

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

**Friday, December 19, 2014  
9:00AM or shortly thereafter as possible**

## **AGENDA**

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

### **Call to Order**

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

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

### **CONSENT AGENDA (Item A)**

- A) Approve regular meeting minutes of November 25 and December 9, 2014

### **CLOSE MEETING**

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

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

PACIFIC COUNTY, WASHINGTON  
LOCAL BOARD OF HEALTH  
JOURNAL #32

**PROCEEDINGS**

**9:00 AM**  
**Monday, November 25, 2014**

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

**CALL TO ORDER – 9:01 AM**

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

Marie Guernsey, Clerk of the Board  
Kathy Spoor, County Administrative Officer  
Paul Plakinger, Management & Fiscal Analyst  
Mike Collins, Public Works Director/County Engineer  
Andi Harland, Public Works Accounting Manager  
Faith Taylor-Eldred, Community Development Director  
Dotsi Graves, Parks & Fair Manager  
Virginia Leach, Clerk  
Mary Goelz, Health & Human Services Director

**GENERAL PUBLIC IN ATTENDANCE**

Pat Meyers, Willapa Harbor Herald (recorded 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 Ayers, seconded by Wolfe and carried by a vote of 3-0  
Subject to adequate budget appropriations and in accordance with all applicable  
county policies

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

**Approve Rainbow Valley Landfill Voucher**  
**Royal Heights Transfer Station Inc. - \$3,535.56**  
**City of Raymond - \$2,315.00**

**Approve regular meeting minutes of October 14, 2014, October 28, 2014 and  
November 10, 2014**

**MEETING CLOSED – 9:02AM**

**SIGNATURE BLOCK ON THE FOLLOWING PAGE**

PACIFIC COUNTY, WASHINGTON  
LOCAL BOARD OF HEALTH  
JOURNAL #32

PACIFIC COUNTY  
LOCAL BOARD OF HEALTH

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Steve Rogers, Chairman

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Frank Wolfe, Commissioner

ATTEST:

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Marie Guernsey  
Clerk of the Board

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Lisa Ayers, Commissioner

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

PACIFIC COUNTY, WASHINGTON  
LOCAL BOARD OF HEALTH  
JOURNAL #32

**PROCEEDINGS**

**9:00 AM**  
**Tuesday, December 9, 2014**

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

**CALL TO ORDER – 9:01 AM**

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

Marie Guernsey, Clerk of the Board  
Kathy Spoor, County Administrative Officer  
Paul Plakinger, Management & Fiscal Analyst  
Mike Collins, Public Works Director/County Engineer  
Mary Goelz, Health & Human Services Director  
Faith Taylor-Eldred, Community Development Director  
Scott McDougall, Emergency Management Deputy Director  
David Burke, Prosecuting Attorney  
Kathy Langbraaten,  
Wendy Hamlin  
Will Hamlin

**GENERAL PUBLIC IN ATTENDANCE**

Mike Williams, Chinook Observer (recorded meeting)  
Brad Banks, WSALPHO  
Dick Sheldon  
Doug Kess  
Tom Kollasch  
Dale Beasley  
Key McMurry

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

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

**Approve Rainbow Valley Landfill Vouchers:**  
**Royal Heights Transfer Station Inc. - \$5,918.22**  
**PUD No. 2 - \$41.44**

**MEETING CLOSED – 9:01AM**

PACIFIC COUNTY, WASHINGTON  
LOCAL BOARD OF HEALTH  
JOURNAL #32

PACIFIC COUNTY  
LOCAL BOARD OF HEALTH

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Steve Rogers, Chairman

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Frank Wolfe, Commissioner

ATTEST:

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Marie Guernsey  
Clerk of the Board

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Lisa Ayers, Commissioner

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

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

**Friday, December 19, 2014  
9:00AM or shortly thereafter**

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

## **AGENDA**

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

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

10:00 AM Adopt FY2015 budget; 6-Year (2015-2020) Transportation Improvement Program; 2015-2020 Parks & Recreation Capital Improvement Plan; & 2015-2020 Capital Improvement Plan for Flood Control Zone District #1 (Board of Supervisors)

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**Call to Order**

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

**CONSENT AGENDA (Items 1-4)**

**Department of Community Development**

- 1) Approve Amendment #1 to Washington State Patrol Agreement #C110376GSC; authorize Chair to sign

**Department of Public Works**

- 2) Approve Amendment #1 to the Bruceport Park Maintenance and Operation Contract with Herbert Frank and the Bush Pioneer Park Maintenance and Operation Contract with Melvin and Janelle Long

**General Business**

- 3) Vendor Claims:  
Warrants Numbered 125073 thru 125178 - \$225,758.51
- 4) Approve regular meeting minutes of November 25 and December 9, 2014

**YEARS OF SERVICE**

- 5) **10 Years:**  
Monte Givens  
Lisa Ayers

**20 Years:**  
Loni Hooper

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

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

**ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS**

- 6) Consider approval of Assignment of Facility Use Agreement from Alexandria Communication to Meadows Broadcasting
- 7) Consider acceptance of cash bond from Olympia Resource Management regarding Road Haul Permit #2014-15

**ITEMS REGARDING DEPARTMENT OF COMMUNITY DEVELOPMENT**

- 8) Consider adoption of Resolution 2014-055 establishing fee schedule

**ITEMS REGARDING AUDITOR'S OFFICE**

- 9) Consider approval of request to purchase Eden Personnel Web Extensions Product; authorize Chair to sign
- 10) Consider approval of request to purchase a server for web based payroll accounting software
- 11) Consider adoption of Resolution 2014-056 establishing GASB 54 accounting standards for all county funds

**ITEMS REGARDING GENERAL BUSINESS**

- 12) Consider approval of Public Official Bond for Joyce Kidd for County Auditor and Registrar of Title
- 13) Confirm Chair's signature on the Washington State Office of Public Defense Agreement No. ICA15307 effective January 1, 2015
- 14) Consider approval of Agreement and Releases in regards to the Employees' Voluntary Retirement; authorize Chair to sign
- 15) Consider adoption of Resolution 2014-057 amending the Public Records Policy
- 16) Consider adoption of Resolution 2014-058 regarding fy2014 budget category appropriation transfers
- 17) Consider adoption of Resolution 2014-059 in the matter of establishing reporting procedures regarding the use of road funds for traffic policing
- 18) Consider adoption of Resolution 2014-060 in the matter of establishing Engineering Technician/GIS Assistant job description

**EXECUTIVE SESSION**

- 19) 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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**PUBLIC HEARING – 10:00AM**

- 20)** Consider adoption of the FY2015 budget; 6-Year (2015-2020) Transportation Improvement Program; 2015-2020 Parks & Recreation Capital Improvement Plan; & 2015-2020 Capital Improvement Plan for Flood Control Zone District #1 (Board of Supervisors)

Resolutions to be adopted after the close of the hearing:

- Adopt Resolution 2014-061 in the matter of authorizing increases in the Pacific County (General Purposes) and the Pacific County Road District (Road Purposes) Regular Property Tax Levies; and providing for the distribution of the general purposes levy
- Adopt Resolution 2014-062 in the matter of county-related real and personal property tax levies for collection in 2015
- Adopt Resolution 2014-063 in the matter of freezing new county employee hiring
- Adopt Resolution 2014-064 in the matter of adoption of the fy2015 Pacific County Budget, including the 2015-2020 Comprehensive Transportation Improvement and 2015 road construction programs, the 2015-2020 capital improvement plan for parks and recreation, and the 2015-2020 capital improvement plan for Pacific County Flood Control Zone District #1; levying county general purposes and road district purposes property taxes; and setting forth the categorical appropriations with applicable limitation and responsibilities, including recognizing the 2015 salaries for Pacific County's elected Officers and judges

*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:**  
12.19.2014

## AGENDA REQUEST FORM

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

Agenda Item #: \_\_\_\_\_

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

Review: ☐ Clerk of the Board

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

☐ Risk Management

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

☐ Legal

☐ OTHER: \_\_\_\_\_

### DISTRIBUTION LIST:

☐ 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

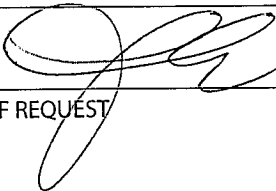
☐ NDC

☐ 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: Community Development	DIVISION (if applicable): Building
OFFICIAL NAME & TITLE: Faith Taylor-Eldred, Director	PHONE / EXT: 360.875.9356
SIGNATURE: 	DATE: 12.15.2014
NARRATIVE OF REQUEST	
<p>The Department requests the Board to sign the Washington State Patrol Agreement (C110376GSC) Amendment #1 to extend the end date of the contract to 12/31/2016.</p> <p>The contract allows for the County to ask the WSP Fire Marshall Division to provide fire and life safety plan checks and inspections.</p>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	

Name of Contractor: <u>Washington State Patrol (WSP)</u>	
Name of contract/agreement/grant/amendment (if amendment, provide copy of original document(s)): <u>General Services Agreement Fire Safety and Inspections</u>	
Contract/Agreement/Grant/Amendment #: <u>C110376GSC</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 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):	
WSP has provided the County with fire and life safety plan check and inspections since at least 2002.	
TOTAL COST/AMOUNT (include sales & use tax): 1500	TOTAL TAX:
TOTAL SHIPPING/HANDLING:	EXPENDITURE FUND #: <u>116</u> .XXX.XXX.XX.XX
EXPENDITURE BUDGETED? <input type="checkbox"/> Yes <input 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:

WASHINGTON STATE PATROL  
AGREEMENT AMENDMENT

The above-referenced Contract between the Washington State Patrol and Pacific County Department of Community Development is hereby amended as follows:

**The end date of this Agreement has been extended to 12/31/2016.**

All other terms and conditions of this Agreement remain in full force and effect.

THIS AMENDMENT is executed by the persons signing below, who warrant that they have the authority to execute this Amendment.

FOR:  
PACIFIC COUNTY

FOR:  
THE WASHINGTON STATE PATROL

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

**WASHINGTON STATE PATROL  
Task Order**

WSP Contract Number: C110376GSC  
Task Order Number: 1

Contractor: **Pacific County Department of Community Development**

Period of Performance for Task Order:	Start Date: <b>12/15/2014</b>	End Date: <b>12/31/2015</b>
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Description of Service: Mariner Lodge, 11 Youth Camp Lane, Naselle, WA 98638;  
WSP shall provide Fire & Life Safety Plan Reviews and  
Inspections.

Maximum Task Order Amount: \$1,500 6000 sq.ft.

WSP Contact Name and Telephone Number:	Ms. Barbara McMullen (360) 596-3911
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Public Agency Contact Name and Telephone Number:	Mr. Monte Givens (360) 875-9356
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**FOR THE WASHINGTON STATE PATROL:**

**FOR THE CONTRACTOR:**

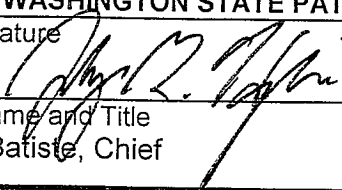
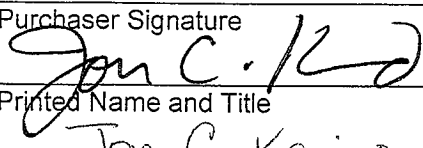
\_\_\_\_\_  
Robert L. Maki, BFS Administrator      Date

\_\_\_\_\_  
Signature      Date

\_\_\_\_\_  
WSP Budget and Fiscal Services:      Date

\_\_\_\_\_  
Printed Name and Title

APPROVED AS TO FORM BY THE OFFICE OF THE ATTORNEY GENERAL 6/3/02

<b>WASHINGTON STATE PATROL</b> <b>General Services Agreement</b> <b>Fire Safety Review and Inspections</b>		WSP Contract No. <b>C110376GSC</b>	
		Other Contract No.	
This Agreement is between the State of Washington, Washington State Patrol and the Purchaser identified below.			
<b>PURCHASER NAME</b>		Purchaser DBA (if necessary)	
<b>Pacific County Department of Community Development</b>			
Purchaser Location Address PO Box 68 South Bend WA 98586		Purchaser Billing Address (if different from location address)	
Purchaser Contact Name Ms. Faith Taylor-Eldred		Purchaser Contact Telephone 360-642-9382	
Purchaser Contact Fax		Purchaser Contact E-mail Address	
<b>WSP Contact Information</b>			
WSP Project Manager Name and Title Mr. Lance R. Talley Deputy State Fire Marshal		WSP Project Manager Address Fire Protection Bureau PO Box 42600, Olympia WA 98504-2600	
Telephone (360) 596-3909	Fax	E-mail Address Lance.talley@wsp.wa.gov	
WSP Administrative Contact Name and Title Jeff Hugdahl Grants and Contracts Manager		WSP Administrative Contact Address PO Box 42602 Olympia WA 98504-2602	
Telephone (360) 596-4052	Fax (360) 596-4077	E-mail Address jeff.hugdahl@wsp.wa.gov	
<b>Agreement Start Date</b> <b>October 25, 2010</b>	<b>Agreement End Date</b> <b>December 31, 2014</b>	<b>Agreement Amount</b> <b>See Exhibit A, Statement of Work</b>	
ATTACHMENTS. When the boxes below are marked with an X, the following Exhibits are attached to and incorporated into this Contract by reference: <input checked="" type="checkbox"/> Exhibit A, Statement of Work. <input type="checkbox"/> Additional Exhibits as specified:			
This Agreement, including the attached Terms and Conditions and any other documents incorporated by reference, contains all of the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Agreement and have the authority to enter into this Agreement.			
<b>FOR THE WASHINGTON STATE PATROL:</b>		<b>FOR THE PURCHASER:</b>	
WSP Signature	Date	Purchaser Signature	Date
	11/5/10		10/26/10
Printed Name and Title John R. Batiste, Chief		Printed Name and Title Jon C. Kaino, Chairman	

APPROVED AS TO FORM BY THE OFFICE OF THE ATTORNEY GENERAL 4/23/07

## WSP GENERAL SERVICES AGREEMENT (Continued)

1. **Statement of Work.** WSP shall perform services for the Purchaser in accordance with Exhibit A, Statement of Work, which is attached hereto and incorporated herein.
2. **Fees.** The Purchaser shall reimburse WSP for services rendered under the terms of this Agreement according to the rates and fees established in Exhibit A, Statement of Work.
3. **Payment for Services.** WSP shall bill the Purchaser no more than once per month in accordance with this Agreement. WSP shall send billings to the Purchaser billing address identified on Page 1 of this Agreement. The Purchaser shall reimburse WSP within 30 days of receipt of billing from WSP.

4. **Definitions.**

"Agreement" means this General Services Agreement, including all documents attached or incorporated by reference, and any amendments executed in accordance with this Agreement.

"Purchaser" means the entity purchasing services as defined in Exhibit A, Statement of Work, from WSP, and includes the Purchaser's officers, directors, trustees, employees and/or agents unless otherwise stated in this Agreement. For the purposes of this agreement, the Purchaser shall not be considered an employee or agent of WSP.

"WSP" means the State of Washington, Washington State Patrol, federal employer identification number 91-6001127, and its officers, directors, trustees, employees and/or agents. For the purposes of this agreement WSP shall not be considered an employee or agent of the Purchaser.

5. **Assignment.** The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express written consent of the other party.
  6. **Agreement Alterations and Amendments.** WSP and the Purchaser may mutually amend this Agreement. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind WSP and the Purchaser.
- 
7. **Compliance with Civil Rights Laws.** During the period of performance for this Agreement, both parties shall comply with all federal and state nondiscrimination laws.
  8. **Disputes.** In the event a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: The Chief of WSP shall appoint a member to the Dispute Board. The Purchaser shall appoint a member to the Dispute Board. The Chief of WSP and the Purchaser shall jointly appoint a member to the Dispute Board. The Dispute Board shall evaluate the dispute and make a determination of the dispute. The determination of the Dispute Board shall be final and binding to all parties to this Agreement.
  9. **Governing Law.** This Contract shall be governed in all respects by the laws of the State of Washington. The jurisdiction for any action hereunder shall be the Superior Court for the State of Washington. The venue of any action hereunder shall be in the Superior Court for Thurston County, State of Washington.
  10. **Indemnification.** The Purchaser shall be responsible for and shall indemnify and hold WSP harmless for all claims resulting from the acts or omissions of the Purchaser.

## WSP GENERAL SERVICES AGREEMENT (Continued)

- 11. Maintenance of Records.** During the term of this Agreement and for six years following termination or expiration of this Agreement, both parties shall maintain records sufficient to document:
- Performance of all acts required by statute, regulation, rule, or this Agreement;
  - Substantiate the parties' statement of its organization's structure, tax status, capabilities and performance; and
  - Demonstrate accounting procedures, practices and records which sufficiently and properly document WSP's invoices to the Purchaser and all expenditures made by WSP to perform as required by this Agreement.
- 12. Order of Precedence.** In the event of any inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order to:
- Applicable federal and state law, regulations and rules;  
Exhibit A, Statement of Work;  
Any other provision of this Agreement; and  
Any document incorporated by reference.
- 13. Personnel.** WSP employees performing work under the terms of this Agreement shall be under the direct command and control of the Chief of WSP or designee, and shall perform duties required under this Agreement in a manner consistent with WSP policy and regulations, and applicable federal, state and local laws. The assignment of WSP personnel under this Agreement shall be at the discretion of the Chief of WSP or designee.
- 14. Severability.** If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.
- 15. Termination.** Except as otherwise provided in this Agreement, either party may terminate this Agreement, in whole or in part, upon thirty (30) calendar days written notification. If this Agreement is so terminated, the terminating party shall be liable only for performance in accordance with the terms of this Agreement for performance rendered prior to the effective date of termination.
- 16. Waiver.** A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in writing and signed by an authorized representative of the party and attached to the original Agreement.

## STATEMENT OF WORK

### 1. Statement of Work.

- a. Description of Services. WSP shall conduct fire safety reviews and inspections of the Public Agency's construction projects. Activities include, but are not limited to:
  - Attending meetings;
  - Plan reviews;
  - Site inspections for proper installation of fire sprinkler systems; and
  - Acceptance testing of fire sprinkler systems.
- b. Task Orders. Work shall be assigned by a negotiated Task Order and must be signed by both parties. Each Task Order must identify the specific project, the maximum amount payable for the Task Order, and the period of performance for the Task Order. Each Task Order, once accepted by the Public Agency and WSP, shall be an amendment to this Agreement.

### 2. Fees. The Public Agency shall reimburse WSP for actual costs associated with each Task Order up to the maximum Task Order amount. These costs include:

- a. Actual salaries and benefits of WSP Fire Protection Bureau staff providing services;
- b. Mileage at the current WSP mileage reimbursement rate;
- c. Per diem and lodging at current State of Washington approved rates;
- d. Indirect costs applied against direct costs charged to the Purchaser under the Task Order at WSP's current federally approved indirect rate; and
- e. Any other direct costs identified in the Task Order.





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

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

**REQUESTED MEETING DATE:**

NOVEMBER 10, 2014

## AGENDA REQUEST FORM

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

BOCC ACTION: ☐ APPROVED ☐ DENIED

Agenda Item #: \_\_\_\_\_

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

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

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

☐ OTHER: \_\_\_\_\_

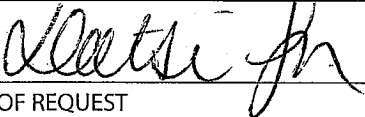
Review: ☐ Clerk of the Board  
☐ Risk Management  
☐ Legal

### DISTRIBUTION LIST:

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

### AGENDA ITEM REQUEST

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

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

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

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

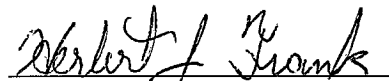
**Paragraph 2 of said Contract is amended as follows:**

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

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

Dated this \_\_\_\_\_ day of October, 2014

CONTRACTOR

  
Herbert Frank

BOARD OF COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

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

ATTEST:

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

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

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

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

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

**Paragraph 2 of said Contract is amended as follows:**

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

**Paragraph 6 of said Contract is amended as follows:**

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

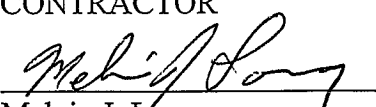
**Paragraph 13 of said Contract is amended as follows:**

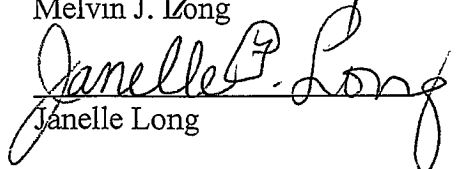
13. Electric power, water, sewer, garbage disposal and phone services shall be provided by the COUNTY for park operations. No other utilities shall be provided.

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

Dated this 31 day of October, 2014

CONTRACTOR

  
Melvin J. Long

  
Janelle Long

BOARD OF COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

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

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

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

ATTEST:

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

**COUNTY OF PACIFIC  
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, December 23, 2014, the Board, by a unanimous/majority vote, does approve for payment, subject to adequate budget appropriations, those vouchers included in the attached list and further described as follows:

Vendors Claim Fund No. 692

125073                      thru                      125178                      \$ 225,758.51

Warrants Dated:        December 12, 2014

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

AUDITED:

  
\_\_\_\_\_  
Auditor/Deputy Auditor

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Commissioner

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

\_\_\_\_\_  
Commissioner

RECEIVED  
PACIFIC COUNTY

**DEC 15 2014**

GENERAL ADMINISTRATION  
BOARD OF COMMISSIONERS

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #50

**PROCEEDINGS**

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

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

**CALLED TO ORDER – 9:02AM**

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

Marie Guernsey, Clerk of the Board  
Kathy Spoor, County Administrative Officer  
Paul Plakinger, Management & Fiscal Analyst  
Mike Collins, Public Works Director/County Engineer  
Andi Harland, Public Works Accounting Manager  
Faith Taylor-Eldred, Community Development Director  
Dotsi Graves, Parks & Fair Manager  
Virginia Leach, Clerk  
Mary Goelz, Health & Human Services Director

**GENERAL PUBLIC IN ATTENDANCE**

Pat Meyers, Willapa Harbor Herald (recorded meeting)

**PUBLIC COMMENT - None**

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

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

**Health and Human Services Department**

**Approve the disposal of three printer/scanners from the South County  
Health Department that are non-functional**

**Department of Public Works**

**Approve Fact Sheet Amendment “B” through the Washington State Public  
Works Board for the Joe Johns Vicinity Ocean Outfall Storm water  
Conveyance Project; authorize Chair to sign**

**Sheriff’s Office**

**Confirm Sheriff’s signature on FY2014 STOP Grant, Standard Assurances,  
Equal Employment Opportunity Plan Certification and Civil Rights  
Requirements Certifications**

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #50

**General Business**

**Vendor Claims:**

**Warrants Numbered 124750 thru 124840 - \$130,450.55**

**Approve amendment #1 to the Joint Pacific County Housing Authority Contract**

**Approve the regular meeting minutes from October 14, 2014, October 28, 2014 and November 10, 2014**

**ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS**

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

**Denied six month leave of absence requested by Matt Jordan, noting it would violate the Local 367 Collective Bargaining Agreement**

**Approve the NJPA bid proposal for Networkfleet Hardware and Services through Verizon, subject to adequate budget appropriations and authorize Chair to sign**

Consider adoption of Resolution regarding the temporary closure of 245<sup>th</sup> Street from State Route 103 to P Street for construction-**DEFERRED**

**Approve Communications Facility Use Agreement with Meredith Corporation for facility use at Megler site and authorize Chair to sign**

**Approve Quit Claim for Surfside Estates Accretions with Covenant, Conditions and Restrictions and Real Estate Excise Tax Affidavit from Eleanor Joan Wilson, Assessor's parcel #77009001002 and authorize Chair to sign**

**Approve purchase of equipment for the improvement projects for the county parks in the amount of \$9,226.44 from Fund 125, subject to adequate budget appropriations**

**ITEMS REGARDING DEPARTMENT OF COMMUNITY DEVELOPMENT**

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

**Approve out of class pay for two employees pertaining to Grade 10 Environmental Health Technician position through December 31, 2014, subject to adequate budget appropriations**

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #50

**ITEMS REGARDING HEALTH & HUMAN SERVICES DEPARTMENT**

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

**Approve increase of Lindsey Hylton, WellSpring Community Network Coordinator, from a .90 FTE to a 1.0 FTE, effective November 1, 2014, subject to adequate budget appropriations**

**ITEMS REGARDING SHERIFF'S OFFICE**

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

**Award bid for two commercial freezers to Smitty's Vending Inc. at \$2,995 each not including shipping and tax, subject to adequate budget appropriations** *(Other bids received from Cooks Correctional in the amount of \$3,357 and from Central Restaurant in the amount of \$4,319)*

**ITEMS REGARDING FAIR**

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

**Approve Pacific County fairgrounds winter storage rental agreements and authorize Chair to sign**

**ITEMS REGARDING GENERAL BUSINESS**

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

**Approve issuance of Request for Proposal (RFP) for Collection Services in accordance with Chapter 36.18.190 RCW for use by all county offices/departments**

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

**Vendor claims, subject to adequate budget appropriations  
Warrants Numbered 124841 through 124960 - \$373,390.56**

**Adopt Resolution 2014-047 in the matter of amendments to the fy2014 budget by appropriation transfer**

**EXECUTIVE SESSION – Not needed**

**RECESS – 9:19AM**

**PUBLIC HEARING – 10:00AM**

**ATTENDANCE:** Commissioner Wolfe, Commissioner Ayers, Assessor Bruce Walker

**ABSENT:** Chair Rogers (Canvassing the election)

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #50

Vice-Chair Wolfe opened the public hearing regarding certification of levies.  
Bruce Walker was sworn in.

Bruce Walker indicated his Chief Deputy reviewed the levy amounts and all were within the statutory requirements.

Vice-Chair Wolfe closed the public hearing.

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

**Adopt Resolution 2014-048 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**

**PUBLIC HEARING – 10:02AM**

**ATTENDANCE:** Commissioner Wolfe, Commissioner Ayers, Assessor Bruce Walker, Paul Plakinger, Kathy Spoor

**ABSENT:** Chair Rogers (Canvassing the election)

Vice-Chair Wolfe opened the public hearing regarding supplemental budget requests. Paul Plakinger was sworn in and provided an overview of the supplemental budget requests.

Vice-Chair Wolfe closed the public hearing.

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

**Adopt Resolution 2014-049 in the matter of supplemental budget for the allowance of certain expenditures for fy2014**

**MEETING CLOSED – 10:06AM**

PACIFIC COUNTY  
BOARD OF COUNTY COMMISSIONERS

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

ATTEST:

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

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

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

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



PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #50

**OTHER BUSINESS FOR FILING**

Proceedings of the County Canvassing Board of November 25, 2014 filed this  
Date

Certificate of Liability Insurance filed for Calvary Chapel of Twin Falls, Inc.  
effective November 1, 2014 through November 1, 2015

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #50

**PROCEEDINGS**

**9:00 AM**  
**Tuesday, December 9, 2014**

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

**CALLED TO ORDER – 9:02AM**

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

Marie Guernsey, Clerk of the Board  
Kathy Spoor, County Administrative Officer  
Paul Plakinger, Management & Fiscal Analyst  
Mike Collins, Public Works Director/County Engineer  
Mary Goelz, Health & Human Services Director  
Faith Taylor-Eldred, Community Development Director  
Scott McDougall, Emergency Management Deputy Director  
David Burke, Prosecuting Attorney  
Kathy Langbraaten,  
Wendy Hamlin  
Will Hamlin

**GENERAL PUBLIC IN ATTENDANCE**

Mike Williams, Chinook Observer (recorded meeting)  
Brad Banks, WSALPHO  
Dick Sheldon  
Doug Kess  
Tom Kollasch  
Dale Beasley  
Key McMurry

**PUBLIC COMMENT**

Dick Sheldon, Doug Kess, and Dale Beasley commented regarding the SMP Process

**CONSENT AGENDA (Items 1-2)**

It was moved by Ayers, 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**

**Accept the resignation of Anna Miller effective December 12, 2014**

**General Business**

**Approve payroll for November 2014; total number of employees: 183;  
total payroll: \$732,536.99**

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #50

**ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS**

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

**Approve request to advertise simultaneously within the department and 367C for two vacant positions: Grade 12-Accountant with the Road Fund and Grade 12-Accountant within ER&R Fund, subject to adequate budget appropriations**

**Approve Microsoft “Enterprise Enrollment State and Local” Contract for a three year renewal effective January 2015 and authorize Chair to sign**

**Adopt Resolution 2014-050 regarding temporary road closure for North Beach Water District water main installation**

**Approve renewal of a government purchasing account with Adobe, Inc. and grant signing authority to Andrew Seaman**

**ITEMS REGARDING DEPARTMENT OF COMMUNITY DEVELOPMENT**

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

**Approve advertising for Solid Waste Code Enforcement position, effective January 2015, subject to adoption and inclusion in fy2015 budget**

**Approve Amendment #1 to Loan #L1200031 and Grant #G1300057 with Department of Ecology and authorize Chair to sign**

Consider approval to enter into a new cell phone contract with US Cellular; authorize Chair to sign-**DEFERRED**

**ITEMS REGARDING HEALTH & HUMAN SERVICES DEPARTMENT**

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

**Approve WSALPHO Agreement with Health and Human Services regarding Medicaid Administrative Claiming and authorize Director to sign**

**Approve Department of Health Consolidated Contract #C17121 for 2015-2017 and authorize Chair to sign**

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #50

**ITEMS REGARDING FAIR**

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

**Approve Pacific County Fairgrounds Winter Storage Rental Agreements and authorize Chair to sign**

**ITEMS REGARDING AUDITOR'S OFFICE**

Consider approval to purchase the Eden Personnel Web Extensions Project in the amount of \$14,911.50; authorize Chair to sign-**DEFERRED**

Consider adoption of Resolution 2014 establishing GASB 54 accounting standards for all county funds-**DEFERRED**

**Adopt Resolution 2014-051 establishing a Health Care Act Policy**

**ITEMS REGARDING NORTH DISTRICT COURT**

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

**Approve Purchase Reimbursement Agreement #PRA15001 with Washington State Administrative Office of the Courts and confirm Court Administrator/Clerk's signature**

**ITEMS REGARDING SOUTH DISTRICT COURT**

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

**Approve Purchase Reimbursement Agreement with Washington State Administrative Office of the Courts for the purchase of four desk top personal computers and authorize Court Administrator/Clerk's to sign**

**ITEMS REGARDING GENERAL BUSINESS**

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

**Approve Contract for Payment of Insurance Contributions**

**Approve Agreement and Releases in regards to the Employee's Voluntary Retirement effective December 31, 2014 with Marilyn Staricka, Janet Murray, Charla Clifton, and Debbie Bannish and authorize Chair to sign**

**Adopt Resolution 2014-052 establishing appointments and designations to the Washington Counties Risk Pool**

**Adopt Resolution 2014-053 regarding budget appropriation transfers**

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #50

**ITEMS REGARDING SHERIFF'S OFFICE**

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

**Accept recommendations of BOLDplanning, Inc. as the best and most responsive bidder to update the Pacific County Hazard Mitigation Plan in the amount of \$52,400, subject to adequate budget appropriations** (*Other*

*Nesbitt, Integrated Solutions, Witt-Obrien's, MLC and Associates*)

**ITEMS REGARDING GENERAL BUSINESS**

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

**Confirm letter of support if support to the WA State Department of Ecology regarding the use of imidacloprid for the management of burrowing shrimp**

**Approve letter of support to Willapa Bay Hardwoods Acquisitions, LLC regarding determination of feasibility of converting waste wood streams to lower cost thermal energy and authorize Chair to sign**

**Approve Vendor Claims, subject to adequate budget appropriations Warrants Numbered 124961 through 125072 - \$306,036.32**

**EXECUTIVE SESSION**

**9:30Am-9:45AM**

RCW 42.30.110 (1)(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.

**PUBLIC HEARING – 10:00AM**

**ATTEND: Chair Rogers, Commissioner Wolfe and Commissioner Ayers**

Chair Rogers opened the Public hearing to consider the Franchise Application as submitted by the City of Long Beach

Chair Rogers closed the public hearing.

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

**Adopt Resolution 2014-054 for granting a Non-Exclusive No. 2014-02 with the City of Long Beach to use county roads, rights-of-way and other properties to construct, maintain, and operate water utility in Long Beach**

**MEETING CLOSED – 10:06AM**

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #50

PACIFIC COUNTY  
BOARD OF COUNTY COMMISSIONERS

---

Steve Rogers, Chairman

ATTEST:

---

Frank Wolfe, Commissioner

---

Marie Guernsey  
Clerk of the Board

---

Lisa Ayers, Commissioner

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

**OTHER BUSINESS FOR FILING**

Letter received October 29, 201 from James O'Hagan regarding the property of Kenyon Kelley filed this date.

Letter dated November 19, 2014 from Barnett N. Kaliko, Attorney for Dick Sheldon regarding the Shoreline Master Program update.

Notes from 1/10 of 1% public meetings held December 8, 2014 in Tokeland and December 9, 2014 in South Bend.

**Years of Service Report**      December 2014

<b>Total Years of Service</b> 10			
<b>Employee Name</b>	<b>Date of Hire</b>	<b>Calculation Date</b>	<b>ID Number</b>
Monte J. Givens	12/6/2004	12/1/2004	GIVEM
Lisa J. Ayers	12/6/2004	12/1/2004	AYERL
<b>Total Years of Service</b> 20			
<b>Employee Name</b>	<b>Date of Hire</b>	<b>Calculation Date</b>	<b>ID Number</b>
Loni Hooper	12/12/1994	12/1/1994	HOOPL

Tuesday, September 02, 2014 - Emailed Amber -KB

Page 1 of 1

11/25/14 c: Lisa - KB

12/19/14 mtg

5



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

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

REQUESTED MEETING DATE:

12-23-2014

**Res. 2010-013 EXHIBIT A**

Agenda Item #: \_\_\_\_\_

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

**AGENDA ITEM REQUEST**

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

DEPARTMENT/OFFICE: DEPARTMENT OF PUBLIC WORKS	DIVISION (if applicable): TELECOMMUNICATIONS
OFFICIAL NAME & TITLE: NICK MILTON, ASSISTANT TELECOMM ENGINEER	PHONE / EXT: EXT 3444
SIGNATURE: <i>Nick Milton</i>	DATE: 12-09-2014
NARRATIVE OF REQUEST	
For the Board's consideration is an Assignment of Facility Use Agreement (Megler Site) from Alexandra Communication to Meadows Broadcasting. Alexandra Communications is exercising item 16 of the lease and assigning the lease to Meadows Broadcasting. Meadows Broadcasting accepted and would be held to the same terms, conditions, and obligations.	
RECOMMENDED MOTION	



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

**PACIFIC COUNTY  
COMMUNICATIONS FACILITY USE AGREEMENT**

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

**WHEREAS**, such facilities are capable of supporting certain other communications systems without degrading or encumbering the COUNTY's systems, the COUNTY hereby enters into this Site Use Agreement with **MEADOWS Broadcasting, LLC** (hereinafter called **MEADOWS**), this 1<sup>st</sup> day of January, 2014.

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

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

2. **TERMINATION BY LESSEE**:

- 2.1 **MEADOWS** shall have the right to terminate this lease upon thirty (30) days' written notice to the COUNTY upon the happening of any of the following events:

- If the approval of any agency, board, court or other governmental authority necessary for construction and/or operation of **MEADOWS'** equipment cannot be obtained, or if **MEADOWS** determines in its reasonable judgment that the cost of obtaining such approval is prohibitive.
- If **MEADOWS** determines at any time that the premises are not appropriate for **MEADOWS'** equipment for technological reasons, including, but not limited to, signal interference.
- If **MEADOWS'** license to operate the equipment/services that pertain to this use agreement is revoked, removed or suspended.

3. **EVENTS OF DEFAULT, NOTICE AND OPPORTUNITY TO CURE:** If either party fails to comply with a covenant made by such party in this Use Agreement, or fails to abide by a condition binding on such party contained in this Use Agreement, or if **MEADOWS** fails to make a payment hereunder when due, (each individually, an "Event of Default"), then the other party shall deliver notice of such Event of Default to the defaulting party, who shall be permitted to cure the same within fifteen (15) days of delivery of such notice. If such Event of Default cannot reasonable be cured within such fifteen day period, then the defaulting party shall be deemed to have cured the same if it takes all reasonable steps to do so within such fifteen day period and thereafter diligently proceeds to effect such cure; provided, that, such cure is actually and fully effected within ninety (90) days of delivery of the notice delivered pursuant hereto.
4. **PAYMENT:** **MEADOWS** shall pay the COUNTY annually the amount as determined by Exhibit A of this Use Agreement. Such annual amount shall be prepaid by January 20<sup>th</sup> for the term January 1<sup>st</sup> to December 31<sup>st</sup>. Partial calendar years shall be prorated on a full month basis.
5. **RATES:** At the end of the first year of this Use Agreement, the COUNTY shall review the rates and make adjustments as are appropriate. The adjusted rates shall consider the consumer price index, the DNR rates for comparable sites, and rates charged by the private sector, however, in no case shall the adjustment exceed five (5%) percent/year.
6. **INDEMNIFICATION:** In accepting this Agreement, **MEADOWS**, 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 **MEADOWS** 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, **MEADOWS**, including its successors or assigns, shall defend the suit or action at his or her or their sole cost and expense and shall fully satisfy any judgment that is rendered against the COUNTY, its officers, its employees, or any combination thereof.

7. **INSURANCE:** **MEADOWS** shall maintain and provide proof of occurrence based general business professional liability insurance in the amount of \$1,000,000 or greater per occurrence and \$2,000,000 aggregate for the term of this CONTRACT. **MEADOWS** must name the COUNTY as an additional insured. **MEADOWS** shall provide the COUNTY a copy of the additional insured endorsements prior to the start of this contract. **MEADOWS** agrees that its liability insurance shall be primary and non-contributory to the COUNTY's and that **MEADOWS**' liability insurance policy shall so state. **MEADOWS** shall be responsible at its own expense to provide any and all employment insurance coverage, including but not limited to, unemployment insurance, worker's compensation insurance, etc. for any and all of its employees as might apply.
8. **PREMISES:** The COUNTY shall provide **MEADOWS** tower and shelter space in addition to fenced security and access to the facility. **MEADOWS** shall install communications equipment as described in Exhibit A of this Use Agreement. Facilities covered by this Use Agreement, and reserved for **MEADOWS** exclusive use, are located on the following described land: Pacific County Property located at 46° 17' 10" North Latitude, 123° 53' 50" West Longitude (Megler Site).
9. **EQUIPMENT:** **MEADOWS** shall install and maintain equipment using good communication practices, and in accordance with all applicable codes. **MEADOWS** shall also adhere to the Pacific County Facility Use Standards described in Exhibit B and made a part of this Agreement. Antenna feeds shall be "1/2" or larger jacketed solid sheathed transmission line.

- Cable shall be clamped to cable trays in accordance with existing methods.
- Equipment shall be bonded to existing ground grid in accordance with applicable codes.

10. **INTERFERENCE:** **MEADOWS** shall provide all necessary equipment to eliminate any interference to existing site users\* from the installation of its communications system. Such equipment shall include, but not be limited to, filters, cavities, isolators, combiners, amplifiers, and splitters. Should subsequent site users find it necessary to install interference mitigating devices on **MEADOWS'** equipment, **MEADOWS** shall cooperate; however, **MEADOWS** shall not be required to bear the financial cost. If equipment installed at the site interferes with equipment previously installed at the site by another user, then the equipment formerly installed shall have priority over the equipment subsequently installed. If technical conflicts between items of equipment cannot be resolved, then the equipment first installed shall remain operational and the other equipment causing the interference shall be modified or removed. The COUNTY shall retain final authority regarding what equipment can be installed and what interference mitigating methods must be employed. The COUNTY has approved placement of the equipment described in Exhibit A attached hereto.

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

11. **SECURITY AND MAINTENANACE:** The COUNTY shall provide reasonable security for the premises throughout the term of the Use Agreement at no additional charge to **MEADOWS**. The COUNTY, at its expense, shall maintain the tower, building, security fences, and all related facilities in good order and condition and in accordance with all applicable laws and regulations throughout the term of the Use Agreement. **MEADOWS** shall be responsible for maintenance of its facilities and equipment. In the event that the COUNTY fails to maintain the tower with respect to any FCC/FAA regulations, **MEADOWS** shall notify the COUNTY of such default and request cure within ten (10) days.

12. **IMPROVEMENTS:** All construction, improvements and/or alterations of the facility at any time whatsoever shall be subject to COUNTY's prior approval, which shall not be unreasonably withheld.
13. **CASUALTIES:** If a tower or building is damaged or destroyed that contains equipment of **MEADOWS** and the COUNTY fails to commence rebuilding within thirty (30) days of the occurrence of the damage or thereafter fails to prosecute completion of such repairs in a diligent manner, then **MEADOWS** shall be entitled to terminate the Use Agreement according to Paragraph 2. In the event of damage by fire or other casualty loss to the tower or building that renders the property unusable by **MEADOWS**, there shall be an equitable reduction of rent until the damage has been repaired.
14. **TAXES:** **MEADOWS** agrees to pay the COUNTY all applicable leasehold taxes pursuant to the provisions of Chapter 82.29A RCW, and any State and Local regulations issued thereto. In the event of damage by fire or other casualty loss to the tower or building that renders the property unusable by **MEADOWS** there shall be an equitable reduction of rent until the damage has been repaired.
15. **OWNERSHIP OF EQUIPMENT:** All transmitting and receiving equipment, shelters, and support facilities listed under Exhibit A, installed at the site by **MEADOWS** shall be and remain the property of **MEADOWS** and may be removed or replaced by **MEADOWS** at any time from time to time, provided that **MEADOWS** repairs any damage caused in conjunction with such removal and replacement.
16. **ASSIGNMENTS AND SUBLETTING:** It is agreed that this Use Agreement may be assigned by either party with the prior approval of the other party, which consent shall not be unreasonably withheld. Notwithstanding the foregoing, **MEADOWS** may assign this Use Agreement upon prior written notice to, but without the consent of COUNTY to (i) any affiliate of **MEADOWS**, or (ii) any entity which

buys all or substantially all of the assets of **MEADOWS** used in connection with the operation of **MEADOWS**. The assignee or transferee shall have the right to assume this Use Agreement with all its terms and conditions for the remaining lease term.

17. **DISPUTES, VENUE AND ATTORNEY'S FEES:** Should any litigation be commenced by a party concerning this Use Agreement, then the party prevailing in any such action or proceeding or appeal thereon shall be entitled to recover its court costs and reasonable attorneys' fees from the other party. Any action taken to enforce a provision of this agreement shall be subject to Washington State Law and shall be filed in Pacific County Superior Court. The parties agree that prior to filing any action in Superior Court that they will attempt to meet and resolve any potential disputes.
18. **AUTHORITY:** Each party warrants to the other that it has authority to enter into and perform this Use Agreement and it has taken all action required to authorize execution of this Use Agreement.
19. **ALL WRITINGS CONTAINED HEREIN:** This agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this agreement shall be deemed to exist or to bind the parties hereto.
20. **WAIVER OF SUBROGATION:** COUNTY and **MEADOWS** hereby waive any and all rights of recovery against the other party, and its employees and officers for loss or damage to the party or its property where such loss is or could be insured against under any fire and extended coverage policy available in the State of Washington. Each party shall cause all insurance policies obtained by it to contain a waiver of subrogation consistent with the foregoing.

21. **NOTICES:** All notices, requests, demands and other communications given under this Use Agreement shall be in writing and shall be deemed given if personally delivered or mailed, certified mail, return receipt requested, addressed as follows:

If to COUNTY:

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

If to MEADOWS:

Meadows Broadcasting, LLC  
927 Marine Drive  
Astoria, OR  
Attn: Rob Meadows  
Tax ID No. 45-2194150

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

MEADOWS BROADCASTING, LLC

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

APPROVED AS TO FORM:

ATTEST:

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



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

<u>Item No.</u>	<u>Quant.</u>	<u>Equipment List</u>	<u>Annual Rate</u>
1	1	FM Transmitter 94.3 MHz	\$1552
2	1	FM Receiver	included above
3	1	Receive Antenna	included above
4	1	Transmit Antenna, B Zone	\$599
5	1	½ rack space including power	\$405
<hr/>			
TOTAL ANNUAL RATE			\$2556

EXHIBIT A AGREED TO:

LESSOR INITIALS \_\_\_\_\_ DATE \_\_\_\_\_

LESSEE INITIALS \_\_\_\_\_ DATE \_\_\_\_\_

## **EXHIBIT B**

### **PACIFIC COUNTY FACILITY USE STANDARDS**

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

#### **GENERAL**

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

#### **TOWERS**

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

## EQUIPMENT BUILDING

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

### EXHIBIT B AGREED TO:

LESSOR INITIALS \_\_\_\_\_ DATE \_\_\_\_\_

LESSEE INITIALS \_\_\_\_\_ DATE \_\_\_\_\_

## ASSIGNMENT OF FACILITY USE AGREEMENT

Pursuant to and with reference to that certain Asset Purchase Agreement dated July 1, 2013 (the "Purchase Agreement"), by and between ALEXANDRA COMMUNICATIONS, INC., a Washington corporation ("Seller") and MEADOWS BROADCASTING, LLC, a Texas Limited Liability Company ("Buyer"), Seller hereby assigns to Buyer, all right title and interest in and to that certain Facility Use Agreement executed by the parties May 14, 2013 and effective as of June 1, 2013, by and between Seller and PACIFIC COUNTY regarding property located within Pacific County at the following coordinates (the "Megler Site") in support of KRKZ-FM:

North Latitude: 46-17-10  
West Longitude: 123-53-50

This Assignment of Facility Use Agreement is being assigned by Buyer to Seller pursuant to Section 16 of the Facility Use Agreement and Buyer represents to Seller that prior written notice as required by the Facility Use Agreement to Pacific County has been performed prior to the date hereof.

Dated: 9-18-13 SELLER  
ALEXANDRA COMMUNICATIONS, INC.  
BY: [Signature]  
Thomas D. Hodgins, President

## ACCEPTANCE OF ASSIGNMENT AND ASSUMPTION

MEADOWS BROADCASTING, LLC ("Buyer"), hereby accepts the above assignment and assumes and agrees to be bound by all terms, conditions, and obligations thereunder.

Dated: 9/18/13 BUYER  
MEADOWS BROADCASTING, LLC  
BY: [Signature]  
Robert L. Meadows, Sr., President



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 19 2014

## AGENDA REQUEST FORM

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

BOCC ACTION: ☐ APPROVED ☐ DENIED

Agenda Item #: \_\_\_\_\_

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

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

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: DPW

DIVISION (if applicable): Roads

OFFICIAL NAME & TITLE: Mike Collins, Director/County Engineer

PHONE / EXT: 3368

SIGNATURE: *Mike Collins*

DATE: 12-09-14

NARRATIVE OF REQUEST

Olympia Resource Management has submitted a \$2,060 cash bond for hauling on North Nemah Road in conjunction with Road Haul Permit No. 2014-15. Please accept this cash bond that will be held by the DPW Accounting Manager until conclusion of the permit.

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

Name of Contractor: <u>Olympic Resource Management - PNW Log Company III LLC</u>	
Name of contract/agreement/grant/amendment (if amendment, provide copy of original document(s)): <u>Road Haul Permit No. 2014-15</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): <input type="checkbox"/> For-Profit <input checked="" type="checkbox"/> Private Organization/Individual <input type="checkbox"/> Non-Profit <input type="checkbox"/> Public Organization/Jurisdiction <input type="checkbox"/> State <input type="checkbox"/> Sub Recipient <input type="checkbox"/> Federal <input type="checkbox"/> Other	
Please indicate appropriate Tax Identification Number, Uniform Business Identification Number, or Social Security Number on Page 3 of this form.	
TYPE OF REQUEST (Mark all that apply and provide breakdown of bid proposals along with all pertinent documents.):	
Public Works Project (RCW 39.04): <input type="checkbox"/> Limited PW Process (<\$35,000) <input type="checkbox"/> Limited PW Process (<\$40,000) <input type="checkbox"/> Small PW Process (<\$300,000) <input type="checkbox"/> PW Project (>\$300,000)	
Equipment, Materials, & Supplies (RCW 36.32): <input type="checkbox"/> < \$5,000 (attach 3 bids) <input type="checkbox"/> \$5,000-\$25,000 (use small works roster) <input type="checkbox"/> >\$25,000 (competitive bids)	
Services / Leases: <input type="checkbox"/> Architectural & Engineering <input type="checkbox"/> Personal Services <input type="checkbox"/> Lease (Personal Property i.e. copier, printer) <input type="checkbox"/> Lease (Real Property) <input type="checkbox"/> Telecomm & Data Processing <input type="checkbox"/> Other Services (Please Describe):	
To be located at: _____	
Exceptions to Bidding (Please provide appropriate documentation): <input type="checkbox"/> Insurance/Bonds <input type="checkbox"/> Emergency Event (Purchases/Public Works) <input type="checkbox"/> Single (Sole) Source Purchase* <input type="checkbox"/> Special Facilities/Market Conditions *Resolution Required	
<input type="checkbox"/> PURCHASE UNDER ANOTHER AGENCY'S CONTRACT ("Piggybacking") Please attach the following: - Copy of Intergovernmental Agreement with other agency - Confirmation that vendor agrees to participation - Documentation that contract was awarded in compliance with bidding law - Documentation that Agency posted bid/solicitation notice on its website or provided access link to the notice	
<input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Franchise <input type="checkbox"/> Annexation <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Appeal <input type="checkbox"/> Inventory Acquisition/Disposal <input type="checkbox"/> Tort Claim <input type="checkbox"/> Call for Bids <input type="checkbox"/> Open Space/Timber Classification <input type="checkbox"/> Post, Advertise and/or Fill Position (attach New Employee Form) <input checked="" type="checkbox"/> Other (please describe): <u>Road Haul Permit</u>	
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:	



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:**

12/19/2014

## AGENDA REQUEST FORM

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

BOCC ACTION: ☐ APPROVED ☐ DENIED

Agenda Item #: \_\_\_\_\_

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

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

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

☐ OTHER: \_\_\_\_\_

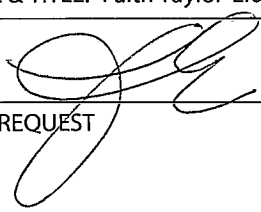
Review: ☐ Clerk of the Board  
☐ Risk Management  
☐ Legal

### DISTRIBUTION LIST:

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

### AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Community Development	DIVISION (if applicable): Admin
OFFICIAL NAME & TITLE: Faith Taylor-Eldred	PHONE / EXT: 875.9356
SIGNATURE: 	DATE: Dec 16 '14
NARRATIVE OF REQUEST	
<p>The Department is revising the Department's fee schedule (Resolution 2013-075), adopted 18 December 2013, to include items that were overlooked in the previous versions, to clarify currently listed items, and to correct discrepancies with other resolutions and agreements when different fees were listed for the same item.</p>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	

BEFORE THE BOARD OF PACIFIC COUNTY COMMISSIONERS

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

A RESOLUTION REGARDING FEES FOR SERVICES PERFORMED BY PACIFIC COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT AND PUBLIC WORKS IN SUPPORT OF BUILDING, ENVIRONMENTAL HEALTH, AND LAND USE REVIEW, ADOPTION OF A SCHEDULE OF FEES, AND RECISION OF PRE-EXISTING FEE RESOLUTIONS.

WHEREAS, in the matter of providing services to the public and other municipal entities, the Board of Pacific County Commissioners and the Board of Health have reviewed state statutes and county ordinances, resolutions, rules, regulations, policies and procedures and find the following facts:

1. Pacific County has enacted certain ordinances and resolutions that provide fees for the reimbursement of costs of services provided by Pacific County; and
2. Those ordinances and resolutions and certain facts regarding the same were enumerated in:

<u>Resolution Number:</u>	<u>Pass in open session of the BOCC on:</u>
81-066	
82-099	
83-028	01 March 1983
83-154	15 November 1983
83-188	20 December 1983
88-121	19 December 1989
90-155 & as amended	28 December 1990
90-156	28 December 1990
92-105	08 September 1992
92-110	22 September 1992
93-072	13 April 1993
95-097	24 October 1995
97-024	11 February 1997
97-040	11 April 1997
98-033	10 March 1998
99-088	24 August 1999
00-094	14 November 2000
01-063	28 August 2001
02-099	30 December 2002
04-098	28 December 2004
05-072	27 December 2005
06-063	12 December 2006
08-002	22 January 2008
10-001	12 January 2010
2012-049	11 December 2012
2013-075	18 December 2013

3. The revisions and/or amendments stipulated in the resolutions listed herein have been accomplished in accordance with state statute and county rules, regulations, policies and procedures; and
4. The Board of Pacific County Commissioners desires to coalesce and adjust existing fees administered by the Department of Community Development into one uniform fee schedule for the benefit of the general public;



now, therefore,

BE IT HEREBY RESOLVED, that the following schedule of fees be adopted, and that any and all portions of the above listed resolutions that conflict with this schedule are hereby rescinded:

### Section 1: Application Processing

A. Application Processing Fee (Charged on all applications, licenses, etc) <sup>1</sup>	\$40.00
B. Technology Fee (Charged on all applications, licenses, renewals, etc)	\$5.00
C. NSF fee	\$35.00

### Section 2: Shoreline Substantial Development

A. Exemption-Substantial Development Permit Application	\$130.00
B. Exemption- Forest Practice Review <sup>2</sup>	\$65.00
C. Type II Shorelines Substantial Development Permit Application	\$650.00
D. Type III Shorelines Substantial Development Permit Application	\$780.00
E. Sand Removal-Substantial Development Permit Application	\$130.00
F. Dune Modification and Exemption	\$390.00
G. Shorelines Permit Revision	\$325.00
H. Public Notice Fee (Shorelines)	\$195.00

### Section 3: Planning/Zoning

A. Setback/Zoning Review	\$40.00
B. Zoning Variance (Type IV Review Process) <sup>3</sup>	\$650.00
C. Zoning Variance (Type III Review Process)	\$650.00
D. Conditional Use Permit (Type III Review Process)	\$650.00
E. Special Use Permit (Type II Review Process)	\$520.00
F. Change of Zone (Rezone) Application	\$975.00
G. Comprehensive Plan Amendment	\$975.00
H. Forest Land Conversion Review (Conversion review, conversion option harvest plans, moratorium waivers)	\$425.00
I. WCF Application Review Type I Process <sup>4</sup>	\$130.00
J. WCF Application Review Type II Process <sup>5</sup>	\$520.00
K. WCF Application Review Type III Process <sup>6</sup>	\$650.00
L. Floodplain Development Permit	\$130.00
M. Oysterville Design Hearing	\$520.00
N. Public Notice Fee	\$195.00
O. Vacation Rental License	\$90.00
P. Oysterville Design Review	300.00

### Section 4: Critical Areas and Resource Lands (CARL)/Land Alteration and Drainage Ordinance (LADO)

A. CARL and LADO Checklist Review/Site Evaluation	\$130.00
B. CARL Assessment, Delineation, and Mitigation Plan Review	\$325.00
C. CARL Administrative Variance/Viable Use Review	\$390.00
D. Public Notice Fee (CARL/LADO)	\$195.00

1 Not applicable to temporary food permits

2 Review for timber harvest/forest practices only for compliance with the Shoreline Master Program

3 Review performed by BOCC

4 Cell Tower Review Type I (Attaching antenna to existing tower)

5 Cell Tower Review Type II (New tower co-located)

6 Cell Tower Review Type III (New tower, variance)

## Section 5: State Environmental Policy Act (SEPA)

A. Environmental (SEPA) Checklist Filing Fee	\$160.00
B. Threshold Determinations Review Fee <sup>7</sup>	
Commercial Industrial Rezones (additional fee)	\$195.00
Subdivision or Short Platting not exempted under WAC 197-11-800(6) (c) (additional fee)	\$325.00
C. DNS – Determination of Non-Significance (no additional fee) <sup>8</sup>	
D. Mitigated Determination of Non-significance (additional fee) <sup>9</sup>	\$195.00
E. Environmental Impact Statement (EIS) <sup>10</sup>	
F. Public Notice Fee (SEPA) (minimum fee) <sup>11</sup>	\$195.00

## Section 6: Subdivision(s)

### Short Subdivision/Large Lot Fees (1-4 lots)

A. Short Plat or Large Lot Subdivision (1-4) Lots Pre-application	No charge
B. Short Plat or Large Lot Subdivision Preliminary Application	\$650.00+\$30/lot
C. Minor Revisions (no hearing/no re-advertisement)	\$260.00
D. Major Revisions (hearing and/or re-advertisement)	\$520.00
E. Amended Short Plat or Large Lot	\$325.00
F. Plat Feasibility Review Septic/Well (On-site Sewage Evaluation for short subdivisions, long subdivisions, large lots subdivision) <sup>12</sup>	\$325.00+\$65/additional lot
G. Final Short Plat or Large Lot Review (includes public hearing with Hearings Examiner)	\$65/lot+recording fee <sup>13</sup>
H. Re-division or Alteration of Large Lot or Short Subdivision	\$650+\$30/lot
I. Land Division Exemption Review <sup>14</sup>	\$65+recording fee
J. Refundable Cash Payment in lieu of public improvements	150% of estimated cost
K. Public Notice Fee (Subdivision)	\$195.00

### Long Subdivision (5 or more lots)

A. Long Subdivision Pre-Application	No Charge
B. Long Subdivision Preliminary Plat Application	\$975.00 + \$45.00/lot
C. Minor Revision (no hearing, no re-advertisement)	\$325.00
D. Major Revision (hearing and/or re-advertisement)	\$520.00
E. Final Subdivision Review	\$65.00/lot+ recording fee
F. Amend Subdivision or Redivision	\$520.00
G. Redivision or Alteration of Long Subdivision	\$975.00+\$45.00/lot
H. Plat Feasibility Review Septic/Well (On-site Sewage Evaluation for short subdivisions,	\$325.00+\$65/additional lot

7 Additional fees will be required 1). Commercial Industrial Rezones 2). Subdivision or short plat that are not exempted under WAC 197-11-800(6)(a). Note: No threshold determination fee shall be charged for a proposal which could be categorically exempt by for the provisions of the County's Ordinances.

8 When a DNS is withdrawn by the County as a result of procurement by misrepresentation or lack of material disclosure and if such a DNS resulted from the actions of an applicant, any subsequent environmental checklist on the proposal shall be prepared directly by the lead agency or its consultant at the expense of the applicant.

9 Those threshold determinations resulting in a mitigated Determination of Non-Significance. In addition, the preparation and distribution costs as detailed in Resolution No. 90-156, or any amendments thereto.

10 EIS preparation and distribution costs shall be borne by the applicant or proponent as detailed in Resolution No. 90-156.

11 The County shall collect a reasonable fee from applicants to cover the cost of meeting any public notice requirement of the County's rules (Pacific County SEPA Ordinance)

12 The work of a standard septic/well evaluation is performed as in any other lot/parcel. However, due to the volume of evaluations possible with a short/large plat, the standard rate isn't feasible for each lot and so an hourly rate will be charged per additional lot.

13 If DCD is tasked to record the documents with the Auditor's Office then recording fees will be assessed by DCD. If the applicant records the documents themselves then the fee is assessed at the time of recordation with the County Auditor.

14 Exemptions listed in Land Division Ordinance Section 3(B).

long subdivisions, large lots subdivision) <sup>15</sup>	
I. Refundable cash payment in lieu of public improvements	150% of estimated cost
J. Short Plat/Subdivision/Large Lot Exemption Review	\$65/lot+recording fee
K. Public Notice Fee (Subdivision)	\$195.00

#### **Subdivision Variance**

A. Administrative Variance Review (Type II process)	\$520.00
B. Lot Size or other Variance from Subdivision Standard (if to BoCC)	\$650.00
C. Plat Vacation	\$390.00
D. Recording	As charged by Auditor
E. Binding site plan review	\$520.00

#### **Boundary Line Adjustment**

A. Boundary Line Adjustment <sup>16</sup>	\$95.00
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#### **Section 7: Appeal(s)**

A. Appeal of Type I or Type II Decision	\$260.00
B. Appeal of Type III Decision	\$390.00
C. Appeal of Type IV Decision	\$390.00
D. Appeal of Franchise Decision	\$260.00

#### **Section 8: Public Works Development Review**

A. Road Right-of-Way Fee (road access/approach)	\$50.00
B. Drainage Fee	\$300.00
C. Addressing	\$25.00
D. Road Review Fee (Subdivision)	\$65.00/hr
E. Franchise Application	\$520.00
F. Sand Haul/Overweight Permit	\$20.00

#### **Section 9: Building Permit(s)<sup>17 18</sup>**

##### **Total Valuation (plus 65% of Value for Plan Check Fees)<sup>19</sup>**

<b>\$1.00 to \$500.00</b> - \$23.50	\$23.50
<b>\$501.00 to \$2,000.00</b> - \$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00 or fraction thereof, to and including \$2,000.00.	\$23.50+\$3.05 per increment
<b>\$2,001.00 to \$25,000.00</b> - \$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00	\$69.25+\$14.00 per increment
<b>\$25,001.00 to \$50,000.00</b> - \$401.35 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00.	\$401.35+\$10.10 per increment
<b>\$50,001.00 to \$100,000.00</b> - \$650.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00.	\$650.75+\$7.00 per increment
<b>\$100,001.00 to \$500,000.00</b> - \$993.35 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00.	\$993.3+\$5.60 per increment

<sup>15</sup> See Footnote 10.

<sup>16</sup> Recording fees assessed at time of recordation w/ County Auditor

<sup>17</sup> The fees for each building permit, plumbing permit, and/or mechanical permit are based on finished value rather than true cost; therefore, volunteer labor and furnished materials must be included.

<sup>18</sup> Not applicable to agriculture buildings; no plan review or inspections are performed so no building fees are applied

<sup>19</sup> The following values were taken from the 1997 Uniform Building Code Table 1-A. The plan review fee shall be sixty-fix (65) percent of the building permit fee as established in the Table titled "Total Valuation" in the this resolution.

<b>\$500,001.00 to \$1,000,000.00</b> - \$3,233.72 for the first \$500,000.00 plus \$4.74 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00	\$3,233.72+\$4.74 per increment
<b>\$1,000,001.00 and Up</b> - \$5,608.72 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00 or fraction thereof.	\$5,608.72+\$3.65 per increment

**Building Valuations<sup>20</sup> (all valuations per square foot unless otherwise noted)**

A. Single Family Dwelling	\$84.86
B. Residential Addition	\$84.86
C. Residential Interior Remodel (Non-structural)	\$42.43
D. Residential Interior Remodel (Structural)	\$84.86
E. Basement (Unfinished)	\$21.22
F. Garage	\$30.64
G. Carport/Shed	\$20.93
H. Deck (Covered)	\$12.25
I. Deck (Uncovered)	\$10.40
J. Pole Building	\$24.51
K. Foundation Under Existing House (per lineal foot)	\$65.00
L. Metal Carports (flat rate) <sup>21</sup>	\$65.00
M. Greenhouse <sup>22</sup>	\$30.64
N. Decommission of Cell Tower	\$130.00

**Mobile Homes/Manufactured Houses<sup>23</sup>**

A. Singlewide	\$455.00
B. Doublewide	\$520.00
C. Triplewide	\$585.00
D. Title Elimination Fee <sup>24</sup>	\$65.00
E. Modular Stick-Built <sup>25</sup>	50% of stick-built cost

**Other Building Fees**

A. Mechanical/Plumbing Repiping (wood stove/heat pump/propane/repiping/etc)	\$65.00
B. Change in Occupancy	\$65.00
C. Renewal of Building Permit (per 6 month increment; max 2 years))	\$50.00
D. Re-issuance of a Permit Packet	\$50.00
E. State Building Inspection Fee (plus \$2.00/each additional unit) <sup>26</sup>	\$4.50
F. Fire & Life Safety Inspection	\$150.00
G. Greenhouse, partial building permit <sup>27</sup>	\$50.00

20 Commercial – Based on Architects or Contractors Bid Information

21 Up to 520 sq ft. If larger than 520 sq ft, the Carport/Shed valuation per square foot will be used if no sides or two or more sides will use the Garage valuation.

22 Applicable for greenhouses attached to a residence or garage connected to a residence and on a permanent foundation; excludes any structure used for the growing of marijuana

23 The permit fee for installation of a mobile/manufactured is for either a home on a privately owned individual lot or in a mobile home park.

24 Fee collected at time of application and valid for duration of the permit - failure to eliminate title prior to permit expiration requires payment of fee.

25 Structure is substantially built off-site. Building/Plan Check fees are calculated by determining the building/plan check fees for a stick-build house and multiplying by 0.50.

26 Plus \$2.00 for each additional unit over the first unit in a multi-family building.

27 Applicable to any greenhouse, regardless of size, if attached to a residence or garage connected to a residence OR a greenhouse over 200 sq ft with siding, which can be attached to an ag/shop or detached garage; Siding means a rigid material used to enclose all or some sides of the building, such as plastic sheeting or corrugated material; excludes any structure used for the growing of marijuana

## Section 10: Fireworks

A. Fireworks - Retail Sales Permit Application <sup>28</sup>	\$55.00
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## Section 11: On-site Septic

### Permit(s)

A. Evaluation (new/modification/expansion/abandoned system)	\$325.00
B. Installation	\$195.00
C. Design Review <sup>29</sup>	\$195.00
D. Repair Permit (6 month permit)	\$160.00
E. Site Re-inspection	\$95.00
F. Operation and Maintenance Inspection Review	\$40.00
G. Annual Operation and Maintenance Permit	\$95.00
H. Septic System Variance Fee/Waiver Health Officer Hearing	\$390.00
I. Winter Water Table	\$600.00
J. Design Revision <sup>30</sup>	\$195.00

### Installers/Pumpers/O&M Inspectors

A. License-New <sup>31</sup>	\$225.00
B. License-Annual Renewal	\$130.00
C. Septic Tank Design Review	\$100.00
D. Retest fee	\$130.00
E. Pump Truck Inspections	\$130.00

## Section 12: Water System

A. Single-family Well Permit	\$130.00
B. Cistern Permit	\$400.00

## Section 13: Recreational Vehicle Parks

A. 0-20 spaces	\$130.00
B. 21-50 spaces	\$195.00
C. 51-100 spaces	\$260.00
D. 101 or more spaces	\$325.00
E. Temporary RV Park (less than 7 days in duration)	\$65.00

## Section 14: Solid Waste

A. Transfer Station Permit-Plus other solid waste plan implementation tipping fee as adopted by separate resolution	\$650.00
B. Land Application Permit	\$250.00
C. Other Solid Waste Sites and Facilities <sup>32</sup>	\$130.00

28 Includes both zoning and building fees.

29 Additional review by the request of the applicant or the County will be charged an hourly fee.

30 Applicable to any designs that have been altered after the original submittal and resubmitted for review, whether or not the EHS required corrections or if the alteration was voluntary by the applicant or agent

31 The test is \$100 for a homeowner that does not require a license.

32 Includes exempt facilities.

## Section 15: Water Recreation Facilities<sup>33</sup>

A. Spa	\$130.00
B. Swimming Pool	\$260.00

## Section 16: Water Quality

### Laboratory Testing

A. Coliform Presence/Absence	\$30.00
B. Membrane Filtration	\$30.00

## Section 17: Food

### Food Classes

A. Food Handlers Permit	\$10.00
B. Copy of Food Handler Card	\$1.00
C. Food Handlers Booklets	\$1.00

### Food Service Establishments<sup>34</sup>

A. Level 1 <sup>35</sup>	\$65.00
B. Level 2 <sup>36</sup>	\$130.00
C. Level 3 <sup>37</sup>	
0-25 seats	\$195.00
26-50 seats	\$225.00
51-75 seats	\$260.00
76-100 seats	\$290.00
100+ seats	\$325.00
D. School Cafeteria	\$195.00
E. Bed & Breakfast	\$130.00
F. Commissary Kitchen/Caterer	\$130.00
G. Complex Facilities (includes multiple levels (1, 2, & 3) w/in one establishment)	
Fee based on highest level (1,2, or 3) plus a flat rate per facility/department <sup>38</sup>	\$50.00

### Temporary Events<sup>39</sup>

A. Non-potentially hazardous (per event) – submitted by application deadline	\$30.00
B. Non-potentially hazardous (annual) – submitted by application deadline	\$65.00
C. Potentially hazardous (per event) - submitted by application deadline	\$65.00
D. Potentially hazardous (annual) – submitted by application deadline	\$130.00
E. Temporary Food Establishment Permit Late Fee <sup>40</sup>	\$65.00
F. Sampling of Non-potentially and Potentially Hazardous Food	\$30.00

33 Fees are for an annual permit. The same number of inspections is performed at each facility, regardless of the differences in operating times or schedules.

34 Change of ownership w/ no change in food preparation methods will only be charged the plan review fee. If food preparation methods change from previous owner then a plan review fee and food establishment service establishment fee will be assessed.

35 Level 1 (cold holding)

36 Level 2 (cold holding, hot holding)

37 Level 3 (cold holding, hot holding, reheating, cooling, variances, any type of food prep)

38 Example: A facility with three departments (grocery, deli w/14 seats, and meat market) would pay a Level 3 plus a flat rate of \$50.00 for each additional department 195+50+50=\$295

39 Non-profit organizations will be assessed at ½ the original fee; no application fee will be charged in addition of the permit fee listed

40 Applicable to all applications received after the application deadline; applications must be complete prior to the deadline to avoid the late fee

## Section 18: Plan Review for Environmental Health

A. All environmental health permits/licenses (2 hour minimum) <sup>41</sup>	\$65.00/hr
B. Change of ownership w/ no change in operations (2 hour minimum)	\$65.00/hr

## Section 19: Miscellaneous Review(s)

A. Open Space Applications Requiring Public Review and Public Hearing with Planning Commission (Tax conversions)	\$425.00
B. Permit Revision/Site Plan Revision after Permit Issuance (2 hour minimum)	\$65.00/hr
C. Permit Revision/Site Plan Revision prior to permit issuance (An additional review fee assessed if further review is requested by either the applicant or the County.)	\$65.00/hr
D. Assembly Ordinance Permits	\$200.00
E. Special Consultation Fee/Special Inspection Fee - Hourly Rate (2 hour minimum)	\$65.00/hr
F. Hearings Examiner <sup>42</sup>	\$600.00
G. Administrative Review <sup>43</sup>	\$300.00

## Section 20: Penalty/Additional Fees

A. All license renewal fees not received by January 1 <sup>st</sup>	\$65.00
B. All license renewal fees not received by February 1 <sup>st</sup> (in-addition to all previously assessed fees) <sup>44</sup>	\$65.00
C. Posting those facilities/establishments that did not pay their annual license fees <sup>45</sup>	\$150.00
D. Recording Fees (for all notices that are recorded)	As charged by the Auditor
E. Work started prior to permit issuance shall be assessed a penalty fee totaling 1 1/2 times the total of all permit fees <sup>46</sup>	
F. A site needing to be re-inspected will be charged at the hourly rate. <sup>47</sup>	\$65.00/hr

## Section 21: Hourly Fee

A. Hourly rate <sup>48</sup>	\$65.00/hr
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## Section 22: Administrative<sup>49</sup>

A. Copies (8 1/2 x 11 & 8 1/2 x 14 & 11x17) <sup>50</sup>	Per Pacific County Resolution
B. Fax fee (Off public phone network)	Per Pacific County Resolution
C. Tapes/CD Duplication Fee	Per Pacific County Resolution
D. Recording Fee	As charged by Auditor
E. Certified Letters	As charged by the USPS

41 Excludes water recreation facilities, which are sent to the State for review.

42 If the hourly rate is above the flat rate of \$600, the applicant will be charged for every hour after that at the hourly fee.

43 In the case that something needs to come before the Board of Health or the Health Officer.

44 Licenses not renewed by February 15th will be terminated and the establishment closed. Re-application and fees will be required to re-open.

45 Establishments that reopen within the same calendar year that they are closed will be required to pay all assessed penalty fees plus annual license fees unless a copy of the Washington State Business License is submitted showing a change of ownership.

46 If fees are \$1000 then the penalty fee will be \$500, which will be assessed to the original permit fee totaling \$1500. \$1000+\$500=\$1500

47 Every inspection will be allowed one re-inspection. Anything beyond two inspections will be charged.

48 The hourly rate includes anything that is not in the fee schedule that takes time and resources, such as special inspections, consultation fees, etc.

49 Determining the exact personnel, equipment, and supply costs associated with duplication is an unduly burdensome task; therefore, the County adopts the following rate structure.

50 Document Fee shall equal sum of duplicating costs and representative proportion of cost of personnel performing duplication of that document. NOTE: If the representative proportion of the cost of personnel performing duplication cannot easily be determined, the fee shall default to A). of this table.

F. Mileage	Per Pacific County Policy
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All fees are non-refundable, except when an individual withdraws or cancels a building project at which point the individual will receive a refund of 60% of their building fees. No application will be issued without receipt of payment in full of all applicable fees. Any application that remains on inactive status for a period of 180 days will be closed and fees may be forfeited.

PASSED by the following vote this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ 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 COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

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

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

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

ATTEST:

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

APPROVED AS TO FORM:

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





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:**

12/09/14

## 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 #: _____
<input type="checkbox"/> SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS		Initial: _____ Date: _____
<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
<b>DISTRIBUTION LIST:</b>		
<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"/> Superior Court
	<input type="checkbox"/> PC Fair	<input type="checkbox"/> Treasurer
	<input type="checkbox"/> Prosecutor	<input type="checkbox"/> Vegetation Mgmt
	<input type="checkbox"/> SDC	<input type="checkbox"/> WSU Coop. Ext.
	<input type="checkbox"/> Sheriff	<input type="checkbox"/> Other

### AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Auditor	DIVISION (if applicable):
OFFICIAL NAME & TITLE: Rachel Patrick	PHONE / EXT: 3331
SIGNATURE: <i>Rachel Patrick</i>	DATE: 12/04/2014
NARRATIVE OF REQUEST	
Approve purchase of Eden Personnel Web Extensions Product	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	

Name of Contractor: \_\_\_\_\_

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

Contract/Agreement/Grant/Amendment #:

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

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

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

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

Public Works Project (RCW 39.04): ☐ Limited PW Process (<\$35,000) ☐ Limited PW Process (<\$40,000)  
☐ Small PW Process (<\$300,000) ☐ PW Project (>\$300,000)  
Equipment, Materials, & Supplies (RCW 36.32): ☐ < \$5,000 (attach 3 bids) ☐ \$5,000-\$25,000 (use small works roster) ☐ >\$25,000 (competitive bids)  
Services / Leases: ☐ Architectural & Engineering ☐ Personal Services  
☐ Lease (Personal Property i.e. copier, printer) ☐ Lease (Real Property)  
☐ Telecomm & Data Processing ☐ Other Services (Please Describe): \_\_\_\_\_

To be located at: \_\_\_\_\_

Exceptions to Bidding (Please provide appropriate documentation):

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

☐ PURCHASE UNDER ANOTHER AGENCY'S CONTRACT ("Piggybacking")

Please attach the following:

- Copy of Intergovernmental Agreement with other agency
- Confirmation that vendor agrees to participation
- Documentation that contract was awarded in compliance with bidding law
- Documentation that Agency posted bid/solicitation notice on its website or provided access link to the notice

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

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

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

TOTAL TAX:

TOTAL SHIPPING/HANDLING:

EXPENDITURE FUND #: \_\_\_\_\_ .XXX.XXX.XX.XX

EXPENDITURE BUDGETED? ☐ Yes ☐ No

Will supplemental be required? ☐ Yes ☐ No

IN-KIND MATCH REQUIRED? ☐ Yes ☐ No

DESCRIBE MATCH:

MATCHING FUNDS REQUIRED? ☐ Yes ☐ No

AMOUNT OF MATCHING FUNDS:



Board of Pacific County Commissioners  
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:

12/19/2014

## AGENDA REQUEST FORM

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

BOCC ACTION:

☐ APPROVED

☐ DENIED

Agenda Item #:

Initial:

Date:

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO:

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: AUDITOR

DIVISION (if applicable):

OFFICIAL NAME & TITLE: RACHEL PATRICK/ CHIEF ACCOUNTANT

PHONE / EXT: 3311

SIGNATURE:

*Rachel Patrick*

DATE:

12/09/2014

NARRATIVE OF REQUEST

REQUEST PURCHASE OF SERVER FOR WEB BASED PAYROLL ACCOUNTING SOFTWARE PRICE PER ANDY SEAMAN WILL BE \$6,654

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

Name of Contractor: \_\_\_\_\_

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

Contract/Agreement/Grant/Amendment #:

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

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

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

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Equipment, Materials, & Supplies (RCW 36.32): ☐ < \$5,000 (attach 3 bids) ☐ \$5,000-\$25,000 (use small works roster) ☐ >\$25,000 (competitive bids)  
Services / Leases: ☐ Architectural & Engineering ☐ Personal Services  
☐ Lease (Personal Property i.e. copier, printer) ☐ Lease (Real Property)  
☐ Telecomm & Data Processing ☐ Other Services (Please Describe):

To be located at: \_\_\_\_\_

Exceptions to Bidding (Please provide appropriate documentation):

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

\*Resolution Required

☐ PURCHASE UNDER ANOTHER AGENCY'S CONTRACT ("Piggybacking")

Please attach the following:

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- 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): \$6654

TOTAL TAX: 526.92

TOTAL SHIPPING/HANDLING:

EXPENDITURE FUND #: 197 .XXX.XXX.XX.XX

EXPENDITURE BUDGETED? ☐ Yes ☒ No

Will supplemental be required? ☐ Yes ☐ No

IN-KIND MATCH REQUIRED? ☐ Yes ☒ No

DESCRIBE MATCH:

MATCHING FUNDS REQUIRED? ☐ Yes ☒ No

AMOUNT OF MATCHING FUNDS:



Board of Pacific County Commissioners  
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:

12/09/14

## 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>14</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>1/13/2015</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: Rachel Patrick	PHONE / EXT: 3331
SIGNATURE: <i>Rachel Patrick</i>	DATE: 12/04/2014
NARRATIVE OF REQUEST	
Approve Gasb 54 resolution with changed to exclude funds rolled into current expense. [REDACTED]	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
Adopt Resolution 2014-____ in regards to defining and adopting all County funds for accounting standards - Governmental Accounting Standards Board 54	

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

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

**IN THE MATTER OF DEFINING AND ADOPTING ALL COUNTY FUNDS FOR  
ACCOUNTING STANDARDS - GASB 54**

**WHEREAS**, the Governmental Accounting Standards Board statement number 54 has redefined when the county can report governmental funds outside of the general fund; and

**WHEREAS**, to prevent the county from having to consolidate funds into the general fund, all governmental funds not otherwise restricted by an outside source such as state law, contract, or grant must be committed by the county legislative authority; and

**WHEREAS**, the Board of Pacific County Commissioners previously adopted Resolution Nos. 2011-049 and 2012-051 in the matter of defining and adopting all county funds for accounting standards per GASB 54; now, therefore

**IT IS HEREBY RESOLVED** by the Board of Pacific County Commissioners that all conflicting resolutions shall be repealed on December 31, 2014 at 11:59:59 PM and replaced with this resolution; and

**IT IS HEREBY FURTHER RESOLVED** that the Pacific County Current Expense Fund and Special Revenue Funds be defined and committed to purposes as listed in Attachment A, pages 1-2, all without further hearing or action.

**IT IS HEREBY STILL FURTHER RESOLVED** that this Resolution shall be effective the 1<sup>st</sup> day of January, 2015.

**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

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

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

ATTEST:

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

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

Provided that expenditures are made in accordance with the designated purpose(s) and/or restriction(s) set forth for each County Fund in this Attachment A, appropriated expenditures for each County Fund may include expenses within any of the following budget categories:

- Capital Expenditures
- Debt Service
- Operating Expenses
- Personnel (including salary and benefits)

### **CURRENT EXPENSE FUND**

---

#### **Fund 001: General Fund**

Use of revenue is generally unassigned and may be used for Pacific County's general expenses.

### **SPECIAL REVENUE FUNDS**

---

#### **Fund 102: Emergency Management**

The use of contributions from cities is restricted to the preparation for and the carrying out of all County emergency management functions as defined in RCW 38.52.010.

#### **Fund 104: Road Fund**

The use of revenue provided through property, private harvest, motor fuel tax and state forest board transfer lands are restricted per RCW 36.82.010.

#### **Fund 105: Veterans Fund**

The use of revenue provided through property tax is restricted per RCW 73.08.080.

#### **Fund 106: Tourism Development**

The use of revenue provided by hotel/motel tax is restricted per RCW 67.28.181.

#### **Fund 108: Flood Control**

The use of revenue provided by flood control fees and charges are designated for the development and implementation of appropriate projects for mitigation of surface water runoff within the active district boundaries.

#### **Fund 109: Vegetation Management**

The use of revenue generated by vegetation control for the road department is restricted per RCW 17.10.240.

#### **Fund 110: Treasurer's Operation & Maintenance**

The use of revenue generated by treasurer fees is restricted per RCW 84.56.020.

Fund 111: Auditor's Operation & Maintenance

The use of revenue generated by centennial document preservation is restricted per RCW 36.22.170.

Fund 112: Treasurer REET Technology

The use of revenue is restricted per RCW 82.45.180.

Fund 116: Department of Community Development

The uses of revenue generated by licensing and permitting fees are restricted for managing community development regulations.

Fund 117: Election Reserve

The uses of revenue generated by election costs, voter registration charges are restricted per RCW 36.33.200.

Fund 118: Health & Human Services

The use of revenue is restricted per RCW 82.14.460 and per grant restriction requirements.

Fund 301: Capital Improvements

The use of revenue generated by taxes is restricted per RCW 82.46.010 and RCW 82.46.035.

Fund 302: Public Facilities Improvement

The use of revenue generated by local sales tax is restricted per RCW 82.14.370.

Fund 127: Low Income Assistance Fund

Use of revenue generated by recording is restricted per RCW 43.185.060.

Fund 128: Shellfish On-Site Sewage Program

The use of revenue is restricted per grant requirements.

Fund 138: Court Special Accounts Fund

The use of revenue generated from collections is restricted per RCW 36.18.016 and RCW 26.12.240.

Fund 160: PACCOM

The use of revenue received by other entities and excise tax is restricted per RCW 38.52.510.

Fund 191: Becca Reserve

The use of revenue is restricted per grant requirements.





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:**

12/19/2014

## AGENDA REQUEST FORM

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

BOCC ACTION: ☐ APPROVED

☐ DENIED

Agenda Item #: \_\_\_\_\_

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

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

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:

12/11/2014

NARRATIVE OF REQUEST

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

Accept Public Official Bond for Joyce Kidd for County Auditor and for Registrar of Titles, effective January 1, 2015 through December 31, 2018

**PUBLIC OFFICIAL BOND**  
**(Definite Term)**

Travelers Casualty and Surety Company of America

Bond No. 106213112

KNOW ALL MEN BY THESE PRESENTS, That we Joyce M Kidd  
of 816 A St, SOUTH BEND, WA 98586  
as Principal, and Travelers Casualty and Surety Company of America, a corporation duly incorporated under the laws of the State of  
Connecticut, as Surety, are held and firmly bound unto Pacific County  
as Oblige, in the penal sum of One Thousand  
( \$1,000.00 ) Dollars, lawful money of the United States of America, for the payment of which well and truly to be made,  
said Principal binds himself/herself, his/her heirs, executors, administrators and assigns, and said Surety binds itself, its successors  
and assigns, jointly and severally, firmly by these presents.

WHEREAS, the said Principal has been Elected to the office of Registrar of Titles  
for a definite term beginning January 1, 2015, and ending December 31, 2018, and is required to furnish a bond for  
the faithful performance of the duties of the said office or position.

NOW, THEREFORE THE CONDITION OF THIS OBLIGATION is such that if the above bounden Principal shall (except as  
hereinafter provided) faithfully perform the duties of his/her said office or position during the said term, and shall pay over to the  
persons authorized by law to receive the same all moneys that may come into his/her hands during the said term without fraud or  
delay, and at the expiration of said term, or in case of his/her resignation or removal from office, shall turn over to his/her successor  
all records and property which have come into his/her hands, then this obligation to be null and void; otherwise to remain in full force  
and effect.

PROVIDED, HOWEVER, that the above named Surety shall not be liable hereunder for any loss of any public fund resulting from  
the insolvency of any bank or banks in which said funds are deposited; and, if this provision shall be held void, this entire bond shall  
be void.

AND PROVIDED FURTHER, that the Surety may cancel bond at any time during the said term by giving to the obligee a written  
notice of its desire so to cancel and at the expiration of thirty (30) days from the receipt of such notice by the obligee the surety shall  
be completely released as to all liability thereafter accruing. If this provision shall be held void, this entire bond shall be void.

SEALED and dated this December 9, 2014

Joyce M Kidd

Witness By:

Joyce M Kidd Principal

Travelers Casualty and Surety Company of America

By:

Michelle R. Stasko

Michelle R Stasko Attorney in Fact

DO NOT  
DATE  
STAMP

Fiduciary coverage and  
Travelers stick together.

**PUBLIC OFFICIAL BOND**  
**(Definite Term)**

Travelers Casualty and Surety Company of America

Bond No. 106213083

KNOW ALL MEN BY THESE PRESENTS, That we Joyce M Kidd  
of 816 A St, SOUTH BEND, WA 98586

as Principal, and Travelers Casualty and Surety Company of America, a corporation duly incorporated under the laws of the State of  
Connecticut, as Surety, are held and firmly bound unto Pacific Country

as Oblige, in the penal sum of Fifty Thousand

( \$50,000.00 ) Dollars, lawful money of the United States of America, for the payment of which well and truly to be made,  
said Principal binds himself/herself, his/her heirs, executors, administrators and assigns, and said Surety binds itself, its successors  
and assigns, jointly and severally, firmly by these presents.

WHEREAS, the said Principal has been Elected to the office of County Auditor  
for a definite term beginning January 1, 2015, and ending December 31, 2018, and is required to furnish a bond for  
the faithful performance of the duties of the said office or position.

NOW, THEREFORE THE CONDITION OF THIS OBLIGATION is such that if the above bounden Principal shall (except as  
hereinafter provided) faithfully perform the duties of his/her said office or position during the said term, and shall pay over to the  
persons authorized by law to receive the same all moneys that may come into his/her hands during the said term without fraud or  
delay, and at the expiration of said term, or in case of his/her resignation or removal from office, shall turn over to his/her successor  
all records and property which have come into his/her hands, then this obligation to be null and void; otherwise to remain in full force  
and effect.

PROVIDED, HOWEVER, that the above named Surety shall not be liable hereunder for any loss of any public fund resulting from  
the insolvency of any bank or banks in which said funds are deposited; and, if this provision shall be held void, this entire bond shall  
be void.

AND PROVIDED FURTHER, that the Surety may cancel bond at any time during the said term by giving to the obligee a written  
notice of its desire so to cancel and at the expiration of thirty (30) days from the receipt of such notice by the obligee the surety shall  
be completely released as to all liability thereafter accruing. If this provision shall be held void, this entire bond shall be void.

SEALED and dated this December 9, 2014

Joyce M Kidd

Witness By:

Joyce M Kidd Principal

Travelers Casualty and Surety Company of America

By:

Michelle R. Stasko

Michelle R Stasko Attorney in Fact

DO NOT  
DATE  
STAMP!

Fiduciary coverage and  
Travelers stick together.



**REQUESTED MEETING DATE:**

12/19/2014

## AGENDA REQUEST FORM

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

Agenda Item #: \_\_\_\_\_

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

Review: ☐ Clerk of the Board

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

☐ Risk Management

☐ Legal

☐ OTHER: \_\_\_\_\_

### DISTRIBUTION LIST:

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

### AGENDA ITEM REQUEST

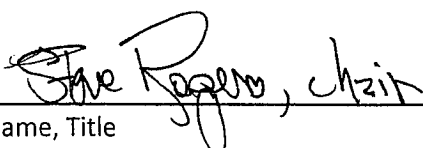
Please fill out in full or the request may be returned for more information. Also, please attach all pertinent documentation.

DEPARTMENT/OFFICE: General Administration	DIVISION (if applicable):
OFFICIAL NAME & TITLE: Amanda Bennett, Confidential Secretary	PHONE / EXT: 360-875-9334 ext 3334
SIGNATURE: <i>Amanda Bennett</i>	DATE: 12/10/2014
NARRATIVE OF REQUEST	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
Confirm Chair's signature on the Washington State Office of Public Defense Agreement No. ICA15307 effective January 1st, 2015	

Name of Contractor: _____	
Name of contract/agreement/grant/amendment (if amendment, provide copy of original document(s)): _____	
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 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: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Architectural &amp; Engineering  <input type="checkbox"/> Lease (Personal Property i.e. copier, printer)  <input type="checkbox"/> Telecomm &amp; Data Processing         </div> <div> <input type="checkbox"/> Personal Services  <input type="checkbox"/> Lease (Real Property)  <input type="checkbox"/> Other Services (Please Describe):         </div> </div>	
To be located at: _____	
Exceptions to Bidding (Please provide appropriate documentation): <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <input type="checkbox"/> Insurance/Bonds  <input type="checkbox"/> Single (Sole) Source Purchase*            *Resolution Required         </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: <ul style="list-style-type: none"> <li>- Copy of Intergovernmental Agreement with other agency</li> <li>- Confirmation that vendor agrees to participation</li> <li>- Documentation that contract was awarded in compliance with bidding law</li> <li>- Documentation that Agency posted bid/solicitation notice on its website or provided access link to the notice</li> </ul>	
<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:

FACE SHEET

WASHINGTON STATE OFFICE OF PUBLIC DEFENSE

<b>1. Recipient –RCW 10.101.070 Funds</b> Pacific County 300 Memorial Avenue South Bend, WA 98586	<b>2. Recipient Representative</b> Paul Plakinger Management & Fiscal Analyst PO Box 6 South Bend, WA 98586
<b>3. Office of Public Defense (OPD)</b> 711 Capitol Way South, Suite 106 PO Box 40957 Olympia, WA 98504-0957	<b>4. OPD Representative</b> Joanne I. Moore Director Office of Public Defense 711 Capitol Way South, Suite 106 PO Box 40957 Olympia, WA 98504-0957
<b>5. Distribution Amount</b> \$30,982	<b>6. Use Period</b> January 1, 2015 through December 31, 2015
<b>7. Purpose</b> Chapter 10.101 RCW county distributions are statutory formula distributions for the purpose of improving the quality of public defense services in Washington State counties.	
The Office of Public Defense (OPD) and Recipient, as defined above, acknowledge and accept the terms of this Agreement and attachments and have executed this Agreement on the date below to start January 1, 2015 and end December 31, 2015. The rights and obligations of both parties to this Agreement are governed by this Agreement and the following other documents incorporated by reference: Special Terms and Conditions, and General Terms and Conditions.	
<b>FOR THE RECIPIENT</b>   _____ Name, Title  12/10/2014 _____ Date	<b>FOR OPD</b>  _____ Joanne I. Moore, Director  _____ Date

## **SPECIAL TERMS AND CONDITIONS**

### **1. AGREEMENT MANAGEMENT**

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications regarding the performance of this Agreement.

- a. The Representative for OPD and their contact information are identified on the Face Sheet of this Agreement.
- b. The Representative for the Recipient and their contact information are identified on the Face Sheet of this Agreement.

### **2. DISTRIBUTION AMOUNT**

The Distribution Amount is Thirty Thousand Nine Hundred Eighty Two and 00/100 Dollars (\$30,982) to be used for the purpose(s) described in the USE OF FUNDS below.

### **3. PROHIBITED USE OF FUNDS (as adopted in OPD Policy County/City Use of State Public Defense Funding)**

- a. Funds cannot be used to supplant local funds that were being spent on public defense prior to the initial disbursement of RCW 10.101.070 funds.
- b. Funds cannot be spent on purely administrative functions or billing costs.
- c. Funds cannot be used for indigency screening costs.
- d. Funds cannot be used for county or court technology systems or administrative equipment.
- e. Funds cannot be used for county attorney time, including advice on public defense contracting.

### **4. USE OF FUNDS**

- a. Recipient agrees to use the RCW 10.101.070 funds to improve the quality of legal representation directly received by indigent defendants. (See Chapter 10.101 RCW and OPD Policy County/City Use of State Public Defense Funding for guidelines regarding permitted uses of state public defense funds.)
- b. Recipient agrees to use the funds in calendar year 2015. If Recipient is unable to use the funds in 2015, the Recipient agrees to notify OPD to determine what action needs to be taken.
- c. Recipient agrees to deposit the RCW 10.101.070 funds check within 14 days of receipt.

### **5. ORDER OF PRECEDENCE**

In the event of an inconsistency in this Agreement, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes, regulations, and court rules
- Special Terms and Conditions
- General Terms and Conditions

## GENERAL TERMS AND CONDITIONS

1. **ALL WRITINGS CONTAINED HEREIN**

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

2. **AMENDMENTS**

This Agreement may be amended by mutual agreement of the parties. Such amendment shall not be binding unless it is in writing and signed by personnel authorized to bind each of the parties.

3. **AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, also referred to as the "ADA" 29 CFR Part 35.**

The Recipient must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

4. **ASSIGNMENT**

Neither this Agreement, nor any claim arising under this Agreement, shall be transferred or assigned by the Recipient without prior written consent of OPD.

5. **ATTORNEY'S FEES**

Unless expressly permitted under another provision of the Agreement, in the event of litigation or other action brought to enforce Agreement terms, each party agrees to bear its own attorneys fees and costs.

6. **CONFORMANCE**

If any provision of this Agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

7. **ETHICS/CONFLICTS OF INTEREST**

In performing under this Agreement, the Recipient shall assure compliance with the Ethics in Public Service, Chapter 42.52 RCW and any other applicable court rule or state or federal law related to ethics or conflicts of interest.

8. **GOVERNING LAW AND VENUE**

This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

9. **INDEMNIFICATION**

To the fullest extent permitted by law, the Recipient shall indemnify, defend, and hold harmless the state of Washington, OPD, all other agencies of the state and all officers, agents and employees of the state, from and against all claims or damages for injuries to persons or property or death arising out of or incident to the performance or failure to perform the Agreement.

10. **LAWS**

The Recipient shall comply with all applicable laws, ordinances, codes, regulations, court rules, policies of local and state and federal governments, as now or hereafter amended.

11. **NONCOMPLIANCE WITH NONDISCRIMINATION LAWS**

During the performance of this Agreement, the Recipient shall comply with all federal, state, and local nondiscrimination laws, regulations and policies. In the event of the Recipient's non-compliance or refusal to comply with any nondiscrimination law, regulation or policy, this Agreement may be rescinded, canceled or terminated in whole or in part.

12. **RECAPTURE**

In the event that the Recipient fails to perform this Agreement in accordance with state laws, federal laws, and/or the provisions of the Agreement, OPD reserves the right to recapture funds in an amount to compensate OPD for the noncompliance in addition to any other remedies available at law or in equity.



**13. RECORDS MAINTENANCE**

The Recipient shall maintain all books, records, documents, data and other evidence relating to this Agreement. Recipient shall retain such records for a period of six (6) years following the end of the Agreement period. If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been finally resolved.

**14. RIGHT OF INSPECTION**

At no additional cost all records relating to the Recipient's performance under this Agreement shall be subject at all reasonable times to inspection, review, and audit by OPD, the Office of the State Auditor, and state officials so authorized by law, in order to monitor and evaluate performance, compliance, and quality assurance under this Agreement. The Recipient shall provide access to its facilities for this purpose.

**15. SEVERABILITY**

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement that can be given effect without the invalid provision, if such remainder conforms to the requirements of law and the fundamental purpose of this Agreement and to this end the provisions of this Agreement are declared to be severable.

**16. WAIVER**

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Agreement unless stated to be such in writing.



**REQUESTED MEETING DATE:**

12/19/2014

## AGENDA REQUEST FORM

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

Agenda Item #: \_\_\_\_\_

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

Review: ☐ Clerk of the Board

☐ Risk Management

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

☐ Legal

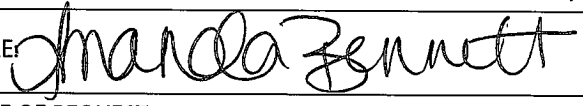
☐ OTHER: \_\_\_\_\_

**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: General Administration	DIVISION (if applicable):
OFFICIAL NAME & TITLE: Amanda Bennett, Confidential Secretary	PHONE / EXT: 875-9334 ext 3334
SIGNATURE: 	DATE: 12/11/2014
NARRATIVE OF REQUEST	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
Approve the Agreement and Releases regarding the Voluntary Retirement Incentive Plan effective December 31, 2014; Authorize Chair to Sign	

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



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:**

12/19/2014

## AGENDA REQUEST FORM

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

BOCC ACTION: ☐ APPROVED ☐ DENIED

Agenda Item #: \_\_\_\_\_

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

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: 12/11/2014
NARRATIVE OF REQUEST	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
Adopt Resolution 2014-_____ amending the Public Records Policy and rescinding Resolution 2014-004	

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. 2014-004 on January 28, 2014; 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

**BE IT FURTHER RESOLVED** that Resolution No. 2014-004 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

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

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

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

**ATTACHMENT A**  
**to Resolution No. 2014-\_\_\_\_\_**  
(rescinding Resolution 2014-004)

**PACIFIC COUNTY**  
**PUBLIC RECORDS POLICY**

Section 1	Purpose
Section 2	Interpretation and Construction
Section 3	Public Records Available
Section 4	Exempt Records
Section 5	Responsibility and Authority
Section 6	Public Records Requests-How Made
Section 7	Inspection of Public Records
Section 8	Response to Public Records Requests
Section 9	Resources Devoted to Public Records
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, being 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 the courts. It also 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 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 3      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 for identifiable public records unless exempted by Chapter RCW 42.56 or another law.

### **Section 4      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 5      Responsibility, Authority, and Obligations**

#### **Public Records Officers Authority**

- A. Public Records Officers should serve as the point of contact for members of the public who request disclosure of public records. 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.

## County Staff Responsibility

- A. All county staff are responsible for assisting in identifying responsive records and facilitating thorough collection of records.
- B. The county will provide training to county staff on their obligations under the Public Records Act, including the responsibility of all employees to retain records according to the relevant retention schedule (RCW 42.56.152).
- C. For most county staff, producing records in response to records requests is a responsibility assigned in addition to their primary assigned duties and functions. For those county staff, for whom responding to records is not among their primary assigned duties, the need to devote more than ten hours in a month to records production may result in delay of the response to a records request.

## Requestors Obligations

- A. **Reasonable notice that request is for public records.** A requestor must give the County reasonable notice that the request is being made pursuant to the act. Requestors are encouraged to cite or name the act but are not required to do so. A request using the terms "public records," "public disclosure," "FOIA," or "Freedom of Information Act" (the terms commonly used for federal records requests) should provide the County with reasonable notice in most cases. A requestor should not submit a "stealth" request, which is buried in another document in an attempt to trick the agency into not responding.
- B. **Identifiable record.** A requestor must request an "identifiable record" or "class of records" before an agency must respond to it. RCW 42.17.270/42.56.080 and 42.17.340(1)/42.56.550(1). An "identifiable record" is one that County staff can reasonably locate. The act does not allow a requestor to search through County files for records which cannot be reasonably identified or described to the County. Public records requests are not interrogatories. The County is not required to conduct legal research for a requestor. When a request uses an inexact phrase such as all records "relating to" a topic (such as "all records relating to the property tax increase"), the County may interpret the request to be for records which directly and fairly address the topic. If the County receives a "relating to" or similar request, it should seek clarification of the request from the requestor.
- C. **"Overbroad" requests.** The County cannot "deny a request for identifiable public records based solely on the basis that the request is overbroad." RCW 42.17.270/42.56.080. However, if such a request is not for identifiable records or otherwise is not proper, the request can still be denied. When confronted with a request that is unclear, the County should seek clarification.

## Section 6      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.
  - 3) If a public records request is made to county staff, other than in writing, they should memorialize the request by either completing the Records Request Form (Attachment A), notify the Public Records Officer or Public Records Coordinator, or enter the request directly into the Public Records Center, if possible.
- 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, in writing, 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 also must acknowledge that they are solely responsible for any consequences or damages arising from any commercial use of the list of individuals they are requesting.
  - 7) Records requests may only encompass existing records. They cannot be used to obtain copies of records not yet in existence or in the possession of the County.
- 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 pertaining to 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. 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 7      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 8      Response to Public Records Requests**

- A. Mindful of the requirements of RCW 42.56.100, to the extent reasonably possible, the requests will be processed in the order allowing the most requests to be fulfilled/completed in the most efficient manner.
- 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 (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 a County computer; (3) acknowledging that the County has received the request and providing a reasonable estimate of the time the County will require to respond to the request; or (4) denying the public record request.  
(RCW 42.56.520)
- C. In order to provide a reasonable estimate of time to fulfill the request, requests should be categorized as indicated in Attachment B to this policy. However, requests that require immediate response in the interest of public safety (imminent danger), shall take priority over all other requests. The response letter should include language along the lines of the following statement: "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 an unclear request, the County need not respond to it further (RCW 42.56.520). If the requestor does not respond within thirty (30) days of the clarification request, the County will send an abandoned letter to the requestor.
- 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 or an investigation that may be threatened, anticipated or pending, the Public Records Officer should promptly notify the County Prosecuting Attorney of the request.

## **Section 9      Resources Devoted to Public Records**

- A. The resources currently allocated to public disclosure response are established as the initial level of effort necessary to ensure that public disclosure response is not creating excessive interference with essential county government functions.
- B. Starting with the 2015 budget process, the Board of County Commissioners (BOCC) shall determine and establish the level of effort to be devoted to public records disclosure and the amount of resources to be allocated. During the budget process, the BOCC will devote at least a portion of a public workshop or meeting specifically to public records response resource allocation before adopting the final budget.
- C. The BOCC may reevaluate its determination as part of the supplemental budget process on an as needed basis.
- D. The county does not intend every employee to expend ten hours per month responding to records requests. The limitation in Section 5(C) of up to ten hours per month for those county employees for whom responding to records requests is not among their primary assigned duties is not an allocation of resources available for other public records responses.

## **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 if the expense of processing the payment exceeds the costs of providing the copies. In general, costs may be waived if a single request involves less than 50 pages or is \$5.00 or less in total.
  - 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. 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. Payment may be made by cash, check or money order made payable to Pacific County.
- F. 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 should, 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     Retention of Public Records**

All Public Records Officers, county officials and employees should follow the County's Records Retention Policy.

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, the record should 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 should 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 should immediately consider the petition and either affirm or reverse the denial in a prompt fashion following the County's receipt of the petition.
- C. **Judicial review.** Any person may obtain court review of denials of public records requests pursuant to RCW 42.56.550.

### **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.
- 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 should be made available to the public, without cost, at each County office and/or department.

## **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. 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 GUIDELINES

### CATEGORY      APPROXIMATE RESPONSE TIME

#### Category 1      Up to 30 business days

- Routine or readily filled requests for easily identified and immediately accessible records and does not include an e-mail search

#### 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
- E-mail search request \*

#### 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
- E-mail search request \*
- 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
- E-mail search request \*
- Third party notification
- Review by public records officer/alternate whether any of the records are exempt
- Need for legal review

1. This category guideline is provided for staff estimation of response times.
2. Response times may fall outside of these categorical timelines depending upon search conditions, as well as the number and complexity of other open requests.
3. If an e-mail search is requested, the estimated response time or time extension should consider the following:
  - a. Time frame requested
  - b. Number of e-mail boxes to search
  - c. Number of search terms
  - d. Computer Services availability to retrieve e-mails
  - e. Number of e-mails retrieved
    - i. Estimated time for review of all e-mails
    - ii. Number of potential redactions and redaction log
    - iii. Possible legal review
    - iv. Possible 3<sup>rd</sup> party notification





# 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.

**Citation**

RCW 2.64.111  
 RCW 2.64.113  
 RCW 4.24.550  
 RCW 5.60.060  
 RCW 5.60.070  
 RCW 7.68.140  
 RCW 7.69A.030(4)  
 RCW 7.69A.050  
 RCW 7.75.050  
 RCW 9.02.100  
 RCW 9A.82.170  
 RCW 9.51.050  
 RCW 9.51.060  
 RCW 9.73.090(1)(c)  
 RCW 10.27.090  
 RCW 10.27.160  
 RCW 10.29.030  
 RCW 10.29.090  
 RCW 10.52.100  
 RCW 10.77.210  
 RCW 10.97.040  
 RCW 10.97.050  
 RCW 10.97.060  
 RCW 10.97.070  
 RCW 10.97.080  
 RCW 13.32A.090  
 RCW 13.34.115  
 RCW 13.40.217  
 RCW 13.50.010  
 RCW 13.50.050  
 RCW 13.50.100  
 RCW 13.60.020  
 RCW 13.70.090  
 RCW 18.04.405  
 RCW 18.19.060  
 RCW 18.19.180  
 RCW 19.215.020  
 RCW 19.34.240(3)  
 RCW 19.215.030  
 RCW 26.04.175  
 RCW 26.12.170  
 RCW 26.23.050

**Records**

Documents regarding discipline/retirement of judges  
 Confidentiality - violations  
 Information on sex offenders  
 Privileged communications  
 Court-ordered mediation records  
 Victims' compensation claims  
 Child victims and witnesses – protection of identity  
 Rights of child victims and witnesses – addresses  
 Records of Dispute Resolution Centers  
 Reproductive privacy  
 Financial institution records – wrongful disclosure  
 Disclosing transaction of grand jury  
 Disclosure of grand jury deposition  
 Prohibition regarding specified emergency response personnel recordings  
 Grand jury testimony/evidence  
 Grand jury reports – release to public only by judicial order  
 Organized crime special inquiry judge  
 Records of special inquiry judge proceedings  
 Records identifying child victim of sexual assault  
 Records of persons committed for criminal insanity  
 Criminal history information released must include disposition  
 Conviction and criminal history information  
 Deletion of certain criminal history record information, conditions  
 Disclosure of identity of suspect to victim  
 Inspection of criminal record by subject  
 Crisis residential centers notice to parent about child  
 Court dependency proceedings  
 Juveniles adjudicated of sex offenses – release of information  
 Maintenance of and access to juvenile records  
 Juvenile offenders  
 Juvenile/children records not relating to offenses  
 Missing children information  
 Citizen juvenile review board – confidentiality  
 Confidentiality of information gained by CPA  
 Notification to clients by counselors  
 Confidential communications with counselors  
 Destruction of personal health and financial information  
 Private digital signature keys  
 Compliance with federal rules  
 Name and address of domestic violence victim in marriage records  
 Reports of child abuse/neglect with courts  
 Child support orders

**Citation**

RCW 26.23.120  
RCW 26.26.041  
RCW 26.26.450  
RCW 26.33.330  
RCW 26.33.340  
RCW 26.33.343  
RCW 26.33.345  
RCW 26.33.380  
RCW 26.44.010  
RCW 26.44.020(19)  
RCW 26.44.030  
RCW 26.44.125  
RCW 27.53.070  
RCW 29A.08.720  
RCW 29A.08.710  
RCW 35.102.145

Chapter 40.14 RCW

RCW 42.23.070(4)  
RCW 42.41.030(7)  
RCW 42.41.045  
RCW 46.52.080  
RCW 46.52.083  
RCW 46.52.120  
RCW 46.52.130(2)  
RCW 48.62.101  
RCW 50.13.060  
RCW 50.13.100  
RCW 51.28.070  
RCW 51.36.060  
RCW 60.70.040  
RCW 68.50.105  
RCW 68.50.320  
Chapter 70.02 RCW  
RCW 70.05.170  
RCW 70.24.022

RCW 70.24.024  
RCW 70.24.105  
RCW 70.28.020  
RCW 70.48.100  
RCW 70.58.055  
RCW 70.58.104  
RCW 70.94.205  
RCW 70.96A.150  
RCW 70.123.075  
RCW 70.125.065  
RCW 71.05.390  
RCW 71.05.395  
RCW 71.05.400  
RCW 71.05.425  
RCW 71.05.427  
RCW 71.05.430  
RCW 71.05.440

**Records**

Child support records  
Uniform Parentage Act – protection of participants  
Confidentiality of genetic testing  
Sealed court adoption records  
Agency adoption records  
Access to adoption records by confidential intermediary  
Release of name of court for adoption or relinquishment  
Adoption – identity of birth parents confidential  
Privacy of reports on child abuse and neglect  
Unfounded allegations of child abuse or neglect  
Reports of child abuse/neglect  
Right to review and amend abuse finding – confidentiality  
Records identifying the location of archaeological sites  
Voter registration records – place of registration confidential  
Voter registration records – certain information exempt  
Municipal business and occupation tax – Confidentiality, privilege, and Disclosure  
Preservation and destruction of public records  
Municipal officer disclosure of confidential information prohibited  
Identity of local government whistleblower  
Non-disclosure of protected information (whistleblower)  
Traffic accident reports – confidentiality  
Traffic accident reports – available to interested parties  
Traffic crimes and infractions – confidential use by police and courts  
Abstract of driving record  
Local government insurance transactions – access to information  
Access to employment security records by local government agencies  
Disclosure of non-identifiable information or with consent  
Worker’s compensation records  
Physician information on injured workers  
No duty to disclose record of common law lien  
Autopsy reports  
Dental identification records – available to law enforcement agencies  
Medical records – access and disclosure – entire chapter (HC providers)  
Child mortality reviews by local health departments  
Public health agency information regarding sexually transmitted disease investigations - confidential  
Transcripts and records of hearings regarding sexually transmitted diseases  
HIV/STD records  
Local health department TB records – confidential  
Jail records and booking photos  
Birth certificates – certain information confidential  
Vital records, research confidentiality safeguards  
Washington Clean Air Act – confidentiality of data.  
Alcohol and drug abuse treatment programs  
Client records of domestic violence programs  
Records of rape crisis centers in discovery  
Information about mental health consumers  
Ch. 70.02 RCW applies to mental health records  
Information to next of kin or representative  
Notice of release or transfer of committed person after offense dismissal  
Information that can be released  
Statistical data  
Penalties for unauthorized release of information

**Citation**

RCW 71.05.445  
RCW 71.05.620  
RCW 71.05.630  
RCW 71.05.640  
RCW 71.05.650  
RCW 71.24.035(5)(g)

RCW 71.34.200  
RCW 71.34.210  
RCW 71.34.225  
RCW 71A.14.070  
RCW 72.09.345  
RCW 72.09.585(3)  
RCW 73.04.030  
RCW 74.04.060  
RCW 74.04.520  
RCW 74.09.900  
RCW 74.13.121  
RCW 74.13.280  
RCW 74.20.280  
RCW 74.34.095  
RCW 82.32.330  
RCW 84.36.389  
RCW 84.40.020

**Records**

Release of mental health information to Dept. of Corrections  
Authorization requirements and access to court records  
Release of mental health treatment records  
Access to treatment records  
Accounting of disclosures  
Mental health information system – state, county and regional support networks – confidentiality of client records  
Mental health treatment of minors – records confidential  
Court records for minors related to mental health treatment  
Release of mental health services information  
Records regarding developmental disability – confidentiality  
Notice to public about sex offenders  
Disclosure of inmate records to local agencies – confidentiality  
Veterans discharge papers exemption (see related RCW 42.56.440)  
Applicants and recipients of public assistance  
Food stamp program confidentiality  
Medical assistance  
Financial information of adoptive parents  
Children in out-of-home placements - confidentiality  
Child support enforcement – local agency cooperation, information  
Abuse of vulnerable adults - confidentiality of investigations and reports  
Disclosure of tax information  
Confidential income data in property tax records held by assessor  
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



**REQUESTED MEETING DATE:**

December 19, 2014

## AGENDA REQUEST FORM

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

BOCC ACTION: ☐ APPROVED ☐ DENIED

Agenda Item #: \_\_\_\_\_

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

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

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: General Administration	DIVISION (if applicable): n/a
OFFICIAL NAME & TITLE: Paul T. Plakinger, Management & Fiscal Analyst	PHONE / EXT: x2243
SIGNATURE: <i>PTP</i>	DATE: December 16, 2014
NARRATIVE OF REQUEST	
<p>Please approve any necessary fy2014 budget category appropriation transfers via resolution.</p> <p>Any such transfers will not increase/decrease the bottom line of a given budget.</p>	
RECOMMENDED MOTION	



**REQUESTED MEETING DATE:**

December 19, 2014

## AGENDA REQUEST FORM

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

BOCC ACTION: ☐ APPROVED ☐ DENIED

Agenda Item #: \_\_\_\_\_

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

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

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

☐ OTHER: \_\_\_\_\_

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

**DISTRIBUTION LIST:**

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

### AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: General Administration	DIVISION (if applicable): n/a
OFFICIAL NAME & TITLE: Paul T. Plakinger, Management & Fiscal Analyst	PHONE / EXT: x2243
SIGNATURE: <i>PTP</i>	DATE: December 16, 2014
NARRATIVE OF REQUEST	
Please consider adopting a resolution in the matter of establishing reporting procedures regarding the use of road funds for traffic policing.	
RECOMMENDED MOTION	



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:**

12/19/2014

## AGENDA REQUEST FORM

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

BOCC ACTION:

☐ APPROVED

☐ DENIED

Agenda Item #:

Initial:

Date:

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO:

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

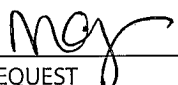
☐ NDC

☐ 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: Commissioners Office	DIVISION (if applicable): Personnel Policy
OFFICIAL NAME & TITLE: Marie Guernsey, Clerk of the Board	PHONE / EXT:
SIGNATURE: 	DATE: 12/15/2014
NARRATIVE OF REQUEST	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
Adopt Resolution 2014-_____ establishing the represented Grade 10, Engineering Technician/GIS Assistant position within the Department of Public Works, effective January 1, 2015	

**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 represented Engineering Technician/GIS Assistant position with the Department of Public Works has been reviewed by the Board of County Commissioners and approved by the Local 367 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:

Engineering Technician/GIS Assistant

Grade 10

**BE IT FUTHER RESOLVED** that the represented Salary Grade 10 Engineering Technician/GIS Assistant (Department of Public Works) position description is hereby approved and classified; and

**BE IT STILL FURTHER RESOLVED** that the position description of Engineering Technician/GIS Assistant shall be included in Section 8 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 1<sup>st</sup> day of January, 2015.

**PASSED** by the Board of Pacific County Commissioners the 19<sup>th</sup> day of December, 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

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

ATTEST:

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

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

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

**POSITION:** Engineering Technician/GIS Assistant  
**OFFICE/DEPARTMENT:** Public Works  
**REPORTS TO:** Section Manager  
**UNION STATUS:** Represented by Local 367-C  
**SALARY GRADE:** 10  
**DATE LAST REVISED:**

### **1.0 PRIMARY FUNCTION AND PURPOSE**

Performs moderately complex tasks in assisting those of higher classifications to perform engineering services activities.

Assist in maintaining the integrity of the GIS system and associated database functions. Works to improve the overall performance and functionality of this system. Provides computer aided drafting and design (CADD) base drawings for public works projects. Provides support and assistance to engineering staff with GIS data and maps.

### **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 under the supervision of the various department managers.

#### **2.2 Supervision Exercised**

May serve as lead worker over other personnel as assigned.

### **3.0 ESSENTIAL DUTIES AND RESPONSIBILITIES**

Gathers and analyzes data for design and control of construction and maintenance projects. Conducts materials testing and inspections of construction projects.

Assists in the preparation and/or evaluation of boundary descriptions for real properties of County interest.

Assists in conducting title research and field surveys to determine the rights-of-way possessed by the County.

May act as lead person in survey crews conducting land, map making and construction surveys with complex instruments and tools.

May examine new lot development, including subdivisions, sort and log plats, for conformance with subdivision regulations, road standards, surface-water standards or other technical engineering standards.

May serve as inspector at crushing plants, asphalt plants and concrete plants to assure quality control of materials; writes and receives documentation for quantities.



Assists in coordination and production and design of GIS maps, reports, and related data products which present, summarize and illustrates visual data in a way that effectively meets the objectives of common GIS users (county departments, public and private organizations). Integrates data from databases obtained from local and regional governments for use in County GIS applications. Performs spatial digital database construction from a variety of formats including but not limited to, coordinate geometry, delimited text, and digitizing. Performs quality control checks and database integrity functions.

Works with GIS staff to implement prescribed spatial data standards and methods for the creation and maintenance of new data and applications. Performs digital analysis of spatial data for analysis purposes. Designs and refines GIS applications to meet project requirements. Creates program language that automates or performs specific GIS geo-processing and analysis tasks, such as overlay analysis transformation, geo-coding, buffering, dissolving, and eliminating.

Performs inspections and provides various other types of assistance involved in the planning and completion of public works projects.

Selects and clears sites for survey equipment and clears lines for traversing and leveling.

Operates surveying equipment and distance measuring equipment. Records field notes, performs routine field note computations, assists with other calculations involving trigonometry and geometry. Performs data collection.

Sets construction lines and grades for County projects.

Undergoes training in office duties; reduces field notes, calculates elevations, computes coordinates, plots cross sections, computes embankment and excavation quantities, with shrink and swell factors.

Gathers field data and performs traffic counts using information obtained to update road log and pavement management system.

Supports engineering and public works design functions. Example tasks include preparing contour and topographic maps, plans, profiles, cross sections, mass diagrams and other data; computing grades, curves, areas, material and quantities; checking and reviewing work of other drafters and technicians as necessary; assisting in performance of minor structural design.

Prepares environmental reports and required permits for public agencies, in accordance with SEPA and NEPA guidelines for county projects.

Assists in the preparation of preliminary engineering reports, specifications, contract documents, cost estimates and material take offs for public works related projects in compliance with federal, state and county requirements; utilizes modern computer equipment and applicable computer-related software.

Assists in the review of plans and specifications for construction projects; prepares notes for construction staking.

Assists in monitoring and inspecting the work of contractors to ensure project adherence to plans and specifications and any applicable rules and regulations. Inspects in-progress contracts, conducts materials tests, oversees field testing and performs final inspections. Understands and implements federal and state regulations for federally funded projects. Confronts contractors about noncompliance when necessary.

Operates modern engineering and surveying equipment, calculators, computers and software.

Operates County vehicles, serves as flagger and/or pilot car driver.

Loads and unloads equipment, cleans and maintains surveying equipment.

Keeps daily logs and searches records for data and information needed for current or proposed engineering services tasks.

Conducts and/or assist in Bridge inspections.

Other related duties as assigned.

#### **4.0 PERIPHERAL DUTIES**

Fills in for minor building inspector duties as needed, schedules work activities of lower level technicians and performs related duties as assigned.

May be called upon to perform engineering inspection of subdivisions and other plat roads, drainage, etc. during design and construction to assure their conformance to County rules and regulations.

Peripheral duties include CADD tasks described as follows: Performs drafting and design for various engineering tasks and projects. Requires thorough knowledge of applicable equipment, tools, methods and procedures of CADD, including current release of AutoCAD, large format plotters, digitizing tablets, large format scanners, Windows operating systems, and similar hard and soft ware. Performs design and drafting CADD work related to road construction and maintenance projects.

Manipulates data electronically to produce base mapping and working drawings for project designs. Prepares and plots finished drawings, including plans, profiles and detail drawings, showing all pertinent features and proposed elements such as right-of-way, finished grades, proposed facilities, for public presentation.

Provides backup for related positions.

Attends related seminars and workshops.

#### **5.0 MINIMUM QUALIFICATIONS**

##### **5.1 Education and Experience**

Associate's degree (A.S.) in engineering (civil, agricultural, geotechnical, environmental, mechanical, forestry or a closely related field) from accredited two-year college; **OR** a high school diploma or equivalent with demonstrated equivalent combination of post-secondary education and/or experience which provides the applicant with attributes defined in Section 6.0.

Graduation from an accredited college or university with a minimum two year degree in a related field; coursework must include training in skills relevant to government planning, land use, cartographic mapping, surveying, geographic information systems, earth science, database management, CADD, surveying and/or computer technology; and one (1) year of working experience in GIS and CADD operations, including data capture, database management, data analysis and map and report generation; or demonstrated equivalent combination of education and/or experience which provides the applicant with attributes defined in Section 5.3. Specific course or intern work in GIS operations may be considered toward meeting the experience requirement.

##### **5.2 Certificates, Licenses, and Registrations**

Valid Washington State Driver's License or ability to obtain same within 60 days. Employment authorization to work within the United States and ability to verify same within three (3) business days of hire to comply with Section 274A of the Immigration Reform and Control Act.

## **6.0 Required Knowledge, Skills and Abilities**

**Some knowledge** of civil engineering practices and principles which apply to public works construction methods, maintenance requirements and safety principles; and the rules and state laws related to engineering, surveying and the Uniform Building Code.

**Working knowledge** of the concepts of civil engineering, drafting, geometry and trigonometry.

**Physical ability** to carry instruments and equipment over all types of terrain and use surveying equipment.

**Ability** to satisfactorily perform each of the essential duties and responsibilities identified in Section 3.0; work odd hours in all types of weather conditions; use all equipment necessary to perform the required tasks and satisfactorily complete tasks in a timely and efficient manner.

**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.

Flagger and first aid certifications must be obtained during probation and maintained thereafter.

Familiar with the principles, practices, and procedures employed in engineering field surveying and/or construction engineering as it relates to public works projects. Working knowledge of mathematical calculations as they apply to GIS functions, including statistics and trigonometry.

Skilled in drafting and able to read maps of construction drawings.

Familiarity with legal property descriptions, deed records, real estate transactions, survey files and other documents and data sources pertaining to solving boundary and ownership issues.

Ability to use tools, instruments, equipment and techniques commonly used in the performance of GIS related tasks. Ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations, and relate to various personality styles in a calm, professional manner.

Ability to become and remain proficient with the computerized tools necessary for conducting the operations of this position with minimal guidance.

Ability to maintain a high standard for accuracy, completeness, and efficiency in the preparation of products. Must be independent and self-motivated to meet required deadlines while simultaneously completing other tasks.

## **7.0 BEHAVIORAL STANDARDS**

Positively represent the County, demonstrating honest and ethical behavior. Is respectful and courteous to the public, county leadership and other employees. Demonstrates good work habits.

Ability to communicate effectively and independently in written and oral form with a variety of managers, technical staff, community groups, agencies and officials. Ability to work cooperatively with others and foster a team spirit with all levels of personnel.

Respectful and courteous to customers, workers, county leadership and other county employees. A team player that participates and encourages the department in meeting its objectives. Takes initiative to meet department and work objectives. Effectively communicated with customers and other county employees. Positively represents the county, demonstrating honest and ethical behavior.

## **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, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

**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.

When working in the outdoor environment the employee may be exposed to varying weather conditions, undeveloped terrain, and animals. The noise level in the work environment is low in the office environment and low to moderately noisy in the outdoor environment.

**Standard Equipment** used in this position includes, but is not limited to, personal computer, printer, typewriter, calculator, photocopier, facsimile machine, theodolite, level, electronic distance meter, scanner and camera.

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

**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.



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:**

12/19/2014

## AGENDA REQUEST FORM

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

Agenda Item #: \_\_\_\_\_

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

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): fy2015 budget

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

PHONE / EXT: \_\_\_\_\_

SIGNATURE: 

DATE: \_\_\_\_\_

12/15/2014

### NARRATIVE OF REQUEST

10AM Open Public Hearing

Consider adoption of fy2015 budget; 6-Year (2015-2020) Transportation Improve. Program; 2015-2020 Parks & Recreation Cap Improve. Plan; & 2015-2020 Cap Improv. Plan for FCZ Dist #1 (Board of Supervisors)

Swear in those wishing to testify

Close Hearing

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

Public Hearing Resolutions to be adopted:

Adopt Resolution 2014- 061 in the matter of authorizing increases in the Pacific County (General Purposes) and the Pacific County Road District (Road Purposes) Regular Property Tax Levies; and providing for the distribution of the general purposes levy

Adopt Resolution 2014- 062 in the matter of county-related real and personal property tax levies for collection in 2015

Adopt Resolution 2014- 063 in the matter of freezing new county employee hiring

Adopt Resolution 2014- 064 in the matter of adoption of the fy2015 Pacific County Budget, including the 2015-2020 Comprehensive Transportation Improvement and 2015 road construction programs, the 2015-2020 capital improvement plan for parks and recreation, and the 2015-2020 capital improvement plan for Pacific County Flood Control Zone District #1; levying county general purposes and road district purposes property taxes; and setting forth the categorical appropriations with applicable limitation and responsibilities, including recognizing the 2015 salaries for Pacific County's elected Officers and judges