

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

**Tuesday, September 9, 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)** Approve regular meeting minutes of August 12 and 26, 2014
- B)** Rainbow Valley Landfill Claims Voucher:  
City of Raymond - \$550

**CLOSE MEETING**

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

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

PACIFIC COUNTY, WASHINGTON  
LOCAL BOARD OF HEALTH  
JOURNAL #32

**PROCEEDINGS**

**9:00 AM**  
**Tuesday, August 12, 2014**

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

**CALL TO ORDER – 9:01am**

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

Amanda Bennett, Deputy Clerk of the Board  
Kathy Spoor, County Administrative Officer  
Paul Plakinger, Management & Fiscal Analyst  
Mike Collins, Public Works Director/County Engineer  
David Burke, Prosecuting Attorney  
Wayne Leonard, Juvenile Court Administrator  
Mary Goelz, Public Health and Human Services Director

**GENERAL PUBLIC IN ATTENDANCE**

Jerry Amacher  
Don Corcoran  
Ann LeFors  
James Samplawski

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

**PUBLIC COMMENT** – None

**CONSENT AGENDA (A)**

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

**Approve regular meeting minutes of July 22, 2014**

**MEETING CLOSED – 9:02AM**

PACIFIC COUNTY  
LOCAL BOARD OF HEALTH

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

ATTEST:

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

\_\_\_\_\_  
Amanda Bennett  
Deputy Clerk of the Board

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

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

PACIFIC COUNTY, WASHINGTON  
LOCAL BOARD OF HEALTH  
JOURNAL #32

**PROCEEDINGS**

**9:00 AM**  
**Tuesday, August 26, 2014**

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

**CALL TO ORDER – 9:01am**

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

Amanda Bennett, Deputy Clerk of the Board  
Kathy Spoor, County Administrative Officer  
Paul Plakinger, Management & Fiscal Analyst  
Mike Collins, Public Works Director/County Engineer  
David Burke, Prosecuting Attorney  
Wayne Leonard, Juvenile Court Administrator  
Mary Goelz, Public Health and Human Services Director

**GENERAL PUBLIC IN ATTENDANCE**

Julie Struck, South Bend Mayor  
Gerry Amacher  
Mike Williams, CO Reporter *(recorded meeting)*

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

**PUBLIC COMMENT – None**

**There was no business to come before the Board.**

**MEETING CLOSED – 9:02AM**

PACIFIC COUNTY  
LOCAL BOARD OF HEALTH

\_\_\_\_\_  
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)*

2014-25

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

CITY OF RAYMOND  
230 2<sup>ND</sup> STREET  
RAYMOND, WA 98577

Vendor #	Date
Reference No. 2	Purchase Order Number

**Instructions:**

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

Invoice #	Date	Description	Fund	Ops	Base Sub	Sub Elem	Obj	Amount
103	8/4/14	LEACHATE TREATMENT	660	000	537	10	41	550.00

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      PRES.      8/14/14  
Signature      Title      Date

Reviewed by: [Signature]  
Faith Taylor, Director      Date Aug 25 '14  
Department of Community Development

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

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



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

**Tuesday, September 9, 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** *(held in the Commissioners Conference Room unless otherwise noted)*

- 10:30 AM Workshop re: Community Health Assessment/Community Health Improvement Plan
- 12:00 PM Joint Management Meeting-ESB 5964 Training *(Commrs Meeting Room)*
- 1:30 PM fy2015 budget workshop
- 6:00 PM Community Forum *(Doc of the Bay, Bay Center)*

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**Call to Order**

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

**CONSENT AGENDA (Items 1-5)**

**Department of Public Works**

- 1) Notice of probation completion for Nick Milton, Neil Wirkkala, Dylan McDougall, and Kelly Spoor

**Health and Human Services Department**

- 2) Approve Amendment #16 to 2012 – 2014 Consolidated Contract #C16896 with WA State Department of Health

**Sheriff's Office**

- 3) Confirm Chair's signature on Amendment A to the WA State Military Department Agreement #E13 – 175

**General Business**

- 4) Approve Vendor Claims:  
Warrants Numbered 123549 thru 123655 - \$750,248.20  
Warrants Numbered 123656 thru 123740 - \$243,261.57
- 5) Approve regular meeting minutes of August 12 and 26, 2014

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

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

**ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS**

- 6) Consider approval of the promotion of Shelley Mittge, to vacant Senior GIS Analyst
- 7) Consider approval of the appointment of Samantha Johnson to fill vacant Administrative Assistant II position
- 8) Consider approval of Communications Facility Use Agreement and Memorandum of Lease with WA State Department of Transportation for use of the Holy Cross Site; authorize Chair to sign

**ITEMS REGARDING FLOOD CONTROL ZONE DISTRICT #1**

- 9) Consider approval of Perpetual Non-exclusive Storm Water System Easement from Amy McHale pertaining to the 55<sup>th</sup> to 67<sup>th</sup> St. Tartlet Improvement Project

**ITEMS REGARDING COUNTY FAIR**

- 10) Consider approval of 2014 Fair Judges Agreements

**ITEMS REGARDING SHERIFF'S OFFICE**

- 11) Consider approval of:
  - Award and Contract for a FEMA Mitigation Planning Grant
  - Issuance of Request for Proposal (RFP) for review, revising and updating Pacific County Hazard Mitigation Plan
- 12) REMOVED

**ITEMS REGARDING SUPERIOR COURT**

- 13) Consider approval of request to issue a Request for Proposal for Drug Court Coordinator
- 14) Consider approval of request to issue a Request for Proposal for Interpreter Services

**ITEMS REGARDING BOARDS AND COMMISSIONS**

- 15) Accept resignation from Kay Buesing from the Lodging Tax Advisory Committee
- 16) Accept resignation from Maiko Minami from the Timberland Regional Support Network

**ITEMS REGARDING GENERAL BUSINESS**

- 17) Consider adoption of Resolution 2014-\_\_\_\_\_ amending the fy2014 budget by appropriation transfer

**EXECUTIVE SESSION**

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

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

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

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

**REQUESTED MEETING DATE:**

September 9, 2014

## AGENDA REQUEST FORM

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

BOCC ACTION: ☐ APPROVED ☐ DENIED

Agenda Item #:

Initial:

Date:

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO:

Review: ☐ Clerk of the Board

☐ Risk Management

☐ CONTINUED TO DATE:

TIME:

☐ Legal

☐ OTHER:

### DISTRIBUTION LIST:

☐ RF

☐ Assessor

☐ DPW

☐ PACCOM

☐ Superior Court

☐ CF

☐ Auditor

☐ EMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Vegetation Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Coop. Ext.

☐ DCD

☐ NDC

☐ Sheriff

☐ Other

### AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: DPW

DIVISION (if applicable): Roads

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

PHONE / EXT: 3368

SIGNATURE:

DATE:

NARRATIVE OF REQUEST

Attached for your information are memorandums for completion of probation for the following employees; Nick Milton, Assistant Telecommunications Engineer, Neil Wirkkala, Engineering Technician I, Dylan McDougall, Road Maintenance Technician II, and Kelly Spoor, Traffic Control/Maintenance Technician.

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





**REQUESTED MEETING DATE:**

9/9/14

## AGENDA REQUEST FORM

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

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

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

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

☐ OTHER: \_\_\_\_\_

Review: ☐ Clerk of the Board

☐ Risk Management

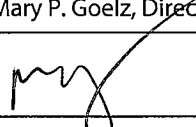
☐ Legal

**DISTRIBUTION LIST:**

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

### AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Health	DIVISION (if applicable):
OFFICIAL NAME & TITLE: Mary P. Goelz, Director	PHONE / EXT: 2644
SIGNATURE: 	DATE: 9-3-14
NARRATIVE OF REQUEST	
Request the Board of Commissioners approve and sign Department of Health 2012-2014 Consolidated Contract Amendment #16. This funding covered in this contract amendment is included in our approved 2014 Budget. We will not require a supplemental budget. The funding change covers the funding for Emergency Preparedness, Maternal Child Health Block grant, and the Women Infant Children Nutrition Program.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	

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

**CONTRACT NUMBER: C16896**

**AMENDMENT NUMBER: 16**

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

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

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

- ☒ Adds Statements of Work for the following programs:
  - Emergency Preparedness & Response - Effective July 1, 2014
- ☒ Amends Statements of Work for the following programs:
  - Maternal & Child Health Block Grant - Effective January 1, 2013
  - WIC Nutrition Program - Effective January 1, 2012
- ☐ Deletes Statements of Work for the following programs:

2. Exhibit B-16 Allocations, attached and incorporated by this reference, amends and replaces Exhibit B-15 Allocations as follows:

- ☒ Increase of \$89,780 for a revised maximum consideration of \$1,476,452.
- ☐ Decrease of \_\_\_\_\_ for a revised maximum consideration of \_\_\_\_\_.
- ☐ No change in the maximum consideration of \_\_\_\_\_.  
Exhibit B Allocations are attached only for informational purposes.

3. Exhibit C-10 Schedule of Federal Awards, attached and incorporated by this reference, amends and replaces Exhibit C-9.

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

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

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

PACIFIC COUNTY HEALTH & HUMAN SERVICES  
DEPARTMENT

STATE OF WASHINGTON  
DEPARTMENT OF HEALTH

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

APPROVED AS TO FORM ONLY  
Assistant Attorney General

2012-2014 CONSOLIDATED CONTRACT  
EXHIBIT A  
STATEMENTS OF WORK  
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**Exhibit A**  
**Statement of Work**  
**Contract Term: 2012-2014**

**Local Health Jurisdiction Name:** Pacific County Health & Human Services Department  
**Contract Number:** C16896

**DOH Program Name or Title:** Emergency Preparedness & Response - Effective July 1, 2014

**SOW Type:** Original      **Revision # (for this SOW)**

**Period of Performance:** July 1, 2014 through December 31, 2014

**Statement of Work Purpose:** The purpose of this statement of work is to establish the funding and tasks for the Public Health Emergency Preparedness and Response Program for the 2014-2015 grant period through December 31, 2014.

**Revision Purpose:** N/A

<b>Funding Source</b> <input checked="" type="checkbox"/> Federal Subrecipient <input type="checkbox"/> State <input type="checkbox"/> Other	<b>Federal Compliance (if applicable)</b> <input type="checkbox"/> ARRA (Recovery Act) <input checked="" type="checkbox"/> FFATA (Transparency Act)	<b>Type of Payment</b> <input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Fixed Price
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Chart of Accounts Program Name or Title	CFDA #	BARS Revenue Code	Master Index Code	Funding Period (LHJ Use Only) Start Date End Date	Current Consideration	Change Increase (+)	Total Consideration
FFY14 EPR LHJ FUNDING	93.069	333.93.06	18101630	07/01/14 12/31/14	0	49,450	49,450
<b>TOTALS</b>					0	49,450	49,450

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
Admin 1	Complete reporting templates to comply with federal grant requirements (e.g., performance measures, gap analysis, etc.)		Submit completed templates.	As required	Reimbursement for costs, not to exceed total funding consideration amount.
Admin 2	Develop work plan for the 2015-2016 grant cycle.		Submit completed work plan.	*See reporting template for due date.	
Admin 3	Complete mid-year and end of year reporting.		Submit mid-year reporting template.	December 19, 2014	
Admin 4	Attend emergency preparedness events (monthly program update calls, quarterly workshops, etc.) hosted by DOH.		Submit mid-year reporting template.	December 19, 2014	
Admin 5	Bimonthly meetings in Olympia for the Regional Health Care Coalition. Health Officer, Director, and/or Deputy director attends the Regional Health Care Coalition.		Submit mid-year reporting template.	December 19, 2014	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
Admin 6	Designate Local Emergency Response Coordinator (LERC).		Submit mid-year reporting template.	December 19, 2014	
3.1	Lead Emergency Support Function 8 (ESF-8) for the county. Review and update job action sheets specific to public health incident.		Submit mid-year reporting template.	December 19, 2014	
3.2	Activate an emergency response test with staff on a quarterly basis using the (SECURES) notification system		Submit mid-year reporting template.	December 19, 2014	
3.3	Participate in Incident Command System (ICS) position specific trainings.		Submit mid-year reporting template.	December 19, 2014	
3.4	Develop or participate in exercise or tabletop annually with community partners particularly related to use of Medical Reserve Corp (MRC) partners.		Submit mid-year reporting template.	December 19, 2014	
4.1	Reinforce and test the fundamental capabilities to alert staff and the public of threats to health and safety, (email and fax for providers and secures for staff)		Submit mid-year reporting template.	December 19, 2014	
4.2	Test satellite phones at least quarterly to assure the ability to communicate with staff and other partners.		Submit mid-year reporting template.	December 19, 2014	
4.3	Train and exercise staff in ICS.		Submit mid-year reporting template.	December 19, 2014	
5.1	Convene a meeting with community partners (coroner, Environmental health, Funeral homes, mental health, hospitals, and first responders) to update Mass Fatalities Plan.		Submit mid-year reporting template.	December 19, 2014	
8.2	Build partnerships that support efficient medication dispensing under LHJ direction. Renew Memorandums of Understanding (MOU's) with dispensing sites and update if needed.		Submit mid-year reporting template.	December 19, 2014	
8.3	Update Strategic National Stockpile (SNS) plan, particularly around Points of Dispensing (POD).		Submit mid-year reporting template.	December 19, 2014	
8.4	Develop "Just in Time" trainings that focus on setting up and managing PODs using MRC volunteers to assist in staffing the PODs.		Submit mid-year reporting template.	December 19, 2014	
9.1	Inventory cache stored at Ocean Beach Hospital; review policy on releasing cache.		Submit mid-year reporting template.	December 19, 2014	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
9.2	Review forms used for the distribution of medical materials.		Submit mid-year reporting template.	December 19, 2014	
9.3	Develop partnerships to efficiently manage and distribute medical cache.		Submit mid-year reporting template.	December 19, 2014	
10.1	Continue with recruitment and training of MRC to assist with medical surge needs on both ends of the county.		Submit mid-year reporting template.	December 19, 2014	
13.1	Maintain a 24/7 contact name and number to be available to send and receive alerts and Notifiable conditions reporting and communications with necessary partners, including DOH, local hospitals, providers and the public.		Submit mid-year reporting template.	December 19, 2014	
13.3	Maintain and update as needed a list of staff on call 24/7 that are able to receive and send emergency notifications, alerts, and Notifiable conditions reporting and communication. The list should include the contact person, title, current phone number and email address,		Submit mid-year reporting template.	December 19, 2014	
13.4	Participate in DOH Integrated surveys regarding systems and surveillance data as requested.		Submit mid-year reporting template.	December 19, 2014	
14.2	Determine what protective measures the first responders currently have available and determine future needs and resources.		Submit mid-year reporting template.	December 19, 2014	
14.3	Update Fit tests for N95 masks for public health staff.		Submit mid-year reporting template.	December 19, 2014	

**\*For Information Only:**

Funding is not tied to the revised Standards/Measures listed here. This information may be helpful in discussions of how program activities might contribute to meeting a Standard/Measure. More detail on these and/or other Public Health Accreditation Board (PHAB) Standards/Measures that may apply can be found at: <http://www.phaboard.org/wp-content/uploads/PHAB-Standards-and-Measures-Version-1.0.pdf>

**Program Specific Requirements/Narrative****Special Requirements:****Federal Funding Accountability and Transparency Act (FFATA)**

This statement of work is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how the federal funds are spent.

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Data Universal Numbering System (DUNS®) number.

Information about the LHJ and this statement of work will be made available on <http://USASpending.gov> by DOH as required by P.L. 109-282.

**DOH Program Contact**

Rachel McKinlay, Contract & Finance Specialist

Department of Health

PO Box 47960, Olympia, WA 98504-7960

[rachel.mckinlay@doh.wa.gov](mailto:rachel.mckinlay@doh.wa.gov)

PHEPR Deliverable Submission: [concondeliverables@doh.wa.gov](mailto:concondeliverables@doh.wa.gov)

360-236-4056

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2012-2014**

**DOH Program Name or Title:** Maternal & Child Health Block Grant -  
Effective January 1, 2013

**Local Health Jurisdiction Name:** Pacific County Health & Human Services  
Department  
**Contract Number:** C16896

**SOW Type:** Revision      **Revision # (for this SOW)** 5

**Period of Performance:** January 1, 2013 through December 31, 2014

<b>Funding Source</b>	<b>Federal Compliance</b> (if applicable)	<b>Type of Payment</b>
<input checked="" type="checkbox"/> Federal Subrecipient	<input type="checkbox"/> ARRA (Recovery Act)	<input checked="" type="checkbox"/> Reimbursement
<input type="checkbox"/> State	<input checked="" type="checkbox"/> FFATA (Transparency Act)	<input type="checkbox"/> Fixed Price
<input type="checkbox"/> Other		

**Statement of Work Purpose:** The purpose of this statement of work is to add new focus of work and funding for Maternal and Child Health Block Grant (MCHBG) related activities.

**Revision Purpose:** The purpose of this revision is to extend the period of performance and add funding and activities from 10/01/14 to 12/31/14 for continuation of MCHBG related activities, add Special Instructions, and change the DOH Program Contact.

Chart of Accounts Program Name or Title	CFDA #	BARS Revenue Code	Master Index Code	Funding Period (LHJ Use Only) Start Date   End Date	Current Consideration	Change Increase (+)	Total Consideration
FFY13 MCHBG OHC CONCON FEDERAL	93.994	333.93.99	78734231	01/01/13   09/30/13	28,467	0	28,467
FFY14 MCHBG CBP CONCON	93.994	333.93.99	78734240	10/01/13   09/30/14	37,159	0	37,159
FFY13 PPPO MCHBG Operations	93.994	333.93.99	78131230	01/01/14   09/30/14	796	0	796
FFY15 MCHBG CBP ConCon	93.994	333.93.99	78734250	10/01/14   12/31/14	0	9,409	9,409
<b>TOTALS</b>					<b>66,422</b>	<b>9,409</b>	<b>75,831</b>

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
<b>Maternal and Child Health Block Grant (MCHBG) Administration and Year End Closeout of 2013 Contract</b>					
1a	Identify MCHBG-focused carry forward activities and submit transition proposal to DOH contract manager, using DOH-supplied template.		Transition proposal	January 31, 2013	Reimbursement for actual costs, not to exceed total funding consideration. See Program Specific Requirements.
1b	Complete a proposed budget using template provided by DOH.		Completed budget submitted electronically.	April 15, 2013	
1c	Participate in calls, at a minimum of every other month, with DOH contract manager. Dates and time for calls are mutually agreed upon between DOH and LHJ.		Designated LHJ staff will participate in contract management calls.	December 31, 2013 September 30, 2014 December 31, 2014	



Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1d	Participate in DOH sponsored MCHBG-related quarterly conference calls and/or webinars, including up to two (2) in-person meetings.		Designated LHJ staff will participate in calls, webinars, and meetings.	December 31, 2013 September 30, 2014 <i>December 31, 2014</i>	
1e	Complete MCHBG Federal Report Form 4, which includes budget details by types of individuals served. DOH will supply the form.		Submit MCHBG Federal Report Form 4 electronically to contract manager	December 31, 2013	
1f	Report actual expenditures for calendar year 2013 using template provided by DOH.		Submit actual expenditure budget forms electronically to contract manager	December 31, 2013	
1g	Report activities and outcomes of transition plan		Submit short narrative report electronically to contract manager	August 15, 2013	
1h	<i>Report actual expenditures and complete Federal Form 4 for January 1, 2014 – September 30, 2014 using the MCHBG Budget Workbook provided by DOH.</i>		<i>Submit actual expenditures and Federal Report 4 electronically to contract manager.</i>	<i>December 1, 2014</i>	

#### Planning and Needs Assessments

2a	Conduct a Maternal and Child Health (MCH) Needs Assessment prior to March 31, 2013. DOH to supply guidance documents.		Submit 1. Electronic summary of MCH Needs Assessment 2. Electronic MCH Gap Analysis Tool	April 15, 2013	Reimbursement for actual costs, not to exceed total funding consideration. See Program Specific Requirements.
2b	Select Children and Youth with Special Health Care Needs (CYSHCN) performance measure (NPM05 required, others optional) and choose or develop SMART Objectives based on Needs Assessment findings from 2a and using DOH-supplied list.		Submit identified performance measure(s) and SMART Objectives electronically using DOH-supplied template	April 15, 2013	
2c	Select either Adverse Childhood Experiences (ACEs) or Universal Developmental Screening (UDS) performance measure and choose or develop SMART Objectives based on Needs Assessment findings from 2a and using DOH-supplied list.		Submit identified performance measure(s) and SMART Objectives electronically using DOH-supplied template	April 15, 2013	
2d	Select up to three (3) additional MCH performance measures and choose or develop SMART Objectives based on Needs Assessment findings related to 2a and using DOH-supplied list and template in coordination with DOH contract manager.		Submit identified performance measure(s) and SMART Objectives electronically.	April 15, 2013	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
<b>Implementation</b>					
3a	Develop draft and final action plan that includes each identified SMART Objective from 2b, 2c, and 2d and using DOH-supplied template.		1. Submit draft Action Plan(s) to DOH contract manager for review. 2. Submit final Action Plan(s) to DOH contract manager for review.	1. Draft by June 15, 2013.  2. Final due by July 15, 2013.	Reimbursement for actual costs, not to exceed total funding consideration. Action Plan and Progress Reports must only reflect activities paid for with funds provided in this statement of work for the specified funding period.
3b	Report activities and outcomes of action plan using DOH provided template		Submit Action Plan Progress Reports for selected SMART Objectives	October 15, 2013 December 30, 2013 April 15, 2014 July 15, 2014 <i>October 15, 2014</i> <i>December 31, 2014</i>  If LHJ chooses to bill on a monthly basis, reports are due on or before the 15 <sup>th</sup> of the following month.  December 6, 2013	See Program Specific Requirements and Special Billing Requirements.
3c	Develop action plan for January 1, 2014 through September 30, 2014 (to align with the Federal Fiscal Year) using DOH-provided template.		Submit Action Plan to DOH contract manager.	December 6, 2013	
3d	Develop an action plan (including Budget Workbook) for October 1, 2014 through September 30, 2015 (to align with the Federal Fiscal Year) using DOH provided template.		Submit Action Plan to DOH contract manager.	September 5, 2014	
<b>Children and Youth with Special Health Care Needs (CYSHCN)</b> The Maternal and Child Health Block Grant (MCHBG) continues to require the following basic minimum activities as specified in the CYSHCN Program Manual:					
4a	Complete Child Health Intake Form (CHIF) using the CHIF Automated System on all infants and children served by the CYSHCN Program as referenced in CYSHCN Program Manual.		Submit CHIF data into Secure File Transport (SFT) website: <a href="https://sft.wa.gov">https://sft.wa.gov</a>	April 15, 2013 July 15, 2013 October 15, 2013 December 31, 2013 April 15, 2014 July 15, 2014 <i>October 15, 2014</i> <i>January 15, 2015 (See Special Instructions below)</i>	Reimbursement for actual costs, not to exceed total funding consideration. Action Plan and Progress Reports must only reflect activities paid for with funds provided in this statement of work for the specified funding period.

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
				If LHJ chooses to bill on a monthly basis, reports are due on or before the 15 <sup>th</sup> of the following month. 30 days after forms are completed	See Program Specific Requirements.
4b	Administer allocated DOH Diagnostic and Treatment funds for infants and children per CYSHCN Program Manual when funds are used.		Submit completed Health Services Authorization forms and Central Treatment Fund requests directly to the CYSHCN Program as needed.		
4c	Participate in the CYSHCN Regional System and quarterly meetings as described in the CYSHCN Program Manual.		Submit Action Plan Progress Reports including number of regional meetings attended to the DOH contract manager.	April 15, 2013 July 15, 2013 October 15, 2013 December 31, 2013 April 15, 2014 July 15, 2014 October 15, 2014 January 15, 2015 (See Special Instructions below)	
				If LHJ chooses to bill on a monthly basis, reports are due on or before the 15 <sup>th</sup> of the following month.	

**\*For Information Only:**

Funding is not tied to the revised Standards/Measures listed here. This information may be helpful in discussions of how program activities might contribute to meeting a Standard/Measure. More detail on these and/or other Public Health Accreditation Board (PHAB) Standards/Measures that may apply can be found at: <http://www.phaboard.org/wp-content/uploads/PHAB-Standards-and-Measures-Version-1.0.pdf>

**Program Specific Requirements/Narrative****Special Requirements:****Federal Funding Accountability and Transparency Act (FFATA)**

This statement of work is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how the federal funds are spent.

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Data Universal Numbering System (DUNS®) number.

Information about the LHJ and this statement of work will be made available on <http://USASpending.gov> by DOH as required by P.L. 109-282.

**Program Manual, Handbook, Policy References**

Children with Special Health Care Needs Manual

<http://ftp.doh.wa.gov/CSHCN/CSHCN%20Manual%20for%20WEB.pdf> <http://www.doh.wa.gov/Portals/1/Documents/Pubs/970-209-CSHCN-Manual.pdf>

**Restrictions on Funds (what funds can be used for which activities, not direct payments, etc)**

1. At least 30% of federal Title V funds must be used for preventive and primary care services for children and at least 30% must be used services for children with special health care needs. [Social Security Law, Sec. 505(a)(3)].
2. Funds may not be used for:
  - a. Inpatient services, other than inpatient services for children with special health care needs or high risk pregnant women and infants, and other patient services approved by Health Resources and Services Administration (HRSA).
  - b. Cash payments to intended recipients of health services.
  - c. The purchase or improvement of land, the purchase, construction, or permanent improvement of any building or other facility, or the purchase of major medical equipment.
  - d. Meeting other federal matching funds requirements.
  - e. Providing funds for research or training to any entity other than a public or nonprofit private entity.
  - f. payment for any services furnished by a provider or entity who has been excluded under Title XVIII (Medicare), Title XIX (Medicaid), or Title XX (social services block grant). [Social Security Law, Sec 504(b)].
3. If any charges are imposed for the provision of health services using Title V (MCH Block Grant) funds, such charges will be pursuant to a public schedule of charges; will not be imposed with respect to services provided to low income mothers or children; and will be adjusted to reflect the income, resources, and family size of the individual provided the services. [Social Security Law, Sec. 505 (1)(D)].

**Monitoring Visits (frequency, type)**

Telephone calls with contract manager at least one every other month.

**Special Billing Requirements**

Payment is contingent upon DOH receipt and approval of all deliverables and an acceptable A19-1A invoice voucher. Payment to completely expend the "Total Consideration" for a specific funding period will not be processed until all deliverables are accepted and approved by DOH. Invoices must be submitted at least quarterly and must be based on actual allowable program costs. Billing for services on a monthly or quarterly fraction of the "Total Consideration" will not be accepted or approved. Monthly invoices on actual allowable program costs will be accepted but an updated Action Plan Progress Report must also be submitted.

**Special Instructions**

*Deliverable due date(s) outside of the 2012-2014 consolidated contract term are for informational purposes only and will be included in a new statement of work under the new consolidated contract term beginning January 1, 2015.*

**DOH Program Contact**

*Carla Huxley Tory Henderson*

Healthy Communities Consultant

Office of Healthy Communities

Washington State Department of Health

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Exhibit A, Statements of Work

Revised as of July 15, 2014

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2012-2014**

**DOH Program Name or Title:** WIC Nutrition Program - Effective January 1, 2012  
**Local Health Jurisdiction Name:** Pacific County Health & Human Services Department  
**Contract Number:** C16896

**SOW Type:** Revision      **Revision # (for this SOW)** 11

**Period of Performance:** January 1, 2012 through December 31, 2014

<b>Funding Source</b> <input checked="" type="checkbox"/> Federal Subrecipient <input type="checkbox"/> State <input type="checkbox"/> Other	<b>Federal Compliance (if applicable)</b> <input type="checkbox"/> ARRA (Recovery Act) <input checked="" type="checkbox"/> FFATA (Transparency Act)	<b>Type of Payment</b> <input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Fixed Price
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**Statement of Work Purpose:** The purpose is to provide Women, Infants, and Children (WIC) Nutrition Program services by following WIC federal regulations, WIC state office policies and procedures, WIC directives, and other rules. Refer to the Program Specific Requirements section of this document.

**Revision Purpose:** The purpose of this revision is to modify tasks 1.9a, 3.1, 3.3 and 3.4, and add FFY15 USDA Breastfeed Peer Counsel and FFY15 USDA WIC NLS funds and a Special Requirement.

Chart of Accounts Program Name or Title	CFDA #	BARS Revenue Code	Master Index Code	Funding Period (LHJ Use Only) Start Date End Date	Current Consideration	Change Increase (+)	Total Consideration
FFY12 USDA WIC NLS	10.557	333.10.55	76210220	01/01/12 09/30/12	82,425	0	82,425
FFY13 USDA WIC NLS	10.557	333.10.55	76210230	10/01/12 09/30/13	113,102	0	113,102
FFY14 USDA WIC NLS	10.557	333.10.55	76210240	10/01/13 09/30/14	108,014	0	108,014
FFY12 USDA WIC BREASTFEEDING	10.557	333.10.55	76213220	01/01/12 09/30/12	2,738	0	2,738
FFY13 USDA BREASTFEED PEER COUNSEL	10.557	333.10.55	76214230	10/01/12 09/30/14	11,456	0	11,456
FFY14 USDA BREASTFEED PEER COUNSEL	10.557	333.10.55	76214240	10/01/13 12/31/14	10,024	0	10,024
FFY11 USDA BREASTFEED PEER COUNSEL	10.557	333.10.55	76214210	01/01/12 09/30/12	11,615	0	11,615
FFY12 OA MATERNITY CARE SUMMIT & TRNG	10.557	333.10.55	76211225	01/01/12 09/30/12	1,464	0	1,464
FFY12 USDA BREASTFEED PEER COUNSEL	10.557	333.10.55	76214220	07/01/12 09/30/13	14,161	0	14,161
FFY12 USDA FMNP ADMIN	10.572	333.10.57	76540220	01/01/12 09/30/12	235	0	235
FFY09 REVITALIZE QUALITY NUTRITION GRANT	10.557	333.10.55	76215210	10/01/12 12/31/12	2,500	0	2,500
FFY13 USDA FMNP ADMIN	10.572	333.10.57	76540230	10/01/12 09/30/13	115	0	115
FFY15 USDA BREASTFEED PEER COUNSEL	10.557	333.10.55	76214250	10/01/14 12/31/14	0	4,296	4,296
FFY15 USDA WIC NLS	10.557	333.10.55	76210250	10/01/14 12/31/14	0	26,625	26,625
<b>TOTALS</b>					<b>357,849</b>	<b>30,921</b>	<b>388,770</b>

Task Number	Task/Activity/Description	*May Support PHIP State and Local Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	<b>WIC Nutrition Program</b>	7.2 B			See "Special Billing Requirements" below
1.1	Maintain authorized participating caseload at 100%.		Quarterly average as shown on Caseload Management Reports		

Task Number	Task/Activity/Description	*May Support PHIP State and Local Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<p>The DOH State WIC Nutrition Program has the option of reducing authorized participating caseload and corresponding funding when:</p> <ol style="list-style-type: none"> <li>1. Unanticipated funding situations occur</li> <li>2. Reallocations are necessary to redistribute caseload statewide.</li> </ol> <p>Authorized participating caseload for January 2012 through December 2013 = <u>540</u>  Revised Authorized participating caseload for January 2013 through December 2013 = <u>520</u>  Revised Authorized participating caseload for January 2014 through December 2014 = <u>500</u></p>				
1.2	Submit the annual Nutrition Education Plan for each year of the Contract.	9.2 B	Nutrition Education Plan	First year due 03/31/12 Second year due 03/31/13 Third year due 03/31/14	Payment withheld if not received by due date.
1.3	Submit the annual Nutrition Services Expenditure Report for each year of the Contract.	6.1 B	Nutrition Services Expenditure Report	11/30/12 11/30/13 11/30/14	Payment withheld if not received by due date.
1.4	Transmit electronically all client and check issuance data via the Client Information Management System (CIMS).	3.1 B	Client and Check Issuance data	Same day of operation; no later than noon the following day.	
1.5	Tell clients about other health services in the agency. If needed, develop written agreements with other health care agencies and refer clients to these services.	3.1 B	Documentation must be available for review by WIC monitor staff.	Biennial WIC monitor	
1.6	Provide nutrition education services to clients and caregivers in accordance with federal and state requirements.	3.1 B	Documentation must be available for review by WIC monitor staff.	Biennial WIC monitor	
1.7	Issue WIC checks while assuring adequate check security and reconciliation.	3.1 B	Documentation must be available for review by WIC monitor staff.	Biennial WIC monitor	
1.8	Collect data, maintain records, and submit reports to effectively enforce the non-discrimination laws (Refer to Civil Rights Assurances below).	3.1 B	Documentation must be available for review by WIC monitor staff.	Biennial WIC monitor	
1.9a	Submit WIC and Breastfeeding Peer Counseling Budget Workbook for each year of the contract.		Budget Workbook	09/30/13 09/30/14	

Task Number	Task/Activity/Description	*May Support PHIP State and Local Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1.9b	Revise and submit WIC Budget Workbook mid-year for each year of the contract.		Revised Budget Workbook	Mid-year revision due 04/30/13 Mid-year revision due 04/30/14	
<b>2</b>	<b>Breastfeeding Promotion</b>				See "Special Billing Requirements" below
2.1	Provide breastfeeding promotion and support activities in accordance with federal and state requirements	3.1 B	Status report of chosen activities in Nutrition Education Plan.  Documentation must be available for review by WIC monitor staff.	First year due 03/31/12 Second year due 03/31/13 Third year due 03/31/14  Biennial WIC monitor	
2.2	Work with community partners to improve practices that affect breastfeeding. Choose one or more of the following projects: <ul style="list-style-type: none"> <li>Change worksite policies of employers who likely employ low income women</li> <li>Provide breastfeeding education to health care providers who serve low income pregnant and breastfeeding women</li> <li>Work with birthing hospitals to improve maternity care practices that affect WIC client breastfeeding rates.</li> <li>Provide clients access to lactation consultants</li> <li>Provide staff and community partners breastfeeding training.</li> <li>Other projects will need pre-approval from the State WIC Office.</li> </ul>	4.2 B	Status report of chosen activities in Nutrition Education Plan.  Documentation must be available for review by WIC monitor staff.	First year due 03/31/12 Second year due 03/31/13 Third year due 03/31/14  Biennial WIC monitor	
<b>3</b>	<b>Breastfeeding Peer Counseling Program</b>	3.1 B			See "Special Billing Requirements" below
3.1	Provide breastfeeding peer counseling program activities in accordance with federal and state requirements. The WIC Breastfeeding Peer Counseling Program is meant to enhance, not supplant, WIC Breastfeeding Promotion activities.		Breastfeeding Peer Counseling Annual Report and Budget expenditures from the previous federal fiscal year.  Documentation must be available for review by WIC monitor staff.	First year due 02/15/12 Second year due 12/17/12 Third year due 12/16/13 Due 12/31/14  Biennial WIC monitor	
3.2	Track Breastfeeding Peer Counseling Program expenditures and bill separately from the WIC grant.		Documentation must be available for review by WIC monitor staff	Biennial WIC monitor	

Task Number	Task/Activity/Description	*May Support PHIP State and Local Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
3.3	Peer counselors are paid, supervised, and receive, at minimum, annual breastfeeding training.		Breastfeeding Peer Counseling Annual Report and <del>Budget</del> expenditures from the previous federal fiscal year.  Documentation must be available for review by WIC monitor staff	First year due 02/15/12 Second year due 12/17/12 Third year due 12/16/13 Due 12/31/14  Biennial WIC monitor	
3.4	Assure peer counselors have access to an International Board Certified Lactation Consultant (IBCLC). If no IBCLC is available, peer counselors have access to staff who have attended state-approved lactation management training.		Breastfeeding Peer Counseling Annual Report and <del>Budget</del> expenditures from the previous federal fiscal year.  Documentation must be available for review by WIC monitor staff	First year due 02/15/12 Second year due 12/17/12 Third year due 12/16/13 Due 12/31/14  Biennial WIC monitor	
3.5	Attend state-sponsored training on peer counselor programs		Documentation must be available for review by WIC monitor staff	Biennial WIC monitor	
4	<b>Farmers Market Nutrition Program (FMNP)</b>				See "Special Billing Requirements" below
4.1	Distribute all Farmers Market Nutrition Program checks to eligible WIC clients between June 1 and September 30 of current year.		Send completed FMNP check registers to banking contractor on a weekly basis following FMNP procedures.  Documentation must be available for review by WIC monitor staff	Weekly July-Sept 2012 Weekly June-Sept 2013 All registers sent by Oct. 1 and by 2012 , Oct. 1, 2013  Biennial WIC Monitor	

**\*For Information Only:**

Funding is not tied to the 2006 revised Standards/Measures listed here. This information may be helpful in discussions of how program activities might contribute to meeting a Standard/Measure. More detail on these and/or other revised Standards/Measures that may apply, may be found at: <http://www.doh.wa.gov/PublicHealthandHealthcareProviders/PublicHealthSystemResourcesandServices/PublicHealthImprovementPartnershipPHIP/ResourceCatalog/Standards.aspx>

**Program Specific Requirements/Narrative****Special Requirements:****Federal Funding Accountability and Transparency Act (FFATA)**

This statement of work is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how the federal funds are spent.

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Data Universal Numbering System (DUNS®) number. Information about the LHJ and this statement of work will be made available on <http://USASpending.gov> by DOH as required by P.L. 109-282.



**Program Manual, Handbook, Policy References:**

The LHJ shall be responsible for providing services according to rules, regulations and other information contained in the following:

- WIC Federal Regulations, USDA, FNS 7CFR Part 246, 3016, 3017 and 3018
- Washington State WIC Nutrition Program Policy and Procedure Manual
- Updated Directives issued during the term of the Contract

**Staffing Requirements:**

The LHJ must:

- Use Competent Professional Authority staff to determine client eligibility for the WIC Nutrition Program.
- Use a Registered Dietitian (RD) or other qualified nutritionist to assure the quality of nutrition education provided to clients.
- Use an RD or nutritionist to complete nutrition high risk care plans for high risk clients.  
A Registered Dietitian refers to a person registered with the American Dietetic Association or someone who is registration eligible. A nutritionist refers to a person with a Master's Degree in nutrition or public health nutrition from an accredited school.

**Restrictions on Funds:**

The LHJ will follow the instructions found in the Policy and Procedure Manual under WIC Allowable Costs.

**Special References (RCWs, WACs):**

**Washington Administrative Code WAC 246-790-050**

What is the WIC program?

- (1) The WIC program in the state of Washington is administered by DOH.
- (2) The WIC program is a federally funded program established in 1972 by an amendment to the Child Nutrition Act of 1966. The purpose of the program is to provide nutrition and health assessment; nutrition education; nutritious food; breastfeeding counseling; and referral services to pregnant, breastfeeding, and postpartum women, infants, and young children in specific risk categories.
- (3) Federal regulations governing the WIC program (7 CFR Part 246) require implementation of standards and procedures to guide the state's administration of the WIC program and are hereby incorporated in this rule by reference. These regulations define the rights, responsibilities, and legal procedures of WIC employees, clients, persons acting on behalf of a client, and retailers. They are designed to promote:
  - (a) High quality nutrition services;
  - (b) Consistent application of policies and procedures for eligibility determination;
  - (c) Consistent application of policies and procedures for food benefit issuance and delivery; and
  - (d) WIC program compliance.
- (4) The WIC program implements policies and procedures stated in program manuals, handbooks, contracts, forms, and other program documents approved by the USDA Food and Nutrition Service.
- (5) The WIC program may impose sanctions against WIC clients for not following WIC program rules stated on the WIC rights and responsibilities.

- (6) The WIC program may impose monetary penalties against persons who misuse WIC checks or WIC food but who are not WIC clients.

**Monitoring Visits:**

Program and fiscal monitoring are done on a Biennial (every two years) basis, and are conducted onsite.

The LHJ must maintain on file and have available for review, audit and evaluation:

- 1) All criteria used for certification, including information on income, nutrition risk eligibility and referrals
- 2) Program requirements
- 3) Nutrition education
- 4) All financial records

**Assurances/Certifications:**

**1. Computer Equipment Loaned by the DOH WIC Nutrition Program**

In order to perform WIC program activities, DOH requires computers and printers to be in local WIC clinics or to be transported to mobile clinics. This equipment ("Loaned Equipment") is owned by DOH, and loaned to the local agency (LHJ). The Loaned Equipment is supported by DOH. This equipment shall be used for WIC business only or according to WIC Policy and Procedures.

An inventory of Loaned Equipment is kept by DOH. Each time Loaned Equipment is changed, the parties shall complete the Equipment Transfer Form and DOH updates the inventory. A copy of the Transfer Form will be provided to the LHJ. Copies of the updated inventory list may be requested at any time.

The LHJ agrees to:

- a. Defend, protect and hold harmless DOH or any of its employees from any claims, suits or actions arising from the use of this Loaned Equipment.
- b. Assume responsibility for any loss or damage from abnormal wear or use, or from inappropriate storage or transportation.

DOH may enforce this by:

- 1) Requiring reimbursement from the LHJ of the value of the Loaned Equipment at the time of the loss or damage.
- 2) Requiring the LHJ to replace the Loaned Equipment with equipment of the same type, manufacturer, and capabilities (as pre-approved by DOH), or
- 3) Assertion of a lien against the LHJ's property.

DOH recommends LHJs carry insurance against possible loss or theft.

**2. Civil Rights Assurance**

The LHJ shall perform all services and duties necessary to comply with federal law in accordance with the following Civil Rights Assurance:

- a. "The LHJ hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28 CFR 50.3 and 42; and FNS directives and guidelines, to the effect that, no person shall, on the ground of race, color, national origin, sex, age or handicap, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the LHJ receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this Contract.
- b. "By accepting this assurance, the LHJ agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the nondiscrimination laws and permit authorized USDA personnel during normal working hours to review such records, books and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, Food and Nutrition Service, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the LHJ, its successors, transferees, and assignees, as long as it receives assistance or retains possession of any assistance from DOH. The person or persons whose signatures appear on the contract are authorized to sign this assurance on behalf of the LHJ."

### 3. 7CFR Parts 3016, 3017, 3018

The LHJ shall comply with all the fiscal and operations requirements prescribed by the state agency as directed by Federal WIC Regulations (7CFR part 246.6), 7CFR part 3016, the debarment and suspension requirements of 7CFR part 3017, if applicable, the lobbying restrictions of 7CFR part 3018, and FNS guidelines and instructions and shall provide on a timely basis to the state agency all required information regarding fiscal and program information.

#### Special Billing Requirements: Billing Information

- a. Billings are submitted on an A19-1A form, which is coded and provided by DOH prior to each federal fiscal budget period.
- b. A19-1A forms are submitted monthly following the close of each calendar month or upon completion of services, before the end of the federal contract budget period.
- c. Funds are allocated by budget categories (refer to Chart of Accounts Program names) and by state and federal budget periods (refer to the allocation sheet).
- d. Expenses are incurred only during the budget period; no carry forward from previous time periods, or borrowing from future time periods is allowed.
- e. Payments for a budget period are limited to the amounts allocated for the budget period for each budget category.
- f. Billings are based on actual costs, with back up documentation retained by the LHJ and available for inspection by DOH or other appropriate authorities.
- g. Payments will be made only for WIC approved expenditures. Refer to the Washington State WIC Nutrition Program Policy and Procedure Manual for WIC allowable costs.
- h. Advance payments are not allowed.

#### Special Instructions: The LHJ shall:

- 1) Maintain complete, accurate, and current accounting of all local, state, and federal program funds received and expended.
- 2) Provide, as necessary, a single audit in accordance with the provisions of OMB Circular A-133. This circular requires the LHJ to have a single audit performed should LHJ spend \$500,000 or more of federal grants or awards from all sources. The LHJ is a sub-recipient of federal funds.

#### Special Requirements:

**January 2012 - September 2012 time period:** A total of \$12,888 is added in the WIC/USDA Breastfeeding Peer Counseling category to complete the requirements of operating a USDA Loving Support Breastfeeding Peer Counseling program.

**January 2012 – September 2012 time period:** A total of \$1,464 is added in the OA Maternity Care Summit and Training category to fund supplies and activities as per the Breastfeeding Operational Adjustment grant request submitted to the Washington State WIC Nutrition Program to engage hospitals to improve their maternity care practices that affect breastfeeding. The Pacific County Health Department must submit two reports to the Department of Health WIC Nutrition Program for the FFY12 OA Maternity Care Summit and Training Project. An interim report is due June 22, 2012. The interim report must include expenses and obligations to date, anticipated future expenditures, and a balance of funds for each earmarked item. A final report is due October 19, 2012. The final report must include actual expenses for the year with a narrative description of project accomplishments.

**October 2012 – December 2012 time period:** A total of \$4,296 is added in the WIC/USDA Breastfeeding Peer Counseling category to complete the requirements of operating a USDA Loving Support Breastfeeding Peer Counseling program.

**October 2012 – December 2012 time period:** A total of \$2,500 is added in the WIC/USDA Revitalizing Quality Nutrition Services category to fund the WIC Fruit and Vegetable Community Partnership Grant activities. The funds shall be used to purchase supplies, complete activities and coordinate the project as outlined in the grant submitted to the DOH WIC Nutrition Program. Any changes in grant activities must have prior approval from the DOH WIC Nutrition Program.

**January 2013 – September 2013 time period:** A total of \$8,592 is added through June 2013 in the WIC/USDA Breastfeeding Peer Counseling category to complete the requirements of operating a USDA Loving Support Breastfeeding Peer Counseling program.

**October 2012 – September 2013 time period:** A total of \$1,655 is added through June 2013 in the WIC/USDA Base Funding category to spend on breastfeeding promotion activities per Task 2.2 listed under Breastfeeding Promotion in the Statement of Work (SOW).

**October 2012 – September 2013 time period:** A total of \$2,300 in WIC/USDA WIC Base Funding through June 2013 is added for the purpose of funding registration and travel expenses for staff to attend the following required trainings and meeting:

- Childhood Obesity Prevention Conference, Seattle
- WIC Coordinator meeting, SeaTac
- Baby Behavior training, 4 locations statewide

Any of these remaining funds designated for training/travel are to be used for attendance at Core WIC, Coordinator, or Nutritionist trainings held in Olympia or to another training after receiving approval from the State WIC Office. Refer to Memo #2012-105 for more information about this funding.

**January 2013 – September 2013 time period:** A total of \$4,296 is added in the WIC/USDA Breastfeeding Peer Counseling category to complete the requirements of operating a USDA Loving Support Breastfeeding Peer Counseling program.

**October 2012 – September 2013 time period:** A total of \$552 is included for July through September 2013 in the WIC/USDA Base Funding category to spend on breastfeeding promotion activities per Task 2.2 listed under Breastfeeding Promotion in the Statement of Work (SOW).

**October 2013 – September 2014 time period:** A total of \$552 is included for October through December 2013 in the WIC/USDA Base Funding category to spend on breastfeeding promotion activities per Task 2.2 listed under Breastfeeding Promotion in the Statement of Work (SOW).

**October 2013 – September 2014 time period:** A total of \$4,296 is included for October through December 2013 in the WIC/USDA Breastfeeding Peer Counseling category to complete the requirements of operating a USDA Loving Support Breastfeeding Peer Counseling Program.

**January 2014 – September 2014 time period:** A total of \$2,864 for January and February 2014 is included in the WIC/USDA Breastfeeding Peer Counseling category to complete the requirements of operating a USDA Loving Support Breastfeeding Peer Counseling Program.

**January 2014 – September 2014 time period:** A total of \$10,024 for March through September 2014 is included in the WIC/USDA Breastfeeding Peer Counseling category to complete the requirements of operating a USDA Loving Support Breastfeeding Peer Counseling Program.

**October 2014 – December 2014 time period:** A total of \$4,296 is added in the FFY15 WIC/USDA Breastfeeding Peer Counseling category to complete the requirements of operating a USDA Loving Support Breastfeeding Peer Counseling Program.

**Other:**

Any program requirements that are not followed may be subject to corrective action, and may result in monetary fines, repayment of funds, or withholding of Contract payment.

**DOH Program Contact**

Sandy Cruz, BS

WIC Nutrition Program

PO Box 47886, Olympia, WA 98504-7886

[Sandra.Cruz@doh.wa.gov](mailto:Sandra.Cruz@doh.wa.gov) 360-236-3660 or 1-800-841-1410 x 3660



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:**

09/09/2014

## AGENDA REQUEST FORM

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

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

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

Review: ☐ Clerk of the Board

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

☐ Risk Management

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

☐ Legal

☐ OTHER: \_\_\_\_\_

### DISTRIBUTION LIST:

☐ RF

☐ Assessor

☐ DPW

☐ PACCOM

☐ Superior Court

☐ CF

☐ Auditor

☐ EMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Vegetation Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Coop. Ext.

☐ DCD

☐ NDC

☐ Sheriff

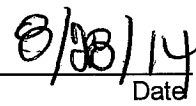
☐ Other

## AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: PCEMA	DIVISION (if applicable):
OFFICIAL NAME & TITLE: Scott McDougall, Deputy Director	PHONE / EXT: 360-875-9338
SIGNATURE: Scott McDougall	DATE: 09/04/2014
NARRATIVE OF REQUEST	
<p>Request confirmation of Chair Rogers signature on amendment to SHSP Grant E13-175. This amendment has no budgetary impact and is a state level accounting adjustment only, as these funds have already been received. This adjustment was made because Pacific County was one of the few counties in the region that completed their 2012 project on time, the adjustment was done to benefit the other counties whose projects were unfinished. There is no need for a supplemental budget request, as this was a budgeted project.</p>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	

# Washington State Military Department AMENDMENT

1. SUB-GRANTEE NAME/ADDRESS: <b>Pacific County Emergency Management Agency PO Box 101 South Bend, WA 98586-0101</b>		2. GRANT AGREEMENT NUMBER:  <b>E13-175</b>	3. AMENDMENT NUMBER:  <b>A</b>
4. CONTRACTOR CONTACT, PHONE/EMAIL: <b>Stephanie Fritts, 360-875-9340 sfritts@co.pacific.wa.us</b>		5. DEPARTMENT CONTACT, PHONE/EMAIL: <b>Deborah Henderson, 253-512-7470, Deborah.henderson@mil.wa.gov</b>	
6. TIN or SSN: <b>91-6001356</b>	7. CATALOG OF FEDERAL DOMESTIC ASST. (CFDA) #: <b>97.067 – 12SHSP</b>	8. FUNDING SOURCE NAME/AGREEMENT #: <b>EMW-2012-SS-00115-S01 SHSP</b>	
9. FUNDING AUTHORITY: <b>Washington State Military Department (Department) and U.S. Department of Homeland Security (DHS)</b>			
10. DESCRIPTION/JUSTIFICATION OF AMENDMENT, MODIFICATION, OR CHANGE ORDER: <b>The Sub-Grantee is receiving additional funds to further develop and upgrade responder communications system systems, which will enhance Project #1 of the Approved Projects List (Exhibit C). The final deliverables were also extended (see Exhibit D).</b>			
11. AMENDMENT TERMS AND CONDITIONS:  1. The existing contract expiration of August 31, 2014 remains <b>unchanged</b> . 2. <b>Change</b> the overall agreement amount from \$13,341 to \$27,893, an <b>increase</b> of \$14,552. 3. <b>Replace</b> the original Approved Projects List, Exhibit C, <b>with</b> the Revised Approved Projects List, Exhibit C, attached. 4. <b>Replace</b> the original Milestone Timeline, Exhibit D, <b>with</b> the Revised Milestone Timeline, Exhibit D, attached. 5. <b>Replace</b> the original Budget Sheet, Exhibit D, <b>with</b> the Revised Budget Sheet, Exhibit E, attached.			
This Amendment is incorporated in and made a part of the grant agreement. Except as amended herein, all other terms and conditions of the grant agreement remain in full force and effect. Any reference in the original grant agreement or an Amendment to the "grant agreement" shall mean "grant agreement as amended". The Department and Sub-Grantee acknowledge and accept the terms of this Amendment as identified above, effective on the final date of execution below. By signing this Amendment, the signatories warrant they have the authority to execute this Amendment.			
IN WITNESS WHEREOF, the parties have executed this Amendment:			
FOR THE DEPARTMENT:   <div style="display: flex; justify-content: space-between;"> <div>           Signature            Richard A. Woodruff, Contracts Administrator            Washington State Military Department         </div> <div>           Date         </div> </div>  BOILERPLATE APPROVED AS TO FORM: Brian E. Buchholz (signature on file) 7/25/2011 Assistant Attorney General		FOR THE SUB-GRANTEE:  <div style="display: flex; justify-content: space-between;"> <div>             Signature            Steve Rogers, Chair,            Pacific County Commissioners         </div> <div>             Date         </div> </div> APPROVED AS TO FORM (if applicable):  <div style="display: flex; justify-content: space-between;"> <div>Applicant's Legal Review</div> <div>Date</div> </div>	

Form 10/27/00

**2012 Homeland Security Grant (HSGP)  
STATE HOMELAND SECURITY PROGRAM (SHSP)  
REVISED APPROVED PROJECTS**

**Agency: Pacific County Emergency Management Agency**

The Washington State Military Department Emergency Management Division's (EMD) Homeland Security Section is responsible for programs designed to prepare and improve the State's ability to prepare for, prevent, protect against, respond to and recover from terrorist attacks and other major disasters. Through the U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), the FFY 2012 Homeland Security Grant Program (HSGP) is providing funds to enhance the capability of state and local units of government to make measurable progress towards the achievement of the National Preparedness Guidelines by addressing the unique exercise, training, planning, organization, equipment, and administration needs of citizen preparedness and of emergency responders.

Washington State is subdivided into nine (9) Homeland Security Regions. Within each of the nine regions a Regional Homeland Security Coordinating Office (RHSCO) has been identified. Thurston County Emergency Management Division is the Region 3 RHSCO. Through its application, Region 3 has been approved for projects, of which Pacific County is a part of. Under this Grant Agreement Pacific County (herein known as the Sub-Grantee) is responsible for the equipment portion of the following approved project.

<b>PROJECT #1</b>	Pacific County Narrowband IP Based Dispatch Radio
<b>Project Description</b>	Purchase Equipment to develop and upgrade responder communications system systems to include an IP-based radio console system capable of radio identification, computer-aided dispatch interface, analog/digital logging recorder interface which will be installed in the Public Safety Building.



## REVISED GRANT TIMELINE

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**FFY12 Homeland Security Grant Program (HSGP)  
State Homeland Security Program (SHSP)**

---

<b>TIMELINE</b>	<b>TASK</b>
September 1, 2012	Start of Grant Agreement performance period
No less than Quarterly; no more than monthly	Reimbursement Request/Progress Report to <a href="mailto:hls.reimbursements@mil.wa.gov">hls.reimbursements@mil.wa.gov</a>
August 31, 2014	Agreement end date. All work ceases. Grant performance period ends.
NLT: October 31, 2014	Submit Final Report, Grant Funded Typed Resource Report, and Final Request for Reimbursement

## REVISED Budget Sheet

---

**FFY12 Homeland Security Grant Program (HSGP)**  
**State Homeland Security Program (SHSP)**


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SOLUTION AREA	CATEGORY	Original AMOUNT	Modification	Amended AMOUNT
<b>EQUIPMENT</b>	Equipment	\$ 13,341	\$ 14,552	\$ 27,893
723SL	<i>Subtotal</i>	\$ 13,341	\$ 14,552	\$ 27,893
<b>TOTAL AGREEMENT AMOUNT:</b>		<b>\$ 13,341</b>	<b>\$ 14,552</b>	<b>\$ 27,893</b>

<b>Law Enforcement Terrorism Prevention Activities</b>	\$ -	\$ -	\$ -	0% of Amount
<b>Personnel Expenses:</b>	\$ -	\$ -	\$ -	0% of Amount

Cumulative changes to Solution Areas in excess of 10% of the contract award will not be reimbursed without prior written authorization from the Department.

To manage HSGP caps (M&A and Personnel) reimbursement requests for Management & Administration and Personnel expenses above the current budgeted amounts will not be reimbursed without written approval from the Department.

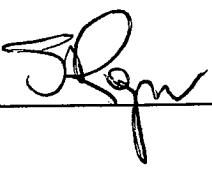
# SIGNATURE AUTHORIZATION FORM

WASHINGTON STATE MILITARY DEPARTMENT  
Camp Murray, Washington 98430-5122

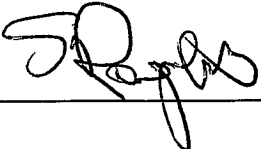
*Please read instructions on reverse side before completing this form.*

NAME OF ORGANIZATION Pacific County	DATE SUBMITTED
PROJECT DESCRIPTION	CONTRACT NUMBER E13-175

## 1. AUTHORIZING AUTHORITY

SIGNATURE	PRINT OR TYPE NAME	TITLE/TERM OF OFFICE
	Steve Rogers	Chair

## 2. AUTHORIZED TO SIGN CONTRACTS/CONTRACT AMENDMENTS

SIGNATURE	PRINT OR TYPE NAME	TITLE
	Steve Rogers	Chair

## 3. AUTHORIZED TO SIGN REQUESTS FOR REIMBURSEMENT

SIGNATURE	PRINT OR TYPE NAME	TITLE

**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, August 26, 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

123549                      thru                      123655                      \$ 750,248.20

Warrants Dated: August 22, 2014

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

AUDITED:

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

ATTEST:

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

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

RECEIVED  
PACIFIC COUNTY

**AUG 25 2014**

GENERAL ADMINISTRATION  
BOARD OF COMMISSIONERS

**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, September 9, 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

123656                      thru                      123740                      \$ 243,261.57

Warrants Dated: August 29, 2014

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

AUDITED:

  
Auditor/Deputy Auditor

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Commissioner

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

\_\_\_\_\_  
Commissioner

RECEIVED  
PACIFIC COUNTY

SEP - 2 2014

GENERAL ADMINISTRATOR  
BOARD OF COMMISSIONERS

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #50

**PROCEEDINGS**

**9:00 AM**  
**Tuesday, August 12, 2014**

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

**CALLED TO ORDER – 9:01AM**

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

Amanda Bennett, Deputy Clerk of the Board  
Kathy Spoor, County Administrative Officer  
Paul Plakinger, Management & Fiscal Analyst  
Mike Collins, Public Works Director/County Engineer  
David Burke, Prosecuting Attorney  
Wayne Leonard, Juvenile Court Administrator  
Mary Goelz, Public Health and Human Services Director

**GENERAL PUBLIC IN ATTENDANCE**

Jerry Amacher  
Don Corcoran  
Ann LeFors  
James Samplawski

**PUBLIC COMMENT – None**

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

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

**Department of Public Works**

**Approve revised Exhibit A to the Communications Facility Use  
Agreement/KO site with Sinclair Television**

**Community Development**

**Approve Amendment #5 for the Memorandum of Understanding between  
Pacific County, City of South Bend, City of Raymond and Royal Heights  
Transfer Station**

**Prosecutor's Office**

**Approve disposal of inventory items**

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

**General Business**

**Approve Vendor Claims:**

**Warrants Numbered 123289 thru 123375 - \$244,115.17**

**Warrants Numbered 123196 thru 123288 - \$153,933.68**

**Warrants Numbered 123133 thru 123195 - \$190,154.35**

**Approve July 2014 payroll; total number of employees: 217;  
total Payroll Amount: \$826,809.65**

**Approve regular meeting minutes of July 22, 2014 and minutes of  
July 23, 2014 continued meeting**

**ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS**

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

**Approve Communications Facility Lease Agreement with CRESCOMM  
WIFI, LLC for the Megler and Long Beach Sites**

**Approve hire of Kelly Borden to fill vacant Shop Supervisor position,  
subject to adequate budget appropriations**

**ITEMS REGARDING COUNTY FAIR**

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

**Approve 2014 Entertainment Contracts with Anitize, Jesse Lee Falls Band,  
Naselle Marimba Band, North Country Bluegrass Band and Sansom Sound  
Solutions and authorize Fair Manager to sign**

**Approve Judge's Agreement for the Pacific County Fair 2014 with Ellen  
Hinderlie as Swine and Beef Judge, Tabatha Bielmier as Horse Judge and  
authorize Fair Manager to sign**

**ITEMS REGARDING HEALTH & HUMAN SERVICES DEPARTMENT**

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

**Approve Agreement for Challenge Course Training with Synergo, LLC**

**Approve School Nurse Services Contract with the Naselle Grays River  
School District**

**Approve School Nurse Services Contract with the South Bend School District**

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #50

**ITEMS REGARDING SHERIFF'S OFFICE**

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

**Approve upgrade of eight Dell laptops and the purchase of two new Dell laptops, subject to adequate budget appropriations**

**ITEMS REGARDING JUVENILE COURT SERVICES**

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

**Approve request for Family Medical Leave and authorize Leave Credit Transfers**

**ITEMS REGARDING GENERAL BUSINESS**

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

**Acknowledged Special Event Use Agreement for wedding at Bruceport Park and authorize Chair to sign**

Consider adoption of Resolution 2014-\_\_\_\_\_ amending the Credit Card Policy procedures- DEFERRED

**Rescind the motion of June 24, 2014 awarding the Port of Peninsula \$25,000 from Fund 126 and approve recommendations from PCOG in the amount of \$10,000**

**ITEMS REGARDING OTHER DEPARTMENT OF PUBLIC WORKS**

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

**Approve hire of Josh Bowe, Kristina Coty and Nick Hodgson as temporary fair help at the rate of \$11.00 per hour effective August 15, 2014 to the completion of a successful background check**

**Accept Naselle Rock's contract/performance bond and insurance for South Valley and release 5% bid bonds**

**Approve change order request for additional work required for the Household Hazardous Waste Facility roof project in the amount of \$8,332.64 with a possible additional cost of \$4,800 and roll up door modification at a cost of \$1,000**



PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #50

**ITEMS REGARDING OTHER GENERAL BUSINESS**

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

**Approve Vendor Claims**

**Warrants Numbered 123376 thru 123450- \$191,872-41**

**Adopt Resolution 2014-034 regarding the fy2014 budget appropriations transfer within Cumulative Reserve Fund #197 of \$215,000 to be transferred from Operating to Capital**

**Approve invoice from Avtec, Inc to be paid from Cumulative Reserve Fund #197 and also approve invoices from Avtek, Inc, Spillman Technologies and Wes Tek Marketing that were initially paid by PACCOM Fund #160 should be journal vouchered to Fund #197**

**RECESS – 9:20am**

**PUBLIC HEARING – 10:00am**

Chairman Rogers opened the public hearing to consider adoption SEPA Determination of mitigated non-significance and ordinance number 174.

Prosecutor David Burke and County Administrative Officer Kathy Spoor were sworn in.

Chairman Rogers closed the public hearing.

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

**Adopt SEPA Determination of mitigated non-significance and Ordinance No. 174 establishing regulations for, and allowing of, Wheeled All-Terrain Vehicles and Off-Road Vehicles on certain county roadways**

**MEETING CLOSED – 9:02AM**

PACIFIC COUNTY  
BOARD OF COUNTY COMMISSIONERS

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

ATTEST:

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

\_\_\_\_\_  
Amanda Bennett  
Deputy Clerk of the Board

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

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

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #50

**PROCEEDINGS**

**9:00 AM**  
**Tuesday, August 26, 2014**

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

**CALLED TO ORDER – 9:01AM**

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

Amanda Bennett, Deputy Clerk of the Board  
Kathy Spoor, County Administrative Officer  
Paul Plakinger, Management & Fiscal Analyst  
Mike Collins, Public Works Director/County Engineer  
David Burke, Prosecuting Attorney  
Wayne Leonard, Juvenile Court Administrator  
Mary Goelz, Public Health and Human Services Director

**GENERAL PUBLIC IN ATTENDANCE**

Jerry Amacher  
Don Corcoran  
Ann LeFors  
James Samplawski

**PUBLIC COMMENT**

Chairman Rogers noted that he received several compliments regarding the County fair

Jerry Amacher inquired as to what the process might be to reduce the speed limit to 35mph on Monohon Landing Road from Ward Creek to Raymond.

**CONSENT AGENDA (Items 1-9)**

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

**Department of Public Works**

**Approve the disposal Topcon self-leveling laser**

**Department of Community Development**

**Approve Amendment #3 to Lead Entity Project Agreement #13-1377P with State of WA Recreation and Conservation Office; authorize chair to sign**

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #50

**Approve the disposal of fax machine**

**Health and Human Services Department**

**Approve Amendment #5 to Contract #2011-13 with Coast Rehabilitation Inc. for employment training for adults with developmental disabilities**

**Approve amendment #5 to Contract #2011-13 with Coastal Community Action Program for employment training for adults with developmental disabilities**

**Approve Amendment #4 to Contract #2011-13 with True North for substance abuse treatment services for youth in North County**

**Approve Amendment #5 to Contract #2011-3 with Willapa Behavioral Health for substance abuse treatment services in South County and adults countywide**

**Approve Amendment #1 to Contract #2013-15 with Boys & Girls Club to provide parent education program coordination, facilitation and child care services for South Pacific County**

**General Business**

**Approve Vendor Claims  
Warrants Numbered 123451 thru 123548 - \$283, 510.91**

**YEARS OF SERVICE**

5 years:        Jamie Mosley (PCSO)  
15 years:       Dotsi Grave (DPW)

**ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS**

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

**Accept resignation of Tim Triesch, Senior GIS Analyst and approve advertising for vacant position in accordance with Local 367C Collective Bargaining Agreement, subject to adequate budget appropriations**

**Approve Communications Facility Use Agreement with WA State Department of Transportation for use of the Megler site**

**Approve the Rural Arterial Program Final Prospectus for South Fork and Parpala Roads and authorize Chair to sign**

**Approve purchase of Fire King insulated cabinet from Quill in the amount of \$1,999, subject to adequate budget appropriations *(other bids received from Office Depot in the amount of \$2,499 and from the Medical Arts Press in the amount of \$2,099)***

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #50

**ITEMS REGARDING HEALTH & HUMAN SERVICES DEPARTMENT**

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

**Approve requests to issue a Request for Applications (RFA) for the 2015 Millage mini grants**

**Approve Personal Service Contract with Margie Godfrey to provide Advanced Nurse Practitioner Services in Long Beach office, subject to adequate budget appropriations**

**Approve Personal Service Contract with Marnie Shumacher to provide Advanced Nurse Practitioner Services in the South Bend office, subject to adequate budget appropriations**

**ITEMS REGARDING JUVENILE COURT SERVICES**

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

**Assign expiration date of September 30, 2014 to the Leave Credit Transfers for Family Medical Leave** *(approved at 8/12/2014 meeting)*

**ITEMS REGARDING BOARDS AND COMMISSIONS**

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

**Approve reappointment of Andi Day and Dean Farrell to the Fair Board and accept resignation from Lori Ashley**

**ITEMS REGARDING GENERAL BUSINESS**

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

**Adopt Resolution 2014-035 amending the Credit Card Policy procedures**

**Acknowledged September, 2014 as Childhood Cancer Awareness Month**

**ITEMS REGARDING SHERIFF'S OFFICE**

Consider approval of E911 Agreement #E15-018 with WA State Military Department and authorize Chair to sign-**DEFERRED** to Executive Session

**ITEMS REGARDING GENERAL BUSINESS**

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

**Adopt Resolution 2014-036 authorizing amendment to the fy2014 Civil Service budget by appropriation transfer**

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #50

**EXECUTIVE SESSION**

**9:20am-9:30am**

**RCW 42.30.11**

(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

**PUBLIC HEARING – 10:00am**

ATTENDANCE: Chairman Rogers, Commissioner Wolfe, and Commissioner Ayers. OTHERS: Skip Hauke

Chairman Rogers opened the public hearing to consider the assembly permit application submitted by the Astoria-Warrenton Chamber of Commerce for the Great Columbia Crossing walk/run.

Mr. Hauke provided a brief overview of the event and indicated that the costs have increased due to the incident at the Boston Marathon.

Chairman Rogers closed the public hearing.

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

**Approve the assembly permit as submitted by the Astoria-Warrenton Chamber of Commerce for the Great Columbia Crossing walk/run to be held October 12, 2014**

**MEETING CLOSED – 10:02AM**

PACIFIC COUNTY  
BOARD OF COUNTY COMMISSIONERS

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

ATTEST:

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

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

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

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



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:

## AGENDA REQUEST FORM

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

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

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

Review: ☐ Clerk of the Board

☐ CONTINUED TO DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

☐ Risk Management

☐ Legal

☐ OTHER: \_\_\_\_\_

### DISTRIBUTION LIST:

☐ 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):

OFFICIAL NAME & TITLE: Mike Collins, Director

PHONE / EXT:

SIGNATURE: *Michael Collins*

DATE: *8-29-14*

NARRATIVE OF REQUEST

For the boards consideration, requesting approval of Shelley Mittge promotion to the vacated position of Senior GIS Analyst Grade 15 Step 3. Shelly has 7 years of GIS experience and has proven her abilities as the current DPW GIS Analyst under the outgoing Senior Analyst. Additionally, Shelly will continue the department streamlining process her predecessor began and thus DPW will not backfill her position and she will be managing the GIS department unaided for the time being.

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



REQUESTED MEETING DATE:

## AGENDA REQUEST FORM

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

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

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

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

Review: ☐ Clerk of the Board

☐ CONTINUED TO DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

☐ Risk Management

☐ OTHER: \_\_\_\_\_

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### DISTRIBUTION LIST:

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☐ 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):

OFFICIAL NAME & TITLE: Mike Collins, Director

PHONE / EXT:

SIGNATURE: *Michael Collins*

DATE: *8-29-14*

NARRATIVE OF REQUEST

For the boards consideration, requesting approval to hire Samantha Joshnson for the vacant Admin. II position Grade 9 Step 2. After interviewing 5 candidates for the position, the hiring panel determined that Samantha Johnson is the most qualified. This determination was based on her prior experience at a local title company.

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



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

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

**REQUESTED MEETING DATE:**

9-09-2014

## Res. 2010-013 EXHIBIT A

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

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

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

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☐ Vegetation Mgmt

☐ Civil Service

☐ Juvenile

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☐ 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: DEPARTMENT OF PUBLIC WORKS

DIVISION (if applicable):

OFFICIAL NAME & TITLE: Nick Milton, Assistant Telecomm Engineer

PHONE / EXT:

EXT 3444

SIGNATURE:

*Nicholas Milton*

DATE:

8-29-2014

### NARRATIVE OF REQUEST

Attached for the Board's consideration is Memorandum of Agreement between Pacific County and Washington State Department of Transportation. The Memorandum is to give notice of the Communication Lease between Pacific County and Washington State Department of Transportation and in no way modifies the original signed lease. I recommend approval of attached memorandum.

### RECOMMENDED MOTION



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

After recording return document to:

State of Washington  
Department of Transportation  
Real Estate Services Office  
PO Box 47338  
Olympia, WA 98504-7338

PLEASE MAKE NO MARK IN THE MARGIN SPACE - RESERVED FOR COUNTY AUDITOR'S USE

Document Title: Memorandum of Agreement  
Reference No. of Related Documents: N/A  
Landlord: Pacific County  
Tenant: State of Washington, Department of Transportation  
Legal Description: Portions of the SE ¼ SW ¼ of S14, T14N, R9W, W.M.  
Additional Legal Description is on Page of Document.  
Assessor's Tax Parcel Number: 14091416000

### MEMORANDUM OF AGREEMENT

Holy Cross Radio Site

This Memorandum of Agreement refers to that certain Agreement dated the 1<sup>st</sup> day of January, 2014, between Pacific County, (hereinafter called "LANDLORD") and the **State of Washington, acting by and through its Department of Transportation** (hereinafter called "STATE").

**Premises.** LANDLORD has leased to the STATE upon the terms and conditions of the Agreement the Premises, upon the following described lands situated in Pacific County, Washington.

See attached Exhibit A made a part hereof and attached hereto.

**Term.** The Agreement commences on January 1, 2014 and shall be for an initial term of five (5) years. The STATE shall have the option of extending this Agreement for one (1) additional five (5) year term, upon written agreement by both parties.

**Purpose.** This MEMORANDUM OF AGREEMENT is prepared and recorded for the sole purpose of imparting constructive notice of said Agreement and in no way modifies the Agreement.

## MEMORANDUM OF AGREEMENT

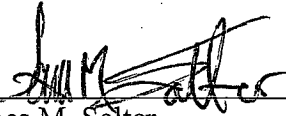
**Questions.** Questions regarding this Agreement may be addressed to the State of Washington, Department of Transportation, Real Estate Services at PO Box 47338, Olympia, WA 98504-7338.

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

Dated: July 14, 2014

STATE OF WASHINGTON  
DEPARTMENT OF TRANSPORTATION

By: \_\_\_\_\_  
Landlord

By:   
James M. Salter,  
Acquisition Program Manager

**MEMORANDUM OF AGREEMENT**

STATE OF WASHINGTON )

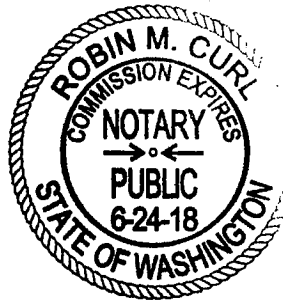
: ss)

COUNTY OF THURSTON )

On this 14th day of July, 2014 before me personally appeared James M. Salter, to me known to be the Acquisition Program Manager, for the State of Washington, acting by and through its Department of Transportation, and that he executed the within and foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said State of Washington, for the uses and purposes therein set forth, and on oath states that he is authorized to execute said instrument.

GIVEN under my hand and official seal the day and year last above written.

(SEAL)



Robin M Curl  
(Signature)

Robin M Curl  
(Print Name)

Notary Public in and for the State of Washington, residing at WA

My commission expires 6/24/18

STATE OF WASHINGTON )

) ss

COUNTY OF PACIFIC )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2014 before me personally appeared \_\_\_\_\_, to me known to be the duly appointed Board of County Commissioners, Board Chair, and that s/he executed the within and foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said State of Washington, for the uses and purposes therein set forth, and on oath states that s/he was authorized to execute said instrument.

GIVEN under my hand and official seal the day and year last above written.

(SEAL)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

Notary Public in and for the State of Washington, residing at \_\_\_\_\_

My commission expires \_\_\_\_\_

## MEMORANDUM OF AGREEMENT

### EXHIBIT A

Pacific County Property located at 46° 41' 43.0" North Latitude, 123° 46' 21.2" West Longitude (Holy Cross Site). Portions of the SE ¼ SW ¼ of S14, T14N, R9W, W.M.



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:**

September 9, 2014

## AGENDA REQUEST FORM

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

BOCC ACTION: ☐ APPROVED ☐ DENIED

Agenda Item #:

Initial:

Date:

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO:

Review: ☐ Clerk of the Board

☐ Risk Management

☐ CONTINUED TO DATE:

TIME:

☐ Legal

☐ OTHER:

### DISTRIBUTION LIST:

☐ RF

☐ Assessor

☐ DPW

☐ PACCOM

☐ Superior Court

☐ CF

☐ Auditor

☐ EMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Vegetation Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Coop. Ext.

☐ DCD

☐ NDC

☐ Sheriff

☐ Other

## AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: DPW	DIVISION (if applicable): Roads
OFFICIAL NAME & TITLE: Mike Collins, Director/County Engineer	PHONE / EXT: 3368
SIGNATURE: <i>Michael Collins</i>	DATE: 8-29-14
NARRATIVE OF REQUEST	
<p>On behalf of Flood Control Zone District No. 1, attached is a Perpetual Non-Exclusive Stormwater System Easement for the 55th to 67th Street - Tarlett - Improvement Project as executed by Amy McHale. Please approve recording this instrument with the Pacific County Auditor.</p>	
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, AMY MC HALE, does hereby convey and grant as a gift to the County of Pacific, State of Washington, hereinafter referred to as the "GRANTEE", a perpetual non-exclusive stormwater system easement twenty feet (20') wide along the existing ditch *beginning at the west property line and continuing east along the existing ditch to the east property line then continuing south parallel to and following the existing property line to the south boundary line of 67<sup>th</sup> Street.* The easement is for the purpose of maintenance to include; vegetation management, grading the ditch, replace culverts and place additional culverts as needed.

A perpetual non-exclusive stormwater system easement located on Tax Lot 9709-2 in Section 16, Township 10 North, Range 11 West, W.M.; Pacific County, Washington, known as Parcel No. 10111697092 as recorded under Auditor Fee No. 3128024 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.

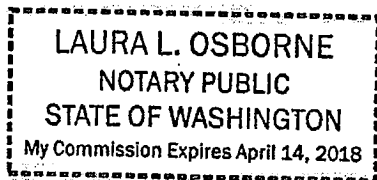
IN WITNESS WHEREOF the undersigned has executed this instrument this 28<sup>th</sup> day of August, 2014.

Amy McHale  
AMY MC HALE

STATE OF WASHINGTON )(  
COUNTY OF PACIFIC )

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

Given under my hand and official seal this 28<sup>th</sup> day of August, 2014.



Laura L. Osborne  
Notary Public in and for the State of Washington  
Residing at Chinook  
Commission Expires 4/14/2018





**REQUESTED MEETING DATE:**

SEPTEMBER 9, 2014

## AGENDA REQUEST FORM

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

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

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

Review: ☐ Clerk of the Board

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

☐ Risk Management

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

☐ Legal

☐ OTHER: \_\_\_\_\_

### DISTRIBUTION LIST:

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

## AGENDA ITEM REQUEST

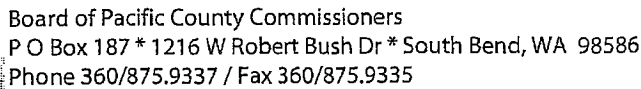
Please fill out in full or the request may be returned for more information. Also, please attach all pertinent documentation.

DEPARTMENT/OFFICE: DEPARTMENT OF PUBLIC WORKS	DIVISION (if applicable): FAIR
OFFICIAL NAME & TITLE: DOTSI GRAVES, FAIR MANAGER	PHONE / EXT: EXT 2288
SIGNATURE: 	DATE: SEPTEMBER 2, 2014
NARRATIVE OF REQUEST  The Pacific County Fair requests permission to approve the attached 2014 Fair Judges Agreements Spreadsheet for payment for services rendered during the 2014 Pacific County Fair, pending signed Agreements.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	

## 2014 FAIR JUDGES

JUDGE'S NAME	MAILING ADDRESS	DEPARTMENT(S) JUDGED	AMOUNT OWED
Basket, Nancy	8620 18th Ave E, Tacoma, WA 98445	Rabbits	
Bielmier, Tabatha	1185 Oak Grove Rd NW, Salem OR 97304	Horses	\$300.00
Feigion, Art	5602 NE 179th St, Vancouver, WA 98686	Floral	\$22.50
Feigion, Susan	5602 NE 179th St, Vancouver, WA 98686	Floral	\$22.50
Goodwin, Hayley	433 5th St #3, Raymond, WA 98577	Hobbies	\$67.50
Gray, Adam	614 F St, Centralia, WA 98531	4-H Baking	\$15.00
Hendricksen, Janet	227 Monte Brady Rd, Montesano, WA 98563	Sewing, Arts & Crafts	\$82.50
Hinderlie, Ellen	8 Russell Rd, Oakville, WA 98568	Mileage - Swine & Beef	\$113.97
Huson, Patsy	200 King Rd, Kelso, WA 98626	Floral	\$52.50
Kludt, Joyce	21904 Zenkner Vly Rd, Centralia, WA 98531	Food Preservation	\$138.75
Magnochi, George	PO Box 519, Carnation, WA 98014	Dairy	\$272.48
Pousette, Rosalind	433 5th St #1, Raymond, WA 98577	Crafts	\$67.50
Roberts, Mary	PO Box 110, Tokeland, WA 98590	Clothing & Needlework	\$97.50
Russ, Cathy	1975 SR 6, Raymond, WA 98577	Floral	\$52.50
Sell, Mary Lou	718 Ballentine, Raymond, WA 98577	4-H Posters	\$26.25
Sell, Tom	718 Ballentine, Raymond, WA 98577	4-H Posters	\$26.25
Smith, Darlene	27 Holcomb, Raymond, WA 98577	Fruits, Grains/Forage, Vegetables	\$63.75
Smith, Linda	841 Val Vista, Montesano, WA 98563	Photography	\$37.50
Thomas, Susan	PO Box 1852, Westport, WA 98595	Sewing & Needlework	\$97.50
Trusty, Carol	80 Riding Rd, Oakville, WA 98568	Quilting	\$105.00
<b>Waiting for signed contracts before payment</b>			
Dooms, Mike	2412 Seward Ave, Centralia, WA 98531	Poultry	\$90.00
Green, Barb	1502 W Martin, Elma, WA 98541	Quilting	\$105.00
Miller, Pat	702 Leudinghaus Rd, Chehalis, WA 98532	Sewing	\$105.00
Teipening, Marjorie	1040 22nd St, Longview, WA 98632	Floral	\$52.50

<b>TOTAL PAYMENT TO JUDGES</b>	<b>\$2,013.95</b>
--------------------------------	-------------------



**REQUESTED MEETING DATE:**  
September 9, 2014

TO BE COMPLETED BY THE CLERK/DEP. CLERK OF THE BOARD									
BOARD ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED					BY: <input type="text"/>				
<input type="checkbox"/> SUBJECT TO ADEQUATE DOCUMENTATION					DATE: <input type="text"/>				
<input type="checkbox"/> INFORMATION TAKEN WITHDRAWN					<input type="checkbox"/> REFERRED TO: <input type="text"/>				
<input type="checkbox"/> CONTINUED TO DAY: <input type="text"/> TIME: <input type="text"/>					<input type="checkbox"/> BY: <input type="text"/>				
<input type="checkbox"/> OTHER: <input type="text"/>					<input type="checkbox"/> BY: <input type="text"/>				
DISTRIBUTION LIST:									
<input type="checkbox"/> TR	<input type="checkbox"/> ASST. CLERK	<input type="checkbox"/> DPA	<input type="checkbox"/> CHAIR	<input type="checkbox"/> SUPERV. COMM.					
<input type="checkbox"/> CLERK	<input type="checkbox"/> ASST. DIR.	<input type="checkbox"/> EMA	<input type="checkbox"/> PL. SGT.	<input type="checkbox"/> ASST. DIR.					
<input type="checkbox"/> SCA	<input type="checkbox"/> CLERK	<input type="checkbox"/> HON.	<input type="checkbox"/> CHAIRMAN	<input type="checkbox"/> ASST. DIR.					
	<input type="checkbox"/> CH. SERVICE	<input type="checkbox"/> CHAIRMAN	<input type="checkbox"/> CHAIRMAN	<input type="checkbox"/> ASST. DIR.					
	<input type="checkbox"/> DEP.	<input type="checkbox"/> CHAIRMAN	<input type="checkbox"/> CHAIRMAN	<input type="checkbox"/> ASST. DIR.					

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

Revised 3/2013  
Exhibit A to Contract/Agreement/Grant Review Policy

Name of Contractor: <u>WA State Emergency Management Division</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 checked="" 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: <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 checked="" type="checkbox"/> Other Services (Please Describe):	
To be located at: _____ Professional Services	
Exceptions to Bidding (Please provide appropriate documentation): <input type="checkbox"/> Insurance/Bonds <input type="checkbox"/> Emergency Event (Purchases/Public Works) <input type="checkbox"/> Single (Sole) Source Purchase* <input type="checkbox"/> Special Facilities/Market Conditions *Resolution Required	
<input type="checkbox"/> PURCHASE UNDER ANOTHER AGENCY'S CONTRACT ("Piggybacking") Please attach the following: - Copy of Intergovernmental Agreement with other agency - Confirmation that vendor agrees to participation - Documentation that contract was awarded in compliance with bidding law - Documentation that Agency posted bid/solicitation notice on its website or provided access link to the notice	
<input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Franchise <input type="checkbox"/> Annexation <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Appeal <input type="checkbox"/> Inventory Acquisition/Disposal <input type="checkbox"/> Tort Claim <input type="checkbox"/> Call for Bids <input type="checkbox"/> Open Space/Timber Classification <input type="checkbox"/> Post, Advertise and/or Fill Position (attach New Employee Form) <input type="checkbox"/> Other (please describe): _____	
BACKGROUND/SUMMARY (include date of prior workshop and/or action, if applicable):	
The existing Pacific County Hazard Mitigation Plan will be reviewed, revised, and updated with the assistance of a consultant, funded through a federal mitigation planning grant.	
TOTAL COST/AMOUNT (include sales & use tax): \$50,000.00 TOTAL TAX: 3618.03	
TOTAL SHIPPING/HANDLING: 0 EXPENDITURE FUND #: 102 .XXX.XXX.XX.XX	
EXPENDITURE BUDGETED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Will supplemental be required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
IN-KIND MATCH REQUIRED? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No DESCRIBE MATCH: Salary/ benefits of participating plan partners - \$12,500.00	
MATCHING FUNDS REQUIRED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No AMOUNT OF MATCHING FUNDS:	

# NOTICE

## **Request for Proposal (RFP) Pacific County Emergency Management Agency County-wide Hazard Mitigation Plan Comprehensive Review and Update**

The Pacific County Emergency Management Agency is currently seeking proposals from qualified consultants to update the Pacific County Hazard Mitigation Plan that meets all requirements under 44 CFR Part 201.6.

As described in the Federal Register (Volume 67, Numbers 38 and 109, dated February 26, 2002 and October 2002 respectively,) Section 322 of the Disaster Mitigation Act of 2000 requires that all local governments adopt an approved Hazard Mitigation Plan (Plan) to be eligible to receive future hazard mitigation grant funding. The purpose of the Plan is to demonstrate the “jurisdiction’s commitment to reduce risks from natural hazards, serving as a guide for decision-makers as they commit resources to reducing the effects of natural hazards. Local plans will also serve as the basis for the State to provide technical assistance and to prioritize project funding.”

To fulfill this requirement, the Pacific County Emergency Management Agency seeks consultant services in order to update the existing Hazard Mitigation Plan thereby meeting the necessary requirements of and is approved by the Federal Emergency Management Agency (FEMA) and the Pacific County Emergency Management Agency (PCEMA).

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

The deadline for submission of proposals is the close of business (4:30 pm) October 8, 2014. Responses should be submitted in a sealed envelope to:

### **SEALED PROPOSAL – CONSULTANT SERVICES – HAZARD MITIGATION PLAN**

Stephanie Fritts, Director  
Pacific County Emergency Management Agency  
PO Box 27  
South Bend, WA 98586

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

## **PART I. INTRODUCTION**

### **Background**

The Federal Disaster Mitigation Act of 2000 (DMA 2000) calls for, and 44 CFR Part 201.6 requires that each county, and local municipality adopt a Multi-Hazard Mitigation Plan to be reviewed by the Washington State Emergency Management Division (WAEMD) and approved by the Federal Emergency Management Agency (FEMA) as a prerequisite to receipt of pre-disaster mitigation project funding. Pre-disaster mitigation projects reduce the loss of life and property, human suffering, economic disruption, and disaster assistance costs resulting from natural disasters. Pacific County has an existing plan, approved by FEMA in June 2010. 44 CFR Part 201.6 requires local jurisdictions to review and revise plans to reflect changes in development, progress in local mitigation efforts, and changes in priorities, and resubmit it for approval within 5 years in order to continue to be eligible for mitigation project grant funding. The Pacific County Emergency Management Agency has received federal funding to review and revise the Hazard Mitigation Plan for Pacific County with a 25% in-kind local match.

### **Project Overview**

The purpose of the Pacific County Emergency Management Agency Hazard Mitigation Plan (Plan) is to provide Pacific County and various participating additional Pacific County jurisdictions with an updated Hazard Mitigation Plan that meets the requirements and approval of Federal Emergency Management Agency (FEMA) and the Washington State Emergency Management Division (WAEMD), so as to ensure that the participating jurisdictions continue to be eligible for future hazard mitigation funding.

### **Project Management**

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

As this Plan will be partially grant funded and partially funded by in-kind resources from each participating jurisdiction and from within the Pacific County Emergency Management Agency, the selected consultant is expected to provide documentation of time spent revising and updating the Plan and to adhere to a strict budget. To ensure that the revision of the Plan is consistent with the budget provided, staff from the Pacific County Emergency Management Agency will meet periodically with the consultant and with the Planning Committee members to monitor the expenditure of funds and progress

of work. With the submission of the final draft the consultant shall provide all documentation of time spent developing the Plan.

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

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

The following Scope of Work shall be completed by the Consultant and shall meet all the requirements depicted on 44 CFR Part 201.6.

The consultant will lead the review and revision of the Plan; however, members of the Planning Committee will provide input, information, and comments throughout the development of the Plan. It is anticipated that the review and revision will take no more than fifteen (15) months to complete. The consultant must present a draft of the revised Plan to the Planning Committee by August 31, 2015, for review and comment by the Planning Committee prior to submission in meeting the WAEMD deadline of November 6, 2015. The consultant then must present a final draft to the planning committee not later than December 18, 2015 for review and adoption by Pacific County. All Pacific County Emergency Management Agency deadlines are set to meet FEMA's deadline of January 9, 2016.

The Pacific County Emergency Management Agency will provide the consultant with any currently available or new data, but the selected consultant will perform all analyses necessary for completion of the Plan. All data and information generated by the consultant must meet Pacific County's standards. **See PART VI.** Additionally, the consultant will supply the Pacific County Emergency Management Agency with paper and digital copies of all data and information generated in association with this project.

### **Overall Project Design**

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

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

*(B) Recruitment of Planning Partners.* The Consultant will conduct an outreach effort within the existing 17 partners included in the original Pacific County Hazard Mitigation Plan and in addition, recruit additional local jurisdictional participation.

(C) *Refinement of Scope of Work.* Members from the Planning Committee (representatives from all involved jurisdictions) will review and discuss with the selected consultant the Scope of Work, objectives for the Plan review and revision, summary of necessary and available data and information, required elements of the Plan, responsibilities for specific tasks, timeline, and process for documenting of time and resources spent on Plan revision. Review and revision of the Plan will begin once the selected members of the Planning Committee and consultant approve the Scope of Work.

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

(E) *Draft Revised/Updated Plan.* Once all necessary data and information has been reviewed and revised and new data collected and incorporated, the consultant will develop an initial revised Plan draft, with all necessary elements, including:

- Brief introduction, including context for and description of the need for the Plan.
- An evaluation of the existing plan reviewing for strengths, weaknesses, and utility.
- Brief description of the history, physical setting, land use patterns, and development trends of the area to be covered by the Plan.
- A listed assessment of the hazards and risks to which each of the participating partners is vulnerable with emphasis on the incorporation of the Washington State Department of Natural Resources Level 2 Hazus effort, Washington State Department of Transportation data, and additional information as identified by the planning committee.
- Update the hazard analysis in consultation with the Pacific County Emergency Management Agency and the Planning Committee (the consultant shall be responsible for arranging with Pacific County Emergency Management Agency to conduct the analysis.)
- Listed summary of current federal, state and local programs and policies that address the identified risks.
- Stated Plan goal and objectives.
- A revised prioritized list of recommended strategies, programs, policies and actions to address identified hazards and risks, including those that are relevant to public facilities and infrastructures as well as general environmental conditions. The list should include a brief description of each recommendation, agencies responsible for implementing recommendations, and suggested timelines for implementing recommendations.



- Strategy for evaluating, revising and implementing recommendations.
- Documentation of public participation in Plan development.
- Documentation that the participating partners have met the requirements of the Disaster Mitigation Act of 2000, as described in the Federal Register (Volume 67, Numbers 38 and 190), dated February 26, 2002, and October 1, 2002 respectively).
- Other descriptions, documentation and Plan elements as required to meet WAEMD and FEMA approval.
- All relevant maps, graphs, charts, pictures and data to support document text will be listed and identified.
- One (1) color paper copy of the draft plan, one (1) digital (MS Word format) copy of the draft plan and (1) PDF copy of the draft plan.

The consultant will present the Draft Revised Plan to the Planning Committee by August 31, 2015; the members of the Planning Committee will review the written draft and provide comments by September 25, 2015. The consultant shall amend the draft Plan per these comments and submit the plan to WAEMD, pending Planning Committee approval, by November 6, 2015.

*(E) Final Plan.* By December 18, 2015, the consultant shall present to members of the Planning Committee and other invited local officials the final version of the Plan, both verbally and in writing, including all requirements listed above and incorporating the comments suggested by the Planning Committee members, in a format suitable for reproduction by the Pacific County Emergency Management Agency. The final Plan must also include documentation of public participation in Plan development. The consultant shall provide the Pacific County Emergency Management Agency with one (1) color paper copy of the final plan, one (1) digital (MS Word format) copy of the final plan and one (1) PDF copy of the final plan.

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

<u>Month</u>	<u>Activity</u>
Fall 2014	Project initiation and consultant selection Consultant participating agency recruitment Consultant formal needs and risk assessment
Winter 2014/2015	Participating partners conduct hazard assessment Participating partners collect additional data and information Draft revision of HIVA
Spring 2015	Development of mitigation strategies

Summer 2015	Conduct public forum regarding strategies, goals, objectives Draft plan complete
Fall 2015	Review and comment of draft by Planning Committee Presentation of draft Plan to public Review of draft Plan by WAEMD FEMA plan review
January 9, 2016	Pacific County plan adoption

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

Members of the Planning Committee will review proposals and may invite consultants to be interviewed. Final decisions about consultant selection will be based on the interviews and the Evaluation Criteria specified below. Once a consultant is recommended, the consultant will work with the Pacific County to negotiate a final contract document, including a detailed timeline for Plan completion. All contract documents will be executed with Pacific County and will conform to the Pacific County Emergency Management Agency policies and procedures. The selection process should be completed within 30 days of the submission of proposals.

#### **Contents of Proposals**

Proposals should include:

1. Statement of experience in similar projects, this should include brief project descriptions, as well as reference lists.
2. Identification of individuals to be assigned to the project and statement of qualifications of individuals and resources assigned to the project.
3. Statement of general approach, including a description of the recommended process and considerations for completing the Plan update and revision and for meeting the public participation requirements of WAEMD and FEMA. It is expected that the consultant will meet with the Planning Committee (i.e. one (1) hour meetings once a week) until the final Plan is completed.
4. Scope of Work detailing the timeline, necessary tasks for development of the Plan, and partners responsible for completing tasks.
5. General list of data and information needed to revise/update a Hazard Mitigation Plan.
6. An estimate of the cost of proposed Plan review and revision. If the total cost for the proposed Plan exceeds grant funds consultants should suggest modifications to the Scope of Work that remain consistent with and support the requirements of the Plan. Costs for completing specific sections of the proposed Plan should be

estimated and noted in the proposal.

### **Evaluation Criteria**

Consultant will be evaluated based on the following criteria:

- Experience and expertise in review and revision of hazard mitigation plans approved by WAEMD and FEMA – references to be provided.
- Experience with projects similar in scope for communities similar to those of Pacific County.
- Ability to accomplish projects in a professional, thorough and timely manner.
- Qualifications of people and resources assigned to project.
- Ability to with meet the Planning Committee to review and revise the Plan.
- Costs of services consistent with and supporting the requirements of the Plan. Costs for completing specific sections of the proposed Plan should be estimated and noted in the proposal.
- Completeness and thoroughness of proposals and bid documents.

### **Validity Period**

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

### **Selection Date**

It is anticipated that Consultant selection will occur on October 14, 2014 at the regular meeting of the Pacific County Board of County Commissioners, in South Bend, WA.

## **PART IV. PAYMENTS**

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

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

Technical questions regarding this Request for Proposals should be submitted in writing (to include fax and email) no later than **4:30 p.m. September 26, 2014** to:

Stephanie Fritts, Director  
Pacific County Emergency Management Agency  
PO Box 27  
South Bend, WA 98586  
Fax: (360) 875-9342  
Email: [sfritts@co.pacific.wa.us](mailto:sfritts@co.pacific.wa.us)

### **Deadline for Submission**

The deadline for submission for proposals is the close of business (**4:30 p.m.) October 8, 2014**. Responses should be submitted **in a sealed envelope** to:

### **SEALED PROPOSALS – CONSULTANT SERVICES – HAZARD MITIGATION PLAN**

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

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

## **PART VI.**

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

### **GENERAL CONDITIONS TO BID**

- 1) Proposal packages shall be submitted in a sealed envelope marked with the name of the consultant and the words “**SEALED PROPOSAL – CONSULTANT SERVICES – HAZARD MITIGATION PLAN**” marked on the outside of the envelope. Submit one original, with all original signatures on required forms, and five copies.
- 2) Consultant assumes the risk of any delay in the mail. Whether sent by mail

or by personal deliver, consultant assumes responsibility for having the proposal deposited on time at the Pacific County Emergency Management Agency. All proposals received after the designated time stated will not be considered and will be returned to the consultant unopened.

- 3) The proposal, as presented, shall remain valid for a period of ninety (90) days from proposal due date.
- 4) Any deviations from the specifications are to be so noted and fully explained. Deviations will be analyzed, and if deemed to be in the best interests of the Pacific County Emergency Management Agency, specification requirements may be waived.
- 5) It shall be the responsibility of each consultant to call to the attention of the Pacific County Emergency Management Agency any apparent discrepancy in the specification so or any question of interpretation thereof. Failure to do so constitutes acceptance as written.
- 6) The Pacific County Emergency Management Agency reserves the right to “revise: or “amend” the proposal specifications prior to the proposal due date by “written addenda”.
- 7) The Pacific County Emergency Management Agency reserves the right to reject any or all proposals and to negotiate with any consultant.
- 8) Proposals will be evaluated on the basis of qualifications, experience and cost. Contract will be awarded to the company who offers a proposal that appears to be in the best interests of the Pacific County Emergency Management Agency.
- 9) The apparent silence of the specification as to any details or the omission of a detailed description concerning any point shall be interpreted as meaning that only the nest commercial practices are to prevail and that only first quality materials and work will be accepted.
- 10) The consultant shall submit any and all confidential materials in a separate envelope, sealed with the envelope clearly marked with CONFIDENTIAL on the outside. All confidential materials submitted shall be so clearly marked on the top of each page a CONFIDENTIAL. All other materials submitted in response to the specifications and requirements contained herein shall be considered non-confidential.

- 11) All proposals submitted to the Pacific County Emergency Management Agency become the property of the Pacific County Emergency Management Agency and will be opened in the Pacific County Board of County Commissioner's office. Each proposal will be checked to determine if it is complete and meets the requirements of the Request for Proposals. At and after opening, proposals will NOT be part of the public record and subject to disclosure, but will be kept confidential until after award. When such award is completed, proposals will be available for public inspection.

## **MAPPING STANDARD**

The standard software file format for spatial data is ESRI's Arc/Info theme.

The Pacific County Emergency Management Agency's preference is to receive digital data products in the standard geo-referenced file formats. If it is not possible for the consultant to provide the digital spatial data in the standard format, the Pacific County Emergency Management Agency may accept the data as a geo-reference CAD (.dxf, .dwg or .dgn) file, Arc/Info export (.e00) file, or ArcView shapefile (.shp). Export files from other GIS software packages may be acceptable, but must be pre-approved by the Pacific County Emergency Management Agency. Other CAD drawing formats and non-geo-referenced files will not be accepted. In addition, the consultant is required to submit FGDC compliant metadata for each spatial data set.

The delivery format of all digital data products must be clearly defined in responses to Requests for Proposals and/or the final contract for services. Early in the project, the consultant must also review their proposed data structure, file format, geo-referencing standard and metadata content with the Pacific County Emergency Management Agency director's office to ensure that the final digital data products will meet our GIS requirements.

Existing Pacific County developed map and digital GIS data products can be made available to the consultant based on Pacific County Department of Public Works data distribution standards and policy.



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:**

September 9, 2014

## AGENDA REQUEST FORM

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

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

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

Review: ☐ Clerk of the Board

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

☐ Risk Management

☐ Legal

☐ OTHER: \_\_\_\_\_

### DISTRIBUTION LIST:

☐ RF

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☐ Health

☐ Prosecutor

☐ Vegetation Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Coop. Ext.

☐ DCD

☐ NDC

☐ Sheriff

☐ Other

### AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Superior Court	DIVISION (if applicable):
OFFICIAL NAME & TITLE: Michael J. Sullivan, Superior Court Judge	PHONE / EXT: EXT: 2300
SIGNATURE: <i>Michael J. Sullivan</i>	DATE:
NARRATIVE OF REQUEST	
To approve Superior Court to publish RFP for Drug Court Coordinator Contract for the contract year 2015.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	

REQUEST FOR PROPOSALS  
DRUG COURT PROGRAM COORDINATOR

Proposals, together with statements of qualifications, are requested from candidates experienced in creating and coordinating an Adult Drug Court Program before the Superior Court of Pacific County, Washington, beginning January 1, 2015 through December 31, 2015, subject to continual funding. They must also have the experience and knowledge of working and supervising substance-abuse offenders.

Submittals will be received by personal or special delivery to Pacific County Superior Court Judge (Pacific County Courthouse, 300 Memorial Avenue, Second Floor) in South Bend, Washington until the hour of 5:00 p.m. PST, on Friday, October 3, 2014.

Questions pertaining to this solicitation should be addressed to Michael J. Sullivan (Superior Court Judge), telephone (360) 875-9328 or write to P.O. Box 67, South Bend, Wa 98586.

Pacific County reserves the right to reject any or all proposals or to waive any or all submission irregularities and to negotiate informally further with any or all proponents.





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REQUESTED MEETING DATE:

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## AGENDA REQUEST FORM

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

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

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Review: ☐ Clerk of the Board

☐ Risk Management

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

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☐ DCD

☐ NDC

☐ Sheriff

☐ Other

## AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Superior Court

DIVISION (if applicable):

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

PHONE / EXT: EXT: 2300

SIGNATURE: 

DATE:

NARRATIVE OF REQUEST

To approve Superior Court to publish RFP for Spanish Interpreter Contract.

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

REQUEST FOR PROPOSALS  
INTERPRETER SERVICES

Proposals, together with statements of qualifications, are requested from candidates interested in providing interpreter services for the Pacific County Courts. Candidates must possess certification by the Administrator of the Courts and be certified in the Spanish Language. Services will be provided to the Superior Court, South District Court, and North District Court of Pacific County, Washington, beginning January 1, 2015 through December 31, 2015, subject to continual funding.

Submittals will be received by personal or special delivery to Pacific County Superior Court Judge (Pacific County Courthouse, 300 Memorial Avenue, Second Floor) in South Bend, Washington until the hour of 5:00 p.m. PST, on Friday, October 3, 2014. .

Questions pertaining to this solicitation should be addressed to Michael J. Sullivan (Superior Court Judge), telephone (360) 875-9328 or write to P.O. Box 67, South Bend, Wa 98586.

Pacific County reserves the right to reject any or all proposals or to waive any or all submission irregularities and to negotiate informally further with any or all proponents.



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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:**

9/9/2014

## AGENDA REQUEST FORM

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

BOCC ACTION: ☐ APPROVED

☐ DENIED

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

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

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

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☐ DEFERRED TO: \_\_\_\_\_

Review: ☐ Clerk of the Board

☐ Risk Management

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☐ Vegetation Mgmt

☐ Civil Service

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☐ 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:

8/29/2014

NARRATIVE OF REQUEST

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

Accept resignation of Kay Buesing, Alternate member on the Lodging Tax Advisory Committee representing "involved in activity" - User

**LODGING TAX ADVISORY COMMITTEE – established 4/99 (review annually - June)**

(Meet 1-2 times a year, or as needed)

“Business”- collector of tax

“ “

Laurie Anderson-Shelburne Inn, Seaview

Curt Stephens – Ocean Park Resort, Ocean Park

Doug Vial – Sequest Motel, South Bend (appt 8/03)

*Alternate: Vacant*

“Involved in activity” - user

“ “

“ “

Andi Day-LBP Visitors Bureau (appt 4/2012)

Betsy Millard - Columbia Pacific Heritage Museum (appt 4/13)

Laurie Bowman-NW Carriage Museum (appt 6/2014)

*Alternate: Kay Buesing – World Kite Museum (appt 1/05)*



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beginning at 9 a.m.**

**REQUESTED MEETING DATE:**

9/9/2014

## AGENDA REQUEST FORM

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

BOCC ACTION:

☐ APPROVED

☐ DENIED

Agenda Item #:

Initial:

Date:

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO:

Review: ☐ Clerk of the Board

☐ Risk Management

☐ CONTINUED TO DATE:

TIME:

☐ Legal

☐ OTHER:

DISTRIBUTION LIST:

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☐ Civil Service

☐ Juvenile

☐ SDC

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☐ 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:

DATE:

8/25/2014

NARRATIVE OF REQUEST

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

Accept resignation of Maiko Minami from the TRSN Advisory Board



September 9, 2014

## AGENDA REQUEST FORM

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

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

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

Review: ☐ Clerk of the Board

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

☐ Risk Management

☐ OTHER: \_\_\_\_\_

☐ Legal

**DISTRIBUTION LIST:**

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

### AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: General Administration	DIVISION (if applicable): n/a
OFFICIAL NAME & TITLE: Paul T. Plakinger, Management & Fiscal Analyst	PHONE / EXT: x2243
SIGNATURE: <i>PTP</i>	DATE: September 3, 2014
NARRATIVE OF REQUEST	
Please approve the following fy2014 budget category appropriation transfer:  Capital Improvements Fund #125 • \$5,000 budget appropriation to be transferred from Capital Outlays to Operating (Repairs & Maintenance)	
RECOMMENDED MOTION	

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

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

**IN THE MATTER OF AMENDMENTS TO THE FISCAL YEAR 2014 BUDGET  
BY APPROPRIATION TRANSFER**

**WHEREAS**, it has been brought to the attention of the Board of Pacific County Commissioners that adjustments by transfer should be made to the fiscal year 2014 budget appropriations in the funds and departments listed in Attachment A of this resolution; and

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

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

**IT IS HEREBY FURTHER RESOLVED** that the Auditor be authorized to transfer the fiscal year 2014 budget appropriations as listed in Attachment A of this resolution.

**PASSED** by the following vote this 9<sup>th</sup> day of September, 2014 by the Board of Pacific County Commissioners meeting in regular session at South Bend, Washington, then signed by its membership and attested to by its Clerk in authorization of such passage:

\_\_\_\_\_ YEA; \_\_\_\_\_ NAY; \_\_\_\_\_ ABSTAIN; and \_\_\_\_\_ ABSENT.

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

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

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

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

ATTEST:

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

<b>Fund Name</b>	<b>Amount</b>	<b>Transfer From:</b>	<b>Transfer To:</b>
Capital Improvements Fund	\$5,000.00	125.340.594.76.61	125.340.576.80.48



**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.