

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

**Regular Meeting
Tuesday, March 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 meeting of March 11, 2014
- B)** Rainbow Valley Landfill Claims Vouchers:
City of Raymond - \$2,530

ADJOURMENT

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

A

PROCEEDINGS

9:00 AM
Tuesday, March 11, 2014

1216 W. Robert Bush Drive
South Bend, Washington

CALL 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
Mary Goelz, Health & Human Services Department Director
Paul Plakinger, Management & Fiscal Analyst
Mike Collins, Public Works Director/County Engineer
Faith Taylor-Eldred, Community Development Director
David Burke, Prosecuting Attorney

GENERAL PUBLIC IN ATTENDANCE

Mike Williams-Chinook Observer Reporter (recorded meeting)
Scot Pearson-Willapa Harbor Herald Reporter (recorded meeting)

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

Chair Rogers welcomed Julie Struck, Mayor of South Bend

PUBLIC COMMENT - None

CONSENT AGENDA (A-B)

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

Minutes of regular meeting of February 25, 2014

Rainbow Valley Landfill Claims Vouchers:
Royal Heights Transfer Station, Inc. - \$4,304.16
Pacific County Treasurer - \$177.07
PUD #2 - \$59.72

PACIFIC COUNTY, WASHINGTON
LOCAL BOARD OF HEALTH
JOURNAL #32

ADJOURMENT – 9:03am

PACIFIC COUNTY
BOARD OF COMMISSIONERS

Steve Rogers, Chairman

ATTEST:

Frank Wolfe, Commissioner

Marie Guernsey
Clerk of the Board

Lisa Ayers, Commissioner

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

2014-12^B

Claims Voucher

Rainbow Valley Landfill Trust Fund: Post-Closure Account

CITY OF RAYMOND

230 2ND 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	3/4/14	LEACHATE TREATMENT	660	000	537	10	41	\$2530.00

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

3/17/14
Date

Reviewed by:

[Signature]
Administrator, Director

Date

March 18 '14

Department of Community Development

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

Chairman, Pacific County Board of Health

Date



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 3/4/2014
Order No. _____
Rep _____
FOB _____

Qty	Description	Unit Price	TOTAL
1	LEACHATE DISPOSAL FEBRUARY 2014	\$2,520.00	\$2,520.00
1	ROAD MAINTENANCE	\$10.00	\$10.00

Payment Details

- ☐ Cash
☒ Check
☐ Credit Card

Name _____
CC # _____
Expires _____

SubTotal	\$2,530.00
Shipping & Handling	
Taxes State	\$0.00
TOTAL	\$2,530.00

Office Use Only

THANK YOU FOR YOUR BUSINESS!

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

**Tuesday, March 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.

WORKSHOPS/MEETINGS

- 11:00 AM Workshop w/ Craft 3
(Commissioners Conference Room)
- 11:30 AM Health Department Quarterly Update
(Commissioners Conference Room)
- 1:00 PM Workshop w/ DCD re: BOH Ordinance No. 4 & staffing
(Commissioners Conference Room)

PUBLIC HEARINGS

- 10:00 AM Public Hearing-Beach Barons Assembly Permit Application
(Commissioners Meeting Room)

Call to Order

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

Cheryl Heywood presentation of Timberland Regional Library Quarterly update

CONSENT AGENDA (Items 1-7)

Department of Public Works

- 1) Approve surplus of inventory items

Department of Community Development

- 2) Approve Amendment #1 to the Interagency Agreement with Pacific Conservation District

Sheriff's Office

- 3) Approve surplus of inventory items
- 4) Confirm Chair's signature on AmeriCorp Individual Placement Application

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.

Boards and Commissions

- 5) Approve reappointment of Dennis Hein and Peninsula Sanitation to another two year term on the Solid Waste Advisory Committee

General Business

- 6) Minutes of regular meeting of March 11, 2014 and public hearing of March 13, 2014
- 7) Approve Vendor Claims
Warrants Numbered 121266 through 121362 - \$183,650.96

YEARS OF SERVICE AWARDS

- 8) 5 Years Nancy Jones (DPW)
15 Years Amy Lee (TRSR)
30 Years Jan Wilson (NDC)

ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS

- 9) Consider approval of 2014 Chinook Park Maintenance and Operation Contract with Port of Chinook
- 10) Consider approval of request to purchase capital expenditure items from E.R.&R. Fund 502

ITEMS REGARDING FLOOD CONTROL ZONE DISTRICT NO. 1

- 11) Consider approval of Perpetual Non-Exclusive Stormwater Easement from Luanne Wilson

ITEMS REGARDING DEPARTMENT OF COMMUNITY DEVELOPMENT

- 12) Consider approval of Professional Services Agreement with Creative Community Solutions to assist with Shoreline Master Program update; authorize Chair to sign
- 13) Consider approval of request for issuance of department credit card

ITEMS REGARDING SHERIFF'S OFFICE

- 14) Consider approval of Homeland Security Grant Contract for software for dispatch radios
- 15) Consider award of Request for Proposals for a Distributed and Redundant VoIP Emergency Dispatch Radio Console System to Avtec

ITEMS REGARDING GENERAL BUSINESS

- 16) Consider adoption of Order in the matter of the distribution of the 2013 PUD Excise Tax
- 17) Consider approval of Professional Services Agreement with Wilson Investigative Services

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PUBLIC HEARING

- 18) 10:00 AM** Beach Barons Assembly Permit Application

EXECUTIVE SESSION

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

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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:

3/25/2014

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

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: _____

Review: ☐ Clerk of the Board

☐ CONTINUED TO DATE: _____ TIME: _____

☐ Risk Management

☐ OTHER: _____

☐ Legal

DISTRIBUTION LIST:

<input type="checkbox"/> RF	<input type="checkbox"/> Assessor	<input 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: Computer Services	DIVISION (if applicable):
OFFICIAL NAME & TITLE: Levi Sheryl	PHONE / EXT: ext. 2278
SIGNATURE: <i>Charles Levi Sheryl</i>	DATE: 3/19/2014
NARRATIVE OF REQUEST See Attached document for list of surplus items from various departments.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	



P.O Box 66
South Bend, WA, 98586
Phone: (360) 875-9300 Ext. 2271
Fax: (360) 875-9377
email: cs@co.pacific.wa.us

MEMORANDUM

March 19, 2014

TO: PACIFIC COUNTY BOARD OF COMMISSIONERS

FROM: Andrew B. Seaman, Computer Services Supervisor

RE: Surplus

I recommend that the following equipment be removed from the Pacific County inventory:

Item	Dept.	Inventory No.	Description	S/N	Brand	Notes
1	PRS	2708	Computer	3ZFBWB1	Dell	Obsolete
2	PCS		Computer	1Q72191	Dell	Obsolete
3	PCS		Computer	7VZ9J91	Dell	Obsolete
4	PRS	2587	Computer	73N1X81	Dell	Obsolete
5	RDS		Computer	30BKPC1	Dell	Obsolete
6	PCS		Computer	54QRN91	Dell	Obsolete
7	RDS	E561	Computer	D50L981	Dell	Obsolete
8	PCS		Computer	BP72191	Dell	Obsolete
9	HTH	2704	Computer	92XF1C1	Dell	Obsolete
10						
11	CS	C11	Network	72nv146dbb8	3com	Failed
12	CS		Network	7wkr031241	3com	Failed
13	CS		Network	L6jt56a9ad8a0	3com	Failed
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						

I will be happy to provide any additional information for review. If you have any questions please contact me at 875-9300 ext. 2271.

Cc Andi Harland, Accounting Manager

Surplus0314.docx



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:

03.25.2014

AGENDA REQUEST FORM

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

Agenda Item #: 2

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:

☐ 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): Admin

OFFICIAL NAME & TITLE: Faith Taylor-Eldred

PHONE / EXT: 875.9356

SIGNATURE: 

DATE: March 19, 14

NARRATIVE OF REQUEST

In February 2014, Lead Entity Grant 13-1377P was amended to add \$10,000 to the grant total. The work is performed by Pacific Conservation District through an interlocal agreement. This agreement must also be amended to reflect the accurate grant budget.

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

Name of Contractor: <u>Pacific Conservation District</u>	
Name of contract/agreement/grant/amendment (if amendment, provide copy of original document(s)):	
Contract/Agreement/Grant/Amendment #:	
Indicate type: <input checked="" type="checkbox"/> Intergovernmental/Interagency <input type="checkbox"/> Employment/Special Services Agreement <input type="checkbox"/> Federal Contract <input type="checkbox"/> Memorandum of Understanding/Agreement <input type="checkbox"/> Interoffice/Interdepartmental <input type="checkbox"/> State Contract	
Contractor Type (check all that apply): <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> For-Profit <input type="checkbox"/> Non-Profit <input type="checkbox"/> State <input type="checkbox"/> Federal </div> <div> <input type="checkbox"/> Private Organization/Individual <input 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 & Engineering <input type="checkbox"/> Lease (Personal Property i.e. copier, printer) <input type="checkbox"/> Telecomm & 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;"> <div> <input type="checkbox"/> Insurance/Bonds <input type="checkbox"/> Single (Sole) Source Purchase* </div> <div> <input type="checkbox"/> Emergency Event (Purchases/Public Works) <input type="checkbox"/> Special Facilities/Market Conditions </div> </div> <p style="text-align: center;">*Resolution Required</p>	
<input type="checkbox"/> PURCHASE UNDER ANOTHER AGENCY'S CONTRACT ("Piggybacking") Please attach the following: - Copy of Intergovernmental Agreement with other agency - Confirmation that vendor agrees to participation - Documentation that contract was awarded in compliance with bidding law - Documentation that Agency posted bid/solicitation notice on its website or provided access link to the notice	
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> RFP</div> <div style="width: 50%;"><input type="checkbox"/> RFQ</div> <div style="width: 50%;"><input type="checkbox"/> Franchise</div> <div style="width: 50%;"><input type="checkbox"/> Annexation</div> <div style="width: 50%;"><input type="checkbox"/> Ordinance</div> <div style="width: 50%;"><input type="checkbox"/> Resolution</div> <div style="width: 50%;"><input type="checkbox"/> Appeal</div> <div style="width: 50%;"><input type="checkbox"/> Inventory Acquisition/Disposal</div> <div style="width: 50%;"><input type="checkbox"/> Tort Claim</div> <div style="width: 50%;"><input type="checkbox"/> Call for Bids</div> <div style="width: 50%;"><input type="checkbox"/> Open Space/Timber Classification</div> <div style="width: 50%;"><input type="checkbox"/> Post, Advertise and/or Fill Position (attach New Employee Form)</div> <div style="width: 50%;"><input type="checkbox"/> Other (please describe): _____</div> </div>	
BACKGROUND/SUMMARY (include date of prior workshop and/or action, if applicable):	
<div style="display: flex; justify-content: space-between;"> <div>TOTAL COST/AMOUNT (include sales & use tax): \$57,500.00</div> <div>TOTAL TAX:</div> </div>	
<div style="display: flex; justify-content: space-between;"> <div>TOTAL SHIPPING/HANDLING:</div> <div>EXPENDITURE FUND #: <u>116</u> .XXX.XXX.XX.XX</div> </div>	
<div style="display: flex; justify-content: space-between;"> <div>EXPENDITURE BUDGETED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</div> <div>Will supplemental be required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</div> </div>	
<div style="display: flex; justify-content: space-between;"> <div>IN-KIND MATCH REQUIRED? <input type="checkbox"/> Yes <input type="checkbox"/> No</div> <div>DESCRIBE MATCH:</div> </div>	
<div style="display: flex; justify-content: space-between;"> <div>MATCHING FUNDS REQUIRED? <input type="checkbox"/> Yes <input type="checkbox"/> No</div> <div>AMOUNT OF MATCHING FUNDS:</div> </div>	

INTERAGENCY AGREEMENT
Between Pacific County
and the
Pacific Conservation District
LEAD ENTITY
Amendment #1

WHEREAS, the interagency agreement between Pacific County and the Pacific Conservation District, effective the 1st of July, 2013, allows for amendment to the general scope of the Agreement and the services to be performed; and

WHEREAS, the Pacific Conservation District has made significant progress in providing the contractual services and products identified within the Agreement, and has, due to good management of resources, performed required tasks; and

WHEREAS, the amendment to the Interagency Agreement will enhance the services provided to the County, to the betterment of the residents of Pacific County;

NOW, THEREFORE, the following Amendment shall replace Section 2. Payment of the original Agreement:

2. **PAYMENT:** The County agrees to pay to the Pacific Conservation District up to but not exceeding \$57,500 to perform the services from the time period of July 1, 2013 through June 30, 2014. The Pacific Conservation District shall submit by the 10th of each month vouchers for the past month's services. Payments will include professional services, benefits, and administrative costs. The County will be charging the District for all administrative costs pertaining to this project. The County will invoice the District at the end of each month. The total amount, not to exceed 10%, will be deducted from the monthly payment that the District invoices the County.

All other terms and conditions within the Agreement shall remain the same.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed
This _____ day of _____ 2014.

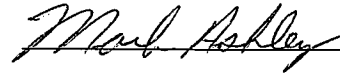
Signature block on next page.

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

Board of County Commissioners

Pacific Conservation District

Steve Rogers, Chair



Lisa Ayers, Commissioner

Frank Wolfe, Commissioner

ATTEST:

Marie Guernsey, Clerk of the Board

David 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:

3/25/2014

AGENDA REQUEST FORM

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

Agenda Item #: 3

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: Sheriff's Office

DIVISION (If applicable): Inventory

OFFICIAL NAME & TITLE: Heather Rhoades, Evidence Clerk

PHONE / EXT: 875-9300 ext 2183

SIGNATURE: Heather Rhoades

DATE: _____

3/19/2014

NARRATIVE OF REQUEST

Please review the following attachments for approval:

*All usable items have been offered to other county departments.

Attachment A - Items transferred to other county departments.

Attachment B - Items to be sent to PropertyRoom.com for auction.

Attachment C - Cell phones to be donated to the Crisis Support Network.

Attachment D - Broken/unusable items to be disposed of via the trash.

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



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

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

REQUESTED MEETING DATE:

3/25/2014

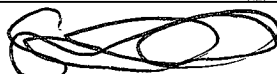
AGENDA REQUEST FORM

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

BOCC ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		Agenda Item #: <u>4</u>
<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
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: Pacific County Emergency Management Agency	DIVISION (if applicable):
OFFICIAL NAME & TITLE: Scott McDougall, Deputy Director	PHONE / EXT: (360) 875-9338
SIGNATURE: 	DATE: March 19, 2016
NARRATIVE OF REQUEST	
Request the Commissioners confirm Chair Roger's signature on AmeriCorps Individual Placement Application, which if granted by Washington Citizen Corps would give PCEMA an AmeriCorps member for the 2014-2015 program. That individual would work on enhancing our Volunteer base as well as coordinating training for existing and new volunteers.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	



WASHINGTON SERVICE CORPS

Individual Placement Program - CFDA 94.006

Request for Application

Due Date: March 21, 2014

Program Year September 1, 2014 – August 31, 2015

APPLICANT INFORMATION

Organization Name:	Pacific County		
Website Address:	www.co.pacific.wa.us/pcema		
Legal Applicant:	Name: Steve Rogers		Title: Pacific County Commissioners, Chair
	Address: P.O. Box 101, South Bend, WA		98586-0101
	Telephone: 360-875-9334	Email: srogers@co.pacific.wa.us	
Primary Supervisor:	Name: Scott McDougall		Title: Deputy Director
	Address: P.O. Box 101, South Bend, WA		Zip+4: 98586+0101
	Telephone: 360-875-9338	Email: smcdougall@co.pacific.wa.us	
Backup Supervisor:	Name: Stephanie Fritts		Title: Director
	Address: P.O. Box 101, South Bend, WA		Zip+4: 98586+0101
	Telephone: 360-875-9340	Email: sfritts@co.pacific.wa.us	
Fiscal Contact: (to invoice member placement fee)	Name: Rachel Patrick		Title: Chief Accountant
	Address: P.O. Box 97, South Bend, WA		Zip+4: 98586+0101
	Telephone: 360-875-9311	Email: rpatrick@co.pacific.wa.us	
Employer ID # (EIN):	91-6001356		
DUNS nine-digit ID #:	84604016	*In order to apply for Federal grants, including AmeriCorps member placement through Washington Service Corps, your organization MUST have a DUNS number.	
Project Title:	Disaster Response/CERT Public Education Outreach		
Focus Areas:	<input checked="" type="checkbox"/> Disaster Services <input type="checkbox"/> Economic Opportunity <input type="checkbox"/> Education <input type="checkbox"/> Environmental <input type="checkbox"/> Healthy Futures <input type="checkbox"/> Veterans		
	<p>The Disaster Preparedness Public Education Outreach project will focus on the continued development of disaster preparedness public education programs, coordination of Community Emergency Response Team and Map Your Neighborhood programs, building partnerships with area businesses and schools, developing emergency response resource lists and contacts, and building capabilities for the access and functional needs population. In addition the project will focus on building leadership capacity in our volunteer corps. This will help the programs to become self-sustaining in the future.</p>		
Project Summary: (maximum 7 lines of text)			
Type of Application:	<input checked="" type="checkbox"/> New <input type="checkbox"/> Returning		
Placements:	<input checked="" type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/> Four		
Member Placement Fee:	\$6,200 per member		
Start Date:	<input checked="" type="checkbox"/> September 1 (preferred start date) <input type="checkbox"/> September 16 <input type="checkbox"/> October 1		
Counties Served (list primary first):	Pacific		
Legislative district served by majority of members requested:	19		
Congressional district served by majority of members requested:	3		

FUNDING CONTINGENCY

In the event funding for the Washington Service Corps is reduced or eliminated, or if federal program requirements change, the Washington Service Corps may terminate or modify this Request for Application without advance written notice and it will be subject to renegotiation under the new funding level and requirements.

Table of Contents

SECTION I: Organizational Capacity.....	3
SECTION II: Project Description	5
SECTION III: Performance	6
Disaster Services	6
Economic Opportunity	7
Education	9
Environmental Stewardship	11
Healthy Futures	13
Veterans and Military Families	14
SECTION IV: Capacity Building.....	16
SECTION V: Expectation and Agreements	17

Section I ORGANIZATIONAL CAPACITY

1. How does your proposed AmeriCorps project support your organization's mission?
The Pacific County Emergency Management Agency mission is to coordinate the four phases of emergency management including mitigation, preparedness, response, and recovery and to protect the people, property, economy, and environment of the cities of Ilwaco, Long Beach, Raymond, and South Bend and all unincorporated areas of Pacific County. The proposed project will increase preparedness through public education opportunities for the citizens and communities of Pacific County.
2. If you are a returning Washington Service Corps (WSC) partner, describe how this project builds upon or differs from previous projects.
The proposed project will continue efforts to build a volunteer-based team to educate and better prepare the citizens and communities of Pacific County for disasters for the long term. The county and municipalities represented by the Pacific County Emergency Management Agency have a dire financial outlook. For public education to be sustainable in the long term it is essential that it be volunteer-based.
3. How will your proposed project include a sustainability component that will enable this project to continue in the future without the support of the WSC AmeriCorps member(s)?
The Pacific County Emergency Management Agency was awarded an AmeriCorps VISTA member for the 2012-2013 program year. If awarded an AmeriCorps member through the Washington Service Corps Individual Placement Program, Pacific County Emergency Management will continue to build upon the previous project by recruiting additional volunteers to deliver public education programs and coordinate Community Emergency Response Team training and Map Your Neighborhood programs.
4. Identify the staff that will dedicate sufficient time to recruit, interview and select your AmeriCorps member(s). Outline your recruitment, interview and selection process, including your plans to seek a diverse candidate pool that includes, but is not limited to, candidates from the communities you serve.
Name: Scott McDougall
Title: Deputy Director
Contact Information: smcdougall@co.pacific.wa.us 360-875-9338
Outline: If awarded an AmeriCorps member, the Pacific County Emergency Management Agency will utilize the National AmeriCorps recruitment posting. In addition, a press release will be issued announcing the position as well as publishing a recruitment advertisement in various media outlets. Flyers will also be distributed through Pacific County. All other means of dissemination will also be utilized including, but not limited to: Facebook, Twitter, Blogspot, website, email lists, etc. Successful applicants will be interviewed by a panel consisting of the Pacific County Emergency Management Agency Director, Deputy Director, and a third individual (unknown at this time).
5. How will you ensure that your staff will meet timelines in recruiting, interviewing and selecting your AmeriCorps member(s) and also be well versed in the WSC Individual Placement (IP) Program and able to sufficiently describe expectations/requirements of the program to candidates?
Based on the projected timeline provided by the Washington Service Corps, notification of partnership status to applicants will be made beginning April 21, 2014. Once notified of the award, the Pacific County

Emergency Management Agency will begin recruitment to fill the position based on the plan outlined above. Applications will be accepted until June 20, 2014 to allow ample time for the interview and selection process. The member will be selected no later than July 14, 2014 to ensure that all enrollment paperwork, including background checks, will be submitted to the Washington Service Corps by August 18, 2014. The staff who complete the selection of the AmeriCorps member are familiar with the IP program and foresee no issues with describing the expectations and requirements of the program to any candidate.

6. Identify the staff that will meet timelines in coordinating, obtaining information, and completing all member enrollment documentation including eligibility and criminal background checks.

Name: Scott McDougall

Title: Deputy Director

Contact Information: smcdougall@co.pacific.wa.us 360-875-9338

7. Provide details in the table below of your plans to orient the member(s) to the AmeriCorps Program, your site, the community, and the service they will provide:

Name of person conducting Orientation	Topics / Description of training	Timeline
AmeriCorps: <u>Scott McDougall</u>	Review the AmeriCorps.gov website; provide the member with AmeriCorps publications such as fact sheets, stories of service, etc.	First two to three weeks of service
Site: <u>Scott McDougall</u>	Review where to park; work space; how to access and use the computer, phone, fax, scanner, and copy machine; policies; do's and don'ts of the internet; dress code; where office supplies are located; issue appropriate keys for the site; hold a meet and greet to introduce the member to other employees; and learn about the agency e.g., history, mission statement, services provided, and role in the community.	First two to three weeks of service
Community: <u>Scott McDougall</u> <u>Stephanie Fritts</u>	Organize field trips / scavenger hunts with assigned tasks for the member to complete. The member will also attend staff, council, and other community meetings.	First two to three weeks of service
Service: <u>Scott McDougall</u>	Review the request for application, project description form, and performance outcomes; provide files and documents from the previous members; Provide time for one-on-one conversations to address questions from the member.	First two to three weeks of service

8. Identify the staff person who will provide primary on-going support and supervision to AmeriCorps member(s).

Name: Scott McDougall

Title: Deputy Director

Contact Information: smcdougall@co.pacific.wa.us 360-875-9338

9. Identify the staff person who will provide backup support and supervision to AmeriCorps member(s).

Name: Stephanie Fritts

Title: Director

Contact Information: sfritts@co.pacific.wa.us 360-875-9340

10. If your member(s) will serve offsite, how will supervision be provided and by whom?

There are no plans for the member to serve offsite at this time

11. List the 3 strategies your supervisor(s) will use to retain the AmeriCorps member(s) and ensure they successfully complete their term of service.

1. The supervisor(s) will coach/mentor the member to define success, create a vision, set goals, plan, and evaluate progress of the project.
2. Whenever possible, the supervisor will provide the member with effective feedback.
3. Develop ways to motivate member to ensure member remains engaged and understands their importance to the project.

12. How will you make certain that supervisors, members and volunteers are aware of prohibited activities and ensure that member activities are allowable and consistent with the member's position description?

The list of prohibited activities will be reviewed and discussed as a part of the member's orientation and initial training. The member will provide a daily activity report to the supervisor which will be reviewed weekly to ensure that the member is engaging only in permitted activities. The employee will also be trained to spot prohibited activities and stop them or remove themselves from the area where those activities are taking place.

13. Provide details in the table below of two required site-specific trainings you will provide for your member(s). Do not include agency/project orientation as a site-specific training.

Title of site-specific training	Description of training	Target date of training
Incident Command System	Introduction to the Incident Command System and related courses	September-October 2014
Community Emergency Response Team Train-the-Trainer	Course designed to train the participant in the presentation of Community Emergency Response team training.	April 2015

14. Provide details in the table below of AmeriCorps-sponsored activities and/or events in which stakeholders, funders, legislators or other elected officials will be invited during the program year to educate them on the effectiveness of your project.

Title of activity/event	Name of stakeholder, legislator or elected official	Target date of activity/event
Community Emergency Response Team Disaster Simulation	Steve Rogers, Board of County Commissioners Chair	May 2015
Community Emergency Response Team Disaster Simulation	Brian Hatfield, Senator, 19 th Legislative District	April 2015

15. How will your supervisor(s) ensure that member(s) capture stories of service and submit them to WSC, with photographs of the member(s) wearing AmeriCorps gear conducting service activities, each quarter of the program year?

The supervisor will ensure that photos are taken at most, if not all, events coordinated or attended by the AmeriCorps member. A section for "great stories" will be added to the supervisor/member bi-weekly

meeting checklist so that it is a constant thought throughout the service term. Email reminders from the Washington Service Corps for "great stories" requests will also be helpful.

16. Which of the following resources will be available to the member(s) to perform service activities and to communicate with WSC? Check all that apply.

☒ Telephone/Voice Mail ☒ Fax ☒ Computer
☒ Agency E-Mail Account ☒ Internet Access ☒ Work Space

If you are not able to provide all of the above, please explain: **N/A**

17. Is your organization prepared to provide transportation or mileage reimbursement to AmeriCorps member(s) to conduct service away from their established service site during service hours and to attend mandatory WSC training?

☒ Yes ☐ No

If no, please explain: **N/A**

18. If any portion of the \$6,200 (per member) Member Placement Fee is being paid to your organization by another partner, provide partner organization name and contact information and amount being paid by them.

N/A

Section II PROJECT DESCRIPTION

The AmeriCorps project activities that underlie your proposal must produce performance outcomes that align with national service focus areas. WSC continues to work with the national service network to establish a collective understanding of what works and why.

Priority of selection will go to projects that: 1) select primary WSC outcomes; 2) address critical unmet needs in the communities served; 3) include evidence- or research-based interventions that support a theory of change; and 4) have the ability to track and report data. This priority of selection does not exclude proposed projects that select secondary and site-specific outcomes that also meet numbers 2-4 in the previous sentence.

1. What is the unmet need your project is addressing?

Pacific County Emergency Management has one full-time-equivalent employee. This obviously limits hours available to address all areas of the mission, being preparedness, response, mitigation and recovery. Public outreach is an area that has historically been difficult for the agency to address mandates related to planning, the addition of homeland security responsibilities, agency administration responsibilities, scheduling and multiple requests from the public.

2. List data and/or research that support the fact that this is an unmet need in your community.

The calendar of the Director and Deputy Director contain clear data that demonstrates that few high-impact public outreach efforts (such as Community Emergency Response Team training - a 3 day commitment) can be conducted without a dedicated volunteer-based team.

3. Provide a detailed description of the proposed AmeriCorps project and the member's role in the project.

The Disaster Preparedness Public Education Outreach project will focus on the continued development of disaster preparedness public education programs, coordination of Community Emergency Response Team and Map Your Neighborhood programs, building partnerships with area businesses and schools, developing emergency response resource lists and contacts, and building capabilities for the access and functional needs population including community members identified as economically disadvantaged. The goal of this effort is to develop a cadre of volunteer public educators that have the skills and abilities to educate the citizens and communities in Pacific County in disaster preparedness. In addition to the coordination and delivery of public education programs and presentations, recruitment of additional volunteers will also continue. The member will be coordinating and actively participating in all facets of the project.

4. Provide a theory of change that supports the idea that the AmeriCorps member's interventions will improve the unmet need.

We have already seen the change that this program has brought about in this area. We will be using the member to continue the change that has already begun and is evidenced by the program we have begun to develop

5. Describe your data collection process to collect performance measure data selected below in Section III Performance and relative to the AmeriCorps member's interventions.

At every event the member participates in, attendance sign in sheets, and roll-up tally report forms will be utilized to assure the total number of unduplicated individuals trained. Post participation surveys of individuals who attended disaster preparedness will indicate increased knowledge in their ability to be prepared to respond personally in the event of a disaster based on course objectives. Participants will be able to indicate they will be better prepared for a potential disaster based on training objectives. Data will be tabulated and aggregated on a quarterly basis

6. Attach copies of all data collection tools to be used to track your identified performance measures selected below in Section III Performance (i.e. pre and post training surveys, attendance records, roll-up tally report forms, student tracking logs, etc.). Copies of collection tools are a requirement of this application; see Section IV Expectations and Agreements.

Section III PERFORMANCE

Disaster Services

Complete the Disaster Services Performance Section if it applies to your application. If not, DELETE.

1 Total number of AmeriCorps members assigned to this performance measure focus

If you selected a **Disaster Services Focus Area** on the first page of this application, there is one primary WSC output with aligned outcome, which is listed below. If this output with aligned outcome applies to your proposed project, enter numeric targets expected to be achieved by your AmeriCorps project.

Primary WSC Disaster Services outputs with aligned outcomes

Number of AmeriCorps members assigned

100 number of unduplicated individuals will receive AmeriCorps-supported services in disaster preparedness

AND

100 number of individuals will be surveyed after receiving AmeriCorps-supported services in disaster preparedness **AND**

50 number of surveyed individuals will report on survey a demonstrated increase of knowledge and awareness to be able to personally respond to a disaster.

OUTPUT: AmeriCorps members will help establish and conduct research-based training sessions, market disaster preparedness training, and recruit volunteers to conduct additional training. Members will also recruit and manage volunteers who support emergency services to assure increased responsiveness and better preparation in case of a disaster. Attendance sign-in sheets and roll-up tally report forms will assure unduplicated number of individuals trained.

OUTCOME: Post participation surveys of individuals who attended disaster preparedness will indicate increased knowledge in their ability to be prepared to respond personally in the event of a disaster based on course objectives. Participants will be able to indicate they will be better prepared for a potential disaster based on training objectives. Data will be tabulated and aggregated on a quarterly basis.

AND/OR

Site-Specific WSC Disaster Services output with aligned outcome

N/A Number of AmeriCorps members assigned

If you do not plan to participate in the primary WSC Disaster Services output and aligned outcome listed above, you must list site-specific disaster services outcomes proposed by your project in the chart below. Add additional lines if necessary.

Output	Target Number	Aligned Outcome	Target Number

**Section IV
CAPACITY BUILDING**

- WSC requires AmeriCorps members to:
 - Participate in the recruitment and support of volunteers who will further the goals of the AmeriCorps project.
 - Oversee the volunteer activities of the AmeriCorps project to ensure that the activities are allowable and not prohibited.
 - Implement at least three new effective volunteer management practices.

How will the member(s) build the project's capacity with volunteers?

The member will be interacting with potential volunteers through classes, presentations, networking, and recruitment. As the volunteer interacts with these potential volunteers, they will be providing examples of the benefits of being a volunteer, both to the volunteer and to the community at large.

- For the required volunteer performance measures, please insert numerical goals you expect to achieve in the chart below, under the example.

Number of new unduplicated volunteers expected to be recruited by your AmeriCorps member(s)	Number of new AND returning volunteers expected to be retained by your AmeriCorps member(s)	Number of veterans expected to serve as volunteers for the AmeriCorps project. ¹	Number of volunteer hours expected to be generated by volunteers
Example: 100 (new volunteers recruited by member)	Example: 250 (total of new and returning volunteers retained by member)	Example: 10 (WSC requires minimum of 10% of new volunteers to be Veterans)	Example: 2,500 (total hours for new and returning volunteers)
5	15	1	360

3. List three effective volunteer management practices your agency would like to implement with the assistance of the AmeriCorps member(s), in the chart below.

Volunteer Management Practice #1: Develop volunteer "position" descriptions and organize volunteers per NIMS guidelines.
Volunteer Management Practice #2: Implement quarterly volunteer engagement activities to include recognition events.
Volunteer Management Practice #3: Develop a streamlined volunteer application process.

¹ Veteran: a person who served in the active military, naval or air service and who was discharged or released under conditions other than dishonorable.

Section V EXPECTATIONS AND AGREEMENTS

Required documents to review prior to submitting application: Each of the documents listed below are available at the WSC website:

- ✓ Guidance Document for Request for Application, WSC
- ✓ Memorandum of Understanding/Assurances and Certifications, WSC (example Program Year 13-14; originals may have small changes per Corporation for National and Community Services (CNCS) regulations in release May, 2014)
- ✓ Supervisor's Manual, WSC
- ✓ Member Service Agreement, WSC (example Program Year 13-14; originals may have small changes per Corporation for National and Community Services (CNCS) regulations in release May, 2014)
- ✓ Policies, WSC

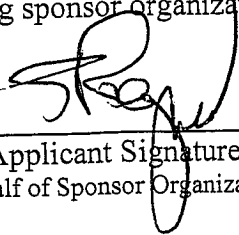
Required to be submitted with this application:

- ✓ **Position description form per focus area performance measure identified in this document**
- ✓ **Data collection tools for projected performance outcomes and/or secondary outputs identified in this document**
- ✓ **Current A-133 audit, or 2) current financial audit, or 3) current financial statements (Profit/Loss and Balance Statements) if you have not had an audit. Audits requiring corrective actions must submit management letters or describe the status of all corrective action items.**
- ✓ **Organizational Chart of agency**

If awarded an AmeriCorps placement(s), additional requirements will apply, such as, but not limited to:
(note to returning organizations: please read thoroughly, as some of these have been updated for PY 2014-15)

- ✓ Submission of electronic copies of application materials.
- ✓ Payment of member placement fee on or before September 30, 2014.
- ✓ Submission of proof of current valid Commercial General Liability Insurance with minimum of \$1,000,000 per occurrence with Washington Service Corps endorsed to the policy with limit of no less than \$1,000,000 per accident for bodily injury or disease.
- ✓ The completion of the one year PY14-15 Memorandum of Understanding (contract), finalized by WSC deadline.
- ✓ Commitment that AmeriCorps member(s) placed at your organization will wear AmeriCorps gear provided by WSC at all times during service hours and have AmeriCorps signage predominantly displayed at the service sites.
- ✓ Additional clarification regarding pro-rated member placement fee. If a member serves less than 15% of his/her time, the pro-rated calculation is based on the following formula (15% of 1,700 hours is 255 service/training/fundraising hours combined results in no refund of member placement fee of \$6,200 (Ex: member serves 80 hours and quits, pro-rated amount would be \$1,945.10).
- ✓ New clarification regarding hiring of AmeriCorps member(s). Your organization will automatically be disqualified from partnering with WSC in the next RFA competition for the following program year if you hire a current AmeriCorps member placed at your organization prior to him/her finishing their full service term.

The applicant verifies that the information provided in this application for WSC AmeriCorps members is true and correct and that the application has been reviewed, approved, and authorized by the governing body of the applying sponsor organization.



Legal Applicant Signature
(On behalf of Sponsor Organization)

3/19/2014

Date

Steve Rogers

Legal Applicant's Printed Name

Chair

Title/Position



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

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

REQUESTED MEETING DATE:

3/25/2014

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

☐ Risk Management

☐ CONTINUED TO DATE: _____ TIME: _____

☐ Legal

☐ OTHER: _____

DISTRIBUTION LIST:

☐ RF

☐ Assessor

☐ DPW

☐ PACCOM

☐ Superior Court

☐ CF

☐ Auditor

☐ EMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Vegetation Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Coop. Ext.

☐ DCD

☐ NDC

☐ Sheriff

☐ Other

AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Commissioners Office

DIVISION (if applicable): Boards/Commissions

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

PHONE / EXT:

SIGNATURE: mg

DATE: 3/6/2014

NARRATIVE OF REQUEST

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

Approve the reappointment of Dennis Hein and Peninsula Sanitation to another two year term on the Solid Waste Advisory Committee

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #50

6

PROCEEDINGS

9:00 AM
Tuesday, March 11, 2014

1216 W Robert Bush Drive
South Bend, Washington

CALLED TO ORDER – 9:03am

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
Mary Goelz, Health & Human Services Department Director
Paul Plakinger, Management & Fiscal Analyst
Mike Collins, Public Works Director/County Engineer
Faith Taylor-Eldred, Community Development Director
David Burke, Prosecuting Attorney

GENERAL PUBLIC IN ATTENDANCE

Scot Pearson-Willapa Harbor Herald Reporter

PUBLIC COMMENT

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

Department of Community Development

**Approve Amendment #2 of Professional Services Contract for Recycling
Drop Box Service with Peninsula Sanitation Service, Inc.**

Boards and Commissions

**Approve reappointment of Denny Evans to another three year term on the
Olympic Area Agency on Aging Advisory Board**

**Approve the reappointment of Ned Newman, Don Hatton, Jim Goulter, Bob
Rose, and Malcolm McPhail to another two year term on the Open Space
Advisory Board**

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

General Business

Minutes of regular meeting of February 25, 2014

Approve payroll of February, 2014; total # of employees: 177; total payroll: \$746,430.51

**Approve Vendor Claims
Warrants Numbered 121065 through 121142 - \$93,688.51**

ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS

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

Approve purchase of excavator and ¾ ton pickup from state bid, subject to adequate budget appropriations

Approve the 2014 Bruceport Park Maintenance and Operation Contract with Herb Frank, subject to adequate budget appropriations

Approve request to obtain proposals for a diesel plate compactor and a jumping jack tamper

Approve purchase of soil compactor, Ford Escape, and replace Broce broom Model #RC350 with similar model, from state bid, subject to adequate budget appropriations

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

Approve hire Dylan McDougall, Road Maintenance II and Kelly Spoor, Traffic Control/Maintenance Technician, both effective March 12, 2104, subject to adequate budget appropriations

Approve request to purchase engineering station from XI Computer Corporation from state bid, not to exceed \$2,424 (not including sales tax), subject to adequate budget appropriations

Acknowledge retirement of Craig Hawkinson, Shop Supervisor, effective February 28, 2014 and authorize advertising to fill vacant position

Acknowledge the transfer of 2007 Ford Expedition (#931) and 2008 Ford Expedition (#S185) to Emergency Management and rescind motion of January 14, 2014

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #50

ITEMS REGARDING DEPARTMENT OF COMMUNITY DEVELOPMENT

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

ITEMS REGARDING HEALTH & HUMAN SERVICES DEPARTMENT

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

Approve lease of copier for the Long Beach Office from Aberdeen Office Equipment from state bid, subject to adequate budget appropriations

Approve purchase of Dell Laptop, XPS, subject to adequate budget appropriations

Approve Personal Services Contract for Registered Dietician services with Lynn Parker, subject to Contractor acceptance of required insurance language and subject to adequate budget appropriations

ITEMS REGARDING AUDITOR'S OFFICE

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

Approve the purchase of a new microfilm reader from Technology Unlimited and purchase a new computer, in an amount not to exceed \$15,825.04. Authorize \$5,000 from document preservation money toward the purchase and to further adopt Resolution 2014-008 acknowledging Technology Unlimited as a sole source provider

ITEMS REGARDING SHERIFF'S OFFICE

Consider approval of Homeland Security Grant Contract for software for dispatch radios-**DEFERRED**

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

Approve issuance of Request for Proposal (RFP) for consultant services to develop Pacific County Emergency Support Function (ESF) 10

Approve Emergency Alert System Local Area Plan with Grays Harbor County

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #50

ITEMS REGARDING VEGETATION MANAGEMENT

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

Approve Interdepartmental Agreement with Department of Public Works for vegetation services, subject to adequate budget appropriations

ITEMS REGARDING GENERAL BUSINESS

Consider adoption of Order in the matter of the distribution of the 2013 PUD Excise Tax-**DEFERRED**

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

Adopt Resolution 2014-009 amending Franchise No. 2012-1 with Western Wahkiakum County Telephone Company to include the legal description as described

ITEMS REGARDING HEALTH & HUMAN SERVICES DEPARTMENT

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

Adopt Resolution 2014-010 establishing fees for service

ITEMS REGARDING SHERIFF'S OFFICE

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

Adopt Resolution 2014-011 authorizing a budget category transfer for the purchase of the apprehension dog

Approve request to add a used computer workstation that has Windows 7 due to XP issues

Approve purchase of livescan fingerprint software from Cross Match Technologies in an amount not to exceed \$3,612 (including sales tax) and adopt Sole Source Resolution 2014-012 acknowledging Cross Match Technology as a sole source provider, subject to acceptance by Cross Match approval of language change to "laws of the State of Washington and adequate budget appropriations

Approve Amendment #1 to Department of Corrections Contract for housing DOC offenders

Approve request to purchase a vehicle not to exceed \$4,000, subject to adequate budget appropriations

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #50

ITEMS REGARDING GENERAL BUSINESS

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

Approve Memorandum of Understanding with Teamsters Local #252 (Commissioned) and authorize Chair to sign (it was noted that a budget supplement will be needed)

ITEMS REGARDING GENERAL BUSINESS

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

**Approve Vendor Claims
Warrants Numbered 121065 through 121142 - \$93,688.51**

ITEMS REGARDING DEPARTMENT OF COMMUNITY DEVELOPMENT

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

Approve the hire of C. Will Hamlin, Code Enforcement Officer, Grade 12 Step 1, effective March 17, 2014, subject to adequate budget appropriations

EXECUTIVE SESSION

9:35am for 15 minutes

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.

BACK IN SESSION-9:52am

Chairman Rogers announced that no decision was made from the executive session that was held.

ADJOURNED – 9:52am

SIGNATURE BLOCK ON THE FOLLOWING PAGE

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #50

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

Notes from Commissioners' Community Forum held March 11, 2014

Termination notice of Brian Warhol received from Department of Community Development, effective March 10, 2014

Notice of temporary closure of Salmon Creek Road; effective February 25, 2014 through February 28, 2014, from mile post 5.97 to mile post 6.67

Copy of Fair Application requesting funding to WA State Department of Agriculture

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #50

PROCEEDINGS

10:00 AM
Thursday, March 13, 2014
Public Hearing

1216 W Robert Bush Drive
South Bend, Washington

CALLED TO ORDER – 10:00am

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
Tim Crose, Community Development Asst. Director
David Burke, Prosecuting Attorney
Sarah Bottoms, Confidential Secretary

GENERAL PUBLIC IN ATTENDANCE

Seven members of the general public

PUBLIC HEARING-10:00am

Chairman Rogers opened the public hearing pertaining to the production, processing, and retail sales of marijuana.

Tim Crose provided a brief history of Initiative 502, the provisions provided by the Liquor Control Board and the recommendations of the Pacific County Planning Commission. He reviewed proposed amendments to Ordinance No. 162.

Those wishing to provide discussion were sworn in; Prosecutor Burke, Tim Crose, Terry & Vickie Larson.

Terry Larson stated he felt Tokeland area should be considered “special use”.

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

Marijuana Production Facility, Processing Facility or Retail Facility shall be allowed as a Conditional Use within unincorporated areas of Pacific County

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #50

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

Proposed facilities shall be located at least two hundred (200') feet from the boundary lines of any lot that contains a "dwelling"

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

Retail Facilities must front state highways or "a major collector" as defined in County Road Standards

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

The County may rescind the permit under Subsection 27.M through a Type I process under Ordinance No. 164 if an insurance or "license" deficiency exists

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

Adopt Ordinance No. 162A, pertaining to land use regulations concerning the production, processing and retail sales of marijuana and repeal Emergency Moratorium No. 172

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

Adopt Findings of Fact #1-21 and Conclusions of Law #1-12

The Commissioners thanked the Department of Community Development and the Planning Commission for their assistance in expediting this ordinance. The Board acknowledged their appreciation of the community for their input.

ADJOURNED – 11:07am

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)

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

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

As of this date, March 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

121266 thru 121362 \$ 183,650.96

Warrants Dated: March 14, 2014

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

AUDITED:

Rachel Patrick
Auditor/Deputy Auditor

ATTEST:

Clerk of the Board

Chairman

Commissioner

Commissioner

Years of Service Report March 2014

Total Years of Service

Employee Name

Date of Hire Calculation Date

ID Number

JONEN

3/23/2009 3/4/2009

Total Years of Service

Employee Name

Date of Hire Calculation Date

ID Number

LEEAM

3/18/1999 3/1/1999

Total Years of Service

Employee Name

Date of Hire Calculation Date

ID Number

WILSJ

3/28/1984 3/1/1984

Jan Wilson

NDC

Wednesday, March 05, 2014 - Emailed Amber; response on 3/14/14.
3/17/14 - cert + memos to dept/offices. -KB
C: Lisa -KB



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

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

REQUESTED MEETING DATE:

MARCH 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

☐ 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: PARKS

DIVISION (if applicable):

OFFICIAL NAME & TITLE: DOTSI GRAVES

PHONE / EXT: 2288

SIGNATURE:

DATE:

MARCH 17, 2014

NARRATIVE OF REQUEST

REQUEST APPROVAL OF 2014 CHINOOK PARK MAINTENANCE AND OPERATION CONTRACT WITH THE PORT OF CHINOOK.

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

2014 CHINOOK PARK MAINTENANCE AND OPERATION CONTRACT

1.0 INTERGOVERNMENTAL AGREEMENT

This agreement is between The Port of Chinook ("Port"), a political subdivision of the State of Washington, and Pacific County ("County"), a political subdivision of the State of Washington.

WITNESSETH:

WHEREAS, the Interlocal Cooperation Act, as amended, and codified in Chapter 39.34 of the Revised Code of Washington provides for interlocal cooperation between governmental agencies; and

WHEREAS, Chapter 39.33 of the Revised Code of Washington provides for the intergovernmental disposition of property; and CHAPTER 39.34 of the Revised Code of Washington provides for intergovernmental services; and

WHEREAS, both parties are required to make certain purchases by formal advertisement and bid process, which is a time consuming and expensive process; and it is in the public interest to cooperate in the combination of bidding requirements to obtain the most favorable bid for each party where it is in their mutual interest;

NOW THEREFORE, the parties agree as follows:

- 1.1 **PURPOSE:** Pacific County owns Chinook Park and has typically solicited the public to find a qualified park host for park operation and maintenance during the fair weather months. This Agreement satisfies the need for Pacific County to find a qualified park host. The Port of Chinook has the need to hire temporary workers during the fair weather months to perform maintenance at their facilities. It would benefit the Port of Chinook to have additional work with compensation for these temporary workers. It would also benefit the Port of Chinook, as well as the Chinook community at large, to have a better-managed and well-maintained park in their area.
- 1.2 **ADMINISTRATION:** No new or separate legal or administrative entity is created to administer the provisions of this Agreement. This Agreement shall be administered by the Port of Chinook Manager and the Pacific County Department of Public Works Director.

- 1.3 DURATION OF AGREEMENT – TERMINATION: This Agreement shall remain in force until terminated by either party by giving thirty (30) days written notice to the other. PROVIDED, that the termination shall not effect or impair joint purchases of the parties that are agreed to on or before the date of termination.
- 1.4 COMPLIANCE WITH LEGAL REQUIREMENTS: In making purchase contracts hereunder, the contracting party shall comply fully with the legal requirements applicable to its purchase.
- 1.5 FINANCING: Financing is not address in this Agreement.
- 1.6 FILING: Executed copies of this Agreement shall be filed as required by Section 39.34.040 of the Revised Code of Washington prior to this Agreement becoming effective.
- 1.7 NON-DELEGATION/NON-ASSIGNMENT: Neither party may delegate the performance of any contractual obligation, to a third party, unless mutually agreed in writing. Neither party may assign this Agreement without the written consent of the other party. Neither party shall be responsible to the other for the performance or non-performance of contracts by vendors.
- 1.8 HOLD HARMLESS: Each party shall be liable and responsible for the consequences of any negligent or wrongful act or failure to act on the part of itself and its employees. Neither party assumes responsibility to the other party for the consequences of any act or admission by any person, firm or corporation not a party to this Agreement.
- 1.9 SEVERABILITY: Any provision of this Agreement, which is prohibited or unenforceable, shall be ineffective to the extent of such prohibition or unenforceability, without invalidating the remaining provisions or affecting the validity or enforcement of such provisions.
- 2.0 MAINTENANCE AND OPERATION CONTRACT
- 2.1 The park maintenance and operation site shall be **CHINOOK PARK**.
- 2.2 The Port shall have the park available for day use only by the general public between the hours of 7:00 AM until dusk from May 1 through September 30. The park shall be open an additional thirty (30) days of consecutive operation, either prior to May 1 or after September 30 or a split combination thereof. The operation of the park can exceed 6 months, but must be consecutive with the regular operating period and at the Port's discretion, but the County will not provide compensation for the extended period.

- 2.3 The Port will provide the park user reasonable security from injury to themselves or damage to their possessions.
- 2.4 The Port shall not collect fees from persons or groups that use the park.
- 2.5 If a group requests permission for overnight camping for a special function, advance written authorization must be given by the County.
- 2.6 The County will pay a hosting fee of \$7,200.00 (seven thousand two hundred dollars) per year for the contract period to the Port in six \$1,200.00 (one thousand two hundred dollar) installments during the months of April, May, June, July, August and September.
- 2.7 No structures shall be erected on the premises and no residences will be permitted without prior approval of the County.
- 2.8 The storage of equipment or articles by the Port within the park shall be limited to equipment or articles that are used for the park's maintenance and that fit into the park storage shed.
- 2.9 The Port shall provide the proper janitorial/custodial service for the park restrooms.
- 2.10 The County agrees to allow the Port to use their riding lawn mower (John Deere S/N Mol 277H073604) with no usage fee, for the purpose of park mowing and for park maintenance within the boundaries of Chinook Park. The Port agrees to maintain the mower at their cost for the duration of this contract. At the conclusion of this contract, the mower shall be returned to the County.
- 2.11 The Port shall provide all general maintenance of the park grounds, equipment and facilities to include, but not limited to, mowing, weeding and litter pickup, all to be completed with their own equipment.
- 2.12 The County shall be responsible for repairs and maintenance to existing road, seawall and major buildings and will provide tree and brush maintenance when necessary. The County reserves the right to determine whether or not repairs and maintenance shall be performed and the right to schedule such repairs and maintenance. Maintenance by the County will be performed at the convenience of the County and the County shall not be held liable for any losses of any nature by the Port or other affected parties.
- 2.13 The Port will provide reasonable watchman security services during the period when the park is not open to the general public for overnight use.

- 2.14 The Port agrees to provide all necessary operating supplies for the restrooms, supplied at the Port's sole cost and expense.
- 2.15 Electric power, water, sewerage, garbage disposal services and local phone service shall be provided by the County for park operations. No other utility services shall be provided.
- 2.16 The parties mutually understand and agree that the County shall make no deductions on account of taxes and the Port further understands and agrees that the responsibility for payment of taxes remains with the Port. It is further understood that the Port is not entitled to medical insurance, retirement benefits, workers compensation or any other incidents of employment from the County because no employee/employer relationship exist.
- 2.17 This contract shall commence on April 1, 2014 and terminate December 31, 2014. Either party shall have the right of cancellation or termination of this contract, with or without reason, by serving notice on the other party by certified mail, of such intent to cancel or terminate this entire contract at least sixty (60) days prior to any such proposed cancellation or termination date; such cancellation or termination to be without recourse, except for any sums owing to either party at the end of cancellation or termination. The Port shall be solely responsible for removing all their property from the park grounds within thirty (30) days of the notification of cancellation or termination of this contract. If said property has not been removed within the time specified, the County shall have said property removed and the Port shall be solely responsible for bearing all costs involved.
- 2.18 It is mutually understood and agreed between the parties hereto that this contract does not create an employer/employee relationship and that the County assumes no liability to the Port.
- 2.19 The Port shall not subcontract any part of the work to be performed under this contract or assign this contract without the specific written consent of the County.
- 2.20 The currently occupied mobile home at the Northwest corner of the park, and the lot on which it sets, is excluded by the terms of this Agreement.
- 2.21 It is understood that the Port shall not allow property owned by Pacific County to be removed from premises.

2.21 LIBABILITY

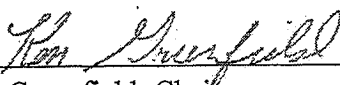
- (a) Indemnification: In accepting this Agreement, the CONTRACTOR, including its successors and assigns, does hereby covenant and agree to indemnify and protect and save harmless the COUNTY and its officers and employees from all claims, actions, or damages of every kind and description which may accrue to or be suffered by any person, partnership, corporation, or other entity of any kind that arise in whole or in part from intentional tort(s), or negligent act(s) or omission(s), or strict liability of the CONTRACTOR or its employees, agents, successors, or assigns. If the above sentence applies and any suit or action is brought against the COUNTY, its officers, its employees, or any combination thereof, the CONTRACTOR, including its successors or assigns, shall defend the suit or action at his or her or their sole cost and expense and shall fully satisfy any judgment that is rendered against the COUNTY, its officers, its employees, or any combination thereof.
- (b) Assumption of Risk: The placement and storage of personal property on said premises shall be the responsibility, and at the sole risk, of the Port.
- (c) Adjustment of Claims: The Port shall provide for the prompt and efficient handling of all claims for bodily injury, property damage or theft arising out of the activities of the Port under this Agreement. The Port agrees that all such claims, whether processed by the Port or Port's insurer, either directly or by means of an agent, will be handled by one key person.

2.22 INSURANCE

The CONTRACTOR shall maintain, and upon request of the COUNTY, provide proof of occurrence based general business professional liability insurance in the amount of \$1,000,000 or greater per occurrence and \$2,000,000 aggregate for the term of this CONTRACT. The CONTRACTOR agrees that its liability insurance shall be primary to the COUNTY's and that CONTRACTOR's liability insurance policy shall so state. The CONTRACTOR shall be responsible at its own expense to provide any and all employment insurance coverage, including but not limited to, unemployment insurance, worker's compensation insurance, etc. for any and all of its employees as might apply.

DATED THIS _____ of _____, 2014

BOARD OF COMMISSIONERS
THE PORT OF CHINOOK
PO BOX 185
CHINOOK, WA 98614



Ken Greenfield, Chairperson

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

Steve Rogers, Chairperson

Lisa Ayers, Commissioner

Frank Wolfe, Commissioner

ATTEST:



Ashley Davis
Manager of Port of Chinook

ATTEST:

Marie Guernsey
Clerk of the Board



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

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

REQUESTED MEETING DATE:

3/25/2014

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

☐ OTHER: _____

DISTRIBUTION LIST:

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

AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: DPW	DIVISION (if applicable): Telecommunications																																				
OFFICIAL NAME & TITLE: Joe Camenzind, Telecom Engineer	PHONE / EXT: 3443																																				
SIGNATURE: <i>Joe R Camenzind</i>	DATE: 3/19/14																																				
NARRATIVE OF REQUEST I am requesting authorization to purchase the following Capital Expenditure Items for the E.R.&R. Fund, following the purchasing rules.																																					
<table border="1"><thead><tr><th>DIVISION</th><th>OBJ</th><th>ITEM</th><th>Budget</th></tr></thead><tbody><tr><td>Communications</td><td>Capital Exp.</td><td>Replace radio programing laptop</td><td>\$ 2,000</td></tr><tr><td>Communications</td><td>Capital Exp.</td><td>Replace roof North Cove site</td><td>\$12,000</td></tr><tr><td>Communications</td><td>Capital Exp.</td><td>Replace roof Long Beach site</td><td>\$12,000</td></tr><tr><td>Communications</td><td>Capital Exp.</td><td>Replace HVAC North Cove site</td><td>\$ 3,000</td></tr><tr><td>Communications</td><td>Capital Exp.</td><td>Replace HVAC Long Beach site</td><td>\$ 3,000</td></tr><tr><td>Communications</td><td>Capital Exp.</td><td>Xfer Switch for Inverter at PSB</td><td>\$ 3,000</td></tr><tr><td>Communications</td><td>Capital Exp.</td><td>UPS for Switches at Court House</td><td>\$ 3,000</td></tr><tr><td>Communications</td><td>Capital Exp.</td><td>UPS for Switches at Annex</td><td>\$ 3,000</td></tr></tbody></table>	DIVISION	OBJ	ITEM	Budget	Communications	Capital Exp.	Replace radio programing laptop	\$ 2,000	Communications	Capital Exp.	Replace roof North Cove site	\$12,000	Communications	Capital Exp.	Replace roof Long Beach site	\$12,000	Communications	Capital Exp.	Replace HVAC North Cove site	\$ 3,000	Communications	Capital Exp.	Replace HVAC Long Beach site	\$ 3,000	Communications	Capital Exp.	Xfer Switch for Inverter at PSB	\$ 3,000	Communications	Capital Exp.	UPS for Switches at Court House	\$ 3,000	Communications	Capital Exp.	UPS for Switches at Annex	\$ 3,000	
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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): \$41,000

TOTAL TAX: \$3198

TOTAL SHIPPING/HANDLING:

EXPENDITURE FUND #: 502 XXX.XXX.XX.XX

EXPENDITURE BUDGETED? ☒ Yes ☐ No

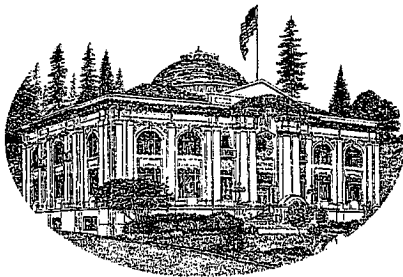
Will supplemental be required? ☐ Yes ☐ No

IN-KIND MATCH REQUIRED? ☐ Yes ☐ No

DESCRIBE MATCH:

MATCHING FUNDS REQUIRED? ☐ Yes ☐ No

AMOUNT OF MATCHING FUNDS:



PACIFIC COUNTY COURTHOUSE
NATIONAL HISTORIC SITE

COUNTY OF PACIFIC

Department of Public Works

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

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

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

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

Naselle
(360) 484-7368

North Cove/Tokeland
(360) 267-8368

DATE: February 25, 2014

TO: Board of County Commissioners

FROM: Joe Camenzind, Telecom Engineer

RE: Authorization to Purchase Attractive Items and Capital Equipment
for the E.R.&R. Communications Division

MEMORANDUM

I am requesting authorization to purchase the following Capital Expeniture Items for the E.R.&R. Fund, Communications Division as approved in the 2014 FY Final Budget, either from State or other Local Government Bid or in accordance with the DPW Small Vendor List. Items that exceed \$5,000 shall be purchased in accordance with RCW 36.32.245, which specifies requirements related to advertising and obtaining competitive bids.

DIVISION	OBJ	ITEM	Budget
Communications	Capital Exp.	Replace radio programing laptop	\$ 2,000
Communications	Capital Exp.	Replace roof North Cove site	\$12,000
Communications	Capital Exp.	Replace roof Long Beach site	\$12,000
Communications	Capital Exp.	Replace HVAC North Cove site	\$ 3,000
Communications	Capital Exp.	Replace HVAC Long Beach site	\$ 3,000
Communications	Capital Exp.	Xfer Switch for Inverter at PSB	\$ 3,000
Communications	Capital Exp.	UPS for Switches at Court House	\$ 3,000
Communications	Capital Exp.	UPS for Switches at Annex	\$ 3,000

There is \$106,000 budgeted for Capital Expenditures in the E.R.&R. Fund 502 – Communications for the year 2014. The amount requested for the items shown above is \$41,000. The balance of \$65,000 for a phone system upgrade will be requested on a later time.

C: Board of Pacific County Commissioners
Mike Collins, Director of Public Works
Andree Harland, DPW Accountant
2012 Telecom File



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

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

REQUESTED MEETING DATE:

March 25, 2014

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

☐ 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: 

DATE: _____

NARRATIVE OF REQUEST

Attached for acceptance by the Board of Supervisors for Flood Control Zone District No. 1 is a Perpetual Non-Exclusive Stormwater Easement from Luanne L. Wilson for property just south of the Beach Barons property in Ocean Park. Upon acceptance the Easement will be recorded with the Pacific County Auditor.

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

Return to:

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

PERPETUAL NON-EXCLUSIVE STORMWATER SYSTEM EASEMENT

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

A perpetual non-exclusive stormwater system easement located on Tax Parcel No. 76019901300 – Rushton 0A, North 5 Acres of South 10 Acres in Section 33, Township 12 North, Range 11 West, W.M., Pacific County, Washington, as recorded under Auditor Fee No. 3117797 on file in the office of the Pacific County Auditor.

The terms of this easement are as follows:

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

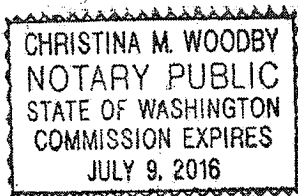
IN WITNESS WHEREOF the undersigned has executed this instrument this _____ day
of 3-2, ~~20~~ 2014.

Luanne L. Wilson
LUANNE L. WILSON

STATE OF WASHINGTON)(
COUNTY OF PACIFIC)(

On this day personally appeared before me Luanne L. Wilson known to be the
individuals described in and who executed the within and foregoing instrument, and
acknowledged that they signed the same as their own free and voluntary act and deed for the uses
and purposes therein mentioned.

Given under my hand and official seal this 3 day of March,
20 14.



Christina M. Woodby
Notary Public in and for the State of Washington
Residing at Ocean Park
Commission Expires 7-9-16



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

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

REQUESTED MEETING DATE:

3.25.2014

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

☐ CONTINUED TO DATE: _____ TIME: _____

☐ Risk Management

☐ OTHER: _____

☐ Legal

DISTRIBUTION LIST:

☐ RF

☐ Assessor

☐ DPW

☐ PACCOM

☐ Superior Court

☐ CF

☐ Auditor

☐ EMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Vegetation Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Coop. Ext.

☐ DCD

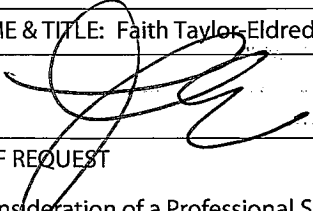
☐ NDC

☐ Sheriff

☐ Other

AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Community Development	DIVISION (if applicable): Planning - SMP
OFFICIAL NAME & TITLE: Faith Taylor-Eldred, Director	PHONE / EXT: 360.875.9356
SIGNATURE: 	DATE: 03.18.2014
NARRATIVE OF REQUEST Request re-consideration of a Professional Services Agreement with Creative Community Solutions (John Kliem) for assisting Pacific County with the update of the Shoreline Master Program. The Scope of Work includes coordination, assistance, public participation, and facilitation services. The total project budget shall not exceed \$81,000. The Board and the Prosecuting Attorney had asked the Department in the meeting on 03.11.2014 to include a start and end date to the contract. It has been included in Section 2 of the contract. John has been instrumental in getting the SMP up and going and will continue to be an asset to the County as he assists us with the update of the SMP.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	

Name of Contractor: <u>Creative Community Solutions (John Kliem)</u>	
Name of contract/agreement/grant/amendment (if amendment, provide copy of original document(s)): <u>Agreement for Professional Services</u>	
Contract/Agreement/Grant/Amendment #:	
Indicate type: <input type="checkbox"/> Intergovernmental/Interagency <input checked="" 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 (<i>check all that apply</i>): <input checked="" 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 (<i>Mark all that apply and provide breakdown of bid proposals along with all pertinent documents.</i>):	
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 (<i>attach 3 bids</i>) <input type="checkbox"/> \$5,000-\$25,000 (<i>use small works roster</i>) <input type="checkbox"/> >\$25,000 (<i>competitive bids</i>)	
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 (<i>Purchases/Public Works</i>) <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 (<i>attach New Employee Form</i>) <input type="checkbox"/> Other (please describe): _____	
BACKGROUND/SUMMARY (<i>include date of prior workshop and/or action, if applicable</i>):	
The Board and the Prosecuting Attorney had asked the Department in the meeting on 03.11.2014 to include a start and end date to the contract. It has been included in Section 2 of the contract.	
TOTAL COST/AMOUNT (include sales & use tax): \$81,000	TOTAL TAX:
TOTAL SHIPPING/HANDLING:	EXPENDITURE FUND #: <u>116</u> .XXX.XXX.XX.XX
EXPENDITURE BUDGETED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Will supplemental be required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
IN-KIND MATCH REQUIRED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DESCRIBE MATCH:
MATCHING FUNDS REQUIRED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	AMOUNT OF MATCHING FUNDS:

Agreement for Professional Services

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

Section 1. The Services

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

Section 2. Duration of Agreement

- 2.1 The terms of this Agreement and the performance of the Consultant shall commence upon March 17, 2014 and shall automatically terminate on June 30, 2016.

Section 3. Compensation

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

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

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

Section 4. Performance by Consultant

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

Section 5. Compliance with Laws

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

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

Section 6. Inspection: Examination of Records

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

Section 7. Proprietary and Confidential Information

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

Section 8. Indemnities and Hold Harmless

- 8.1 In accepting this Agreement, the Consultant, including its successors and assigns, does hereby covenant and agree to indemnify and protect and save harmless the Client and its officers and employees from all claims, actions, or damages of every kind and description which may accrue to or be suffered by any person, partnership, corporation, or other entity of any kind that arise from intentional tort(s), or negligent act(s) or omission(s), or strict liability of the Consultant or its employees, agents, successors, or assigns. If the above sentence applies and any suit or action is brought against the Client, its officers, its employees, or any combination thereof, the Consultant, including its successors or assigns, shall to the extent of their negligence/fault, defend the suit or action at his or her or their sole cost and expense and shall fully satisfy any judgment that is rendered against the Client, its officers, its employees, or any combination thereof.

Section 9. Workers' Compensation and Insurance

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

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

- 9.2 The Consultant shall maintain, and upon request of the Client, provide proof of occurrence based general business professional liability insurance in the amount of \$1,000,000 (min of \$1,000,000) or greater per occurrence and \$2,000,000 aggregate for the term of this CONTRACT. The Consultant must name the Client as an additional insured. The Consultant agrees that its liability insurance shall be primary and non-contributory to the Client's and that Consultant's liability insurance policy shall so state. The Consultant shall be responsible at its own expense to provide any and all employment insurance coverage, including but not limited to, unemployment insurance, worker's compensation insurance, etc. for any and all of its employees as might apply.

Section 10. Changes

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

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

Section 11. Termination

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

Section 12. Miscellaneous

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

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

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

Pacific County:

Printed Name: _____

Title: _____

Signature: _____

Dated: _____

Creative Community Solutions, Inc.:

Printed Name: John M. Kliem

Title: President

Signature: _____

Dated: _____

Exhibit A: Scope of Work

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

Task 1: Project Coordination

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

Task 2: Public Participation and Facilitation Services

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

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

Consultant Compensation

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

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



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:

03.25.2014

AGENDA REQUEST FORM

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

Agenda Item #: 13

BOCC ACTION: ☐ APPROVED ☐ DENIED

Initial: _____ Date: _____

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

Review: ☐ Clerk of the Board

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: _____

☐ Risk Management

☐ CONTINUED TO DATE: _____ TIME: _____

☐ Legal


☐ OTHER: _____

DISTRIBUTION LIST:

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

AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Community Development	DIVISION (if applicable): Admin - Software
OFFICIAL NAME & TITLE: Faith Taylor-Eldred, Director	PHONE / EXT: 360.875.9356
SIGNATURE: 	DATE: 03.20.2014
NARRATIVE OF REQUEST	
<p>The Department of Community Development would like to request the Board's approval to move forward in acquiring a credit card in accordance with Resolution No. 2013-013.</p> <p>The credit card will be used for Paypal's monthly services, which will be \$30/month and paid with technology fees. Paypal is a direct link with our Accela Automation software; therefore, it is essential that we obtain the company's services to provide 24/7 web payment for permits. We are excited about the enhanced customer service we are going to be able to provide the citizens of Pacific County.</p> <p>As an FYI, I have attached the Paypal Agreement. A signature is not required.</p>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	



REQUESTED MEETING DATE:

03/11/2014


AGENDA REQUEST FORM

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

BOCC ACTION:		<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Agenda Item #: <u>14</u>
				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 type="checkbox"/> DPW	<input type="checkbox"/> PACCOM	<input type="checkbox"/> Superior Court
<input type="checkbox"/> CF	<input type="checkbox"/> Auditor	<input type="checkbox"/> EMA	<input type="checkbox"/> PC Fair	<input type="checkbox"/> Treasurer
<input type="checkbox"/> SEA	<input type="checkbox"/> Clerk	<input type="checkbox"/> Health	<input type="checkbox"/> Prosecutor	<input type="checkbox"/> Vegetation Mgmt
	<input type="checkbox"/> Civil Service	<input type="checkbox"/> Juvenile	<input type="checkbox"/> SDC	<input type="checkbox"/> WSU Coop. Ext.
	<input type="checkbox"/> DCD	<input type="checkbox"/> NDC	<input type="checkbox"/> Sheriff	<input type="checkbox"/> Other

AGENDA ITEM REQUEST

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

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



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

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

REQUESTED MEETING DATE:

March 25, 2014

AGENDA REQUEST FORM

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

AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Pacific County Sheriff's Office	DIVISION (if applicable): Communications Division
OFFICIAL NAME & TITLE: Stephanie Fritts, Director	PHONE / EXT: 3340
SIGNATURE: <i>Stephanie Fritts</i>	DATE: March 14, 2014
NARRATIVE OF REQUEST	
Approve selection of Avtec in response to the Request for Proposals for a Distributed and Redundant VoIP Emergency Dispatch Radio Console System.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	

Name of Contractor: Avtec
Name of contract/agreement/grant/amendment (if amendment, provide copy of original document(s)):
Contract to be developed following selection.

Contract/Agreement/Grant/Amendment #: N/A

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):

Three responses to the RFP were received, representing two systems - Zetron and Avtec. All respondents provided demos to Telecom and Disptach staff, and responses were scored with the attached matrix. A financial evaluation was conducted (also attached) and the proposal that cost the least was selected. All proposals exceeded budgeted funds. The selected proposal exceeds by \$1,377.64.

TOTAL COST/AMOUNT (include sales & use tax): 256,380.00

TOTAL TAX: 19,997.64

TOTAL SHIPPING/HANDLING: 0

EXPENDITURE FUND #: 160 .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:

PACCOM RoIP Selection Criteria - March 25, 2014

	Available Points	Avtac	Zetron	Notes
Technical Needs	35	17.5	17.5	
Maintenance and Support	15	7.5	7.5	Avtac offers continual maintenance and support of software for a fee. Zetron does not offer this same level of support.
Total Cost	15	9	6	Zetron would require complete replacement in 10 -15 years. Avtec would continue beyond that time frame.
Schedule	10	5	5	
Experience	10	5	5	
End User (Dispatch)	15	7.7	7.3	One dispatcher score sheets eliminated (improperly completed).
Total Points	100	51.7	48.3	

The proposals received will be evaluated to determine which proposal is most advantageous to PACCOM utilizing competitive negotiation as provided by RCW 39.04.270.

35% Ability to meet & administer technical needs. Items for consideration under this criterion are:

- Equipment and software meets or exceeds the requirements and specifications
- Equipment performance
- Equipment reliability
- Superior design features advantageous to the user
- Safety and security provisions
- Quality of workmanship and materials
- Fault tolerance

15% Maintenance and support. Items for consideration under this criterion are:

- Training program
- Vendor support capabilities for on-going maintenance and enhancement of the systems purchased.
- Local service capabilities
- Support over five year period
- Ease of equipment installation and replacement

15% Total system cost. Items for consideration under this criterion are:

- Total costs to be incurred in procuring the system
- The ability of the Vendor to provide any optional items that are specified in this document.

10% Ability to implement proposed system in a timely manner. Items for consideration under this criterion are:

- The number of successfully implemented systems in accordance with deadlines and systems similar to that proposed which are presently operational in the public safety environment
- Acceptance testing plan

10% Firm Experience. Items for consideration under this criterion are:

- Project management
- Financial stability
- Reputation of the Vendor

15% End User Evaluation

AVTEC

Item	Annual Software Cost	Running Total	Total with Install & Software
AG			
1	\$0.00		
2	\$21,140.25	\$21,140.25	\$276,978.74
3	\$21,140.25	\$42,280.50	\$195,547.30
4	\$21,140.25	\$63,420.75	
5	\$21,140.25	\$84,561.00	
6	\$22,197.26	\$106,758.26	
7	\$22,197.26	\$128,955.52	
8	\$22,197.26	\$151,152.78	
9	\$22,197.26	\$173,350.04	
10	\$22,197.26	\$195,547.30	
Total			\$472,526.04

INITIAL INVESTMENT
10 YRS OF SOFTWARE

10 YR REPLIC W/ANNUAL SOFTWARE

$$\frac{195,547 + 136,120}{120 \text{ MO.}} = 2763$$

SEE PAGE 2

Item	Hardware Cost
A	\$79,975.00
B	\$5,225.00
C	\$2,500.00
D	\$2,975.00
E	\$2,250.00
F	\$625.00
G	\$750.00
K	\$1,500.00
L	\$1,475.00
O	\$9,350.00
P	\$450.00
Q	\$2,695.00
R	\$17,560.00
S	\$800.00
T	\$7,990.00
Total	\$136,120.00

\$608,646.04

10 Year Total	Replacement Hardware	Initial Purch	Annual Software Cost
\$5,072.05	\$1,134.33	\$2,308.16	\$1,629.56

PRO: MAKE USE OF AVAILABLE SOFTWARE UPGRADES
CON: REPLACEMENT FUNDS WOULD ONLY REPLACE
AVTEC HARDWARE. FINE IF CONTINUING
WITH AVTEC.

	10 YR REPLC	10 YR REPLC W/Annual Softwr
AVTEC	\$2,308.00	\$2,763.00
PACIFIC	\$2,616.00	N/A
SILKE	\$2,373.00	N/A



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

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

REQUESTED MEETING DATE:

3/11/2013

AGENDA REQUEST FORM

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

Agenda Item #: 16

BOCC ACTION: ☐ APPROVED ☐ DENIED

Initial: _____ Date: _____

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

Review: ☐ Clerk of the Board

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: _____

☐ Risk Management

☐ CONTINUED TO DATE: _____ TIME: _____

☐ Legal


☐ OTHER: _____

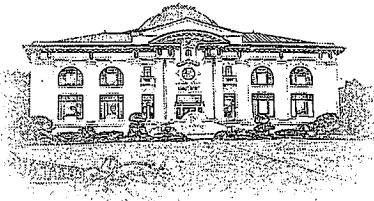
DISTRIBUTION LIST:

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

AGENDA ITEM REQUEST

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

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



Pacific County COMMISSIONERS

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

BEFORE THE BOARD OF PACIFIC COUNTY COMMISSIONERS

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

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

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

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

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

IT IS FURTHER ORDERED the remaining sum shall be deposited in the county general fund as it has been deemed most equitable due to costs incurred by the County Elected Officers on behalf of the other taxing districts.

APPROVED this _____ day of _____, 2014.

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

Steve Rogers, Chair

Frank Wolfe, Commissioner

Lisa Ayers, Commissioner

ATTEST:

Marie Guernsey
Clerk of the Board



PUBLIC UTILITY DISTRICT NO.2 OF PACIFIC COUNTY

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

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

February 20, 2014

Clerk of the Board
Pacific County Commissioners

Re: Report of 2013 Gross Revenue

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

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

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

Thank You,

Mark Hatfield
Finance Manager

cc: annual report file

RCW 54.28.090

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

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

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

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

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

Notes:

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

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



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

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

REQUESTED MEETING DATE:

3/25/14

AGENDA REQUEST FORM

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

Agenda Item #: 17

BOCC ACTION: ☐ APPROVED ☐ DENIED

Initial: _____ Date: _____

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

Review: ☐ Clerk of the Board

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: _____

☐ Risk Management

☐ CONTINUED TO DATE: _____ TIME: _____

☐ Legal

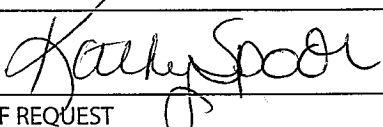
☐ OTHER: _____

DISTRIBUTION LIST:

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

AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: General Administration	DIVISION (if applicable): Risk
OFFICIAL NAME & TITLE: Kathy Spoor, CAO	PHONE / EXT:
SIGNATURE: 	DATE: 3-19-14
NARRATIVE OF REQUEST	
<p>Attached for your consideration is a professional services agreement with Wilson Investigative Services. I am requesting approval of this contract for services based on a recommendation from the County's Risk Pool. This is a fee-for-service contract with a maximum of \$15,000. The risk pool will be paying the first \$5,000 of expenditures related to this issue.</p> <p>There is no requirement under state law to solicit bids for this type of service contract. I am asking a waiver of the County's procurement policy regarding obtaining three bids. We are obligated by terms of our collective bargaining agreement to respond quickly to the issues raised and the contractor is skilled in this type of work, has a history of similar work in other county and city governments, and was recommended by Risk Pool</p>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
<p>Move to approve professional services agreement with Wilson Investigative Services and acknowledge waiver of County's procurement policy to obtain three bids.</p>	

Name of Contractor: Wilson Investigative Services
Name of contract/agreement/grant/amendment (if amendment, provide copy of original document(s)):
Professional Services Agreement - Wilson Investigative Services
Contract/Agreement/Grant/Amendment #:

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

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

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

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

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

To be located at: _____

Service contract

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): up to \$15,000

TOTAL TAX:

TOTAL SHIPPING/HANDLING:

EXPENDITURE FUND #: 531 .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:

Kathy Spoor

From: Marie Guernsey
Sent: Wednesday, March 19, 2014 8:54 AM
To: Kathy Spoor
Subject: FW: Bidding requirements for service contracts

From: Flannary Collins [mailto:fcollins@mrsc.org]
Sent: Tuesday, March 18, 2014 5:08 PM
To: Marie Guernsey
Subject: Bidding requirements for service contracts

Marie:

There is no requirement under state law to solicit bids for that type of service contract. The county may have adopted a local policy requiring that Request for Proposals (RFPs) be obtained for service contracts over a certain amount, but my guess is that, even if the county has such a policy, this contract would not reach the threshold required for RFPs. (Typically, RFPs are only required for higher thresholds, like a \$50,000 service contract.)

We do have a publication on *Contracting for Services*, which may be of some interest to you.

Please let me know if I can be of further assistance.

Thank you for contacting MRSC. Help us improve our services by taking our five-question survey [here](#).

Flannary P. Collins

Legal Consultant

206.436.3797/800.933.6772 | MRSC.org | Local Government Success

-----Original Message-----

Name: Marie Guernsey
Title: Clerk of the Board
Phone: 360 875-9337
Email: mguernsey@co.pacific.wa.us

In reviewing your County Bidding Book it states: State law does not require that counties bid for any services, other than for collection agencies and possibly for the official newspaper.

Does this include contracting with an investigator for his services to conduct an allegation of hostile work environment or other allegations?

BEFORE THE BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

RESOLUTION NO. 2013- 012

PROCUREMENT POLICY

IN THE MATTER REPEALING RESOLUTION NO. 94-034 AUTHORIZING THE NOXIOUS WEED CONTROL/VEGETATION MANAGEMENT PROGRAM, RESOLUTION NO. 94-039 AUTHORIZING THE DEPARTMENT OF PUBLIC WORKS, AND RESOLUTION NO. 96-090 AUTHORIZING THE SHERIFF'S OFFICE TO ALL DISPENSE WITH ADVERTISING AND FORMAL SEALED BIDDING FOR PURCHASES OF ANY MATERIALS, EQUIPMENT, SUPPLIES, AND SERVICES BETWEEN \$5,000 AND \$25,000; AND ESTABLISHING A COUNTY WIDE PROCUREMENT POLICY.

WHEREAS, Resolution No. 94-034 adopted by the Board of County Commissioners on March 22, 1994 authorizing the Noxious Weed Control/Vegetation Management Program, in accordance with RCW 36.32.245 to dispense with advertising and formal sealed bidding for purchases between \$2,500 and \$25,000; and

WHEREAS, Resolution No. 94-039 adopted by the Board of County Commissioners on April 12, 1994 authorized the Department of Public Works, in accordance with RCW 36.32.245, to dispense with advertising and formal sealed bidding for purchases between \$2,500 and \$25,000; and

WHEREAS, Resolution No. 96-090 adopted by the Board of County Commissioners on June 25, 1996 authorized the Sheriff's Office, in accordance with RCW 36.32.245, to dispense with advertising and formal sealed bidding for purchases between \$2,500 and \$25,000; and

WHEREAS, RCW 36.32.245 (3) has been modified to allow for the dispensing of advertising and formal sealed bidding for purchases between \$5,000 and \$25,000; and

WHEREAS, RCW 39.34.030, allows agencies to cooperate with one another and to "piggyback" (intergovernmental cooperative agreement) on contracts by the State or any other agency, and

WHEREAS, purchases made from vendors listed on state contracts have complied with statutory bidding requirements, and

WHEREAS, the Board of County Commissioners desires to establish a county-wide procurement policy directing all county related purchasing, and

WHEREAS, the Board of County Commissioners recognizes that, on occasion, the Department of Public Works, within its road department, has the need to acquire materials and/or supplies costing up to \$5000, and

WHEREAS, postponing the purchase of these supplies and materials related to road maintenance and construction to receive prior authorization and quotes from vendors per Section I-A would result in a significant disruption and delay in operations,

NOW THEREFORE, THE BOARD OF COUNTY COMMISSIONERS OF PACIFIC COUNTY,
WASHINGTON

HEREBY RESOLVE that the following procedures are to be applied to all county purchasing, other than public works related purchasing under \$5000 related to the procurement of supplies and materials related to road maintenance and operations:

I. Procurement Procedures

A. For Purchases Between \$1,000 and \$5,000

Authorization is given by the Board of County Commissioners for purchases from funds annually appropriated by the Board to support the Department/Office without advertisement and formal sealed bidding, PROVIDED, the Department or Office,

1. Receives authorization from the Board to obtain quotes for the purchase, and
2. Obtains at least three (3) quotes from vendors for the required materials, equipment, supplies, or services (not required if obtained through state contract or intergovernmental cooperation agreement), and
3. Submits a written request and recommendation to the Board of County Commissioners along with copies of the quotes, and
4. Receives an approved order of the Board of County Commissioners authorizing said purchase

B. For Purchases between \$5,000 and \$25,000

Authorization is given by the Board of County Commissioners for purchases from funds annually appropriated by the Board to support the Department/Office without advertisement and formal sealed bidding, PROVIDED, the Department or Office,

1. Receives authorization from the Board to obtain at least three (3) bids from vendors off the Vendors List (Resolution No. 2013- 011) for the purchase (not required if obtained through state contract or intergovernmental cooperation agreement, and
2. Submits a written request for purchase from the Vendors List (Resolution No. 2013- 011) pursuant to the uniform process provided in RCW 39.04.190, and
3. Receives an approved order of the Board of County Commissioners authorizing said purchase

C. Single Source of Supply – Sole Provider (RCW 39.04.280)

When a desired product is subject to a natural monopoly and advertising for bids would result in only one bid, the competitive bidding process can be waived as the vendor would be considered a “sole source provider”. To qualify as a sole source provider one or more of the following criteria would apply:

1. Sole provider of a licensed or patented good or service
2. Sole provider of items that are compatible with existing equipment, inventory, systems, programs or services
3. Sole provider of goods and services for which the County has established a standard
4. Sole provider of factory-authorized warranty service
5. Sole provider of goods or services that will meet the specialized needs of the County or perform the intended function
6. The vendor / distributor is a holder of a used item that would represent good value and is advantageous to the County

When seeking authorization for a sole source provider purchase the Board of County Commissioner Agenda Request Form must be completed including information regarding which criteria apply to qualify the purchase as “sole source” and attach support documentation such as market price survey, availability of product, statement / certification from vendor, etc.

Approval of a sole source purchase requires adoption of a formal resolution of the Board of Commissioners (sample resolution attached).

BE IT STILL FURTHER RESOLVED that Resolution No. 94-034, Resolution No. 94-039, Resolution No. 96-090 and any previous resolutions not identified which set vendor limits be hereby repealed and Resolution No. 2013- 012 shall become effective this date and remain so until repealed or changed by either the Pacific County Board of Commissioners or the enabling statutory authority.

PASSED by the following vote this 23RD day of January, 2013 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 Deputy Clerk in authorization of such passage:

3 YEA; 0 NAY; 0 ABSTAIN; and 0 ABSENT.

APPROVED AS TO FORM

David Burke

David Burke
Prosecuting Attorney

ATTEST

Marie Guernsey

Marie Guernsey
Deputy Clerk of the Board

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

Lisa Ayers

Lisa Ayers, Chair

Frank Wolfe

Frank Wolfe, Commissioner

Steve Rogers

Steve Rogers, Commissioner



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

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

REQUESTED MEETING DATE:

3/25/2014

AGENDA REQUEST FORM

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

Agenda Item #: 18

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 |
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| | <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): Ord. 35-Assembly Permit

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

SIGNATURE:  DATE: 3/19/2014

NARRATIVE OF REQUEST

Open Public Hearing
Swear in those wishing to testify
Close Public Hearing
Motion

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

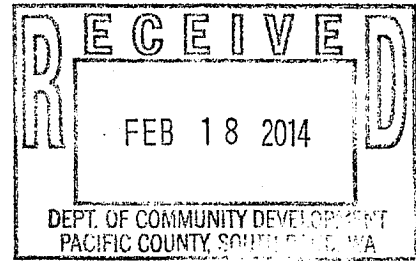
Approve Assembly Permit for the Beach Barons "End of the World Rod Run" subject to a \$2,000 contribution being provided to Pacific County for law enforcement support, a current copy of Certificate of Insurance and food vendors obtaining a temporary food permit prior to the event.



Assembly Permit Application
Pacific County Ordinance No. 35B
Pacific County Department of Community Development
Internet Address: www.co.pacific.wa.us

PERMIT FEE: \$200.00 (non-refundable)

OFFICE USE ONLY



A social event or assembly for any purposes which said persons believes, or has reason to believe, will attract two thousand (2,000) or more persons during any day at a particular location within Pacific County which is outside the limits of incorporated cities and towns, is required to obtain a permit.

EVENT/ASSEMBLY INFORMATION

Organization/name of event: Beach Barons Car Club / Rod Run to the End of the World
Location Address: Wilson Field 25515 Sandridge Rd
Mailing Address: P.O. Box 237
Contact person/person in charge: Dan Gove Phone No.: 360 244 2948 or 360 665 3565
Date(s) of event: Sept 6 + 7 2014
Overnight Camping? YES ☐ NO ☒ RECEIVED
Water supply: North Beach Water PACIFIC COUNTY
Sewage disposal: Evergreen Septic FEB 20 2014
Number of people attending: 4600 GENERAL ADMINISTRATION
Number of toilet facilities: 40 + 3 handicap BOARD OF COMMISSIONERS
Required number of toilets: 8 toilets per 1,000 attendees, 2 toilets for each additional 500 attendees, and 2 toilets handicap accessible.
Number of hand washing facilities: 4 Free Standing 8 with Santicans
Method of solid waste disposal: 2 30 yd dump boxes
Number of food service facilities: Approx. 15-20
Certificate of liability insurance: YES ☒ NO ☐ Filed: ON File will be updated Date: when renewed

Applicant's Signature: Dan Gove

Print Name: Dan Gove

Date: 2.3.14

Approved By:

Date Issued:

SOUTH BEND OFFICE
P.O. Box 68
South Bend, WA 98586
(360) 875-9356 FAX (360) 875-9304

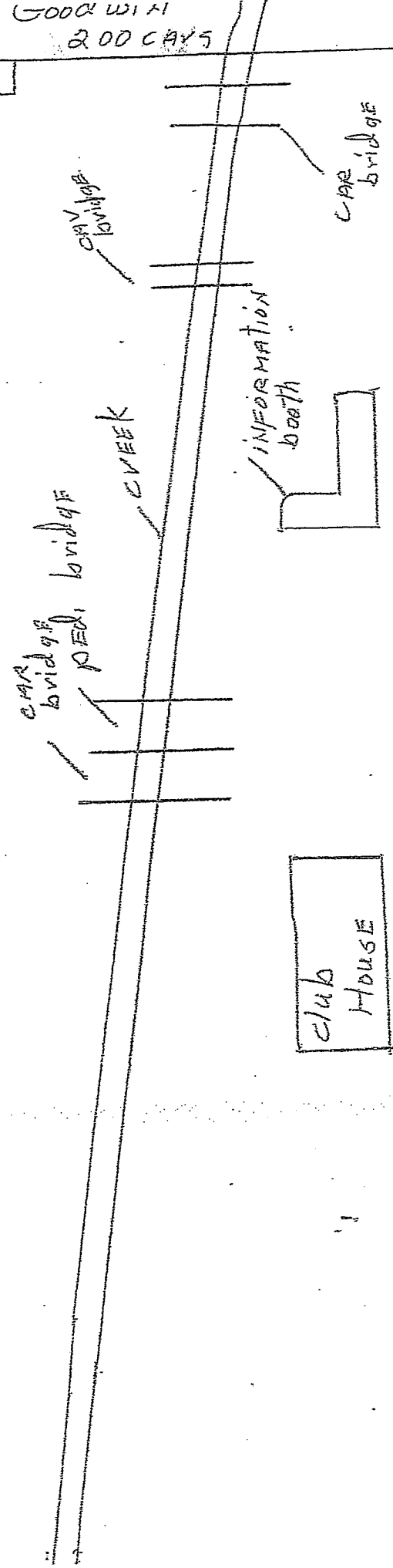
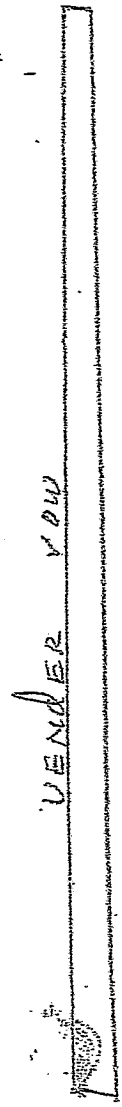
LONG BEACH OFFICE
7013 Sandridge Road
Long Beach, WA 98631
(360) 642-9382 FAX (360) 642-9387

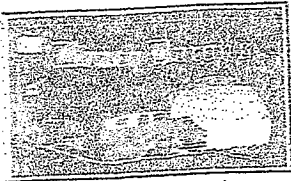
Hill property
500 CARS

NEAR
EMOND
200 CARS

WIEGAVI
200 CARS

GOOD WIAI
200 CARS





LONG BEACH PENINSULA

Beach Barons'

Cruise Route

Sept. 10, 2011

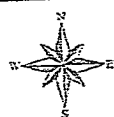
4pm - 6pm

6/2014

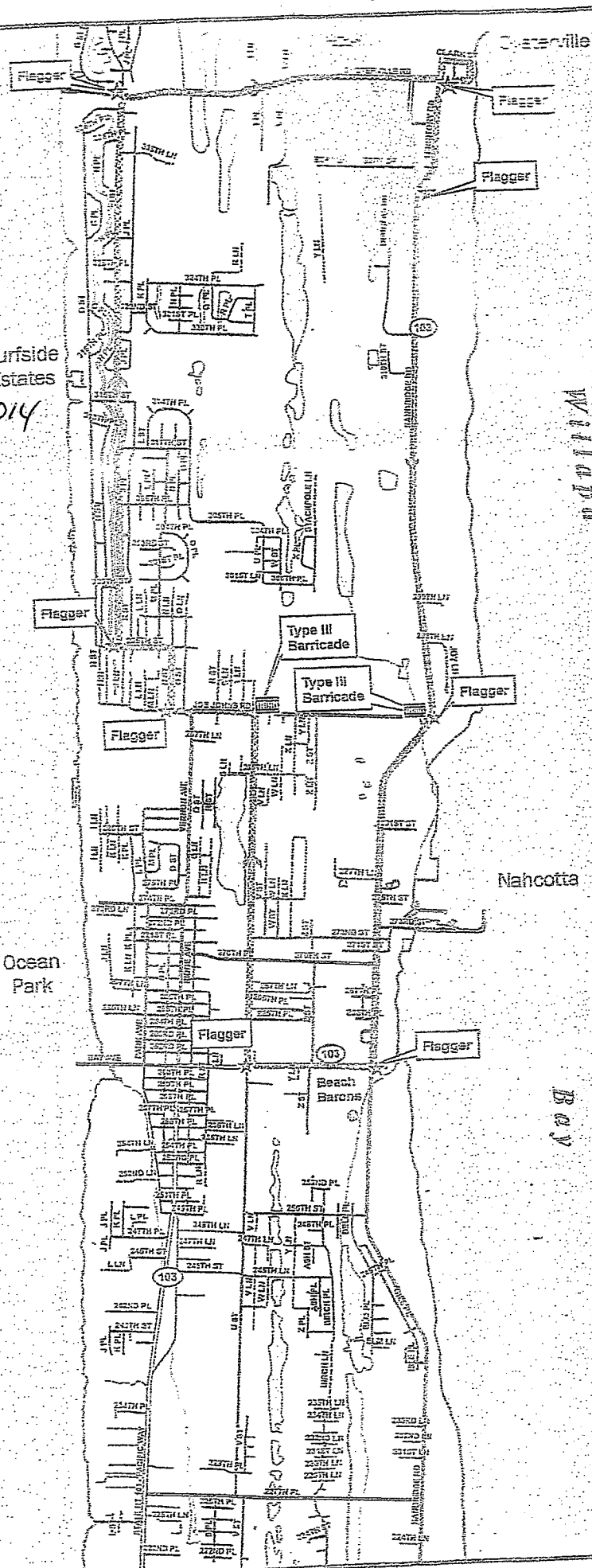
Surfside
Estates

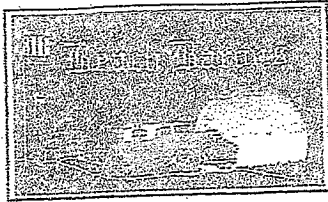
Ocean

Pacific



1 inch = 2,000 feet





LONG BEACH PENINSULA

Beach Barons'

Poker Run

Sept 4~~th~~, 2014 7, 2014

9am - 11am

Surfside
Estates

Ocean

Ocean
Park

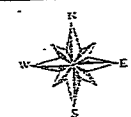
Pacific

Nahcotta

Oysterville

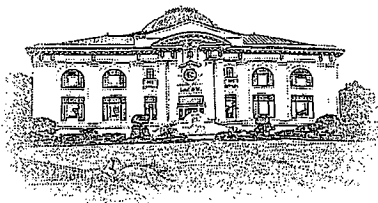
Willapa

Bay



1 inch = 2,000 feet





Pacific County COMMISSIONERS

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

RECEIVED
PACIFIC COUNTY

MAR 19 2014

GENERAL ADMINISTRATION
BOARD OF COMMISSIONERS

MEMORANDUM

DATE: February 21, 2014

TO: Scott Johnson, Sheriff
Todd Fosse, Undersheriff
Faith Eldred, Community Development Director
Tim Crose, Community Development Asst. Director

CC: Board of County Commissioners
Kathy Spoor, County Administrative Officer

FROM: Marie Guernsey, Clerk of the Board

RE: Beach Barons Rod Run to the End of the World

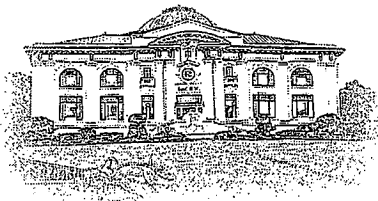
The Beach Barons has submitted their Assembly Permit for its annual "Rod Run to the End of the World" event to be held September 6 and 7, 2014.

I have attached their application for your review.

Please indicate if you approve/disapprove and return to our office by **Friday, March 14, 2014.**

- ☒ Approve of application as submitted
☐ Request a workshop for further discussion
☐ Approve with attached conditions

Signature S. A. S. Date 3-14-14



Pacific County COMMISSIONERS

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

MEMORANDUM

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TO: Scott Johnson, Sheriff
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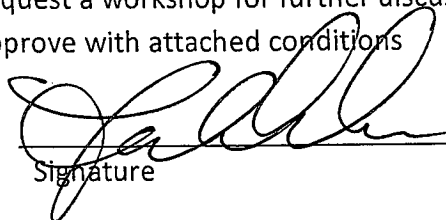
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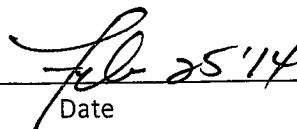
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Signature


Date

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.