

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

**Tuesday, April 14, 2015  
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 for items not on the agenda** *(limited to three minutes per person)*

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

- A)** Approve Rainbow Valley Landfill Vouchers:  
PUD #2 - \$53.41  
Royal Heights Transfer Station, Inc. - \$2,536.38  
City of Raymond - \$3,655
- B)** Approve minutes of March 24, 2015

### **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.*

2015-14

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

PUD NO. 2

P.O. BOX 472

RAYMOND, WA 98577

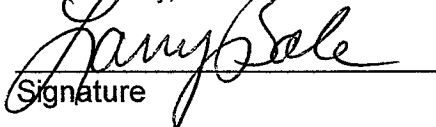
|                 |                       |
|-----------------|-----------------------|
| Vendor #        | Date                  |
| Reference No. 2 | Purchase Order Number |

**Instructions:**

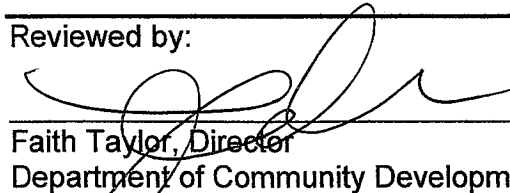
1. Attach invoices, sign voucher and submit to the following address: Administrator, Pacific County Department of Community Development, P O Box 26, South Bend, WA 98586.
2. Completed vouchers should be received one week prior to the scheduled Board of Health meeting. Approved vouchers will be paid by 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   |
|-----------|---------|-------------|------|-----|----------|----------|-----|----------|
|           | 3/25/15 | UTILITIES   | 660  | 000 | 537      | 10       | 41  | \$ 53.41 |
|           |         |             |      |     |          |          |     |          |
|           |         |             |      |     |          |          |     |          |
|           |         |             |      |     |          |          |     |          |
|           |         |             |      |     |          |          |     |          |

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

      PRES.      4/6/15  
Signature                      Title                      Date

Reviewed by:

      April 7, 15  
Faith Taylor, Director                      Date  
Department of Community Development

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

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

\_\_\_\_\_  
Date

RECEIVED  
PACIFIC COUNTY

APR 08 2015

GENERAL ADMINISTRATION  
BOARD OF COMMISSIONERS



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

Account Number 19983

Page 1 of 1

Statement Date 03/26/2015

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

**Billing Summary**

|                                 |              |
|---------------------------------|--------------|
| Previous Balance                | 69.84        |
| Payment Received 03/16/15       | 69.84 CR     |
| Balance Forward                 | 0.00         |
| Current Charges Due By 04/22/15 | 53.41        |
| <b>Total Due</b>                | <b>53.41</b> |

\*\*\*\*\*AUTO\*\*SCH 5-DIGIT 98531  
C-1 P-1  
LARRY BALE  
DBA RAINBOW VALLEY LANDFILL  
114 AIRPORT RD  
RAYMOND WA 98577-9233



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

**Meter Reading Details Meter A34390**

|                      |          |       |
|----------------------|----------|-------|
| Current KWH Reading  | 03/16/15 | 82815 |
| Previous KWH Reading | 02/17/15 | 82373 |
| Total KWH Usage      |          | 442   |
| Days Served 27       |          |       |

**Detail of Charges**

|                           |              |
|---------------------------|--------------|
| 442 kWh x 0.071200        | 31.47        |
| Power Cost Adj @ 3%       | 0.94         |
| Elec Basic Charge         | 21.00        |
| <b>Total This Service</b> | <b>53.41</b> |

| MO      | Mar 14 | Apr 14 | May 14 | Jun 14 | Jul 14 | Aug 14 | Sep 14 | Oct 14 | Nov 14 | Dec 14 | Jan 15 | Feb 15 | Mar 15 |
|---------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Usage   | 772    | 820    | 788    | 579    | 731    | 277    | 277    | 282    | 798    | 781    | 894    | 666    | 442    |
| Avg/Day | 29     | 25     | 27     | 19     | 24     | 9      | 9      | 10     | 28     | 27     | 26     | 23     | 16     |

Return This Portion With Your Payment

PLEASE INDICATE CHANGE OF ADDRESS HERE:

|  |       |                    |
|--|-------|--------------------|
| MAILING ADDRESS                        |       |                    |
| CITY                                   | STATE | ZIP                |
| LOCATION PHONE NUMBER                  |       | OTHER PHONE NUMBER |
| SIGNATURE (REQUIRED TO CHANGE ADDRESS) |       |                    |

|                     |                                   |
|---------------------|-----------------------------------|
| Account Number      | 19983                             |
| Due Date            | 04/22/2015                        |
| Amount Due          | 53.41                             |
| Warm Heart Donation |                                   |
| Amount Paid         | ONLY IF DIFFERENT THAN AMOUNT DUE |

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

Public Utility No. 2 of Pacific County  
P.O. Box 472 07  
Raymond, WA 98577-0472



2015-15

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

ROYAL HEIGHTS TRANSFER STATION, INC

114 AIRPORT RD.

RAYMOND, WA 98577

|                 |                       |
|-----------------|-----------------------|
| Vendor #        | Date                  |
| Reference No. 2 | Purchase Order Number |

**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     |
|-----------|--------|-------------------------|------|-----|----------|----------|-----|------------|
| 4849      | 4/6/15 | LEACHATE TRANSPORTATION | 660  | 000 | 537      | 10       | 41  | \$ 2536.38 |
|           |        |                         |      |     |          |          |     |            |
|           |        |                         |      |     |          |          |     |            |
|           |        |                         |      |     |          |          |     |            |
|           |        |                         |      |     |          |          |     |            |

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

*[Signature]*  
Signature

PRES.  
Title

4/6/15  
Date

Reviewed by:

*[Signature]*  
Faith Taylor, Director  
Department of Community Development

April 7, 15  
Date

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

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

\_\_\_\_\_  
Date

RECEIVED  
PACIFIC COUNTY

APR 08 2015

GENERAL ADMINISTRATION  
BOARD OF COMMISSIONERS

|          |                      |              |                   |
|----------|----------------------|--------------|-------------------|
|          |                      |              |                   |
|          |                      |              |                   |
| Date     |                      |              |                   |
|          | <u>loads</u>         |              |                   |
| 3/1/2015 |                      |              |                   |
| 2        | 3                    |              |                   |
| 3        | 2                    |              |                   |
| 4        |                      |              |                   |
| 5        | 1                    |              |                   |
| 6        | 1                    |              |                   |
| 7        |                      |              |                   |
| 8        |                      |              |                   |
| 9        |                      |              |                   |
| 10       | 3                    |              |                   |
| 11       |                      |              |                   |
| 12       | 2                    |              |                   |
| 13       | 1                    |              |                   |
| 14       |                      |              |                   |
| 15       | 1                    |              |                   |
| 16       | 3                    |              |                   |
| 17       | 1                    |              |                   |
| 18       |                      |              |                   |
| 19       |                      |              |                   |
| 20       | 3                    |              |                   |
| 21       |                      |              |                   |
| 22       | 1                    |              |                   |
| 23       | 2                    |              |                   |
| 24       | 1                    |              |                   |
| 25       |                      |              |                   |
| 26       | 3                    |              |                   |
| 27       | 1                    |              |                   |
| 28       |                      |              |                   |
| 29       |                      |              |                   |
| 30       | 3                    |              |                   |
| 31       | 1                    |              |                   |
|          | <b>33</b>            |              |                   |
|          | <i>total gallons</i> |              | <b>198000</b>     |
|          |                      | <b>TOTAL</b> | <b>\$2,536.38</b> |

2015-016

**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       | 3/23/15 | LEACHATE TREATMENT<br>Jan. 2015 | 660  | 000 | 537      | 10       | 41  | \$ 3655.00 |
|           |         |                                 |      |     |          |          |     |            |
|           |         |                                 |      |     |          |          |     |            |
|           |         |                                 |      |     |          |          |     |            |
|           |         |                                 |      |     |          |          |     |            |

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.

*Tony Bale*      PRES.      4/6/15  
 Signature      Title      Date

Reviewed by:

*[Signature]*  
 Faith Taylor, Director  
 Department of Community Development

Date

*April 7 '15*

**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



# CITY OF RAYMOND

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

Invoice No.

103

## INVOICE

### Customer

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

Date 3/23/2015  
Order No. \_\_\_\_\_  
Rep \_\_\_\_\_  
FOB \_\_\_\_\_

| Qty | Description                    | Unit Price | TOTAL      |
|-----|--------------------------------|------------|------------|
| 1   | LEACHATE DISPOSAL JANUARY 2015 | \$3,645.00 | \$3,645.00 |
| 1   | ROAD MAINTENANCE               | \$10.00    | \$10.00    |

### Payment Details

- ☐ Cash  
☒ Check  
☐ Credit Card

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

|                     |                   |
|---------------------|-------------------|
| SubTotal            | \$3,655.00        |
| Shipping & Handling |                   |
| Taxes State         | \$0.00            |
| <b>TOTAL</b>        | <b>\$3,655.00</b> |

Office Use Only

THANK YOU FOR YOUR BUSINESS!

PACIFIC COUNTY, WASHINGTON  
LOCAL BOARD OF HEALTH  
JOURNAL #33

**PROCEEDINGS**

**9:00 AM**  
**Tuesday, March 24, 2015**

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

**CALL TO ORDER – 9:00 AM**

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

Marie Guernsey, Clerk of the Board  
Kathy Spoor, County Administrative Officer  
Paul Plakinger, Management & Fiscal Analyst  
Mike Collins, Public Works Director/County Engineer  
Andi Harland, Accounting Manager  
Dotsi Graves, Fair/Parks Manager  
Faith Taylor-Eldred, Director of Community Development  
Tim Crose, Asst. Director of Community Development  
Monte Givens, Building Inspector  
Will Hamlin, Code Enforcement Officer/Planning-DCD  
Tammy Engel, Code Enforcement Officer-DCD  
Megan McNelly, Executive Assistant/Office Manager-DCD  
Joyce Kidd, Auditor  
Bruce Walker, Assessor  
Mary Goelz, Director of Health & Human Services  
Lisa Olsen, Senior Appraiser  
Loni Hooper, Chief Appraiser  
Connie Williams, Senior Appraiser  
Cindy Howard, Appraiser  
Kelli Buchanan, Administrative Asst. II

**GENERAL PUBLIC IN ATTENDANCE**

Mike Williams, Chinook Observer (recorded meeting)  
Pat Meyers-Willapa Harbor Herald (recorded meeting)  
Gerry Amacher  
Val Rowe  
Cheryl Heywood, Director of Timberland Regional Library  
Four Timberland Regional Library representatives  
Mark Studer, WA State Department of Revenue

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



PACIFIC COUNTY, WASHINGTON  
LOCAL BOARD OF HEALTH  
JOURNAL #33

**PUBLIC COMMENT**

Cheryl Heywood, Director for Timberland Regional Library presented their quarterly report

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

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

**Approve Rainbow Valley Landfill Voucher  
City of Raymond- \$1,810.00**

**Approve minutes of February 10, 24, and March 10, 2015**

**MEETING CLOSED – 9:10AM**

PACIFIC COUNTY  
LOCAL BOARD OF HEALTH

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

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

ATTEST:

\_\_\_\_\_  
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

Meetings are held the 2nd  
and 4th Tuesday of each  
month, beginning at 9 a.m.

REQUESTED MEETING DATE:

04/14/15

## AGENDA REQUEST FORM

TO BE COMPLETED BY CLERK OF THE BOARD / DEPUTY CLERK OF THE BOARD

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

### AGENDA ITEM REQUEST

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

|   |                           |
|---|---------------------------|
| DEPARTMENT/OFFICE: Sheriff's Office   | DIVISION (If applicable): |
| OFFICIAL NAME & TITLE: Denise L. Rowlett, Chief Deputy  | PHONE / EXT: 2293         |
| SIGNATURE: <i>Denise L. Rowlett</i>   | DATE: 04/02/2015          |
| NARRATIVE OF REQUEST<br>Request the BOCC acknowledge the hire of Sam Schouten as a full-time, fully-commissioned, fully-compensated deputy sheriff effective April 1, 2015. |                           |
| RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)   |                           |



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

Meetings are held the 2nd  
and 4th Tuesday of each  
month, beginning at 9 a.m.

REQUESTED MEETING DATE:

04/14/15

## AGENDA REQUEST FORM

TO BE COMPLETED BY CLERK OF THE BOARD / DEPUTY CLERK OF THE BOARD

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

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

Review ☐ Clerk of the Board

☐ Risk Mgmt

☐ CONTINUED TO DATE: \_\_\_\_\_

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

☐ Legal Required

☐ OTHER: \_\_\_\_\_

### DISTRIBUTION LIST:

☐ RF

☐ Assessor

☐ DPW

☐ PACCOM

☐ Superior Court

☐ CF

☐ Auditor

☐ PCEMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Veg Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU 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: 4/2/2015

NARRATIVE OF REQUEST

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

Approve reappointment of Diane Knutson to the Human Services Advisory Council



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

Meetings are held the 2nd  
and 4th Tuesday of each  
month, beginning at 9 a.m.

REQUESTED MEETING DATE:

04/14/15

## AGENDA REQUEST FORM

### TO BE COMPLETED BY CLERK OF THE BOARD / DEPUTY 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 Mgmt

☐ Legal Required

#### DISTRIBUTION LIST:

☐ RF

☐ Assessor

☐ DPW

☐ PACCOM

☐ Superior Court

☐ CF

☐ Auditor

☐ PCEMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Veg Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU 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: *Marie*

DATE: 4/6/2015

NARRATIVE OF REQUEST

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

Approve the reappointments of Marshall Tate and Jean Shaudys to another three year term on the Board of Adjustment

**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, April 14, 2015, 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

126534                      thru                      126624                      \$ 331,028.93

Warrants Dated:                      March 27, 2015

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

AUDITED:

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

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Commissioner

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

\_\_\_\_\_  
Commissioner

RECEIVED  
PACIFIC COUNTY

MAR 30 2015

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, April 14, 2015, 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

126625                      thru                      126686                      \$    41,925.03

Warrants Dated:        March 31, 2015

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

AUDITED:

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

ATTEST:

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

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

RECEIVED  
PACIFIC COUNTY

**MAR 31 2015**

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, April 14, 2015, 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

126687                      thru                      126754                      \$ 402,050.52

Warrants Dated: April 3, 2015

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

AUDITED:

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

ATTEST:

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

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

RECEIVED  
PACIFIC COUNTY

APR 03 2015

GENERAL ADMINISTRATION  
BOARD OF COMMISSIONERS

COUNTY OF PACIFIC - STATE OF WASHINGTON

BOARD OF COUNTY COMMISSIONERS

SUMMARY OF APPROVAL OF MONTHLY PAYROLL

WHEREAS, the Elected Officials and Department Heads have submitted certified requests for payroll payments for officers and employees to the County Auditor for disbursement as shown by the attached department listings; and,

WHEREAS, the Board of County Commissioners have reviewed the listing as attached; now, therefore,

IT IS HEREBY ORDERED by the Board of County Commissioners that salaries, wages, overtime and other pay are allowed as follows:

MONTH OF: MARCH, YEAR OF 2015

TOTAL EMPLOYEES: 167

TOTAL PAYROLL: \$690,016.72

Approve payroll subject to adequate budget appropriations.

BOARD OF PACIFIC COUNTY COMMISSIONERS

Dated this \_\_\_14th\_\_\_ day of April 2015

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

Attest:

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

RECEIVED  
PACIFIC COUNTY

MAR 31 2015

GENERAL ADMINISTRATION  
BOARD OF COMMISSIONERS



PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #51

**PROCEEDINGS**

**9:00 AM**  
**Tuesday, March 24, 2015**

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

**CALLED TO ORDER – 9:10AM**

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

Marie Guernsey, Clerk of the Board  
Kathy Spoor, County Administrative Officer  
Paul Plakinger, Management & Fiscal Analyst  
Mike Collins, Public Works Director/County Engineer  
Andi Harland, Accounting Manager  
Dotsi Graves, Fair/Parks Manager  
Faith Taylor-Eldred, Director of Community Development  
Tim Crose, Asst. Director of Community Development  
Monte Givens, Building Inspector  
Will Hamlin, Code Enforcement Officer/Planning-DCD  
Tammy Engel, Code Enforcement Officer-DCD  
Megan McNelly, Executive Assistant/Office Manager-DCD  
Joyce Kidd, Auditor  
Bruce Walker, Assessor  
Mary Goelz, Director of Health & Human Services  
Lisa Olsen, Senior Appraiser  
Loni Hooper, Chief Appraiser  
Connie Williams, Senior Appraiser  
Cindy Howard, Appraiser  
Kelli Buchanan, Administrative Asst. II

**GENERAL PUBLIC IN ATTENDANCE**

Mike Williams, Chinook Observer (recorded meeting)  
Pat Meyers-Willapa Harbor Herald (recorded meeting)  
Gerry Amacher  
Val Rowe  
Cheryl Heywood, Director of Timberland Regional Library  
Four Timberland Regional Library representatives  
Mark Studer, WA State Department of Revenue

**PUBLIC COMMENT**

Gerry Amacher inquired about wind powered vehicles being allowed on the beaches and would like to see ATVs be allowed as well.

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #51

**CONSENT AGENDA (1-7)**

Commissioner Wolfe requested the Years of Service be removed from the Consent Agenda.

**CONSENT AGENDA (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

**Commissioners Office**

**Confirm Chair's signature on Work Initiation Document for Wildlife Damage Management with US Department of Agriculture**

**Community Development**

**Approve the Professional Services Contract Amendment #1 with the Watershed Company**

**Boards and Commissions**

**Approve reappointment of Bob Rose as District 4 Representative and appointment of Warren Cowell, replacing Malcom McPhail, as District 5 Representative to the Noxious Weed Control Board**

**General Business**

**Vendor Claims:**

**Warrants Numbered 126361 thru 126451 - \$338,782.08**

**Warrants Numbered 126452-126533- \$174,210.25**

**Approve the regular meeting minutes of February 10<sup>th</sup>, February 24<sup>th</sup> and March 10<sup>th</sup>, 2015**

**Confirm authorization of exception to the Personnel Policy to make the Shared Work Program available to all reduced FTE employees**

**YEARS OF SERVICE AWARDS**

25 Years      Tim Crose (DCD)

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #51

**ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS**

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

**Approve posting and advertising for vacant Engineering Technician/GIS Assistant and Administrative Assistant II and return with request to hire**

**Approve appointment of Samantha Johnson to fill vacant Accountant Position, Grade 12 Step 1, effective March 23, 2015, subject to adequate budget appropriations**

**Authorize release of Performance and Payment Bond for Naselle Rock & Asphalt for the South Valley Road Improvement Project for the purpose of holding until the warranty period expires**

**Approve of Local Agency Agreement Supplement No. 1 for the Sandridge Road Resurface Project and authorize Chair to sign**

**Approve out of class pay for Samantha Johnson, Administrative Asst. II for hours worked as Accountant from March 9 through March 22, 2015, in accordance with Local 367C Collective Bargaining Agreement, subject to adequate budget appropriations**

**Approve Local Agency Agreements and Project Prospectus Packets for safety projects including Guardrail Placement, Signing Upgrades and Sandridge Road Crash Cushions and authorize Chair to sign**

**Approve Chinook Park Maintenance and Operation Contract with the Port of Chinook, subject to adequate budget appropriations**

**ITEMS REGARDING FLOOD ZONE DISTRICT NO 1**

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

**Approve request to solicit quotations for pipe projects**

**ITEMS REGARDING DEPARTMENT OF COMMUNITY DEVELOPMENT**

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

**Approve Agreement with Taft Plumbing to install an emergency eye wash/shower station in the amount of \$26,576.17, subject to adequate budget appropriations** *(A request for proposals was issued Taft was the only response received)*

**PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #51**

**Approve request to advertise for vacant, budgeted Building Inspector/Code Enforcement Officer position and a grant funded Environmental Health Technician in accordance with Local 367C Collective Bargaining Agreement, subject to adequate budget appropriations and return with request to hire**

**ITEMS REGARDING FAIR**

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

**Approve entertainment contract with Stoddard and Cole for the 2015 Fair and authorize Fair Manager to sign, subject to adequate budget appropriations**

**Approve Special Event Use Agreements to host a horse show at the Pacific County Fairgrounds and authorize Chair to sign**

**Approve Special Event Use Agreement to horse a ranch sorting event at the Pacific County Fairgrounds and authorize Chair to sign**

Consider adoption of Resolution establishing the Fair Fee Schedule-**DEFERRED**

**ITEMS REGARDING HEALTH AND HUMAN SERVICES**

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

**Approve Nexplanon Credit application with CuraScript to allow purchase of birth control method**

**ITEMS REGARDING ASSESSOR'S OFFICE**

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

**Acknowledge resignation of Loni Hooper, effective April 9, 2015 and approve request to post for Chief Appraiser position in accordance with Local 367C Collective Bargaining Agreement and return with request to hire**

**ITEMS REGARDING SHERIFF'S OFFICE**

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

**Acknowledge receipt of WASPC Traffic Safety Grant and approve request to purchase of one radar unit and one antenna in the amount of \$1,399.78, from Applied Concepts, Inc. who is on state bid, subject to adequate budget appropriations**

**PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #51**

**ITEMS REGARDING TREASURER'S OFFICE**

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

**Approve request for out of class pay for Amy Lee, Junior Accountant for hours worked as Accountant, Grade 12 in accordance with Local 367C Collective Bargaining Agreement, subject to adequate budget appropriations**

**ITEMS REGARDING VEGETATION MANAGEMENT**

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

**Approve Service Agreement with the City of Ilwaco for weed control services**

**ITEMS REGARDING WSU EXTENTION**

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

**Approve request to post and advertise for vacant Administrative Assistant II, Grade 9, 0.45FTE, in accordance with Local 367C Collective Bargaining Agreement, return with request to hire, subject to adequate budget appropriations**

**ITEMS REGARDING GENERAL BUSINESS**

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

**Authorize waiving of penalties, tax, and interest in the amount of \$3,661.23 pertaining to the Surfside Inn Condominiums, and authorize advertising auction of tax title properties and setting a tentative auction date of April 22, 2015**

**ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS**

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

**Approve purchase of Trail King Rollback Trailer from Pape Machinery (from state bid) in the amount of \$59,957, subject to adequate budget appropriations**

**EXECUTIVE SESSION –None**

**SIGNATURE BLOCK ON THE FOLLOWING PAGE**

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #51

PACIFIC COUNTY  
BOARD OF COUNTY COMMISSIONERS

---

Steve Rogers, Chairman

ATTEST:

---

Frank Wolfe, Commissioner

---

Marie Guernsey  
Clerk of the Board

---

Lisa Ayers, Commissioner

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

OTHER BUSINESS FOR FILING

Memorandum from Prosecutor dated March 2, 2015 regarding review of agenda items.

Letter from Local 367C Union Staff Representative, Hannah Franks regarding out of class pay clarification.

Letter from James M. Beard, Beard Stacey & Jacobsen, LLP, regarding the Surfside South Outfall.

Certificate of Completion provided by WA Counties Insurance Fund for achieving 44% participation in the 2014 Live Well program.

Letter from Marty Lemke regarding her resignation from the Human Services Advisory Council.

Letters from Chuck Mikkola and Dale Hennington regarding Department of Public Works.

Memorandum of Superior Court Judge Mike Sullivan regarding Court Administrator/Court Recorder position.

Letter from US Department of the Interior regarding Notice of Determination of Application for the Shoalwater Bay Indian Tribe acquisition in Trust of 46.97 Acres.



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

Meetings are held the 2nd  
and 4th Tuesday of each  
month, beginning at 9 a.m.

REQUESTED MEETING DATE:

04/14/15

## AGENDA REQUEST FORM

### TO BE COMPLETED BY CLERK OF THE BOARD / DEPUTY CLERK OF THE BOARD

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

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

Review ☐ Clerk of the Board

☐ Risk Mgmt

☐ CONTINUED TO DATE: \_\_\_\_\_

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

☐ Legal Required

☐ OTHER: \_\_\_\_\_

#### DISTRIBUTION LIST:

☐ RF

☐ Assessor

☐ DPW

☐ PACCOM

☐ Superior Court

☐ CF

☐ Auditor

☐ PCEMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Veg Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Ext.

☐ DCD

☐ NDC

☐ Sheriff

☐ Other

### AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Commissioners Office

DIVISION (if applicable):

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

PHONE / EXT:

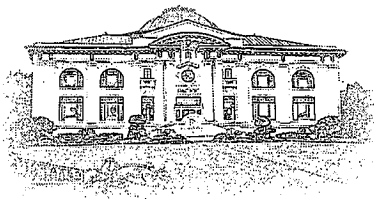
SIGNATURE: 

DATE: 3/31/2015

NARRATIVE OF REQUEST

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

Confirm support of Recommendation 4 from the TriWest Report pertaining to the proposed 5-County Behavioral Health Organization



# Pacific County COMMISSIONERS

---

Steve Rogers, District #1

Frank Wolfe, District #2

Lisa Ayers, District #3

March 31, 2015

Ron Averill, Chair  
Timberlands RSN Governing Board  
P O Box 217  
Cathlamet, WA 98612

RE: TriWest Report  
Proposed 5-County Behavioral Health Organization

The Board of Pacific County Commissioners support Recommendation 4 to add a project management position under the supervision of the TRSN Administrator to navigate the implementation tasks identified in the implementation plan. They further support moving forward with the hiring of a project manager.

Thank you.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

Steve Rogers, Chairman

Frank Wolfe, Commissioner

Lisa Ayers, Commissioner





RECEIVED  
PACIFIC COUNTY

MAR 23 2015

GENERAL ADMINISTRATION  
BOARD OF COMMISSIONERS

March 16, 2015

Brian Cameron

Administrator

Pacific County Board of Commissioners  
P.O. Box 187  
South Bend, WA 98586

P.O. Box 217  
Cathlamet, WA 98612

Re: Tri-West Report  
Proposed 5- County Behavioral Health Organization

Phone: 360 795 3118

1 800 392 6298

Fax: 360 795 3126

cameron@trsn.org

Dear Commissioners:

As you know Cowlitz, Grays Harbor, Lewis, Pacific, and Wahkiakum Counties are now working toward the creation of a new five county Behavioral Health Organization (BHO) to meet the requirements of state legislation adopted in the 2014 session. As part of that process, the counties retained the services of Tri-West Consulting. Tri-West has issued its final "Summary and Findings Report" dated December 16, 2014, ("The Tri-West Report").

On February 20, 2015, the Governing Board of Timberlands Regional Support Network adopted a Resolution approving the Tri-West report and authorizing the TRSN Administrator to implement the recommendations relating to TRSN. TRSN is ready to proceed.

It is our understanding that all of the counties concur with the planning process set forth in the Tri-West report. One of the recommendations of the Tri-West report (recommendation number 4) is to "add a project management position under the supervision of the TRSN Administrator to navigate the implementation tasks identified in the implementation plan."

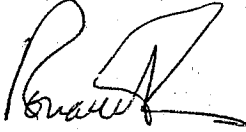
March 16, 2015

Page 2

Prior to hiring a person to fill the project management position, the TRSN Governing Board wants to make sure that each of the counties approves the Tri-West recommendations, and specifically support going forward with the hiring of a project manager. That is particularly important since the recommendation goes on to say: "This position should be subsidized and directed by all the partners and would take day-to-day supervision from the TRSN Administrator." The preliminary discussions have been that TRSN will pay one third (1/3) of the cost and Grays Harbor County and Cowlitz County will each be responsible for one third (1/3) of the cost.

We would appreciate hearing from you in writing as soon as possible to confirm that you are in agreement with the recommendations and TRSN going forward with implementation of recommendation 4 on the terms stated above.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Ron Averill', with a stylized flourish at the end.

Ron Averill, Chair

Timberlands RSN Governing Board

cc: Ms. Mary Goelz



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

Meetings are held the 2nd  
and 4th Tuesday of each  
month, beginning at 9 a.m.

REQUESTED MEETING DATE:

04/14/15

## AGENDA REQUEST FORM

### TO BE COMPLETED BY CLERK OF THE BOARD / DEPUTY CLERK OF THE BOARD

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

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

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

☐ CONTINUED TO DATE: \_\_\_\_\_

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

☐ OTHER: \_\_\_\_\_

Review ☐ Clerk of the Board

☐ Risk Mgmt

☐ Legal Required

#### DISTRIBUTION LIST:

☐ RF

☐ Assessor

☐ DPW

☐ PACCOM

☐ Superior Court

☐ CF

☐ Auditor

☐ PCEMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Veg Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Ext.

☐ DCD

☐ NDC

☐ Sheriff

☐ Other

### AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Commissioners Office

DIVISION (if applicable):

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

PHONE / EXT:

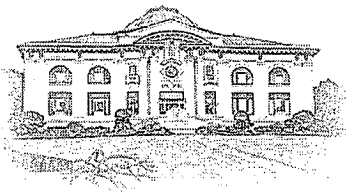
SIGNATURE:

DATE: 3/30/2015

#### NARRATIVE OF REQUEST

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

Confirm letter of support for the 2015 Justice and Mental Health Collaboration Grant Application



# *Pacific County* **COMMISSIONERS**

---

Steve Rogers, District #1

Frank Wolfe, District #2

Lisa Ayers, District #3

April 8, 2015

Dear Grant Selection Committee;

The Board of Pacific County is in support of the Pacific County Sheriff's Office 2015 Justice and Mental Health Collaboration Grant Application. Pacific County is a rural, remote area of Washington State. The Pacific County Sheriff's Office and Jail are in need of a bridge program for inmates to access mental health, substance use and other treatment services upon exit. Such a program would benefit inmates released from the county jail by delivering a better support system and ensure successful reentry, reducing the risk of reoffending and returning to jail.

Our county already has an established Law and Justice Council which meets quarterly, and includes most of the stakeholders who would need to come together to develop a program of this type. Members include city police, county sheriff, Department of Corrections, community mental health, Crisis Support, city and county officials, county prosecutor and other connected agencies. These council members all serve multi-agency involved individuals by providing mental health, substance use disorder and co-occurring treatment, crisis support, medical, or criminal-justice services.

It would be a natural next step for this group to expand their work, and advise the planning and implementation process for a program to reduce multi-agency use and reduce reoffending. This could be accomplished through special sub-committee or as a group. If the grant is received, we will have the resources and bandwidth to measure gaps, collect data, and formulate the best path for Pacific County in developing a successful reentry program.

Pacific County has a demonstrated commitment to supporting individuals with mental health and substance use disorders; we established a drug-court several years ago funded by general fund, and recently passed a dedicated sales tax for exclusive use towards mental health, substance use or co-occurring disorder treatment. In addition, Commissioner Frank Wolfe serves on the Timberlands Regional Support Network board which oversees mental health programs in the region. As the State moves to a system which integrates chemical dependency services with mental health services Frank has been key in guiding those discussions.

Kathy Spoor, the County Administrative Officer is actively involved with the Joint Pacific County Housing Authority and Crisis Support Network that provides emergency housing, which is a need for successful reentry. We recently appointed a County housing advisory committee to work on the objectives set out in the County's ten year plan to reduce homelessness.



# Pacific County COMMISSIONERS

---

Steve Rogers, District #1

Frank Wolfe, District #2

Lisa Ayers, District #3

April 7, 2015

Page 2

Often times those transitioning from jail find themselves homeless. The advisory committee is working to develop a collaborative model to address homeless, avoid duplication of services and better our outcomes. Kathy Spoor, our County Administrative Officer, is actively involved in this committee, as well as has represents the Board on a variety of community coalitions working collaboratively to address issues such as those specifically addressed by this proposal.

We wholeheartedly support this grant, and feel it would greatly increase opportunities for successful reentry.

Thank you for your consideration.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

Steve Rogers, Chairman

Frank Wolfe, Commissioner

Lisa Ayers, Commissioner



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

Meetings are held the 2nd  
and 4th Tuesday of each  
month, beginning at 9 a.m.

REQUESTED MEETING DATE:

04/15/15

## AGENDA REQUEST FORM

TO BE COMPLETED BY CLERK OF THE BOARD / DEPUTY 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 Mgmt

☐

Legal Required

☐

CONTINUED TO DATE: \_\_\_\_\_

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

☐

OTHER: \_\_\_\_\_

DISTRIBUTION LIST:

☐

RF

☐

Assessor

☐

DPW

☐

PACCOM

☐

Superior Court

☐

CF

☐

Auditor

☐

PCEMA

☐

PC Fair

☐

Treasurer

☐

SEA

☐

Clerk

☐

Health

☐

Prosecutor

☐

Veg Mgmt

☐

Civil Service

☐

Juvenile

☐

SDC

☐

WSU 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: April 7, 2015

NARRATIVE OF REQUEST

Request to fill the Road Supervisor - South County position.

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



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

Meetings are held the 2nd  
and 4th Tuesday of each  
month, beginning at 9 a.m.

REQUESTED MEETING DATE:

04/15/15

## AGENDA REQUEST FORM

### TO BE COMPLETED BY CLERK OF THE BOARD / DEPUTY 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 Mgmt

☐ Legal Required

#### DISTRIBUTION LIST:

☐ RF

☐ Assessor

☐ DPW

☐ PACCOM

☐ Superior Court

☐ CF

☐ Auditor

☐ PCEMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Veg Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Ext.

☐ DCD

☐ NDC

☐ Sheriff

☐ Other

### AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: DPW

DIVISION (if applicable): Roads

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

PHONE / EXT: 3368

SIGNATURE: *Michael Collins*

DATE: 4/7/2015

#### NARRATIVE OF REQUEST

Attached for unanimous approval of the Board is County Road Project (CRP) No. 1642 for resurfacing of U Street No. 23840 from MP 1.71 (Bay Avenue) to MP 3.13 (Joe Johns Road). The project will be funded through the County Arterial Preservation Program.

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

2  
BEFORE THE BOARD OF COUNTY COMMISSIONERS OF PACIFIC COUNTY, WASHINGTON

\*\*\*\*\*

IN THE MATTER OF INITIATING COUNTY ROAD PROJECT NO. 1642

RESOLUTION NO. \_\_\_\_\_

\*\*\*\*\*

IT IS HEREBY RESOLVED by the Board of County Commissioners that **U STREET**, State Road Log Number **23840 MP 1.71 (Bay Avenue) to MP 3.13 (Joe Johns Road)** be improved as follows:

**Resurface with Hot Mix Asphalt**

This project is hereby declared to be a public necessity and the County Road Engineer is hereby ordered and authorized to report and proceed thereon as by law provided. (RCW 36.75.050, 36.80.030, 36.80.070)

IT IS STILL FURTHER RESOLVED that an appropriation from the officially adopted Road Fund Budget and based on the County Engineer's Estimate is hereby made in the amounts for the purposes shown:

| <u>PURPOSE</u> | <u>AMOUNT OF APPROPRIATION</u> |                                   |
|----------------|--------------------------------|-----------------------------------|
| Engineering    | \$                             | <b>5,000</b>                      |
| Right of Way   | \$                             |                                   |
| Administration | \$                             |                                   |
| SUBTOTAL       | \$                             | <b>5,000</b>                      |
| Construction   | \$                             | <b>395,000</b> 100% reimbursement |
| <b>TOTAL</b>   | <b>\$</b>                      | <b>400,000</b>                    |

[ XX ] This project is hereby made a part of the officially adopted 2015 Annual Road Program in accordance with R.C.W. 36.81.130 and appears as Item No. 9.

[ XX ] This project is a part of the officially adopted 2015-2020 Six Year Transportation Program and appears as Item No. 15 with the phases being advanced to 2015.

IT IS STILL FURTHER RESOLVED THAT:

[ XX ] The construction is to be accomplished by contract in accordance with RCW 36.77.020 et. seq.

[     ] The construction is to be accomplished by County Forces in accordance with R.C.W. 36.77.065 and W.A.C. 136.18.

ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

APPROVED AS TO FORM:

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

\_\_\_\_\_

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Commissioner

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

\_\_\_\_\_  
Commissioner



# ANNUAL CONSTRUCTION PROGRAM FOR 2015

TOTAL \$'S

\$2,855,000

\$807,197

\$400,000

AGENCY ACTION:

COUNTY >>

PACIFIC

DATE RECOMMENDED PROG. SUBMITTED

10/28/2014

DATE OF ENVIRONMENTAL ASSESSMENT

12/12/2014

DATE OF FINAL ADOPTION

12/19/2014

ORDINANCE/RESOLUTION NO.

2014-064

DATE OF AMENDMENT

(A) TOTAL CONSTRUCTION PROGRAM - columns (14)+(15)

(B) PUBLISHED COUNTY FORCES LIMIT (see instructions)

(C) TOTAL COUNTY FORCES CONST PROGRAM-column (15)

\*\* Line (B) must be smaller than Line (A) \*\*

| (1)                                 | (2)                          | (3)          | (4)   | (5)                       | (6)              | (7)          | (8)                      | (9)                         | (10)                  | (11)           | (12)  | (13)                                  | (14)                    | (15)                         | (16)                    |
|-------------------------------------|------------------------------|--------------|---|---------------------------|------------------|--------------|--------------------------|-----------------------------|-----------------------|----------------|---|---------------------------------------|-------------------------|------------------------------|-------------------------|
| ITEM NUMBER                         | 6 YEAR ROAD PROGRAM ITEM NO. | ROAD LOG NO. | ROAD/PROJECT NAME AND LOCATION<br>(Include brief termini description or MP's; Bridge #) | PROJECT LENGTH<br>(Miles) | FUNCTIONAL CLASS | WORK CODE(S) | ENVIRONMENTAL ASSESSMENT | SOURCES OF FUNDS            |                       |                | ESTIMATED EXPENDITURES -<br>DOLLARS (shown is an example) |                                       |                         |                              |                         |
|                                     |                              |              |   |                           |                  |              |                          | COUNTY FUNDS<br>\$1,234,567 | OTHER FUNDS           |                | PRELIM. & CONST. ENGRING<br>595.10<br>\$1,234,567         | RIGHT OF WAY<br>595.20<br>\$1,234,567 | CONSTRUCTION            |                              | GRAND TOTAL<br>ALL 595. |
|                                     |                              |              |   |                           |                  |              |                          |                             | AMOUNT<br>\$1,234,567 | PROGRAM SOURCE |   |                                       | CONTRACT<br>\$1,234,567 | COUNTY FORCES<br>\$1,234,567 |                         |
| 01                                  | 1                            | 47510        | Rue Creek Road Improvement MP 2.01 to MP 3.38   | 1.37                      | 08               | A, B, D      | E                        | 150,500                     | 1,354,500             | RAP            | 25,000  |                                       | 1,105,000               | 375,000                      | 1,505,000               |
| 02                                  | 2                            | 91090        | Sandridge Road Resurface MP 7.00 to MP 8.30   | 1.30                      | 07               | D            | E                        | 91,800                      | 588,200               | STP            | 30,000  |                                       | 650,000                 |                              | 680,000                 |
| 03                                  | 3                            | 41940        | Niawiakum Bridge Replacement MP 7.65  |                           | 09               | I            | E                        |                             | 50,000                | BR             | 50,000  |                                       |                         |                              | 50,000                  |
| 04                                  | 4                            | MISC         | Safety Enhancement Projects   | MISC                      |                  | G            | E                        |                             | 300,000               | HES            | 20,000  |                                       | 280,000                 |                              | 300,000                 |
| 05                                  | 5                            | 91190        | Parpala Road MP 6.17 to MP 6.42   | 0.25                      | 08               | A, B, D      | E                        | 5,000                       | 45,000                | RAP            | 50,000  |                                       |                         |                              | 50,000                  |
| 06                                  | 6                            | 46730        | South Fork Road MP 3.60 (Rue Creek Rd) to MP 5.52 (SR6)                                 | 1.92                      | 08               | A, B, D      | E                        | 5,000                       | 45,000                | RAP            | 50,000  |                                       |                         |                              | 50,000                  |
| 07                                  | 41                           | MISC         | Miscellaneous Safety Improvements   |                           |                  | G            | E                        | 25,000                      |                       |                |   |                                       | 25,000                  |                              | 25,000                  |
| 08                                  | 42                           | MISC         | Miscellaneous Culvert Replacement   |                           |                  |              | E                        | 25,000                      |                       |                |   |                                       |                         | 25,000                       | 25,000                  |
| 09                                  | 15                           | 23840        | U Street MP 1.71 (Bay Avenue) to 3.13 (Joe Johns)                                       | 1.42                      | 08               | D            | E                        |                             | 400,000               | CAPP           | 5,000   |                                       | 395,000                 |                              | 400,000                 |
| PAGE / PROGRAM TOTALS, CONSTRUCTION |                              |              |   |                           |                  |              |                          | 302,300                     | 2,782,700             | 0              | 230,000   | 0                                     | 2,455,000               | 400,000                      | 3,085,000               |



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

Meetings are held the 2nd  
and 4th Tuesday of each  
month, beginning at 9 a.m.

REQUESTED MEETING DATE:

04/15/15

## AGENDA REQUEST FORM

TO BE COMPLETED BY CLERK OF THE BOARD / DEPUTY 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 Mgmt

☐ OTHER: \_\_\_\_\_

☐ Legal Required

### DISTRIBUTION LIST:

☐ RF

☐ Assessor

☐ DPW

☐ PACCOM

☐ Superior Court

☐ CF

☐ Auditor

☐ PCEMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Veg Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU 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: April 7, 2015

### NARRATIVE OF REQUEST

Request to advertise for temporary engineering aides for summer construction season. Emphasis will be on college students continuing their education. These workers will assist in the engineering field, flag with the road crew and work on flood control projects. They will be required to possess a valid Driver's License, obtain a valid flagging card, and be at least 18 years of age.

The positions will be defined as "casual positions" in conjunction with 367 and 367C labor contracts and their rate of pay will be defined by Resolution No. 2007-018.

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

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON  
RESOLUTION NO. 2007-018

**A RESOLUTION ADJUSTING THE COMPENSATION RATES TO BE PAID AND THE BENEFITS TO BE PROVIDED PERSONS EMPLOYED IN WASHINGTON PUBLIC EMPLOYEES' RETIREMENT SYSTEM INELIGIBLE POSITIONS BY PACIFIC COUNTY AND RESCINDING RESOLUTION NO. 2005-011**

**WHEREAS**, various provisions in the laws of the State of Washington authorize the county legislative authorities to set the salaries and provide appropriate benefit plans and payments for the employees of their respective counties; and

**WHEREAS**, certain operations benefit from the use of persons employed in casual, project (seasonal) and temporary positions; and

**WHEREAS**, the Washington Public Employees' Retirement System ("PERS") was created for the employees of the State of Washington and its political subdivisions; and

**WHEREAS**, the union contracts with Local 367 and Local 367C and the Personnel Policy define "casual, project (seasonal) and temporary positions"; and

**IT IS HERE RESOLVED BY THE BOARD OF PACIFIC COUNTY COMMISSIONERS**, the County Legislative authority for Pacific County, Washington that the mentioned occupations will be compensated as follows:

| CLASSIFICATION                                      | HOURLY RATE       |
|---|-------------------|
| Clerical Aide                                       | \$8.50            |
| Engineering Aide                                    | \$9.00 - \$11.00  |
| General Facilities Division Worker                  | \$9.00 - \$11.00  |
| Maintenance (Roads/Bridges or Repair Shop) Division | \$10.00 - \$12.00 |

**IT IS FURTHER RESOLVED** the starting salary for the classification will be determined by the Director/Administrator; and

**IT IS STILL FURTHER RESOLVED** the occupants in these PERS ineligible positions will be afforded only the fringe benefits the employer is mandated to provide by federal and/or state law (i.e., social security, industrial insurance, etc); and

**IT IS STILL FURTHER RESOLVED** Resolution No. 2005-011 is hereby rescinded, this resolution shall be deemed to become effective the 1<sup>st</sup> day of May, 2007 and shall remain in effect until formally amended or repealed.

DATED THIS 24<sup>th</sup> day of April, 2007.

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

Jon C. Kain  
Chairman

W B Cuyler  
Commissioner

Clay L. Hurd  
Commissioner

ATTEST:

Dorothy Ann  
Clerk of the Board



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

RECEIVED  
PACIFIC COUNTY

APR - 9 2015

Meetings are held the 2nd  
and 4th Tuesday of each  
month, beginning at 9 a.m.

GENERAL ADMINISTRATION  
**AGENDA REQUEST FORM** COMMISSIONERS

REQUESTED MEETING DATE:

04/14/15

**TO BE COMPLETED BY CLERK OF THE BOARD / DEPUTY CLERK OF THE BOARD**

BOCC ACTION: ☐ APPROVED

☐ DENIED

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

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

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

☐ CONTINUED TO DATE: \_\_\_\_\_

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

Review ☐ Clerk of the Board

☐ Risk Mgmt

☐ Legal Required

☐ OTHER: \_\_\_\_\_

**DISTRIBUTION LIST:**

☐ RF

☐ Assessor

☐ DPW

☐ PACCOM

☐ Superior Court

☐ CF

☐ Auditor

☐ PCEMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Veg Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU 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**

Request that the attached Public Notice, Call for Bids, and Notice to Contractors be executed by the Board of County Commissioners and held for the assigned advertisement/opening date until such time as the construction funds are authorized by WSDOT for the Sandridge Road Resurfacing Project MP 7.00 to MP 8.30.

The opening of bids date can be assigned by the Clerk of the Board upon authorization of funds.

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

**PUBLIC NOTICE**  
**CALL FOR BIDS**

Sealed bids will be opened by the Clerk of the Board of Pacific County Commissioners in the Commissioners' Office at the Pacific County Annex Building, 1216 West Robert Bush Drive, Suite F, South Bend, Washington, at the hour of \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_ and will then and there be opened and publicly read for the:

**SANDRIDGE ROAD RESURFACING PROJECT MP 7.00 (155<sup>TH</sup> ST) TO MP 8.30 (180<sup>TH</sup> PL).**

Bids delivered by the U.S. Postal Service must be delivered to the U.S. Post Office (P.O. Box 187) in South Bend, WA, 98586-0187 prior to normal closing time of the last business day preceding the date of the bid opening. Bids will be received by personal or special delivery to the Clerk of the Board in the Commissioners' Office at the Pacific County Annex Building in South Bend until the time and date of the bid opening. Any bids received after that time shall be null and void and shall be returned to the bidder.

Bid proposals shall be submitted in a sealed envelope, clearly marked "**SANDRIDGE ROAD RESURFACING PROJECT MP 7.00 TO MP 8.30**", together with the name and address of the bidder and bid opening date and time on the outside of the envelope.

All bid proposals shall be accompanied by a bid proposal deposit in cash, certified check, cashier's check or surety bond in an amount equal to five percent (5%) of the amount of such bid proposal. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated in the specifications, the bid proposal deposit shall be forfeited to the County of Pacific.

Contract Documents and bid forms may be purchased from the Department of Public Works, P.O. Box 66, South Bend, WA, 98586, Phone: (360) 875-9368 or (360) 642-9368, upon payment of a non-refundable fee of \$25.00 per set. Payment shall be by check or money order made payable to the Pacific County Treasurer.

Informational copies of Contract Documents are on file for inspection between the hours of 7:30 a.m. and 4:00 p.m., at the Department of Public Works, Pacific County Courthouse, 300 Memorial Drive, South Bend, WA, and Builders Exchange of Washington, Inc., 2607 Wetmore Avenue, Everett, WA 98201-2926, and McGraw Hill Construction, 3461 NW Yeon Avenue, Portland, OR 97210.

The following is applicable to Federal Aid Projects. The County of Pacific Road Department in accordance with Title VI of the Civil Rights Act of 1964, 78 STAT. 252,42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, non-discrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant of this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Pacific County reserves the right to reject any or all bids, waive any or all irregularities, and to accept the bid deemed most advantageous to Pacific County.

---

Clerk of the Board

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

IT IS HEREBY ORDERED that it is the intention of Pacific County to call for bids for the:

**SANDRIDGE ROAD RESURFACING PROJECT MP 7.00 TO MP 8.30**

Sealed bids will be opened by the Clerk of the Board of Pacific County Commissioners and read aloud at the hour of \_\_\_\_\_ or as soon thereafter as possible, on \_\_\_\_\_, 20\_\_\_\_ in the Commissioners' Office at the Pacific County Annex Building, 1216 Robert Bush Drive, Suite F, South Bend, Washington.

Bids delivered by the U.S. Postal Service must be delivered to the U.S. Post Office (P.O. Box 187) in South Bend, Washington, 98586-0187 prior to normal closing time of the last business day preceding the date of the bid opening. Bids will be received by personal or special delivery to the Clerk of the Board in the Commissioners' Office at the Annex Building in South Bend until the time and date of the bid opening. Any bids received after that time shall be null and void and shall be returned to the bidder.

All bid proposals shall be accompanied by a proposal guarantee in the amount of five (5%) of the total amount of such bid proposal.

The Clerk of the Board is directed to advertise for bids and the Director of Public Works/County Engineer is directed to prepare Contract Documents for the above **SANDRIDGE ROAD RESURFACING PROJECT MP 7.00 TO MP 8.30**.

The Board of County Commissioners reserves the right to reject any or all bids, waive any or all irregularities, and to accept the bid deemed most advantageous to Pacific County.

APPROVED AS TO FORM:

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

\_\_\_\_\_

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Commissioner

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

\_\_\_\_\_  
Commissioner

NOTICE TO CONTRACTORS  
PACIFIC COUNTY DEPARTMENT OF PUBLIC WORKS  
P.O. BOX 66, SOUTH BEND, WASHINGTON 98586

Sealed bids will be received by the Board of County Commissioners in the Commissioners' Office at the Pacific County Annex Building, 1216 Robert Bush Drive, Suite F, South Bend, Washington, until the hour of \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_ and will then and there be opened and publicly read for the:

**SANDRIDGE ROAD RESURFACING PROJECT MP 7.00 TO MP 8.30**

All bid proposals shall be accompanied by a bid proposal deposit in cash, certified check, cashier's check or surety bond in an amount equal to five percent (5%) of the amount of such bid proposal. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated in the specifications, the bid proposal deposit shall be forfeited to the County of Pacific.

Contract Documents and bid forms may be purchased from the Department of Public Works, P.O. Box 66, South Bend, Washington, 98586, Phone: (360) 875-9368 or (360) 642-9368, upon payment of a non-refundable fee of \$25.00 per set. Payment shall be by check or money order made payable to the Pacific County Treasurer.

Informational copies of Contract Documents are on file for inspection between the hours of 7:30 a.m. and 4:00 p.m., at the Department of Public Works, Pacific County Courthouse, 300 Memorial Drive, South Bend, WA, and Builders Exchange of Washington, Inc., 2607 Wetmore Avenue, Everett, WA 98201-2926, and McGraw Hill Construction, 3461 NW Yeon Avenue, Portland, OR 97210.

The following is applicable to Federal Aid Projects. The County of Pacific Road Department in accordance with Title VI of the Civil Rights Act of 1964, 78 STAT. 252,42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, non-discrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant of this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Pacific County reserves the right to reject any or all bids, waive any or all irregularities, and to accept the bid deemed most advantageous to Pacific County.

APPROVED AS TO FORM:

\_\_\_\_\_

ATTEST:

\_\_\_\_\_

Clerk of the Board

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner



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

Meetings are held the 2nd  
and 4th Tuesday of each  
month, beginning at 9 a.m.

REQUESTED MEETING DATE:

04/14/15

## AGENDA REQUEST FORM

### TO BE COMPLETED BY CLERK OF THE BOARD / DEPUTY CLERK OF THE BOARD

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

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

Review ☐ Clerk of the Board

☐ Risk Mgmt

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

☐ Legal Required

☐ 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"/> PCEMA    | <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"/> Veg Mgmt       |
|                              | <input type="checkbox"/> Civil Service | <input type="checkbox"/> Juvenile | <input type="checkbox"/> SDC        | <input type="checkbox"/> WSU Ext.       |
|                              | <input type="checkbox"/> DCD           | <input type="checkbox"/> NDC      | <input type="checkbox"/> Sheriff    | <input type="checkbox"/> Other          |

### AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Department of Public Works

DIVISION (if applicable): Parks

OFFICIAL NAME & TITLE: Dotsi Graves, Manager

PHONE / EXT:

SIGNATURE:

DATE: 4/10/2015

#### NARRATIVE OF REQUEST

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

Adopt Resolution 2015-015 revising park camping fees and charges, effective January 1, 2015



**BEFORE THE BOARD OF PACIFIC COUNTY COMMISSIONERS**  
**RESOLUTION 2015 -015**

**A RESOLUTION IN THE MATTER OF REVISING  
PACIFIC COUNTY PARK CAMPING FEES AND CHARGES**

WHEREAS, it is the desire of the Board of Pacific County Commissioners to adopt certain park fee/charges from the schedule in effect by the State of Washington Parks and Recreation Commission, and to adjust these fees as the State of Washington Parks and Recreation revise them;

IT IS HEREBY RESOLVED that the camping definition and titles listed on Attachment A, with the exception of the exemption categories, shall be those currently adopted by the State of Washington Parks and Recreation Commission, and future changes to those camping fees listed below made by the State of Washington Parks and Recreation Commission shall become effective for Pacific County immediately upon adoption by the State of Washington Parks and Recreation Commission. Currently the fees (including Washington State Sales Tax) for the titles listed on Attachment A will be as adopted by State of Washington Parks and Recreation Commission providing no category for exemptions for Bruceport Park and Bush Pioneer Park of Pacific County and will become effective January 1, 2015; and

BE IT STILL FURTHER RESOLVED that no user fees shall be charged for causal or day use of Bruceport, Bush Pioneer and Chinook Parks, except by donation.

BE IT STILL FURTHER RESOLVED that Chinook Park of Pacific County shall be operated as a day use park.

BE IT STILL FURTHER RESOLVED that this Resolution supersedes and rescinds any and all Resolutions relative to park camping fees.

PASSED BY THE BOARD OF PACIFIC COUNTY COMMISSIONERS MEETING in regular session at South Bend, Washington, by the following vote, then signed by its membership and attested to by its Clerk in authorization of such passage this 14<sup>th</sup> day of April, 2015.

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

ATTEST:

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

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

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

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

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

# **ATTACHMENT A – PARK FEE SCHEDULE** **RESOLUTION NO. 2015-015**

## **CAMPSITE DESCRIPTIONS**

### **Primitive and water trail campsites:**

Campsite does not include a nearby flush comfort station. Primitive campsites may not have any amenities of a standard campsite. Sites accessible by motorized/non-motorized vehicles and water trail camping

### **Standard campsite:**

A designated campsite served by nearby domestic water, sink waste, garbage disposal and flush comfort station.

### **Partial-utility campsite:**

A standard campsite with electricity and may have other utilities available.

*Please note: There is a maximum of eight people per campsite.*

| PARK         | PRIMITIVE                 | STANDARD                  | UTILITY                   | YURT      | ADDITIONAL VEHICLE | RV DUMP FEE       | DAY USE (includes use of covered area)          |
|--------------|---------------------------|---------------------------|---------------------------|-----------|--------------------|-------------------|---|
| Bruceport    | up to 8 people<br>\$15.00 | up to 8 people<br>\$20.00 | up to 8 people<br>\$25.00 | \$65.00 * | \$10.00            | per use<br>\$5.00 | up to 50 people *<br>\$50.00                    |
| Bush Pioneer | \$15.00                   | \$20.00                   | \$25.00                   |           | \$10.00            | \$5.00            | *increase of \$50 for each additional 50 people |
| Chinook      | \$15.00                   | \$20.00                   | \$25.00                   |           | \$10.00            | \$5.00            |   |

YURT\* Plus \$50 refundable fee is required; will be refunded upon inspection and return of keys

| WEDDINGS/FAMILY REUNIONS |   |  | OVER NIGHT CABINS   |  | DAY USE  |  | TENT CAMPING   |
|--------------------------|---|--|---|--|--|--|----------------|
| MOREHEAD                 | \$250/for 3 days  |  | \$5/per night per person  |  | \$50.00  |  | \$15/per night |
|                          | plus \$100 cleaning deposit<br>includes lodge & grounds |  | up to 25 people<br>more than 25 people<br>requires rental of a port-a-potty at \$75/day |  | plus \$25 cleaning deposit<br>includes lodge & grounds |  | up to 8 people |

**PLEASE NOTE: All fees/charges are subject to sales and lodging taxes**



**REQUESTED MEETING DATE:**

04.14.2015

## AGENDA REQUEST FORM

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

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

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

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

☐ OTHER: \_\_\_\_\_

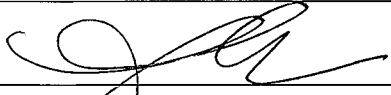
Review: ☐ Clerk of the Board  
☐ Risk Management  
☐ Legal

**DISTRIBUTION LIST:**

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

### AGENDA ITEM REQUEST

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

|  |                                 |
|--|---------------------------------|
| DEPARTMENT/OFFICE: Community Development   | DIVISION (if applicable): Admin |
| OFFICIAL NAME & TITLE: Faith Taylor-Eldred, Director   | PHONE / EXT: 360.875.9356       |
| SIGNATURE:    | DATE: 04.08.2015                |
| NARRATIVE OF REQUEST   |                                 |
| <p>The Department requests the BOCC for approval to advertise and interview for the summer youth litter crew and a crew lead. The positions were appropriated in the FY15 budget but are grant funded. A new grant offer is anticipated this summer for July 2015- June 2017.</p> <p>The season would be from mid June to late August for a total of 10 weeks. Two crews would work 5 weeks each with the lead working for the full 10 week period. This would be in conjunction with the DPW litter crew. Tammy Engel, Code Enforcement Officer, will supervise both crews.</p> |                                 |
| RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)  |                                 |



REQUESTED MEETING DATE:

04/14/15

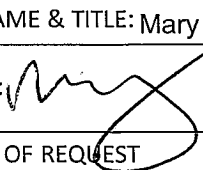
## AGENDA REQUEST FORM

### TO BE COMPLETED BY CLERK OF THE BOARD / DEPUTY CLERK OF THE BOARD

|                              |   |                                   |                                     |   |                    |  |
|------------------------------|---|-----------------------------------|-------------------------------------|---|--------------------|--|
| BOCC ACTION:                 |   | <input type="checkbox"/> APPROVED | <input type="checkbox"/> DENIED     | Agenda Item #:                          |                    |  |
|                              |   |                                   |                                     | Initial:                                | Date:              |  |
| <input type="checkbox"/>     | SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS |                                   |                                     |   |                    |  |
| <input type="checkbox"/>     | NO ACTION TAKEN/WITHDRAWN                 |                                   |                                     | <input type="checkbox"/>                | DEFERRED TO: _____ |  |
| <input type="checkbox"/>     | CONTINUED TO DATE: _____                  |                                   |                                     | TIME:                                   | _____              |  |
| <input type="checkbox"/>     | OTHER: _____                              |                                   |                                     |   |                    |  |
| DISTRIBUTION LIST:           |   |                                   |                                     |   |                    |  |
| <input type="checkbox"/> RF  | <input type="checkbox"/> Assessor         | <input type="checkbox"/> DPW      | <input type="checkbox"/> PACCOM     | <input type="checkbox"/> Superior Court |                    |  |
| <input type="checkbox"/> CF  | <input type="checkbox"/> Auditor          | <input type="checkbox"/> PCEMA    | <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"/> Veg Mgmt       |                    |  |
|                              | <input type="checkbox"/> Civil Service    | <input type="checkbox"/> Juvenile | <input type="checkbox"/> SDC        | <input type="checkbox"/> WSU 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: 3/31/15             |
| NARRATIVE OF REQUEST<br>Request the Board review and approve the updated fee schedule per Resolution No. 2015-_____. As we are a Title X family planning provider we are required to update our federal poverty guidelines and associated sliding fee schedule on an annual basis. We have also added fees associated with a birth control method called Nexplanon. |                           |
| RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)   |                           |

BEFORE THE BOARD OF PACIFIC COUNTY COMMISSIONERS

RESOLUTION NO.2015 - \_\_\_\_\_

A RESOLUTION IN THE MATTER OF SETTING FEES FOR SERVICES PERFORMED  
BY THE PACIFIC COUNTY PUBLIC HEALTH AND HUMAN SERVICES DEPARTMENT AND  
RESCINDING RESOLUTION NO. 2010-006 AND ANY AMENDMENTS THERETO

WHEREAS, in the matter of providing services to the public and other municipal entities, the Board of Pacific County Commissioners and the Board of Health have reviewed State Statutes and County Ordinances, Resolutions, Rules, Regulations, Policies and Procedures; and

WHEREAS, the family planning program will begin using a long acting birth control method called Nexplanon and the fees need to be set for the purchase, insertion and removal of said birth control method; and

WHEREAS, the family planning program is supported by Title X funds and are required to use a sliding fee schedule based on the federal poverty guidelines and must be updated every year; and

WHEREAS, there are certain items on the fee schedule that the Department no longer provides and should be removed from the fee schedule to accurately reflect the services we do provide to the public; and

IT IS HEREBY RESOLVED that Exhibit A-Fee and Discount Schedule is hereby adopted; and,

BE IT STILL FURTHER RESOLVED that this Resolution supersedes and rescinds any and all Resolutions relative to services performed by the Public Health and Human Services Department.

PASSED by the following vote this \_\_\_\_\_ day of \_\_\_\_\_, 2015 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

ATTEST

\_\_\_\_\_  
Steve Rogers, Chairperson

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

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

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

# PACIFIC COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT

## FEE AND DISCOUNT SCHEDULE

Exhibit A

2015

|  |              |        | <u>A</u> | <u>B</u> | <u>C</u> | <u>D</u> | <u>E</u> |
|--|--------------|--------|----------|----------|----------|----------|----------|
|  |              |        | 100%     | 75%      | 50%      | 25%      | 0%       |
| <b>OFFICE VISIT</b>                                  |              |        |          |          |          |          |          |
| New Patient  | Brief        | 99201  | 0        | 17.50    | 35.00    | 52.50    | 70.00    |
|  |              |        |          |          |          |          |          |
| Limited Exam   | NEW          | 99202  | 0        | 30.00    | 60.00    | 90.00    | 120.00   |
|  | ESTABLISHED  | 99212  | 0        | 17.50    | 35.00    | 52.50    | 70.00    |
|  |              |        |          |          |          |          |          |
| Intermediate Exam                                    | NEW          | 99203  | 0        | 42.50    | 85.00    | 127.50   | 170.00   |
|  | ESTABLISHED  | 99213  | 0        | 28.75    | 57.50    | 86.25    | 115.00   |
|  |              |        |          |          |          |          |          |
| Comprehensive*                                       | NEW          | 99204  | 0        | 66.25    | 132.50   | 198.75   | 265.00   |
|  | ESTABLISHED  | 99214  | 0        | 43.75    | 87.50    | 131.25   | 175.00   |
|  |              |        |          |          |          |          |          |
| RN Minimal Office Visit                              |              | 99211  | 0        | 8.25     | 16.50    | 24.75    | 33.00    |
|  |              |        |          |          |          |          |          |
| <b>TAKE CHARGE-FP ONLY PATIENT VISITS- ARNP ONLY</b> |              |        |          |          |          |          |          |
|  |              |        |          |          |          |          |          |
| Comp Preventive                                      | NEW          | 99384  | 0        | 45.00    | 90.00    | 135.00   | 180.00   |
| Age 12-17 yrs  | ESTABLISHED  | 99394  | 0        | 39.75    | 79.50    | 119.25   | 159.00   |
| Comp Preventive-                                     | NEW          | 99385  | 0        | 45.00    | 90.00    | 135.00   | 180.00   |
| Age 18-39yrs   | ESTABLISHED  | 99395  | 0        | 39.75    | 79.50    | 119.25   | 159.00   |
| Comp Preventive-                                     | NEW          | 99386  | 0        | 52.50    | 105.00   | 157.50   | 210.00   |
| Age 40-64yrs   | ESTABLISHED  | 99396  | 0        | 43.50    | 87.00    | 130.50   | 174.00   |
|  |              |        |          |          |          |          |          |
|  |              |        |          |          |          |          |          |
|  |              |        |          |          |          |          |          |
| <b>CONTRACEPTIVES**</b>                              |              |        |          |          |          |          |          |
| Birth Control Pills                                  |              |        | 0        | 2.25     | 4.50     | 6.75     | 9.00     |
| Plan B   |              |        | 0        | 3.00     | 6.00     | 9.00     | 12.00    |
| Ortho Evra Patch                                     | Per Patch    |        | 0        | 3.50     | 7.00     | 10.50    | 14.00    |
| Nuvaring   | Per Ring     |        | 0        | 5.75     | 11.50    | 17.25    | 23.00    |
|  |              |        |          |          |          |          |          |
| Dispensing Fee per Cycle                             | <b>S9430</b> |        | 0        | 5.25     | 10.50    | 15.75    | 21.00    |
|  |              |        |          |          |          |          |          |
| Vaginal Film (per film)                              |              |        | 0        | 0.15     | 0.30     | 0.45     | 0.60     |
| Condoms  |              | Male   | 0        | 0.08     | 0.15     | 0.23     | 0.30     |
|  |              | Female | 0        | 0.50     | 1.00     | 1.50     | 2.00     |
| Depo-Provera   |              |        | 0        | 3.75     | 7.50     | 11.25    | 15.00    |
| Injection Fee  | <b>90772</b> |        | 0        | 11.25    | 22.50    | 33.75    | 45.00    |
|  |              |        |          |          |          |          |          |
| IUD - Copper Device                                  | Paraguard    |        | 0        | 84.25    | 168.50   | 252.75   | 337.00   |
| IUD  | Mirena       |        | 0        | 125.00   | 250.00   | 375.00   | 500.00   |
|  | Skyla        |        |          | 125.00   | 250.00   | 375.00   | 500.00   |
| Nexplanon  |              |        | 0        | 125.00   | 250.00   | 375.00   | 350.00   |
|  |              |        |          |          |          |          |          |
| Diaphragm  |              |        | 0        | 10.50    | 21.00    | 31.50    | 42.00    |
| Cervical Cap   |              |        | 0        | 25.50    | 51.00    | 76.50    | 102.00   |
|  |              |        |          |          |          |          |          |
| Cycle Beads  |              |        | 0        | 1.75     | 3.50     | 5.25     | 7.00     |

\* Includes Level 1 Infertility Education and Counseling

\*\* All contraceptive methods available either on site, by prescription, or referral

**FAMILY PLANNING PROCEDURES (in addition to office call)**

|  |                 |   |       |        |        |        |  |
|--|-----------------|---|-------|--------|--------|--------|--|
| Fitting of Diaphragm or Cap                            |                 | 0 | 26.50 | 53.00  | 79.50  | 106.00 |  |
| IUD Insertion  | 58300           | 0 | 29.50 | 59.00  | 88.50  | 118.00 |  |
| IUD Removal  | 58301           | 0 | 41.50 | 83.00  | 124.50 | 166.00 |  |
| Nexplanon Insertion                                    | 58300           | 0 | 25.00 | 50.00  | 75.00  | 100.00 |  |
| Nexplanon Removal                                      | 58301           | 0 | 18.75 | 37.50  | 56.25  | 75.00  |  |
| Cryotherapy-Histofreeze                                | 17110           | 0 | 5.00  | 10.00  | 15.00  | 20.00  |  |
| Venipuncture   |                 | 0 | 5.00  | 10.00  | 15.00  | 20.00  |  |
| Hormone Implant  |                 | 0 | 54.00 | 107.00 | 161.00 | 214.00 |  |
| Hormone Removal  |                 | 0 | 62.00 | 125.00 | 187.00 | 249.00 |  |
| <b>SPECIAL PROCEDURES (in addition to office call)</b> |                 |   |       |        |        |        |  |
| TB Skin Test - No sliding fee                          |                 |   |       |        |        | 10.00  |  |
| TB Chest film  |                 | 0 | 16.25 | 32.50  | 48.75  | 65.00  |  |
| Hearing Screen   |                 | 0 | 1.25  | 2.50   | 3.75   | 5.00   |  |
| Vision Screen  |                 | 0 | 1.25  | 2.50   | 3.75   | 5.00   |  |
| HIV Pre Test   |                 | 0 | 5.00  | 10.00  | 15.00  | 20.00  |  |
| HIV Post Test  |                 | 0 | 5.00  | 10.00  | 15.00  | 20.00  |  |
| Flouride Varnish                                       |                 | 0 | 5.00  | 10.00  | 15.00  | 20.00  |  |
| Dental Limited Visual Assessment                       |                 | 0 | 3.75  | 7.50   | 11.25  | 15.00  |  |
| <b>LAB (in addition to office call)</b>                |                 |   |       |        |        |        |  |
| Hemoglobin   |                 | 0 | 0.50  | 1.00   | 1.50   | 2.00   |  |
| UA Dipstick  |                 | 0 | 1.25  | 2.50   | 3.75   | 5.00   |  |
| GC -   | IPP PROJECT     | 0 | 0.00  | 0.00   | 0.00   | 0.00   |  |
| GC   | Other           | 0 | 8.25  | 16.50  | 24.75  | 33.00  |  |
| Chlamydia  | IPP Proj        | 0 | 0.00  | 0.00   | 0.00   | 0.00   |  |
|  | Other           | 0 | 2.50  | 5.00   | 7.50   | 10.00  |  |
| Wet Mount  |                 | 0 | 1.25  | 2.50   | 3.75   | 5.00   |  |
| HIV-Orasure  | Acquistion Cost |   |       |        |        |        |  |
| Pap  |                 | 0 | 3.50  | 7.00   | 10.50  | 14.00  |  |
| Thin Prep Pap  |                 | 0 | 4.75  | 9.50   | 14.25  | 19.00  |  |
| Pregnancy Test   |                 | 0 | 1.50  | 3.00   | 4.50   | 6.00   |  |
| Herpes   | Acquistion Cost |   |       |        |        |        |  |

|      |  |                  |  |  |  |  |  |  |
|------|--|------------------|--|--|--|--|--|--|
| VDRL |  | Acquisition Cost |  |  |  |  |  |  |
|------|--|------------------|--|--|--|--|--|--|

# **IMMUNIZATIONS (Adult & Non VFC eligible) NO Sliding Fee**

|   |  |                  |      |       |       |       |       |          |
|---|--|------------------|------|-------|-------|-------|-------|----------|
|   |  |                  |      |       |       |       |       |          |
| Hep A   |  | Acquisition Cost |      |       |       |       |       | per dose |
|   |  |                  |      |       |       |       |       |          |
| Hep B   |  | Acquisition Cost |      |       |       |       |       | per dose |
|   |  |                  |      |       |       |       |       |          |
| Adult Tetnus                                    |  | Acquisition Cost |      |       |       |       |       |          |
| TDAP Adult                                      |  | Acquisition Cost |      |       |       |       |       |          |
| Gamma Globulin - based on cost                  |  | Acquisition Cost |      |       |       |       |       |          |
| GARDASIL (19 and over)                          |  | Acquisition Cost |      |       |       |       |       | per dose |
| Flu   |  | flat fee         |      |       |       |       | 30.00 |          |
|   |  |                  |      |       |       |       |       |          |
| Pneumonia                                       |  | Acquisition Cost |      |       |       |       |       |          |
|   |  |                  |      |       |       |       |       |          |
| Varicella - Series of 2 - over age 18           |  | Acquisition Cost |      |       |       |       |       | per dose |
|   |  |                  |      |       |       |       |       |          |
| Meningococcal                                   |  | Acquisition Cost |      |       |       |       |       | per dose |
|   |  |                  |      |       |       |       |       |          |
| ADULT MMR                                       |  | Acquisition Cost |      |       |       |       |       | per dose |
|   |  |                  |      |       |       |       |       |          |
|   |  |                  |      |       |       |       |       |          |
| Children & Adult Vaccine Administration fee     |  |                  | 0.00 | 3.75  | 7.50  | 11.25 | 15.00 |          |
|   |  |                  |      |       |       |       |       |          |
| <b>Medications (in addition to office call)</b> |  |                  |      |       |       |       |       |          |
| <b>TB:</b>                                      |  |                  |      |       |       |       |       |          |
|   |  |                  |      |       |       |       |       |          |
| INH - 33 Tabs                                   |  |                  | 0    | 1.25  | 2.50  | 3.75  | 5.00  |          |
|   |  |                  |      |       |       |       |       |          |
| Ethambutol - 30 Tabs                            |  |                  | 0    | 8.75  | 17.50 | 26.25 | 35.00 |          |
|   |  |                  |      |       |       |       |       |          |
| Rifampin - 60 Tabs                              |  |                  | 0    | 7.50  | 15.00 | 22.50 | 30.00 |          |
|   |  |                  |      |       |       |       |       |          |
| PZA - 90 Tabs                                   |  |                  | 0    | 21.25 | 42.50 | 63.75 | 85.00 |          |
|   |  |                  |      |       |       |       |       |          |
| Vit B - 33 Tabs                                 |  |                  | 0    | 1.25  | 2.50  | 3.75  | 5.00  |          |
|   |  |                  |      |       |       |       |       |          |



| DISCOUNT CATEGORIES*                            |  |                           | A                                 | B     | C     | D     | E     |
|---|--|---------------------------|-----------------------------------|-------|-------|-------|-------|
|   |  |                           | 100%                              | 75%   | 50%   | 25%   | 0%    |
|   |  |                           |                                   |       |       |       |       |
| <b><u>FAMILY PLANNING/STD</u></b>               |  |                           |                                   |       |       |       |       |
| Doxycycline                                     |  | State Supplied            | 0                                 |       |       |       |       |
|   |  |                           |                                   |       |       |       |       |
| Flagyl  |  |                           | 0                                 | 1.25  | 2.50  | 3.75  | 5.00  |
|   |  |                           |                                   |       |       |       |       |
| Zithromax                                       |  | State Supplied            | 0                                 |       |       |       |       |
|   |  |                           |                                   |       |       |       |       |
| <b><u>SPECIAL SERVICES</u></b>                  |  |                           |                                   |       |       |       |       |
| Prenatal Classes                                |  |                           | 0                                 | 11.25 | 22.50 | 33.75 | 45.00 |
|   |  |                           |                                   |       |       |       |       |
| AIDS Certification - No sliding fee             |  |                           |                                   |       |       |       | 10.00 |
|   |  |                           |                                   |       |       |       |       |
| Other Health Education Classes - no sliding fee |  |                           |                                   |       |       |       | 40.00 |
|   |  |                           |                                   |       |       |       |       |
|   |  |                           |                                   |       |       |       |       |
|   |  |                           |                                   |       |       |       |       |
| Copy Records....                                |  |                           | 0-30 pages 83 cents per page      |       |       |       |       |
|   |  |                           | 30 or more page 63 cents per page |       |       |       |       |
|   |  |                           |                                   |       |       |       |       |
|   |  |                           |                                   |       |       |       |       |
|   |  |                           |                                   |       |       |       |       |
|   |  |                           |                                   |       |       |       |       |
| <b><u>VITAL STATISTICS</u></b>                  |  |                           |                                   |       |       |       |       |
| Birth Certificate - no sliding fee              |  | (County \$10, State \$10) |                                   |       |       |       | 20.00 |
|   |  |                           |                                   |       |       |       |       |
| Death Certificate - no sliding fee              |  | First copy                |                                   |       |       |       | 20.00 |
|   |  | Each additional copy      |                                   |       |       |       | 20.00 |
|   |  |                           |                                   |       |       |       |       |
| Mailing and handling charges                    |  |                           |                                   |       |       |       | 3.00  |

## NOTES

Sliding Fees based on gross income and size of family.

Title X Services/Supplies are in red

Effective: 4/1/15

**PACIFIC COUNTY HEALTH DEPARTMENT**

CONVERSION TABLE: CLIENT INCOME TO FEE/DISCOUNT CATEGORY  
MAXIMUM GROSS INCOME LEVELS FOR ELIGIBILITY TO RECEIVE SUBSIDIZED SERVICES  
EFFECTIVE March, 2015

| FAMILY SIZE | CATEGORY A<br>0-100% PL | CATEGORY B<br>101-150% PL | CATEGORY C<br>151-200% PL | CATEGORY D<br>201-250% PL | FULL FEE<br>251+ % PL |
|-------------|-------------------------|---------------------------|---------------------------|---------------------------|-----------------------|
| <b>1</b>    |                         |                           |                           |                           |                       |
| MONTHLY     | 981.00                  | 1,893.00                  | 1,894.00                  | 2,159.00                  | 2,551.00              |
| YEARLY      | 11,770.00               | 11,771.00                 | 22,717.00                 | 25,895.00                 | 30,603.00             |
| <b>2</b>    |                         |                           |                           |                           |                       |
| MONTHLY     | 1,328.00                | 1,329.00                  | 2,563.00                  | 2,922.00                  | 3,453.00              |
| YEARLY      | 15,930.00               | 15,931.00                 | 30,746.00                 | 35,047.00                 | 41,419.00             |
| <b>3</b>    |                         |                           |                           |                           |                       |
| MONTHLY     | 1,674.00                | 1,675.00                  | 3,231.00                  | 3,683.00                  | 4,354.00              |
| YEARLY      | 20,090.00               | 20,091.00                 | 38,775.00                 | 44,199.00                 | 52,235.00             |
| <b>4</b>    |                         |                           |                           |                           |                       |
| MONTHLY     | 2,021.00                | 2,022.00                  | 3,901.00                  | 4,447.00                  | 5,255.00              |
| YEARLY      | 24,250.00               | 24,251.00                 | 46,804.00                 | 53,351.00                 | 63,051.00             |
| <b>5</b>    |                         |                           |                           |                           |                       |
| MONTHLY     | 2,368.00                | 2,369.00                  | 4,570.00                  | 5,210.00                  | 6,157.00              |
| YEARLY      | 28,410.00               | 28,411.00                 | 54,832.00                 | 62,503.00                 | 73,867.00             |
| <b>6</b>    |                         |                           |                           |                           |                       |
| MONTHLY     | 2,714.00                | 2,715.00                  | 5,239.00                  | 5,972.00                  | 7,058.00              |
| YEARLY      | 32,570.00               | 32,571.00                 | 62,861.00                 | 71,655.00                 | 84,683.00             |
| <b>7</b>    |                         |                           |                           |                           |                       |
| MONTHLY     | 3,061.00                | 3,062.00                  | 5,908.00                  | 6,735.00                  | 7,959.00              |
| YEARLY      | 36,730.00               | 36,731.00                 | 70,890.00                 | 80,807.00                 | 95,499.00             |
| <b>8</b>    |                         |                           |                           |                           |                       |
| MONTHLY     | 3,408.00                | 3,409.00                  | 6,577.00                  | 7,498.00                  | 8,861.00              |
| YEARLY      | 40,890.00               | 40,891.00                 | 78,919.00                 | 89,959.00                 | 106,315.00            |

For each person above a family size of 8 people, add \$4160

Updated 3-17-2015



REQUESTED MEETING DATE:

04/14/15

## AGENDA REQUEST FORM

### TO BE COMPLETED BY CLERK OF THE BOARD / DEPUTY CLERK OF THE BOARD

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

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

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

☐ OTHER: \_\_\_\_\_

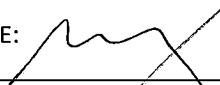
Review ☐ Clerk of the Board  
☐ Risk Mgmt  
☐ Legal Required

#### 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"/> PCEMA    | <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"/> Veg Mgmt       |
|                              | <input type="checkbox"/> Civil Service | <input type="checkbox"/> Juvenile | <input type="checkbox"/> SDC        | <input type="checkbox"/> WSU 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: 3/31/15             |
| NARRATIVE OF REQUEST<br>Request the Board review and approve a contract with Bernita LaCroix a Registered Dietitian to provide nutrition services to our Long Beach Clinic WIC, (Women, Infant, and Children) Nutrition program via go to meeting system with webcam. This will be a pilot project approved by the State WIC program. This contract allows her to work from a home office at the rate of \$45.00 per hour for nutrition services. |                           |
| RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)   |                           |

**PERSONAL SERVICE CONTRACT  
FOR  
Registered Dietitian**

THIS CONTRACT is made by and between Pacific County, a Municipal Corporation hereinafter referred to as the "COUNTY", and Bernita LaCroix, hereinafter referred to as the "CONTRACTOR".

WHEREAS, the COUNTY desires that the CONTRACTOR perform and provide certain personal services which require specialized skills and abilities; and

WHEREAS, the CONTRACTOR represents that she is qualified and possesses sufficient skills and abilities to perform the personal services set forth hereafter in this Agreement: now therefore

IN CONSIDERATION OF the terms, conditions, covenants, and performances described herein, the parties hereto

HEREBY AGREE AS FOLLOWS:

**I. SERVICES TO BE PROVIDED BY CONTRACTOR**

The CONTRACTOR shall perform such services and accomplish such tasks necessary for full performance, as are identified or designated as the CONTRACTOR'S responsibilities throughout this Contract.

CONTRACTOR responsibilities shall include the following:

1. Be a worker that meets or exceeds the recommended staffing requirements for the Registered Dietitian position as stated in the State WIC Manual or has been granted a waiver by the State WIC program.
2. Be available to provide comprehensive, culturally competent, clinical assessments for clients and referrals as needed. CONTRACTOR will follow all policies and practices established by the Washington State WIC Program and the COUNTY.
3. Be familiar with agency confidentiality, including procedures for keeping records, for processing consent forms, and for limiting legal liability.
4. Maintain compliance with all requirements in order to carry out the duties of a Registered Dietitian.
5. Maintain certification with regards to the State of Washington Registered Dietitian Certification requirement.
6. Provide the COUNTY documentation of clients seen, assessments completed, interventions, and intervention outcomes using WIC/CIMS and other COUNTY forms as needed.
7. Attend trainings and staff meetings as directed by the COUNTY Department of Health and Human Services Director.
8. The CONTRACTOR shall complete monthly time and billing reports by the 5th of the month following service.
9. The CONTRACTOR shall complete the required time studies according to WIC guidelines.

10. The CONTRACTOR will provide WIC services via the internet, "GoToMeeting" services. The CONTRACTOR agrees to provide a secure, private office space in which to "meet" with the clients. The COUNTY agrees to provide documentation needed to perform a diet consultation. CONTRACTOR agrees to maintain confidentiality in all dealings with clients, records, and COUNTY staff. CONTRACTOR agrees to return notes based on the client visit and recommendations to the COUNTY within one week. CONTRACTOR also agrees to return the file paperwork sent to them so that the COUNTY can shred the records in a secure fashion.

## **II. NON-DELEGATION; DOCUMENTATION ESTABLISHMENT AND MAINTENANCE OF RECORDS**

The services to be furnished under the terms of this Contract shall be performed by the CONTRACTOR and shall not be assigned, delegated, or subcontracted in whole or in part. No one other than the CONTRACTOR shall perform the services under this Contract without the express written consent of the COUNTY.

The CONTRACTOR shall document hours of professional services to COUNTY Department of Public Health and Humans Services Director.

The CONTRACTOR shall maintain necessary files to document compliance with each of the tasks and responsibilities set forth hereinabove.

## **III. DURATION OF AGREEMENT**

The terms of this Contract shall be deemed to have become effective \_\_\_\_\_ and continues until such time either party desires to terminate this Contract. Written notice of such intention will be personally served upon or sent by certified mail, return receipt requested, to the other party a minimum of thirty (30) days prior to termination of this Contract.

## **IV. COMPENSATION AND METHOD OF PAYMENT**

The COUNTY shall compensate the CONTRACTOR for the services performed under this Contract as follows:

1. The COUNTY agrees to pay the CONTRACTOR at the rate of \$45.00 per hour for contract services rendered. The COUNTY will deduct the CONTRACTOR's LNI payment for hours worked each month from the CONTRACTOR's total reimbursement.
2. The COUNTY shall reimburse the CONTRACTOR for travel, lodging, tuition, meals and expenses associated with trainings when the COUNTY Department of Health and Human Services Director mandates attendance.
3. The COUNTY shall pay the CONTRACTOR by the 30th of the month following service.
4. The CONTRACTOR agrees that it is an independent contractor with the COUNTY, and not an employee of the COUNTY. The CONTRACTOR hereby agrees not to make any representations to any third party, nor to allow such third party to remain under the misimpression that the CONTRACTOR is an employee of the COUNTY.
5. The CONTRACTOR also agrees to pay any local, state, or federal taxes applicable to compensation for income received by the CONTRACTOR pursuant to this Contract.

6. The COUNTY agrees to pay up to ( ) toward CONTRACTOR'S cost of professional liability insurance. The CONTRACTOR shall provide proof of such upon execution of this contract. Should the CONTRACTOR end services prior to the year covered by the insurance the CONTRACTOR agrees to reimburse the COUNTY a prorated amount of liability insurance based on number of months left on policy (prorated amount will be based on total cost of policy divided by the remaining months left on the policy).
7. The COUNTY will provide no additional compensation; benefits or any other remuneration beyond the contract amount set forth immediately hereinabove.

## **V. COMPLIANCE WITH LAWS**

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

In order to protect the privacy and security of protected health information, the CONTRACTOR shall be in compliance with all Federal Health Insurance Portability and Accountability Act (HIPPA) Privacy Rules (45 CFR Part 160 and Part 164, Subpart A and E).

## **VI. PUBLIC RECORDS ACT**

This Agreement and all public records associated with this Agreement shall be available from the COUNTY for inspection and copying by the public where required by the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that public records then in the custody of the CONTRACTOR are needed for the COUNTY to respond to a request under the Act, as determined by the COUNTY, the CONTRACTOR agrees to make them promptly available to the COUNTY. If the CONTRACTOR considers any portion of any record provided to the COUNTY under this Agreement, whether in electronic or hard copy form, to be protected from disclosure under law, the CONTRACTOR shall clearly identify any specific information that it claims to be confidential or proprietary. If the COUNTY receives a request under the Act to inspect or copy the information so identified by the CONTRACTOR and the COUNTY determines that release of the information is required by the Act or otherwise appropriate, the COUNTY's sole obligations shall be to notify the CONTRACTOR (a) of the request and (b) of the date that such information will be released to the requester unless the CONTRACTOR obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the CONTRACTOR fails to timely obtain a court order enjoining disclosure, the COUNTY will release the requested information on the date specified.

The COUNTY has, and by this section assumes, no obligation on behalf of the CONTRACTOR to claims any exemption from disclosure under the Act. The COUNTY shall not be liable to the CONTRACTOR for releasing records not clearly identified by the CONTRACTOR as confidential or proprietary. The COUNTY shall not be liable to the CONTRACTOR for any records that the COUNTY releases in compliance with this section or in compliance with an order of a court of competent jurisdiction.

## **VII. NON DISCRIMINATION IN SERVICE**

The CONTRACTOR shall not discriminate against any person presenting himself/herself for service because of race, religion, color, gender, sex, age, national origin, physical/mental impairment, or other disability.

## VIII. INDEMNIFICATION/HOLD HARMLESS

1. **Indemnification by Contractor.** To the fullest extent permitted by law, the CONTRACTOR agrees to indemnify, defend and hold the COUNTY and its departments, elected and appointed officials, employees, agents and volunteers, harmless from and against any and all claims, damages, losses and expenses, including but not limited to court costs, attorney's fees and alternative dispute resolution costs, for any personal injury, for any bodily injury, sickness, disease or death and for any damage to or destruction of any property (including the loss of use resulting therefrom) which 1) are caused in whole or in part by any action or omission, negligent or otherwise, of the CONTRACTOR, its employees, agents or volunteers or CONTRACTOR's subcontractors and their employees, agents or volunteers; or 2) are directly or indirectly arising out of, resulting from, or in connection with performance of this Contract; or 3) are based upon the CONTRACTOR'S or its subcontractors' use of, presence upon or proximity to the property of the COUNTY. This indemnification obligation of the CONTRACTOR shall not apply in the limited circumstance where the claim, damage, loss or expense is caused by the sole negligence of the COUNTY. This indemnification obligation of the CONTRACTOR shall not be limited in any way by the Washington State Industrial Insurance Action RCW Title 51, or by application of any other workmen's compensation act, disability benefit act or other employee benefit act, and the CONTRACTOR hereby expressly waives any immunity afforded by such acts. The foregoing indemnification obligations of the CONTRACTOR are a material inducement to COUNTY to enter into the Contract, are reflected in the CONTRACTOR's compensation, and have been mutually negotiated by the parties.
2. **Participation County – No Waiver.** The COUNTY reserves the right, but not the obligation, to participate in the defense of any claim, damages, losses or expenses and such participation shall not constitute a waiver of CONTRACTOR's indemnity obligations under the Contract.
3. **Survival of Contractor's Indemnity Obligations.** The CONTRACTOR agrees all CONTRACTORS's indemnity obligations shall survive the completion, expiration or termination of this Contract.

## IX. INSURANCE

Without limiting the CONTRACTOR'S indemnification of COUNTY, and prior to commencement of this Contract, CONTRACTOR shall obtain, provide and maintain during the term of this Contract, policies or insurance of the type and amounts described below and in a form satisfactory to the COUNTY.

1. **General Liability Insurance.** CONTRACTOR shall maintain commercial general liability insurance with at least as broad as Insurance Services Office form CG 00 0, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability.
2. **Professional Liability (Errors & Omissions) Insurance.** CONTRACTOR shall maintain professional liability insurance that covers the services to be performed in connection with this Contract, in the minimum amount of \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Contract and CONTRACTOR agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this Contract.

3. **Workers' Compensation Insurance.** CONTRACTOR shall, at its own expense, maintain Workers' Compensation Insurance (statutory Limits) and Employer's Liability Insurance (with limits of at least \$1,000,000).
4. **Waiver of Subrogation.** All insurance coverage maintained or procured pursuant to this Contract shall be endorsed to waive subrogation against COUNTY, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow CONTRACTOR or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. CONTRACTOR hereby waives its own right of recovery against COUNTY, and shall require similar written express waivers and insurance clauses from each of its subcontractors.

The CONTRACTOR must name the COUNTY as an additional insured. The CONTRACTOR agrees that its liability insurance shall be primary and non-contributory to the COUNTY's and that CONTRACTOR's liability insurance policy shall so state.

#### **X. TERMINATION**

If the CONTRACTOR fails to comply with the terms and conditions of this Contract, the COUNTY may pursue such remedies as is legally available including, but not limited to, the suspension or termination of this Contract.

In addition either party may terminate this Contract by giving **fifteen (15) days** notice in writing, either personally delivered or mailed postage prepaid by certified mail, return receipt requested, to the other party's last known address. If this Contract is terminated, the COUNTY shall be liable for payment prior to the effective date of termination.

#### **XI. ATTORNEY'S FEES/COST OF SUIT AND VENUE**

If either party files suit to enforce this Contract, parties agree that the prevailing party in any such action shall be entitled to collection costs, reasonable attorney's fees, and costs of suit. The parties agree that any suit pertaining to this Contract shall be filed in the Pacific County Superior Court.

1. **Disputes.** Differences between the CONTRACTOR and the COUNTY, arising under and by virtue of this Contract, shall be brought to the attention of the COUNTY at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. Any dispute relating to the quality or acceptability of performance and/or compensation due CONTRACTOR shall be decided by the COUNTY'S Contract representative or designee. All rulings, orders, instructions and decisions of the COUNTY'S contract representative shall be final and conclusive, subject to their right to seek judicial relief pursuant to **Choice of Law, Jurisdiction and Venue.**
2. **Choice of Law, Jurisdiction and Venue.** This Contract has been and shall be construed as having been made and delivered within the State of Washington and it is agreed by each party hereto that this Contract shall be governed by the laws of the State of Washington, both as to its interpretation and performance.  
  
Any action at law, suit in equity, or judicial proceeding arising out of this Contract shall be instituted and maintained only in any of the courts of competent jurisdiction in Pacific County, Washington.
3. **Severability.** If a court of competent jurisdiction holds any part, term or provision of this Contract to be illegal, or invalid in whole or in part, the validity of the remaining provisions



shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Contract did not contain the particular provision held to be invalid.

If any provision of this Contract is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

Should the COUNTY determine that the severed portions substantially alter this Contract so that the original intent and purpose of the Contract no longer exists, the COUNTY may, in its sole discretion, terminate this Contract.

## **XII. DEBARMENT CERTIFICATION**

The CONTRACTOR hereby declares that it is not suspended or debarred from securing federal and/or state funds and shall remain so during the term of this Contract. Suspension and/or debarment of the CONTRACTOR from securing federal or state funds shall be cause for immediate termination of this Contract by the COUNTY.

## **XIII. ENTIRE CONTRACT**

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

## **XIV. NOTICES**

Any notices shall be effective if personally served upon the other party or if mailed by registered or certified mail, return receipt requested, to the addresses set out in Section 4. Notice may also be given by email with the original to follow by regular mail. Notice shall be deemed to be given three days following the date of mailing or immediately if personally served. For service by email, service shall be effective upon receipt during working hours. If an email is sent after working hours, it shall be effective at the beginning of the next working day.

IN WITNESS WHEREOF the parties hereto have caused this Contract to be executed this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

CONTRACTOR  
(Name & Address)

SS # \_\_\_\_\_

APPROVED AS TO FORM

\_\_\_\_\_  
Mark McClain  
Prosecuting Attorney

BOARD OF COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

\_\_\_\_\_  
Steve Rogers, Chairperson

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

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

ATTEST:

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



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

Meetings are held the 2nd  
and 4th Tuesday of each  
month, beginning at 9 a.m.

REQUESTED MEETING DATE:

## AGENDA REQUEST FORM

TO BE COMPLETED BY CLERK OF THE BOARD / DEPUTY 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 Mgmt

☐ Legal Required

☐ CONTINUED TO DATE: \_\_\_\_\_

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

☐ OTHER: \_\_\_\_\_

### DISTRIBUTION LIST:

☐ RF

☐ Assessor

☐ DPW

☐ PACCOM

☐ Superior Court

☐ CF

☐ Auditor

☐ PCEMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Veg Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Ext.

☐ DCD

☐ NDC

☐ Sheriff

☐ Other

### AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Health & Human Services

DIVISION (if applicable):

OFFICIAL NAME & TITLE: Katie Lindstrom, Deputy Director

PHONE / EXT: 2648

SIGNATURE: \_\_\_\_\_

DATE: April 6, 2015

### NARRATIVE OF REQUEST

Requesting approval to hire Lindsey Owen as a casual parent education facilitator effective April 14th. The hours for this position are grant funded through the Triple P Parenting Program contract with DSHS- Division of Behavioral Health and Recovery and no supplemental will be required. The Parent Education Facilitator position (Casual), is a continuously open position that is filled depending on current need/funding. Lindsey is a masters level licensed mental health therapist. The services she will provide under this position require a masters degree (the parent facilitator position only requires a bachelors degree). Given the exceptional education requirement, I would like to place Lindsey at step 10 of the grade 13 pay scale. Please contact me at extension 2648 with any questions. Thank you!

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



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

Meetings are held the 2nd  
and 4th Tuesday of each  
month, beginning at 9 a.m.

REQUESTED MEETING DATE:

## AGENDA REQUEST FORM

TO BE COMPLETED BY CLERK OF THE BOARD / DEPUTY CLERK OF THE BOARD

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

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

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

☐ CONTINUED TO DATE: \_\_\_\_\_

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

Review ☐ Clerk of the Board

☐ Risk Mgmt

☐ Legal Required

☐ OTHER: \_\_\_\_\_

### DISTRIBUTION LIST:

☐ RF

☐ Assessor

☐ DPW

☐ PACCOM

☐ Superior Court

☐ CF

☐ Auditor

☐ PCEMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Veg Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Ext.

☐ DCD

☐ NDC

☐ Sheriff

☐ Other

### AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Health & Human Services

DIVISION (if applicable):

OFFICIAL NAME & TITLE: Katie Lindstrom, Deputy Director

PHONE / EXT: 2648

SIGNATURE: 

DATE: 4-6-2015

### NARRATIVE OF REQUEST

Requesting approval and signature of agreement #1563-35602 with DSHS Division of Behavioral Health & Recovery for the 2015 Let's Draw the Line program. This contract is for up to \$1000 for completion of underage drinking prevention activities during the spring of 2015. The services are provided in conjunction with WellSpring Community Network and we have held this contract for several years. Please contact me at ex 2648 with any questions.

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



**COUNTY**  
**PROGRAM AGREEMENT**  
**Let's Draw the Line 2015**

DSHS Agreement Number  
1563-35602

This Program Agreement is by and between the State of Washington Department of Social and Health Services (DSHS) and the County identified below, and is issued in conjunction with a County and DSHS Agreement On General Terms and Conditions, which is incorporated by reference.

Administration or Division  
Agreement Number  
  
County Agreement Number

DSHS ADMINISTRATION

DSHS DIVISION

DSHS INDEX NUMBER

DSHS CONTRACT CODE

Behavioral Health and Service  
Integration

Division of Behavioral Health  
and Recovery

1231

1000CC-63

DSHS CONTACT NAME AND TITLE

DSHS CONTACT ADDRESS

Beatriz Mendez  
Prevention Services Lead

PO Box 45525  
Olympia, WA 98504

DSHS CONTACT TELEPHONE

DSHS CONTACT FAX

DSHS CONTACT E-MAIL

(360)725-9984

Beatriz.mendez@dshs.wa.gov

COUNTY NAME

COUNTY ADDRESS

Pacific County

1216 West Robert Bush Drive  
Post Office Box 26  
South Bend, WA 98586

COUNTY FEDERAL EMPLOYER IDENTIFICATION  
NUMBER

COUNTY CONTACT NAME

Katie Oien-Lindstrom

COUNTY CONTACT TELEPHONE

COUNTY CONTACT FAX

COUNTY CONTACT E-MAIL

(360) 875-9343

(360) 875-9323

koien@co.pacific.wa.us

IS THE COUNTY A SUBRECIPIENT FOR PURPOSES OF THIS PROGRAM  
AGREEMENT?

CFDA NUMBERS

No

PROGRAM AGREEMENT START DATE

PROGRAM AGREEMENT END DATE

MAXIMUM PROGRAM AGREEMENT AMOUNT

03/17/2015

06/30/2015

\$1,000.00

EXHIBITS. When the box below is marked with an X, the following Exhibits are attached and are incorporated into this County Program Agreement by reference:

☒ **Exhibits (specify): No Data Security Exhibit Exhibit A: Agency Registration and Application Form**

☐ **No Exhibits.**

The terms and conditions of this Contract are an integration and representation of the final, entire and exclusive understanding between the parties superseding and merging all previous agreements, writings, and communications, oral or otherwise, regarding the subject matter of this Contract. The parties signing below represent that they have read and understand this Contract, and have the authority to execute this Contract. This Contract shall be binding on DSHS only upon signature by DSHS.

COUNTY SIGNATURE(S)

PRINTED NAME(S) AND TITLE(S)

DATE(S) SIGNED

DSHS SIGNATURE

PRINTED NAME AND TITLE

DATE SIGNED

## Special Terms and Conditions

1. **Purpose.** The purpose of this Contract is to support community norms, policies and enforcement efforts that help prevent underage drinking by completing the Let's Draw the Line (LDTL) Project activities indicated in the Statement of Work.
2. **Statement of Work.** The Contractor shall provide the services and staff, and otherwise do all things necessary for or incidental to the performance of work, as described in Exhibit A: Agency Registration and Application Form.
3. **Performance Work Statement.**
  - a. All reporting for the three (3) LDTL activities must be submitted together, in a final report, on or before June 15, 2015, unless other arrangements are made with DBHR prior to this deadline. The final report shall be submitted to: [LDTL@dshs.wa.gov](mailto:LDTL@dshs.wa.gov)
  - b. Payment Penalties: For each business day the final report is late, or incomplete, there will be a \$100 deduction, up to a maximum of \$500.
4. **Modifications.** In the event the Contractor encounters circumstances that may hinder their ability to complete the agreed upon activities, the Contractor may request modifications. Requests shall be made to the DSHS Contact as soon as possible. Determinations shall be made on a case-by-case basis and the final decision shall rest solely with the DSHS Contact.
5. **Consideration.** Total consideration payable to Contractor for satisfactory performance of the work under this Contract for Year 1 is up to a maximum of \$1,000 including any and all expenses, and shall be based on the Performance Work Statement. The source of funds is the Office of Juvenile Justice & Delinquency Prevention's Enforcing Underage Drinking Laws Grant #2011-AH-FX-0059, CFDA #16.727.
6. **Billing and Payment.**
  - a. Invoice System. The Contractor shall submit to the DSHS Contact an invoice using State Form A-19 Invoice Voucher, or such other form as designated by DSHS no later than sixty (60) days after the submission of the final report. The invoices shall describe and document to DSHS' satisfaction a description of the work performed and the activities accomplished.
  - b. Payment. Payment shall be considered timely if made by DSHS within thirty (30) days after receipt and approval by the DSHS Contact of the properly completed invoice. Payment shall be sent to the address designated by the Contractor on page one (1) of this Contract. DSHS may, at its sole discretion, withhold payment claimed by the Contractor for services rendered if Contractor fails to satisfactorily comply with any term or condition of this Contract.

Special Terms and Conditions

## Attachment A: Agency Registration and Application Form

|   |   |
|---|---|
| <b>Project contact person:</b> Lindsey Hylton   | <b>Phone number:</b> 360-642-9300 ext. 2639 <b>Email address:</b> admin@wellspringpacific.com     |
| <b>Name of group that will carry out LDTL activities:</b><br>WellSpring Community Network<br><b>County in which LDTL activities will occur:</b> Pacific | <b>Mailing address (including city and zip code):</b><br>7013 Sandridge Road, Long Beach WA 98631 |
| <b>Did you group participate in LDTL in 2014</b><br>X <input type="checkbox"/> Yes <input type="checkbox"/> No  |   |

A contract must be in place between Washington's Department of Social and Health Services (DSHS) and each group carrying out Let's Draw the Line (LDTL) activities. The contract must be in place before LDTL activities begin. If your group does not have a Taxpayer Identification Number (also known as an Employer Identification Number) or if your group can't contract with DSHS, you will need to identify a fiscal agent that DSHS can contract with.

**Name of fiscal agent/contractor organization:** Pacific County Dept. of Health and Human Services  
**Name of fiscal agent/contractor contact person:** Katie Lindstrom  
**Mailing address of fiscal agent (including city and 9- digit zip code):** 1216 Robert Bush Drive West, South Bend WA 98586  
**Name of the person who will be implement this project:** Lindsey Hylton  
**Contact information:** admin@wellspringpacific.com, 1-360-642-9349 ext. 2639  
**Fiscal agent's EIN (9-digit Employer Identification Number):** 383934000  
**Fiscal agent's DUNS:** 9425150650000

|  |  |
|--|--|
| <b>Commitment:</b>                           | <ul style="list-style-type: none"> <li>Each group needs to do 3 activities total – the two required activities and one activity from a list of options. Required reporting for each activity is listed next to each activity.</li> </ul>   |
| <b>Funding:</b>                              | <ul style="list-style-type: none"> <li>Groups will receive \$1,000 for completing all of their LDTL activities and for submitting completed project reports in a timely manner.</li> <li>There will be a new contract or amendment to existing contracts, depending on local needs.</li> </ul>   |
| <b>Project Period &amp; Important Dates:</b> | <ul style="list-style-type: none"> <li>Complete Application for Contract Forms are due by February 14, 2015. If the application is accepted, you will be sent information needed to complete a contract.</li> <li>Applications are on a first come, first served basis.</li> <li>Work on projects can begin as soon as a contract is in place.</li> <li>All activities must be completed by May 31, 2015. Short extensions may be possible on a case by case basis if arrangements are made with DBHR prior to this deadline.</li> <li>All reporting and A-19 billing must be submitted by June 14, 2015, unless other arrangements are made with DBHR prior to this deadline.</li> <li>Billings received after June 30, 2015 will not be paid.</li> <li>We need to have all documentation submitted before we can process a billing for payment.</li> </ul> |

### Required Activities:

☒ **Community Assessment of Neighborhood Stores (CANS) surveys.**

1. Give advance notice to retailers of your plan to conduct CANS.

## Special Terms and Conditions

2. Reach out to and build a rapport with retailers prior to conducting CANS.
  - You must conduct 10 full CANS surveys in stores and submit to DBHR.
  - For groups that don't have 10 stores, you need to go to nearby towns and communities to complete 10 full CANS in stores and submit to DBHR.
  - If you simply don't have 10 stores available, you must conduct full CANS survey in the stores you do have and an exterior assessment in other establishments that sell alcohol that will add up to 10 and submit to DBHR.
3. If you don't qualify with options 1, 2, or 3, please call Beatriz Mendez at 360-725-9984 to look at other options. For returning groups, please re-survey stores from last year.
4. Summarize the results of your local CANS.
  - Issue a press release announcing the results of your CANS. (Template to be provided.) Target for the release is the week of May 18-24 (SAMHSA's National Prevention Week).
  - Create a presentation summarizing the results of the local CANS. Present to at least one other organization in your community.

☒ **Above the Influence Project** - Use the following "Above the Influence" campaign link <http://www.atipartnerships.com/> to download the ATI Activities and choose one of the projects listed below. You will need to create an account to be able to download the ATI activities.

1. **"TAG IT"** - Asks teens to tag the influences in their lives and share them with the world. This activity increases teen's awareness of influences in their environment and how influences may encourage them to make either positive or negative decisions.
2. **"BE IT"** - Asks teens to create their own personal slogan. This activity helps teens gain understanding of brand value and how maintaining a brand's reputation affects the influence of the brand.
3. **"EXPRESS IT"** - Asks teens to create a short skit, song or dance that educates and inspires them and their peers to live "Above the Influence." This will help teens gain an awareness of their influences and issues impacting youth in their community.
4. **"PICTURE IT"** - Engages teens in a discussion and photo-sharing exercise that highlights the potential pressures and risks they may face during their prom and graduation season.
5. **"BRING IT"** - Asks teens to "role play" a variety of scenarios that portray real and challenging situations they might face in their daily lives.
6. **D.DRIVER** - Puts teens in the driver's seat by using video games and real-life scenarios to help them gain a better understanding of the potential consequences of driving after using alcohol and other drugs or while distracted.
7. **INFLUENCE DISCUSSION** - Engage teens in your school or community in a discussion about "influence." The activity challenges youth to think critically about the adverse effects of drugs use and the possible negative influences surrounding them in their social and media environment.
8. **TEEN EXPRESSIONS ART PROJECT** - Asks teens in your community to create their own visual expressions of the Above the Influence symbol.

**Reporting** - For Community Prevention and Wellness Initiative Communities (only): each of the required LDTL activities will be entered into the Performance Base Prevention System (PBPS) under a single service report.

## Optional Activities – Choose one activity that best matches the needs of your community.

### Description of optional Activities: (check at least one)

- ☐ **Media Awareness Training:** Provide the 2014 edition of this training to at least 10 youth. Have those youth present the training to at least 1

### Reporting Requirement:

- ☐ Photo of your presentations of this training to other groups.

## Special Terms and Conditions

group of 5 (or more) youth in your community. The 2014 presentation is available here: [www.starttalkingnow.org/communities/lets-draw-line-2015](http://www.starttalkingnow.org/communities/lets-draw-line-2015)

- Number of adults and youth who attending the training.

☐ **Police Tip Line, LDTL style:** Work with your local law enforcement to establish a "tip line" where information about underage drinking activities can be given. If a general tip line already exists for your community promote its use for enforcing underage drinking laws.

- Proof that tip line was established or promoted. (i.e.: copy of print ad that runs in newspaper)

X ☐ **Report on Local Justice System:** What happens to individuals for underage drinking offenses?

- Interview law enforcement, prosecutors. Juvenile justice and court system personal to develop a report about the process.
- Present the report to a school class.

☐ **LDTL Window Clings.** Work with store owners/managers to have LDTL window clings put in over ½ of the stores where you conduct CANS surveys. Leave a copy of theft/sales best practices document. Order from: [www.starttalkingnow.org/communities/lets-draw-line-2015](http://www.starttalkingnow.org/communities/lets-draw-line-2015)

- Photos of window clings being displayed.
- Number of stores in your community with LDTL window clings.

☐ **Another Activity from the ATI Campaign.** Select another Above the Influence Activity Toolkit.

- Photos of the activity being implemented.

☐ **Other Activity.** Other activity that has been approved by DBHR. This activity cannot involve "emotional appeal" strategies such as mock car crashes or "Every 15 Minutes."

- As determined and agreed to by DBHR.





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

Meetings are held the 2nd  
and 4th Tuesday of each  
month, beginning at 9 a.m.

REQUESTED MEETING DATE:

04/14/15

## AGENDA REQUEST FORM

TO BE COMPLETED BY CLERK OF THE BOARD / DEPUTY 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: \_\_\_\_\_

Review ☐ Clerk of the Board

☐ Risk Mgmt

☐ Legal Required

☐ OTHER: \_\_\_\_\_

### DISTRIBUTION LIST:

☐ RF

☐ Assessor

☐ DPW

☐ PACCOM

☐ Superior Court

☐ CF

☐ Auditor

☐ PCEMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Veg Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Ext.

☐ DCD

☐ NDC

☐ Sheriff

☐ Other

### AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Pacific County Sheriff's Office

DIVISION (if applicable): PCEMA

OFFICIAL NAME & TITLE: Scott McDougall, Deputy Director

PHONE / EXT: (360) 875-9338

SIGNATURE: \_\_\_\_\_

DATE: 04/8/2015

### NARRATIVE OF REQUEST

Request approval to purchase three Mobile Data Computer's for \$6,500.00, Avtec Ranger software and two laptop computers for use as dispatch consollettes for \$5,000.00, and Spillman Touch software that will allow personnel to access the Spillman system from mobile and touch screen devices. The county portion of the Spillman Touch software will be \$6,615.00, and will be supplemented by a contribution of \$2850 from the Shoalwater Bay Police Department. These purchases will be made using FY 13 and 14 State Homeland Security Program (SHSP) Grant Funds, contracts #E15-096 and #E15-221. Tax is not included in these prices but will also be covered by the grants.

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

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

RESOLUTION NO. 2015- \_\_\_\_\_

A RESOLUTION RECOGNIZING AND AUTHORIZING PURCHASE OF  
SPILLMAN TOUCH SOFTWARE FROM A "SINGLE SOURCE OF SUPPLY"  
PROVIDER.

WHEREAS, the Pacific County Sheriff's Office, Communications Division is in need of  
Spillman Touch Software; and

WHEREAS, the Pacific County Sheriff's Office requests approval to purchase Spillman  
Touch Software; and

WHEREAS, Spillman, Inc. of Salt Lake City, UT is the sole vendor of Spillman Touch  
related to the operation of Spillman criminal justice administration software currently in  
use by Pacific County, now therefore

IT IS HEREBY RESOLVED that purchase of Spillman Touch Software is clearly and  
legitimately limited to a single source of supply; and

BE IT FURTHER RESOLVED that the Pacific County Sheriff's Office,  
Communications Division be authorized to purchase Spillman Touch Software in the  
amount of \$6615.00 plus sales tax from the single source of supply provider—Spillman,  
Inc. and in accordance with competitive bidding requirements (*RCW 39.04.280*).

PASSED by the following vote this \_\_\_\_\_ day of \_\_\_\_\_, 2015 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

ATTEST:

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

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

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

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

RESOLUTION NO. 2015- \_\_\_\_\_

A RESOLUTION RECOGNIZING AND AUTHORIZING PURCHASE OF AVTEC  
RANGER SOFTWARE FROM A "SINGLE SOURCE OF SUPPLY" PROVIDER.

WHEREAS, the Pacific County Sheriff's Office, Communications Division is in need of  
Avtec Ranger Software; and

WHEREAS, the Pacific County Sheriff's Office requests approval to purchase Avtec  
Ranger Software; and

WHEREAS, Avtec, Inc. of Lexington, SC is the sole vendor of Avtec Ranger Software  
related to the operation of Avtec Communication software currently in use by the Pacific  
County Dispatch Center (PACCOM), now therefore

IT IS HEREBY RESOLVED that purchase of Avtec Ranger Software is clearly and  
legitimately limited to a single source of supply; and

BE IT FURTHER RESOLVED that the Pacific County Sheriff's Office,  
Communications Division be authorized to purchase Avtec Ranger Software in the  
amount of \$3990.00 plus sales tax from the single source of supply provider—Avtec. and  
in accordance with competitive bidding requirements (*RCW 39.04.280*).

PASSED by the following vote this \_\_\_\_\_ day of \_\_\_\_\_, 2015 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

ATTEST:

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

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

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



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

Meetings are held the 2nd  
and 4th Tuesday of each  
month, beginning at 9 a.m.

REQUESTED MEETING DATE:

4/14/15

## AGENDA REQUEST FORM

TO BE COMPLETED BY CLERK OF THE BOARD / DEPUTY 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 Mgmt

☐ Legal Required

☐ CONTINUED TO DATE: \_\_\_\_\_

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

☐ OTHER: \_\_\_\_\_

### DISTRIBUTION LIST:

☐ RF

☐ Assessor

☐ DPW

☐ PACCOM

☐ Superior Court

☐ CF

☐ Auditor

☐ PCEMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Veg Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU 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: BRUCE WALKER,  | DIVISION (if applicable): |
| OFFICIAL NAME & TITLE: ASSESSOR   | PHONE / EXT: 2210         |
| SIGNATURE: <i>Bruce Walker</i>  | DATE: 4/7/2015            |
| NARRATIVE OF REQUEST  |                           |
| <p>Connie Williams has been selected to fill the Chief Appraiser position, effective 4/10/2015. She is currently a Grade 12 Step 10 (\$4186). Per union contract at least 5% would put her at a Grade 14 Step 7 (\$4431). The stipend of \$350 a month/\$4200 a year that Loni was receiving, we request to be continued. This is in addition to the 5% Step Increase just as longevity is.</p> |                           |
| RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)   |                           |



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

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

**REQUESTED MEETING DATE:**

MARCH 24, 2015

## 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: Workshop / 4/14/2015 meeting

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: DEPARTMENT OF PUBLIC WORKS  | DIVISION (if applicable): FAIR |
| OFFICIAL NAME & TITLE: DOTSI GRAVES, FAIR MANAGER  | PHONE / EXT: EXT 2288          |
| SIGNATURE: <i>Alatti</i>   | DATE: 3-5-15                   |
| NARRATIVE OF REQUEST<br><br>PACIFIC COUNTY FAIR SUBMITS FOR APPROVAL AND SIGNATURE A RESOLUTION TO DEFINE RENTAL FEES OF FAIRGROUNDS FOR FAIR TIME USE, OFF-SEASON USE AND CAMPING FEES. |                                |
| RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)  |                                |

**BEFORE THE BOARD OF PACIFIC COUNTY COMMISSIONERS**  
**RESOLUTION NO. 2015-019**

**A RESOLUTION IN THE MATTER OF AMENDING**  
**FEES FOR THE PACIFIC COUNTY FAIR**

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

**WHEREAS**, the Pacific County Fair Board has recommended to the Board of County Commissioners to adopt the Schedule of Fees listed in Attachment A for the Pacific County Fair; now therefore

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

**IT IS HEREBY FURTHER RESOLVED** that Resolution No. 2014-006 and any other conflicting resolutions setting fees for the Pacific County Fair are repealed.

**PASSED** by the Board of Pacific County Commissioners meeting in regular session at South Bend, Washington, by the following vote, then signed by its membership and attested to by its Clerk in authorization of such passage this 14<sup>th</sup> day of April, 2015.

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

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

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

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

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

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

# ATTACHMENT A – FAIR FEE SCHEDULE

## RESOLUTION NO. 2015-019

### **FAIR TIME USER FEES**

|                           |          |  |
|---------------------------|----------|--|
| Commercial Booth Rental * | \$12.00  | per lineal foot  |
|                           | \$100.00 | deposit; refundable if booth is still set up on the last day of the Fair |
| Commercial Table Rental   | \$8.00   | per lineal foot  |
| Food Concessions          | \$150.00 | plus 10% of gross sales  |
| Tent Camping              | \$20.00  | for four (4) nights  |
| RV Camping with hookups   | \$100.00 | for up to seven (7) nights; includes one parking pass                    |
| Parking                   | \$20.00  | for four (4) days  |

*\*Commercial Booths not rented two weeks prior to fair will be offered to non-profit groups at a rate of one-half the fee*

### **PREMIUM BOOK ADVERTISEMENTS**

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

### **FAIR ADMISSION**

|                        |         |   |
|------------------------|---------|---|
| Four Day Fair Button   | \$8.00  | advance purchase  |
|                        | \$10.00 | purchased at gate                                       |
| Adults                 | \$4.00  | per day   |
| Children               | \$3.00  | 6-12 years old, per day<br>(one day designated as free) |
|                        | Free    | under 6 years old                                       |
| Senior Citizen         | \$3.00  | 60+ years old; per day<br>one day designated as free)   |
| Nursing Home Residents | Free    |   |

### **OFF SEASON STORAGE**

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

### **EQUIPMENT RENTAL**

|                            |          |                                     |
|----------------------------|----------|-------------------------------------|
| Chairs                     | \$1.50   | each; per day                       |
| Tables (folding or picnic) | \$7.00   | each; per day                       |
| Tent/Canopies (10'x10')    | \$10.00  | each; per day                       |
| Stage Rental               | \$100.00 | each; per days                      |
|                            | \$100.00 | deposit; refundable upon inspection |

(continued on next page)

**ATTACHMENT A – FAIR FEE SCHEDULE**  
**RESOLUTION NO. 2015-019**

**CONTINUED**

**PACIFIC COUNTY FAIRGROUNDS RENTAL FEES**

**WEEKEND RENTAL**

|  |          |
|--|----------|
| (includes Gauerke Building and Restrooms)        | \$300.00 |
| Friday set-up, Saturday, Sunday clean-up by 1 PM |          |
| Damage/Cleaning Deposit                          | \$200.00 |
| Additional Day                                   | \$100.00 |
| Garbage Removal                                  | \$50.00  |

**DAILY RENTAL**

|                                 |          |
|---------------------------------|----------|
| (\$100 damage/cleaning deposit) | \$200.00 |
|---------------------------------|----------|

**BY-THE-HOUR RENTAL**

|                  |         |                       |
|------------------|---------|-----------------------|
|                  | \$50.00 | per hour              |
|                  |         | for the first 3 hours |
| Additional Hours | \$25.00 | per hour              |

Hourly rates DO NOT include Gauerke Building, but do include restrooms.

**HORSE ARENA RENTAL**

|                                       |          |
|---------------------------------------|----------|
| (includes horse stalls and restrooms) | \$300.00 |
|---------------------------------------|----------|

**LARGER GROUP RENTAL PACKAGE**

Includes Gauerke Building, Grange Building and Restrooms

|   |                    |
|---|--------------------|
| 4 day rental for up to 30 people              | \$400.00           |
| Additional day                                | \$100.00           |
| Additional Fee per person (31 or more people) | \$10.00 per person |
| Garbage Removal                               | \$50.00            |
| Damage/Cleaning Deposit                       | \$200.00           |

**FOR ALL RENTALS:**

Deposit/cleaning fee is refundable upon inspection of grounds by Fair representative and return of keys.

**PACIFIC COUNTY FAIRGROUNDS OFF-SEASON CAMPING FEES**

|                         |               |
|-------------------------|---------------|
| Tent Camping            | \$10 per day  |
|                         | \$50 per week |
| RV Camping with hookups | \$20 per day  |
|                         | \$75 per week |

**Please note:** All camping/rv fees will be subject to sales and lodging tax

*Persons wishing to use the Fairgrounds for events must read, sign and return the Pacific County Special Event Application and agree to follow all terms and conditions set out therein. An insurance binder must also be provided upon request.*





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

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

REQUESTED MEETING DATE:

~~12/19/2014~~

## AGENDA REQUEST FORM

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

2/10/2015  
4/14/15

BOCC ACTION: ☐ APPROVED

☐ DENIED

Agenda Item #:

Initial:

Date:

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☒ DEFERRED TO:

1/13/15

Review: ☐ Clerk of the Board

☐ Risk Management

☐ Legal

☐ CONTINUED TO DATE:

TIME:

☐ OTHER:

### DISTRIBUTION LIST:

☐ RF

☐ Assessor

☐ DPW

☐ PACCOM

☐ Superior Court

☐ CF

☐ Auditor

☐ EMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Vegetation Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Coop. Ext.

☐ DCD

☐ NDC

☐ Sheriff

☐ Other

## AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Commissioners Office

DIVISION (if applicable):

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

PHONE / EXT:

SIGNATURE:

*Marie Guernsey*

DATE:

12/11/2014

NARRATIVE OF REQUEST

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

Adopt Resolution

amending the Public Records Policy and rescinding Resolution 2014-004

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

RESOLUTION NO. 2015-\_\_\_\_\_

IN THE MATTER OF AMENDING THE  
PACIFIC COUNTY PUBLIC RECORDS POLICY

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

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

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

**WHEREAS**, Pacific County Public Records Procedures Policy was adopted by Resolution No. 2014-004 on January 28, 2014; and

**WHEREAS**, there is a need to update the policy to reflect updated procedures for receiving and processing public records request.

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

**BE IT FURTHER RESOLVED** that Resolution No. 2014-004 is hereby rescinded, and the effective date of this resolution shall be the date of passage.

**PASSED** by the following vote this \_\_\_\_\_ day of \_\_\_\_\_, 2015 by the Board of Pacific County Commissioners, meeting in regular session at South Bend, Washington then signed by its membership and attested to by its Clerk in authorization of such passage.

\_\_\_\_\_ YEA; \_\_\_\_\_ NAY; \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

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

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

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

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

**ATTACHMENT A**  
**PACIFIC COUNTY**  
**PUBLIC RECORDS POLICY**

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

**Section 1      Purpose**

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

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

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

**Section 2      Interpretation and Construction**

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

### **Section 3      Public Records Available**

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

### **Section 4      Exempt Records**

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

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

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

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

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

## County Staff Responsibility

- A. All county staff are responsible for assisting in identifying responsive records and facilitating thorough collection of records.
- B. The County will provide training to county staff regarding their obligations under the Public Records Act, including the responsibility of all employees to retain records according to the relevant retention schedule (RCW 42.56.152).
- C. For most county staff, producing records in response to records requests is a responsibility assigned in addition to their primary assigned duties and functions. County staff, other than Public Records Officers, will expend no more than ten hours per month devoted to records production.

## Requestors Obligations

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

## Section 6      Public Records Requests – How Made

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

- 3) If a public records request is made to county staff, other than in writing, they should memorialize the request by completing the Records Request Form (Attachment A), notifying the Public Records Officer or Public Records Coordinator, or entering the request directly into the Public Records Center, if possible.
- B. A request for public records should include the following:
- 1) The requestor's name, mailing address, and telephone number;
  - 2) The date of the request;
  - 3) A clear indication that the document is a "Public Records Request;"
  - 4) Whether the request is to inspect the public records or for copies of public records if known, or both;
  - 5) A clear description of the public records requested for inspection and/or copying and the office or department having custody of the public records if known; and
  - 6) If the request is for a list of individuals, the requestor shall declare, in writing, under penalty of perjury pursuant to the laws of the State of Washington (RCW 42.56.070(9)), that the list will not be used for commercial purposes. The requestor also must acknowledge that they are solely responsible for any consequences or damages arising from any commercial use of the list of individuals they are requesting.
  - 7) Records requests may only encompass existing records. They cannot be used to obtain copies of records not yet in existence or in the possession of the County.
- C. If an elected official or department maintains indexed records specifically for public inspection and copying, the Public Records Officer may permit inspection and copying in response to an oral request. However, the Public Records Officer may require a written request if the request is for, or the response may include, any of the following:
- 1) A list of individuals;
  - 2) Categorical requests not identifying a specific public record;
  - 3) Subjects pertaining to current, threatened or potential litigation;
  - 4) More than 50 pages of documents;
  - 5) Reproduction of oversized documents such as maps, surveys, large format photographs or color reproduction; or
  - 6) Public records or information exempt from disclosure.
- D. Requests for inspection or copying of public records maintained by an agency of the State of Washington or another government agency must be made to such agency and will be subject to that agency's rules and regulations, including required forms and fees.

## **Section 7      Inspection of Public Records**

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

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

## **Section 8      Response to Public Records Requests**

- A. Mindful of the requirements of RCW 42.56.100, to the extent reasonably possible, the requests will be processed in the order allowing the most requests to be fulfilled/completed in the most efficient manner.
- B. Within five business days (day one is the first working day after the request is received) of receiving a public record request the Public Records Officer must respond by (1) providing the record; (2) providing an internet address and link on the County's web site to the specific records requested, except that if the requestor notifies the County that he or she cannot access the records through the internet, then the County must provide copies of the record or allow the requestor to view copies using a County computer; (3) acknowledging that the County has received the request and providing a reasonable estimate of the time the County will require to respond to the request; or (4) denying the public record request.  
(RCW 42.56.520)
- C. In order to provide a reasonable estimate of time to fulfill the request, requests should be categorized as indicated in Attachment B to this policy. However, requests that require immediate response in the interest of public safety (imminent danger), shall take priority over all other requests. The response letter should include language along the lines of the following statement: "We anticipate it may take up to \_\_\_\_ business days to fulfill this request".
- D. In acknowledging receipt of a public records request that is unclear, the County may ask the requestor to clarify the information they are seeking. If the requestor fails to clarify an unclear request, the County need not respond to it further (RCW 42.56.520). If the requestor does not respond within thirty (30) days of the clarification request, the County will send a letter to the requestor indicating the request has been abandoned.
- E. If the Public Records Officer does not respond in writing within five working days after receipt of a request for public records, the requestor shall be entitled to request review by either the Public Record Officer's elected official or department head or by the Prosecuting Attorney.
- F. If the estimated time required to fulfill the request is believed to be unreasonable by the requestor, the requestor may then ask the appropriate elected official, department head or the Prosecuting Attorney to review the estimate of time.
- G. When a request for public records is received that concerns a subject known to involve litigation or an investigation that may be threatened, anticipated or pending, the Public Records Officer should promptly notify the County Prosecuting Attorney of the request
- H. If requested records contain information that may affect the rights of others, would clearly not be in the public interest and would substantially and irreparably damage any person, (including current or past Pacific County employees) and/or may be exempt from disclosure, the Public Records Officer or designee may, prior to providing the records, give notice to the affected third person(s) (RCW 42.56.540).

**Notice to affected third parties.** The affected third party can file an action to obtain an injunction to prevent an agency from disclosing the requested records, but the third party must prove the record, or portion of it, is exempt from disclosure.  
RCW 42.17.330/42.56.540.

The notice to the affected third party should provide a minimum of fifteen (15) days to obtain an injunction. (RCW 42.56.520) and the deadline date will be provided to avoid any confusion. When a notice is provided, the notice period is to be included in the "reasonable estimate" provided to the requestor.

The notice should inform the third party that release will occur on the stated date unless an order is obtained from Superior Court enjoining release. The requestor has an interest in any legal action to prevent the disclosure of the records requested. Therefore, the notice should inform the third party that they should name the requestor as a party to any action to enjoin disclosure. If an injunctive action is filed, the third party should name the requestor as a party or, at a minimum, must inform the requestor of the action to allow the requestor to intervene.

If an order preventing disclosure is sought, the records request shall be placed on hold until the Superior Court decides the matter.

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

- A. The resources currently allocated to public disclosure response are established as the initial level of effort necessary to ensure that public disclosure response is not creating excessive interference with essential county government functions.
- B. The county does not intend every employee to expend ten hours per month responding to records requests. The limitation in Section 5. County Staff Responsibilities(C) of up to ten hours per month for those county employees for whom responding to records requests is not among their primary assigned duties is not an allocation of all resources available that may be for public records responses.

## **Section 10      Copying and Mailing Fees**

- A. Disallowed Charges
  - 1) No fee will be charged for the inspection of a public record.
  - 2) No fee will be charged for locating public records in response to a request and making the records available for inspection or copying.
  - 3) No fee will be charged for searching for public records, redacting portions of a record which are exempt from disclosure, or preparing an index of exempt documents.
- B. Allowed Charges
  - 1) A reasonable fee will be charged to reimburse the County for the costs of providing copies. The fee for copying may be waived for a single request if the expense of processing the payment exceeds the costs of providing the copies. In general, costs may be waived if a single request involves less than 50 pages or is \$5.00 or less in total.
  - 2) A reasonable fee shall be charged to reimburse the County for the cost of delivering copies of public records to a requestor, including the cost of packaging the copies for delivery and the actual cost of postage or delivery.



- 3) Any request for which the response will be more than 50 pages of documents, oversized documents, color photographs or reproductions, recordings and computer disks may be sent to a private copying service for copying, in which case the copying fee shall be the actual charge imposed for copying, applicable taxes and shipping costs and shall include staff time (including benefits) for travel and mileage at the current rate set by WA State Office of Financial Management.

The fee for searching records, research, and/or providing a copy of a public record may be set by statute. Staff time includes the employees hourly rate plus benefits. Unless a fee is fixed by another federal, state or county ordinance/resolution, the following fee schedule is applicable:

|   |                           |
|---|---------------------------|
| 8.5" x 14" page or less   | \$0.15/page               |
| CD's w/ protective case   | \$1.00                    |
| ▪ (plus the actual cost of staff time necessary for loading records onto the CD)            |                           |
| Fax (8.5" x 11" only)   | Actual cost               |
| Postage   | Actual cost               |
| Boxes   | Actual cost               |
| Envelopes   | Actual cost               |
| Copying Service   | Actual cost               |
| Creation of Electronic records  | Actual cost of staff time |
| ▪ Document preparation for scanning; scanning and loading electronic records into an e-mail |                           |

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

## **Section 11 Protection of Public Records**

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

## **Section 12    Records Scheduled for Destruction**

All Public Records Officers, county officials and employees should follow the County's Records Retention Policy (Resolution 2013-051).

If a public record request is made at a time when a record exists, but the record is scheduled for destruction in the near future, the record should be retained until the request is resolved.

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

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

## **Section 14    Review of Denied Public Records Request**

- A. **Petition for internal administrative review of denial of access.** Any person who objects to the initial denial or partial denial of a records request may petition in writing (including e-mail) to the Prosecuting Attorney for a review of that decision. The petition shall include a copy of, or reasonably identify, the written statement by the public records officer or designee denying the request.
- B. **Consideration of petition for review.** The Prosecuting Attorney should immediately consider the petition and either affirm or reverse the denial in a prompt fashion following the County's receipt of the petition.
- C. **Judicial review.** Any person may obtain court review of denials of public records requests pursuant to RCW 42.56.550.

## **Section 15    Electronic Information**

- A. The County produces and maintains data in electronic records to maximize efficiency in fulfilling its basic public service functions. These electronic records relate to the operation and conduct of County government.
- B. Electronic records are public records subject to disclosure under the Public Records Act and this policy, unless exempt from disclosure under state or federal law.
- C. At the option of the Public Records Officer, electronic records may be printed and provided in paper format. If the electronic record is large and/or not capable of being printed in an understandable format, then the electronic record may be provided in the digital format in which the record is maintained by the County. The County is not obligated to convert an electronic record to a digital format that is different than the format maintained by the County.
- D. Fees for providing electronic records in electronic form shall be based on the actual cost of the media used to provide the records and staff time (plus benefits) to prepare the information onto the media.

- E. The County has no obligation to create custom electronic products by acquiring data, running custom queries, programming software, testing models, reformatting data, or configuring a product in order to respond to a specific request.

#### **Section 16 Resolution and Policy Available to Public**

A copy of the Resolution adopting the policy, as well as the policy should be made available to the public, without cost, at each County office and/or department.

#### **Section 17 Disclaimer of Liability**

Neither the County nor any officer, employee, official or custodian shall be liable, nor shall a cause of action exist, for any loss or damage based upon a release of Public Records if the person releasing acted in good faith in attempting to comply with this policy. (RCW 42.56.060)

This policy is not intended to expand or restrict the rights of disclosure or privacy as they exist under state and federal law. Nothing in this policy is intended to impose mandatory duties on the County beyond those imposed by state and federal law.

#### **Section 18 Revised Code of Washington 42.56**

Chapter 42.56 of the Revised Code of Washington can be found on the Washington State Legislature's web page at <http://apps.leg.wa.gov/RCW/default.aspx?cite=42.56>

## PUBLIC RECORDS REQUEST CATEGORICAL GUIDELINES

## CATEGORY      APPROXIMATE RESPONSE TIME

Category 1      Up to 30 business days

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

Category 2      Up to 90 business days/or more if needed

Routine requests that involve:

- Large number of records
- Records not easily identified, located and accessible
- Number of departments/offices involved
- E-mail search request \*

Category 3      Up to 120 business days/or more if needed

Requests that are complex and may be especially broad or vague that involve:

- Large number of records
- Records not easily identified, located and accessible
- Research by county staff
- Number of departments/offices involved
- E-mail search request \*
- Review by Public Records Officer/Alternate whether any of the records are exempt

Category 4      Up to 180 business days/or more if needed

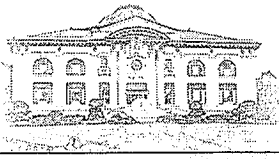
Requests that are complex and may be especially broad or vague which involve:

- Large number of records
- Records not easily identified, located and accessible
- Research by county staff
- Number of departments/offices involved
- E-mail search request \*
- Third party notification
- Review by public records officer/alternate whether any of the records are exempt
- Need for legal review

Response times may fall outside of these categorical timelines depending upon search conditions, as well as the number and complexity of other open requests.

- \* If an e-mail search is requested, the estimated response time or time extension should consider the following:

- a. Time frame requested
- b. Number of e-mail boxes to search
- c. Number of search terms
- d. Computer Services availability to retrieve e-mails
- e. Number of e-mails retrieved
  - i. Estimated time for review of all e-mails
  - ii. Number of potential redactions and redaction log
  - iii. Possible legal review
  - iv. Possible 3<sup>rd</sup> party notification



# PACIFIC COUNTY

ATTACHMENT C

1216 W. Robert Bush Drive/P O Box 187 South Bend, WA 98586  
(360) 875-9337 / (360) 642-9337 / (360) 484-7337 / (360) 267-8337  
TDD: (360) 875-9400 / FAX: (360) 875-9335

REQUEST #

## PUBLIC RECORDS REQUEST FORM

Requestor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Do you wish to: ☐ Inspect the records ☐ Receive copies; willing to pay up to the amount indicated: \$ \_\_\_\_\_

**RECORDS REQUESTED:** Please describe the **SPECIFIC** records you are requesting and any additional information that will help us locate said records (dates, names, etc.) RCW 42.56.520 requires that response/action on a request for public records must be taken within five (5) business days. (Please attach and sign pages if additional space is needed)

Parcel #: \_\_\_\_\_ Legal Description : \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

I understand that Washington State Law (RCW 42.56.070(9)) prohibits the use of lists of individuals for commercial purposes. If applicable to this request, I hereby declare, under penalty of perjury pursuant to the laws of the State of Washington, that I will not use the list of individuals obtained from this request for commercial purposes. If applicable, I also acknowledge that I am solely responsible for any consequences or damages arising from my commercial use of the list of individuals I am obtaining.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Place of Signing: \_\_\_\_\_

### FOR OFFICIAL USE ONLY

Date Received: \_\_\_\_\_ Response Required by: \_\_\_\_\_

Request forwarded to: \_\_\_\_\_ Date forwarded: \_\_\_\_\_

#### Action Taken

- ☐ Pacific County Public Records Request Policy provided, date: \_\_\_\_\_
- ☐ Approved; request fulfilled. Notified Requestor records are available and where. If copies requested and payment or deposit on payment has been made; date copies mailed/delivered: \_\_\_\_\_
- ☐ Request to be denied; IMMEDIATELY forward to Prosecuting Attorney for review.
- ☐ Record partially withheld. Notified Requestor with reason for partial withholding listing exemption(s) cited. Copy of letter attached.
- ☐ Evaluation necessary. Estimate \_\_\_\_\_ days needed for final response. Notified Requestor. Copy of letter attached.
- ☐ Clarification needed from Requestor. Contacted for clarification & notified of revised estimate of when records will be available. Copy of letter attached.
- ☐ DENIAL APPROVED: Department to notify Requestor by mail of reasons for denial.

#### ACTION RECOMMENDED BY PROSECUTING ATTORNEY

Comment: \_\_\_\_\_

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

## Exemption and Prohibition Statutes

## Not Listed in Chapter 42.56 RCW

## As provided by Municipal Research and Services Center of Washington

RCW 42.56.070(2):

For informational purposes, each agency shall publish and maintain a current list containing every law, other than those listed in this chapter, that the agency believes exempts or prohibits disclosure of specific information or records of the agency. An agency's failure to list an exemption shall not affect the efficacy of any exemption.

**Citation**

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

**Citation****Records**

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

**Records**

|                        |   |
|------------------------|---|
| RCW 26.23.120          | Child support records   |
| RCW 26.26.041          | Uniform Parentage Act – protection of participants  |
| RCW 26.26.450          | Confidentiality of genetic testing  |
| RCW 26.33.330          | Sealed court adoption records   |
| RCW 26.33.340          | Agency adoption records   |
| RCW 26.33.343          | Access to adoption records by confidential intermediary   |
| RCW 26.33.345          | Release of name of court for adoption or relinquishment   |
| RCW 26.33.380          | Adoption – identity of birth parents confidential   |
| RCW 26.44.010          | Privacy of reports on child abuse and neglect   |
| RCW 26.44.020(19)      | Unfounded allegations of child abuse or neglect   |
| RCW 26.44.030          | Reports of child abuse/neglect  |
| RCW 26.44.125          | Right to review and amend abuse finding – confidentiality   |
| RCW 27.53.070          | Records identifying the location of archaeological sites  |
| RCW 29A.08.720         | Voter registration records – place of registration confidential                                       |
| RCW 29A.08.710         | Voter registration records – certain information exempt   |
| RCW 35.102.145         | Municipal business and occupation tax – Confidentiality, privilege, and Disclosure                    |
| Chapter 40.14 RCW      | Preservation and destruction of public records  |
| RCW 42.23.070(4)       | Municipal officer disclosure of confidential information prohibited                                   |
| RCW 42.41.030(7)       | Identity of local government whistleblower  |
| RCW 42.41.045          | Non-disclosure of protected information (whistleblower)   |
| RCW 46.52.080          | Traffic accident reports – confidentiality  |
| RCW 46.52.083          | Traffic accident reports – available to interested parties  |
| RCW 46.52.120          | Traffic crimes and infractions – confidential use by police and courts                                |
| RCW 46.52.130(2)       | Abstract of driving record  |
| RCW 48.62.101          | Local government insurance transactions – access to information                                       |
| RCW 50.13.060          | Access to employment security records by local government agencies                                    |
| RCW 50.13.100          | Disclosure of non-identifiable information or with consent  |
| RCW 51.28.070          | Worker’s compensation records   |
| RCW 51.36.060          | Physician information on injured workers  |
| RCW 60.70.040          | No duty to disclose record of common law lien   |
| RCW 68.50.105          | Autopsy reports   |
| RCW 68.50.320          | Dental identification records – available to law enforcement agencies                                 |
| Chapter 70.02 RCW      | Medical records – access and disclosure – entire chapter (HC providers)                               |
| RCW 70.05.170          | Child mortality reviews by local health departments   |
| RCW 70.24.022          | Public health agency information regarding sexually transmitted disease investigations - confidential |
| RCW 70.24.024          | Transcripts and records of hearings regarding sexually transmitted diseases                           |
| RCW 70.24.105          | HIV/STD records   |
| RCW 70.28.020          | Local health department TB records – confidential   |
| RCW 70.48.100          | Jail records and booking photos   |
| RCW 70.58.055          | Birth certificates – certain information confidential   |
| RCW 70.58.104          | Vital records, research confidentiality safeguards  |
| RCW 70.94.205          | Washington Clean Air Act – confidentiality of data.   |
| RCW 70.96A.150         | Alcohol and drug abuse treatment programs   |
| RCW 70.123.075         | Client records of domestic violence programs  |
| RCW 70.125.065         | Records of rape crisis centers in discovery   |
| RCW 71.05.390          | Information about mental health consumers   |
| RCW 71.05.395          | Ch. 70.02 RCW applies to mental health records  |
| RCW 71.05.400          | Information to next of kin or representative  |
| RCW 71.05.425          | Notice of release or transfer of committed person after offense dismissal                             |
| RCW 71.05.427          | Information that can be released  |
| RCW 71.05.430          | Statistical data  |
| RCW 71.05.440          | Penalties for unauthorized release of information   |
| <b><u>Citation</u></b> | <b><u>Records</u></b>   |
| RCW 71.05.445          | Release of mental health information to Dept. of Corrections  |

|                     |  |
|---------------------|--|
| RCW 71.05.620       | Authorization requirements and access to court records   |
| RCW 71.05.630       | Release of mental health treatment records   |
| RCW 71.05.640       | Access to treatment records  |
| RCW 71.05.650       | Accounting of disclosures  |
| RCW 71.24.035(5)(g) | Mental health information system – state, county and regional support networks – confidentiality of client records |
| RCW 71.34.200       | Mental health treatment of minors – records confidential   |
| RCW 71.34.210       | Court records for minors related to mental health treatment  |
| RCW 71.34.225       | Release of mental health services information  |
| RCW 71A.14.070      | Records regarding developmental disability – confidentiality   |
| RCW 72.09.345       | Notice to public about sex offenders   |
| RCW 72.09.585(3)    | Disclosure of inmate records to local agencies – confidentiality   |
| RCW 73.04.030       | Veterans discharge papers exemption (see related RCW 42.56.440)  |
| RCW 74.04.060       | Applicants and recipients of public assistance   |
| RCW 74.04.520       | Food stamp program confidentiality   |
| RCW 74.09.900       | Medical assistance   |
| RCW 74.13.121       | Financial information of adoptive parents  |
| RCW 74.13.280       | Children in out-of-home placements - confidentiality   |
| RCW 74.20.280       | Child support enforcement – local agency cooperation, information  |
| RCW 74.34.095       | Abuse of vulnerable adults - confidentiality of investigations and reports   |
| RCW 82.32.330       | Disclosure of tax information  |
| RCW 84.36.389       | Confidential income data in property tax records held by assessor  |
| RCW 84.40.020       | Confidential income data supplied to assessor regarding real property  |

#### **Selected Federal Confidentiality Statutes and Rules**

|                                |  |
|--------------------------------|--|
| 18 USC § 2721 - 2725           | Driver and License Plate Information   |
| 20 USC § 1232g                 | Family Education Rights and Privacy Act  |
| 23 USC § 409                   | Evidence of certain accident reports   |
| 42 USC 290dd-2                 | Confidentiality of Substance Abuse Records   |
| 42 USC § 405(c)(2)(C)(viii)(I) | Limits on Use and Disclosure of Social Security Numbers.   |
| 42 USC 654(26)                 | State Plans for Child Support  |
| 42 USC 671(a)(8)               | State Plans for Foster Care and Adoption Assistance  |
| 42 USC 1396a(7)                | State Plans for Medical Assistance   |
| 7 CFR 272.1(c)                 | Food Stamp Applicants and Recipients   |
| 34 CFR 361.38                  | State Vocational Rehabilitation Services Programs  |
| 42 CFR Part 2 (2.1 - 2.67)     | Confidentiality of Alcohol and Drug Abuse Patient Records  |
| 42 CFR 431.300 - 307           | Safeguarding Information on Applicants and Recipients of Medical Assistance                          |
| 42 CFR 483.420                 | Client Protections for Intermediate Care Facilities for the Mentally Retarded                        |
| 42 CFR 5106a(b)(2)(A)          | Grants to States for Child Abuse and Neglect Prevention and Treatment Programs                       |
| 45 CFR 160-164                 | HIPAA Privacy Rule   |
| 46 CFR 40.321                  | USCG regulations regarding confidentiality of drug and alcohol test results done by marine employers |





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

Meetings are held the 2nd  
and 4th Tuesday of each  
month, beginning at 9 a.m.

REQUESTED MEETING DATE:

04/14/15

## AGENDA REQUEST FORM

### TO BE COMPLETED BY CLERK OF THE BOARD / DEPUTY CLERK OF THE BOARD

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

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

Review ☐ Clerk of the Board

☐ Risk Mgmt

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

☐ Legal Required

☐ OTHER: \_\_\_\_\_

#### DISTRIBUTION LIST:

☐ RF

☐ Assessor

☐ DPW

☐ PACCOM

☐ Superior Court

☐ CF

☐ Auditor

☐ PCEMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Veg Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Ext.

☐ DCD

☐ NDC

☐ Sheriff

☐ Other

### AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Commissioners Office

DIVISION (if applicable):

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

PHONE / EXT:

SIGNATURE:

DATE: 3/30/2015

#### NARRATIVE OF REQUEST

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

Approve Intergovernmental Cooperation Agreement with Pacific Conservation District in the budgeted amount of \$7,500 to provide services for resource conservation management

**INTERGOVERNMENTAL COOPERATION**  
**AGREEMENT**

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

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

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

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

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

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

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

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

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

**III. DURATION OF AGREEMENT**

The terms of this Agreement and the performance of the parties shall be deemed to have commenced the 1<sup>st</sup> day of January, 2015 and will terminate on the 31<sup>st</sup> day of December, 2015. This Agreement may be extended or terminated upon mutual agreement between the parties hereto and pursuant to the terms and conditions of this Agreement.

**IV. FUNDING**

General Statutory Operations Funding: The COUNTY shall provide the sum of seven thousand five hundred dollars (\$7,500) to assist the DISTRICT in continuing its operations, as mandated by law. The funding set forth herein shall be provided to the DISTRICT and paid in one installment of \$7,500. Payment will be processed following the approval of the contract by all parties.

## **V. REPORTING REQUIREMENT**

The DISTRICT shall present an annual report to the COUNTY.

## **VI. ESTABLISHMENT AND MAINTENANCE OF RECORDS**

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

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

## **VII. COMPLIANCE WITH LAWS**

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

## **VIII. SAVINGS AND SEVERABILITY**

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

## **IX. INDEMNIFICATION/HOLD HARMLESS**

a. **Indemnification by District.** To the fullest extent permitted by law, the DISTRICT agrees to indemnify, defend and hold the COUNTY and its departments, elected and appointed officials, employees, agents and volunteers, harmless from and against any and all claims, damages, losses and expenses, including but not limited to court costs, attorney's fees and alternative dispute resolution costs, for any personal injury, for any bodily injury, sickness, disease or death and for any damage to or destruction of any property (including the loss of use resulting therefrom) which 1) are caused in whole or in part by any action or omission, negligent or otherwise, of the DISTRICT, its employees, agents or volunteers or DISTRICT's subcontractors and their employees, agents or volunteers; or 2) are directly or indirectly arising out of, resulting from, or in connection with performance of this Contract; or 3) are based upon the DISTRICT'S or its subcontractors' use of, presence upon or proximity to the property of the COUNTY. This indemnification obligation of the DISTRICT shall not apply in the limited circumstance where the claim, damage, loss or expense is caused by the sole negligence of the COUNTY. This indemnification obligation of the DISTRICT shall not be limited in any way by the Washington State Industrial Insurance Action RCW Title 51, or by application of any other workmen's compensation act, disability benefit act or other employee benefit act, and the DISTRICT hereby expressly waives any immunity afforded by such acts. The foregoing indemnification obligations of the DISTRICT are a material inducement to COUNTY to enter into the Contract, are reflected in the DISTRICT's compensation, and have been mutually negotiated by the parties.

- b. **Participation County – No Waiver.** The COUNTY reserves the right, but not the obligation, to participate in the defense of any claim, damages, losses or expenses and such participation shall not constitute a waiver of DISTRICT's indemnity obligations under the Contract.
- c. **Survival of District's Indemnity Obligations.** The DISTRICT agrees all DISTRICTS's indemnity obligations shall survive the completion, expiration or termination of this Contract.

## **X. INSURANCE**

Without limiting the DISTRICT'S indemnification of COUNTY, and prior to commencement of this Contract, DISTRICT shall obtain, provide and maintain during the term of this Contract, policies or insurance of the type and amounts described below and in a form satisfactory to the COUNTY.

- a. **General Liability Insurance.** DISTRICT shall maintain commercial general liability insurance with at least as broad as Insurance Services Office form CG 00 0, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability.
- b. **Professional Liability (Errors & Omissions) Insurance.** DISTRICT shall maintain professional liability insurance that covers the services to be performed in connection with this Contract, in the minimum amount of \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Contract and DISTRICT agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this Contract.
- c. **Workers' Compensation Insurance.** DISTRICT shall, at its own expense, maintain Workers' Compensation Insurance (statutory Limits) and Employer's Liability Insurance (with limits of at least \$1,000,000).
- d. **Waiver of Subrogation.** All insurance coverage maintained or procured pursuant to this Contract shall be endorsed to waive subrogation against COUNTY, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow DISTRICT or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. DISTRICT hereby waives its own right of recovery against COUNTY, and shall require similar written express waivers and insurance clauses from each of its subcontractors.
- e. **Automobile Liability Insurance.** DISTRICT shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the DISTRICT arising out of or in connection with Work to be performed under this Agreement, including coverage for any owned, hire, non-owned or rented vehicles, in an amount not less than 1,000,000 combined single limit for each accident.

The DISTRICT must name the COUNTY as an additional insured. The DISTRICT agrees that its liability insurance shall be primary and non-contributory to the COUNTY's and that DISTRICT's liability insurance policy shall so state.

## **XI. DEBARMENT CERTIFICATION**

The DISTRICT hereby declares that it is not suspended or debarred from securing federal and/or state funds and shall remain so during the term of this Contract. Suspension and/or debarment of the DISTRICT from securing federal or state funds shall be cause for immediate termination of this Contract by the COUNTY.

## **XII. ATTORNEY'S FEES/COST OF SUIT AND VENUE**

If either party files suit to enforce this Contract, parties agree that the prevailing party in any such action shall be entitled to collection costs, reasonable attorney's fees, and costs of suit. The parties agree that any suit pertaining to this Contract shall be filed in the Pacific County Superior Court.

a. **Disputes.** Differences between the DISTRICT and the COUNTY, arising under and by virtue of this Contract, shall be brought to the attention of the COUNTY at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. Any dispute relating to the quality or acceptability of performance and/or compensation due DISTRICT shall be decided by the COUNTY'S Contract representative or designee. All rulings, orders, instructions and decisions of the COUNTY'S contract representative shall be final and conclusive, subject to their right to seek judicial relief pursuant to **Choice of Law, Jurisdiction and Venue.**

b. **Choice of Law, Jurisdiction and Venue.** This Contract has been and shall be construed as having been made and delivered within the State of Washington and it is agreed by each party hereto that this Contract shall be governed by the laws of the State of Washington, both as to its interpretation and performance.

Any action at law, suit in equity, or judicial proceeding arising out of this Contract shall be instituted and maintained only in any of the courts of competent jurisdiction in Pacific County, Washington.

c. **Severability.** If a court of competent jurisdiction holds any part, term or provision of this Contract to be illegal, or invalid in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Contract did not contain the particular provision held to be invalid.

If any provision of this Contract is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

Should the COUNTY determine that the severed portions substantially alter this Contract so that the original intent and purpose of the Contract no longer exists, the COUNTY may, in its sole discretion, terminate this Contract.

## **XIII. PUBLIC RECORDS ACT**

This Agreement and all public records associated with this Agreement shall be available from the COUNTY for inspection and copying by the public where required by the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that public records then in the custody of the DISTRICT are needed for the COUNTY to respond to a request under the Act, as determined by the COUNTY, the DISTRICT agrees to make them promptly available to the COUNTY. If the DISTRICT considers any portion of any record provided to the COUNTY under this Agreement, whether in electronic or hard copy form, to be protected from disclosure under law, the DISTRICT shall clearly identify any specific information that it claims to be confidential or proprietary. If the COUNTY receives a request under the Act to inspect or copy the information so identified by the DISTRICT and the COUNTY determines that release of the information is required by the Act or otherwise appropriate, the COUNTY's sole obligations shall be to notify the DISTRICT (a) of the request and (b) of the date that such information will be released to the requester unless the DISTRICT obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the

DISTRICT fails to timely obtain a court order enjoining disclosure, the COUNTY will release the requested information on the date specified.

The COUNTY has, and by this section assumes, no obligation on behalf of the DISTRICT to claim any exemption from disclosure under the Act. The COUNTY shall not be liable to the DISTRICT for releasing records not clearly identified by the DISTRICT as confidential or proprietary. The COUNTY shall not be liable to the DISTRICT for any records that the COUNTY releases in compliance with this section or in compliance with an order of a court of competent jurisdiction.

#### **XIV. ENTIRE AGREEMENT**

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

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed  
this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

PACIFIC CONSERVATION DISTRICT

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

\_\_\_\_\_  
Chair

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

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

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

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

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

ATTEST:

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



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

Meetings are held the 2nd  
and 4th Tuesday of each  
month, beginning at 9 a.m.

REQUESTED MEETING DATE:

04/14/15

## AGENDA REQUEST FORM

### TO BE COMPLETED BY CLERK OF THE BOARD / DEPUTY CLERK OF THE BOARD

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

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

Review ☐ Clerk of the Board

☐ Risk Mgmt

☐ Legal Required

☐ CONTINUED TO DATE: \_\_\_\_\_

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

☐ OTHER: \_\_\_\_\_

#### DISTRIBUTION LIST:

☐ RF

☐ Assessor

☐ DPW

☐ PACCOM

☐ Superior Court

☐ CF

☐ Auditor

☐ PCEMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Veg Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Ext.

☐ DCD

☐ NDC

☐ Sheriff

☐ Other

### AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Commissioners Office

DIVISION (if applicable): \_\_\_\_\_

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

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

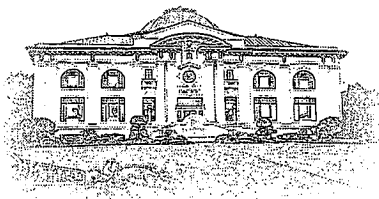
SIGNATURE: \_\_\_\_\_

DATE: 3/30/2015

#### NARRATIVE OF REQUEST

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

Adopt Order in the matter of the distribution of the 2014 PUD Excise Tax



# Pacific County COMMISSIONERS

Steve Rogers, District #1

Frank Wolfe, District #2

Lisa Ayers, District #3

BEFORE THE BOARD OF PACIFIC COUNTY COMMISSIONERS

## ORDER

### IN THE MATTER OF THE DISTRIBUTION OF THE 2014 P.U.D. EXCISE TAX

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

WHEREAS, the Public Utility District No. 2 of Pacific County provided the information to be used as the basis for determination of the amount to be paid to the cities and towns by letter dated March 13, 2015 as hereto attached; now, therefore,

IT IS HEREBY ORDERED by the Board of County Commissioners, County of Pacific, State of Washington, that Renee Goodin-Pacific County Treasurer, or her authorized deputy, is directed to distribute the 2014 P.U.D. Excise Tax as received from the State Treasurer as follows:

|                    |                |   |        |    |                     |
|--------------------|----------------|---|--------|----|---------------------|
| City of Ilwaco     | \$1,173,171.00 | x | 0.0075 | \$ | 8,798.78            |
| City of Long Beach | \$1,977,710.00 | x | 0.0075 | \$ | 14,832.83           |
| City of Raymond    | \$3,358,271.00 | x | 0.0075 | \$ | 25,187.03           |
| City of South Bend | \$1,337,767.00 | x | 0.0075 | \$ | 10,033.25           |
| <b>Total</b>       |                |   |        |    | <b>\$ 58,851.89</b> |

IT IS FURTHER ORDERED that as an operating deficit exists within the County General (Current Expense) Fund the remaining sum shall be deposited in that Fund as it has been deemed most equitable, due to costs incurred by the County Elected Officers on behalf of the other taxing districts.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

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

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

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

ATTEST:

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





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

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

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

March 13, 2015

Clerk of the Board  
Pacific County Commissioners

Re: Report of 2014 Gross Revenue

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

**PUD #2 of Pacific County  
County & City Revenue Report for 2014**

|                     |           |                   |       |
|---------------------|-----------|-------------------|-------|
| Raymond             | \$        | 3,358,271         | 15.1% |
| Long Beach          | \$        | 1,977,710         | 8.9%  |
| South Bend          | \$        | 1,337,767         | 6.0%  |
| Ilwaco              | \$        | 1,173,171         | 5.3%  |
| Grays Harbor County | \$        | 38,018            | 0.2%  |
| Wahkiakum           | \$        | 52,228            | 0.2%  |
| Pacific County      | \$        | 14,243,673        | 64.2% |
| <b>Total</b>        | <b>\$</b> | <b>22,180,838</b> |       |

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

Thank You,

Mark Hatfield  
Finance Manager

cc: annual report file



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

Meetings are held the 2nd  
and 4th Tuesday of each  
month, beginning at 9 a.m.

REQUESTED MEETING DATE:

04/14/15

## AGENDA REQUEST FORM

### TO BE COMPLETED BY CLERK OF THE BOARD / DEPUTY CLERK OF THE BOARD

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

BOCCA 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: \_\_\_\_\_

☐ OTHER: \_\_\_\_\_

☐ Risk Mgmt

☐ Legal Required

#### DISTRIBUTION LIST:

☐ RF

☐ Assessor

☐ DPW

☐ PACCOM

☐ Superior Court

☐ CF

☐ Auditor

☐ PCEMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Veg Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Ext.

☐ DCD

☐ NDC

☐ Sheriff

☐ Other

### AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: General Administration

DIVISION (if applicable):

OFFICIAL NAME & TITLE: Kathy Spoor, CAO

PHONE / EXT:

SIGNATURE: *Kathy Spoor*

DATE: 4-7-15

#### NARRATIVE OF REQUEST

Attached for your consideration in a Interlocal Agreement with the City of Long Beach for repayment of a loan to purchase dispatch equipment. The total amount is \$31,971. These funds will be repaid to Fund 197.

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

Move to approve Interlocal Agreement with the City of Long Beach for repayment of the loan to purchase of dispatch radio equipment per Resolution 2014-65

Interlocal Agreement  
Repayment for Purchase of Dispatch Radio Equipment

Between

PACIFIC COUNTY, WASHINGTON

And

CITY OF LONG BEACH

This Interlocal Agreement, (**AGREEMENT**) is made between Pacific County ("COUNTY"), and the City of Long Beach, ("MEMBER AGENCY").

**WHEREAS;** PACCOM is governed by an Interlocal agreement made by and among municipal corporations, and political subdivisions held to be municipal corporations within the laws and Constitution of the State of Washington, located either in whole or in part within Pacific County which are collectively referred to as Member Agencies; and

**WHEREAS;** as part of the 2014 budget process it was approved by the PACCOM MEMBER AGENCIES to purchase/upgrade radio equipment to assure interoperability and compliance with state and federal regulations, and

**WHEREAS;** as part of the 2014 budget process it was agreed that there were insufficient funds available within the PACCOM fund (Fund #160) to make this purchase;

**WHEREAS;** as a MEMBER AGENCY the City of Long Beach has agreed to reimburse the COUNTY for the portion of the cost of the dispatch radio equipment calculated using the approved funding formula either in one lump sum payment, or over the course of three years; and

**WHEREAS;** the COUNTY has passed Resolution No. 2014-065 which authorized a short term loan for MEMBER AGENCIES from its cumulative reserve fund (FUND 197) which includes 3% annual interest rate;

**NOW THEREFORE IT IS HEREBY RESOLVED** that the COUNTY authorizes a short term loan from the COUNTY's Cumulative Reserve Fund (FUND #197) in the amount of \$31,971 with the City of Long Beach (LAW ENFORCEMENT-\$27,717, FIRE-\$1,559, EMS-\$2,695) for repayment for purchase of dispatch radio equipment upgrade/replacement in 2014 subject to the following conditions:

- ♦ The term of loan will be 3 years. The terms of this AGREEMENT and the performance of the parties hereto shall be deemed to have commenced the 1st day of January 2015. It will continue in effect through the 31st day of December 2017 unless terms of loan are satisfied sooner.
- ♦ MEMBER AGENCY may elect to pay their portion of the loan repayment in one lump sum, or annually over the three year period.

- ♦ Terms of the Amortization Schedule (Attachment A) to this AGREEMENT for MEMBER AGENCIES electing to make annual payments over a 3 year period.
- ♦ Interest will be applied at a rate of 3% per annum.
- ♦ Accumulated principal and interest to be paid annually by December 31st, beginning in 2015.
- ♦ The full faith, credit and resources of the MEMBER AGENCY are pledged irrevocably for the annual payment of this short term loan (principal and interest) until such time that the loan amount is paid in full.

**BE IT FURTHER RESOLVED** that the Treasurer will provide an annual invoice to Member Agencies each year, and will receive these loan payments and deposit to Fund 197 (Cumulative Reserve).

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

**MEMBER AGENCY**

**BOARD OF COUNTY COMMISSIONERS**

**PACIFIC COUNTY, WASHINGTON**

Robert E. Anderson 4-6-15

(Name)

Date

\_\_\_\_\_  
Steve Rogers, Commissioner

Mayor

(Title)

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

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

**APPROVED AS TO FORM:**

**ATTEST:**

\_\_\_\_\_  
Mark McClain

Pacific County Prosecuting Attorney

\_\_\_\_\_  
Marie Guernsey

Clerk of the Board

# Amortization Schedule – City of Long Beach

Below is the amortization schedule for the purchase of the PACCOM dispatch radio equipment in 2014. The City of Long Beach's portion of the equipment purchase totaled \$31,971.00 (LAW \$27,717.00, FIRE \$1,559.00, EMS \$2,695.00). You may pay this amount in a **one-time payment** or **annual payments** over a period of **three years** beginning in 2015.

**The annual payment for a \$31,971.00 loan at 3.00% annual interest rate will be \$11,302.72 (LAW \$9,833.37, FIRE \$565.14, EMS \$904.21) per payment.** You will be invoiced annually by the Pacific County Treasurer with payment due by December 31st each year. Final payment will be due by December 31, 2017.

The loan amortization table below shows your monthly payment divided into two portions. One portion is put towards interest (**interest paid**), while the other portion goes towards principal (**principal paid**).

| Year: | Due Date:  | Interest paid: | Principal paid: | Remaining balance: |
|-------|------------|----------------|-----------------|--------------------|
| 1     | 12/31/2015 | \$959.13       | \$10,343.59     | \$21,627.41        |

**Loan amortization schedule for year 1 (2015):** You will spend **\$959.13** on interest and **\$10,343.59** on principal.

| Year: | Due Date:  | Interest paid: | Principal paid: | Remaining balance: |
|-------|------------|----------------|-----------------|--------------------|
| 2     | 12/31/2016 | \$648.82       | \$10,653.90     | \$10,973.51        |

**Loan amortization schedule for year 2 (2016):** You will spend **\$648.82** on interest and **\$10,653.90** on principal.

| Year: | Due Date:  | Interest paid: | Principal paid: | Remaining balance: |
|-------|------------|----------------|-----------------|--------------------|
| 3     | 12/31/2017 | \$329.21       | \$10,973.51     | \$0.00             |

**Loan amortization schedule for year 3 (2017):** You will spend **\$329.21** on interest and **\$10,973.51** on principal.

## Loan payoff summary

| Loan details:         |             | Loan payoff details: |             |
|-----------------------|-------------|----------------------|-------------|
| Loan amount:          | \$31,971.00 | Annually payment:    | \$11,302.72 |
| Annual interest rate: | 3.00%       | Loan start date:     | 12/31/2014  |
| Loan length:          | 3 years     | Loan payoff date:    | 12/31/2017  |
| Pay periodicity:      | annually    | Interest paid:       | \$1,937.16  |

On a \$31,971.00 loan you will spend \$33,908.16.  
From this \$1,937.16 goes towards interest and \$31,971.00 will be applied to the principal.

**RCW 42.30.110**  
**Executive sessions.**

(1) Nothing contained in this chapter may be construed to prevent a governing body from holding an executive session during a regular or special meeting:

- (a) To consider matters affecting national security;
- (b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;
- (c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public;
- (d) To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;
- (e) To consider, in the case of an export trading company, financial and commercial information supplied by private persons to the export trading company;
- (f) To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;
- (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW [42.30.140\(4\)](#), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;
- (h) To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public;
- (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

This subsection (1)(i) does not permit a governing body to hold an executive session solely because an attorney representing the agency is present. For purposes of this subsection (1)(i), "potential litigation" means matters protected by RPC 1.6 or RCW [5.60.060\(2\)\(a\)](#) concerning:

- (i) Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party;

(ii) Litigation that the agency reasonably believes may be commenced by or against the agency, the governing body, or a member acting in an official capacity; or

(iii) Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency;

(j) To consider, in the case of the state library commission or its advisory bodies, western library network prices, products, equipment, and services, when such discussion would be likely to adversely affect the network's ability to conduct business in a competitive economic climate. However, final action on these matters shall be taken in a meeting open to the public;

(k) To consider, in the case of the state investment board, financial and commercial information when the information relates to the investment of public trust or retirement funds and when public knowledge regarding the discussion would result in loss to such funds or in private loss to the providers of this information;

(l) To consider proprietary or confidential nonpublished information related to the development, acquisition, or implementation of state purchased health care services as provided in RCW [41.05.026](#);

(m) To consider in the case of the life sciences discovery fund authority, the substance of grant applications and grant awards when public knowledge regarding the discussion would reasonably be expected to result in private loss to the providers of this information;

(n) To consider in the case of a health sciences and services authority, the substance of grant applications and grant awards when public knowledge regarding the discussion would reasonably be expected to result in private loss to the providers of this information;

(o) To consider in the case of innovate Washington, the substance of grant or loan applications and grant or loan awards if public knowledge regarding the discussion would reasonably be expected to result in private loss to the providers of this information.

(2) Before convening in executive session, the presiding officer of a governing body shall publicly announce the purpose for excluding the public from the meeting place, and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the presiding officer.



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

Meetings are held the 2nd  
and 4th Tuesday of each  
month, beginning at 9 a.m.

REQUESTED MEETING DATE:

04/14/15

## AGENDA REQUEST FORM

### TO BE COMPLETED BY CLERK OF THE BOARD / DEPUTY CLERK OF THE BOARD

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

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

Review ☐ Clerk of the Board

☐ Risk Mgmt

☐ CONTINUED TO DATE: \_\_\_\_\_

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

☐ Legal Required

☐ OTHER: \_\_\_\_\_

#### DISTRIBUTION LIST:

☐ RF

☐ Assessor

☐ DPW

☐ PACCOM

☐ Superior Court

☐ CF

☐ Auditor

☐ PCEMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Veg Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Ext.

☐ DCD

☐ NDC

☐ Sheriff

☐ Other

### AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Commissioners Office

DIVISION (if applicable):

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

PHONE / EXT:

SIGNATURE: 

DATE: 3/31/2015

#### NARRATIVE OF REQUEST

Call for Bids - Official Newspaper

Open Public Hearing

Clerk to open bids and review

Close Public Hearing

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

Award of Call for Bids for Official Newspaper to \_\_\_\_\_, authorize Clerk of the Board to prepare Printing Contract for consideration at the April 28, 2015 meeting