

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

**Regular Meeting  
Tuesday, February 25, 2014  
9:00AM or shortly thereafter as possible**

## **AGENDA**

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

### **Call to Order**

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

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

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

- A)** Minutes of regular meetings of February 11, 2014
- B)** Rainbow Valley Landfill Claims Vouchers:
  - City of Raymond - \$2,125
  - Broadband Environmental Services - \$750
  - Dragon Analytical Laboratory - \$2,407

### **ADJOURNMENT**

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

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

PACIFIC COUNTY, WASHINGTON  
LOCAL BOARD OF HEALTH  
JOURNAL #32

**PROCEEDINGS**

**9:00 AM**  
**Tuesday, February 11, 2014**

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

**CALL TO ORDER – 9:00am**

**COUNTY COMMISSION and PERSONNEL PRESENT**

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

Marie Guernsey, Clerk of the Board  
Mike Collins, Public Works Director/County Engineer  
Pat Matlock, Chief Deputy  
Scott McDougall, Emergency Management Deputy Director  
Mary Goelz, Health & Human Services Director  
Paul Plakinger, Management & Fiscal Analyst  
David Burke, Prosecuting Attorney

**GENERAL PUBLIC IN ATTENDANCE**

Mike Williams-Chinook Observer  
Paul Philpot-Pacific County EDC  
Terry Larson

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

**PUBLIC COMMENT - None**

**CONSENT AGENDA (A-B)**

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

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

**Rainbow Valley Landfill Claims Vouchers:**  
**City of Raymond - \$1,765**  
**PUD #2 - \$83.12**  
**Royal Heights Transfer Station, Inc. - \$3,612.42**

**ADJOURMENT**

**SIGNATURE BLOCK ON THE FOLLOWING PAGE**

PACIFIC COUNTY, WASHINGTON  
LOCAL BOARD OF HEALTH  
JOURNAL #32

PACIFIC COUNTY  
BOARD OF COMMISSIONERS

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Steve Rogers, Chairman

ATTEST:

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Frank Wolfe, Commissioner

---

Marie Guernsey  
Clerk of the Board

---

Lisa Ayers, Commissioner

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

2014-04

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

CITY OF RAYMOND

230 2<sup>ND</sup> STREET

RAYMOND, WA 98577

Vendor #	Date
Reference No. 2	Purchase Order Number

**Instructions:**

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

Invoice #	Date	Description	Fund	Ops	Base Sub	Sub Elem	Obj	Amount
103	2/10/14	LEACHATE TREATMENT	660	000	537	10	41	2125.00

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

Larry Bale  
Signature

PRES.  
Title

2/13/14  
Date

Reviewed by:

Faith Taylor  
Faith Taylor, Director  
Department of Community Development

2/13/14  
Date

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

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

\_\_\_\_\_  
Date

RECEIVED  
PACIFIC COUNTY

FEB 18 2014

GENERAL ADMINISTRATION  
BOARD OF COMMISSIONERS



# CITY OF RAYMOND

230 2ND STREET  
RAYMOND, WA. 98577  
360-942-4100 fax 360-942-4137

Invoice No.

103

## INVOICE

### Customer

Name RAINBOW VALLEY LANDFILL, INC.  
Address 114 AIRPORT ROAD  
City RAYMOND State WA. ZIP 98577  
Phone \_\_\_\_\_

Date 2/10/2014  
Order No. \_\_\_\_\_  
Rep \_\_\_\_\_  
FOB \_\_\_\_\_

Qty	Description	Unit Price	TOTAL
1	LEACHATE DISPOSAL JANUARY 2014	\$2,115.00	\$2,115.00
1	ROAD MAINTENANCE	\$10.00	\$10.00

### Payment Details

- ☐ Cash  
☒ Check  
☐ Credit Card

Name \_\_\_\_\_  
CC # \_\_\_\_\_  
Expires \_\_\_\_\_

SubTotal	\$2,125.00
Shipping & Handling	
Taxes State	\$0.00
<b>TOTAL</b>	<b>\$2,125.00</b>

Office Use Only

THANK YOU FOR YOUR BUSINESS!

2014-07

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

**BROADBAND ENVIRONMENTAL SERVICES**

1125 N. 13<sup>TH</sup> ST. APT. D-13

SHELTON, WA 98584

Vendor #	Date
Reference No. 2	Purchase Order Number

**Instructions:**

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Invoice #	Date	Description	Fund	Ops	Base Sub	Sub Elem	Obj	Amount
1213	1/6/14	WATER QUALITY SAMPLING	660	000	537	10	41	750.00

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

*Larry Bale*  
Signature

PRES.  
Title

2/13/14  
Date

Reviewed by:

*Faith Taylor*  
Faith Taylor, Director  
Department of Community Development

2/18/14  
Date

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

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

\_\_\_\_\_  
Date

RECEIVED  
PACIFIC COUNTY

**FEB 18 2014**

GENERAL ADMINISTRATION  
BOARD OF COMMISSIONERS

# INVOICE

## Broadband Environmental Service

INVOICE #1213  
JANURARY 6, 2014

301 Wallace Kneeland Blvd.  
Ste. 224-186  
Shelton, WA 98584  
Phone 360 581 7873

George@broadbandenvironmental.com

TO Rainbow Valley Landfill  
Attn: Larry Bale  
114 Airport Road  
Raymond, WA 98577

FIELD PERSON	JOB	PAYMENT TERMS	DUE DATE
George Campbell	4th Quarter 2013 sampling	Due on receipt	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
5 hours	Sampling	75.00	375.00
3 hours	Travel Time	75.00	225.00
2 hours	Report Writing	75.00	150.00
SUBTOTAL			750.00
SALES TAX			0.0
TOTAL			750.00

Make all checks payable to Broadband Environmental Services  
**THANK YOU FOR YOUR BUSINESS!**

2014-08

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

DRAGON ANALYTICAL LABORATORY

2818 MADRONA BEACH RD. NW

OLYMPIA, WA 98502

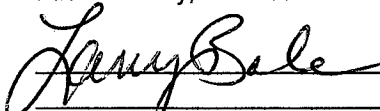
Vendor #	Date
Reference No. 2	Purchase Order Number

**Instructions:**

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2. Completed vouchers should be received one week prior to the scheduled Board of Health meeting. Approved vouchers will be paid by the Trustee within 10 days of notification.
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Invoice #	Date	Description	Fund	Ops	Base Sub	Sub Elem	Obj	Amount
131218-04	1/12/14	WATER QUALITY TESTING	660	000	537	10	41	\$ 2407.00

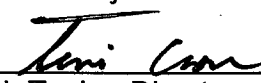
I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against Pacific County, and that I am authorized to authenticate and certify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

  
Signature

\_\_\_\_ PRES. \_\_\_\_\_  
Title

2/13/14  
Date

Reviewed by:

  
Faith Taylor, Director  
Department of Community Development

2/10/14  
Date

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

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

\_\_\_\_\_  
Date

RECEIVED  
PACIFIC COUNTY

FEB 18 2014

GENERAL ADMINISTRATION  
BOARD OF COMMISSIONERS



Dragon Analytical Laboratory, Inc.

2818 Madrona Beach Rd NW  
Olympia, WA 98502  
360-866-0543



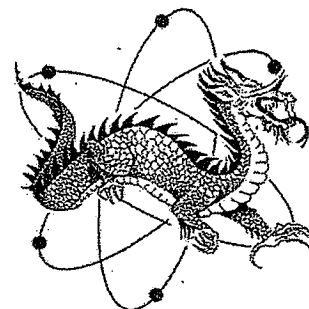
Invoice #

1/12/2014

131218-04

Bill To

Mr. Larry Bale  
Rainbow Valley Landfill  
114 Airport Road  
Raymond, WA 98577



Project #

P.O. #

Terms

Q42013

Net 30

Service Date	Qty	Item	Description	Rate	Amount
			SW1,2,3,4		
12/18/2013	4	Total Coliform	Total Coliform	25.00	100.00
	4	Metals, Prep	Heavy Metals, Extraction	10.00	40.00
	4	Metals, Total	Heavy Metals, Total	53.00	212.00
	4	AMO	Ammonia	25.00	100.00
	4	Nitrate	Nitrogen, Nitrate	25.00	100.00
	4	pH	pH Electrometric, Water	10.00	40.00
	4	TOC	Tot Organic Carbon	48.00	192.00
			MW1,2,5,6,7		
12/18/2013	5	Total Coliform	Total Coliform	25.00	125.00
	5	Metals, Prep	Heavy Metals, Extraction	10.00	50.00
	5	Metals	Heavy Metals, Dissolved (2)	28.00	140.00
	5	AMO	Ammonia	25.00	125.00
	5	Nitrate	Nitrogen, Nitrate	25.00	125.00
	5	pH	pH Electrometric, Water	10.00	50.00
	5	TOC	Tot Organic Carbon	48.00	240.00
			L-1, SWPP		
12/18/2013	1	Metals, Prep	Heavy Metals, Extraction	10.00	10.00
	1	Metals, Total	Heavy Metals, Total (Cu,Zn)	28.00	28.00
	2	AMO	Ammonia	25.00	50.00
	2	Oil & Grease	Oil & Grease (FOG) HEM	65.00	130.00
	2	pH	pH Electrometric, Water	10.00	20.00
	2	TSS	TSS	25.00	50.00
	2	TURB	Turbidity	20.00	40.00
	2	BOD	Biochemical Oxygen Demand	45.00	90.00
	1	SVOC	BNA	350.00	350.00

Thank you for your order, we appreciate your business.

**Total \$2,407.00**

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

**Tuesday, February 25, 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.

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### **Call to Order**

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

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

#### **Department of Public Works**

- 1) Authorize use of Small Works Roster for replacement of cross culvert on North Nemah Road

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

- 2) Approve removal of Aerials, HP Laserjet printer, and color printer/copier from inventory

#### **Assessor's Office**

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

#### **General Business**

- 4) Minutes of Special Meeting of February 7, 2014 and regular meeting of February 11, 2014
- 5) Approve Application Authorization for the Friends of Willapa National Wildlife Refuge to apply for funding through the WA Wildlife and Recreation program for the Bear River Estuary Restoration, Viewing Platform and Water Access trail
- 6) Approve Vendor Claims  
Warrants Numbered 120893 through 120987 - \$196,335.64

*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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### **YEARS OF SERVICE AWARDS**

- 7) 15 Years: Elaine Fosse (PROS)
- 20 Years: Melaine Mero (PCSO)
- 25 Years: Shelly Flemetis (TRSR)

### **ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS**

- 8) Consider adoption of Resolution 2014-\_\_\_\_\_ establishing fees for the Fair
- 9) Consider approval of the hire of Nickolas Milton, Assistant Telecommunications Engineer, effective March 3, 2014

### **ITEMS REGARDING HEALTH & HUMAN SERVICES DEPARTMENT**

- 10) Consider approval of the hire of:
  - Deanna Gjovik, part-time Parent Education Facilitator effective March 7, 2014
  - Lindsey Hylton, Services Programs Manager effective March 3, 2014
  - Rosanne McPhail, casual Parent Education Facilitator effective March 7, 2014

### **ITEMS REGARDING PROSECUTOR'S OFFICE**

- 11) Confirm the hire of Eric Weston, Chief Deputy Prosecutor, effective February 19, 2014

### **ITEMS REGARDING GENERAL BUSINESS**

- 12) Consider approval of the hire of Amanda Bennett, Confidential Secretary, effective March 1, 2014
- 13) Consider adoption of Resolution 2014-\_\_\_\_\_ certifying the 2013 inventory
- 14) Consider approval of Intergovernmental Cooperation Agreement with the Pacific Conservation District

### **EXECUTIVE SESSION**

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

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

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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:**

February 25, 2014

## AGENDA REQUEST FORM

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

Agenda Item #: 1

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

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: DPW

DIVISION (if applicable): Roads

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

PHONE / EXT: 3368

SIGNATURE: Michael Collins

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

NARRATIVE OF REQUEST

This office requests authorization to solicit proposals and award a contract utilizing the Small Works Roster for replacement of a failing cross culvert on North Nemah Road No. 94080 at MP 1.73. The 18 inch corrugated metal pipe has deteriorated with age and heavy logging activity in the area. The work is expected to take one week.

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

# PACIFIC COUNTY - INVENTORY DISPOSAL/TRANSFER FORM

2

## ATTACHMENT #4

FIXED ASSET ID NUMBER: 510	DEPT/OFFICE: COMMUNITY DEVELOPMENT
EQUIPMENT DESCRIPTION: AERIALS	LOCATION: COURTHOUSE ANNEX
MODEL NUMBER: N/A	SERIAL NUMBER: N/A

IS THIS EQUIPMENT STILL FUNCTIONING? ☒ YES ☐ NO

HAS THE EQUIPMENT BEEN OFFERED TO OTHER COUNTY DEPARTMENTS/OFFICES? ☐ YES ☒ NO

## DISPOSAL

DISPOSAL DATE: 01/27/014	HOW DISPOSED: Doesn't need to be listed on inventory.
REASON FOR DISPOSAL: OUTDATED	
IF SOLD, AMOUNT RECEIVED: N/A	NAME OF PURCHASER: N/A

## TRANSFER

TRANSFER DATE:	
TRANSFERRED FROM (DEPT/OFFICE):	TO (DEPT/OFFICE):

To assist you in completing this form, the following is a breakdown of the information required in each section:

Fixed Asset #:	Record the number from the Pacific County property sticker. (Please return property sticker with this form if equipment will no longer be considered property of the County.)
Equipment:	Describe the equipment as it is listed on your current inventory.
Department:	Name of your office/department.
Location:	List the building, office, etc, where this equipment is located.
Model #:	Complete this section for equipment having model numbers.
Serial #:	Complete this section for equipment having serial numbers.
Functional:	Is this equipment functioning well enough to be used?
Other Dept:	Is this equipment usable enough to be placed on the quarterly printout of surplus property for possible use by another department?
Date Disposed:	The date the BOCC approved disposal of this equipment
How Disposed:	Surplused, discarded, traded-in, transferred to another department, etc
Amount Rec'd:	Leave this section black. If disposal of equipment generates revenue, report to Administration the amount received once the process is completed.
Purchaser:	If equipment is sold, list the name of the person and/or organization that purchased the equipment.
Why Disposed:	Outdated, nonfunctional, replaced, etc.

Your request to <input type="checkbox"/> dispose <input type="checkbox"/> transfer the above referenced inventory item was <input type="checkbox"/> approved <input type="checkbox"/> denied by the Board of Pacific County Commissioners at its meeting held on _____, 20____ in accordance with Pacific County Personal Property Inventory Procedures.	
(2014 inventory)	Clerk of the Board

THIS FORM MUST ACCOMPANY ALL REQUESTS TO THE BOARD FOR DISPOSAL/TRANSFER OF EQUIPMENT.

# PACIFIC COUNTY - INVENTORY DISPOSAL/TRANSFER FORM

ATTACHMENT #4

FIXED ASSET ID NUMBER: 1705 DEPT/OFFICE: COMMUNITY DEVELOPMENT

EQUIPMENT DESCRIPTION: PRINTER, HEWLETT PACKARD LASER JET LOCATION: COURTHOUSE ANNEX

MODEL NUMBER: UNKNOWN SERIAL NUMBER: UNKNOWN

IS THIS EQUIPMENT STILL FUNCTIONING? ☐ YES ☒ NO

HAS THE EQUIPMENT BEEN OFFERED TO OTHER COUNTY DEPARTMENTS/OFFICES? ☐ YES ☒ NO

## DISPOSAL

DISPOSAL DATE: UNKNOWN HOW DISPOSED: E-CYCLE EVENT

REASON FOR DISPOSAL: NOT FUNCTIONING

IF SOLD, AMOUNT RECEIVED: N/A NAME OF PURCHASER: N/A

## TRANSFER

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

TRANSFERRED FROM (DEPT/OFFICE): \_\_\_\_\_ TO (DEPT/OFFICE): \_\_\_\_\_

### To assist you in completing this form, the following is a breakdown of the information required in each section:

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Model #:	Complete this section for equipment having model numbers.
Serial #:	Complete this section for equipment having serial numbers.
Functional:	Is this equipment functioning well enough to be used?
Other Dept:	Is this equipment usable enough to be placed on the quarterly printout of surplused property for possible use by another department?
Date Disposed:	The date the BOCC approved disposal of this equipment
How Disposed:	Surplused, discarded, traded-in, transferred to another department, etc
Amount Rec'd:	Leave this section black. If disposal of equipment generates revenue, report to Administration the amount received once the process is completed.
Purchaser:	If equipment is sold, list the name of the person and/or organization that purchased the equipment.
Why Disposed:	Outdated, nonfunctional, replaced, etc.

Your request to ☐ dispose ☐ transfer the above referenced inventory item was ☐ approved ☐ denied by the Board of Pacific County Commissioners at its meeting held on \_\_\_\_\_, 20\_\_\_\_ in accordance with Pacific County Personal Property Inventory Procedures.

(2014 inventory)

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

THIS FORM MUST ACCOMPANY ALL REQUESTS TO THE BOARD FOR DISPOSAL/TRANSFER OF EQUIPMENT.

# PACIFIC COUNTY - INVENTORY ~~DISPOSAL~~/TRANSFER FORM

ATTACHMENT #4

FIXED ASSET ID NUMBER: 2855	DEPT/OFFICE: COMMUNITY DEVELOPMENT
EQUIPMENT DESCRIPTION: COLOR PRINTER/COPIER-SB (LEASE)	LOCATION: COURTHOUSE ANNEX
MODEL NUMBER: NOT APPLICABLE	SERIAL NUMBER: NOT APPLICABLE

IS THIS EQUIPMENT STILL FUNCTIONING?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
HAS THE EQUIPMENT BEEN OFFERED TO OTHER COUNTY DEPARTMENTS/OFFICES?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

## DISPOSAL

DISPOSAL DATE: 12/17/2013	HOW DISPOSED: RETURNED TO COMPANY
REASON FOR DISPOSAL: LEASE EXPIRED	
IF SOLD, AMOUNT RECEIVED: N/A	NAME OF PURCHASER: N/A

## TRANSFER

TRANSFER DATE:	
TRANSFERRED FROM (DEPT/OFFICE):	TO (DEPT/OFFICE):

To assist you in completing this form, the following is a breakdown of the information required in each section:

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Serial #:	Complete this section for equipment having serial numbers.
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Other Dept:	Is this equipment usable enough to be placed on the quarterly printout of surplus property for possible use by another department?
Date Disposed:	The date the BOCC approved disposal of this equipment
How Disposed:	Surplused, discarded, traded-in, transferred to another department, etc
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Why Disposed:	Outdated, nonfunctional, replaced, etc.

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(2014 inventory)

Clerk of the Board

THIS FORM MUST ACCOMPANY ALL REQUESTS TO THE BOARD FOR DISPOSAL/TRANSFER OF EQUIPMENT.

revised 1/2012



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:

2/25/2014

## AGENDA REQUEST FORM

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

BOCC ACTION:

☐ APPROVED

☐ DENIED

Agenda Item #:

3

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

☐ PG 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: ASSESSOR'S OFFICE

DIVISION (if applicable):

OFFICIAL NAME & TITLE: BRUCE WALKER

PHONE / EXT: Ext 2208

SIGNATURE:

DATE: 2/18/14

NARRATIVE OF REQUEST

2 DISPOSALS FOR OLDER COMPUTERS AND 2 TRANSFERS TO SHERIFF'S OFFICE ALL PER COMPUTER SERVICES

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



# PACIFIC COUNTY - INVENTORY DISPOSAL/TRANSFER FORM

## ATTACHMENT #4

FIXED ASSET ID NUMBER: 2865, 2863	DEPT/OFFICE: ASSESSOR
EQUIPMENT DESCRIPTION: 2 DELL COMPUTERS	LOCATION: SOUTH BEND
MODEL NUMBER: DELL OPTIPLEX 755	SERIAL NUMBER: GB94GH1; HG94GH1

IS THIS EQUIPMENT STILL FUNCTIONING?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
HAS THE EQUIPMENT BEEN OFFERED TO OTHER COUNTY DEPARTMENTS/OFFICES?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

### DISPOSAL

DISPOSAL DATE:	HOW DISPOSED:
REASON FOR DISPOSAL:	
IF SOLD, AMOUNT RECEIVED:	NAME OF PURCHASER:

### TRANSFER

TRANSFER DATE: 02/18/2013	
TRANSFERRED FROM (DEPT/OFFICE): ASSESSOR	TO (DEPT/OFFICE): SHERIFF

To assist you in completing this form, the following is a breakdown of the information required in each section:

Fixed Asset #:	Record the number from the Pacific County property sticker. (Please return property sticker with this form if equipment will no longer be considered property of the County.)
Equipment:	Describe the equipment as it is listed on your current inventory.
Department:	Name of your office/department.
Location:	List the building, office, etc, where this equipment is located.
Model #:	Complete this section for equipment having model numbers.
Serial #:	Complete this section for equipment having serial numbers.
Functional:	Is this equipment functioning well enough to be used?
Other Dept:	Is this equipment usable enough to be placed on the quarterly printout of surplus property for possible use by another department?
Date Disposed:	The date the BOCC approved disposal of this equipment
How Disposed:	Surplus, discarded, traded-in, transferred to another department, etc
Amount Rec'd:	Leave this section blank. If disposal of equipment generates revenue, report to Administration the amount received once the process is completed.
Purchaser:	If equipment is sold, list the name of the person and/or organization that purchased the equipment.
Why Disposed:	Outdated, nonfunctional, replaced, etc.

Your request to ☐ dispose ☐ transfer the above referenced inventory item was ☐ approved ☐ denied by the Board of Pacific County Commissioners at its meeting held on \_\_\_\_\_, 20\_\_\_\_ in accordance with Pacific County Personal Property Inventory Procedures.

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

THIS FORM MUST ACCOMPANY ALL REQUESTS TO THE BOARD FOR DISPOSAL/TRANSFER OF EQUIPMENT.

revised 1/2012

# PACIFIC COUNTY - INVENTORY DISPOSAL/TRANSFER FORM

ATTACHMENT #4

FIXED ASSET ID NUMBER: <u>3000, 3053</u>	DEPT/OFFICE: <u>Assessor</u>
EQUIPMENT DESCRIPTION: <u>Computers</u>	LOCATION: <u>Courthouse, SB</u>
MODEL NUMBER: <u>n/a</u>	SERIAL NUMBER: <u>n/a</u>

IS THIS EQUIPMENT STILL FUNCTIONING? ☒ YES ☒ NO

HAS THE EQUIPMENT BEEN OFFERED TO OTHER COUNTY DEPARTMENTS/OFFICES? ☒ YES ☐ NO

## DISPOSAL

DISPOSAL DATE: _____	HOW DISPOSED: _____
REASON FOR DISPOSAL: <u>3000 isn't working per Andy / 3053 dispose per Lewi</u>	
IF SOLD, AMOUNT RECEIVED: _____	NAME OF PURCHASER: _____

## TRANSFER

TRANSFER DATE: _____
TRANSFERRED FROM (DEPT/OFFICE): _____ TO (DEPT/OFFICE): _____

To assist you in completing this form, the following is a breakdown of the information required in each section:

Fixed Asset #:	Record the number from the Pacific County property sticker. (Please return property sticker with this form if equipment will no longer be considered property of the County.)
Equipment:	Describe the equipment as it is listed on your current inventory.
Department:	Name of your office/department.
Location:	List the building, office, etc, where this equipment is located.
Model #:	Complete this section for equipment having model numbers.
Serial #:	Complete this section for equipment having serial numbers.
Functional:	Is this equipment functioning well enough to be used?
Other Dept:	Is this equipment usable enough to be placed on the quarterly printout of surplus property for possible use by another department?
Date Disposed:	The date the BOCC approved disposal of this equipment.
How Disposed:	Surplus, discarded, traded-in, transferred to another department, etc
Amount Rec'd:	Leave this section blank. If disposal of equipment generates revenue, report to Administration the amount received once the process is completed.
Purchaser:	If equipment is sold, list the name of the person and/or organization that purchased the equipment.
Why Disposed:	Outdated, nonfunctional, replaced, etc.

Your request to <input type="checkbox"/> dispose <input type="checkbox"/> transfer the above referenced inventory item was <input type="checkbox"/> approved <input type="checkbox"/> denied by the Board of Pacific County Commissioners at its meeting held on _____, 20____ in accordance with Pacific County Personal Property Inventory Procedures.	
_____ Clerk of the Board	

THIS FORM MUST ACCOMPANY ALL REQUESTS TO THE BOARD FOR DISPOSAL/TRANSFER OF EQUIPMENT.

revised 1/2012

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #50

4

**DRAFT**

**PROCEEDINGS**

**9:00 AM**  
**Tuesday, February 7, 2014**

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

**CALLED TO ORDER – 9:01am**

**COUNTY COMMISSION and PERSONNEL PRESENT**

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

Marie Guernsey, Clerk of the Board  
Kathy Spoor, County Administrative Officer  
David Burke, Prosecuting Attorney  
Tim Crose, Community Development Asst. Director

**GENERAL PUBLIC IN ATTENDANCE**

Two members of the general public

**SPECIAL PUBLIC MEETING**

Chair Rogers opened the special meeting and those wishing to testify were sworn in.

Tim Crose provided an update on the recent Planning Commission meeting pertaining to recreational marijuana and section 24 of Ordinance No. 162. He stated their recommendations will be forwarded to the Commissioners for their review and consideration.

Following review and discussion, it was moved by Wolfe, seconded by Ayers and carried by a vote of 3-0

**Adopt Findings of Fact #1-#12 and Conclusions #1-#3 in support of  
Emergency Moratorium Ordinance No. 172**

**ADJOURNED – 10:51am**

PACIFIC COUNTY  
BOARD OF COMMISSIONERS

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

ATTEST:

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

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

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

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

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #50

**PROCEEDINGS**

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

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

**CALLED TO ORDER – 9:01am**

**COUNTY COMMISSION and PERSONNEL PRESENT**

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

Marie Guernsey, Clerk of the Board  
Mike Collins, Public Works Director/County Engineer  
Pat Matlock, Chief Deputy  
Scott McDougall, Emergency Management Deputy Director  
Mary Goelz, Health & Human Services Director  
Paul Plakinger, Management & Fiscal Analyst  
David Burke, Prosecuting Attorney

**GENERAL PUBLIC IN ATTENDANCE**

Mike Williams-Chinook Observer  
Paul Philpot-Pacific County EDC  
Terry Larson

**PUBLIC COMMENT**

Terry Larson spoke regarding Initiative 502 and an update was provided pertaining to the next public hearing.

**CONSENT AGENDA (Items 1-14)**

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

**Department of Public Works**

**Accept Surety Rider Continuation Certificate from Rayonier Forest Resources LLC pertaining to Road Haul Permit No. 2014-9**

**Accept Continuation Bond from North Fork Timber Co. pertaining to Road Haul Permit No. 2014-11**

**Accept Increase Rider from TC&I Chinook Log Corp. c/o The Campbell Group LLC pertaining to Road Haul Permit No. 2014-2**

**PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #50**

**Department of Community Development**

**Approve Amendment #1 to Lead Entity Grant 13-1377P with WA State Recreation and Conservation District; authorize Chair to sign**

**Boards and Commissions**

**Approve reappointment of Mike Nichols, to another four year term on the Planning Commission representing Commissioner District #2**

**Approve the reappointment of Bill Grennan to a three year term on the Board of Adjustment as “alternate”**

**Approve the appointment of Bob Lake to vacant Regional Fisheries Enhancement Group position on the WRIA #24**

**Approve the appointment of Judy Jones to fill a vacant position on the Human Services Advisory Council**

**Approve the appointment of Annie Brown to vacant “alternate” Agriculture position on the Marine Resource Committee**

**General Business**

**Minutes of regular meeting of January 28, 2014**

**Confirm disposal/transfer of WSU Extension’s inventory as submitted**

**Confirm disposal/transfer of Health Department’s inventory as submitted**

**Approve January, 2014 payroll; Total # of employees: 176; total payroll \$746,430.51**

**Approve Vendor Claims**

**Warrants Numbered 120642 through 120716 - \$201,802.68**

**Warrants Numbered 120730 through 120782 - \$122,334.43**

**Warrants Numbered 120783 through 120892 - \$314,812.33**

**ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS**

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

**Approve award of Chip Rock Bid No. 2014-01 to Naselle Rock & Asphalt Co. delivered to South County Administration Facility and to Northwest Rock delivered to the Willapa Stockpile Site and to Lebam School Site, subject to adequate budget appropriations**

**PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #50**

**Approve Facility Use Agreement with American Red Cross for temporary storage of disaster shelter supply trailer and authorize Chair to sign**

**Approve additional computer system for the Court Reporter due to XP computer issues in amount of approximately \$660 for fy2014 and annual maintenance of \$1,000, subject to adequate budget appropriations**

**Approve addition of six additional computer systems to annual maintenance for the Sheriff's Office due to XP computer issues, not to exceed \$5,300, subject to adequate budget appropriations**

**Approve addition of computer system to annual maintenance for the Treasurer's Office due to XP computer issues for approximately \$3,180, subject to adequate budget appropriations**

**Approve hire of Lloyd (Dennis) Houk, Senior Engineering Technician position; Grade 12 Step 4, effective March 3, 2014, subject to adequate budget appropriations**

**Approve hire of Neil Wirkkala, Engineer Tech I/Facilities Maintenance Position; Grade 8 Step 1, effective March 3, 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

**Approve purchase of Spillman modules ERS Fire Interface, and HipLink Paging Interface and adopt Resolution 2014-005 recognizing and authorizing purchase from Sole Source Provider, subject to adequate budget appropriations**

**Approve purchase of boat motor and auxiliary motor from Chinook Marine being the best and most responsive bid in an amount not to exceed the \$12,000 grant received from Regional 3 Homeland Security Commission**

**ITEMS REGARDING ASSESSOR'S OFFICE**

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

**Approve hire of Blair Swogger to fill vacant 0.75 FTE Administrative Assistant II, Grade 9 Step 1, effective February 10, 2014, subject to adequate budget appropriations**

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #50

**ITEMS REGARDING PROSECUTOR'S OFFICE**

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

**Acknowledge resignation of Chief Deputy Prosecutor, Mark McClain and authorize the filling of the vacant position**

**ITEMS REGARDING GENERAL BUSINESS**

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

**Approve request from Fire District #3 to add a third bay to the Menlo Fire Station, subject to all permits being obtained prior to the start of the project**

**Acknowledge the intent of the county to sale parcel #10091014150 by private Negotiation**

**Approve Aquatic Lands Enhancement Account Application Authorization On behalf of the Friends of the Willapa National Wildlife Refuge**

**Approve the 2014-2016 Pacific County Sheriff's Office Teamsters 252 (Non-Commissioned) Collective Bargaining Agreement**

**Approve Contract #13-65400-040 with WA State Department of Commerce Pertaining to the Chinook Water District Planning Only Grant and authorize Chair to sign**

**ITEMS REGARDING SHERIFF'S OFFICE**

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

**Approve the Hazardous Material Planning Grant Agreement #E14-200 with WA State Military Department for the update of the existing Hazardous Materials Plan and acknowledge the need for a supplemental**

**RECESS – 9:25am**

**EXECUTIVE SESSION**

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

RCW 42.30.110 1(in) 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.

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #50

**BACK IN SESSION – 10:00are**

Chairman Rogers announced that no decision was made in executive session.

**PUBLIC HEARINGS**

Chairman Rogers opened the public hearing to consider the Timber Land Classification Application as submitted by Ed, Loretta, Sharon, & Melissa Ostgaard. Neither the applicants nor members of the general public in attendance

Chairman Rogers closed the public hearing.

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

**Approve Timber Land Classification Agreement with Ed, Loretta, Sharon, & Melissa Ostgaard for property described as Cranmoor WMS ADD Block 2, Lots 1-4, 6-11, 24-25, 27-30, 32-33, 35-36, 243'; S43' of Lot 13 & 14, 15-17, N1/2 18, 19-22 for a total of approximately 28 acres; Assessor's Parcel #s 74015002001-74015002006-74015002013-74015002024-74015002027-74015002035**

Chairman Rogers opened the public hearing to consider the Timber Land Classification Application as submitted by James & Jane Nowogroski. Neither the applicants nor members of the general public were in attendance

Chairman Rogers closed the public hearing.

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

**Approve Timber Land Classification Agreement with James & Jane Nowogroski for property described as W 1/2 SE 1/4 of NE 1/4 Less Rd M&B Section 9 Twn 13 Rge 8 for a total of 5.5 acres; Assessor's Parcel #13080914900**

Chairman Rogers opened the public hearing to consider the Timber Land Classification Application as submitted by Kevin Colburn. Neither the applicants nor members of the general public were in attendance

Chairman Rogers closed the public hearing.

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

**Approve Timber Land Classification Agreement with Kevin Colburn for property described as Tax Lot 9, Section 3, Twn 13N RGE 8W (11+ acres) Tax Lot 28, Section 3, Twn 13N (6+ acres) for a total of 45.69 acres; Assessor's Parcel #13080343009**



PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #50

**ITEMS REGARDING GENERAL BUSINESS**

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

**Authorize the Special Public Hearing to be set for March 13, 2014 at 10:00am to consider adoption of Zoning Ordinance No. 162A and rescinding Emergency Moratorium Ordinance No. 172.**

**ADJOURNED – 10:12am**

PACIFIC COUNTY  
BOARD OF COMMISSIONERS

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

ATTEST:

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

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

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

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

**OTHER ITEMS FOR FILING**

Inventory Acquisition Form from Clerk's Office for the purchase of a time stamp from Rapidprint

Memorandum of Understanding with US Fish and Wildlife Service and Weed Control Board filed this date (signed 3/25/199 by Director Tim Wilson)

Letter received from Weldon T. Burton, CPA regarding general rate increase by Peninsula Sanitation Service, Inc.

2013 Fair Entertainment Agreements with Jason Sansom of Anitize, Jason Whited, Keith Warren for the Jesse Lee Falls Band, the Naselle High School Marimba Band, Clinton Lee Mullins of Coho, Clint Carter of North Coast Blues, and Stoddard & Cole filed this date.

2013 Fair Agreement with Jason Sansom of Anitize to provide sound and light services for the GNWFCU Stage and the Mini Stage.

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #50

Letter from State of WA Department of Commerce regarding award of \$24,000 Planning Only Grant for the Chinook Water District.

Filing of the Annual Statements of Special Purpose Districts provided by County Auditor, Pat Gardner.

Notice of withdrawal of the Web EOC Users Agreement for approval by the Commissioners filed this date. (requested on September 10, 2013)

Notice of Marijuana License Application by Horton's from WA State Liquor Control Board.

Notice of Liquor License Application by Sand Verbena Seafood & Grill of Tokeland from WA State Liquor Control Board.

Notice of Special Occasion Liquor License for Lewis Pacific Swiss Society from WA State Liquor Control Board.



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

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

**REQUESTED MEETING DATE:**

2/25/14

## AGENDA REQUEST FORM

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

Agenda Item #: 5

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: Kathy Spoor, CAO	PHONE / EXT:
SIGNATURE: <i>Kathy Spoor</i>	DATE: 2-20-14
NARRATIVE OF REQUEST	
<p>Attached for your consideration is a application authorization that is required by the State Recreation and Conservation Office for the Friends of Willapa National Wildlife Refuge to apply for funds for the Bear River Estuary Restoration, Viewing Platform and Water Access trail. This is the same agreement you approved a couple meetings ago, other than this is to apply for funding through the Washington Wildlife and Recreation Program. The last authorization was to apply for funding through the Aquatic Lands Enhancement Account. This authorization does not commit the County in any way, other than to provide our support for the Friends to apply for funding.</p>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
<p>Move to approve the Application Authorization for the Friends of Willapa National Wildlife Refuge to apply for funding through the Washington Wildlife and Recreation program for the Bear River Estuary Restoration, Viewing Platform and Water Access trail.</p>	

**State Agency**  
**Washington Wildlife and Recreation Program (WWRP)**  
**Application Authorization**  
**Development Type Project**

Organization Name: Pacific County/on behalf of the applicant: Friends of Willapa National Wildlife Refuge (FWNWR)

Project Name: Bear River Estuary Restoration, Viewing Platform and Water Access Trail (Bear River Trail)

WHEREAS, under the provisions of the Washington Wildlife and Recreation Program, state grant assistance is requested to aid in financing the cost of development; and

WHEREAS, our organization considers it in the best public interest to complete this project described in the application;

NOW, THEREFORE:

1. The Bear River Trail Project Manager for the FWNWR is authorized to make formal application to the Recreation and Conservation office for grant assistance;
2. Any assistance received will be used for direct costs associated with implementation of the project referenced above;
3. Pacific County hereby certifies that the matching share of project funding will be derived from FWNWR as in-kind and cash donations, and that FWNWR is responsible for supporting all non-cash commitments to this project should they not materialize.
4. We acknowledge that the grant assistance, if approved, will be paid on a reimbursement basis, meaning applicant will only request payment from the Recreation Conservation Office after eligible and allowed costs have been incurred and payment remitted to vendors, and that the Recreation and Conservation Office will hold retainage until project is deemed complete.
5. We acknowledge that any facility developed and/or property restored through grant assistance from Recreation Conservation Board must be reasonably maintained and made accessible to the general public, unless other restrictions have been agreed to by the Recreation and Conservation Office Director or the Recreation and Conservation Funding Board. This will be accomplished through a contractual agreement with the FWNWR and the US Fish and Wildlife Services.

6. We acknowledge that any facility developed and/or property restored through grant assistance from Recreation Conservation Board must be dedicated for public purposes, and be retained and maintained for perpetuity unless otherwise provided and agreed to by the Recreation and Conservation Funding Board. This will be accomplished through contractual agreements between the County and FWNWR, and the US Fish and Wildlife Services.
7. This application authorization becomes part of a formal application to the Recreation and Conservation Office for grant assistance, and
8. FWNWR will provide appropriate opportunity for public comment prior to submittal of an application, and the US Fish and Wildlife Service has provided public comment on this project through their CCP/EIS development.

Signed and approved by the following authorized representative(s):

PACIFIC COUNTY  
BOARD OF COMMISSIONERS

---

Steve Rogers, Chairman

ATTEST:

---

Frank Wolfe, Commissioner

---

Marie Guernsey  
Clerk of the Board

---

Lisa Ayers, Commissioner

**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, February 25, 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:

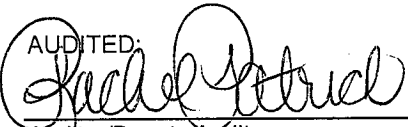
Vendors Claim Fund No. 692

120893                      thru                      120987                      \$ 196,335.64

Warrants Dated:      February 14, 2014

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

AUDITED:

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

ATTEST:

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

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

RECEIVED  
PACIFIC COUNTY

**FEB 18 2014**

GENERAL ADMINISTRATION  
BOARD OF COMMISSIONERS

# Years of Service Report

February 2014

Total Years of Service 15

Employee Name

Date of Hire Calculation Date

ID Number

Elaine Fosse

2/23/1999

2/1/1999

FOSSE

Charla Jo Clifton

5/4/1998

2/1/1999

CLIFC

Total Years of Service 20

Employee Name

Date of Hire Calculation Date

ID Number

Melaine Mero

3/29/1995

2/1/1994

MEROM

Total Years of Service 25

Employee Name

Date of Hire Calculation Date

ID Number

Shelly Flemetis

2/13/1989

2/1/1989

FLEMS

Saturday, January 18, 2014

Emailed Amber -KB

2/8/14 - 2nd email to Amber. -KB

2/12/14 C: Lisa -KB



**REQUESTED MEETING DATE:**

February 25, 2014

## AGENDA REQUEST FORM

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

Agenda Item #: 8

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

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

☐ OTHER: \_\_\_\_\_

Review: ☐ Clerk of the Board

☐ Risk Management

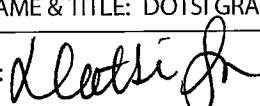
☐ Legal

### DISTRIBUTION LIST:

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

### AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: FAIR	DIVISION (if applicable):
OFFICIAL NAME & TITLE: DOTSI GRAVES, FAIR MANAGER	PHONE / EXT: 2288
SIGNATURE: 	DATE: 2/20/14
NARRATIVE OF REQUEST	
Request approval of Resolution to update fees charged by the Fair for Premium Book Advertisement. New Resolution will make cost of advertising in Premium Book easy to understand and add consistency to billing process.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
Adopt Resolution 2014-_____ establishing fees for the Pacific County Fair	



BEFORE THE BOARD OF PACIFIC COUNTY COMMISSIONERS

RESOLUTION 2014-\_\_\_\_\_

A RESOLUTION IN THE MATTER OF SETTING FEES FOR  
THE PACIFIC COUNTY FAIR

WHEREAS, in accordance with RCW 15.76.100 it is declared that it is in the public interest to hold agricultural fairs, including the exhibition of livestock and agricultural produce of all kinds, to promote the welfare of farm people and rural living; and

WHEREAS, the Pacific County Fair Board has recommended to the Board of County Commissioners to adopt the schedule of fees listed below for the Pacific County Fair; therefore

IT IS HEREBY RESOLVED that Attachment A: Fees for the Pacific County Fair be adopted; and

IT IS HEREBY FURTHER RESOLVED that Commercial Booths not rented two weeks prior to the fair will be offered to non-profit groups at a rate of one-half the fee.

IT IS HEREBY FURTHER RESOLVED that Resolution No. 2012-006 and any other conflicting resolutions setting Fees for the Pacific County Fair are repealed.

PASSED BY THE BOARD OF PACIFIC COUNTY COMMISSIONERS 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 this \_\_\_\_\_ day of February, 2014.

\_\_\_\_ AYE; \_\_\_\_ NAY; \_\_\_\_ ABSTAIN; \_\_\_\_ ABSENT

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

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

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

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

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

## ATTACHMENT A: FEES FOR THE PACIFIC COUNTY FAIR

### USER FEES

Commercial Booth Rental	\$20.00	per lineal foot
	\$100.00	deposit; refundable if booth is still set up on the last day of the fair
Commercial Table Rental	\$8.00	per lineal foot
Food Concessions	\$150.00	plus 10% of gross sales
Tent Camping	\$20.00	for four nights
RV Camping with hookups	\$100.00	for up to seven nights; includes one parking pass
Parking	\$20.00	for four days

### PREMIUM BOOK ADVERTISEMENTS

One-Eighth Page - black and white	\$50.00
One-Fourth Page - black and white	\$75.00
One-Half Page - black and white	\$100.00
Full Page - black and white	\$200.00
One-Eighth Page - color	\$60.00
One-Fourth Page - color	\$85.00
One-Half Page - color	\$110.00
Full Page - color	\$250.00
Back Page - color	\$225.00

### ADMISSION

Four Day Fair Button	\$8.00	advance purchase
	\$10.00	purchased at gate
Adults	\$4.00	per day
Children	\$3.00	6-12 years old; per day (one day designated as free)
	Free	under 6 years old
Senior Citizen	\$3.00	per day; (one day designated as free)
Nursing Home Residents	Free	

### OFF SEASON STORAGE

Up to 20'	\$175.00
21'-25'	\$200.00
26' +	\$225.00

### EQUIPMENT RENTAL

Chairs	\$1.50	each; per day
Tables (folding or picnic)	\$7.00	each; per day
Tent/Canopies (10'x10')	\$10.00	each; per day



Board of Pacific County Commissioners  
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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:**

2/25/2014

## AGENDA REQUEST FORM

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

Agenda Item #: 9

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

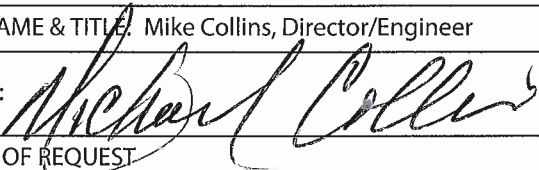
☐ OTHER: \_\_\_\_\_

### DISTRIBUTION LIST:

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

### AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Dept of Public Works	DIVISION (if applicable): Roads
OFFICIAL NAME & TITLE: Mike Collins, Director/Engineer	PHONE / EXT: 3368
SIGNATURE: 	DATE: 2-18-14
NARRATIVE OF REQUEST	
Dept of Public Works is requesting Nickolas Milton to fill the Assistant Telecommunications Engineer position. He will start at Grade 14 Step 1 in Management. Start date: March 3rd 2014	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
Approve the hire of Nickolas Milton as Assistant Telecommunications Engineer, Grade 14, Step 1, Management; 1.0 FTE, effective March 3, 2014, subject to adequate budget appropriations	



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beginning at 9 a.m.**

**REQUESTED MEETING DATE:**

2/25/2014

## AGENDA REQUEST FORM

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

Agenda Item #: 10

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

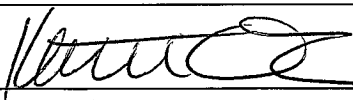
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| <input type="checkbox"/> SEA | <input type="checkbox"/> Clerk         | <input type="checkbox"/> Health   | <input type="checkbox"/> Prosecutor | <input type="checkbox"/> Vegetation Mgmt |
|                              | <input type="checkbox"/> Civil Service | <input type="checkbox"/> Juvenile | <input type="checkbox"/> SDC        | <input type="checkbox"/> WSU Coop. Ext.  |
|                              | <input type="checkbox"/> DCD           | <input type="checkbox"/> NDC      | <input type="checkbox"/> Sheriff    | <input type="checkbox"/> Other           |

### AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Health & Human Services	DIVISION (if applicable):
OFFICIAL NAME & TITLE: Katie Lindstrom, Deputy Director	PHONE / EXT: 2648
SIGNATURE: 	DATE: 2-18-2014
NARRATIVE OF REQUEST	
<p>Request to hire Deanna Gjovik as a part time Parent Education Facilitator beginning March 7, 2014. The Parent Education Facilitator position is currently being considered to be re-graded to a grade 13 (from a 12) on the 367c wage scale. The Labor Management Committee is meeting March 5th to consider this change. Contingent upon the re-grading change going through, I would recommend Deanna start at a 13-10 on the union pay scale. Deanna will be primarily be providing on-going parenting classes for families seeking reunification through Child Protective Services in addition to other parent education programming on an intermittent basis. I anticipate that Deanna's hours will fluctuate between 30-70 hours per month, depending on referrals for the program. Please contact me at ex 2648 with any questions. Thank you!</p>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
Approve the hire of Deanna Gjobik, part-time Parent Education Facilitator, effective March 7, 2014, subject to adequate budget appropriations	

RECEIVED  
PACIFIC COUNTY

FEB 19 2014

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BOARD OF COMMISSIONERS



Board of Pacific County Commissioners  
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beginning at 9 a.m.

REQUESTED MEETING DATE:

2/25/2014

## AGENDA REQUEST FORM

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

Agenda Item #: 10

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

Review: ☐ Clerk of the Board

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

☐ Risk Management

☐ OTHER: \_\_\_\_\_

☐ Legal

### DISTRIBUTION LIST:

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☐ Clerk

☐ Health

☐ Prosecutor

☐ Vegetation Mgmt

☐ Civil Service

☐ Juvenile

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☐ WSU Coop. Ext.

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☐ NDC

☐ Sheriff

☐ Other

### AGENDA ITEM REQUEST

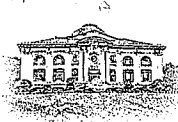
Please fill out in full or the request may be returned for more information. Also, please attach all pertinent documentation.

DEPARTMENT/OFFICE: Health & Human Services	DIVISION (if applicable):
OFFICIAL NAME & TITLE: Katie Lindstrom, Deputy Director	PHONE / EXT: 2648
SIGNATURE: 	DATE: 2-18-2014
NARRATIVE OF REQUEST	
<p>Requesting approval to hire Lindsey Hylton to fill the Human Services Programs Manager position. This position was advertised through a variety of outlets including the Chinook Observer with interviews occurring mid-February 2014. In this position, Lindsey will be coordinating the South County Drug Free Communities Grant. Her proposed start date is March 3, 2014, starting wage will be \$19.23 per hour (grade 12 step 1 on the management scale), and her position will be filled at a .90 FTE (36 hours per week). Lindsey will work out of the Long Beach Health Department office. Her position is part of the approved 2014 budget and is grant funded. Please contact me at ex 2648 with any questions regarding this request. Thank you!</p>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
<p>Approve the hire of Lindsey Hylton, Human Services Program Manager, Grade 12 Step 1 at 0.90 FTE, subject to adequate budget appropriations</p>	

FEB 19 2014

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beginning at 9 a.m.

REQUESTED MEETING DATE:

2/25/2014

## AGENDA REQUEST FORM

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

Agenda Item #: 10

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

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

☐ OTHER: \_\_\_\_\_

Review: ☐ Clerk of the Board

☐ Risk Management

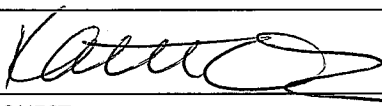
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| <input type="checkbox"/> SEA | <input type="checkbox"/> Clerk         | <input type="checkbox"/> Health   | <input type="checkbox"/> Prosecutor | <input type="checkbox"/> Vegetation Mgmt |
|                              | <input type="checkbox"/> Civil Service | <input type="checkbox"/> Juvenile | <input type="checkbox"/> SDC        | <input type="checkbox"/> WSU Coop. Ext.  |
|                              | <input type="checkbox"/> DCD           | <input type="checkbox"/> NDC      | <input type="checkbox"/> Sheriff    | <input type="checkbox"/> Other           |

### AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Health & Human Services	DIVISION (if applicable):
OFFICIAL NAME & TITLE: Katie Lindstrom, Deputy Director	PHONE / EXT: 2648
SIGNATURE: 	DATE: 2-18-2014
NARRATIVE OF REQUEST	
<p>Request to hire Rosanne McPhail as a casual Parent Education Facilitator beginning March 7, 2014. The Parent Education Facilitator position is currently being considered to be re-graded to a grade 13 (from a 12) on the 367c wage scale. The Labor Management Committee is meeting March 5th to consider this change. Contingent upon the re-grading change going through, I would recommend Rosanne start at a 13-5 on the union pay scale. Rosanne's position is grant funded (Triple P Grant) and is anticipated to last through the end of September 2014. I anticipate that Rosanne's hours to average fewer than 32 per month. Please contact me at ex 2648 with any questions. Thank you!</p>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
Approve the hire of Rosanne McPhail as Casual Parent Education Facilitator, effective March 7, 2014, subject to adequate budget appropriations	

RECEIVED  
PACIFIC COUNTY

FEB 19 2014

GENERAL ADMINISTRATION  
BOARD OF COMMISSIONERS



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beginning at 9 a.m.**

**REQUESTED MEETING DATE:**

2/25/14

## AGENDA REQUEST FORM

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

Agenda Item #: 11

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: \_\_\_\_\_

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☐ 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: PA

DIVISION (if applicable):

OFFICIAL NAME & TITLE: David Burke, PA

PHONE / EXT:

SIGNATURE: *Kathy Spoor*

DATE:

2-21-14

### NARRATIVE OF REQUEST

Requesting the Board to confirm the hire of Eric Weston as a Chief Deputy Prosecutor at a Grade 19, step 6. This hire is effective 2/19/14. Mr. Weston is replacing Mark McClain who recently resigned to take another position in Lewis County. There is adequate budget authority in the 2014 approved personnel budget to cover this new hire.

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

Confirm the hire of Eric Weston as Chief Deputy Prosecutor at a Grade 19, step 6 effective February 19, 2014.

Subject to adequate budget appropriations



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beginning at 9 a.m.**

**REQUESTED MEETING DATE:**

2/25/2014

## AGENDA REQUEST FORM

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

Agenda Item #: 12

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:**

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<input type="checkbox"/> SEA	<input type="checkbox"/> Clerk	<input type="checkbox"/> Health	<input type="checkbox"/> Prosecutor	<input type="checkbox"/> Vegetation Mgmt
	<input type="checkbox"/> Civil Service	<input type="checkbox"/> Juvenile	<input type="checkbox"/> SDC	<input type="checkbox"/> WSU Coop. Ext.
	<input type="checkbox"/> DCD	<input type="checkbox"/> NDC	<input type="checkbox"/> Sheriff	<input type="checkbox"/> Other

### AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Commissioners Office

DIVISION (if applicable):

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

PHONE / EXT:

SIGNATURE: 

DATE: 2/18/2014

NARRATIVE OF REQUEST

We advertised for the 0.80 FTE Confidential Secretary position and interviewed 10 applicants. Of the ten, we narrowed it down to three (one withdrew their name) and we felt that Amanda Bennett was the best applicant to fill this position.

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

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



**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
Pacific County, Washington**

**Resolution No. 2014-\_\_\_\_\_**

**WHEREAS**, RCW 36.32.210 requires that the Board of County Commissioners shall, on the first Monday of March of each year, file with the County Auditor a statement verified by oath showing for the twelve months period ending December 31<sup>st</sup> of the preceding year, a full and complete inventory of all capitalized assets kept in accordance with standards established by the State Auditor; and

**WHEREAS**, a listing of Pacific County's capitalized assets as of December 31, 2013, was circulated to all county officers and departmental officials for review and certification; and

**WHEREAS**, the county officers and/or officials of the following departments have reviewed and certified their respective inventories as of December 31, 2013: Assessor, Auditor, Civil Service, Clerk, Commissioners, Community Development, E-911, Emergency Management, Fair, General Administration, Health, Jail, Juvenile, Law Library, North District Court, Prosecuting Attorney, Public Works, Risk Management, Sheriff, South District Court, Superior Court, Tourist Development, Treasurer, Vegetation Management, and **WSU Extension**; **now, therefore**

**BE IT HEREBY RESOLVED** that the Board of Pacific County Commissioners DO HEREBY VERIFY that they have examined the attached listings of Pacific County's capitalized assets as of December 31, 2012, represented as Attachments A, B and C and each incorporated herein by this reference, and find Attachments A, B and C to be correct, as we verily believe. The Clerk of the Board is directed to file Attachment A (final inventory for all operations except those assigned to the Department of Public Works, E-911, Emergency Management, Jail and Sheriff's Office), Attachment B (final inventory from the Department of Public Works) and Attachment C (final inventory from E-911, Emergency Management, Jail, and Sheriff's Office) with the County Auditor by the first Monday of March (3/3/14).

PASSED by the Board of Pacific County Commissioners 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 the 25th day of February, 2014.

\_\_\_\_\_ 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



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

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beginning at 9 a.m.**

**REQUESTED MEETING DATE:**

2-25-14

## AGENDA REQUEST FORM

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

Agenda Item #: 14

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: \_\_\_\_\_

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☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Vegetation Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Coop. Ext.

☐ DCD

☐ NDC

☐ Sheriff

☐ Other

### AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: General Administration

DIVISION (if applicable):

OFFICIAL NAME & TITLE: Kathy Spoor, CAO

PHONE / EXT:

SIGNATURE:

*Kathy Spoor*

DATE:

2-10-14

NARRATIVE OF REQUEST

Attached for your consideration is an intergovernmental agreement with the Pacific Conservation District. This is an annual agreement that has been in place for a number of years. The County contracts with the District for \$10,000 a year to provide education and assistance to the public and landowners to improve the management of their property and natural resources.

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

Move to approve Intergovernmental Cooperation Agreement with the Pacific Conservation District in the amount of \$10,000.

**INTERGOVERNMENTAL COOPERATION**  
**AGREEMENT**

**THIS AGREEMENT** is made between Pacific County, a municipal corporation, hereinafter referred to as the "COUNTY" and **Pacific Conservation District**, a political subdivision of the State of Washington, hereinafter referred to as the "DISTRICT".

**WHEREAS**, in accordance with RCW 89.08.341 any government agency of the state and any local political subdivision of the state is authorized to make arrangements with any district through contract, wherever it believes that such arrangements will promote administrative efficiency or economy; and

**WHEREAS**, any local agency or political subdivision of the state is authorized, within the limits of funds available to it, to contribute funds, equipment, property or services to any district; and to collaborate with a district in jointly planning, constructing, financing or operating any work or activity provided for in such arrangements; now, therefore

**IN CONSIDERATION OF** the terms, conditions, covenants, and performances described herein, the parties hereto **HEREBY AGREE AS FOLLOWS:**

**I. SERVICES TO BE PROVIDED BY THE DISTRICT**

The DISTRICT shall perform such services and accomplish such tasks as are necessary to develop and implement programs that will get the best resource conservation management practices with assistance and funding from the COUNTY. Such services include, but are not limited to educating and assisting the public and landowners to improve the management of their property and natural resources.

The DISTRICT shall keep the state and Pacific County fully informed concerning the status and progress of the preparation of their resource conservation programs and plans.

**II. SERVICES AND FUNDING TO BE PROVIDED BY THE COUNTY**

The COUNTY shall perform such services and accomplish such tasks and shall provide funding as set forth hereinafter, as necessary to assist the DISTRICT described hereinabove.

**III. DURATION OF AGREEMENT**

The terms of this Agreement and the performance of the parties shall be deemed to have commenced as of the 1<sup>st</sup> day of January, 2014 and will terminate on the 31<sup>st</sup> day of December, 2014. This Agreement may be extended or terminated upon mutual agreement between the parties hereto and pursuant to the terms and conditions of this Agreement.

**IV. FUNDING**

The COUNTY shall provide funding to the DISTRICT as follows:

General Statutory Operations Funding: The COUNTY shall provide the sum of \$10,000 to assist the DISTRICT in continuing its operations, as mandated by law. The funding set forth herein shall be provided to the DISTRICT and paid in one installment of \$10,000. Payment will be processed following the approval of the contract by all parties.

#### V. REPORTING REQUIREMENTS

The DISTRICT shall prepare and submit reports at least annually or as required by the COUNTY.

#### VI. ESTABLISHMENT AND MAINTENANCE OF RECORDS

In addition to the books, records, and files required to be maintained by the DISTRICT as set forth above, the DISTRICT agrees to maintain books, records, and documents, and to employ accounting procedures and practices, which accurately reflect all direct and indirect costs related to the performance of this Agreement. The DISTRICT shall retain all books, records, documents, and other materials relevant to this Agreement three (3) years after its expiration or termination for any reason.

The DISTRICT agrees that the COUNTY or its designee shall have full access and right to examine any of said books, documents, and other materials at all reasonable times during said period.

#### VII. COMPLIANCE WITH LAWS

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

#### VIII. SAVINGS AND SEVERABILITY

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

#### IX. INDEMNIFICATION/HOLD HARMLESS

Each of the parties agrees to indemnify and hold the other harmless from and against any and all loss and damage, and any and all claims, demands, suits, liabilities, and payments, including cost of defense arising in whole or in part of, out of the negligent act or omission of an indemnitor, its officers, employees, agents or subcontractors, or the negligent act or omission of any person for which an indemnitor or subcontractor is held liable.

However, if any losses, damages, claims, demands, suits, liabilities, and payments, including cost of defense, arise out of or result from the concurrent negligence of (a) the COUNTY, its officers,

employees, agents, or subcontractors, or any other person for which the COUNTY is held liable, and (b) the RECIPIENT, its offices, employees, agents, subcontractors or any other person for which the RECIPIENT is held liable, this indemnity provision shall be valid and enforceable only to the extent of the negligence of any indemnitor's officers, employees, agents, subcontractors, or any other person for which an indemnitor is held liable.

X. INSURANCE

The RECIPIENT shall maintain and upon request of the COUNTY provide proof of occurrence based general business professional liability insurance in the amount of a minimum of \$1,000,000 or greater per occurrence for the term of the CONTRACT. The RECIPIENT agrees that its general business professional liability insurance shall be primary to the COUNTY's in the event that a claim or suit for damages is brought against both the RECIPIENT and COUNTY.

XI. ENTIRE AGREEMENT

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

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

PACIFIC CONSERVATION DISTRICT

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Secretary/Treasurer

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

DATED: \_\_\_\_\_

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

ATTEST:

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

**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.