for modules; and from TelecomEx, of Danvers, MA in the amount of \$179/per phone and \$108.95/per module)*

Approve purchase of e-mail archiving software from Enterprise Vault being the best and most responsive bidder in the amount of \$10,241.86 for the purpose of capturing and searching e-mail for public records requests, subject to adequate budget appropriations

Approve purchase of replacement entrance doors for Courthouse Annex from Eubanks being the best and most responsive bidder in the amount of \$7,150, subject to adequate budget appropriations *(Other quotes received from Aro Glass Co. of Aberdeen, WA in the amount of \$7,773.46 and from Glass Doctor of Aberdeen, WA in the amount of \$9,937.56)*

Acknowledge notarized statement from Harbor Rock Inc. waiving the 180 day Termination Clause from the Milne Quarry Development Agreement and approve Request for Transfer of Surface Mine Reclamation Permit from WA State Department of Natural Resources, authorizing the County Engineer to sign

ITEMS REGARDING DEPARTMENT OF COMMUNITY DEVELOPMENT

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

Approve purchase of Microsoft Surface Pro tablet from Microsoft in the amount of \$999, plus shipping and handling, subject to adequate budget appropriations

Approve Interlocal Agreement #13-2109 with WA State Department of Fish and Wildlife and authorize Chair to sign, subject to amendment to insurance language

ITEMS REGARDING HEALTH & HUMAN SERVICES DEPARTMENT

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

Approve County Program Agreement #1363-90025 for Partnerships for Success with WA State Department of Social and Health Services and authorize Chair to sign

Approve County Program Agreement #1363-88539 for Triple P Services with WA State Department of Social and Health Services and authorize Chair to sign

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #49

ITEMS REGARDING JUVENILE COURT SERVICES

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

Approval of request to purchase new carpet from Pell's Flooring as being the best and most responsive bidder in the amount of \$4,903.82, subject to adequate budget appropriations (*Other quote received from Kaufman Scroggs Co. Inc., of Aberdeen, WA in the amount of \$5,495; requested quote from Creative Flood Factors of Ocean Park, WA but not received*)

ITEMS REGARDING SHERIFF'S OFFICE

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

Approve purchase of three computer workstations from Dell, subject to adequate budget appropriations

Confirmed Chair's signature on the Department of Justice Zero Tolerance for Sexual Assault Project grant (Prisoner Rape Elimination Act-PREA)

Approve hire of Scott McDougall as temporary part-time office assistant for the month of December, 2013 in the amount of \$1,400, subject to adequate budget appropriations

Approve purchase of copier for PCEMA from Aberdeen Office Equipment in the amount of \$5,635 and acknowledge need for supplement

ITEMS REGARDING ASSESSOR'S OFFICE

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

Approve purchase of Mobise License in conjunction with conversion of T2

Approve request to advertise for vacant 0.75 FTE Administrative Assistant II position, Grade 9 Step 1

ITEMS REGARDING SUPERIOR COURT

Approve request to purchase Microsoft Surface Pro tablet, noting this will replace a computer workstation, subject to adequate budget appropriations

ITEMS REGARDING NORTH DISTRICT COURT

Consider approval of Official Payments Services Agreement with Official Payments; authorize NDC Judge to sign-**DEFERRED**

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #49

ITEMS REGARDING WSU EXTENSION

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

Approve Memorandum of Agreement to provide an extension Program and authorize Chair to sign

Approve purchase of Dell computer workstation, subject to adequate budget appropriations

ITEMS REGARDING GENERAL BUSINESS

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

Approve the installation one additional phone line for Department of General Administration due to the influx of public records requests

Acknowledge the completion of Certification of Public Official for Commissioner Lisa Ayers and Clerk of the Board Marie Guernsey

Adopt Resolution 2013-070 establishing Courthouse Facilities Use Policy and Application

Approve purchase of Dell computer/tablet workstation, subject to adequate budget appropriations

Approve Agreement #ICA14234 with WA State Office of Public Defense and authorize Chair to sign

Adopt Resolution 2013-071 authorizing amendments to the fy2013 budget by category transfer

Reject offer received for the South Fork Lane property

Consider adoption of Resolution 2013-072 reclassifying the position of Chief Deputy/Investment Officer in the Treasurer's Office to Chief Treasury/Investment Officer effective January 1, 2014-**DEFERRED**

ITEMS REGARDING PUBLIC WORKS

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

Approve request to advertise for the vacant position of Telecommunications Assistant

**PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #49**

ITEMS REGARDING SHERIFF'S OFFICE

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

Acknowledge notification of retirement from Debbie Allison, effective December 31, 2013

Confirm hire of Coleen Emerick, Telecommunicator Step 1 to fill vacant position, effective December 1, 2013, subject to adequate budget appropriations

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

Authorize Family Medical Leave (FMLA) for Sheriff's Office employee, subject to the required documents being received and further approve Leave Credit Transfers to be effective November 20, 2013 and assign an expiration date of March 31, 2014

ITEMS REGARDING GENERAL BUSINESS

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

**Approve Vendor Claims, subject to adequate budget appropriations
Warrants Numbered 119524 through 119585 - \$41,168.60**

EXECUTIVE SESSION-No decision will be made

9:50am-10:00am

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 – 10:02AM

ATTENDANCE: Chair Ayers, Commissioner Rogers, Commissioner Wolfe, DCD Asst. Director Tim Crose, Treasurer Renee Goodin, Chief Deputy/Investment Officer Shelly Flemetis, and Assessor Bruce Walker. Neither the applicants nor any member of the public were in attendance.

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #49

PUBLIC HEARING-10:02AM

Chair Ayers opened the public hearing to consider an Open Space Application submitted by Scott McEwen of Columbia Land Trust and David Kimbrough of Hancock Timberland X Inc.

Following brief discussion, the public hearing was continued to the meeting of December 10, 2013 at 10:00am in order to confirm the legal owner of the Property.

PUBLIC HEARING-10:13AM

Chair Ayers opened the public hearing to consider the rescission of Pacific County's Dance Ordinance No. 32A.

Following a brief review, Chair Ayers closed the public hearing.

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

Approve the rescission of Dance Ordinance No. 32A

PUBLIC HEARING-10:14AM

Chair Ayers opened the public hearing to consider adoption of Ordinance No. 160A-excise tax

Following a brief review, Chair Ayers closed the public hearing.

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

Adopt Ordinance No. 160A imposing an excise tax on the use of switched access, voice over internet, and radio access lines

PUBLIC HEARING-10:14AM

Chair Ayers opened the public hearing to consider adoption of Ordinance No. 171 establishing uniform speed limits.

Following a brief review, Chair Ayers closed the public hearing.

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

Adopt Ordinance No. 171 establishing uniform speed limits on county roads

RECESS-10:21am

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #49

EXECUTIVE SESSION

10:35am-10:55am

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 – 11:00AM

ATTENDANCE: Chair Ayers, Commissioner Rogers, Commissioner Wolfe, and Assessor Bruce Walker. There were no members of the general public in attendance.

EXECUTIVE SESSION

Chair Ayers announced that no decision was made during executive session.

PUBLIC HEARING-11:01AM

Chair Ayers opened the public hearing to consider certification of levies as Presented.

Assessor Bruce Walker was sworn in to present testimony and answer any questions.

The Assessor reviewed the levy amounts as reference in Attachment A to the resolution.

Chair Ayers closed the public hearing.

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

Adopt Resolution 2013-073 certifying taxes levied upon the property in the county for county purposes, and for each taxing district within or coextensive with the county for district purposes

There being no further business to come before the Board, the meeting was adjourned.

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #49

OTHER BUSINESS FOR FILING

Notes taken at the Commissioners Community Forum held at 6:05pm at the Shoalwater Bay Indian Tribal Center on November 12, 2013.

Out of Class Pay documentation for Building Inspector/Fire Marshall and Environmental Health Specialist.

Veteran's Relief Application in the amount of \$400 to John Macaras.

Discontinuance of sales and service by Laurie's Homestead Breakfast House from WA State Liquor Control Board.

PACIFIC COUNTY
BOARD OF COMMISSIONERS

Lisa Ayers, Chair

Steve Rogers, Commissioner

ATTEST:

Marie Guernsey
Clerk of the Board

Frank Wolfe, Commissioner

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

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #49

PROCEEDINGS

9:00 AM
Tuesday, December 10, 2013

1216 W Robert Bush Drive
South Bend, Washington

CALLED TO ORDER – 9:01am

COUNTY COMMISSION and PERSONNEL PRESENT

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

Marie Guernsey, Clerk of the Board
Faith Taylor-Eldred, Community Development Director
Tim Crose, Community Development Asst. Director
Paul Plakinger, Management & Fiscal Analyst
David Burke, Prosecuting Attorney

GENERAL PUBLIC IN ATTENDANCE

Mike Williams, Chinook Observer (recorded the meeting)

PUBLIC COMMENT - None

CONSENT AGENDA (Items 1-16)

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

Department of Community Development

**Approve Amendment #10 to the Interdepartmental Agreement for the Land
Alteration and Drainage Ordinance as well as the Sand Haul Program and
Road Approach Program with Department of Public Works**

**Approve Amendment #1 to the Agreement with Creative Community
Solutions, Inc.**

Department of Health & Human Services

**Acknowledge and accept resignation from Human Services Programs
Manager, Monica Younger, effective December 31, 2013**

**PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #49**

County Fair

Acknowledge and accept resignation from Fair Manager, Scott McDougall, effective December 31, 2013

Juvenile Court Services

Notice received from Clatsop County of the termination of contract effective December 31, 2013

Boards and Commissions

Approve the appointment of Bob Jones to the Civil Service Board, effective immediately

Approve the reappointment of Patti Lignoski to the Human Services Advisory Council

Confirm Grays Harbor County Commissioners' reappointment of Corby Varness to the Timberland Regional Library Board

Approve the reappointment of Anne Kepner to her second four year term on the Oysterville Design Review Board

Approve the appointment of Paul Philpot, PC EDC Executive Director to fill the soon-to-be vacant position on the Pacific Mountain Workforce Development Council, effective January 1, 2014

Acknowledge and accept the resignation of Dotsi Graves from the Pacific County Fair Board, effective immediately

General Business

Approve Amendment #2 to Contract for Services with Crisis Support Network

Confirm County Administrative Officer's signature on Underground Storage Tank Insurance Renewal with Colony Insurance Company

Confirm County Administrative Officer's signature on WA State Historic County Courthouse Rehabilitation Grant application and Chair's signature on letter of commitment

Approve November 2013 payroll in the amount of \$710,271.54; total # of employees: 177

**Approve Vendor Claims
Warrants Numbered 119691 through 119745 - \$114,765.55**

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #49

YEARS OF SERVICE

5 Years - Shawn Humphreys (DCD)

10 Years - Jeannie Weyl (HEALTH)

ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS

Consider approval of request for exception to Article 13.8 of the Local 367C Collective Bargaining Agreement-**WITHDRAWN**

ITEMS REGARDING DEPARTMENT OF COMMUNITY DEVELOPMENT

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

Approve the appointment of Megan McNelly as Executive Assistant/Office Manager, effective January 1, 2014, subject to adequate budget appropriations

ITEMS REGARDING HEALTH & HUMAN SERVICES DEPARTMENT

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

Approve purchase of office desk not to exceed \$600, subject to adequate budget appropriations

ITEMS REGARDING NORTH DISTRICT COURT

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

Approve Official Payments Services Agreement with Official Payments and authorize Judge Penoyar to sign

ITEMS REGARDING AUDITOR'S OFFICE

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

Approve hire of Tracey Deckert for vacant Administrative Assistant position in the Long Beach Office, effective December 11, 2013, subject to adequate budget appropriations

Approve posting of vacant Administrative Assistant 1.0 FTE in the South Bend Office

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #49

ITEMS REGARDING GENERAL BUSINESS

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

Authorize Family Medical Leave (FMLA) and approve Leave Credit Transfers effective December 1, 2013 and assign an expiration date of November 30, 2014

Acknowledge and accept with much regret the letter of resignation from Confidential Secretary, Natasha Nesbitt, effective December 31, 2013

Accept offer for Grayland property and authorize County Administrative Officer to sign all documents related to the sale

Approval of Contract for Technical Services with PC Economic Development Council

Chair Ayers explained that this is a public meeting not a public hearing and that input regarding the adoption of a temporary moratorium pertaining to WA State Initiative 502 would be limited.

Mr. Craig Holley spoke on behalf of Terry & Vicki Larson pertaining to I-502.

Following brief input and review, it was moved by Wolfe, seconded by Rogers and carried by a vote of 3-0

Adopt Ordinance No. 172 establishing a temporary emergency moratorium on the establishment, location, operation, licensing, maintenance or continuation of marijuana producers, processors, and retailers pursuant to WA State Initiative 502 and refer the matter to the Planning Commission

ITEMS REGARDING GENERAL BUSINESS

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

Approve the appointment of Sarah Bottoms to the vacant Confidential Secretary position Grade 9 Step 1 with a \$150 per month stipend, effective January 1, 2014, subject to adequate budget appropriations and authorizing advertising to fill vacant temporary full time Administrative Assistant II position

EXECUTIVE SESSION-Not needed

RECESS-9:23am

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #49

CONTINUED PUBLIC HEARING-10:03am

Chair Ayers opened the continued public hearing to consider the Open Space Application submitted by Columbia Land Trust.

The hearing was continued to December 18, 2013 at 10:00am

PUBLIC HEARING-10:03am

Chair Ayers opened the public hearing for the Timberland Application submitted by Robert Powers. Neither the applicant nor any members of the general public were in attendance.

Chair Ayers closed the public hearing.

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

Approve the Timberland Application as submitted by Robert Powers for property described as Tax Lot 35 & 37; Sec 17 Twn 14N Rge 8W; (AKA Lots 2A & 2B of BLA Survey BK-22 Pg31) and Assessor's Parcel Number-14081732035, 14081732037

PUBLIC HEARING-10:06am

Chair Ayers opened the public hearing to consider a Non-Exclusive Franchise for North Beach Water District.

Neither the applicant nor any members of the general public were in attendance.

Chair Ayers closed the public hearing.

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

Adopt Resolution 2013-074 granting non-exclusive Franchise No. 2013-3 to the North Beach Water District to use county roads, rights-of-way and other county properties to construct, maintain and operate a public water system and service line in Ocean Park

The meeting was adjourned and continued to Wednesday, December 18, 2013 at 9:00am for any further business that may come before the Board.

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #49

OTHER BUSINESS FOR FILING

Notice of completion of Thomas Browning, RMT II six month probation period

2013 Fair Vendor/Concessionaire Contracts filed this date:

American Red Cross
Aromatherapy by Feathers
Brown's Crafts and Gifts
Bud's Lumber and Electric
Celebrating Home
Child Evangelism Fellowship-Pacific Harbors
DBA Chinook Indian Nation
Dennis Company
F.G. H.
Firdale Food Company
Grandad's Kettle Corn
Grays Harbor College
Harbors Home Health & Hospice
Jim Hunter & Associates
Kelso Cool Scoops/CGG Concessions
Long Beach Peninsula Visitor Bureau
MAPTAT
Marsalee's Thai Food
Master Gardener Foundation of Grays Harbor & Pacific Counties
Nisbet Oyster Co., Inc
Olympic Region Clean Air Agency(ORCAA)
Pacific Conservation District
Pacific County Auditor
Pacific County Democratic Club
Pacific County Economic Development Council
Pacific County Historical Society & Museum
Pacific County PUD #2
Pacific County Republican Party
Randy's Family Fitness
Raymond Booster Club
Raymond Kiwanis club
Robin's Homemade Crafts & Supplies
Senior Companion Program for Grays Harbor & Pacific Counties
Shannen Sands
Squire Brooms
St. Lawrence Church
Suzzie's Shards

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #49

Thary Yi

The Committee to Elect Arthur Zeigler Political campaign

The Gideons International Harbor Camp

Valerie's Purses by Miche

Washington Farm Forestry/Grays Harbor/Pacific/Farm Bureau/WA
Cattlemen's

Water Doctor of Washington

Watkins Products

Willapa Harbor Hospital

Willapa Harbor Lions Club

Willapa Harbor Ministerial

Willapa Portables, dba House Brothers

Willapa United Methodist Church

Willapa Valley Booster Club

Willapa Valley High School "Class of 2015"

Willapa Wrestling Warriors

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

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #49

PROCEEDINGS

9:00 AM
Tuesday, December 18, 2013

1216 W Robert Bush Drive
South Bend, Washington

CALLED TO ORDER – 9:02am

COUNTY COMMISSION and PERSONNEL PRESENT

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

Marie Guernsey, Clerk of the Board
Kathy Spoor, County Administrative Officer
Faith Taylor-Eldred, Community Development Director
Megan McNelly-Environmental Health Specialist
Paul Plakinger, Management & Fiscal Analyst
Mike Collins, Director of Public Works/County Engineer
Scott McDougall, Fair Manager
David Burke, Prosecuting Attorney

GENERAL PUBLIC IN ATTENDANCE

Two members of the general public

PUBLIC COMMENT

James O'Hagan addressed the Commissioners regarding alleged fraud by judges, attorneys and prosecutors (provided Claims for Damages policy and form during recess of meeting)

CONSENT AGENDA (Items 1-12)

Commissioner Rogers requested items #7 and #11 be removed from the consent agenda and defer any action to the meeting of December 30, 2013

CONSENT AGENDA (Items 1-6, 8-10, and 12)

It was moved by Rogers, seconded by Wolfe 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

**Approve Continuation of Surety Bond from Green Diamond Resource
Company pertaining to Road Haul Permit No. 2014-1**

**PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #49**

Flood Control Zone District 1 (Board of Supervisors)

Accept Perpetual Non-Exclusive Stormwater Easement from Michael D. & Beverly J. Cole

Department of Community Development

Approve Amendment #1 to Agreement No. G1400076 with Department of Ecology

Adopt Resolution 2013-075 establishing fees for services performed

Health & Human Services Department

Approve Amendment #10 to Agreement #1163-27318 with Department of Social & Health Services for substance abuse treatment and prevention services

Boards and Commissions

Approve the appointment of Sherry McDonald to the vacant position on the Human Services Advisory Council, effective immediately

Approve the appointment of Greg Rogers to vacant “property owner at large” position on the Oysterville Design Review Board, effective immediately

General Business

Adopt Resolution 2013-072 reclassifying the position of Chief/Deputy Investment Officer in the Treasurer’s Office to Chief Treasury/Investment Officer effective January 1, 2014

Adopt Resolution 2013-076 supporting the WA State Association of Counties Fiscal Sustainability Initiative

**Approve Vendor Claims
Warrants Numbered 119746 through 119843 - \$273,341.99**

ITEMS REGARDING AUDITOR’S OFFICE

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

Acknowledge resignation of Josh Sedy, Administrative Assistant II, effective 12/31/2013 and authorize advertising for vacant position

Approve appointment of Peggy Smith to fill the vacant 1.0 FTE Administrative Assistant II, subject to adequate budget appropriations

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #49

ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS

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

Approve hire of Josh Sedy to fill vacant Administrative Assistant II, effective January 1, 2014, subject to adequate budget appropriations

ITEMS REGARDING DEPARTMENT OF COMMUNITY DEVELOPMENT

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

Approve lease with Copiers NW for two cannon copiers and authorize Chair to sign

ITEMS REGARDING HEALTH & HUMAN SERVICES DEPARTMENT

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

Approve Agreement with Willapa Behavioral Health for Maternity Support Services Program

Approve Client Service Contract #1312-93045 with WA Department of Social and Health Services and authorize Chair to sign

Approve posting of vacant Human Services Programs Manager

ITEMS REGARDING SHERIFF'S OFFICE

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

Deny request to purchase two Honda motorcycles from King County Sheriff's Office in the amount of \$32,915, plus tax

Confirmed the appointment of Denise Rowlett to Chief Deputy, Grade 14 Step 8, effective January 1, 2014, subject to adequate budget appropriations
(confirmation of the appointment of Scott McDougall to Deputy Director of Emergency Management Grade 13-**DEFERRED** to December 30, 2013 meeting)

ITEMS REGARDING SUPERIOR COURT

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

Approve Professional Services Agreement for Drug Court Coordination with Bill Weiss, subject to adequate budget appropriations and noting that an RFP will need to be issued next year

Approval of Contract for Interpreter Services with Pete Hinton-DEFERRED

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #49

ITEMS REGARDING GENERAL BUSINESS

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

Approve Agreement regarding distribution of operating funds from the WA Coast Sustainable Salmon Foundation

ITEMS REGARDING AUDITOR'S OFFICE

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

Acknowledge resignation of Joyce Kidd, Administrative Assistant II from Long Beach Office and reappointment to the vacant Administrative Assistant II in the South Bend Office, and authorize advertising for the Long Beach Office vacancy, subject to adequate budget appropriations

ITEMS REGARDING SHERIFF'S OFFICE

Confirm appointment of Sean Mark Patterson to new Sergeant's position-
DEFERRED

ITEMS REGARDING GENERAL BUSINESS

Consider approval of Vendor Claims-**DEFERRED**
Warrants Numbered 119900 through 120015 - \$198,424.89

EXECUTIVE SESSION-None

RECESS-9:23am

PUBLIC HEARING-10:00am

Chair Ayers opened the public hearing to consider supplemental budget requests for fy2013.

ATTENDANCE: Chair Ayers, Commissioner Rogers, Commissioner Wolfe, Prosecutor David Burke, County Administrative Officer Kathy Spoor, Management & Fiscal Analyst Paul Plakinger, Fair Manager Scott McDougall
OTHERS: Gene Kuest

Paul Plakinger, Kathy Spoor and Scott McDougall were sworn in.

Paul provided a review of the supplemental budget requests.

Chair Ayers closed the public hearing.

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #49

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

Adopt Resolution 2013-078 in the matter of supplemental budgets for the allowance of certain expenditures for fy2013

Adopt Resolution 2013-080 in the matter of amendments to the budget items listed by appropriation transfer

PUBLIC HEARING-10:07am

Chair Ayers opened the public hearing to consider annexation of certain property into Fire District #5.

ATTENDANCE: Chair Ayers, Commissioner Rogers, Commissioner Wolfe, Prosecutor David Burke, County Administrative Officer Kathy Spoor, Management & Fiscal Analyst Paul Plakinger, Fair Manager Scott McDougall
OTHERS: Gene Kuest

David Burke, Kathy Spoor and Gene Kuest were sworn in.

Gene Kuest explained that the Shoalwater Bay Indian Tribe owns five homes on Blackberry Lane in Tokeland and it is their wish to have the property annexed into Fire District #5.

Chair Ayers closed the public hearing.

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

Adopt Resolution 2013-079 in the matter of annexing certain properties into Fire District #5

CONTINUED PUBLIC HEARING-10:11am

Chair Ayers opened the continued public hearing to consider Open Space Application submitted by Columbia Land Trust.

ATTENDANCE: Chair Ayers, Commissioner Rogers, Commissioner Wolfe, Prosecutor David Burke, County Administrative Officer Kathy Spoor, Management & Fiscal Analyst Paul Plakinger, Fair Manager Scott McDougall
OTHERS: Gene Kuest

The applicant was not in attendance and no comment was received.

Chair Ayers closed the continued public hearing.

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #49

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

Approve Open Space Application from Scott McEwen, Columbia Land Trust for property described as PTN Lot 3, PTN SENW in 23-13-10 and Assessor's Parcel Numbers 12102324000, 12102350103, 12102350203 and 12102350303 and approve Findings of Fact

EXECUTIVE SESSION-10:25am-10:45am

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.

Chair Ayers announced that no decision would be made from the Executive Session.

The meeting was adjourned and continued to Monday, December 30, 2013 at 10:00am for the purpose of a public hearing to consider a cost of living adjustment for the Elected Officials and any further business that may come before the Board.

OTHER BUSINESS FOR FILING

Copy of letter to Neil Slimm regarding tax-title properties

Agreement with Naselle Marimba Band for 2013 county fair filed this date

Amendment #11 to the 2012-2014 Consolidated Contract #C16896 filed this date

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

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #49

PROCEEDINGS

10:00 AM
Tuesday, December 30, 2013
Continued meeting

1216 W Robert Bush Drive
South Bend, Washington

CALLED TO ORDER – 10:01am

COUNTY COMMISSION and PERSONNEL PRESENT

Lisa Ayers, Chair
Frank Wolfe, Commissioner

Marie Guernsey, Clerk of the Board
Kathy Spoor, County Administrative Officer
Faith Taylor-Eldred, Community Development Director
Paul Plakinger, Management & Fiscal Analyst
Mike Collins, Director of Public Works/County Engineer
David Burke, Prosecuting Attorney
Virginia Leach, Clerk of Superior Court
Scott McDougall, Fair Manager

ABSENT

Steve Rogers, Commissioner

GENERAL PUBLIC IN ATTENDANCE-None

PUBLIC HEARING-10:01am

Chair Ayers opened the public hearing to consider cost of living adjustment for the elected officials, not including the Sheriff, District Court Judges, Superior Court Judge and the Prosecutor.

Virginia Leach, David Burke, Paul Plakinger, and Kathy Spoor were sworn in.

Paul reviewed the change in the elected officials' salary with the cost of living adjustment and stated all other adopted fy2014 budget will remain the same.

Chair Ayers closed the public hearing.

It was moved by Wolfe, seconded by Ayers and carried by a vote of 2-0

Adopt Resolution 066A amending the fy2014 salaries of elected officials, not including the Sheriff, District Court Judges, and the Superior Court Judge

**PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #49**

CONSENT AGENDA (Items 2-7)

It was moved by Wolfe, seconded by Ayers and carried by a vote of 2-0
Subject to adequate budget appropriations and in accordance with all applicable
county policies

Department of Public Works

**Approve release Performance and Payment Bond to Lakeside Industries
pertaining to the Willapa Road Improvement Project**

North District Court

Approve transfer of HP Laserjet printer to Sheriff's Office

Prosecutor's Office

Approve transfer of HP printer to North District Court

Boards and Commissions

**Approve the appointment of Val Rowe to the Fair Board, effective
immediately**

General Business

**Approve Amendment #2 to Contract for Services with Port of Willapa
Harbor extending the expiration date to June 30, 2014**

Approve Vendor Claims

Warrants Numbered 119900 through 120015 - \$198,424.89

Warrants Numbered 120044 through 120159 - \$267,147.74

ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS

It was moved by Wolfe, seconded by Ayers and carried by a vote of 2-0

**Acknowledge resignation of Todd Johnson, Senior Engineering Technician,
effective January 10, 2014 and authorize advertising to fill vacant position**

ITEMS REGARDING DEPARTMENT OF COMMUNITY DEVELOPMENT

It was moved by Wolfe, seconded by Ayers and carried by a vote of 2-0

**Acknowledge the deferral of appointment of Megan McNelly to Executive
Assistant due to low staff levels in Environmental Health and acknowledge
out of class pay, subject to adequate budget appropriations**

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #49

Acknowledge out of class pay for Tia Channell, Administrative Assistant II-
DEFERRED

Approve request to issue Request for Proposals for a facilitator for the Public Participation Plan of the Shoreline Master Program update

ITEMS REGARDING HEALTH & HUMAN SERVICES DEPARTMENT

It was moved by Wolfe, seconded by Ayers and carried by a vote of 2-0

Approve 2014 Millage Mini Grant Contracts with Willapa Valley School District, Willapa Behavioral Health, South Bend School District, and Boys & Girls Club of the Long Beach Peninsula

ITEMS REGARDING TREASURER'S OFFICE

It was moved by Wolfe, seconded by Ayers and carried by a vote of 2-0

Approve purchase of computer, laptop and docking stations

Consider approval of request for Tax Write-Off of property taxes-**DEFERRED**

ITEMS REGARDING SHERIFF'S OFFICE

It was moved by Wolfe, seconded by Ayers and carried by a vote of 2-0

Acknowledge the resignation of Ruth Rutherford, Telecommunicator, effective November 30, 2013

Confirm the appointment of Scott McDougall to Deputy Director of Emergency Management Grade 13, Step 2 effective January 1, 2014, subject to adequate budget appropriations

Confirm the appointment of Sean Mark Patterson, Sergeant position Step 3 in conjunction with the Prisoner Rape Elimination Act Grant, effective January 1, 2014, subject to adequate budget appropriations

Approve purchase of 24 IP phone for the EOC Rooms in Long Beach and South Bend from metrolonedirect.com at a price of \$139 per phone, subject to adequate budget appropriations *(other estimates received from Sophies in the amount of \$149 per phone and from amazon.com in the amount of \$205 per phone)*

ITEMS REGARDING SUPERIOR COURT CLERK

It was moved by Wolfe, seconded by Ayers and carried by a vote of 2-0

Approve purchase of two Dell computers and eight monitors, subject to

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #49

adequate budget appropriations

ITEMS REGARDING SUPERIOR COURT

Consider approval of Contract for Interpreter Services with Pete Hinton-
DEFERRED

ITEMS REGARDING GENERAL BUSINESS

It was moved by Wolfe, seconded by Ayers and carried by a vote of 2-0

**Approve increase of health benefit contribution in an amount of \$25 for
fy2014 for elected officials, special employment agreement employees, and
management staff**

**Adopt Resolution 2013-081 authorizing fy2013 budget category
appropriation transfers**

ITEMS REGARDING DEPARTMENT OF COMMUNITY DEVELOPMENT

It was moved by Wolfe, seconded by Ayers and carried by a vote of 2-0

**Authorize County Administrative Officer and Director to negotiate contract
with Watershed Company pertaining to the Shoreline Master Program**

EXECUTIVE SESSION-None

PACIFIC COUNTY
BOARD OF COMMISSIONERS

Lisa Ayers, Chair

Steve Rogers, Commissioner

ATTEST:

Marie Guernsey
Clerk of the Board

Frank Wolfe, Commissioner

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



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:

1/14/2014

AGENDA REQUEST FORM

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

Agenda Item #: 6

BOCC ACTION: ☒ APPROVED ☐ DENIED

Initial: mg Date: 1/14/2014

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: _____

Review: ☐ Clerk of the Board

☐ Risk Management

☐ CONTINUED TO DATE: _____ TIME: _____

☐ Legal

☐ OTHER: _____

DISTRIBUTION LIST:

☐ RF

☐ Assessor

☐ DPW

☐ PACCOM

☐ Superior Court

☐ CF

☐ Auditor

☐ EMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Vegetation Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Coop. Ext.

☐ DCD

☐ NDC

☐ Sheriff

☐ 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: <u>mg</u>	DATE: 1/3/2014
NARRATIVE OF REQUEST	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
Approve Boards and Commission Appointments as listed on attached sheet	



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:

1/14/2014

AGENDA REQUEST FORM

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

Agenda Item #: 7

BOCC ACTION: ☒ APPROVED ☐ DENIED

Initial: mg

Date: 1/14/2014

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: _____

Review: ☐ Clerk of the Board

☐ Risk Management

☐ CONTINUED TO DATE: _____

TIME: _____

☐ Legal

☐ OTHER: _____

DISTRIBUTION LIST:

☐ RF

☐ Assessor

☐ DPW

☐ PACCOM

☐ Superior Court

☐ CF

☐ Auditor

☐ EMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Vegetation Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Coop. Ext.

☐ DCD

☐ NDC

☐ Sheriff

☐ 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:

1/8/2014

NARRATIVE OF REQUEST

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

Confirm Chair's signature on Ilwaco Community Building User Agreement for the purpose of conducting Community Forum at 6pm on January 14, 2014

Forum

XXXX

ILWACO COMMUNITY BUILDING

PO Box 548 • Ilwaco WA 98624
Telephone: 360.642.3145 • Facsimile: 360.642.3155
clerk@ilwaco-wa.gov • www.ilwaco-wa.gov

APPLICATION & USER AGREEMENT

MEETING

Purpose	Community Forum	Ongoing/Single Use	
Day	Tuesday	Date(s)	January 14, 2014
Hours of use	2 / with setup & cleanup	Hours of meeting	1

RESPONSIBLE PARTY

Organization	Board of Pacific County Commissioners				
Contact	Marie Guernsey, Clerk of the Board				
Mailing Address	P O Box 187				
City	South Bend	State	WA	Zip	98586
Phone	360/875-9337	Cell			
Email	mguernsey@co.pacific.wa.us				

PAYMENTS

Fees	Amount	Check #	Receipt #	Date	Initials	Return
Rental (\$15/hr.) 2 hr. minimum						
Key Deposit	\$200.00					
Non-Profit	I declare that the entity I am representing is recognized as a non-profit by the federal government, and upon request can supply the proper documentation <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					

TERMS OF AGREEMENT: Please read and acknowledge by initialing each statement

JA **KEYS:** Keys must be checked out prior to use from Ilwaco City Hall, Monday-Friday, 8:00 a.m.-5:00 p.m. A refundable \$200 deposit is required. This deposit ensures the facility can be rekeyed in the event the keys are lost or stolen. Your check will be returned in person or via mail once the key has been returned to the office or through the drop box to the left of the front door. **Renters may not request a key from library staff.**

JA **TABLES AND CHAIRS:** Renters are responsible for setup and take down of tables and chairs. Tables and chairs must be wiped clean after use.

JA **GARBAGE:** Renter agrees to remove garbage into appropriate dumpster immediately following use.

JA **FOOD & BEVERAGES:** Renter agrees that food and beverages that are served during the meeting must be kept to a minimum, as there are no kitchen, cooking or cleanup facilities. **No red liquids or red foods are allowed.**

JA **SMOKING:** Smoking is prohibited inside the building or within a minimum distance of twenty-five (25) feet from entrances, exits, windows that open and ventilation intakes.

JA **NOISE/PARKING:** During working hours, groups shall remain mindful that the library and other tenants of the building must perform their regular business; therefore, noise and excess activity should be kept to a minimum. **Please do not park in designated parking areas and be mindful of other tenants serving senior citizens.**

JA **DAMAGES:** Users assume responsibility for returning the meeting room to its original condition and for any damage to city property resulting from their use of city facilities. **Use of tape, tacks, etc. on the walls or glass is not allowed.** In the event of a violation of any provision of this paragraph, the city will perform the service or make the repair and bill the organization for the cost thereof. The city may assess charges for damages, including cleaning. Reimbursement of such repairs must be made to the City of Ilwaco within ten (10) days. Unlawful activity will not be permitted in the meeting rooms or on library premises.

JA **PURPOSE:** Renter agrees that the premises will be used solely for the purpose noted previously and will not allow the premises to be used in violation of law, ordinance or governmental regulations, nor use any part of the premises for any purpose determined to be hazardous by the City of Ilwaco's insurance carrier.

JA **HOLD HARMLESS:** Renter acknowledges that the City of Ilwaco does not assume liability for injuries, loss or damage to personal property that occur as a result of the actions or speech of the sponsors or participants in meetings scheduled in city facilities. All organizations using the premises assume all liability for injuries and loss or damage to personal property relating to their use of the premises and agree to defend and hold the City of Ilwaco harmless from any such claim.

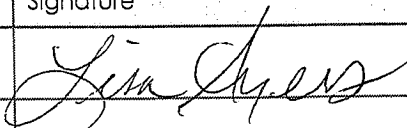
JA **ENDORSEMENT:** Allowing a group to use a meeting room for public use does not constitute city endorsement of the beliefs or ideas expressed by organizations or individuals using the space.

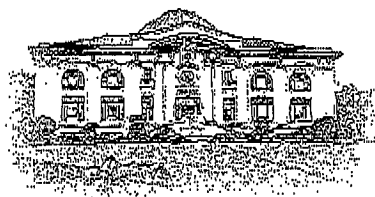
JA **PUBLICITY:** Meetings not sponsored by the city or city-related organizations shall not be publicized in a manner that suggests city sponsorship or affiliation.

JA **CANCELLATION:** Renter agrees if any ongoing or single use meeting is cancelled for any reason, renter must provide notice to the City of Ilwaco so that another meeting may be scheduled. The City of Ilwaco retains the right to use the meeting room for its own purposes at any time. If it becomes necessary to cancel or change a previously scheduled reservation, the city will notify the contact person at least five (5) days before the cancellation.

JA **VIOLATION OF AGREEMENT:** Any group that violates this agreement, or creates a disturbance of any kind during the use of the meeting room, may be barred from future use of the facility.

By signature, the renter and the City of Ilwaco have executed this Application & User Agreement for use of the premises, and renter affirms they have read and agree to the terms of agreement. The person signing this agreement affirms they have legal authority to sign on behalf of the organization.

SIGNATURES	Print Name	Signature	Date
Renter	Lisa Ayers, Chair		1-8-13
City of Ilwaco			



Pacific County COMMISSIONERS

8

Steve Rogers, District #1
Frank Wolfe, District #2
Lisa Ayers, District #3

December 27, 2013

Josh Collette, Assistant State Auditor
Washington State Auditor's Office
P.O. Box 40031
Olympia, WA 98504-0031

To the Washington State Auditor's Office:

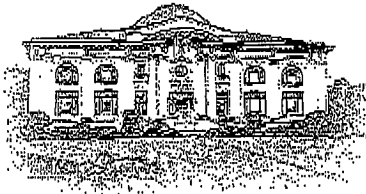
We are providing this letter in connection with your audit of Pacific County for the period from January 1, 2011 through December 31, 2012. Representations are in relation to matters existing during or subsequent to the audit period up to the date of this letter. If we subsequently discover information that would change our representations related to this period, we will notify the auditors in a timely manner.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve a weakness, omission or misstatement of information that, in the light of surrounding circumstances, make it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the weakness, omission or misstatement.

We confirm, to the best of our knowledge and belief, having made appropriate inquiries to be able to provide our representations, the following representations made to you during your audit.

General Representations:

1. We have made available to the auditors all requested information, including:
 - Financial records and related data.
 - Minutes of the meetings of the governing body or summaries of actions of recent meetings for which minutes have not yet been prepared.
 - Results of other audits, examinations or studies that might concern the objectives of the audit and the corrective action taken to address significant findings and recommendations.



Pacific County COMMISSIONERS

Steve Rogers, District #1

Frank Wolfe, District #2

Lisa Ayers, District #3

December 27, 2013

Page 2

2. We acknowledge and understand our responsibility for compliance with requirements related to confidentiality of certain information, such as HIPAA requirements. Further, we have notified the auditors whenever records or data containing information subject to any confidentiality requirements are made available to the auditors.
3. We acknowledge and understand our responsibility for complying with applicable state and local laws, regulations, and provisions of contracts and grant agreements.
4. We have identified and disclosed all laws, regulations, and provisions of contracts and grant agreements that could have a direct and material effect on the determination of financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
5. There have been no communications from regulatory agencies concerning possible material noncompliance or deficiencies.
6. There have been no communications from the Internal Revenue Service (IRS) adversely affecting the tax exempt status of our outstanding debt or noncompliance with arbitrage rules.
7. We have followed applicable laws in adopting, approving, and amending budgets.
8. We have complied with all material aspects of contractual agreements.
9. We acknowledge and understand our responsibility for the design and implementation of programs and controls to safeguard public resources and ensure compliance with applicable laws and regulations, including controls to prevent and detect fraud.
10. We have established adequate procedures and controls to safeguard public resources and ensure compliance with applicable laws and regulations.
11. We acknowledge and understand our responsibility for the design and implementation of programs and controls to safeguard public resources and ensure compliance with applicable laws and regulations, including controls to prevent and detect fraud.



Pacific County **COMMISSIONERS**

Steve Rogers, District #1

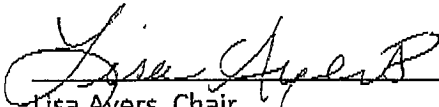
Frank Wolfe, District #2

Lisa Ayers, District #3

December 27, 2013

Page 3

12. We have no knowledge of any fraud, allegations of fraud or suspected fraud involving management, employees or others.
13. There are no material transactions that have not been properly recorded in the financial records.



Lisa Ayers, Chair



Rachel Patrick, Chief Accountant

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: DECEMBER, YEAR OF 2013

TOTAL EMPLOYEES: 176

TOTAL PAYROLL: \$ 721,535.96

RECEIVED
PACIFIC COUNTY

JAN - 2 2014

GENERAL ADMINISTRATION
BOARD OF COMMISSIONERS

Approve payroll subject to adequate budget appropriations.

BOARD OF PACIFIC COUNTY COMMISSIONERS

Dated this ___14th___day of JANUARY 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, January 14, 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:

RECEIVED
PACIFIC COUNTY
JAN 06 2014
COUNTY ADMINISTRATION
CLERK OF COMMISSIONERS

Vendors Claim Fund No. 692

120272 thru 120375 \$ 442,638.96

Warrants Dated: January 3, 2014

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

AUDITED:

Rachel Patrick
Auditor/Deputy Auditor

Chairman

ATTEST:

Commissioner

Clerk of the Board

Commissioner



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:

1-14-2014

AGENDA REQUEST FORM

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

Agenda Item #: 11

BOCC ACTION: ☒ APPROVED ☐ DENIED

Initial: mg Date: 1/14/2014

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: _____

Review: ☐ Clerk of the Board

☐ CONTINUED TO DATE: _____

TIME: _____

☐ Risk Management

☐ OTHER: _____

☐ Legal

DISTRIBUTION LIST:

☐ RF

☐ Assessor

☒ DPW

☐ PACCOM

☐ Superior Court

☐ CF

☐ Auditor

☐ EMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Vegetation Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Coop. Ext.

☐ DCD

☐ NDC

☐ Sheriff

☐ 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/County Engineer

PHONE / EXT: 360-875-9368

SIGNATURE:

Michael Collins

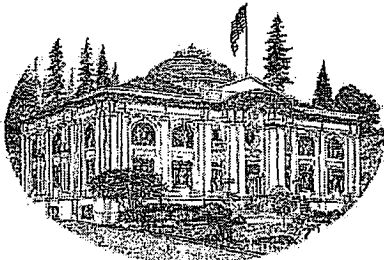
DATE:

NARRATIVE OF REQUEST

Requesting permission to advertise for the purchase of chip rock for the 2014 Chip Seal Program. This purchase is budgeted in the 2014 maintenance budget. (Quantities memo is attached)

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

Approve the 2014 Chip Seal Program Call for Bids and set bid opening date of Monday, February 3, 2014 at 9:00am



PACIFIC COUNTY COURTHOUSE
NATIONAL HISTORIC SITE

COUNTY OF PACIFIC

Department of Public Works

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

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

Pacific County is an Equal Opportunity Employer

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

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

Naselle
(360) 484-7368

North Cove/Tokeland
(360) 267-8368

Memorandum

DATE: January 7, 2014
TO: Board of County Commissioners
FROM: Mike Collins, Director/County Engineer
CC: Andi Harland and Debbie Bannish
RE: Request to Advertise for Chip Rock Bid No. 2014-01

The Department of Public Works requests permission to advertise for the purchase of chip rock for the 2014 chip seal program. Quantities and estimated purchase price delivered to stockpile sites are shown below.

Public Works requests the bid opening date be set for Monday, February 3rd, at 9:00 AM with award of the contract at the regular February 11th, 2014 Commissioners Meeting.

NORTH COUNTY	QUANTITY
Willapa Stockpile	2000 tons
Lebam School	500 tons
SOUTH COUNTY	QUANTITY
PCAF stockpile	2400 tons
Total tons	4900 tons

Unit price includes haul.

This purchase is budgeted in the 2014 maintenance budget.

Thank you for your consideration.

BEFORE THE BOARD OF COUNTY COMMISSIONERS

PACIFIC COUNTY, WASHINGTON

BID NO. 2014-01

IT IS HEREBY ORDERED that it is the intention of the Board of Pacific County Commissioners to call for bids for **"CHIPROCK – BID NO. 2014-01"**. Sealed bids will be received until the hour of **9:00 AM** on **February 3rd, 2014** in the Commissioners' Office of the Pacific County Annex, 1216 West Robert Bush Drive, Suite F, South Bend, WA 98586 and then opened and read aloud.

Bids delivered by the U.S. Postal Service must be delivered to the U.S. Postal Service (PO Box 187) in South Bend, Washington 98586-0187, prior to the normal closing time of the last business day proceeding the date of the bid opening. Bids will be received by personal or special delivery to the Clerk of the Board in the County Commissioners Office at 1216 West Robert Bush Drive, Suite F, South Bend, Washington, until the time and date of the bid opening. Any bids received after that time shall be null and void and returned to the bidder.

The Clerk of the Board is directed to advertise for bids and the County Director of Public Works/County Engineer is directed to prepare specifications for the above **"CHIPROCK – BID NO. 2014-01"**.

The Board of County Commissioners reserves the right to reject any or all bids or waive any or all irregularities.

DATED this _____ day of _____, 2014.

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

Chairman

Attest:

Commissioner

Clerk of the Board

Commissioner

PUBLIC NOTICE

CALL FOR BIDS

Sealed bids will be opened by the Clerk of the Board of Pacific County Commissioners' and the Director of Public Works/County Engineer, or designee, in the Commissioners' Office at the Pacific County Annex Building at 1216 West Robert Bush Drive, Suite F, South Bend, Washington, at the hour of **9:00 AM** or as soon as possible thereafter, on **February 3rd, 2014**:

**"CHIP ROCK
BID NO. 2014-01**

Bids delivered by the U.S. Postal Service must be delivered to the U.S. Postal Service (PO Box 187) in South Bend, Washington 98586-0187, prior to the normal closing time of the last business day proceeding the date of the bid opening. Bids will be received by personal or special delivery to the Clerk of the Board in the County Commissioners Office at 1216 West Robert Bush Drive, Suite F, South Bend, Washington, until the time and date of the bid opening. Any bids received after that time shall be null and void and returned to the bidder.

Bid proposals shall be clearly marked **"CHIP ROCK BID NO. 2014-01"** together with the name and address of the bidder on the outside of the envelope.

Specifications and proposal forms must be secured from the Department of Public Works, PO Box 66, South Bend, WA 98586-0066, Telephone (360) 875-9368 or (360) 642-9368.

Pacific County reserves the right to reject any or all bids or waive any or all regularities.

DATED this _____ day of _____, 2014.

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:

January 14, 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: 1/14/2014

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO:

Review: ☐ Clerk of the Board

☐ Risk Management

☐ CONTINUED TO DATE:

TIME:

☐ Legal

☐ OTHER:

DISTRIBUTION LIST:

<input type="checkbox"/> RF	<input checked="" 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 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 checked="" type="checkbox"/> DCD	<input type="checkbox"/> NDC	<input type="checkbox"/> Sheriff	<input checked="" type="checkbox"/> Other Paul

AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: DPW	DIVISION (if applicable): Roads
OFFICIAL NAME & TITLE: Mike Collins, Director/County Engineer	PHONE / EXT: 3368
SIGNATURE: <i>Michael Collins</i>	DATE: 1-07-14
NARRATIVE OF REQUEST	
<p>This office requests authorization to perform the following transactions within the ER&R fleet; (1) transfer #931 (2007 Ford Expedition) from the Sheriff to Community Development, (2) transfer #S185 (2008 Ford Expedition) from the Sheriff to Assessor, (3) transfer #S179 (2008 Crown Victoria) from the Sheriff to Vegetation Management (will be sold for a fee similar to the last surplus sale to the public and transferred out of ER&R), and (4) offer to other government agencies #S174 (Ford Econ Van) from the Sheriff.</p>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
<p>Authorize the transfer of vehicle #931 to Community Development and vehicle #S185 to the Assessor's Office; and the sale of #S179 to Vegetation Management and acknowledge the vehicle will be transferred out of ER&R; and offer the sale of #S174 to other governmental agencies</p>	

County of Pacific
Department of Public Works
Cost Accounting Management System
Vehicle and Equipment Listing

Run Date: 12/20/2013 08:01:15am
Fiscal Year: 2013
Selection Criteria: See Cover Page
Period Ending Date: 11/30/2013

<u>Vehicle</u>	<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Odometer</u>
931	2007	Ford	Expedition	134205
S174	2007	Ford	S34 Econ Van	137590
S179	2008	Ford	Crown Victoria	82866
S185	2008	Ford	Expedition	148871

4 Vehicles Listed



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:

1/14/2014

AGENDA REQUEST FORM

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

Agenda Item #:

13

BOCC ACTION: ☒ APPROVED ☐ DENIED

Initial: mg

Date: 1/14/2014

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: _____

☐ CONTINUED TO DATE: _____

TIME: _____

Review: ☐ Clerk of the Board

☐ Risk Management

☐ Legal

☒ OTHER: Return recommendation to the Commissioners

DISTRIBUTION LIST:

☐ RF

☐ Assessor

☒ DPW

☐ PACCOM

☐ Superior Court

☐ CF

☐ Auditor

☐ EMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Vegetation Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Coop. Ext.

☐ DCD

☐ NDC

☐ Sheriff

☐ 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:

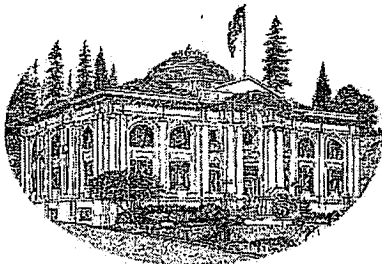
1-09-14

NARRATIVE OF REQUEST

Dept of Public Works is seeking permission to advertise within union 367 for a traffic control/maintenance technician. If not taken within the union we will advertise in the local adopted Pacific County paper. (memo and job description attached)

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

Approve the internal posting of the Traffic Control/Maintenance Technician position, and if necessary to advertise in the Chinook Observer, the Official County Newspaper



PACIFIC COUNTY COURTHOUSE
NATIONAL HISTORIC SITE

COUNTY OF PACIFIC

Department of Public Works

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

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

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

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

Naselle
(360) 484-7368

North Cove/Tokeland
(360) 267-8368

MEMORANDUM

DATE: January 15th 2014

TO: Members Local 367
Hannah Franks, Union Representative
Tom Gradt, Operations Manager

FROM: Michael Collins, Director/County Engineer

RE: **INTERNAL POSTING FOR
TRAFFIC CONTROL / MAINTENANCE TECHNICIAN**

Position Open: Traffic Control Maintenance Technician
(Position Description Attached)

Reporting Facility: Raymond Facility, Washington
Department of Public Works

Position Status: Permanent Full Time

Application: Anyone seeking this position should submit a signed letter of interest and a Pacific County Employment Application on or before 4:00 PM on January 22, 2014 to be eligible for consideration.

PACIFIC COUNTY
POSITION DESCRIPTION

JOB TITLE: Traffic Control / Maintenance Technician

WORK AREA: County Wide

DEPARTMENT: Public Works Road Division FLSA STATUS: Non-Exempt

REPORTS TO: Local Area Road Supervisor/ Lead Person

UNION STATUS: Represented, AFSCME Local 367

Position Summary:

The primary role of the position is to layout and participates in traffic control operations for the road crews during maintenance and construction work. An employee in the classification will perform skilled, and semiskilled county road maintenance, operate light and medium class equipment. This position is distinguished from the Road Maintenance Technician II position, in equipment complexity, level of responsibility and training.

Essential Functions:

The position primarily will operate as a lead flagger for construction and maintenance operations. In this capacity the position will design and oversee traffic control operations. This includes flagging and being responsible for other permanent and temporary flaggers employed by Pacific County. The position will be responsible for maintenance and upkeep of flagging equipment to M.U.T.C.D. standards such as sign, stands, paddles, radios, flaggers vehicle and personnel protective equipment.

The position will also operate shoulder mowers, boom mowers, sweepers, compactors, loaders, licensed vehicles with gross weights not to exceed 35,000 lbs. And, sees to it that their assigned equipment is maintained in appearance, functionally and all damages or malfunctions reported.

The employee performs manual labor as would be encountered in the placement and maintenance of both permanent and temporary signs, installation of culverts, patching potholes, repairing guardrails, traffic control, vegetation control, and all other aspects of road construction and maintenance. The position may require working in confined space such as manholes, portable shoring, and other areas that present restrictive access.

This position is recognized as performing safety sensitive tasks, and subject to Federal Highway Administration Rules on Drug and Alcohol Testing, and Pacific County Policy.

Qualifications:

To perform in this position, a person must have the essential skill, ability, and knowledge that are represented by these qualifications. Pacific County will provide reasonable accommodations to enable disabled individuals to perform in the position.

EDUCATION and/or EXPERIENCE: High School Diploma or GED.

Experience of two years in road maintenance or other trades that involve the skills required performing duties as a lead flagger and operating medium size equipment, and/or skills appropriate to road maintenance and construction.

COMMUNICATION SKILLS: The employee must be able to communicate in English with a clear and calm demeanor responding to questions, giving direction, understanding assignments, and discussion of site safety. The employee must have the ability to read and understand written instruction, and provide written documentation when necessary.

MATHEMATICAL SKILL: The employee must have basic mathematical ability to summarize quantities. The employee is expected to learn math related to road construction such as sign, cone and flagger placement in accordance with the M.U.T.C.D.

REASONING ABILITY: The employee must have the ability to make sound reasonable decisions using established guidelines and independent judgment. The employee must have the ability to organize traffic control for maintenance projects and oversee the placement of and location of construction signing and personnel.

CERTIFICATES & LICENSES: The employee must have a valid Washington State Drivers License, and Flaggers Certificate. And must obtain: 1.) A Washington State Commercial Drivers License, Class "B" without brake restrictions 2.) A First Aid/CPR Certificate. The employee must be a citizen of the United States of America or have proof of eligibility to work in the United States of America and be a minimum of eighteen (18) years of age.

ESSENTIAL SKILL: The employee must have basic skills in the use of manual and power hand tools. The position requires knowledge of traffic control devices sufficient to perform the scope of responsibility as illustrated by example of this job description.

Working Conditions:

The employee may work independently of others, often outdoors in all weather conditions. The employee may be required to work overtime, shift extensions, or weekends under emergency or critical conditions. While performing the duties of the job, the employee is required to stand, walk, sit, stoop, kneel, and lift and carry loads up to 50 pounds. The employee is expected to traverse adverse slopes with loads of 25 pounds or more. The employee must be able to perform frequent strenuous physical labor and to operate light equipment in close quarters. The employee is expected to use safety equipment as required in performance of the job and in compliance with Labor and Industry Standards and Pacific County Policy.

APPROVED BY BOCC 8/22/06



COUNTY OF PACIFIC
Department of Public Works

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

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

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

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

Naselle
(360) 484-7368

North Cove/Tokeland
(360) 267-8368

MEMORANDUM

DATE: August 18, 2006

TO: Board of Pacific County Commissioners: Bud Cuffel, Jon Kaino,
Pat Hamilton

FROM: Mike Collins

CC: Ed Kaech, Phebe Porter, Debbie Bannish, Karen Bannish,
Deb Kelly, Don Larson

SUBJECT: Request to accept job description for
TRAFFIC CONTROL / MAINTENANCE TECHNICIAN

The Department of Public Works requests the Board to accept the job description for the new position of Traffic Control / Maintenance Technician. This position is currently funded in the 2006 maintenance budget.

Attached is a copy of the job description and wage rate.

Thank You for your favorable consideration of this request.

APPROVED ON: 8/22/06
BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

Don Larson
Clerk of the Board

☐ Subject to adequate budget appropriations

☐

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #42

109

Page 109
August 22, 2006

Minutes of a regular session of the Pacific County Board of Commissioners held on August 22, 2006, at 9:00 a.m. in the Commissioners' Meeting Room of the Courthouse Annex in South Bend, Washington. Present were Chairman Jon Kaino, Commissioner Norman B. Cuffel, Commissioner Pat Hamilton and Kathy Noren-Clerk of the Board. Other elected and appointed officials and staff in attendance included Mike DeSimone-DCD Director, Don Larsen- Director of Public Works/County Engineer and Kathy Spoor-Director of Health & Human Services. Members of the general public included Randy Dennis, Sharon Rockett, Susan Robinson, Nate Needham and Kathy Bale. *(Please refer to attendance roster for those in attendance and recordings of the meeting for a more detailed discussion).*

Chairman Kaino called the meeting to order.

Commissioner Hamilton moved to approve the minutes of the August 8, 2006 meeting. Commissioner Cuffel seconded, motion carried.

Randy Dennis, Sharon Rockett, Sue Robinson and Nate Needham were in attendance pertaining to a request from HUGS for \$10,000 for construction of a soccer field. Randy Dennis presented the request and information regarding their partnership with the City of Raymond to construct a soccer field at the 8th Street Park in Raymond. Following the presentation and discussion, **Commissioner Hamilton moved to allocate \$10,000 for construction of the soccer field, provided that it would be the last \$10,000 to complete the project and the funds would be distributed upon HUGS showing that they have an assured funding package in place to complete the project. Commissioner Cuffel seconded, motion carried.**

Commissioner Hamilton moved to approve and authorize the Chair to sign the Restrictive Covenant pertaining to the North Nemah Bridge Replacement Project. Commissioner Cuffel seconded, motion carried.

Commissioner Hamilton moved to award the Sandridge Road Improvement Project to Lakeside Industries. Commissioner Cuffel seconded, motion carried. *(call for bids held 8/21/06-no other bids were received)*

Commissioner Hamilton moved to approve the job description for the newly created position of Traffic Control / Maintenance Technician. Commissioner Cuffel seconded, motion carried.

Commissioner Hamilton moved to approve Memorandum of Understanding with AFSCME Local 367 regarding the newly created position of Traffic Control / Maintenance Technician. Commissioner Cuffel seconded, motion carried.

1. MEMORANDUM OF UNDERSTANDING JOURNAL #42 PAGE 109



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:

01.14.2014

AGENDA REQUEST FORM

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

Agenda Item #: 14

BOCC ACTION: ☒ APPROVED ☐ DENIED

Initial: mg Date: 1/14/2014

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: _____

Review: ☐ Clerk of the Board

☐ Risk Management

☐ CONTINUED TO DATE: _____ TIME: _____

☐ Legal

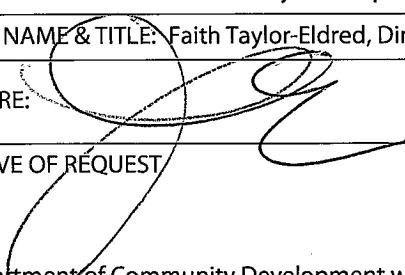
☒ OTHER: In the amount of \$5,000

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 checked="" type="checkbox"/> Other Paul |

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): Planning - SMP
OFFICIAL NAME & TITLE: Faith Taylor-Eldred, Director	PHONE / EXT: 360.875.9356
SIGNATURE: 	DATE: 01.07.2014
NARRATIVE OF REQUEST	
<p>The Department of Community Development would like to request funds from the Document Preservation Account (BARS # 001.034.513.10.41), which I understand currently has approximately \$5,000 in it. The Department could certainly use it all to continue our work to scan and archive all of our development activity files with the ultimate goal of making the information accessible to the public 24/7. However, we also understand we are probably not the only department/office needing funds for such tasks and would appreciate whatever amount the Board is willing to grant us.</p>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
Approve request of funding in the amount of \$_____ from Fund 001.0**/Document Preservation	



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

RECEIVED
PACIFIC COUNTY
DEC 19 2013
GENERAL ADMINISTRATIVE
BOARD OF COUNTY COMMISSIONERS

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

REQUESTED MEETING DATE:
12/30/2013

AGENDA REQUEST FORM

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

Agenda Item #: 15

BOCC ACTION: ☒ APPROVED ☐ DENIED

Initial: mg Date: 1/14/2014

☒ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN ☒ DEFERRED TO: 1/14/2014

☐ CONTINUED TO DATE: _____ TIME: _____

☐ OTHER: _____

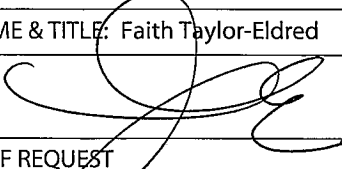
Review: ☐ Clerk of the Board
☐ Risk Management
☐ Legal

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 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>Community Development</u>	DIVISION (if applicable): <u>Admin</u>
OFFICIAL NAME & TITLE: <u>Faith Taylor-Eldred</u>	PHONE / EXT: <u>875.9356</u>
SIGNATURE: 	DATE: <u>Dec 19 13</u>
NARRATIVE OF REQUEST The Department is deferring the move of Megan McNelly to the Executive Assistant position, approved at the December 10th meeting, and she will remain part of Union 367-C as an Environmental Health Specialist, due to the low staff levels. This will remain until the open Environmental Health Specialist position is filled and the new employee trained. The Department has two employees who will be performing duties and activities outside of their current job description and per Union 367C contract, require out of class pay for those hours worked. Tia Channell, Grade 9 Administrative Assistant II, maintains, develops, and updates the DCD website as needed. These duties are listed under the DCD Information Services Technician position, Grade 10. Megan McNelly, Environmental Health Specialist, prepares grant billings and documentation, prepares financial reports, and assists in the monitoring of the departmental budget, which are duties listed in the Executive Assistant/Office Manager position description. A supplemental for these out of class payments will not be needed. A monthly notice will be presented to the Board, as required.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board) Approve (Grade 10) out of class pay for Tia Flemetis, Administrative Assistant II, subject to adequate budget appropriations	



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:
1/14/2014

AGENDA REQUEST FORM

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

Agenda Item #: 16	
BOCC ACTION: <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	Initial: mg Date: 1/14/2014
<input type="checkbox"/> SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS	Review: <input type="checkbox"/> Clerk of the Board
<input type="checkbox"/> NO ACTION TAKEN/WITHDRAWN <input type="checkbox"/> DEFERRED TO: _____	<input type="checkbox"/> Risk Management
<input type="checkbox"/> CONTINUED TO DATE: _____ TIME: _____	<input type="checkbox"/> Legal
<input checked="" type="checkbox"/> OTHER: Return recommendations to the Commissioners	
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 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: Health & Human Services	DIVISION (if applicable):
OFFICIAL NAME & TITLE: Katie Lindstrom, Deputy Director	PHONE / EXT: 2648
SIGNATURE:	DATE: 12-18-2013
NARRATIVE OF REQUEST	
Requesting authorization to advertise for the Casual Parent Facilitator position in the Chinook Observer for 2 weeks and then on-going on the Pacific County website. Casual employees in this position will provide parenting program services to be scheduled on an intermittent basis throughout the year. The position is a grade 12 on the union scale, although it is not represented because it is casual (less than 40 hours per month). Please contact me at ex 2648 with any questions. Thank you!	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
Approve the advertising for a Casual Parent Facilitator position, Grade 12, less than 40 hours per month and return with recommendations for hire	



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:

January 14, 2014

AGENDA REQUEST FORM

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

Agenda Item #: 17

BOCC ACTION: ☒ APPROVED ☐ DENIED

Initial: mg Date: 1/14/2014

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: _____

Review: ☐ Clerk of the Board

☐ Risk Management

☐ CONTINUED TO DATE: _____ TIME: _____

☐ Legal


☒ OTHER: Authorize Director to sign; please return signed original to our office for filing

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 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>12/31/2014</u>
NARRATIVE OF REQUEST	
<p>Request the Board approve and sign Amendment #12 of the Pacific County Health and Human Services Department 2012-2014 Consolidated Contract; Contract Number C16896. This Amendment adds funds for a variety of programs covered by the CON CON with Department of Health for 2014, including Family Planning, Maternal Child Health, SNAP ED Nutrition, Immunizations and WIC. This funding was included in the approved 2014 budget and will not require a supplemental budget.</p>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
<p>Approve Amendment #12 to the Consolidated Contract #C16896 with WA State Department of Health and authorize Director to sign</p>	

Name of Contractor: <u>Department of Health</u>	
Name of contract/agreement/grant/amendment (if amendment, provide copy of original document(s)): <u>Pacific County Health & Human Services Department 2012-14 Consolidated Contract #C16896</u>	
Contract/Agreement/Grant/Amendment #: <u>Amendment #12</u>	
Indicate type: <input type="checkbox"/> Intergovernmental/Interagency <input type="checkbox"/> Employment/Special Services Agreement <input type="checkbox"/> Federal Contract <input type="checkbox"/> Memorandum of Understanding/Agreement <input type="checkbox"/> Interoffice/Interdepartmental <input checked="" type="checkbox"/> State Contract	
Contractor Type (check all that apply): <input type="checkbox"/> For-Profit <input type="checkbox"/> Private Organization/Individual <input type="checkbox"/> Non-Profit <input type="checkbox"/> Public Organization/Jurisdiction <input checked="" type="checkbox"/> State <input type="checkbox"/> Sub Recipient <input type="checkbox"/> Federal <input type="checkbox"/> Other	
Please indicate appropriate Tax Identification Number, Uniform Business Identification Number, or Social Security Number on Page 3 of this form.	
TYPE OF REQUEST (Mark all that apply and provide breakdown of bid proposals along with all pertinent documents.):	
Public Works Project (RCW 39.04): <input type="checkbox"/> Limited PW Process (<\$35,000) <input type="checkbox"/> Limited PW Process (<\$40,000) <input type="checkbox"/> Small PW Process (<\$300,000) <input type="checkbox"/> PW Project (>\$300,000)	
Equipment, Materials, & Supplies (RCW 36.32): <input type="checkbox"/> < \$5,000 (attach 3 bids) <input type="checkbox"/> \$5,000-\$25,000 (use small works roster) <input type="checkbox"/> >\$25,000 (competitive bids)	
Services / Leases: <input type="checkbox"/> Architectural & Engineering <input type="checkbox"/> Personal Services <input type="checkbox"/> Lease (Personal Property i.e. copier, printer) <input type="checkbox"/> Lease (Real Property) <input type="checkbox"/> Telecomm & Data Processing <input type="checkbox"/> Other Services (Please Describe):	
To be located at: _____	
Exceptions to Bidding (Please provide appropriate documentation): <input type="checkbox"/> Insurance/Bonds <input type="checkbox"/> Emergency Event (Purchases/Public Works) <input type="checkbox"/> Single (Sole) Source Purchase* <input type="checkbox"/> Special Facilities/Market Conditions *Resolution Required	
<input type="checkbox"/> PURCHASE UNDER ANOTHER AGENCY'S CONTRACT ("Piggybacking") Please attach the following: - Copy of Intergovernmental Agreement with other agency - Confirmation that vendor agrees to participation - Documentation that contract was awarded in compliance with bidding law - Documentation that Agency posted bid/solicitation notice on its website or provided access link to the notice	
<input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Franchise <input type="checkbox"/> Annexation <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Appeal <input type="checkbox"/> Inventory Acquisition/Disposal <input type="checkbox"/> Tort Claim <input type="checkbox"/> Call for Bids <input type="checkbox"/> Open Space/Timber Classification <input type="checkbox"/> Post, Advertise and/or Fill Position (attach New Employee Form) <input type="checkbox"/> Other (please describe): _____	
BACKGROUND/SUMMARY (include date of prior workshop and/or action, if applicable): We hold a contract with the Department of Health called Consolidated Contract. At various times in the two year contract funding is added as it comes in from the federal or State government. This amendment adds funds to for portions of 2014, depending on the fiscal year associated with the funding. This was included in our approved 2014 budget	
TOTAL COST/AMOUNT (include sales & use tax):	TOTAL TAX:
TOTAL SHIPPING/HANDLING:	EXPENDITURE FUND #: _____ .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:

**PACIFIC COUNTY HEALTH & HUMAN SERVICES DEPARTMENT
2012 – 2014 CONSOLIDATED CONTRACT**

CONTRACT NUMBER: C16896

AMENDMENT NUMBER: 12

PURPOSE OF CHANGE: To amend this contract between the DEPARTMENT OF HEALTH hereinafter referred to as "DOH", and PACIFIC COUNTY HEALTH & HUMAN SERVICES DEPARTMENT hereinafter referred to as "LHJ", pursuant to the Modifications/Waivers clause, and to make necessary changes within the scope of this contract and any subsequent amendments thereto.

IT IS MUTUALLY AGREED: That the contract is hereby amended as follows:

1. Exhibit A Statements of Work, attached and incorporated by this reference, are amended as follows:

- ☒ Adds Statements of Work for the following programs:
 - Family Planning - Effective January 1, 2014
 - Office of Immunization & Child Profile - Effective January 1, 2014
- ☒ Amends Statements of Work for the following programs:
 - 5930 Public Health Funding - Effective January 1, 2012
 - Maternal & Child Health Block Grant - Effective January 1, 2013
 - Supplemental Nutrition Assistance Program-Education - Effective October 1, 2013
 - WIC Nutrition Program - Effective January 1, 2012
- ☐ Deletes Statements of Work for the following programs:

2. Exhibit B-12 Allocations, attached and incorporated by this reference, amends and replaces Exhibit B-11 Allocations as follows:

- ☒ Increase of \$194,188 for a revised maximum consideration of \$1,324,205.
- ☐ Decrease of _____ for a revised maximum consideration of _____.
- ☐ No change in the maximum consideration of _____.
Exhibit B Allocations are attached only for informational purposes.

3. Exhibit C-6 Schedule of Federal Awards, attached and incorporated by this reference, amends and replaces Exhibit C-5.

Unless designated otherwise herein, the effective date of this amendment is the date of execution.

ALL OTHER TERMS AND CONDITIONS of the original contract and any subsequent amendments remain in full force and effect.

IN WITNESS WHEREOF, the undersigned has affixed his/her signature in execution thereof.

PACIFIC COUNTY HEALTH & HUMAN SERVICES
DEPARTMENT

STATE OF WASHINGTON
DEPARTMENT OF HEALTH

Date

Date

APPROVED AS TO FORM ONLY
Assistant Attorney General



REQUESTED MEETING DATE:

1/14/2014

AGENDA REQUEST FORM

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

Agenda Item #: 18

BOCC ACTION: ☒ APPROVED ☐ DENIED

Initial: mg Date: 1/14/2014

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: _____

☐ CONTINUED TO DATE: _____ TIME: _____

Review: ☐ Clerk of the Board

☐ Risk Management

☐ Legal

☒ OTHER: Please return signed original to Commissioners Office for filing

DISTRIBUTION LIST:

☐ RF

☐ Assessor

☐ DPW

☐ PACCOM

☐ Superior Court

☒ CF

☐ Auditor

☐ EMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☒ Health

☐ Prosecutor

☐ Vegetation Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Coop. Ext.

☐ DCD

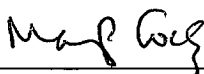
☐ NDC

☐ Sheriff

☐ Other

AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Health	DIVISION (if applicable):
OFFICIAL NAME & TITLE: Mary P. Goelz, Director	PHONE / EXT: 2644
SIGNATURE: 	DATE: 12/30/2013
NARRATIVE OF REQUEST	
<p>Request the Board of Commissioners approve and sign the contract with Grays Harbor County Public Health and Social Services Department for Pacific County Public Health and Human Services Department to carry out agreed workplan related to Community Transformation Grant as lined out by the Attached workplan. This contract will provide \$35,886.00 dollars towards our budget that was not included in the approved 2014 budget and will require a supplemental budget request. The work provided by this contract will be policy work on Tobacco free zones in the workplace and local county parks along with working with one of the north end schools on increasing healthier school lunches to improve healthier eating and on safe routes to school to increase physical activity for our students.</p>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
<p>Approve Interlocal Agreement with Grays Harbor County Health Department and authorize Chair to sign</p>	

Name of Contractor: <u>Grays Harbor County Public Health and Human Services Department</u>	
Name of contract/agreement/grant/amendment (if amendment, provide copy of original document(s)): <u>Contract CTG HC Region--Pacific County</u>	
Contract/Agreement/Grant/Amendment #:	
Indicate type: <input checked="" type="checkbox"/> Intergovernmental/Interagency <input type="checkbox"/> Employment/Special Services Agreement <input type="checkbox"/> Federal Contract <input type="checkbox"/> Memorandum of Understanding/Agreement <input type="checkbox"/> Interoffice/Interdepartmental <input type="checkbox"/> State Contract	
Contractor Type (check all that apply): <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> For-Profit <input type="checkbox"/> Non-Profit <input type="checkbox"/> State <input type="checkbox"/> Federal </div> <div> <input type="checkbox"/> Private Organization/Individual <input checked="" type="checkbox"/> Public Organization/Jurisdiction <input type="checkbox"/> Sub Recipient <input type="checkbox"/> Other </div> </div>	
Please indicate appropriate Tax Identification Number, Uniform Business Identification Number, or Social Security Number on Page 3 of this form.	
TYPE OF REQUEST (Mark all that apply and provide breakdown of bid proposals along with all pertinent documents.):	
Public Works Project (RCW 39.04): <input type="checkbox"/> Limited PW Process (<\$35,000) <input type="checkbox"/> Limited PW Process (<\$40,000) <input type="checkbox"/> Small PW Process (<\$300,000) <input type="checkbox"/> PW Project (>\$300,000)	
Equipment, Materials, & Supplies (RCW 36.32): <input type="checkbox"/> < \$5,000 (attach 3 bids) <input type="checkbox"/> \$5,000-\$25,000 (use small works roster) <input type="checkbox"/> >\$25,000 (competitive bids)	
Services / Leases: <input type="checkbox"/> Architectural & Engineering <input type="checkbox"/> Personal Services <input type="checkbox"/> Lease (Personal Property i.e. copier, printer) <input type="checkbox"/> Lease (Real Property) <input type="checkbox"/> Telecomm & Data Processing <input type="checkbox"/> Other Services (Please Describe):	
To be located at: _____	
Exceptions to Bidding (Please provide appropriate documentation): <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Insurance/Bonds <input type="checkbox"/> Single (Sole) Source Purchase* <small>*Resolution Required</small> </div> <div> <input type="checkbox"/> Emergency Event (Purchases/Public Works) <input type="checkbox"/> Special Facilities/Market Conditions </div> </div>	
<input type="checkbox"/> PURCHASE UNDER ANOTHER AGENCY'S CONTRACT ("Piggybacking") Please attach the following: - Copy of Intergovernmental Agreement with other agency - Confirmation that vendor agrees to participation - Documentation that contract was awarded in compliance with bidding law - Documentation that Agency posted bid/solicitation notice on its website or provided access link to the notice	
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> RFP</div> <div style="width: 50%;"><input type="checkbox"/> RFQ</div> <div style="width: 50%;"><input type="checkbox"/> Franchise</div> <div style="width: 50%;"><input type="checkbox"/> Annexation</div> <div style="width: 50%;"><input type="checkbox"/> Ordinance</div> <div style="width: 50%;"><input type="checkbox"/> Resolution</div> <div style="width: 50%;"><input type="checkbox"/> Appeal</div> <div style="width: 50%;"><input type="checkbox"/> Inventory Acquisition/Disposal</div> <div style="width: 50%;"><input type="checkbox"/> Tort Claim</div> <div style="width: 50%;"><input type="checkbox"/> Call for Bids</div> <div style="width: 50%;"><input type="checkbox"/> Open Space/Timber Classification</div> <div style="width: 50%;"><input type="checkbox"/> Post, Advertise and/or Fill Position (attach New Employee Form)</div> </div> <input checked="" type="checkbox"/> Other (please describe): <u>Contract with GH County</u>	
BACKGROUND/SUMMARY (include date of prior workshop and/or action, if applicable): Pacific County is a part of the five county "HUB" created by the DOH to work on Healthy Communities work in our county. We are a non funded county so recieve funds as availalbe. The funds are used to create systems, policy and environmental change related to decreasing second hand smoke, increasing healthy eating and physical activity. This work will be done by current staffing.	
TOTAL COST/AMOUNT (include sales & use tax): _____ TOTAL TAX: _____	
TOTAL SHIPPING/HANDLING: _____ EXPENDITURE FUND #: <u>118</u> .XXX.XXX.XX.XX	
EXPENDITURE BUDGETED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Will supplemental be required? <input checked="" type="checkbox"/> Yes <input 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: _____	

GRAYS HARBOR COUNTY

Public Health and Social Services Department

CONTRACT CTG HC REGION – Pacific County

Beginning October 1, 2013

Ending: September 30, 2014

Agency: Pacific County Public Health
And Human Services Department
PO Box 26
South Bend WA 98586

County Representative: Joan Brewster

Program Service: This contract Authorizes Pacific and Grays Harbor to cooperatively exercise the powers, privileges and authority described in the contract to carry out the priority health improvement initiatives associated with the CTG and associated Healthy Communities work. Grays Harbor has been designated as the contracted "lead agency" for the HUB and its work.

Contract Amount: \$35,886

CFDA #: 93.283. 93.991

IN CONSIDERATION of the terms, conditions and performances contained in the attached pages, the parties agree that this contract is a complete expression of the terms and no other understandings, oral or otherwise, regarding the subject matter of this agreement shall be deemed to exist.

AGENCY

BOARD OF COMMISSIONERS
GRAYS HARBOR COUNTY

By _____

Chairman

Title _____

Commissioner

Date _____

Commissioner

Date _____

Interlocal Agreement Between
GRAYS HARBOR COUNTY PUBLIC HEALTH AND SOCIAL SERVICES DEPARTMENT
and
PACIFIC COUNTY PUBLIC HEALTH AND HUMAN SERVICES DEPARTMENT

Table of Contents

1. Purpose	2
2. Statement of Work	2
3. Appendices	2
4. Definitions.....	2
5. Funding and Billing.....	4
6. Contract Management.....	4
7. Access to Records	5
8. All Writings Contained Herein	4
9. Assignment	4
10. Assurances	4
11. Confidential Information	5
12. Ethics.....	6
13. Debarment Certification	6
14. Disputes	6
15. Equipment Purchases	6
16. Funding Contingency	7
17. Governing Law and Venue.....	7
18. Independent Capacity.....	7
19. Insurance	7
20. Licensing, Accreditation and Registration	7
21. Maintenance of Records.....	7
22. Modifications/Waivers	7
23. No Third-Party Rights Created	8
24. Nondiscrimination	8
25. Order of Precedence.....	8
26. Ownership of Material/Rights in Data	8
27. Publications.....	8
28. Responsibility for Actions	9
29. Severability	9
30. Subcontracts	9
31. Subrecipient.....	9
32. Survivability.....	9
33. Term.....	9
34. Termination for Convenience	9
35. Termination for Default	10
36. Termination Procedure.....	10
37. Standard Federal Certifications and Assurances	12
38. Assurances -Non-Construction Programs.....	16



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:
1/14/2014

AGENDA REQUEST FORM

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

Agenda Item #: 19

BOCC ACTION: ☒ APPROVED ☐ DENIED

Initial: mg

Date: 1/14/2014

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: _____

Review: ☐ Clerk of the Board

☐ Risk Management

☐ CONTINUED TO DATE: _____

TIME: _____

☐ Legal

☒ OTHER: Please return signed original to Commissioners Office for filing

DISTRIBUTION LIST:

☐ IRF

☐ Assessor

☐ DPW

☐ PACCOM

☐ Superior Court

☒ CF

☐ Auditor

☐ EMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☒ Health

☐ Prosecutor

☐ Vegetation Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Gopp Ext.

☐ DCD

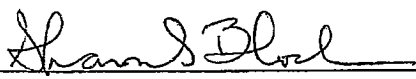
☐ NDC

☐ Sheriff

☐ Other

AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Health	DIVISION (if applicable):
OFFICIAL NAME & TITLE: Sharon Block, Deputy Director	PHONE / EXT: 2636
SIGNATURE: 	DATE: 1/07/2014
NARRATIVE OF REQUEST Request the board approve and sign the Medical Reserve Corp Capacity Building Award Contract # 14-1955. This award to be used for 1) Professional service fees for trainer to prepare and present and "Introduction to ICS" course as part of MRC volunteer orientation 2) To develop "Just in Time" training modules for volunteer education during exercises and emergencies 3) Printing services for brochures/ orientation materials for recruitment 4) Advertising costs for recruitment/event notifications 5) First aid kits to be used by MRC volunteers as part of first aid stations at community events as needed. Total awarded for Dec. 20, 2013 through July 3, 2014 is \$3,500.00 which is not included in the approved 2014 budget and will require a supplemental budget.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board) Approve Medical Reserve Corp Capacity Building Award Contract #14-1955 with National Association of County and City Health Officials and authorize Chair to sign	

Name of Contractor: <u>National Association of County and City Health Officials (NACCHO)</u>	
Name of contract/agreement/grant/amendment (if amendment, provide copy of original document(s)): <u>Medical Reserve Corp Capacity Building Award Contract # 14-1955</u>	
Contract/Agreement/Grant/Amendment #: <u>14-1955</u>	
Indicate type: <input type="checkbox"/> Intergovernmental/Interagency <input type="checkbox"/> Employment/Special Services Agreement <input checked="" type="checkbox"/> Federal Contract <input type="checkbox"/> Memorandum of Understanding/Agreement <input type="checkbox"/> Interoffice/Interdepartmental <input type="checkbox"/> State Contract	
Contractor Type (check all that apply): <input type="checkbox"/> For-Profit <input type="checkbox"/> Private Organization/Individual <input type="checkbox"/> Non-Profit <input type="checkbox"/> Public Organization/Jurisdiction <input type="checkbox"/> State <input type="checkbox"/> Sub Recipient <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Other	
Please indicate appropriate Tax Identification Number, Uniform Business Identification Number, or Social Security Number on Page 3 of this form.	
TYPE OF REQUEST (Mark all that apply and provide breakdown of bid proposals along with all pertinent documents.):	
Public Works Project (RCW 39.04): <input type="checkbox"/> Limited PW Process (<\$35,000) <input type="checkbox"/> Limited PW Process (<\$40,000) <input type="checkbox"/> Small PW Process (<\$300,000) <input type="checkbox"/> PW Project (>\$300,000)	
Equipment, Materials, & Supplies (RCW 36.32): <input type="checkbox"/> < \$5,000 (attach 3 bids) <input type="checkbox"/> \$5,000-\$25,000 (use small works roster) <input type="checkbox"/> >\$25,000 (competitive bids)	
Services / Leases: <input type="checkbox"/> Architectural & Engineering <input type="checkbox"/> Personal Services <input type="checkbox"/> Lease (Personal Property i.e. copier, printer) <input type="checkbox"/> Lease (Real Property) <input type="checkbox"/> Telecomm & Data Processing <input type="checkbox"/> Other Services (Please Describe):	
To be located at: _____	
Exceptions to Bidding (Please provide appropriate documentation): <input type="checkbox"/> Insurance/Bonds <input type="checkbox"/> Emergency Event (Purchases/Public Works) <input type="checkbox"/> Single (Sole) Source Purchase* <input type="checkbox"/> Special Facilities/Market Conditions *Resolution Required	
<input type="checkbox"/> PURCHASE UNDER ANOTHER AGENCY'S CONTRACT ("Piggybacking") Please attach the following: - Copy of Intergovernmental Agreement with other agency - Confirmation that vendor agrees to participation - Documentation that contract was awarded in compliance with bidding law - Documentation that Agency posted bid/solicitation notice on its website or provided access link to the notice	
<input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Franchise <input type="checkbox"/> Annexation <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Appeal <input type="checkbox"/> Inventory Acquisition/Disposal <input type="checkbox"/> Tort Claim <input type="checkbox"/> Call for Bids <input type="checkbox"/> Open Space/Timber Classification <input type="checkbox"/> Post, Advertise and/or Fill Position (attach New Employee Form) <input type="checkbox"/> Other (please describe): _____	
BACKGROUND/SUMMARY (include date of prior workshop and/or action, if applicable): NACCHO received a federal grant to be dispersed to local health jurisdictions in Capacity Building contracts to strengthen efforts to recruit and retain Medical Reserve Corp volunteers as part of our disaster preparedness plan and to supplement staff surge capability during a medical emergency.	
TOTAL COST/AMOUNT (include sales & use tax):	TOTAL TAX:
TOTAL SHIPPING/HANDLING:	EXPENDITURE FUND #: <u>118</u> .XXX.XXX.XX.XX
EXPENDITURE BUDGETED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Will supplemental be required? <input checked="" type="checkbox"/> Yes <input 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: -

National Association of County and City Health Officials

AGREEMENT

**National Association of County and City Health Officials 1100 17th Street, NW, 7th Floor, Washington, DC
20036-4636 (202)783-5550 FAX (202)783-1583**

CONTRACT # MRC 14 -1955

This Agreement is entered into, effective as of the date of the later signature indicated below (the "Effective Date"), by and between the **National Association of County and City Health Officials ("NACCHO")**, with its principal place of business at 1100 17th St., N.W., 7th Floor, Washington, DC 20036, and **County of Pacific ("Organization")**, with its principal place of business at **1216 West Robert Bush Drive South Bend Washington 98586**

WHEREAS, NACCHO has received a grant from the Department of Health and Human Services (Grant # 5 MRCSG101005-04-00, CFDA # 93.008) (the "Grant") to build the capacity of local Medical Reserve Corps ("MRC") units;

WHEREAS, pursuant to the terms of the Grant, NACCHO has agreed, among other things, to provide support to MRC units and to encourage these units to provide certain information to the Office of the Surgeon General's Division of the Civilian Volunteer Medical Reserve Corps ("OSG/DCVMRC");

WHEREAS, Organization either houses or is itself an MRC unit that is registered in good standing with the OSG/DCVMRC;

WHEREAS, pursuant to the terms of the Grant, NACCHO desires to provide funding to Organization in exchange for Organization agreeing, among other things, to undertake the activities indicated in their capacity building application or oversee such activities and to provide certain information to the OSG/DCVMRC.

NOW, THEREFORE, NACCHO and Organization, intending to be legally bound, in consideration of the promises and mutual covenants and obligations contained herein, hereby agree as follows:

1. ORGANIZATION'S OBLIGATIONS: In consideration for the payment described in Section 3, below, Organization agrees, during the Term of this Agreement, to be an MRC Unit in Good Standing by meeting the following criteria below. If Organization houses an MRC Unit, Organization will ensure that the unit is an MRC Unit in Good Standing by meeting the following criteria below.

1. Have 501c(3) or comparable status or be housed in an organization capable of and willing to receive federal funds on its behalf;
2. Monitors and provide updates to the MRC Unit's profile on the MRC web site no less often than once every three months;
3. Provides the OSG/DCVMRC with regular updates of programs and plans;
4. Actively works towards National Incident Management System ("NIMS") compliance;
5. Agrees to participate in MRC Unit Technical Assistance assessments;

6. Utilizes capacity building award funds for approved purposes, and as indicated in their capacity building award application;
7. Maintains Registered status with the OSG/DCVMRC; and
8. Agrees to complete program/event/activity evaluations provided by NACCHO

2. TERM OF AGREEMENT: The term of the Agreement shall be begin on **December 20th, 2013** and shall continue until July 31, 2014 (the "Term").

3. PAYMENT FOR SERVICES: In consideration for the agreements by Organization set forth in Section 1, above, NACCHO shall pay Organization Thirty-five hundred Dollars (\$ 3,500.00). Payment will be made before the expiration of the Term of the Agreement.

4. REVISIONS AND AMENDMENTS: Any revisions or amendments to this Agreement must be made in writing and signed by both parties.

5. ASSIGNMENT: Organization may not assign this Agreement nor delegate any duties herein without the expressed written approval of NACCHO.

6. INTERFERING CONDITIONS: Organization shall promptly and fully notify NACCHO of any condition that interferes with, or threatens to interfere with, the successful carrying out of Organization's duties and responsibilities under this Agreement, or the accomplishment of the purposes thereof. Such notice shall not relieve Organization of said duties and responsibilities under this Agreement.

7. RESOLUTION OF DISPUTES: The parties shall use their best, good faith efforts to cooperatively resolve disputes and problems that arise in connection with this Agreement. Both parties will make a good faith effort to continue without delay to carry out their respective responsibilities under the Agreement while attempting to resolve the dispute under this section. If a dispute arises between the parties that cannot be resolved by direct negotiation, the dispute shall be submitted to a dispute board for a nonbinding determination. Members of the dispute board shall be the Director or Chief Executive Officer of the Organization, the Executive Director of NACCHO, and the Senior Staff of NACCHO responsible for this Agreement. The costs of the dispute board shall be paid by the Organization and NACCHO in relation to the actual costs incurred by each of the parties. The dispute board shall timely review the facts, Agreement terms and applicable law and rules, and make its determination. If such efforts fail to resolve the differences, the disputes will be submitted to arbitration in the District of Columbia before a single arbitrator in accordance with the then-current rules of the American Arbitration Association. The arbitration award shall be final and binding upon the parties and judgment may be entered in any court of competent jurisdiction.

8. ENTIRE AGREEMENT: This Agreement contains all agreements, representations, and understandings of the parties and supersedes and replaces any and all previous understandings, commitments, or agreements, oral or written.

9. PARTIAL INVALIDITY: If any part, term, or provision of this Agreement shall be held void, illegal, unenforceable, or in conflict with any law, that part, term or provision shall be restated to effectuate the parties' intentions, and the validity of the remaining portions or provisions shall not be affected.

10. GOVERNING LAW: This Agreement shall be governed by and construed in accordance with the laws of the District of Columbia (without regard to its conflict of law rules).

11. COMPLIANCE WITH FEDERAL LAWS AND REGULATIONS: Organization's use of funds under this Agreement is subject to the directives of and full compliance with 45 C.F.R. Part 74 (Uniform Administrative Requirements for Awards and Subawards to Institutions of Higher Education, Hospitals, Other Non-Profit Organizations, and Commercial Organizations) and OMB Circular A-110 (Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations). It is the Organization's responsibility to understand and comply with all requirements set forth therein.

12. DEBARRED OR SUSPENDED ORGANIZATIONS: Pursuant to OMB Circular A-110, Organization certifies to the best of its knowledge that it is not presently and will execute no subcontract with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension."

13. AUDITING: Organization agrees to permit independent auditors to have access to its books, records and financial statements for the purpose of monitoring compliance with this contract.

14. NOTICE: All notices under this Agreement shall be in writing and shall be sent via facsimile and first class mail, postage prepaid, to the addresses below. Either party may update its address by providing written notice to the other party pursuant to the terms of this provision.

TO NACCHO:

National Association of County and City Health Officials

Attn: Moira Tsanga

1100 17th Street, N.W., 7th Floor

Washington, DC 20036

Tel. (202) 507-4272

Fax (202) 783-1583

Email: mtsanga@naccho.org

TO ORGANIZATION:

County of Pacific

Lisa Ayers

Chair of Board of Commissioners

1216 West Robert Bush Drive

South Bend Washington 98586

3608759337

National Association of County and City Health Officials

AGREEMENT

**National Association of County and City Health Officials 1100 17th Street, NW, 7th Floor, Washington, DC
20036-4636 (202)783-5550 FAX (202)783-1583**

15. AUTHORITY TO BIND PARTY: Each party hereby represents and warrants that the person signing this Agreement on its behalf as the authority to bind such party.

NACCHO:

Authorized Signature:

By: _____

Name: Dawn P. Richardson, JD, MA

Title: Senior Director of Grants and Contracts

Organization: National Association of County and City Health
Officials

Address: 1100 17th Street, NW

7th Floor

Washington, DC 20036

Phone: 202-507-4264

Fax: 202-783-1583

EIN: 52-1426663

Date: _____

ORGANIZATION:

Authorized Signature:

By: _____

Name: Lisa Ayers

Title: Chair of Board of Commissioners

Organization: **County of Pacific**

Address: 1216 West Robert Bush Drive

South Bend, Washington 98586

Phone: 3608759337

Fax: 3608759335

EIN: 916001356

Date: _____

National Association of County and City Health Officials

AGREEMENT

**National Association of County and City Health Officials 1100 17th Street, NW, 7th Floor, Washington, DC
20036-4636 (202)783-5550 FAX (202)783-1583**

CERTIFICATION OF NON-DEBARMENT OR SUSPENSION

By my signature I attest that County of Pacific has not been debarred or suspended pursuant to OMB Circular A-110 and will not subcontract with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689 "Debarment and Suspension."

Signature of Authorized Certifying Official	Title
Organization	Date Signed



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:
12/30/2013

AGENDA REQUEST FORM

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

BOCC ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		Agenda Item #: <u>20</u>
<input type="checkbox"/> SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS		Initial: _____ Date: _____
<input type="checkbox"/> NO ACTION TAKEN/WITHDRAWN	<input checked="" type="checkbox"/> DEFERRED TO: <u>1/14/2014</u>	Review: <input type="checkbox"/> Clerk of the Board
<input type="checkbox"/> CONTINUED TO DATE: _____	TIME: <u>1/28/2014</u>	<input type="checkbox"/> Risk Management
<input type="checkbox"/> OTHER: _____		<input type="checkbox"/> Legal
DISTRIBUTION LIST:		
<input type="checkbox"/> RF	<input type="checkbox"/> Assessor	<input type="checkbox"/> DPW
<input type="checkbox"/> CF	<input type="checkbox"/> Auditor	<input type="checkbox"/> EMA
<input type="checkbox"/> SEA	<input type="checkbox"/> Clerk	<input type="checkbox"/> Health
	<input type="checkbox"/> Civil Service	<input type="checkbox"/> Juvenile
	<input type="checkbox"/> DCD	<input type="checkbox"/> NDC
		<input type="checkbox"/> PACCOM
		<input type="checkbox"/> PC Fair
		<input type="checkbox"/> Prosecutor
		<input type="checkbox"/> SDC
		<input type="checkbox"/> Sheriff
		<input type="checkbox"/> Superior Court
		<input type="checkbox"/> Treasurer
		<input type="checkbox"/> Vegetation Mgmt
		<input type="checkbox"/> WSU Coop. Ext.
		<input type="checkbox"/> Other

AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: <u>Treasurer</u>	DIVISION (if applicable): _____
OFFICIAL NAME & TITLE: <u>Pacific County Treasurer</u>	PHONE / EXT: <u>Ext. 3420</u>
SIGNATURE: <u>Renee Woodin</u>	DATE: <u>Dec. 26, 2013</u>
NARRATIVE OF REQUEST <u>Request for the write-off of old property taxes.</u>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board) <u>Authorize Treasurer to "write off" taxes deemed noncollectible</u>	



COUNTY OF PACIFIC

Treasurer's Office

300 Memorial Drive, P.O. Box 98, South Bend, WA 98586

Willapa Harbor Area
(360) 875-9421
FAX 875-9402

Peninsula Area
(360) 642-9421
FAX 642-9402

Naselle
(360) 484-7421
FAX 484-7402

North Cove/Tokeland
(360) 267-8421
FAX 267-8402

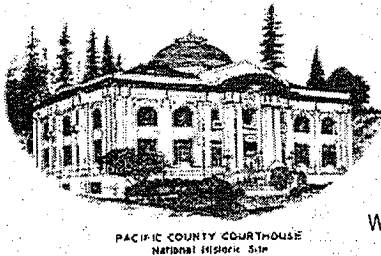
TDD
(360) 875-9400

DATE: December 26, 2013
TO: Board of County Commissioners
FROM: Renee Goodin, Pacific County Treasurer
RE: Tax Write-Off Request

MEMORANDUM

Please accept this request for the write-off of property taxes as shown on the attached spreadsheet. The reasons are various as stated on the spreadsheet. As always due diligence has been performed to assure that the county is limited to their losses.

Thank you for your consideration.



COUNTY OF PACIFIC

Treasurer's Office

300 Memorial Drive, P.O. Box 98, South Bend, WA

Willapa Harbor Area
(360) 875-9421
FAX 875-9402

Peninsula Area
(360) 642-9421
FAX 642-9402

Naselle
(360) 484-7421
FAX 484-7402

North Cove/Tokeland
(360) 267-8421
FAX 267-8402

TDD
(360) 875-9400

DATE : January 8, 2014

TO: Pacific County Commissioners

FROM: Pacific County Treasurer

RE: Cancellation of Taxes

The Pacific County Treasurer's Office respectfully requests approval to cancel taxes for the following years and amounts:

2000	\$4,698.69
2001	\$6,063.51
2002	\$5,255.52
2003	\$6,490.65
2004	\$8,078.41
2005	\$9,359.32
2006	\$10,233.25
2007	\$9,668.15
2008	\$11,303.88
2009	\$5,623.60
2010	\$38,138.79
2011	\$402.68
2012	\$378.88
2013	\$41.63

TOTAL \$115,736.96

These tax years have been through the foreclosure process and the taxes left on the rolls are deemed to be noncollectable. We feel it would better serve the county at this time to remove the taxes then use limited monetary resources towards collection. As always due diligence has been performed to assure that the county is limited to their losses.

Real Property contaminated gas stations make up 39%, three personal property logging equipment accounts make up 37% and 24% of the cancellations are the remaining personal property accounts.

Thank you for your consideration.

2014 WRITE OFFS

Building on Leased Land-Personal Property

Parcel #	Owner Name	Delinquent Years	Reason	Amount Written Off
81704050000	SANSOM, ROSEMARY & RAY JR	2001-2008	USE IN MAJOR DISREPAIR. THERE IS NO SEP	2,101.10
			7/24/06 BN REDUCED TO \$0 FOR 2004-2007 TAXES. BOE HAD REDUCED VALUE TO \$0 2004-2006	308.85
81721050000	BAY CENTER MARICULTURE CO.	2003		1,019.19
81692050000	JONES, R A	2007-2008		
SUBTOTAL				3,429.14

Real Property

Parcel #	Owner Name	Delinquent Years	Reason	Amount Written Off
14083011012	TURNER & SON INC.	2000-2008	GAS STATION - CONTAMINATED PROP.	2,190.89
14083011015	TURNER & SON INC.	2001-2008	GAS STATION - CONTAMINATED PROP.	2,604.22
71019017001	TURNER & SON INC.	2004	GAS STATION - CONTAMINATED PROP.	1,152.37
73011001001	HILL, STANLEY R & MARY/TR	2004-2008	GAS STATION - CONTAMINATED PROP.	11,365.84
73011001006	HILL, STANLEY R & MARY/TR	2000-2008	GAS STATION - CONTAMINATED PROP.	23,901.27
73026062005	NEFF, ERVIN J	2000-2001	GAS STATION - CONTAMINATED PROP.	3,352.50
SUBTOTAL				44,567.09

Mobile Homes-Personal Property

Parcel #	Owner Name	Delinquent Years	Reason	Amount Written Off
80061060000	GRANADOS, JESUS & MARIA G	2002-2006	MOBILE GONE SINCE 2007	158.00
80066060000	PRICE, CHARLES	2000-2013	MOBILE GONE	594.99
80098060000	ELLIS, FRANK	2002-2007	MOBILE GONE	116.00
80133060000	WARRENTON MARINE SERVICE	2002	MOBILE GONE	11.15
80372060000	TUTTLE, MARION	2002	MOBILE GONE	33.86
80309060000	MC CARLEY, TONYA L	2005-2013	MOBILE GONE	191.65
			7/30/09 GREG ANDERSON HAS TAKEN THIS OVER & IS SUPPOSE TO PAY; HASN'T TRANSFERRED TITLE	
80003060000	ANDERSON, JILL	2003-2008		329.32

2014 WRITE OFFS

80176060000	HUTCHINSON, LEON	2008		28.73
80187062000	WALKER, BRYANT	2006-2008		337.08
80197061000	KELLY, VIOLA A	2007-2008		212.54
80212060000	FISHER, JENNIFER	2003-2008		255.39
80215060000	CARR, MAYRENE A	2002-2008		903.95
80229060000	HARDISTY, GARY A	2008		132.15
80230060000	ATKINSON, LEROY	2006-2008		130.89
80281060000	GILBERT, LINDA & SPARKS	2003-2008		83.73
80339060000	TMF ENTERPRISES	2003-2008		157.22
80342060000	CROCKETT, A CHARLOTTE	2007-2008		37.44
80401062000	EWING, DAVID A	2008		31.56
80404060000	ELDRIDGE, MICKIE	2005-2008		81.02
83768060000	BRUNDAGE, RAYMOND & DARCI	2007-2008		52.42
84585060000	PINE, GLENDA & HUIZENG, A	2007-2008	LIEN DATED 2/25/2006	944.84
85045060000	DANIELL, ROBERT & SUSAN	2003-2008		117.32
85047060000	DANIELL, ROBERT & SUSAN	2003-2008		117.32
85048060000	SMITH, MICHAEL	2003-2008		496.16
85049060000	HEWARD, STAN	2004-2008		399.42
85052060000	ROANE, LARRY	2003-2009		198.79
85056060000	BROWN, ROSALIE	2008		17.94
85057060000	DANIELL, ROBERT & SUSAN	2003-2013	MOBILE HOME IS GONE	135.13
85058060000	MONDRAGON, HILDA	2008		70.56
85059060000	CHILDERS, GRANT & APRIL	2007-2008		638.97
85068060000	HERNANDEZ, ALICIA	2007-2008		92.52
85299060000	ERLBECK, PATRICIA	2009	4/28/2010 BN MOBILE HOME WAS DESTROYED 4/19/2010.	44.89
85661060000	CRIMI, MARTHA	2005-2006	MOBILE MOVED 4/26/2005	487.13
85682060000	MC GINNIS, DALE	2003-2006	PARK MOBILE HOME GONE WHEN CHECKED ON 2006 CYCLE	596.09
85814060000	NESBITT, JEFF	2004-2006	10/10/2007 DESTROYED PROPERTY 5/06. REMOVED FROM 2007 TAXROLL	585.50
85854060000	AGUILAR, JORGE	2008		29.77
SUBTOTAL				8,851.44

2014 WRITE OFFS

Business-Personal Property

Parcel #	Owner Name	Delinquent Years	Reason	Amount Written Off
80557010000	BLUE HERON FISH HOUSE	2008		217.74
80581010000	C & J LOGGING INC.	2008	NO LONGER IN BUSINESS	1,521.42
80590010000	CEDAR TAVERN	2005	NO LONGER IN BUSINESS	166.60
80753010000	HUCKLEBERRY HOUSE	2007	NO TAX SINCE 2007	27.72
80814010000	LONG BEACH KITES	2006-2010	NO TAX SINCE 2010	204.91
80968010000	RAM LANDSCAPING, INC.	2000-2008	LIEN DATED 7/29/2003	1,812.64
81135010000	ARK RESTAURANT INC., THE	2006-2008		747.50
81219010000	VIDEO DEN	2005-2006	NO TAX SINCE 2006	1,968.45
81393020000	KAECH, WILLIAM	2004-2005	NO TAX SINCE 2005	25.96
83815010000	ACE TOWING ENTERPRISES INC.	2007-2008	IN BANKRUPTCY	238.15
84134010000	NORTH END AUTO PARTS INC.	2007-2009	NO TAX SINCE 2009	42.13
84135010000	OCEAN KITES	2006-2007	NO TAX SINCE 2007	193.57
84534010000	LODESTONE CONSTRUCTION INC.	2003-2008	LIEN DATED 12/14/2004	2,931.40
84823010000	T N T	2005	NO TAX SINCE 2005	128.52
84856010000	WESTERN COASTAL MORTGAGE	2007-2009	BUSINESS CLOSED AS OF 12/31/2007	193.93
85143010000	BAY AVENUE GROCERY	2005	NO TAX SINCE 2005	27.11
85146010000	MIKLOS CONSTRUCTION	2007	NO TAX SINCE 2007	29.49
85311010000	DEVOTION TO MOTION KITES	2003	NO TAX SINCE 2003	30.32
85361010000	MAX'S BAR & GRILL	2005	NO TAX SINCE 2005	464.12
			MOVED LOGGING EQUIPMENT TO ALASKA; THEN EQUIPMENT WAS REPO.; OWNER CAN'T PAY TAX	9,077.66
85519010000	J C PROCESSORS INC.	2009-2010		
85550010000	ANYBODY'S FITNESS CENTER	2007-2010	NO TAX SINCE 2010	370.82
85597010000	CAPTAINS CUP, THE	2003	NO TAX SINCE 2003	165.93
85608010000	GREEN ANGEL GARDENING LLC	2009-2011	NO TAX SINCE 2011	110.15
85609010000	GREEN ANGEL GARDENING LLC	2010-2011	NO TAX SINCE 2011	43.63
85740010000	BIG D CUTTING INC.	2008	NO TAX SINCE 2008	181.40
85879010000	HAMPTON HOMES	2005-2006	NO TAX SINCE 2006	198.00
85951010000	RUEF, W A COMPANY	2006-2008		447.09
86022010000	SEYMOURS PIZZA POND	2007	NO TAX SINCE 2007	57.66
86134010000	SURFER SANS LLC	2009-2012	NO TAX SINCE 2012	601.26
86167010000	AUSTIN GUTTERS	2009-2010	NO TAX SINCE 2010	448.21

2014 WRITE OFFS

86168010000	C 3 DESIGN CENTER LLC	2009-2010	NO TAX SINCE 2010	810.60
86172010000	JACKSON TIMBER ENT INC/	2009-2010	LOGGING EQUIPMENT MOVED OUT OF COUNTY; CHANGED NAME	32,271.75
86181010000	COMFORT HEATING SYSTEMS I	2009-2012	NO TAX SINCE 2012	229.35
86187010000	COOPER & COOPER INC.	2009	NO TAX SINCE 2009	117.73
86202010000	BEN'S WORKS, INC	2009-2012	NO TAX SINCE 2012	300.80
SUBTOTAL				56,403.72

Chautauqua Lodge

Parcel #	Owner Name	Delinquent Years	Reason	Amount Written Off
81607030000	WEBER, JOHN H JR ET UX	2008		281.50
81653030000	MC ATEE, RONALD L	2006-2008		1,020.13
SUBTOTAL				1,301.63

Safari

Parcel #	Owner Name	Delinquent Years	Reason	Amount Written Off
84960040000	WOODS, JASON & KRYISS, WI	2006-2008		214.57
85013041000	ROBISON, LESLIE D	2006-2008		969.37
SUBTOTAL				1,183.94
OVERALL TOTAL				115,736.96



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:

1/14/2014

AGENDA REQUEST FORM

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

Agenda Item #: 21

BOCC ACTION: ☒ APPROVED ☐ DENIED

Initial: mg Date: 1/14/2014

☒ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: _____

Review: ☐ Clerk of the Board

☐ Risk Management

☐ Legal

☐ CONTINUED TO DATE: _____

TIME: _____

☐ OTHER: _____

DISTRIBUTION LIST:

☐ RF

☐ Assessor

☐ DPW

☐ PACCOM

☐ Superior Court

☐ CF

☒ Auditor

☐ EMA

☐ PC Fair

☒ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Vegetation Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Coop. Ext.

☐ DCD

☐ NDC

☐ Sheriff

☐ 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 TREASURER

DIVISION (if applicable):

OFFICIAL NAME & TITLE: RENEE GOODIN, PACIFIC COUNTY TREASURER

PHONE / EXT: 875-9421 EXT 3420

SIGNATURE: *Renee Goodin*

DATE: JANUARY 7, 2014

NARRATIVE OF REQUEST

I'm requesting that the Pacific County Board of Commissioners appoint Shelly Flemetis to the new position, in the Pacific County Treasurer's Office, as the Chief Treasury/Investment Officer, Grade 16, Step 6 effective January 1, 2014.

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

Approve the appointment of Shelly Flemetis to the Chief Treasury/Investment Officer position, Grade 16 Step 6, effective January 1, 2014



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:

01/14/2014

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 checked="" type="checkbox"/> SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS		Initial: <u>mg</u> Date: <u>1/14/2014</u>
<input type="checkbox"/> NO ACTION TAKEN/WITHDRAWN	<input type="checkbox"/> DEFERRED TO: _____	Review: <input type="checkbox"/> Clerk of the Board
<input type="checkbox"/> CONTINUED TO DATE: _____	TIME: _____	<input type="checkbox"/> Risk Management
<input type="checkbox"/> OTHER: _____		<input type="checkbox"/> Legal
DISTRIBUTION LIST:		
<input type="checkbox"/> RF	<input type="checkbox"/> Assessor	<input type="checkbox"/> DPW
<input type="checkbox"/> CF	<input checked="" type="checkbox"/> Auditor	<input type="checkbox"/> EMA
<input type="checkbox"/> SEA	<input type="checkbox"/> Clerk	<input type="checkbox"/> Health
	<input type="checkbox"/> Civil Service	<input type="checkbox"/> Juvenile
	<input type="checkbox"/> DCD	<input type="checkbox"/> NDC
	<input type="checkbox"/> PACCOM	<input type="checkbox"/> PC Fair
	<input type="checkbox"/> Prosecutor	<input type="checkbox"/> SDC
	<input type="checkbox"/> Sheriff	<input checked="" type="checkbox"/> Other <u>367C</u>
	<input type="checkbox"/> Superior Court	<input type="checkbox"/> Treasurer
	<input type="checkbox"/> Vegetation Mgmt	<input type="checkbox"/> WSU Coop. Ext.

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: 360-875-9311
SIGNATURE: <i>Pat M Gardner</i>	DATE: 01/08/2014
NARRATIVE OF REQUEST	
Requesting permission to hire Alex Millican for the vacant 1 FTE position in the South Bend office at a 7,3 for 6 months then increased to a 9,1. This position is budgeted at a .70 and Bruce graciously has given the additional .30 FTE which will need to be supplemented. Joyce Kidd who previously was approved for this position has decided to stay in the beach office.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
Approve the appointment of Alex Millican to the vacant Administrative Assistant I position, 1.0 FTE Grade 7 Step 3, effective _____, subject to adequate budget appropriations	



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:

01/14/2014

AGENDA REQUEST FORM

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

BOCC ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		Agenda Item #: <u>23</u>
<input type="checkbox"/> SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS		Initial: _____ Date: _____
<input type="checkbox"/> NO ACTION TAKEN/WITHDRAWN	<input checked="" type="checkbox"/> DEFERRED TO: <u>Workshop</u>	Review: <input type="checkbox"/> Clerk of the Board
<input type="checkbox"/> CONTINUED TO DATE: _____	TIME: _____	<input type="checkbox"/> Risk Management
<input type="checkbox"/> OTHER: _____		<input type="checkbox"/> Legal
DISTRIBUTION LIST:		
<input type="checkbox"/> RF	<input type="checkbox"/> Assessor	<input type="checkbox"/> DPW
<input type="checkbox"/> CF	<input type="checkbox"/> Auditor	<input type="checkbox"/> EMA
<input type="checkbox"/> SEA	<input type="checkbox"/> Clerk	<input type="checkbox"/> Health
	<input type="checkbox"/> Civil Service	<input type="checkbox"/> Juvenile
	<input type="checkbox"/> DCD	<input type="checkbox"/> NDC
	<input type="checkbox"/> PACCOM	<input type="checkbox"/> PC Fair
	<input type="checkbox"/> Prosecutor	<input type="checkbox"/> SDC
	<input type="checkbox"/> Sheriff	<input type="checkbox"/> Superior Court
		<input type="checkbox"/> Treasurer
		<input type="checkbox"/> Vegetation Mgmt
		<input type="checkbox"/> WSU Coop. Ext.
		<input type="checkbox"/> Other

AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Auditor	DIVISION (if applicable):
OFFICIAL NAME & TITLE: Pat Gardner Auditor	PHONE / EXT: 360-875-3313
SIGNATURE:	DATE: 01/08/2014
NARRATIVE OF REQUEST	
<p>Andy has informed us that the current microfilm reader we have needs to be replaced the computer attached to it is running windows xp and cannot be upgraded because of the attached reader. I have received a quote for a replacement that would allow us to use the reader plus scan the current microfilm into pdf to get rid of the microfilm all together after time. As this would be considered archiving I am requesting to use the \$5,000 the commissioners have budgeted in current expense to purchase this reader the remainder would come out of the O&M as well as the ongoing maintenance, please see the attached quote, the additional amount of \$6578 would need to be supplemented from fund balance. If we do not upgrade the reader the computer in the vault will be taken off the network and the public/title companies will not be able to access the recording system from the vault.</p>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
<p>Adopt Resolution 2014-001 recognizing and authorizing the purchase of ST View II w/ Universal Carrier from Technology Unlimited in the amount of \$11,577.72, subject to adequate budget appropriations and further authorize contribution in the amount of \$_____ from Fund 001.0**/Document Preservation</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 \$11,577.72 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

ATTEST:

Commissioner

Clerk of the Board

Commissioner

January 7, 2014



ST ViewScan II

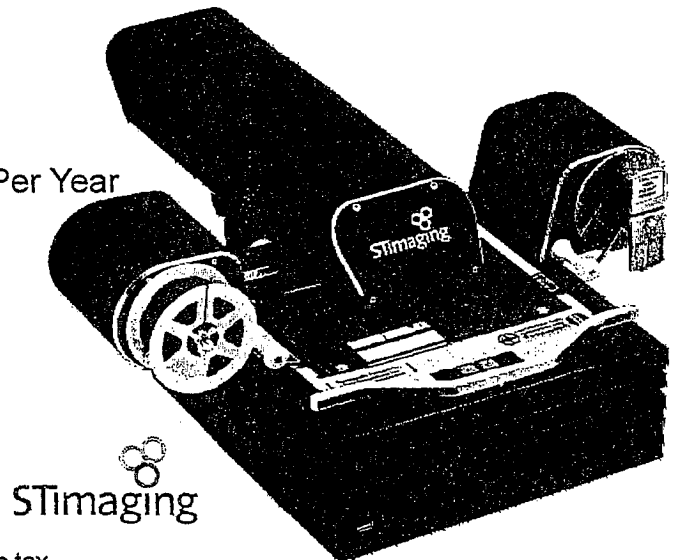
<u>Equipment Description</u>	<u>Price</u>
ST ViewScan II w/ Universal Carrier	\$9,990.00
Delivery Installation and Training	\$ 0.00
One Year Maintenance Agreement	\$ 750.00
Total	\$10,740.00
or Monthly Rental	\$ 310.00
<i>-Minimum Term 24 Months</i>	
<i>-Includes Maintenance Agreement</i>	

Options

ST Cruise Control (For Film Conversion)	\$2,790.00
Two Year Maintenance Agreement	\$1,400.00
Three Year Maintenance Agreement	\$1,900.00
Type "M" Cartridge Adapter (For film in sealed plastic box)	\$ 750.00

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.

+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



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:

December 18, 2013

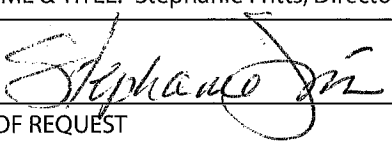
AGENDA REQUEST FORM

[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>24</u>
<input checked="" type="checkbox"/> SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS		Initial: <u>mg</u> Date: <u>1/14/2014</u>
<input type="checkbox"/> NO ACTION TAKEN/WITHDRAWN	<input type="checkbox"/> DEFERRED TO: _____	Review: <input type="checkbox"/> Clerk of the Board
<input type="checkbox"/> CONTINUED TO DATE: _____	TIME: _____	<input type="checkbox"/> Risk Management
<input type="checkbox"/> OTHER: _____		<input type="checkbox"/> Legal
DISTRIBUTION LIST:		
<input type="checkbox"/> RF	<input type="checkbox"/> Assessor	<input type="checkbox"/> DPW
<input type="checkbox"/> CF	<input checked="" type="checkbox"/> Auditor	<input checked="" type="checkbox"/> PACCOM
<input type="checkbox"/> SEA	<input type="checkbox"/> Clerk	<input type="checkbox"/> PC Fair
	<input type="checkbox"/> Civil Service	<input type="checkbox"/> Prosecutor
	<input type="checkbox"/> DCD	<input type="checkbox"/> SDC
	<input type="checkbox"/> NDC	<input type="checkbox"/> Sheriff
		<input type="checkbox"/> Superior Court
		<input type="checkbox"/> Treasurer
		<input type="checkbox"/> Vegetation Mgmt
		<input type="checkbox"/> WSU Coop. Ext.
		<input type="checkbox"/> Other

AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Pacific County Sheriff's Office	DIVISION (if applicable): Communications Division
OFFICIAL NAME & TITLE: Stephanie Fritts, Director	PHONE / EXT: 3340
SIGNATURE: 	DATE: December 17, 2013
NARRATIVE OF REQUEST	
Request to confirm the hiring of Karl Johnson to the position of Telecommunicator, effective January 5, 2014.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
Confirm the appointment of Karl Johnson to Telecommunicator, Step 1, effective January 5, 2014, subject to adequate budget appropriations	



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:

January 14, 2014

AGENDA REQUEST FORM

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

BOCC ACTION:

☒ APPROVED

☐ DENIED

Agenda Item #

Initial: mg

Date: 1/14/2014

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: _____

☐ CONTINUED TO DATE: _____

TIME: _____

Review: ☐ Clerk of the Board

☐ Risk Management

☐ Legal

☐ OTHER: _____

DISTRIBUTION LIST

☐ RF

☐ Assessor

☐ DPW

☒ PACCOM

☐ Superior Court

☐ CF

☐ Auditor

☐ EMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Vegetation Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Coop. Ext.

☐ DCD


☐ NDC

☐ Sheriff

☐ 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): Communications Division
OFFICIAL NAME & TITLE: Stephanie Fritts, Director	PHONE / EXT: 3340
SIGNATURE: 	DATE: January 7, 2014
NARRATIVE OF REQUEST	
<p>Request permission to publish a Request for Proposal for a Distributed and Redundant VoIP Emergency Dispatch Radio Console System. A RFP is proposed over a bid process as a RFP provides additional information regarding the project and potential provider. Other requested information will include basic corporate information and history, financial information, and technical capability as the project could be completed by varying technical means.</p>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
<p>Approve the issuance of Request for Proposal for Distributed and Redundant VoIP Emergency Dispatch Radio Control System</p>	

Pacific County
Request for Proposals
for a
Distributed and Redundant
VoIP Emergency Dispatch Radio
Console System

PROPOSAL DESCRIPTION:

PACIFIC COUNTY

Distributed and Redundant VoIP Emergency Dispatch Radio Console System

RFP RELEASE DATE: January 13, 2014

OPTIONAL PRE-PROPOSAL CONFERENCE DATE/TIME: February 14, 2014

RFP DUE DATE/TIME: March 7, 2014, 3:00 p.m.

Contents

SECTION ONE – Overview	25
<u>Background</u>	25
<u>The Public Safety Building (primary PSAP)</u>	25
<u>Current Radio Console System and Workstations</u>	25
<u>Needs of PACCOM</u>	26
<u>Project Objectives</u>	26
SECTION TWO – Proposal instructions	27
<u>General Conditions</u>	27
<u>Proposal Content</u>	30
<u>Selection Criteria</u>	33
SECTION THREE– General Vendor Information	35
<u>Acceptance Testing</u>	35
<u>Periodic Progress Payments</u>	35
<u>RFP Questions</u>	36
<u>Right to Partial Award</u>	38
SECTION FOUR – Appendices	1
<u>APPENDIX A - PROPOSAL SUBMITTAL SHEET</u>	1
<u>Appendix A: Diagram A.1</u>	8
<u>Appendix A: Diagram A.2</u>	9
<u>APPENDIX B - COMPANY PROFILE</u>	1
<u>APPENDIX C - PURCHASE CONTRACT SAMPLE</u>	1
<u>APPENDIX D – NON COLLUSION AFFIDAVIT</u>	1
<u>APPENDIX E – Preferred System Elements</u>	1
<u>Scope</u>	1
<u>System Capacity</u>	1
<u>System Architecture and Equipment</u>	1
<u>Console Positions</u>	1

<u>Hardware IP Media Processor</u>	2
<u>The software IP media processor</u>	3
<u>Hardware Console Peripherals</u>	4
<u>Software Console Peripherals</u>	4
<u>System Gateway</u>	5
<u>Conventional Radio Endpoints</u>	6
<u>Native IP Endpoints</u>	6
<u>Auxiliary I/O Endpoints</u>	7
<u>Legacy Console Migration</u>	7
<u>System Capabilities</u>	8
<u>Conventional Radio Integration</u>	9
<u>Advanced Radio Integration</u>	10
<u>Dial-Up Radio Integration</u>	11
<u>Default Transmit Group</u>	11
<u>Redundant Endpoints</u>	11
<u>CAD Integration</u>	11
<u>Centralized Administration</u>	11
<u>Logging/Archival Recorder Interfaces</u>	12
<u>Diagnostics</u>	13
<u>SNMP Alarms</u>	13
<u>Network Configuration and VoIP Quality of Service (QOS)</u>	13
<u>Instant Recall Recording (IRR)</u>	14
<u>Intercom</u>	14
<u>WAN Deployment</u>	15
<u>Software Deployment</u>	15
<u>Auxiliary Input / Output Control</u>	15
<u>Encryption</u>	15
<u>NENA 911 Headset</u>	15
<u>Console Monitoring</u>	16

<u>Tone and Voice Paging</u> (see Table E.1)	16
<u>Time Synchronization</u>	18
<u>External Voter Comparators</u>	18
<u>Console GUI Controls</u>	18
<u>Training and Installation Assistance</u>	25
<u>Installation Supervision</u>	25



Board of Pacific County Commissioners
P O Box 187 * 1216 W Robert Bush Dr * South Bend, WA 98586
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BOH/BOCC meet 2nd and
4th Tuesday of each month,
beginning at 9 a.m.

REQUESTED MEETING DATE:

December 18, 2013

AGENDA REQUEST FORM

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

Agenda Item #: 26

BOCC ACTION: ☒ APPROVED ☐ DENIED

Initial: mg Date: 1/14/2014

☒ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☒ DEFERRED TO: ~~XXXXXXX~~ 1/14/2014
12/30/2013

Review: ☐ Clerk of the Board

☐ Risk Management

☐ Legal

☐ CONTINUED TO DATE: TIME:

☒ OTHER: Please return signed original contract to our office for filing

DISTRIBUTION LIST:

☐ RF

☐ Assessor

☐ DPW

☐ PACCOM

☒ Superior Court

☒ CF

☐ Auditor

☐ EMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Vegetation Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Coop. Ext.

☐ DCD

☐ NDC

☐ Sheriff

☐ 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: Superior Court

DIVISION (if applicable):

OFFICIAL NAME & TITLE: Michael J. Sullivan, Superior Court Judge

PHONE / EXT: Ext. 2300

SIGNATURE:

DATE: 12/12/13

NARRATIVE OF REQUEST

Attached is the Contract for Interpreter Services for BOCC approval.

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

Approve Contract for Interpreter Services with Pete Hinton, subject to adequate budget appropriations

Name of Contractor: <u>Pete Hinton</u>	
Name of contract/agreement/grant/amendment (if amendment, provide copy of original document(s)): <u>Contract for Interpreter Services</u>	
Contract/Agreement/Grant/Amendment #:	
Indicate type: <input type="checkbox"/> Intergovernmental/Interagency <input type="checkbox"/> Employment/Special Services Agreement <input type="checkbox"/> Federal Contract <input type="checkbox"/> Memorandum of Understanding/Agreement <input type="checkbox"/> Interoffice/Interdepartmental <input type="checkbox"/> State Contract	
Contractor Type (check all that apply): <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> For-Profit <input type="checkbox"/> Non-Profit <input type="checkbox"/> State <input type="checkbox"/> Federal </div> <div> <input checked="" type="checkbox"/> Private Organization/Individual <input type="checkbox"/> Public Organization/Jurisdiction <input type="checkbox"/> Sub Recipient <input type="checkbox"/> Other </div> </div>	
Please Indicate appropriate Tax Identification Number, Uniform Business Identification Number, or Social Security Number on Page 3 of this form.	
TYPE OF REQUEST (Mark all that apply and provide breakdown of bid proposals along with all pertinent documents.):	
Public Works Project (RCW 39.04): <input type="checkbox"/> Limited PW Process (<\$35,000) <input type="checkbox"/> Limited PW Process (<\$40,000) <input type="checkbox"/> Small PW Process (<\$300,000) <input type="checkbox"/> PW Project (>\$300,000)	
Equipment, Materials, & Supplies (RCW 36.32): <input type="checkbox"/> < \$5,000 (attach 3 bids) <input type="checkbox"/> \$5,000-\$25,000 (use small works roster) <input type="checkbox"/> >\$25,000 (competitive bids)	
Services / Leases: <input type="checkbox"/> Architectural & Engineering <input type="checkbox"/> Personal Services <input type="checkbox"/> Lease (Personal Property i.e. copier, printer) <input type="checkbox"/> Lease (Real Property) <input type="checkbox"/> Telecomm & Data Processing <input type="checkbox"/> Other Services (Please Describe):	
To be located at: _____	
Exceptions to Bidding (Please provide appropriate documentation): <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Insurance/Bonds <input type="checkbox"/> Single (Sole) Source Purchase* </div> <div> <input type="checkbox"/> Emergency Event (Purchases/Public Works) <input type="checkbox"/> Special Facilities/Market Conditions </div> </div> <p style="text-align: center;">*Resolution Required</p>	
<input type="checkbox"/> PURCHASE UNDER ANOTHER AGENCY'S CONTRACT ("Piggybacking") Please attach the following: - Copy of Intergovernmental Agreement with other agency - Confirmation that vendor agrees to participation - Documentation that contract was awarded in compliance with bidding law - Documentation that Agency posted bid/solicitation notice on its website or provided access link to the notice	
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> RFP</div> <div style="width: 50%;"><input type="checkbox"/> RFQ</div> <div style="width: 50%;"><input type="checkbox"/> Franchise</div> <div style="width: 50%;"><input type="checkbox"/> Annexation</div> <div style="width: 50%;"><input type="checkbox"/> Ordinance</div> <div style="width: 50%;"><input type="checkbox"/> Resolution</div> <div style="width: 50%;"><input type="checkbox"/> Appeal</div> <div style="width: 50%;"><input type="checkbox"/> Inventory Acquisition/Disposal</div> <div style="width: 50%;"><input type="checkbox"/> Tort Claim</div> <div style="width: 50%;"><input type="checkbox"/> Call for Bids</div> <div style="width: 50%;"><input type="checkbox"/> Open Space/Timber Classification</div> <div style="width: 50%;"><input type="checkbox"/> Post, Advertise and/or Fill Position (attach New Employee Form)</div> <div style="width: 50%;"><input type="checkbox"/> Other (please describe): _____</div> </div>	
BACKGROUND/SUMMARY (include date of prior workshop and/or action, if applicable):	
TOTAL COST/AMOUNT (include sales & use tax):	TOTAL TAX:
TOTAL SHIPPING/HANDLING:	EXPENDITURE FUND #: _____ .XXX.XXX.XX.XX
EXPENDITURE BUDGETED? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will supplemental be required? <input type="checkbox"/> Yes <input type="checkbox"/> No
IN-KIND MATCH REQUIRED? <input type="checkbox"/> Yes <input type="checkbox"/> No	DESCRIBE MATCH:
MATCHING FUNDS REQUIRED? <input type="checkbox"/> Yes <input type="checkbox"/> No	AMOUNT OF MATCHING FUNDS:

**CONTRACT FOR INTERPRETER SERVICES
PACIFIC COUNTY, WASHINGTON
(Pete Hinton)**

THIS CONTRACT is entered into by the Superior Court of Pacific County, hereinafter referred to as "COURT" and Pete Hinton, 1101 N 9th SW, Tumwater, WA 98512, hereinafter referred to as "CONTRACTOR" for the purpose of providing Spanish speaking interpreter services.

SCOPE OF SERVICES

"CONTRACTOR" AGREES TO PROVIDE Spanish speaking interpreter services to the Superior Court, South District Court, and North District Court of Pacific County as requested by the "COURT", which includes Superior or District Court Judges, Court Administration, or Public Defense Attorneys.

SCHEDULING

CONTRACTOR shall place COURTS' interpreter needs, especially trials, in first priority over any other courts or persons.

TERM AND TERMINATION

This contract shall be deemed to have commenced on January 1, 2014 and shall continue through December 31, 2014. Either party may terminate this Contract upon sixty (60) days written notice.

INDEPENDENT CONTRACTOR

All parties agree that the "CONTRACTOR" is providing services under this Contract as an INDEPENDENT CONTRACTOR AND NOT AN EMPLOYEE OF THE "COURT" OR THE COUNTY. As such, the "CONTRACTOR" shall be solely responsible for all insurance (including auto, worker's compensation, business liability etc.), business fees or taxes, income taxes, social security contributions, and any other costs associated with operating a business in the State of Washington. The "CONTRACTOR" shall have and maintain complete control over all its employees, agents, and operations. Further, the "CONTRACTOR" hereby agrees not to make any representation to any third party, nor allow such third party to remain under the misimpression that the "CONTRACTOR" is an employee of Pacific County as it pertains to providing services under this contract.

CERTIFICATION

The "Contractor" shall be required to be certified as an interpreter as outlined in RCW 2.43 throughout the term of this Contract. Proof of such certification shall be presented to the "COURT". Failure to maintain this certification shall cause immediate termination of this Contract.

COMPENSATION

In consideration for the above services, the "CONTRACTOR" will be paid the annual sum of sixteen thousand six hundred seventy-four dollars (\$16,674.00) for 2013. The "CONTRACTOR" will be responsible for any costs associated with providing these services including but not limited to mileage and travel costs, office supplies, or any other "CONTRACTOR'S" overhead expenses. Said compensation shall be paid in twelve (12) monthly payments.

The "CONTRACTOR" agrees to maintain and provide the "COURT" with a monthly timesheet of all cases that services have been provided as a part of this Contract.

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 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.

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.

ASSIGNMENT AND SUBCONTRACTING

To the extent that this contract might conflict with any law or court rules pertaining to the responsibility of the court to provide indigent defendants with adequate legal representation, the law and the court rules shall control.

NONDISCRIMINATION

The "CONTRACTOR" shall comply with all federal and state nondiscrimination laws, including but not limited to Chapter 49.60 RCW-Washington Law Against Discrimination and 42 U.S.C. 12101 et seq. – the Americans with Disabilities Act (ADA). Any failure to comply with any nondiscrimination law, regulation, or policy is cause for immediate termination of the Contract.

SAVINGS AND SEVERABILITY

In the events any provision or portion thereof contained in this agreement is held to be unconstitutional, invalid, or unenforceable, then said provisions(s) or portion(s) thereof shall be deemed severed and the remainder of this Contract shall not be affected and shall remain in full force and effect. Furthermore, the parties agree to negotiate a modification to replace the unacceptable provision(s) as soon as possible.

VENUE

This Contract shall be construed and enforced in accordance with, and its validity and performance governed by, the laws of the State of Washington. In the event that any party to this Contract or any subcontractor shall bring a suit or action on or arising out of this Contract, it is mutually agreed that such suit or action shall be brought only in Pacific County, Washington.

NOTICE

Should the need arise during the term of this Contract for either party to notify the other of a change of address or for any other purpose, the following contacts shall be used:

For the "COURT"

Pacific County Superior Court Judge
Mike Sullivan
P.O. Box 67
South Bend, WA 98586

For the "CONTRACTOR"

Pete Hinton
1101 N. 9th Avenue SW
Tumwater, WA 98512

ENTIRE CONTRACT

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

Dated this _____ day of _____, 20_____.

SUPERIOR COURT JUDGE:

CONTRACTOR:

Michael J. Sullivan Date

Pete Hinton Date

CONFIRMED BY:
Board of Commissioners
Pacific County, Washington

ATTESTED:

Lisa Ayers, Chair Date

Clerk of the Board 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:

1/14/2014

AGENDA REQUEST FORM

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

Agenda Item #: 27

BOCC ACTION: ☒ APPROVED ☐ DENIED

Initial: mg Date: 1/14/2014

☒ 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 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: 1/3/2014
NARRATIVE OF REQUEST The Lodging Tax Advisory Committee have submitted their recommendations for fy2014 funding from Fund 106 (see attached spreadsheet). I have attached one contract for your review; all of the contracts have the same language with the exception of the amount funded and the scope of work (Attachment A).	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board) Approve Tourism Service Contracts as listed on the attached sheet for fy2014, subject to adequate budget appropriations	

ENTITY	2013 Funding	2014 Requests	2014 Approval
Peninsula Saddle Club	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Water Music Festival	\$ 1,800.00	\$ 2,000.00	\$ 2,000.00
Sunday Afternoon Live	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Pacific County Fair	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
NW Carriage Museum	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00
Tokeland NC Chamber	\$ 2,000.00	\$ 3,904.00	\$ 4,000.00
Pacific County EDC	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
PC Historical Society/Museum	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
World Kite Museum	\$ 14,000.00	\$ 19,000.00	\$ 19,000.00
Columbia Pacific Heritage Museum	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Pacific County Sheriff's Office	\$ -	\$ 25,000.00	\$ 25,000.00
Willapa Harbor Chamber	\$ 20,000.00	\$ 28,500.00	\$ 20,000.00
Ocean Park Area Chamber	\$ 38,000.00	\$ 38,000.00	\$ 38,000.00
LB Peninsula Visitors Bureau	\$ 123,700.00	\$ 127,000.00	\$ 127,000.00
Contingency	\$ 20,000.00	\$ -	\$ -
TOTAL	\$ 279,500.00	\$ 308,404.00	\$ -
Udpated 9/20/2013			

TOURISM SERVICE CONTRACT

Lodging Tax Contract: Peninsula Saddle Club

Contract Reference: TDF106:PSC2014

THIS AGREEMENT is made by and between the Peninsula Saddle Club, P O Box 54, Long Beach, Washington 98631. ("the ORGANIZATION"), and the Board of Pacific County Commissioners ("the BOARD") on behalf of Pacific County ("the COUNTY"), a political subdivision and municipal corporation of the state of Washington.

WHEREAS, Chapter 67.28 RCW provides authority for legislative bodies of municipalities to impose excise taxes on the sale of or charge made for the furnishing of lodging that is subject to tax under Chapter 82.08 RCW; and

WHEREAS, the BOARD, the legislative body of and for the COUNTY, by enacting Ordinance No. 143 – Lodging Tax imposed the excise taxes authorized in Chapter 67.28 RCW; and

WHEREAS, RCW 67.28.1815 in part states that: "All revenue from taxes imposed under said Chapter shall be credited to a special fund in the treasury of the municipality imposing such tax and used solely for the purpose of paying all or any part of the cost of tourism promotion, acquisition of tourism-related facilities, or operation of tourism-related facilities..." and

WHEREAS, the COUNTY Lodging Tax revenues have been credited to the Tourism Development Fund (No. 106) in the treasury of the COUNTY; and

WHEREAS, the ORGANIZATION applied through the Pacific County Lodging Tax Advisory Committee ("the LTAC") for financial assistance from COUNTY Lodging Tax proceeds ("the Proposal"); and

WHEREAS, the LTAC facilitated these efforts by (a) developing the application forms and procedures, (b) coordinating the funding availability advertising, (c) evaluating submitted application packets, and (d) advancing the financing award recommendations to the BOARD, including the Proposal from the ORGANIZATION; and

WHEREAS, the BOARD has determined that the activity herein described promotes the general welfare, health and safety of the citizens of the COUNTY, and is in the best interests of the COUNTY in regard to the promotion of tourism in Pacific County, the BOARD intends to disperse COUNTY Lodging Tax proceeds to the ORGANIZATION to assist with its Proposal, and hereby enters into this Agreement; now, therefore,

WITNESSETH, that in consideration of the premises and mutual benefits and covenants herein contained, it is agreed by and between the parties hereto as follows:

1. **FUNDING**: One Thousand Five Hundred Dollars (\$1,500) have been pledged from the COUNTY Tourism Development Fund No. 106 in fiscal year 2014 to assist with **Tourism Promotion** within Pacific County. Said amount shall constitute the maximum reimbursement the ORGANIZATION is eligible to receive from the COUNTY under this Agreement.

2. **USE OF FUNDS:** The ORGANIZATION shall use these COUNTY funds for the express purpose of **Tourism Promotion** of Pacific County. **Tourism Promotion** is defined as activities and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; providing information and/or services to inform and/or recruit prospective tourists; and funding marketing of special events and festivals designed to attract tourists. The specific services to be provided by the ORGANIZATION to the COUNTY under this Contract are described in Attachment A: Scope of Work.

3. **PAYMENT PROVISIONS:** Once this AGREEMENT is executed, the ORGANIZATION may submit claims vouchers to the COUNTY requesting reimbursement for eligible expenses and/or for eligible services as listed in Section 2. Use of Funds and Attachment A: Scope of Work up to the amount as specified in Section 1. Funding.

Each reimbursement claims voucher shall include the following certificate of authenticity with the dated signature of an authorized representative of the ORGANIZATION: *"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished and the services rendered as described herein, and that this claim is a just, due and unpaid obligation against the Pacific County Tourism Development Fund No. 106."*

Within twenty (20) days of receiving any such reimbursement claims voucher, the COUNTY shall remit to the ORGANIZATION a warrant for the approved reimbursement amount.

The final claims voucher shall be submitted to the County by the ORGANIZATION no later than Friday, January 2, 2015.

4. **EVALUATION AND MONITORING:** The ORGANIZATION agrees to maintain books, records and other documents and evidence, and to use accounting procedures and practices that sufficiently and properly support the complete performance of and the full compliance with this Agreement. The ORGANIZATION will retain these supporting books, records, documents and other materials for at least three (3) calendar years following the year in which the Agreement expires.

The COUNTY and/or the State Auditor and any of their representatives shall have full and complete access to these books, records and other documents and evidence retained by the ORGANIZATION respecting all matters covered in and under this Agreement, and shall have the right to examine such during normal business hours as often as the COUNTY and/or the State Auditor may deem necessary. Such representatives shall be permitted to audit, examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, and records of matters covered by this Agreement. These access and examination rights shall last for three calendar years following the year in which the Agreement expires.

The COUNTY intends without guarantee for its agents to use reasonable security procedures and protections to assure that related records and documents provided by the ORGANIZATION are not erroneously disclosed to third parties. The COUNTY will, however, disclose or make this material available to those authorized by/in the above paragraph or permitted under the provisions of Chapter 42.56 RCW without notice to the ORGANIZATION.

The ORGANIZATION agrees to submit in writing (within 60 days of the Agreement's expiration) a final report demonstrating the impact they had on tourism with the funds that were granted.

The ORGANIZATION shall cooperate with and freely participate in any other monitoring or evaluation activities pertinent to this Agreement that the COUNTY finds needing to be conducted.

5. **RECAPTURE PROVISION:** In the event the ORGANIZATION fails to expend these funds in accordance with state law and/or the provisions of this Agreement, the COUNTY reserves the right to recapture funds in an amount equivalent to the extent of noncompliance. Such right of recapture shall exist for a period of two (2) years following release of any report from an audit conducted by the COUNTY and/or the State Auditor's Office under the Section 4 (EVALUATION AND MONITORING) provisions or the 3-year records retention period required under Section 4 (EVALUATION AND MONITORING), whichever occurs later. Repayment by the ORGANIZATION of any funds recaptured under this provision shall occur within twenty (20) days of any demand. In the event the COUNTY is required to institute legal proceedings to enforce this recapture provision, the COUNTY shall be entitled to its costs thereof, including reasonable attorney's fees.

6. **NONDISCRIMINATION:** The ORGANIZATION shall comply with all federal and state nondiscrimination laws, including, but not limited to chapter 49.60 RCW – Washington's Law Against Discrimination, and 42 U.S.C. 12101 et seq. – the Americans with Disabilities Act (ADA). In the event the ORGANIZATION fails or refuses to comply with any nondiscrimination law, regulation, or policy, this Agreement may be rescinded, canceled or terminated in whole or in part, and the ORGANIZATION may be declared by the COUNTY ineligible for further Pacific County Tourism Development Funds. The ORGANIZATION shall be given a reasonable time in which to cure any such noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedures set forth herein.

7. **EMPLOYMENT RELATIONSHIPS:** The ORGANIZATION, its employees, volunteers or agents performing under this Agreement are not deemed to be employees of the COUNTY, nor volunteers or agents of the COUNTY in any manner whatsoever. No officer, employee, volunteer or agent of the ORGANIZATION will hold themselves out as, or claim to be, an officer, employee, volunteer or agent of the COUNTY by reason hereof, nor will they make any claim, demand or application to or for any right or privilege applicable to an officer, employee volunteer or agent of the COUNTY.

The parties agree that the COUNTY will not be responsible for the payment of any industrial insurance premiums or related claims or other benefits that may arise during the performance of services under this Agreement for any ORGANIZATION employee or volunteer, or for any consultant's, contractor's or subcontractor's employee(s) or agent(s) that has been retained by the ORGANIZATION.

8. **HOLD HARMLESS:** In accepting this Agreement, the ORGANIZATION, 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 ORGANIZATION 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 ORGANIZATION, 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.

9. **ENTIRE AGREEMENT/MODIFICATIONS:** This Agreement represents all the terms and conditions agreed to by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any parties hereto. The COUNTY and the ORGANIZATION may, from time to time, request changes in services being performed with these funds. Any such changes that are mutually agreed upon shall be incorporated herein by written amendment to this Agreement. For example, and without limitation, an amendment to this Agreement must be approved in writing by the COUNTY prior to the ORGANIZATION expending funds for the items covered within that amendment. Costs incurred in contravention of this Paragraph are the sole responsibility of the ORGANIZATION.

10. **AGREEMENT PERIOD:** The terms of this Agreement and the performance of the parties hereto shall commence, or be deemed to have commenced, the 1st day of January 2014 and will continue through the 31st day of December 2014, both dates inclusive, unless sooner terminated or extended as provided for herein.

11. **TERMINATION OF AGREEMENT:** If, through any cause, the ORGANIZATION shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the ORGANIZATION shall violate any of its covenants, agreements or stipulations, the COUNTY shall thereupon have the right to terminate this Agreement and withhold the remaining allocation if the default or violation is not corrected within ten (10) days of the COUNTY submitting written notice to the ORGANIZATION describing the default or violation.

Notwithstanding any contrary provisions of this Agreement, either party may terminate this Agreement by providing written notice of such termination and specifying the effective date thereof to the other party at least twenty (20) days prior to the revised termination date. Payment for all Proposal-related expenses incurred by the ORGANIZATION and not reimbursed or otherwise paid for by the COUNTY prior to the effective date of such revised termination shall be as the COUNTY reasonably determines.

The COUNTY may unilaterally terminate all or part of this Agreement, or reduce the Scope of Work and/or Funding without regard for "eligible" expenses being incurred and awaiting reimbursement if the Pacific County Tourism Development funds are reduced as a result of a reduction or loss of the lodging sales and use taxing authority or a substantial reduction in taxable jurisdiction or activity.

12. **SPECIAL PROVISION:** The failure of the COUNTY to insist upon the strict performance of any provision of this Agreement or to exercise any right based upon breach thereof or the acceptance of any performance during such breach shall not constitute a waiver of any right under this Agreement.

13. **SEVERABILITY:** In the event any provision or any portion thereof contained in this Agreement is held to be unconstitutional, invalid or unenforceable, then said provision(s) or portion(s) thereof shall be deemed severed and the remainder of this Agreement shall not be affected and shall remain in full force and effect. Furthermore, if such an event occurs, the parties agree to negotiate a modification to replace the unacceptable provision(s) as soon as possible.

14. **DISPUTE RESOLUTION:** Except as otherwise provided in this Agreement, when a bona fide dispute arises between the parties and it cannot be resolved through discussion and negotiation, either party may request a dispute hearing. The parties shall select a dispute resolution team to resolve the dispute by majority vote. The team shall consist of (a) a representative appointed by the COUNTY, (b) a representative appointed by the ORGANIZATION, and (c) a third party mutually agreed upon by the two (2) appointed representatives. The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

15. **GOVERNING LAW AND VENUE:** This Agreement shall be construed and enforced in accordance with, and its validity and performance governed by, the laws of the state of Washington. The

Superior Court of and for Pacific County, Washington shall be the venue for any suit between the parties arising out of this Agreement.

16. **NOTIFICATION:** Should the need arise during the term of this Agreement for either party to notify the other of a change in address or otherwise, the following contacts shall be used:

For the COUNTY: Clerk of the Board of Pacific County Commissioners
P.O. Box 187
South Bend, WA 98586-0187
Telephone: 360/875-9337
Fax: 360/875-9337

For the ORGANIZATION: Diane Carter, Secretary
Peninsula Saddle Club
P.O. Box 54
Long Beach, WA 98631
Telephone: 360/642-2540
Tax ID #91-6055914

IN WITNESS WHEREOF legal representatives of both the ORGANIZATION and the COUNTY have executed this Agreement on the date(s) so noted below.

ORGANIZATION
Peninsula Saddle Club

Board of County Commissioners
Pacific County, Washington

Print Name Title

Lisa Ayers, Chair

Signature Date

Steve Rogers, Commissioner

ATTEST:

Frank Wolfe, Commissioner

Print Name Title

ATTEST:

Signature Date

Clerk of the Board Date

APPROVED AS TO FORM:

David Burke
Pacific County Prosecuting Attorney

Signature Date

ATTACHMENT A: SCOPE OF WORK

**2014 Promotion of Peninsula Saddle Club NPRA Rodeo event(s) to Potential Tourists
Residing Out of Area (outside Pacific County):**

<u>Activity:</u>	<u>Number of Unduplicated Contacts/Actions</u>	<u>Budget</u>
Brochures Produced/Printed	1,500	\$600
Radio Ads	5 Ads	\$400
Print Ads	4 Ads	\$500

**NOTE: print ads must be placed more than 50 miles out of Pacific County*

Total: \$1,500



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:

1/14/14

AGENDA REQUEST FORM

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

Agenda Item #: 28

BOCC ACTION: ☒ APPROVED ☐ DENIED

Initial: mg Date: 1/14/2014

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: _____

Review: ☐ Clerk of the Board

☐ 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 type="checkbox"/> DCD	<input type="checkbox"/> NDC	<input type="checkbox"/> Sheriff	<input checked="" type="checkbox"/> Other Kelli

AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: General Administration	DIVISION (if applicable): Housing
OFFICIAL NAME & TITLE: Kathy Spoor, CAO	PHONE / EXT:
SIGNATURE: <i>Kathy Spoor</i>	DATE: 1/9/14
NARRATIVE OF REQUEST	
<p>Attached for your consideration is a contract with the Joint Pacific County Housing Authority to provide low income housing development, emergency housing, and support services. The expenditures associated with this contract are included in the 2014 budget. The services included in this contract support the County's 10 Year Plan to Reduce Homelessness.</p>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
<p>Move to approve Contract for Services between Pacific County, Washington and The Joint Pacific County Housing Authority to provide low income housing development, emergency housing and support services</p>	

Name of Contractor: Joint Pacific County Housing Authority

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

Contract for Services between Pacific County, Washington and The Joint Pacific County Housing Authority

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:

Contract for low income housing services

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): \$240,000

TOTAL TAX:

TOTAL SHIPPING/HANDLING:

EXPENDITURE FUND #: 127 .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:

CONTRACT FOR SERVICES

Between
PACIFIC COUNTY, WASHINGTON
And

THE JOINT PACIFIC COUNTY HOUSING AUTHORITY

THIS CONTRACT is made between Pacific County – P.O. Box 187, South Bend, Washington, 98586-0187 (the "COUNTY"), and The Joint Pacific County Housing Authority – 1207 Commerce Avenue, Longview, Washington 98632-3026 (the "RECIPIENT").

WHEREAS, RCWs 36.22.178, 36.22.179, and 36.22.1791 establish fees on documents recorded in the Pacific County Auditor's Office, and direct said fees to be used to implement low and moderate income housing programs and to implement the Pacific County Ten-Year Plan to End Homelessness; and

WHEREAS, Pacific County established the Low Income Assistance Account, Fund No. 127, to deposit these low and moderate income and homeless recording fees; and

WHEREAS, as per RCWs 36.22.178, 36.22.179, and 36.22.1791, Pacific County entered into an inter-agency agreement with the cities of Ilwaco, Long Beach, Raymond and South Bend in April 2008 to direct the expenditure of these recording fees; and

WHEREAS, the inter-agency agreement specifies that expenditure of recording fee funds from Fund No. 127 shall, following budget adoption by the Board of Pacific County Commissioners, be directed by the Joint Pacific County Housing Authority Board; and

WHEREAS, the Joint Pacific County Housing Authority Board has requested that Pacific County provide funding in the County's 2013 Fund No. 127 budget to support a variety of low and moderate income housing programs; and

WHEREAS, transfer of recording fees from Pacific County Fund No. 127 to the Joint Pacific County Housing Authority requires entering into a contract for services; and

WHEREAS, the Joint Pacific County Housing Authority Board has entered into an agreement with the Longview Housing Authority to provide administrative support and serve as their fiscal agent,

NOW, THEREFORE, in consideration of covenants, conditions, performances and promises hereinafter contained, the parties hereto agree as follows:

1. FUNDING

Two hundred Forty Thousand Dollars (\$240,000) has been pledged within Pacific County Low Income Assistance Fund No. 127 to assist the RECIPIENT with provision of services to low and moderate income housing programs and to implement the Pacific County Ten Year Plan to End Homelessness. Said amount shall constitute the maximum reimbursement the RECIPIENT is eligible to receive from the COUNTY under this CONTRACT. These funds are to be dispersed to the RECIPIENT on a cost reimbursement basis up to the maximum contract amount.

2. USE OF FUNDS and SCOPE OF WORK

The RECIPIENT shall use these COUNTY funds solely to implement low and moderate income housing programs and to implement the Pacific County Ten Year Plan to End Homelessness in

keeping with the requirements of RCWs 36.22.178, 36.22.179, and 36.22.1791. Specifically, these funds shall support the following activities:

TABLE 1

ACTIVITY	ALLOCATION	Recording Fee Revenue Source
Subcontract to CSN to provide Supportive Housing Services for Residents at the Pacific Pearl	\$10,000	Homeless
Predevelopment/Development for new, or preservation of existing low income housing projects	\$175,000	50% Affordable (\$87,500) 50% Homeless (\$87,500)
Miscellaneous Low and moderate Income Housing Projects-Undesignated-Requires Prior Approval of JPCHA Board	\$10,000	Affordable
Emergency Shelter and Low and Moderate Income Housing Assistance	\$30,000	Homeless
Eagles Apt Maintenance and Operation Subsidy	\$15,000	Homeless
TOTAL	\$240,000	\$142,500 Homeless \$ 97,500 Affordable

3. PAYMENT PROVISIONS

The COUNTY, from the Pacific County Low Income Assistance Fund (No. 127), has pledged Two hundred Forty Thousand Dollars (\$240,000) to assist the RECIPIENT to implement the six activities identified in Section 2, Table 1, of this CONTRACT. These funds shall be disbursed to the RECIPIENT as per the terms listed within Section 1.

4. EVALUATION AND MONITORING

- A. The RECIPIENT shall maintain books, records, documents and other evidence and accounting procedures and practices that sufficiently and properly reflect the performance of this CONTRACT. The RECIPIENT will retain all books, records, documents and other material relevant to this CONTRACT for six (6) years after expiration of the CONTRACT, or from the date final payment hereunder is made, whichever is later.
- B. The COUNTY or the State Auditor and any of their representatives shall have full access to and the right to examine during normal business hours and as often as the COUNTY or the State Auditor may deem necessary, those books, records, documents and other evidence retained by the RECIPIENT with respect to all matters covered in this CONTRACT. Such representatives shall be permitted to audit, examine, and make excerpts or transcripts from such records and to make audits of all contracts, invoices, materials, payrolls, and records of matters covered by this CONTRACT. These rights shall last for six (6) years after expiration of the CONTRACT, or from the date final payment hereunder is made, whichever is later.

- C. The COUNTY will use reasonable security procedures and protections to assure that related records and documents provided by the RECIPIENT are not erroneously disclosed to third parties. To the extent chapter 42.56 RCW permits, pertinent records and other documents in any medium furnished by the RECIPIENT will remain its property unless otherwise agreed.
- D. The RECIPIENT shall cooperate with and freely participate in any other monitoring or evaluation activities pertinent to this CONTRACT that the COUNTY needs to have conducted.

5. **RECAPTURE PROVISION**

- A. In the event the RECIPIENT fails to expend these funds in accordance with state law and/or the provisions of this CONTRACT, the COUNTY reserves the right to recapture funds in an amount equivalent to the extent of noncompliance.
- B. Such right of recapture shall exist for six (6) years after expiration of this CONTRACT or final payment hereunder, whichever occurs later. Repayment by the RECIPIENT of funds under this recapture provision shall occur within twenty (20) days of demand. In the event the COUNTY is required to institute legal proceedings to enforce this recapture provision, the COUNTY shall be entitled to its costs thereof, including reasonable attorney's fees.

6. **NONDISCRIMINATION**

The RECIPIENT shall comply with all federal and state nondiscrimination laws, including, but not limited to chapter 49.60 RCW – Washington's Law Against Discrimination, and 42 U.S.C. 12101 et seq. – the Americans with Disabilities Act (ADA).

7. **NONCOMPLIANCE WITH NONDISCRIMINATION LAWS**

In the event the RECIPIENT fails or refuses to comply with any nondiscrimination law, regulation, or policy, this CONTRACT may be rescinded, canceled, or terminated in whole or in part, and the RECIPIENT may be declared by the COUNTY ineligible for further Low Income Housing Assistance Funds. The RECIPIENT shall be given a reasonable time in which to cure any such noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedure set forth herein.

8. **EMPLOYMENT RELATIONSHIPS**

The RECIPIENT, its employees or agents performing under this CONTRACT are not deemed to be employees of the COUNTY nor agents of the COUNTY in any manner whatsoever. No officer, employee or agent of the RECIPIENT will hold themselves out as, or claim to be, an officer, employee or agent of the COUNTY by reason hereof, nor will they make any claim, demand or application to or for any right or privilege applicable to an officer, employee or agent of the COUNTY.

9. **INDUSTRIAL INSURANCE COVERAGE**

The parties agree that the COUNTY will not be responsible for the payment of any industrial insurance premiums or related claims or other benefits that may arise during the performance of services under this CONTRACT for any RECIPIENT employee, or for any consultant, contractor or subcontractor, or employee(s) thereof retained by the RECIPIENT.

10. **HOLD HARMLESS**

- A. It is understood and agreed that this CONTRACT is solely for the benefit of the parties hereto and gives no right to any other party. No joint venture or partnership is formed as a result of this CONTRACT. Each party hereto agrees to be responsible and assumes liability for its own negligent acts or omissions, or those of its officers, employees or agents to the fullest extent required by law, and agrees to save, indemnify, defend and hold the other party harmless from any such liability. In the case of negligence of both the COUNTY and the RECIPIENT, any damages allowed shall be levied in proportion to the percentage of negligence attributable to each party, and each party shall have the right to seek contribution from the other party in proportion to the percentage of negligence attributable to the other party.
- B. The RECIPIENT agrees to and shall indemnify and hold harmless the COUNTY, its employees and agents from any suit at law or equity or claim or demand, and from any loss or cost of any nature, including reasonable attorney fees, from any failure of the RECIPIENT to fulfill any of its obligations under this CONTRACT.

11. **ENTIRE CONTRACT**

This CONTRACT represents all the terms and conditions agreed to by the parties. No other understandings, oral or otherwise, regarding the subject matter of this CONTRACT shall be deemed to exist or to bind any parties hereto.

12. **CONTRACT MODIFICATIONS**

The COUNTY and the RECIPIENT may, from time to time, request changes in services being performed with these funds. Any such changes that are mutually agreed upon shall be incorporated herein by written amendment to this CONTRACT. It is mutually agreed and understood that no alteration or variation of the terms of this CONTRACT shall be valid unless made in writing and signed by the parties hereto, and that any oral understanding or agreements not incorporated herein shall not be binding. For example and without limitation, an amendment to this CONTRACT must be approved in writing by the COUNTY prior to the RECIPIENT expending funds for the items covered within that amendment. Costs incurred by the RECIPIENT in contravention of this Paragraph are the sole responsibility of the RECIPIENT.

13. **CONTRACT PERIOD**

The terms of this CONTRACT and the performance of the parties hereto shall be deemed to have commenced the 1st day of January 2014. It will continue in effect through the 31st day of December 2014 unless sooner terminated or extended as provided herein.

14. **TERMINATION OF CONTRACT**

- A. If, through any cause, the RECIPIENT shall fail to fulfill in a timely and proper manner its obligations under this CONTRACT, or if the RECIPIENT shall violate any of its covenants, agreements or stipulations, the COUNTY shall thereupon have the right to terminate this CONTRACT and withhold the remaining allocation if such default or violation is not corrected within twenty (20) days after submitting written notice to the RECIPIENT describing such default or violation.

- B. Notwithstanding any provisions of this CONTRACT, either party may terminate this CONTRACT by providing written notice of such termination, specifying the effective date thereof, at least twenty (20) days prior to such date. Payment for Project-related expenses incurred by the RECIPIENT and not otherwise paid for by the COUNTY prior to the effective date of such termination shall be as the COUNTY reasonably determines.
- C. The COUNTY may unilaterally terminate all or part of this CONTRACT, or reduce the Scope of Work, if the COUNTY loses the authority to collect low and moderate income housing and/or homeless recording fees, or if the amount of recording fees collected is reduced below the level necessary to provide the amount identified in Section 1 of this CONTRACT.

15. **SPECIAL PROVISION**

The failure of the COUNTY to insist upon the strict performance of any provision of this CONTRACT or to exercise any right based upon breach thereof or the acceptance of any performance during such breach shall not constitute a waiver of any right under this CONTRACT.

16. **SEVERABILITY**

In the event any provision, or any portion thereof, contained in this CONTRACT is held to be unconstitutional, invalid or unenforceable, said provision(s) or portion(s) thereof shall be deemed severed and the remainder of this CONTRACT shall not be affected and shall remain in full force and effect. Furthermore, if such an event occurs, the parties agree to negotiate a modification to replace the unacceptable provision(s) as soon as possible.

17. **DISPUTE RESOLUTION**

Except as otherwise provided in this CONTRACT, when a bona fide dispute arises between the parties and it cannot be resolved through discussion and negotiation, either party may request a dispute hearing. The parties shall select a dispute resolution team to resolve the dispute. The team shall consist of a representative appointed by the COUNTY, a representative appointed by the RECIPIENT, and a third party mutually agreed upon by both parties. This team shall attempt, by majority vote, to resolve the dispute. The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

18. **GOVERNING LAW AND VENUE**

This CONTRACT shall be construed and enforced in accordance with, and its validity and performance governed by, the laws of the state of Washington. The superior court of Pacific County, Washington shall be the venue for any suit between the parties arising out of this CONTRACT.

19. **ADMINISTRATION**

The following individuals are designated to co-administer this CONTRACT. They shall also serve as their respective party's contact person for any and all communications relative to this CONTRACT.

For the COUNTY:

Kathy Spoor, County Administrative Officer
Dept. of General Administration
P.O. Box 6
South Bend, WA 98586-0006
Telephone: (360) 875-9334

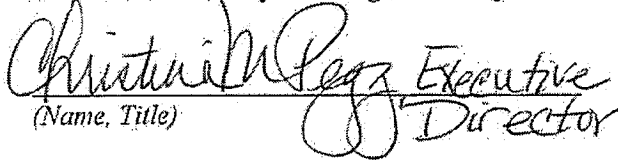
For the RECIPIENT:

Chris Pegg, Executive Director
Joint Pacific County Housing Authority
1207 Commerce Avenue
Longview, WA 98632-3026

IN WITNESS WHEREOF, representatives of both the RECIPIENT and the COUNTY executed this CONTRACT the date(s) so noted below.

RECIPIENT

Joint Pacific County Housing Authority


(Name, Title) Executive Director

ATTEST:


(Name, Title) Date 01/08/14

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

Lisa Ayers, Chair

Steve Rogers, Member

Frank Wolfe, Member

APPROVED AS TO FORM:

DR. DAVID J. BURKE
Pacific County Prosecuting Attorney

ATTEST:

By: _____
Date: _____

Marie Guernsey
Deputy Clerk of the Board 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:

1/14/2014

AGENDA REQUEST FORM

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

Agenda Item #: 29

BOCC ACTION: ☒ APPROVED

☐ DENIED

Initial: mg

Date: 1/14/2014

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: _____

☐ CONTINUED TO DATE: _____

TIME: _____

Review: ☐ Clerk of the Board

☐ Risk Management

☐ Legal

☐ OTHER: _____

DISTRIBUTION LIST:

☐ RF

☐ Assessor

☐ DPW

☐ PACCOM

☐ Superior Court

☐ CF

☐ Auditor

☐ EMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Vegetation Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Coop. Ext.

☐ DCD

☐ NDC

☐ Sheriff

☐ 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: mg

DATE:

1/3/2014

NARRATIVE OF REQUEST

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

Approve Public Official Bonds as listed on the attached sheet

Annual Bond Period 1/1/14 to 1/1/15 for All Bonds

ELIZABETH PENOYAR	#105552486
BRUCE WALKER	#105551651
VIRGINIA LEACH	#105551639
MARILYN STARICKA	#105220843
MICHAEL W. COLLINS	#105380028
SCOTT L. JOHNSON	#105530092
PAT M. GARDNER-AUDITOR	#105551581
PAT M. GARDNER-REG TITLES	#105551613
DAVID J. BURKE	#105551660
DOUGLAS E. GOELZ	#105551662
LISA AYERS	#105527291



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:

1/14/2014

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>30</u>
		Initial: <u>mg</u> Date: <u>1/14/2014</u>
<input type="checkbox"/> SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS		
<input type="checkbox"/> NO ACTION TAKEN/WITHDRAWN	<input type="checkbox"/> DEFERRED TO: _____	Review: <input type="checkbox"/> Clerk of the Board
<input type="checkbox"/> CONTINUED TO DATE: _____	TIME: _____	<input type="checkbox"/> Risk Management
<input type="checkbox"/> OTHER: _____		<input type="checkbox"/> Legal
DISTRIBUTION LIST:		
<input checked="" type="checkbox"/> RF	<input type="checkbox"/> Assessor	<input checked="" type="checkbox"/> DPW
<input type="checkbox"/> CF	<input type="checkbox"/> Auditor	<input type="checkbox"/> EMA
<input type="checkbox"/> SEA	<input type="checkbox"/> Clerk	<input type="checkbox"/> Health
	<input type="checkbox"/> Civil Service	<input type="checkbox"/> Juvenile
	<input type="checkbox"/> DCD	<input type="checkbox"/> NDC
		<input type="checkbox"/> PACCOM
		<input type="checkbox"/> PC Fair
		<input type="checkbox"/> Prosecutor
		<input type="checkbox"/> SDC
		<input type="checkbox"/> Sheriff
		<input type="checkbox"/> Superior Court
		<input type="checkbox"/> Treasurer
		<input type="checkbox"/> Vegetation Mgmt
		<input type="checkbox"/> WSU Coop. Ext.
		<input checked="" type="checkbox"/> Other Personnel Policy

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): Personnel Policy
OFFICIAL NAME & TITLE: Marie Guernsey, Clerk of the Board	PHONE / EXT:
SIGNATURE:	DATE: 1/3/2014
NARRATIVE OF REQUEST	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
Adopt Resolution 2014-_____ establishing the Grade 12 non-represented Fair/Marks Manager position with the Department of Public Works and confirm motion of November 26, 2013 regarding the appointment of Dotsi Graves to this position	

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

RESOLUTION NO. 2014-_____

A RESOLUTION MODIFYING THE PERSONNEL POLICY, RULES AND REGULATIONS

WHEREAS, various provisions in Chapters 36.16 and 36.17, RCW, and RCW's 36.32.390 and 36.32.400 authorize this Board to set the salaries and to provide appropriate benefit plans and payments for the officers and employees of the County of Pacific; and

WHEREAS, this Board has adopted and implemented a policy for administration of personnel rules and regulations to provide equality of employment for all employees of the County of Pacific that needs to be regularly reviewed and periodically modified; and

WHEREAS, the attached job description for the non-represented Fair/Parks Manager position with the Department of Public Works has been reviewed by the Board of County Commissioners and found to be essential;

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, THE LEGISLATIVE AUTHORITY OF AND FOR THE COUNTY OF PACIFIC, STATE OF WASHINGTON that the position description and compensation grade shall be hereby approved and classified this date:

Fair/Parks Manager

Grade 12

BE IT FUTHER RESOLVED that the non-represented Salary Grade 12 Fair/Parks Manager (Department of Public Works) position description is hereby approved and classified effective January 1, 2014; and

BE IT STILL FURTHER RESOLVED that the position description of Fair/Parks Manager shall be included in Section 7.1 of the Personnel Policy, Rules and Regulations for the County of Pacific; and

BE IT STILL FURTHER RESOLVED that this resolution is deemed to have become effective the 1st day of January, 2014.

PASSED by the Board of Pacific County Commissioners the 14th day of January 2014, meeting in regular session 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

Chair

ATTEST:

Commissioner

Marie Guernsey, Clerk of the Board

Commissioner

PACIFIC COUNTY**POSITION DESCRIPTION**

POSITION: Fair/Parks Manager
OFFICE/DEPARTMENT: Public Works
REPORTS TO: Pacific County Board of Commissioners
Director of Public Works
UNION STATUS: Non-Represented
SALARY GRADE: 12

1.0 PRIMARY FUNCTION AND PURPOSE

To plan, organize, lead and administer all activities of the Fair in accordance with State Laws and County Regulations and By-Laws adopted by the Board of County Commissioners and/or Fair Board. Positively promote, manage and administer the Fair and other events utilizing the Fairground facilities. Ensure the effective and efficient use of agency personnel, funds, material and time. Manages operations and capital planning for Pacific County Parks; maintain all user contracts, agreements, and insurance certificates as provided and required by each park host. Responsible for the collecting and tracking of revenue submitted by each park host. Assist in the coordination of activities and events at parks.

2.0 ORGANIZATIONAL RELATIONSHIPS**2.1 Supervision received**

Persons in this position are expected to perform the essential duties and responsibilities defined in Section 3.0 and given significant discretion within the scope of policy and regulations in the routine performance of their duties; direct supervision and guidance are received from the Board of County Commissioners and Director of Public Works.

2.1 Supervision exercised

Persons in this position have supervisor responsibilities over assigned park hosts, maintenance workers and contractors assigned to assist and perform maintenance duties.

3.0 ESSENTIAL DUTIES AND RESPONSIBILITIES

Preparation of budget documents in accordance with Fair Board's recommendation and County guidelines.

Preparation of Contracts, agreements, and insurance certificates provided by park hosts and Fair vendors and entertainers.

Prepare, update and oversee capital improvement plan(s) and projects for parks and Fair.

Identify possible grant resources and prepare grant application.

Assuring full grant compliance, ie timely reports, financial reporting, meeting grant deadlines and deliverables, etc.

Preparation of accounting documents in accordance with policies established by the Pacific County Auditor's office and the Pacific County Board of County Commissioners. (i.e., Vouchers, Time Sheets, Payroll, Deposit Transmittals, etc.)

Responsible for collecting and tracking of monthly revenue receipts provided by park host.

Prepares solicitation of advertisement associated with hiring of park hosts and/or evaluates applicants for hire of park hosts.

Assists the public in understanding park rules and regulations.

Organize, coordinate and update the annual Pacific County Fair Exhibitor's Guide including the solicitation of advertisement associated with the publication.

Rental of Commercial and Concessions booths in accordance with established policies.

Order and purchase all consumable event supplies. (i.e. ribbons, promotional items, restrooms supplies, entry tags, buttons, etc.

Preparation and processing of all entertainment contracts per County policies for submission to the Board of County Commissioners.

Organize, coordinate and actively recruit volunteers to assist with events.

Advertise, market, and positively promote the Fair, other events that utilize the fairground facilities, and the County parks.

Hiring and contract preparation for fair judges.

Preparation of documents required to receive Washington State Department of Agriculture funding allocation. (i.e. fair event report and year-end recap report)

Work courteously and tactfully with diversified user groups (4-H, FFA, Open Class, Concessionaires, Commercial Vendors, Building Superintendents, Exhibitors, Volunteers, etc.) in order to ensure a quality event.

Respond in a timely manner to all complaints/questions and promote prompt settlement of such complaints for both Fair and County Parks.

Coordinate and solicits events at the Fairgrounds, to ensure optimum usage, both during the Fair and during the off-season.

Opens and closes fairgrounds and facilities for off-season event users.

Maintain a professional business office on the Fairgrounds.

Staff the Fair office during the months of September through July a minimum of 4 hours per week during normal business hours. During the month of August staff the Fair office as needed to meet the demands of the Fair.

Develop, organize and coordinate sponsorships that create new displays, activities, events and facility usage.

Recruit event staff. Coordinate with Maintenance Manager to recruit fair time staff for maintenance/grounds functions (i.e. security restroom attendants, and garbage attendants). Submit recommendations to the Board of Pacific County Commissioners.

Organize, attend and/or conduct training meeting for all fair user groups, volunteers and event staff (i.e. Superintendents meetings, food handlers' class, etc.)

Coordinate with all forms of media to ensure the maximum coverage of the annual Pacific County Fair.

Prepare and present oral and written reports to the Fair Board.

Other related duties as assigned.

4.0 PERIPHERAL DUTIES

Serve as an ex-officio member of the Pacific County Fair Board.

Attend County Departmental briefings.

5.0 EDUCATION AND EXPERIENCE

High school graduate or General Education Diploma.

Experience in park, Fair or large scale event management.

Experience in marketing is desirable.

Experience recruiting and managing volunteer and citizen advisory groups is desirable.

Experience working with personal (micro) computers – word processing, databases and spreadsheets highly desirable.

Valid State Driver's License and vehicle in good working condition.

Must be 18 years of age at time of appointment to the position.

6.0 NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Ability to communicate effectively with the public, Fair Board, Board of County Commissioners, and other public or private agencies.

Administrative, management, leadership and organizational skills.

Ability to work effectively with diverse user groups, commercial exhibitors, agricultural interests, hobby interest, etc.

Working knowledge relating to governmental budgeting and management.

Working knowledge of English grammar and composition, spelling and arithmetic, bookkeeping desirable.

Ability to read and write the English language; effectively communicate in both oral and written forms; follow oral and written instructions; and effectively meet and deal with the public.

Must be able to follow timelines and complete projects on time.

7.0 BEHAVIORAL STANDARDS

Positively represents the County, demonstrating honest and ethical behavior. Is respectful and courteous to the public; county leadership and other employees, and fair user groups and staff. Demonstrate good work habits.

8.0 WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS

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

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear; use hands to finger, handle or operate objects, tools or equipment; and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an office and outdoor environment. The noise level in the work environment is low to above normal for short periods during fair events. Ability to work with little or no supervision.

The person in this position will be required to work in both office and outdoor settings. Hours will be flexible with evening and weekend work. There will also be some travel required.

Standard equipment used in this position includes, but is not limited to, personal computer, printer, typewriter, calculator, photocopier, facsimile machine, scanner and camera.

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

9.0 SELECTION PROCESS

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

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

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



REQUESTED MEETING DATE:

1/14/14

AGENDA REQUEST FORM

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

Agenda Item #: 31

BOCC ACTION: ☒ APPROVED ☐ DENIED

Initial: mg Date: 1/14/2014

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: _____

Review: ☐ Clerk of the Board

☐ Risk Management

☐ CONTINUED TO DATE: _____

TIME: _____

☐ Legal

☐ OTHER: _____

DISTRIBUTION LIST:

☐ RF

☐ Assessor

☐ DPW

☐ PACCOM

☐ Superior Court

☒ CF

☐ Auditor

☐ EMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Vegetation Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Coop. Ext.

☐ DCD

☐ NDC

☐ Sheriff

☐ Other

AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: General Administration

DIVISION (if applicable):

OFFICIAL NAME & TITLE: Kathy Spoor, CAO

PHONE / EXT:

SIGNATURE: Kathy Spoor

DATE:

1/7/14

NARRATIVE OF REQUEST

Attached is the proposed Collective Bargaining Agreement (CBA) with our largest union, Local 367C (courthouse union). This contract was ratified by a vote of the Union a couple weeks ago. This CBA will be effective January 1, 2014 through December 31, 2016. It includes annual COLAs of 2 1/2%, 2 1/2% and 1 1/2%, and one time additional compensation of \$200 for January 2014. The CBA also includes an annual increase of \$25 per month in health benefits, and a number of minor language changes.

This agreement represents a lot of hard work and "give and take" by the Union and Management. I feel it is a good contract which provides for annual cost of living adjustments for the members. This Union went for three years with no COLA and only a 1% adjustment in 2013. For the record, I would like to thank the members of the negotiating team for their professionalism and willingness to work to an agreement, and to the members of 367C who work hard every day to provide top quality public services. I am recommending your approval. We will need to supplement 2014 personnel budgets to cover this increase.

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

Move to ratify the January 1, 2014-December 31, 2016, Local 367C Collective Bargaining Agreement



REQUESTED MEETING DATE:

January 14, 2014

AGENDA REQUEST FORM

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

BOCC ACTION: ☒ APPROVED ☐ DENIED

Agenda Item #: 32

Initial: mg Date: 1/14/2014

☐ 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 checked="" type="checkbox"/> Other Paul |

AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: General Administration	DIVISION (if applicable): n/a
OFFICIAL NAME & TITLE: Paul T. Plakinger, Management & Fiscal Analyst	PHONE / EXT: x2243
SIGNATURE: <i>PTP</i>	DATE: January 7, 2014
NARRATIVE OF REQUEST	
<p>I request that the Board approve the following fiscal year 2013 budget category appropriation transfers:</p> <p>Non-departmental (001.0**)</p> <ul style="list-style-type: none">• \$4,517 budget appropriation to be transferred from Operating to Personnel (Salaries)• \$1,875 budget appropriation to be transferred from Operating to Personnel (Benefits)	
RECOMMENDED MOTION	
Adopt Resolution 2014- 003 authorizing budget category appropriations transfers	

BEFORE THE BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

RESOLUTION NO. 2014-_____

**IN THE MATTER OF AMENDMENTS TO THE FISCAL YEAR 2013 BUDGET
BY APPROPRIATION TRANSFER**

WHEREAS, it has been brought to the attention of the Board of Pacific County Commissioners that adjustments by transfer should be made to the fiscal year 2013 budget appropriations in the funds and departments listed in Attachment A of this resolution; and

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

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

IT IS HEREBY FURTHER RESOLVED that the Auditor be authorized to transfer the fiscal year 2013 budget appropriations as listed in Attachment A of this resolution.

PASSED by the following vote this 14th day of January, 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

Lisa Ayers, Chair

Steve Rogers, Commissioner

Frank Wolfe, Commissioner

ATTEST:

Marie Guernsey, Clerk of the Board

Current Expense Fund		Transfer from	Transfer to
Department Name	Amount	Operating	Personnel
Non-departmental	\$4,517.00	001.061.527.00.51	001.061.527.10.10
Non-departmental	\$1,875.00	001.061.527.00.51	001.061.527.10.20



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:

1/14/2014

AGENDA REQUEST FORM

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

Agenda Item #: 33

BOCC ACTION: ☐ APPROVED ☐ DENIED

Initial: _____ Date: _____

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☒ DEFERRED TO: 1/28/2014

Review: ☐ Clerk of the Board

☐ Risk Management

☐ CONTINUED TO DATE: _____ TIME: _____

☐ Legal


☐ OTHER: _____

DISTRIBUTION LIST:

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

AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Commissioners Office	DIVISION (if applicable):
OFFICIAL NAME & TITLE: Marie Guernsey, Clerk of the Board	PHONE / EXT:
SIGNATURE: 	DATE: 1/7/2014
NARRATIVE OF REQUEST Attached for your consideration is a resolution to adopt our amended/updated Public Records Policy. This policy has been reviewed by our Prosecutor, County Administrative Officer and sent to the other elected officials and department managers for their review. The RCWs, WACs and/or case law has been taken into consideration for this update. The policy also addresses the use of our new public records center.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board) Adopt Resolution 2014-_____ amending the Public Records Policy and rescinding Resolution 2010-032	

BEFORE THE BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

RESOLUTION NO. 2014-_____

IN THE MATTER OF AMENDING THE
PACIFIC COUNTY PUBLIC RECORDS POLICY

WHEREAS, RCW 42.56, the Washington State Public Disclosure Act requires that public agencies publish rules in order to provide full public access to public records; and

WHEREAS, legislation was passed in 2005 which directed the State Attorney General to develop and adopt model rules on public records compliance that "will establish a culture of compliance among agencies and a culture of cooperation among requestors by standardizing best practices throughout the state," and

WHEREAS, Chapter 44-14 WAC Public Records Act-Model Rules has been formally adopted and as of July 1, 2006, the Act is known as the "Public Records Act" and has been codified in Chapter 42.56 RCW, and

WHEREAS, Pacific County Public Records Procedures Policy was adopted by Resolution No. 2010-032 on October 12, 2010; and

WHEREAS, there is a need for amendment to the policy to reflect updated procedures pertaining to receiving and processing Public Records Requests; and

WHEREAS, there is a need to update the Exemptions and Prohibition Statutes Not Listed under the Public Disclosure Act in Chapter 42.56 RCW.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Pacific County Commissioners that the "Pacific County Public Records Procedures Policy" is hereby amended and attached (Attachment A) to this resolution, and

THEREFORE, BE IT STILL FURTHER RESOLVED by the Board of Pacific County Commissioners that the "Exemption and Prohibition Statutes" is hereby adopted and attached as "Attachment D" to this resolution. This list will be augmented with the latest version provided by Municipal Research and Services Center of Washington, and

BE IT STILL FURTHER RESOLVED that Resolution No. 2010-032 is hereby rescinded, and the effective date of this resolution shall be the date of passage.

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 _____ ABSENT

ATTEST:

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

Marie Guernsey
Clerk of the Board

Lisa Ayers, Chair

Steve Rogers, Commissioner

Frank Wolfe, Commissioner

ATTACHMENT A
to Resolution No. 2013~~4~~-
(rescinding Resolution 2010-032)

PACIFIC COUNTY
PUBLIC RECORDS POLICY

Section 1	Purpose
Section 2	Definitions
Section 3	Interpretation and Construction
Section 4	Public Records Available
Section 5	Exempt Records
Section 6	Responsibility and Authority
Section 7	Public Records Requests-How Made
Section 8	Inspection of Public Records
Section 9	Response to Public Records Requests
Section 10	Copying and Mailing Fees
Section 11	Protection of Public Records
Section 12	Records Scheduled for Destruction
Section 13	Searching Public Records - Back-up and Security Copies
Section 14	Review of Denied Public Records Requests
Section 15	Electronic Information
Section 16	Resolution/Policy Available to Public
Section 17	Disclaimer of Liability
Section 18	Revised Code of Washington 42.56

Section 1 Purpose

The purpose of the Public Records Act is to provide the public with full access to information concerning the conduct of government, mindful of individuals' privacy rights and the desirability of efficient administration of government. The Public Records Act provides a statutory framework by which to administer access to public records

The purpose of establishing this policy is to provide a method by which County staff will review and respond to requests for public records within the Public Records Act framework.

This policy does not apply to public records of the State of Washington, such as the records of the Administrative Office of the Courts (AOC), the Washington State Patrol (WSP), the Department of Licensing (DOL) and the Department of Corrections (DOC), that may be available to the County's employees by virtue of digital connectivity.

Section 2 Definitions and References

Definitions (RCW 42.56.010)

1) "Agency" includes all state agencies and all local agencies. "State agency" includes every state office, department, division, bureau, board, commission, or other state agency. "Local agency" includes every county, city, town, municipal corporation, quasi-municipal corporation, or special purpose district, or any office, department, division, bureau, board, commission, or agency thereof, or other local public agency.

2) "Person in interest" means the person who is the subject of a record or any representative designated by that person, except that if that person is under a legal disability, "person in interest" means and includes the parent or duly appointed legal representative.

3) "Public record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

4) "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated.

Section 3 Interpretation and Construction

The provisions of this policy shall be construed to promote full access to the County's public records in order to assure continuing public confidence in government: provided, that when making public records available the County shall prevent invasions of privacy, shall protect public records from damage or disorganization, and shall prevent excessive interference with essential government functions. (RCW 42.56.100)

Section 4 Public Records Available

In accordance with RCW 42.56.080 public records shall be available for inspection and copying, and the County shall, upon request for identifiable public records, make them promptly available to any person including, if applicable, on a partial or installment basis as records that are part of a larger set of requested records are assembled or made ready for inspection or disclosure. The County shall not deny a request for identifiable public records solely on the basis that the request is overbroad. The County shall not distinguish among persons requesting records, and such persons shall not be required to provide information as to the purpose for the request except to establish whether inspection and copying would violate RCW 42.56.070(9) [or to determine whether another statute] exempts or prohibits disclosure of specific information or records. The County facilities shall be made available to any person for the copying of public records except when and to the extent that this would unreasonably disrupt the operations of the County. The County shall honor requests received by mail for identifiable public records unless exempted by Chapter RCW 42.56 or another law.

Section 5 Exempt Records

The Public Records Act provides that a number of types of documents are exempt from public inspection and copying. In addition, documents are exempt from disclosure if any other statute exempts or prohibits disclosure. Requestors should take note that there are many exemptions outside of the Public Records Act that may restrict the availability for inspection or release of some documents. Many such exemptions are listed in Attachment D of this policy. This list is for informational purposes only and failure to list an exemption shall not affect the efficacy of any exemption. This list shall be augmented with the latest version provided by Municipal Research and Services Center of Washington.

The County is prohibited by statute from disclosing lists of individuals for commercial purposes. (RCW 42.56.070(9)).

Section 6 Responsibility and Authority

Public Records Officers

- A. Public Records Officers shall serve as the point of contact for members of the public who request disclosure of public records. Each Public Records Officer shall be responsible for implementation of and compliance with this policy and the Public Records Act. Public Records Officers will provide assistance to requestors, reasonably ensure that public records are protected from damage or disorganization, and prevent fulfilling public records requests from causing excessive interference with essential function of Pacific County. Public Records Officers may delegate the responsibilities of processing requests to other staff.
- B. The Clerk of the Board of County Commissioners is the Public Records Officer for the Board of County Commissioners, Department of Public Works, Department of Community Development, Department of Public Health and Human Services, Department of General Administration, Pacific County Fair, WSU Cooperative Extension, and Vegetation Management. This also includes all boards and commissions appointed by and reporting to the Board of County Commissioners and all funds administered by the Board of County Commissioners.
- C. Unless otherwise designated by an elected official, each elected official is the Public Records Officer for the offices of the Sheriff, Assessor, Auditor, Treasurer, Prosecutor, and the Clerk of Superior Court
- D. The Public Records Officer for the superior court judges shall be the superior court administrator.
- E. The Public Records Officer for the district court judges shall be the district court administrator.

County Staff

County staff will provide assistance to requestors, reasonably ensure that public records are protected from damage or disorganization, and prevent fulfilling public records requests from causing excessive interference with essential function of Pacific County. County staff will be responsible for conducting a reasonable search in order to timely and completely fulfill each request.

Requestors

While requestors are not required to specifically name the Public Records Act, they must give reasonable notice that the request is being made pursuant to the Act. Requestors must request identifiable records or classes of records that the County can reasonably locate. Even though a requestor is not required to specifically state the exact records sought, using inexact phrases such as "related to" a topic (such as "all records relating to the property tax increase") will require the requestor to delineate what records fairly and directly address the topic. Vague requests will require clarification, and will delay in fulfilling such requests.

Section 7 - Public Records Requests - How Made

A. Public records may be inspected and/or copies may be obtained under the following procedures:

- 1) A request for public records shall be directed to the Public Records Officer for the office or department having custody or control of the requested records. If the location of records is unknown, then the request may be made to the Public Records Officer for the Board of Pacific County Commissioners.
- 2) Requests for public records can be initiated in person, by mail, e-mail, fax, over the phone, or hand delivered to the respective Public Records Officer for which the request is being made (See Section 6). Requestors are encouraged to use Pacific County's Public Records Center at <http://www.co.pacific.wa.us/Public-Records/index.htm>. Requests may be submitted on the Records Request Form (Attachment C) included in this policy.
 - a. If a public records request is made verbally, county staff will complete the Records Request Form (Attachment C) to memorialize the request.

B. A request for public records should include the following:

- 1) The requestor's name, mailing address, and telephone number;
- 2) The date of the request;
- 3) A clear indication that the document is a "Public Records Request;"
- 4) Whether the request is to inspect the public records or for copies of public records if known, or both;
- 5) A clear description of the public records requested for inspection and/or copying and the office or department having custody of the public records if known; and
- 6) If the request is for a list of individuals, the requestor shall declare, under penalty of perjury pursuant to the laws of the State of Washington (RCW 42.56.070(9)), that the list will not be used for commercial purposes. The requestor is also required to acknowledge that they are solely responsible for any consequences or damages arising from any commercial use of the list of individuals they are requesting.

C. If an elected official or department maintains indexed records specifically for public inspection and copying, the Public Records Officer may permit inspection and copying in response to an oral request. However, the Public Records Officer may require a written request if the request is for, or the response may include, any of the following:

- 1) A list of individuals;
- 2) Categorical requests not identifying a specific public record;
- 3) Subjects of current, threatened or potential litigation;
- 4) More than 50 pages of documents;
- 5) Reproduction of oversized documents such as maps, surveys, large format photographs or color reproduction; or
- 6) Public records or information exempt from disclosure.

- D. The County shall develop and maintain forms to facilitate public record requests.
(Attachment C)
- E. Requests for inspection or copying of public records maintained by an agency of the State of Washington or another government agency must be made to such agency and will be subject to that agency's rules and regulations, including required forms and fees.

Section 8 Inspection of Public Records

Public records shall be inspected at the offices of the elected official or department having custody or control of the records. Public records shall be available for inspection during customary office hours (RCW 42.56.100).

Public Records Officers may request that the person seeking to inspect public records schedule an appointment for inspection.

Section 9 Response to Public Records Requests

- A. Public Records Officers shall, to the extent practical, assist requestors in identifying the public records sought.
- B. Within five business days (day one is the first working day after the request is received) of receiving a public record request the Public Records Officer must respond by either (1) providing the record; (2) providing an internet address and link on the County's web site to the specific records requested, except that if the requestor notifies the County that he or she cannot access the records through the internet, then the County must provide copies of the record or allow the requestor to view copies using an County computer; (3) acknowledge that the County has received the request and provide a reasonable estimate of the time the County will require to respond to the request; or (4) deny the public record request.
(RCW 42.56.520)
- C. In order to provide a reasonable estimate of time to fulfill the request, requests will be categorized as indicated in Attachment B to this policy. The response letter shall include language that states "We anticipate it may take up to _____ business days to fulfill this request".
- D. In acknowledging receipt of a public records request that is unclear, the County may ask the requestor to clarify the information they are seeking. If the requestor fails to clarify the request within thirty (30) days, the County is not obligated to respond to it and may close the file.
- E. If the Public Records Officer does not respond in writing within five working days after receipt of a request for public records, the requestor shall be entitled to request review by either the Public Record Officer's elected official or department head or by the Prosecuting Attorney.
- F. If the Public Records Officer provides an estimate of the time required to respond to the request and the requestor believes the amount of time stated is not reasonable, then the requestor may request that the Public Record Officer's elected official or department head or the Prosecuting Attorney review the estimate of time.

- G. If requested records contain information that affect the rights of others, would clearly not be in the public interest and would substantially and irreparably damage any person, (including current or past Pacific County employees) and/or may be exempt from disclosure, Public Records Officers or designee may, prior to providing the records, give notice to those persons (RCW 42.56.540) and allow time for action by the affected parties (RCW 42.56.520). If a Superior Court order preventing disclosure is sought, the records request shall be placed on hold until the Superior Court decides the matter.
- H. When a request for public records is received that concerns a subject known to involve litigation that is pending, threatened or anticipated, the Public Records Officer shall promptly notify the County Prosecuting Attorney of the request.

Section 10 Copying and Delivery Fees

A. Disallowed Charges

- 1) No fee will be charged for the inspection of a public record.
- 2) No fee will be charged for locating public records in response to a request and making the records available for inspection or copying.
- 3) No fee will be charged for searching for public records, redacting portions of a record which are exempt from disclosure, or preparing an index of exempt documents.

B. Allowed Charges

- 1) A reasonable fee will be charged to reimburse the County for the costs of providing copies. The fee for copying may be waived for a single request that is less than a total of 50 pages on the basis that the expense of processing the payment exceeds the costs of providing the copies.
- 2) A reasonable fee shall be charged to reimburse the County for the cost of delivering copies of public records to a requestor, including the cost of packaging the copies for delivery and the actual cost of postage or delivery.
- 3) Any request for which the response will be more than 50 pages of documents, oversized documents, color photographs or reproductions, recordings and computer disks may be sent to a private copying service for copying, in which case the copying fee shall be the actual charge imposed for copying, applicable taxes and shipping costs and shall include staff time (including benefits) for travel and mileage at the current rate set by WA State Office of Financial Management.

The fee for searching records, research, and/or providing a copy of a public record may be set by statute, e.g. court papers (RCW 3.62.060) , duplication of electronic tapes of a court proceeding (RCW 3.62.060); traffic accident reports (RCW 46.52.085); and criminal history information (RCW 10.97.100).

Unless a fee is fixed by another federal, state or county ordinance/resolution, the following fee schedule is applicable:

8.5" x 14" page or less	\$0.15 per page
CD's w/ protective case	\$1.00 plus the actual cost of staff time necessary for loading records onto a CD (Staff time includes the hourly rate plus benefits)
Fax (8.5" x 11" only)	Actual cost
Postage	Actual cost
Boxes	Actual cost
Envelopes	Actual cost
Copying Service	Actual cost
Creation of Electronic records	Actual cost of staff time necessary for preparing documents for scanning, scanning and loading electronic records into an e-mail (Staff time includes hourly rate plus benefits)

- C. The Public Records Officer may require a deposit of up to 10% before copying requested public records. (RCW 42.56.120)
- D. If records are provided on an installment basis, the Public Records Officer may charge and collect all applicable copying fees (not limited to the ten percent deposit) for each installment. (RCW 42.17.300/42.56.120) The Public Records Officer may also require that copying and delivery fees be paid in full prior to the release of the final installment of records.
- E. If an installment of a records request is not claimed or reviewed, the County is not obligated to fulfill the balance of the request. (RCW 42.56.120) However, the County will provide thirty days from the date of mailing for the Requestor to claim or review the records. If the request is not claimed or reviewed within the given time frame, the County may close the file.

Section 11 Protection of Public Records

Each Public Records Officer shall, to the extent practical, insure that records requested are not misplaced or misfiled by members of the public during inspections and not removed from a County office/department. Original public records shall not be released to the public for any purpose.

Section 12 Requested Records-Scheduled for Destruction

If a public record request is made at a time when a record exists, but the record is scheduled for destruction in the near future, Public Records Officers shall direct that the record be retained until the request is resolved.

Section 13 Searching Public Records-Back-up and Security Copies

In order to prevent excessive interference with essential functions of the County, Public Records Officers shall not search backup or security systems for copies of public records when the originals of such records have been identified, located and are available for inspection and/or copying.

Section 14 Review of Denied Public Records Request

- A. **Petition for internal administrative review of denial of access.** Any person who objects to the initial denial or partial denial of a records request may petition in writing (including e-mail) to the Prosecuting Attorney for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the public records officer or designee denying the request.
- B. **Consideration of petition for review.** The Prosecuting Attorney will immediately consider the petition and either affirm or reverse the denial within two business days following the County's receipt of the petition, or within such other time as the County and the requestor mutually agree to.
- C. **Judicial review.** Any person may obtain court review of denials of public records requests pursuant to RCW 42.17.340/42.56.550 at the conclusion of two business days after the initial denial regardless of any internal administrative appeal.

Section 15 Electronic Information

- A. The County produces and maintains data in electronic records to maximize efficiency in fulfilling its basic public service functions. These electronic records relate to the operation and conduct of County government.
- B. Electronic records are public records subject to disclosure under the Public Records Act and this policy, unless exempt from disclosure under state or federal law or the request is for proprietary data which the County has obtained under a licensing agreement that does not permit disclosure to third parties.
- C. At the option of the Public Records Officer, electronic records may be printed and provided in paper format. If the electronic record is large and/or not capable of being printed in an understandable format, then the electronic record may be provided in the digital format in which the record is maintained by the County. The County is not obligated to convert an electronic record to a digital format that is different than the format maintained by the County.
- D. Fees for providing electronic records in electronic form shall be based on the actual cost of the media used to provide the records and staff time (plus benefits) to prepare the information onto the media.
- E. The County has no obligation to create custom electronic products by acquiring data, running custom queries, programming software, testing models, reformatting data, or configuring a product in order to respond to a specific request.

Section 16 Policy Available to Public

A copy of this policy shall be made available to the public, without cost, at each County office and/or department. Electronic copies shall be made available to the public on the County's website.

Section 17 Disclaimer of Liability

Neither the County nor any officer, employee, official or custodian shall be liable, nor shall a cause of action exist, for any loss or damage based upon a release of Public Records if the person releasing acted in good faith in attempting to comply with this policy. (RCW 42.56.060)

This policy is not intended to expand or restrict the rights of disclosure or privacy as they exist under state and federal law. Despite the use of any mandatory terms such as "shall," nothing in this policy is intended to impose mandatory duties on the County beyond those imposed by state and federal law.

Section 18 Revised Code of Washington 42.56

Chapter 42.56 of the Revised Code of Washington can be found on the Washington State Legislature's web page at <http://apps.leg.wa.gov/RCW/default.aspx?cite=42.56>

PUBLIC RECORDS REQUEST CATEGORICAL SHEET

CATEGORY APPROXIMATE RESPONSE TIME

Category 1 Up to 30 business days

- Routine or readily filled requests for easily identified and immediately accessible records

Category 2 Up to 90 business days/or more if needed

Routine requests that involve:

- Large number of records
- Records not easily identified, located and accessible
- Number of departments/offices involved

Category 3 Up to 120 business days/or more if needed

Requests that are complex and may be especially broad or vague that involve:

- Large number of records
- Records not easily identified, located and accessible
- Research by county staff
- Number of departments/offices involved
- Review by Public Records Officer/Alternate whether any of the records are exempt

Category 4 Up to 180 business days/or more if needed

Requests that are complex and may be especially broad or vague which involve:

- Large number of records
- Records not easily identified, located and accessible
- Research by county staff
- Number of departments/offices involved
- Third party notification
- Review by public records officer/alternate whether any of the records are exempt
- Need for legal review

PLEASE NOTE: This category schedule is provided as a guideline for staff estimation of response times. Response times may fall outside of these categorical timelines depending upon search conditions, as well as the number of and complexity of other requests.



PACIFIC COUNTY

ATTACHMENT C

1216 W. Robert Bush Drive/P O Box 187 South Bend, WA 98586
(360) 875-9337 / (360) 642-9337 / (360) 484-7337 / (360) 267-8337
TDD: (360) 875-9400 / FAX: (360) 875-9335

REQUEST #

PUBLIC RECORDS REQUEST FORM

Requestor: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ E-mail: _____

Do you wish to: ☐ Inspect the records ☐ Receive copies; willing to pay up to the amount indicated: \$ _____

RECORDS REQUESTED: Please describe the **SPECIFIC** records you are requesting and any additional information that will help us locate said records (dates, names, etc.) RCW 42.56.520 requires that response/action on a request for public records must be taken within five (5) business days. (Please attach and sign pages if additional space is needed)

Parcel #: _____ Legal Description : _____

Property Owner(s): _____

I understand that Washington State Law (RCW 42.56.070(9)) prohibits the use of lists of individuals for commercial purposes. If applicable to this request, I hereby declare, under penalty of perjury pursuant to the laws of the State of Washington, that I will not use the list of individuals obtained from this request for commercial purposes. If applicable, I also acknowledge that I am solely responsible for any consequences or damages arising from my commercial use of the list of individuals I am obtaining.

Signature: _____ Date: _____ Place of Signing: _____

FOR OFFICIAL USE ONLY

Date Received: _____ Response Required by: _____

Request forwarded to: _____ Date forwarded: _____

Action Taken

- ☐ Pacific County Public Records Request Policy provided, date: _____
- ☐ Approved; request fulfilled. Notified Requestor records are available and where. If copies requested and payment or deposit on payment has been made; date copies mailed/delivered: _____
- ☐ Request to be denied; IMMEDIATELY forward to Prosecuting Attorney for review.
- ☐ Record partially withheld. Notified Requestor with reason for partial withholding listing exemption(s) cited. Copy of letter attached.
- ☐ Evaluation necessary. Estimate _____ days needed for final response. Notified Requestor. Copy of letter attached.
- ☐ Clarification needed from Requestor. Contacted for clarification & notified of revised estimate of when records will be available. Copy of letter attached.
- ☐ DENIAL APPROVED: Department to notify Requestor by mail of reasons for denial.

ACTION RECOMMENDED BY PROSECUTING ATTORNEY

Comment: _____

Signature: _____ Date: _____

Exemption and Prohibition Statutes

Not Listed in Chapter 42.56 RCW

As provided by Municipal Research and Services Center of Washington

RCW 42.56.070(2):

For informational purposes, each agency shall publish and maintain a current list containing every law, other than those listed in this chapter, that the agency believes exempts or prohibits disclosure of specific information or records of the agency. An agency's failure to list an exemption shall not affect the efficacy of any exemption.

Washington State Statutes

<u>Citation</u>	<u>Records</u>
RCW 2.64.111	Documents regarding discipline/retirement of judges
RCW 2.64.113	Confidentiality - violations
RCW 4.24.550	Information on sex offenders
RCW 5.60.060	Privileged communications
RCW 5.60.070	Court-ordered mediation records
RCW 7.68.140	Victims' compensation claims
RCW 7.69A.030(4)	Child victims and witnesses – protection of identity
RCW 7.69A.050	Rights of child victims and witnesses – addresses
RCW 7.75.050	Records of Dispute Resolution Centers
RCW 9.02.100	Reproductive privacy
RCW 9A.82.170	Financial institution records – wrongful disclosure
RCW 9.51.050	Disclosing transaction of grand jury
RCW 9.51.060	Disclosure of grand jury deposition
RCW 9.73.090(1)(c)	Prohibition regarding specified emergency response personnel
RCW 10.27.090	Grand jury testimony/evidence
RCW 10.27.160	Grand jury reports – release to public only by judicial order
RCW 10.29.030	Organized crime special inquiry judge
RCW 10.29.090	Records of special inquiry judge proceedings
RCW 10.52.100	Records identifying child victim of sexual assault
RCW 10.77.210	Records of persons committed for criminal insanity
RCW 10.97.040	Criminal history information released must include disposition
RCW 10.97.050	Conviction and criminal history information
RCW 10.97.060	Deletion of certain criminal history record information, conditions
RCW 10.97.070	Disclosure of identity of suspect to victim
RCW 10.97.080	Inspection of criminal record by subject
RCW 13.32A.090	Crisis residential centers notice to parent about child
RCW 13.34.115	Court dependency proceedings
RCW 13.40.217	Juveniles adjudicated of sex offenses – release of information
RCW 13.50.010	Maintenance of and access to juvenile records
RCW 13.50.050	Juvenile offenders
RCW 13.50.100	Juvenile/children records not relating to offenses
RCW 13.60.020	Missing children information
RCW 13.70.090	Citizen juvenile review board – confidentiality
RCW 18.04.405	Confidentiality of information gained by CPA
RCW 18.19.060	Notification to clients by counselors
RCW 18.19.180	Confidential communications with counselors
RCW 19.215.020	Destruction of personal health and financial information
RCW 19.34.240(3)	Private digital signature keys
RCW 19.215.030	Compliance with federal rules
RCW 26.04.175	Name and address of domestic violence victim in marriage records
RCW 26.12.170	Reports of child abuse/neglect with courts

Washington State Statutes

CitationRecords

RCW 26.23.050	Child support orders
RCW 26.23.120	Child support records
RCW 26.26.041	Uniform Parentage Act – protection of participants
RCW 26.26.450	Confidentiality of genetic testing
RCW 26.33.330	Sealed court adoption records
RCW 26.33.340	Agency adoption records
RCW 26.33.343	Access to adoption records by confidential intermediary
RCW 26.33.345	Release of name of court for adoption or relinquishment
RCW 26.33.380	Adoption – identity of birth parents confidential
RCW 26.44.010	Privacy of reports on child abuse and neglect
RCW 26.44.020(19)	Unfounded allegations of child abuse or neglect
RCW 26.44.030	Reports of child abuse/neglect
RCW 26.44.125	Right to review and amend abuse finding – confidentiality
RCW 27.53.070	Records identifying the location of archaeological sites
RCW 29A.08.720	Voter registration records – place of registration confidential
RCW 29A.08.710	Voter registration records – certain information exempt

Chapter 40.14 RCW Preservation and destruction of public records

RCW 42.23.070(4)	Municipal officer disclosure of confidential information prohibited
RCW 42.41.030(7)	Identity of local government whistleblower
RCW 42.41.045	Non-disclosure of protected information (whistleblower)
RCW 46.52.080	Traffic accident reports – confidentiality
RCW 46.52.083	Traffic accident reports – available to interested parties
RCW 46.52.120	Traffic crimes and infractions – confidential use by police and courts
RCW 46.52.130(2)	Abstract of driving record
RCW 48.62.101	Local government insurance transactions – access to information
RCW 50.13.060	Access to employment security records by local government agencies
RCW 50.13.100	Disclosure of non-identifiable information or with consent
RCW 51.28.070	Worker's compensation records
RCW 51.36.060	Physician information on injured workers
RCW 60.70.040	No duty to disclose record of common law lien
RCW 68.50.105	Autopsy reports
RCW 68.50.320	Dental identification records – available to law enforcement agencies

Chapter 70.02 RCW Medical records – access and disclosure – entire chapter (HC providers)

RCW 70.05.170	Child mortality reviews by local health departments
RCW 70.24.022	Public health agency information regarding sexually transmitted disease investigations - confidential
RCW 70.24.024	Transcripts and records of hearings regarding sexually transmitted diseases
RCW 70.24.105	HIV/STD records
RCW 70.28.020	Local health department TB records – confidential
RCW 70.48.100	Jail records and booking photos
RCW 70.58.055	Birth certificates – certain information confidential
RCW 70.58.104	Vital records, research confidentiality safeguards
RCW 70.94.205	Washington Clean Air Act – confidentiality of data.
RCW 70.96A.150	Alcohol and drug abuse treatment programs
RCW 70.123.075	Client records of domestic violence programs
RCW 70.125.065	Records of rape crisis centers in discovery
RCW 71.05.390	Information about mental health consumers

Washington State Statutes

<u>Citation</u>	<u>Records</u>
RCW 71.05.395 Ch. 70.02	RCW applies to mental health records
RCW 71.05.400	Information to next of kin or representative
RCW 71.05.425	Notice of release or transfer of committed person after offense dismissal
RCW 71.05.427	Information that can be released
RCW 71.05.430	Statistical data
RCW 71.05.440	Penalties for unauthorized release of information
RCW 71.05.445	Release of mental health information to Dept. of Corrections
RCW 71.05.620	Authorization requirements and access to court records
RCW 71.05.630	Release of mental health treatment records
RCW 71.05.640	Access to treatment records
RCW 71.05.650	Accounting of disclosures
RCW 71.24.035(5)(g)	Mental health information system – state, county and regional support networks – confidentiality of client records
RCW 71.34.200	Mental health treatment of minors – records confidential
RCW 71.34.210	Court records for minors related to mental health treatment
RCW 71.34.225	Release of mental health services information
RCW 71A.14.070	Records regarding developmental disability – confidentiality
RCW 72.09.345	Notice to public about sex offenders
RCW 72.09.585(3)	Disclosure of inmate records to local agencies – confidentiality
RCW 73.04.030	Veterans discharge papers exemption (see related RCW 42.56.440)
RCW 74.04.060	Applicants and recipients of public assistance
RCW 74.04.520	Food stamp program confidentiality
RCW 74.09.900	Medical assistance
RCW 74.13.121	Financial information of adoptive parents
RCW 74.13.280	Children in out-of-home placements - confidentiality
RCW 74.20.280	Child support enforcement – local agency cooperation, information
RCW 74.34.095	Abuse of vulnerable adults - confidentiality of investigations and reports
RCW 82.32.330	Disclosure of tax information
RCW 84.36.389	Confidential income data in property tax records held by assessor
RCW 84.40.020	Confidential income data supplied to assessor regarding real property

Selected Federal Confidentiality Statutes and Rules

18 USC § 2721 - 2725	Driver and License Plate Information
20 USC § 1232g	Family Education Rights and Privacy Act
23 USC § 409	Evidence of certain accident reports
42 USC 290dd-2	Confidentiality of Substance Abuse Records
42 USC § 405(c)(2)(C)(viii)(I)	Limits on Use and Disclosure of Social Security Numbers.
42 USC 654(26)	State Plans for Child Support
42 USC 671(a)(8)	State Plans for Foster Care and Adoption Assistance
42 USC 1396a(7)	State Plans for Medical Assistance
7 CFR 272.1(c)	Food Stamp Applicants and Recipients
34 CFR 361.38	State Vocational Rehabilitation Services Programs
42 CFR Part 2 (2.1 - 2.67)	Confidentiality of Alcohol and Drug Abuse Patient Records
42 CFR 431.300 - 307	Safeguarding Information on Applicants and Recipients of Medical Assistance
42 CFR 483.420	Client Protections for Intermediate Care Facilities for the Mentally Retarded
42 CFR 5106a(b)(2)(A)	Grants to States for Child Abuse and Neglect Prevention and Treatment Programs
45 CFR 160-164	HIPAA Privacy Rule
46 CFR 40.321	USCG regulations regarding confidentiality of drug and alcohol test results done by marine employers



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:

1/14/14

AGENDA REQUEST FORM

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

Agenda Item #: 34

BOCC ACTION: ☒ APPROVED ☐ DENIED

Initial: mg Date: 1/14/2014

☐ 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:

☐ RF

☐ Assessor

☐ DPW

☐ PACCOM

☐ Superior Court

☐ CF

☒ Auditor

☐ EMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Vegetation Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Coop. Ext.

☐ DCD

☐ NDC

☐ Sheriff

☐ Other

AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: General Administration	DIVISION (if applicable):
OFFICIAL NAME & TITLE: Kathy Spoor, CAO	PHONE / EXT:
SIGNATURE:	DATE: 1-6-14
NARRATIVE OF REQUEST Attached for your consideration is a Letter of Agreement between the County and Local 367 (the road crew) for a 1% COLA as of January 1st, 2014. This bargaining unit had a wage opener only this year. Their current contract expires June 30, 2014. We will begin negotiating the terms of the new contract some time in May.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board) Move to approve Letter of Agreement between Pacific County and Local 367 providing a 1% cost of living adjustment effective January 1, 2014.	

**Letter of Agreement
Between Pacific County
And
Local 367 of the American Federation of
State, County And Municipal Employees AFL-CIO**

This letter of agreement is between Pacific County and Local 367 of the American Federation of State, County and Municipal Employees. It specifies the bargaining unit compensation effective January 1, 2014:

Effective January 1, 2014, all wages will be adjusted by 1%.

All other terms and conditions of the current bargaining agreement remain in effect.

PACIFIC COUNTY
BOARD OF COMMISSIONERS

For the Union

Date

Chair

Commissioner

Commissioner



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:

1/14/2014

AGENDA REQUEST FORM

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

Agenda Item #: 35

BOCC ACTION: ☒ APPROVED ☐ DENIED

Initial: mg Date: 1/14/2014

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: _____

Review: ☐ Clerk of the Board

☐ Risk Management

☐ CONTINUED TO DATE: _____ TIME: _____

☐ Legal

☐ OTHER: _____

DISTRIBUTION LIST:

- | | | | | |
|------------------------------|---|-----------------------------------|-------------------------------------|--|
| <input type="checkbox"/> RF | <input type="checkbox"/> Assessor | <input type="checkbox"/> DPW | <input type="checkbox"/> PACCOM | <input type="checkbox"/> Superior Court |
| <input type="checkbox"/> CF | <input 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 checked="" type="checkbox"/> Other Paul |

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: 1/6/2014
NARRATIVE OF REQUEST	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
Authorize 2.5% wage increase for Management and Special Employment Agreement employees, effective January 1, 2014	

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.