

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

**Tuesday, July 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 regular meeting minutes of June 9 and 23, 2015
- B) Approve Rainbow Valley Landfill Vouchers:
  - City of Raymond - \$775
  - PUD #2 - \$46.15
  - SCS Engineers - \$15,375.74
  - Royal Heights Transfer Station, Inc. - \$768.60

### **CLOSE MEETING**

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

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

PACIFIC COUNTY, WASHINGTON  
LOCAL BOARD OF HEALTH  
JOURNAL #33

**PROCEEDINGS**

**9:00 AM**  
**Tuesday, June 9, 2015**

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

**CALL TO ORDER – 9:00 AM**

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

Amanda Bennett, Confidential Secretary  
Kathy Spoor, County Administrative Officer  
Paul Plakinger, Management & Fiscal Analyst  
Mike Collins, Public Works Director/County Engineer  
Faith Taylor-Eldred, Community Development Director  
Tim Crose, Community Development Assistant Director  
Mary Goelz, Health & Human Services Director  
Pat Matlock, Chief Criminal Deputy  
Mark McClain, Prosecuting Attorney  
Eric Weston, Deputy Prosecuting Attorney  
Haylee Mills, Deputy Prosecuting Attorney

**GENERAL PUBLIC IN ATTENDANCE - None**

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

**PUBLIC COMMENT - None**

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

It was moved by 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

**Approve regular meeting minutes of May 26, 2015**

**Rainbow Valley Landfill Claims Voucher:**  
**Royal Heights Transfer Station, Inc - \$1,306.62**  
**PUD No. 2 - \$46.15**  
**City of Raymond - \$750.00**

**MEETING CLOSED – 9:01AM**

**SIGNATURE BLOCK ON THE FOLLOWING PAGE**

PACIFIC COUNTY, WASHINGTON  
LOCAL BOARD OF HEALTH  
JOURNAL #33

PACIFIC COUNTY  
LOCAL BOARD OF HEALTH

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Steve Rogers, Chairman

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Frank Wolfe, Commissioner

ATTEST:

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Amanda Bennett  
Confidential Secretary

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Lisa Ayers, Commissioner

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

PACIFIC COUNTY, WASHINGTON  
LOCAL BOARD OF HEALTH  
JOURNAL #33

**PROCEEDINGS**

**9:00 AM**  
**Tuesday, June 23, 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  
Faith Taylor-Eldred, Community Development Director  
Joyce Kidd, Auditor  
Mary Goelz, Health & Human Services Director  
Mark McClain, Prosecuting Attorney  
Eric Weston, Deputy Prosecutor  
Amanda Bennett, Confidential Secretary

**GENERAL PUBLIC IN ATTENDANCE**

Patrick Meyers-WH Herald

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

**PUBLIC COMMENT - None**

**MEETING CLOSED – 9:01AM**

PACIFIC COUNTY  
LOCAL BOARD OF HEALTH

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Steve Rogers, Chairman

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Frank Wolfe, Commissioner

ATTEST:

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Marie Guernsey  
Clerk of the Board

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Lisa Ayers, Commissioner

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

2015-27

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

B

CITY OF RAYMOND

230 2<sup>ND</sup> STREET

RAYMOND, WA 98577

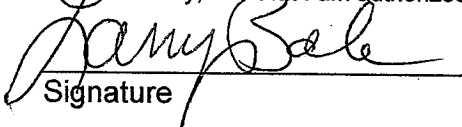
Vendor #	Date
Reference No. 2	Purchase Order Number

**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	6/3/15	LEACHATE TREATMENT	660	000	537	10	41	\$1775.00

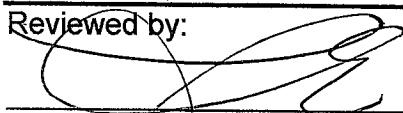
I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against Pacific County, and that I am authorized to authenticate and certify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

  
 Signature

PRES.  
 Title

6/22/15  
 Date

Reviewed by:

  
 Faith Taylor, Director  
 Department of Community Development

Date

June 30 '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

RECEIVED  
 PACIFIC COUNTY

JUL-6 2015

GENERAL ADMINISTRATION  
 BOARD OF COMMISSIONERS



# CITY OF RAYMOND

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

Invoice No.

103

## INVOICE

### Customer

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

Date 6/3/2015

Order No. \_\_\_\_\_

Rep \_\_\_\_\_

FOB \_\_\_\_\_

Qty	Description	Unit Price	TOTAL
1	LEACHATE DISPOSAL MAY 2015	\$765.00	\$765.00
1	ROAD MAINTENANCE	\$10.00	\$10.00
SubTotal			\$775.00
Shipping & Handling			
Taxes State			\$0.00
TOTAL			\$775.00

### Payment Details

- ☐ Cash  
☒ Check  
☐ Credit Card

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

Office Use Only

THANK YOU FOR YOUR BUSINESS!

2015-28

**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

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Invoice #	Date	Description	Fund	Ops	Base Sub	Sub Elem	Obj	Amount
	6/24/15	UTILITIES	660	000	537	10	41	46.15

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

*Larry Cole*  
 Signature

PRES.  
 Title

7/6/15  
 Date

Reviewed by:

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

*[Signature]* 6/15  
 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



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

Account Number 19983

Page 1 of 1

Statement Date 06/24/2015

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

### Billing Summary

Previous Balance	46.15
Payment Received 06/15/15	46.15 CR
Balance Forward	0.00
Current Charges Due By 07/22/15	46.15
<b>Total Due</b>	<b>46.15</b>

\*\*\*\*\*AUTO\*\*SCH 5-DIGIT 98531  
LARRY BALE C-1 P-1  
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	06/23/15	84085
Previous KWH Reading	05/20/15	83742
Total KWH Usage		343
Days Served	34	

#### Detail of Charges

343 kWh x 0.071200	24.42
Power Cost Adj @ 3%	0.73
Elec Basic Charge	21.00
<b>Total This Service</b>	<b>46.15</b>

MO	Jun 14	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15
Usage	579	731	277	277	282	798	781	894	666	442	584	343	343
Avg/Day	19	24	9	9	10	28	27	26	23	16	16	12	10

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)		

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

Account Number	19983
Due Date	07/22/2015
Amount Due	46.15
Warm Heart Donation	
Amount Paid	ONLY IF DIFFERENT THAN AMOUNT DUE

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





2015-29

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

SCS Engineers

3900 Kilroy Airport Way, Suite 100

Long Beach, CA 90806-6816

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.
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Invoice #	Date	Description	Fund	Ops	Base Sub	Sub Elem	Obj	Amount
0255336	4/30/15	POST-CLOSURE EVALUATION	660	000	537	10	41	\$15375.74

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

*Larry Bale*  
 Signature

PRKS.  
 Title

7/6/15  
 Date

Reviewed by:

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

Date

July 6 '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

**Invoice**2405 140<sup>th</sup> Avenue, NE  
Suite 107  
Bellevue, WA 98005-1877425 746-4600  
FAX 425 746-6747  
www.scsengineers.com**SCS ENGINEERS**

May 14, 2015

Mr. Larry Bale  
Rainbow Valley Landfill Inc.  
114 Airport Road  
Raymond, WA 98577Remit to SCS Engineers  
3900 Kilroy Airport Way, Suite 100  
Long Beach, CA 90806-6816  
Tax ID No: 54-0913440April 30, 2015  
Project No: 04215010.00  
Invoice No: 0255356**Rainbow Valley Landfill Post-Closure Evaluation**

- Completed draft Post-Closure Evaluation Report
- Reviewed historical engineering construction documents
- Reviewed the 1996 landfill gas generation model
- Compiled the last five years of analytical data into an environmental database

**Professional Services from April 1, 2015 to April 30, 2015**

Task	00001	Project Administration			
<b>Professional Personnel</b>					
			<b>Hours</b>	<b>Amount</b>	
		Senior Project Professional I - Office	2.00	250.00	
		<b>Total Labor</b>			<b>250.00</b>
<b>Additional Fees</b>					
		Communications Fee		2.50	
		<b>Total Additional Fees</b>		<b>2.50</b>	<b>2.50</b>
			<b>Total this Task</b>		<b>\$252.50</b>
Task	00002	Post-Closure Plan			
<b>Professional Personnel</b>					
			<b>Hours</b>	<b>Amount</b>	
		Project Director	24.00	4,488.00	
		Senior Project Professional I - Office	29.00	3,625.00	
		<b>Total Labor</b>			<b>8,113.00</b>
<b>Additional Fees</b>					
		Communications Fee		81.13	
		<b>Total Additional Fees</b>		<b>81.13</b>	<b>81.13</b>
			<b>Total this Task</b>		<b>\$8,194.13</b>
Task	00005	Landfill Gas Monitoring			
<b>Professional Personnel</b>					
			<b>Hours</b>	<b>Amount</b>	
		Staff Professional - Office	3.00	270.00	
		<b>Total Labor</b>			<b>270.00</b>
<b>Additional Fees</b>					
		Communications Fee		2.70	
		<b>Total Additional Fees</b>		<b>2.70</b>	<b>2.70</b>
			<b>Total this Task</b>		<b>\$272.70</b>

**Invoice**

2405 140<sup>th</sup> Avenue, NE  
Suite 107  
Bellevue, WA 98005-1877

425 746-4600  
FAX 425 746-6747  
www.scsengineers.com

**SCS ENGINEERS**

Project No: 04215010.00  
Invoice No: 0255356 Page 2 of 2

**Professional Services from April 1, 2015 to April 30, 2015 (Continued)**

Task	00007	Groundwater Monitoring & Reporting		
<b>Professional Personnel</b>				
		<b>Hours</b>	<b>Amount</b>	
		Senior Project Professional I - Office	36.50	4,562.50
		Associate Staff Professional - Office	16.00	1,280.00
		Drafter/CADD/Graphics	8.50	748.00
		<b>Total Labor</b>		<b>6,590.50</b>
<b>Additional Fees</b>				
		Communications Fee	65.91	
		<b>Total Additional Fees</b>	<b>65.91</b>	<b>65.91</b>
		<b>Total this Task</b>		<b>\$6,656.41</b>
		<b>Total this Invoice</b>		<b>\$15,375.74</b>

Thank you.

2015.30

**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

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Invoice #	Date	Description	Fund	Ops	Base Sub	Sub Elem	Obj	Amount
4877	7/6/15	LEACHATE TRANSPORTATION	660	000	537	10	41	\$768.60

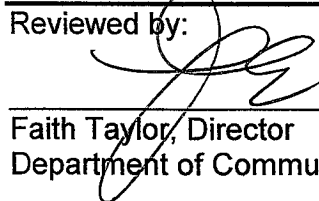
I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against Pacific County, and that I am authorized to authenticate and certify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

  
 Signature

PRCS.  
 Title

7/6/15  
 Date

Reviewed by:

  
 Faith Taylor, Director  
 Department of Community Development

July 6 '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

**ROYAL HEIGHTS TRANSFER STATION, INC.**  
**114 AIRPORT RD.**  
**RAYMOND, WA 98577**

**Invoice**

DATE	INVOICE #
7/6/2015	4877

**RAINBOW VALLEY LANDFILL, INC.**  
**114 Airport Rd.**  
**Raymond, WA 98577**

P.O. NUMBER	TERMS
	net 10

DUE DATE
7/16/2015

SERVICED	QUANTITY	DESCRIPTION	AMOUNT
7/6/2015	60,000	Gallons - Wastewater Hauling (LEACHATE) @\$12.81/1000	768.60

**Balance Due**

**\$768.60**

Date	<u>loads</u>	
6/1/2015		
2	2	
3		
4		
5	1	
6		
7		
8	1	
9		
10		
11		
12		
13		
14		
15		
16		
17	1	
18	2	
19		
20		
21		
22		
23		
24		
25	2	
26		
27		
28		
29		
30	1	
	<b>10</b>	
	<b>total gallons</b>	<b>60000</b>
	<b>\$</b>	<b>768.60</b>

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

**July 14, 2015**

**9:00AM or shortly thereafter**

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

## **AGENDA**

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

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

10:00 AM Overall Economic Development Plan project list amendment

**MEETINGS/WORKSHOPS** *(held in the Commissioners Conference Room unless otherwise noted)*

10:15 AM Workshop w/ DCD re: draft Ord. 164

12:00 PM Joint (Elected/Appointed) Management Meeting

2:00 PM Regularly scheduled monthly workshop w/ Prosecutor

6:00 PM Invite to Town Meeting - Not a Ban...a Better Plan (FD #1)

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**Call to Order**

**Public Comment for items not listed on the agenda** *(limited to three minutes per person)*

**CONSENT AGENDA (Items 1-11)**

**Department of Public Works**

- 1) Approve Amended Exhibit A to the Communications Facility Use Agreement with McDaniel Cellular; authorize Chair to sign
- 2) Approve appointment of Jacob Gerow, Engineering Technician, Grade 10 Step 1, effective 7/20/2015

**Department of Community Development**

- 3) Confirm purchase of two Microsoft Surfaces in the amount of \$3,990.06
- 4) Approve the appointment of Nichol Duff, Planning Technician, Grade 10 Step 10, effective 7/1/2015; Brandi Keightley, Administrative Asst. II, Grade 9 Step 6, effective July 20/2015; Will Hamlin, Planner, Grade 13 Step 1, effective July 1, 2015

**Health & Human Services Department**

- 5) Approve request to post, advertise and hire for vacant Administrative Assistant II, Grade 9, Step1, 0.80 FTE

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**Auditor's Office**

- 6) Approve increase of Alex Gerow, to 0.85FTE to include the Wellness Coordinator job duties (0.05 FTE), effective July 1, 2015

**Assessor's Office**

- 7) Approve request to post, advertise, and hire vacant, budgeted Administrative Asst. II position at Grade 9 Step 1, 0.75FTE

**Sheriff's Office**

- 8) Approve appointment of Steve Ross, Deputy, Step 1, effective July 1, 2015

**General Business**

- 9) Vendor Claims:  
Warrants Numbered 127729 through 127814 - \$91,158.95
- 10) Approve June, 2015 payroll; total employees: 178; total payroll \$681,606.34
- 11) Approve regular meeting minutes of June 9 and 23, 2015

**ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS**

- 12) Consider approval of request to purchase a laptop computer from XI Computer Corporation off of the GSA Contract in an amount of \$2,325 plus sales tax, subject to adequate budget appropriations
- 13) Consider approval of Special Event Application with Morehead Junior Grange Camp for use of Morehead Park from July 11-18, 2015, authorize Chair to sign
- 14) Consider approval of Special Event Application with the Lower Columbia Gideons for use of Chinook County Park on August 18, 2015, authorize Chair to sign
- 15) Consider approval of Special Event Use Application with Norman Olsen and Alyssa Caudill for use of the Fairgrounds on August 8, 2015, authorize Chair to sign
- 16) Consider approval of Special Event Use Agreement with the Bay Center Association to host their Annual Bay Center Days at Bush Pioneer County Park; authorize Chair to sign

**ITEMS REGARDING DEPARTMENT OF COMMUNITY DEVELOPMENT**

- 17) Consider approval of proposal submitted by Advanced Environmental Inc, of Olympia, in the amount of \$1,100 to conduct an Asbestos Hazard Emergency Response Act Survey; authorize Director to sign
- 18) Consider approval of request to extend employment for temporary litter crew member, Makayla Collins, to July 30, 2015
- 19) Consider adoption of Resolution 2015-033 authorizing appropriation transfer

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**ITEMS REGARDING JUVENILE COURT SERVICES**

- 20) Consider approval of FY2016-17 Consolidated Contract #1563-43145 with WA State Department of Social & Health Services; authorize Juvenile Court Administrator to sign

**ITEMS REGARDING PROSECUTOR'S OFFICE**

- 21) Consider approval of request to exception of Memorandum of Understanding with Local 367C regarding out of class pay for union members working in management positions

**ITEMS REGARDING RISK MANAGEMENT**

- 22) Consider approval of request to purchase of Automated External Defibrillators (AEDs) and replacement battery

**ITEMS REGARDING BOARDS & COMMISSION**

- 23) Consider approval of the appointment of Mike Shults to the Civil Service Commission to fill an unexpired term, effective immediately
- 24) Accept resignation from Fair Board member, Lenora Tanaka
- 25) Accept resignation from WRIA #24 Lead Entity member, Steve Gray

**ITEMS REGARDING GENERAL BUSINESS**

- 26) Consider approval of Interlocal Agreement with Fire District #1
- 27) Consider adoption of Resolution 2015-032A authorizing Proposition E 9-1-1 to the voters of Pacific County
- 28) Consider adoption of Resolution 2015-034 establishing the Tobacco-Free/Smoke-Free Policy
- 29) Consider acceptance of Contract, Bond and insurance from Naselle Rock & Asphalt regarding the U Street Resurfacing Project
- 30) Consider adoption of Resolution 2015-035 creating special revenue fund; Mental Health Fund 119

**EXECUTIVE SESSION**

- 31) To discuss anticipated litigation, pending litigation or any matter suitable for Executive Session under RCW 42.30.110

**PUBLIC HEARING 10:00AM**

- 32) Consider amendment to the Overall Economic Development Plan project list as recommended by Pacific Council of Governments; Resolution 2015-036

**ITEMS REGARDING GENERAL BUSINESS**

- 33) Consider approval of Contract for Service with Port of Willapa Harbor, Port of Chinook, and the City of South Bend

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REQUESTED MEETING DATE:

07/14/2015

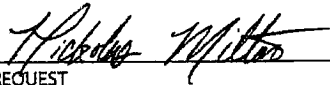
## AGENDA REQUEST FORM

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

BOCC ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		Agenda Item #: <u>1</u>
		Initial: _____ Date: _____
<input type="checkbox"/> SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS		Review: <input type="checkbox"/> Clerk of the Board
<input type="checkbox"/> NO ACTION TAKEN/WITHDRAWN	<input type="checkbox"/> DEFERRED TO: _____	<input type="checkbox"/> Risk Management
<input type="checkbox"/> CONTINUED TO DATE: _____	TIME: _____	<input type="checkbox"/> Legal
<input type="checkbox"/> OTHER: _____		
DISTRIBUTION LIST:		
<input type="checkbox"/> RF	<input type="checkbox"/> Assessor	<input type="checkbox"/> DPW
<input type="checkbox"/> CF	<input type="checkbox"/> Auditor	<input type="checkbox"/> EMA
<input type="checkbox"/> SEA	<input type="checkbox"/> Clerk	<input type="checkbox"/> Health
	<input type="checkbox"/> Civil Service	<input type="checkbox"/> Juvenile
	<input type="checkbox"/> DCD	<input type="checkbox"/> NDC
<input type="checkbox"/> PACCOM	<input type="checkbox"/> PC Fair	<input type="checkbox"/> Prosecutor
<input type="checkbox"/> Superior Court	<input type="checkbox"/> SDC	<input type="checkbox"/> WSU Coop. Ext.
<input type="checkbox"/> Treasurer	<input type="checkbox"/> Sheriff	<input type="checkbox"/> Other
<input type="checkbox"/> Vegetation Mgmt		

### AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Department of Public Works	DIVISION (if applicable): Telecommunications
OFFICIAL NAME & TITLE: Nick Milton - Assistant Telecom Engineer	PHONE / EXT: 3444
SIGNATURE: 	DATE: 6/30/2015
NARRATIVE OF REQUEST	
<p>McDaniel Cellular is requesting consent from Pacific County for the installation of two LTE cabinets at Megler communication site. Upon review of this request, we have determined it would benefit the county and has no significant impact on our tower.</p> <p>McDaniel Cellular's current facility use agreement would remain the same with the exception of adding equipment to Exhibit A. Attached for the Board's consideration is amended exhibit A for McDaniel Cellular Telephone Company. The added equipment at Megler represents an increase of \$1000 annually.</p>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
Approve Amended Exhibit A to the Communications Facility Use Agreement with McDaniel Cellular, authorize Chair to sign	

Name of Contractor: <b>McDaniel Cellular Telephone Company</b>	
Name of contract/agreement/grant/amendment (if amendment, provide copy of original document(s)): <b>McDaniel Cellular Communication Facility Use Agreement</b>	
Contract/Agreement/Grant/Amendment #: <b>Amendment One (1)</b>	
Indicate type: <input type="checkbox"/> Intergovernmental/Interagency <input type="checkbox"/> Employment/Special Services Agreement <input type="checkbox"/> Federal Contract <input checked="" type="checkbox"/> Memorandum of Understanding/Agreement <input type="checkbox"/> Interoffice/Interdepartmental <input type="checkbox"/> State Contract	
Contractor Type (check all that apply): <input type="checkbox"/> For-Profit <input type="checkbox"/> Private Organization/Individual <input type="checkbox"/> Non-Profit <input type="checkbox"/> Public Organization/Jurisdiction <input type="checkbox"/> State <input type="checkbox"/> Sub Recipient <input type="checkbox"/> Federal <input type="checkbox"/> Other	
Please indicate appropriate Tax Identification Number, Uniform Business Identification Number, or Social Security Number on Page 3 of this form.	
TYPE OF REQUEST (Mark all that apply and provide breakdown of bid proposals along with all pertinent documents.):	
Public Works Project (RCW 39.04): <input type="checkbox"/> Limited PW Process (<\$35,000) <input type="checkbox"/> Limited PW Process (<\$40,000) <input type="checkbox"/> Small PW Process (<\$300,000) <input type="checkbox"/> PW Project (>\$300,000)	
Equipment, Materials, & Supplies (RCW 36.32): <input type="checkbox"/> < \$5,000 (attach 3 bids) <input type="checkbox"/> \$5,000-\$25,000 (use small works roster) <input type="checkbox"/> >\$25,000 (competitive bids)	
Services / Leases: <input type="checkbox"/> Architectural & Engineering <input type="checkbox"/> Personal Services <input type="checkbox"/> Lease (Personal Property i.e. copier, printer) <input type="checkbox"/> Lease (Real Property) <input type="checkbox"/> Telecomm & Data Processing <input type="checkbox"/> Other Services (Please Describe):	
To be located at: _____	
Exceptions to Bidding (Please provide appropriate documentation): <input type="checkbox"/> Insurance/Bonds <input type="checkbox"/> Emergency Event (Purchases/Public Works) <input type="checkbox"/> Single (Sole) Source Purchase* <input type="checkbox"/> Special Facilities/Market Conditions *Resolution Required	
<input type="checkbox"/> PURCHASE UNDER ANOTHER AGENCY'S CONTRACT ("Piggybacking") Please attach the following: - Copy of Intergovernmental Agreement with other agency - Confirmation that vendor agrees to participation - Documentation that contract was awarded in compliance with bidding law - Documentation that Agency posted bid/solicitation notice on its website or provided access link to the notice	
<input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Franchise <input type="checkbox"/> Annexation <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Appeal <input type="checkbox"/> Inventory Acquisition/Disposal <input type="checkbox"/> Tort Claim <input type="checkbox"/> Call for Bids <input type="checkbox"/> Open Space/Timber Classification <input type="checkbox"/> Post, Advertise and/or Fill Position (attach New Employee Form) <input type="checkbox"/> Other (please describe): _____	
BACKGROUND/SUMMARY (include date of prior workshop and/or action, if applicable):   	
TOTAL COST/AMOUNT (include sales & use tax):	TOTAL TAX:
TOTAL SHIPPING/HANDLING:	EXPENDITURE FUND #: _____ .XXX.XXX.XX.XX
EXPENDITURE BUDGETED? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will supplemental be required? <input type="checkbox"/> Yes <input type="checkbox"/> No
IN-KIND MATCH REQUIRED? <input type="checkbox"/> Yes <input type="checkbox"/> No	DESCRIBE MATCH:
MATCHING FUNDS REQUIRED? <input type="checkbox"/> Yes <input type="checkbox"/> No	AMOUNT OF MATCHING FUNDS:

**AMENDMENT NUMBER ONE  
to The PACIFIC COUNTY COMMUNICATIONS FACILITY USE AGREEMENT  
dated May 17, 2012**

THIS AMENDMENT NUMBER ONE TO COMMUNICATIONS FACILITY USE AGREEMENT ("Amendment Number One"), made the \_\_\_\_\_ day of \_\_\_\_\_, 2015, modifies that certain Communications Facility Use Agreement ("Agreement") dated 17<sup>th</sup> day of May, 2012, by and between Board of County Commissioners, Pacific County, Washington, having an address PO Box 187, South Bend, Washington 98586, hereinafter referred to as "County," and McDaniel Cellular Telephone Company, a Delaware company, having an address at Attention: Real Estate, 8410 West Bryn Mawr Avenue, Chicago, Illinois 60631, hereinafter referred to as "McDaniel."

WHEREAS, County and McDaniel entered into the Agreement to allow McDaniel to locate a telecommunications base station located in 46° 17' 11" North Latitude, 123° 53' 51" West Longitude, ref: NAD83 (Megler Hill site), and;

WHEREAS, McDaniel desires to install two additional cabinets in County's equipment shelter ("Modifications"), and

NOW THEREFORE, in consideration of these presents, the parties hereby agree that the Agreement is now modified as follows:

- I. County consents to McDaniel installing two additional cabinets in County's equipment shelter, McDaniel anticipates such installation occurring no later than August 1, 2015.
- II. Agreement Exhibit A is hereby deleted and replaced with the attached Amendment Exhibit A which lists the additional cabinets.
- III. In all other respects the Agreement is hereby ratified and affirmed without change.

[END OF AMENDMENT - SIGNATURE PAGE FOLLOWS]

**Signature Page**

IN WITNESS WHEREOF, the parties hereto bind themselves to this Amendment Number One as of the date of full execution.

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

MCDANIEL CELLULAR TELEPHONE  
COMPANY  
Tax Identification # 93-0996859

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

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

Printed: \_\_\_\_\_

Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Title: Vice President

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

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

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ )

I, the undersigned, a notary public in and for the State and County aforesaid, do hereby certify that \_\_\_\_\_, known to me to be the same person whose name is subscribed to the foregoing Amendment Number One to Communications Facility Use Agreement, appeared before me this day in person and acknowledged that he signed the said Amendment as his free and voluntary act for the uses and purposes therein stated.

Given under my hand and seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

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

STATE OF ILLINOIS            )  
  )  
COUNTY OF COOK            )

I, the undersigned, a notary public in and for the State and County aforesaid, do hereby certify that \_\_\_\_\_, Vice President, known to me to be the same person whose name is subscribed to the foregoing Amendment Number One to Communications Facility Use Agreement appeared before me this day in person and acknowledged that, pursuant to his authority, he signed the said Amendment as his free and voluntary act on behalf of the named corporation, for the uses and purposes therein stated.

Given under my hand and seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

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

EXHIBIT A  
PACIFIC COUNTY, WASHINGTON  
(Megler)

Item No.	Quant.	Equipment List	Annual Rate Each	Total
1	1	Andrew PAR8-59W (8 dish) @ 60' C/L	\$2,524.20	\$2,524.20
2	1	Andrew PAR6-105 (6' dish) @ 18' C/L	\$1,640.18	\$1,640.18
3	4	Panel Antennas @ 60' C/L	\$521.78	\$2,087.12
4	1	Microwave Radio, MHSB TX/RX	\$1,469.72	\$1,469.72
5	3	Cellular Radio Equipment Rack	\$705.18	\$2,115.54
6	1	Miscellaneous Channel Equipment Rack	\$352.95	\$352.95
7	1	Battery Set	\$1,101.47	\$1,101.47
8	1	Power Pack	\$352.95	\$352.95
9	1	10-ghz 8T microwave Radio MHSB TX/RX	\$1,721.05	\$1,721.05
10	1	CCI Cabinet Rack	\$500.00	\$500.00
11	1	LTE Cabinet Rack	\$500.00	\$500.00
TOTAL ANNUAL RATE (Megler)				\$14,365.14

Note: McDaniel Cellular's current facility use agreement dated 5/17/2012 will remain in effect. This Exhibit A supersedes the exhibit A of 2012 and becomes the new annual rate basis for this agreement.

EXHIBIT A AGREED TO:

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

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



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:

07/14/15

## AGENDA REQUEST FORM

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

Agenda Item #: 2

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

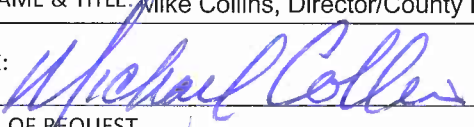
☐ Legal Required

#### DISTRIBUTION LIST:

<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: DPW	DIVISION (if applicable): Roads
OFFICIAL NAME & TITLE: Mike Collins, Director/County Engineer	PHONE / EXT: 3368
SIGNATURE: 	DATE: 7-07-15
NARRATIVE OF REQUEST Authorize filling the Engineering Technician position, Grade 10, Step 1.	
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

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and 4th Tuesday of each  
month, beginning at 9 a.m.

REQUESTED MEETING DATE:

07/14/15

## AGENDA REQUEST FORM

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

Agenda Item #: 3

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

Review ☐ Clerk of the Board

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

☐ Risk Mgmt

☐ Legal Required

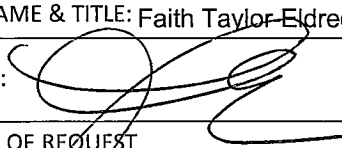
☐ OTHER: \_\_\_\_\_

#### 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: Community Development	DIVISION (if applicable): Planning
OFFICIAL NAME & TITLE: Faith Taylor-Eldred	PHONE / EXT: 360.875.9356
SIGNATURE: 	DATE: 06.26.2015
NARRATIVE OF REQUEST The Department would like to ask that the BOCC confirm the purchase of two laptop computers purchased with SMP funds, as well as two docking stations. The Department received authorization from Ecology (see attached approval letter) to purchase the computers with SMP funds, these funds are 100% grant supported (grant # G1400525).  The computers needed to be purchased and in-house by the end of the biennium, so the Department had to act swiftly.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board) Confirm purchase of two Microsoft Surface 3 in the amount of \$3,990.06, including sales tax and shipping	

# PACIFIC COUNTY - INVENTORY ACQUISITION FORM

## ATTACHMENT #3

DEPARTMENT/OFFICE:	Community Development	LOCATION:	South Bend/Long Beach
EQUIPMENT DESCRIPTION:	Microsoft Surface 3 Intel Core i7		
MODEL NUMBER:	PU2-00001	SERIAL NUMBER:	074099650453

IS THIS REQUEST TO LEASE EQUIPMENT? ☐ YES ☒ NO

IF YES, ATTACH LEASE FOR APPROVAL PRIOR TO OBTAINING EQUIPMENT.

VENDOR NAME: Best Buy

QUANTITY (list prices for each item below): 1 PRICE INCLUDES S&H AND SALES TAX? ☒ YES ☐ NO

ITEM #1 1965.92 ITEM #2 ITEM #3 ITEM #4 ITEM #5

PURCHASED WITH FEDERAL GRANT MONEY? ☐ YES ☒ NO

GRANT NAME AND/OR #: Shoreline Master Program - G1400525 (from Department of Ecology)

DATE ACQUIRED: 06.26.2015 BY COMPETITIVE BID? ☐ YES ☒ NO

REASON FOR PURCHASING/LEASING EQUIPMENT:

The Shoreline Master Program has authorized the purchases to assist the County in facilitating the update process.

### THIS SECTION IS TO BE COMPLETED BY AUDITOR'S OFFICE

FUND NO: DEPARTMENT NO: WARRANT NO: DATE PAID:

#### Here is a breakdown of the information required by section:

Department: Name of your office/department  
Location: List the building where this equipment will be located.  
Equipment: Use this section to list specifics about the equipment, i.e. "Cabinet, 4 drawer legal, green"  
Model #: Complete this section for equipment having model numbers.  
Serial #: Complete this section for equipment having serial numbers.  
Vendor Name: Name of company from which you purchased this piece of equipment.  
Price: Purchase price for each individual item, including sales tax. The Auditor's Office will add any applicable use tax.  
Quantity: How many purchased?  
Purchased: Was this equipment purchased with federal grant money?  
Date Acquired: Date on which you purchased this equipment.  
Competitive Bid: Was this equipment purchased through a competitive bid?  
Reason: List the reason for purchasing this equipment along with any additional information you feel is pertinent to purchase of this equipment.

Your request to purchase/lease	for \$
was approved by the Board of County Commissioners on	
subject to adequate budget appropriations.	
Clerk of the Board	

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH ALL VOUCHERS FOR EQUIPMENT PURCHASES OF \$500 OR MORE AND PURCHASES OF ATTRACTIVE ITEMS UNDER \$500, i.e. cameras, video cameras, guns, TVs

revised 1/2012

# PACIFIC COUNTY - INVENTORY ACQUISITION FORM

## ATTACHMENT #3

DEPARTMENT/OFFICE:	Community Development	LOCATION:	South Bend/Long Beach
EQUIPMENT DESCRIPTION:	Dell XPS 13334 Touch-Screen Laptop Intel Core i7		
MODEL NUMBER:	XPS9343-7273SLV	SERIAL NUMBER:	Do not have at this time

IS THIS REQUEST TO LEASE EQUIPMENT?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
IF YES, ATTACH LEASE FOR APPROVAL PRIOR TO OBTAINING EQUIPMENT.		

VENDOR NAME: Best Buy				
QUANTITY (list prices for each item below): 1	PRICE INCLUDES S&H AND SALES TAX? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
ITEM #1 1648.69	ITEM #2	ITEM #3	ITEM #4	ITEM #5
PURCHASED WITH FEDERAL GRANT MONEY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				
GRANT NAME AND/OR #: Shoreline Master Program - G1400525 (from Department of Ecology)				

DATE ACQUIRED: 06.26.2015	BY COMPETITIVE BID? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
---------------------------	---

REASON FOR PURCHASING/LEASING EQUIPMENT:
The Shoreline Master Program has authorized the purchases to assist the County in facilitating the update process.

THIS SECTION IS TO BE COMPLETED BY AUDITOR'S OFFICE			
FUND NO:	DEPARTMENT NO:	WARRANT NO:	DATE PAID:

### Here is a breakdown of the information required by section:

Department:	Name of your office/department
Location:	List the building where this equipment will be located.
Equipment:	Use this section to list specifics about the equipment, i.e. "Cabinet, 4 drawer legal, green"
Model #:	Complete this section for equipment having model numbers.
Serial #:	Complete this section for equipment having serial numbers.
Vendor Name:	Name of company from which you purchased this piece of equipment.
Price:	Purchase price for each individual item, including sales tax. The Auditor's Office will add any applicable use tax.
Quantity:	How many purchased?
Purchased:	Was this equipment purchased with federal grant money?
Date Acquired:	Date on which you purchased this equipment.
Competitive Bid:	Was this equipment purchased through a competitive bid?
Reason:	List the reason for purchasing this equipment along with any additional information you feel is pertinent to purchase of this equipment.

Your request to purchase/lease	for \$	
was approved by the Board of County Commissioners on		subject to adequate budget appropriations.
		Clerk of the Board

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH ALL VOUCHERS FOR EQUIPMENT PURCHASES OF \$500 OR MORE AND PURCHASES OF ATTRACTIVE ITEMS UNDER \$500, i.e. cameras, video cameras, guns, TVs

## PACIFIC COUNTY

4

☐ New Employee / ☒ Change in Status Information

INSTRUCTIONS: The original form must be completed, signed and submitted along with your Agenda Request Form to the Board of Commissioners for approval. Detail any special arrangements on the reverse. If after the 10th of the month, please send a copy to Payroll.

Employee Name: DUFF, NICHOL Phone Number: x2661

Physical Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

PERSONAL INFORMATION for issuance of County ID card (photo can be obtained from General Administration)

DOB: \_\_\_\_\_ Height: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Department/Office: COMMUNITY DEVELOPMENTPosition Title: PLANNING TECHNICIANPhone/Ext.: 2661 Start Date: 7/1/2015Union: Yes ☒ which? 367-C No ☐ Grade: 10 Step: 10Monthly ☐ Hourly ☒ Pay Rate: \$21.09 Exempt from Overtime: Yes ☐ No ☒

Position is:

Regular (1.00 FTE) ☐ Regular Part-Time ☒ 0.70 FTE Casual ☐ Temporary ☐ approx. end date: \_\_\_\_\_Charge to BARS #: 116 . 380 . 514 . 21 . 10 ( 100 % )

\_\_\_\_\_ ( \_\_\_\_\_ % )

\_\_\_\_\_ ( \_\_\_\_\_ % )

\_\_\_\_\_ ( \_\_\_\_\_ % )

NOTE: Percentages must equal 100%.

Signature of hiring official \_\_\_\_\_

Date July 6 '15

Board of County Commissioners approved on \_\_\_\_\_ subject to adequate budget appropriations.

Clerk/Deputy Clerk of the Board \_\_\_\_\_

*For Payroll Use Only*

Position Code \_\_\_\_\_ Pension Code \_\_\_\_\_ FICA Code \_\_\_\_\_ Retirement Code \_\_\_\_\_

L&amp;I Code \_\_\_\_\_ SUTA Code \_\_\_\_\_ Yearly Hours \_\_\_\_\_

# PACIFIC COUNTY

☐ New Employee / ☒ Change in Status Information

INSTRUCTIONS: The original form must be completed, signed and submitted along with your Agenda Request Form to the Board of Commissioners for approval. Detail any special arrangements on the reverse. If after the 10th of the month, please send a copy to Payroll.

Employee Name: KEIGHTLEY, BRANDI Phone Number: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

PERSONAL INFORMATION for issuance of County ID card (photo can be obtained from General Administration)

DOB: \_\_\_\_\_ Height: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Department/Office: COMMUNITY DEVELOPMENT

Position Title: ADMIN ASSISTANT II

Phone/Ext.: x3382 Start Date: 7/20/2015

Union: Yes ☒ which? 367-C No ☐ Grade: 9 Step: L0

Monthly ☐ Hourly ☒ Pay Rate: \$ \_\_\_\_\_ Exempt from Overtime: Yes ☐ No ☒

Position is:

Regular (1.00 FTE) ☐ Regular Part-Time ☒ 0.80 FTE Casual ☐ Temporary ☐ approx. end date: \_\_\_\_\_

Charge to BARS #: 116 . 380 . 514 . 21 . 10 ( 100 % )

\_\_\_\_\_ ( \_\_\_\_\_ % )

\_\_\_\_\_ ( \_\_\_\_\_ % )

\_\_\_\_\_ ( \_\_\_\_\_ % )

NOTE: Percentages must equal 100%.

Signature of hiring official

Date

Board of County Commissioners approved on \_\_\_\_\_ subject to adequate budget appropriations.

\_\_\_\_\_  
Clerk/Deputy Clerk of the Board

*For Payroll Use Only*

Position Code \_\_\_\_\_ Pension Code \_\_\_\_\_ FICA Code \_\_\_\_\_ Retirement Code \_\_\_\_\_

L&I Code \_\_\_\_\_ SUTA Code \_\_\_\_\_ Yearly Hours \_\_\_\_\_

# PACIFIC COUNTY

☐ New Employee / ☒ Change in Status Information

INSTRUCTIONS: The original form must be completed, signed and submitted along with your Agenda Request Form to the Board of Commissioners for approval. Detail any special arrangements on the reverse. If after the 10th of the month, please send a copy to Payroll.

Employee Name: HAMLIN, WILL Phone Number: x2657

Physical Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

PERSONAL INFORMATION for issuance of County ID card (photo can be obtained from General Administration)

DOB: \_\_\_\_\_ Height: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Department/Office: COMMUNITY DEVELOPMENT

Position Title: PLANNER

Phone/Ext.: x2657 Start Date: 7/1/2015

Union: Yes ☒ which? 367-C No ☐ Grade: 13 Step: 1

Monthly ☒ Hourly ☐ Pay Rate: \$ \_\_\_\_\_ Exempt from Overtime: Yes ☐ No ☒

Position is:

Regular (1.00 FTE) ☒ Regular Part-Time ☐ \_\_\_\_\_ FTE Casual ☐ Temporary ☐ approx. end date: \_\_\_\_\_

Charge to BARS #: 116 . 380 . 514 . 21 . 10 ( 100 % )

\_\_\_\_\_ ( \_\_\_\_\_ % )

\_\_\_\_\_ ( \_\_\_\_\_ % )

\_\_\_\_\_ ( \_\_\_\_\_ % )

NOTE: Percentages must equal 100%.

Signature of hiring official \_\_\_\_\_

Date \_\_\_\_\_

Board of County Commissioners approved on \_\_\_\_\_ subject to adequate budget appropriations.

\_\_\_\_\_  
Clerk/Deputy Clerk of the Board

*For Payroll Use Only*

Position Code \_\_\_\_\_ Pension Code \_\_\_\_\_ FICA Code \_\_\_\_\_ Retirement Code \_\_\_\_\_

L&I Code \_\_\_\_\_ SUTA Code \_\_\_\_\_ Yearly Hours \_\_\_\_\_



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:  
07/14/15

## AGENDA REQUEST FORM

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

Agenda Item #: 5

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

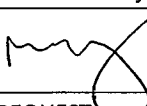
☐ Legal Required

#### DISTRIBUTION LIST:

- |                              |  |                                   |                                     |   |
|------------------------------|--|-----------------------------------|-------------------------------------|---|
| <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: 7-7-15
NARRATIVE OF REQUEST Request the Board approve the advertisement for a replacement Administrative Assistant II, Grade 9, step to be determined at hire, 0.8 FTE, based in the Long Beach office. This position is becoming available due to Brandi Keightley transferring to Department of Community Development as of July 20, 2015. The current position is a 1.0 FTE, however 0.2 of this FTE was funded through the Drug Free Communities Grant. This funding will be used elsewhere and not available for this position. This position is included in the current 2015 budget and will not require a supplemental budget request.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)  Acknowledge transfer of Brandi Keightley to DCD, authorize request to post, advertise and hire Grade 9 Step 1 Administrative Asst. II	



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:

07/14/15

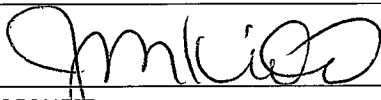
## AGENDA REQUEST FORM

### 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 #: <u>6</u>
<input type="checkbox"/> SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS		Initial: _____ Date: _____
<input type="checkbox"/> NO ACTION TAKEN/WITHDRAWN	<input type="checkbox"/> DEFERRED TO: _____	Review <input type="checkbox"/> Clerk of the Board
<input type="checkbox"/> CONTINUED TO DATE: _____	TIME: _____	<input type="checkbox"/> Risk 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"/> PCMA
<input type="checkbox"/> SEA	<input type="checkbox"/> Clerk	<input type="checkbox"/> Health
	<input type="checkbox"/> Civil Service	<input type="checkbox"/> Juvenile
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<input type="checkbox"/> PACCOM	<input type="checkbox"/> PC Fair	<input type="checkbox"/> Prosecutor
<input type="checkbox"/> Superior Court	<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: Auditor's Office	DIVISION (if applicable):
OFFICIAL NAME & TITLE: Joyce Kidd, Auditor	PHONE / EXT: 3313
SIGNATURE: 	DATE: June 30, 2015
NARRATIVE OF REQUEST Request to approve Alex Gerow as the Wellness Coordinator at .05 fte, increasing her total to .85 fte. This is already budgeted for 2015.	
RECOMMENDED MOTION <u>(To Be Completed by the Clerk/Deputy Clerk of the Board)</u> Approve increase of Alex Gerow, to 0.85FTE to include the Wellness Coordinator job duties (0.05FTE), subject to adequate budget appropriations, effective July 1, 2015	





Board of Pacific County Commissioners  
P O Box 187 \* 1216 W Robert Bush Dr \* South Bend, WA  
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month, beginning at 9 a.m.

REQUESTED MEETING DATE:  
7/14/2015

## AGENDA REQUEST FORM

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

Agenda Item #: 7

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:

- |                              |  |                                   |                                     |   |
|------------------------------|--|-----------------------------------|-------------------------------------|---|
| <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: ASSESSOR'S OFFICE	DIVISION (if applicable):
OFFICIAL NAME & TITLE: BRUCE WALKER, ASSESSOR	PHONE / EXT: EXT 2208
SIGNATURE:	DATE: 7/9/2015
NARRATIVE OF REQUEST REQUEST TO POST & ADVERTISE FOR VACANT ADMIN ASSIST II POSITION THIS IS A GRADE 9 STEP 1 - .75 FTE	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board) Approve posting, advertising, and hiring of vacant Administrative Asst. II, Grade 9 Step 1, at 0.75 FTE	



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and 4th Tuesday of each  
month, beginning at 9 a.m.

REQUESTED MEETING DATE:

07/14/15

## AGENDA REQUEST FORM

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

Agenda Item #: 8

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

Review ☐ Clerk of the Board

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

☐ OTHER: \_\_\_\_\_

☐ Risk Mgmt

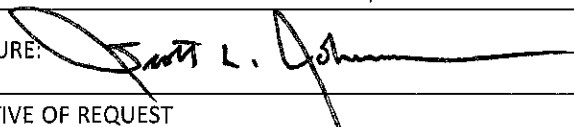
☐ Legal Required

#### DISTRIBUTION LIST:

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<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: Sheriff's Office	DIVISION (if applicable):
OFFICIAL NAME & TITLE: Scott L. Johnson, Sheriff	PHONE / EXT: ext 3395
SIGNATURE:  SHERIFF	DATE: 7/6/2015
NARRATIVE OF REQUEST Request BOCC confirm the hire of Steve Ross as a full-time, fully-commissioned, fully-compensated deputy sheriff effective July 1, 2015.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board) Confirm appointment of Steve Ross, Deputy, Step 1, effective July 1, 2015	

**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, July 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

127729                      thru                      127814                      \$ 91,158.95

Warrants Dated: June 26, 2015

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

AUDITED:

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

ATTEST:

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

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

## 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: JUNE, YEAR OF 2015

TOTAL EMPLOYEES: 178

TOTAL PAYROLL: \$681,606.34

Approve payroll subject to adequate budget appropriations.

BOARD OF PACIFIC COUNTY COMMISSIONERS

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

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

Attest:

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

RECEIVED  
PACIFIC COUNTY

JUN 29 2015

GENERAL ADMINISTRATION  
BOARD OF COMMISSIONERS

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #51

11

**PROCEEDINGS**

**9:00 AM**  
**Tuesday, June 9, 2015**

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

**CALLED TO ORDER – 9:01AM**

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

Amanda Bennett, Confidential Secretary  
Kathy Spoor, County Administrative Officer  
Paul Plakinger, Management & Fiscal Analyst  
Mike Collins, Public Works Director/County Engineer  
Faith Taylor-Eldred, Community Development Director  
Tim Crose, Community Development Assistant Director  
Mary Goelz, Health & Human Services Director  
Pat Matlock, Chief Criminal Deputy  
Mark McClain, Prosecuting Attorney  
Eric Weston, Deputy Prosecutor  
Haylee Mills, Deputy Prosecutor

**GENERAL PUBLIC IN ATTENDANCE – None**

**PUBLIC COMMENT**

Prosecutor Mark McClain introduced new Deputy Prosecutor, Haylee Mills and noted that Deputy Prosecutor Eric Weston will be concentrating on civil work.

**CONSENT AGENDA (Items 1-12)**

Commissioner Ayers requested agenda item #3 be removed from the Consent Agenda

**CONSENT AGENDA (Items 1-2, 4-12)**

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

**Public Works**

**Approve Amendment #1 to Contract #IA 315-037 with WA State Parks and Recreation Commission and authorize Director/County Engineer to sign**

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

**Approve Supplement #1 to Local Agency Agreements #LA-8631, #LA-8632 and #LA-8633 with WA State Department of Transportation and authorize Chair to sign**

**Confirm appointment of Alan Samplawski, temporary Engineering Aide effective June 2, 2015, \$11.00 per hour**

**Department of Community Development**

**Confirm appointment of Eric Weiberg, Building Inspector, effective June 22, 2015, Grade 12 Step 1, at 1.0 FTE**

**Boards and Commissions**

**Confirm the reappointment of Pacific Mountain Workforce Development Council members Bob Hitt, Paul Philpot and Tiffany Turner**

**Vegetation Management**

**Confirm Director's signature on Interagency Agreement #IA 315-233 with WA State Parks for weed control services**

**Sheriff's Office**

**Confirm emergency appointment of Steven Ross, Deputy, effective June 4, 2015 thru October 1, 2015 at \$21.88 per hour**

**General Business**

**Vendor Claims:**

**Warrants Numbered 127289 thru 127385 - \$444, 486.40**

**Warrants Numbered 127386 thru 127459 - \$224, 495.50**

**Approve regular meeting minutes of May 26, 2015**

**Approve May, 2015 payroll; total # of employees 170; total payroll: \$668, 066.38**

**Confirm disposal of date/time stamp machine fixed asset inventory ID# 413 in accordance with Personal Property Inventory Procedures Policy**

**ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS**

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

**Approve appointment of Kelly Spoor, Road Maintenance Technician II, effective June 10, 2015, \$17.96 per hour, at 1.0 FTE and authorize advertising for vacant traffic control position**

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #51

**Approve Special Use Agreement with Marie Guernsey for use of Bruceport Park Covered Area on July 11, 2015 and waive insurance and authorize Chair to sign, subject to all county policies**

**Adopt Resolution 2015-025 for temporary road closure of 271<sup>st</sup> Street in Nahcotta for the Willapa Music Festival to be held July 3, 2015**

**Approve award of the U Street Resurfacing Project to Naselle Rock & Asphalt Company in the amount of \$351,533.75 including sales tax, subject to adequate budget appropriations** *(one other bid was received from Lakeside Industries of Longview in the amount of \$439,636.86)*

**Approve the Facility Use Agreement with Centro Familiar Cristiano (KGIO) to install communication equipment at the Megler Communication Site**

**Accept Contract, performance bond and insurance from Naselle Rock & Asphalt Company for the Sandridge Road Resurfacing Project and authorize return of bid bonds**

**ITEMS REGARDING DEPARTMENT OF COMMUNITY DEVELOPMENT**

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

**Approve the promotion of Monte Givens, Senior Building Inspector, effective June 1, 2015, Grade 13 Step 10, subject to adequate budget appropriations**

**ITEMS REGARDING HEALTH AND HUMAN SERVICES**

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

**Approve out of class pay for Wendy Hamlin, effective May 1, 2015 to be paid as a Grade 10 Step 10 for covering clinics in WIC up to 32 hours per month, subject to adequate budget appropriations and all county policies**

**ITEMS REGARDING VEGETATION MANAGEMENT**

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

**Confirm purchase of Dell Inspiron lap top computer for Vegetation Management in the amount of \$979.19, including sales tax, subject to adequate budget appropriations**

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #51

**ITEMS REGARDING SHERIFF'S OFFICE**

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

**Adopt Resolution 2015-026 authorizing the transfer of Mobile Data Computers to the Equipment Rental and Revolving Fund 502**

**Approve the purchase of the three year NetMotion license in the amount of \$15,861.30(purchase from? Cost? Other bids received from and cost? Sole provider/purchase; if so, need Resolution)**

**Adopt Resolution 2015-027 authorizing fy2015 budget appropriations transfer in the PACCOM Fund 160 budget**

**ITEMS REGARDING BOARDS & COMMISSIONS**

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

**Acknowledge resignation of Carol Mclean from the Civil Service Commission**

**ITEMS REGARDING GENERAL BUSINESS**

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

**Adopt Proclamation declaring the week of June 22-26, 2015, as Amateur Radio Week**

**ITEMS REGARDING BOARDS & COMMISSIONS**

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

**Appoint Jim Sayce, Ann Lafors, Phil Martin, Key McMurry, Ken Weigardt, Warren Cowell, Dale Beasley and Brian Sheldon to the Planning Commission sub-committee for Critical Areas and Resource Lands Ordinance No. 147 update**

**ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS**

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

**Adopt Resolution 2015-029 authorizing the temporary closure of 55<sup>th</sup> Street for cross culvert work July 1, 2015 thru July 3, 2015**



PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #51

**ITEMS REGARDING GENERAL BUSINESS**

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

**Reconfirm Pacific County participation in TRSN transition to Great Rivers BHO and confirm Board of Pacific County Commissioners agreement to Great Rivers Behavioral Health Organization as the name of the new organization**

**EXECUTIVE SESSION – None**

**MEETING CLOSED - 9:24 AM**

PACIFIC COUNTY  
BOARD OF COUNTY COMMISSIONERS

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

ATTEST:

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

\_\_\_\_\_  
Amanda Bennett  
Confidential Secretary

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

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

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #51

**OTHER BUSINESS FOR FILING**

New Hire process

Copy of letter sent to Wahkiakum County Board of Commissioners regarding Interlocal Agreement pertaining to the adoption of the job description for the Superior Court Administrator/Court Recorder.

Resolution 2015-028 not used.

Copy of Eviction Information/Writ of Restitution pertaining to county owned property 80 Airport Road, Raymond.

Notice of Special Occasion Liquor License for The Seaschool Cooperative and Lewis-Pacific Swiss Society

Letter from Pacific Council of Governments regarding EDC Director Salary Increase

Email from Warren Cowell regarding Willapa Music Festival

Letter from Anne Kepner, Chair of Oysterville Design Review Board to Prosecutor Mark McClain

Letter from Federal Emergency Management Agency regarding National Flood Insurance Program

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #51

**PROCEEDINGS**

**9:00 AM**  
**Tuesday, June 23, 2015**

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

**CALLED TO ORDER – 9:01AM**

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  
Faith Taylor-Eldred, Community Development Director  
Joyce Kidd, Auditor  
Mary Goelz, Health & Human Services Director  
Mark McClain, Prosecuting Attorney  
Eric Weston, Deputy Prosecutor  
Amanda Bennett, Confidential Secretary

**GENERAL PUBLIC IN ATTENDANCE**

Patrick Meyers-WH Herald

**PUBLIC COMMENT – None**

**CONSENT AGENDA (Items 1-12)**

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

**Department of Public Works**

**Approve Amendment #1 to Communications Facility Use Agreement with  
McDaniel Cellular, effective July 1, 2015 for the KO Communications Site**

**Approve hire of temporary Engineering Aides, Cameron McAllister, Darol  
Ratsavongsy, Trevor Ritzman, Emma Lorton, Kyler Oblad, Dylan Barrett,  
Michael McFadden, Dominic DeLong and Aiysha Garcia all at a rate of  
\$10/hour; and Grant Camenzind at a rate of \$10.50/hour; all effective June  
15, 2015, with the exception of Dominic DeLong, effective June 16, 2015**

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

**Department of Community Development**

**Approve Amendment #6 to Memorandum of Understanding with Cities of Raymond and South Bend, and Royal Heights Transfer Station for disposal rate adjustment based on the CPI rate; authorize Chair to sign**

FYI-Notification provided by WA State Department of Ecology regarding suspension of funding due to state budget not being adopted

**Health and Human Services**

**Acknowledge resignation of Human Services Program Specialist, Melissa Sexton, effective July 8, 2015; authorize posting, advertising and hiring of vacant position at a Grade 13 Step 1, at 0.75 FTE**

**Approve Amendment #1 to WA State Health Care Contract #K768; authorize Chair to sign**

**Auditor's Office**

**Acknowledge transfer of Jeannie Briscoe, effective June 19, 2015 to Superior Court and authorize posting, advertising, and hiring of vacant position at Grade 9 Step 1 at 0.75 FTE**

**Sheriff's Office**

**Confirm hire of Shane March, Corrections Officer Step 1, effective June 22, 2015**

**Superior Court**

**Confirm transfer of Jeannie Briscoe, Asst. Court Administrator/Court Recorder, Asst. Court Administrator/Court Recorder, Grade 9 Step 4, 1.0 FTE, effective June 22, 2015, subject to adequate budget appropriations**

**General Business**

**Vendor Claims:**

**Warrants Numbered 127460 through 127548 - \$211,450.54**

**Warrants Numbered 127549 through 127643 - \$230,767.28**

**Approve Amendment #1 to Contract for Services with Peninsula Poverty Response Team for \$8,000 to provide training and technical assistance for the housing advisory committee and community coalition**

**Confirm letter of support for the Columbia Land Trust grant application for Salmon Recovery Funding to conserve 250 acres of fish habitat on the Chinook River with conditions**

**PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
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**ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS**

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

**Approve Communications Facility Use Agreement with WatchTV, Inc. for use of the Megler Site**

**Approve Special Use Agreement with Marcus and Michaelle Sorlie for use of Morehead County Park on July 24-26, 2015 and authorize Chair to sign**

**ITEMS REGARDING DEPARTMENT OF COMMUNITY DEVELOPMENT**

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

**Approve to post, advertise, and hire Planning Technician position, Grade 10 Step 10, at 0.70 FTE and Administrative Asst. II position for the Long Beach Office, Grade 9 Step 1 at 0.80 FTE, subject to adequate budget appropriations**

**Approve to post, advertise, and hire Planner position, Grade 13 Step 1, at 1.0 FTE, subject to adequate budget appropriations**

**ITEMS REGARDING SHERIFF'S OFFICE**

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

**Approve Memorandum of Understanding with WA Service Corps for an Individual Placement Service Member for the term of 9/1/2015 through 7/15/2016, authorize Chair to sign and subject to adequate budget appropriations**

**ITEMS REGARDING RISK MANAGEMENT**

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

**Accept the WA Counties Risk Pool Risk Exposure Assessment and authorize Chair to sign**

**ITEMS REGARDING BOARDS & COMMISSION**

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

**Acknowledge resignation of Andi Day, Fair Board member**

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #51

**ITEMS REGARDING GENERAL BUSINESS**

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

**Adopt Resolution 2015-030 amending Internet, Email, Telephone, and other Electronic Equipment and Media Use Policy and shall be effective July 1, 2015 and rescinding the previous policy adopted by Resolution 2012-054**

Consider adoption of Resolution establishing the Tobacco-Free/Smoke-Free Policy – **DEFERRED**

**Approve Memorandum of Understanding with AFSCME Local 367C clarifying out of class pay for represented employees working in management positions**

**ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS**

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

**Award the 250<sup>th</sup> culvert and 25209 driveway replacement project to Lindstrom & Sons Construction Inc. in the amount of \$34,755.67 including sales tax and subject to adequate budget appropriations** *(one other bid was received from Lodestone Quarry, Inc. of Bay Center in the amount of \$45,587.75, including sales tax)*

**ITEMS REGARDING HEALTH & HUMAN SERVICES DEPARTMENT**

Request for exception to travel – **REMOVED** *(not required)*

**ITEMS REGARDING BOARDS AND COMMISSIONS**

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

**Approve the appointment of Kelly Rupp to the Planning Commission, effective immediately**

**ITEMS REGARDING GENERAL BUSINESS**

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

**Adopt Resolution 2015-032 authorizing proposition E 9-1-1 to the voters of Pacific County as recommended by the PACCOM member agencies**

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #51

**ITEMS REGARDING NORTH DISTRICT COURT**

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

**Approve the increase of Tamra McConahy, Deputy District Court Clerk to 1.0 FTE, effective July 1, 2015, subject to adequate budget appropriations**

**ITEMS REGARDING GENERAL BUSINESS**

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

**Approve Vendor Claims, Warrants Numbered 127652 through 127728 – \$146,676.20, subject to adequate budget appropriations**

**EXECUTIVE SESSION** – Not needed

**RECESS – 9:18AM**

**PUBLIC HEARINGS – 10:00AM**

**ATTENDANCE:** Chairman Rogers, Commissioner Wolfe, Commissioner Ayers, County Administrative Officer Kathy Spoor, Management & Fiscal Analyst Paul Plakinger, Prosecutor Mark McClain and Deputy Prosecutor Eric Weston. There no members of the general public in attendance.

Chairman Rogers opened the Public Hearing to consider the Beach Barons/Rod Run to the End of the World Assembly Permit Application.

Chairman Rogers noted that the contribution from the Beach Barons for law enforcement is not sustainable and may need to look elsewhere to fund this event.

It was noted the contribution has been \$2,000 and may need to increase that amount. Kathy Spoor suggested a workshop be set with the Beach Barons after this year's event.

Chairman Rogers closed the Public Hearing.

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

**Approve the Beach Barons Assembly Permit application for the Rod Run to the End of the World to be held on September 12 and 13, 2015; subject to the receiving \$2,000 contribution to Pacific County for law enforcement support, a current copy of Certificate of Insurance being submitted and all food vendors obtaining food permits; these conditions must be met prior to the event**

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #51

Chairman Rogers opened the Public Hearing to consider fy2015 supplemental budget requests.

Paul Plakinger and Kathy Spoor were sworn in.

Paul provided an overview of the supplemental request. Kathy noted that the information for this request had been provided the PACCOM board at their last meeting.

Chairman Rogers closed the public hearing.

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

**Adopt Resolution 2015-031 in the matter of supplemental budget for the allowance of certain expenditures for fy2015 within the PACCOM Fund 160**

**MEETING CLOSED – 10:09AM**

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**

Certificate of liability insurance for Coast Rehabilitation Services, effective 07/01/2015 through 07/01/2016 filed this date.

Letter from State of WA Military Department Emergency Management Division pertaining to the contingency for State E911 Office Closure due to state budget not being adopted.

Notice received from Washington State Liquor Control Board approval of change of location for Swakane Winery and license expiration for Serious Foods and Loyal Order of Moose #2362



PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #51

**WORKSHOPS/MEETINGS HELD – No action taken**

June 1, 2015

Board of Equalization meeting regarding orders  
Workshop with Health & Human Services regarding contracts  
Departmental Briefings  
Workshop with Community Development regarding huts for homeless

June 2, 2015

Workshop with Emergency Management regarding mobile data computers

June 8, 2015

Meeting agenda review  
Continuity of operations, planning workshop with Emergency Management  
Workshop held at the South County Administration Facility regarding huts for homeless

June 9, 2015

Board of Health/Board of County Commissioners' regular meeting  
Elected Officials meeting  
Workshop with Prosecutor

June 11, 2015

Workshop regarding county owned property  
Workshop with Community Development regarding drought & staffing

June 15, 2015

Meeting with Health & Human Services regarding tobacco free zone  
Meeting with Toni Gwin regarding 4-H update  
Departmental Briefings  
State Auditor Lean training

June 22, 2015

Board of Equalization meeting regarding orders  
Meeting agenda review  
Workshop regarding Rainbow Valley Landfill summary  
Workshop with North District Court Judge Betsy Penoyar regarding fy2015 budget

June 23, 2015

Board of Health/Board of County Commissioners' regular meeting  
Workshop with Prosecutor regarding staffing  
Workshop with Auditor regarding staffing  
Public Hearings regarding Beach Barons assembly permit and fy2015 budget supplement  
Workshop regarding Surfside outfall  
Fy2015 budget update



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:

7-14-15

## AGENDA REQUEST FORM

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

Agenda Item #: 12

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

Review ☐ Clerk of the Board

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

☐ Risk Mgmt

☐ OTHER: \_\_\_\_\_

☐ 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: Department of Public Works DIVISION (if applicable): Computer Services

OFFICIAL NAME & TITLE: Andrew B. Seaman, Computer Services Supervisor PHONE / EXT: 360-875-9300 x2271

SIGNATURE: *Andrew B Seaman* DATE: 6-25-15

### NARRATIVE OF REQUEST

Purchase Public Works an engineering laptop for the "Director of Public Works" from a GSA Contract with XI Computer Corporation. The cost of the system is \$2,328.00 plus tax. The existing system will be moved to the new "Road Supervisor." This will constitute additional station on the network and will be subject to the annual maintenance fee.

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

Approve purchase of laptop from XI Computer Corporation off of the GSA Contract in an amount of \$2,325 plus sales tax, subject to adequate budget appropriations

Name of Contractor: Xi Computer Corporation

Name of Contract/Agreement/Grant/Amendment #: (if amendment, provide copy of those pages being amended):  
GSA

Indicate type:

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

Contractor Type (check all that apply):

- ☒ For-Profit ☐ Private Organization/Individual  
☐ Non-Profit ☐ Public Organization/Jurisdiction  
☐ State ☐ Sub-Recipient  
☐ Federal ☐ Other

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

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

- Public Works Project (RCW 39.04): ☐ Limited PW Process (<\$35,000) ☐ Limited PW Process (<\$40,000)  
☐ Small PW Process (<\$300,000) ☐ PW Project (>\$300,000)

Equipment, Materials, & Supplies (RCW 36.32): ☒ < \$5,000 (attach 3 bids) ☐ \$5,000-\$25,000 (use small works roster) ☐ >\$25,000 (competitive bids)

- Services / Leases: ☐ Architectural & Engineering ☐ Personal Services  
☐ Lease (Personal Property i.e. copier, printer) ☐ Lease (Real  
☐ Telecomm & Data Processing ☐ Other (Describe) :

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

Exceptions to Bidding (Please provide appropriate documentation):

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

\*Resolution Required

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

Please attach the following:

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

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

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

TOTAL COST/AMOUNT (include sales & use tax): \$2,509.58

TOTAL TAX: \$181.58

TOTAL SHIPPING/HANDLING: n/a

EXPENDITURE FUND #: 104 \_\_\_\_\_.XXX.XXX.XX.XX

EXPENDITURE BUDGETED? ☐ Yes ☐ No

Will supplemental be required? ☐ Yes ☒ No

IN-KIND MATCH REQUIRED? ☐ Yes ☒ No

DESCRIBE MATCH:

MATCHING FUNDS REQUIRED? ☐ Yes ☒ No

AMOUNT OF MATCHING FUNDS:



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

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and 4th Tuesday of each  
month, beginning at 9 a.m.

REQUESTED MEETING DATE:

07/14/15

## AGENDA REQUEST FORM

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

Agenda Item#: 13

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: DEPT OF PUBLIC WORKS

DIVISION (if applicable): PARKS

OFFICIAL NAME & TITLE: DOTSI GRAVES, PARKS MANAGER

PHONE / EXT: EXT 2288

SIGNATURE: 

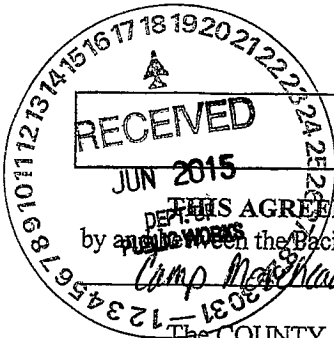
DATE: 6/30/15

#### NARRATIVE OF REQUEST

Parks Department requests the Board to approve and sign the Special Event Use Agreement with Camp Morehead Junior Grange #401 for use of Morehead Campground July 11-18, 2015.

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

Approve Special Event Application with Morehead Junior Grange Camp for use of Morehead Park from July 11-18, 2015, authorize Chair to sign



**SPECIAL EVENT USE AGREEMENT  
PACIFIC COUNTY, WASHINGTON**

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by and between the Pacific County, hereinafter referred to as the "COUNTY", and  
Camp Morehead Junior Grange #401 hereinafter referred to as "PERMITTEE".

The COUNTY, in consideration of the sum of \$ 5 per person per night and the other considerations  
hereinafter set forth, leases to the PERMITTEE the following space, to-wit:

County Facility: Morehead Park

Event Date(s): July 11-18, 2015

**THE COUNTY AGREES TO:**

1. Permit the PERMITTEE to occupy the above-referenced facility for the period of time listed above as long as the rules and conditions of this Agreement and attached Special Event Application are abided by.
2. Provide access to the premises during the days of use.
3. Use reasonable safeguards against fire, theft and accidents. The COUNTY does not assume any liability for damages to goods or property of the PERMITTEE arising from fire, theft, water or storm, or any liability for accidents to persons or property caused under or by virtue of the operations of PERMITTEE under this agreement.

**THE PERMITTEE AGREES TO:**

1. Pay the total use fee upon approval of the Agreement.
2. Not sublet any privilege or space without the written consent of the COUNTY.
3. Remove all temporary structures and materials from this facility by the midnight on the last day of agreement, unless an extension is granted.
4. Conduct and operate the event as indicated on the attached Special Event Application (**Attachment A**).
5. Maintain the premise in a clean, orderly fashion, and return the premises to the condition prior to occupancy. If premise is not returned in a satisfactory condition, the cost of cleanup and repair will be billed to the PERMITTEE.
6. **INSURANCE:** PERMITTEE shall provide evidence of insurance for general, auto/fleet, and workers compensation. PERMITTEE shall provide in advance of facility use a certificate of insurance from a reputable company authorized to do business in the State of Washington. The PERMITTEE must name the COUNTY as additional insured. The PERMITTEE shall provide the COUNTY a copy of the additional insured endorsements prior to the facility use. The PERMITTEE agrees that its liability insurance shall be primary and non-contributory to the COUNTY'S and the PERMITTEE's liability shall so state. Insurance limits shall be a minimum of \$500,000 per incident with a \$1,000,000 annual aggregate with a deductible no greater than ten percent (10%) of the coverage limits.

The PERMITTEE has the ability to request a waiver of the insurance requirements. Each request for waiver will be considered by the COUNTY on a case by case basis.

☐ I hereby request a waiver of the insurance requirements due to the nature of my event.

Request for waiver of the insurance requirements is hereby:

☐ Approved

☐ Denied

7. **ALCOHOL:** PERMITTEE has indicated on the attached Special Event Application (**Attachment A**) that alcohol will/will not be served. If applicable, agrees to and has signed the Alcohol Use Policy attached to this Agreement (**Attachment B**). The PERMITTEE also must have liquor liability insurance in the amount of \$1,000,000 per incident with a \$2,000,000 annual aggregate with a deductible no greater than ten percent (10%) of the coverage limits. The PERMITTEE must take all reasonable measures to insure minors are not consuming alcoholic beverages and that no other problems occur as a result of alcoholic beverages being served.
8. PERMITTEE agrees to not serve the public alcohol and must take reasonable care to not serve alcohol to individuals exhibiting signs of inebriation.
9. **INDEMNIFICATION/HOLD HARMLESS:** In accepting this Agreement, the PERMITTEE, including its successors and assigns, does hereby covenant and agree to indemnify and protect and save harmless the COUNTY and its officers and employees from all claims, actions, or damages of every kind and description which may accrue to or be suffered by any person, partnership, corporation, or other entity of any kind that arise in whole or in part from intentional tort(s), or negligent act(s) or omission(s), or strict liability of the PERMITTEE or its employees, agents, successors, or assigns. If the above sentence applies and any suit or action is brought against the COUNTY, its officers, its employees, or any combination thereof, the PERMITTEE, including its successors or assigns, shall defend the suit or action at his or her or their sole cost and expense and shall fully satisfy any judgment that is rendered against the COUNTY, its officers, its employees, or any combination thereof.

IN WITNESS WHEREOF, the above parties have hereunto, on duplicate copies of a like tenor and effect, set their hands the day and year first above stated.

PERMITTEE

Thomas A. Gurn  
Signature

Advisor/Leader      6/15/15  
Title                              Date

APPROVED AS TO FORM:

David Burke, Prosecuting Attorney

PACIFIC COUNTY  
Board of County Commissioners

\_\_\_\_\_  
Chair

ATTEST:

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

## Special Event Application

Thank you for your interest in holding a special event in Pacific County.

Please complete and return the Special Event Application to the Board of Pacific County Commissioners Office at least **120 days** prior to the first day of the scheduled event.

Please include **four (4)** copies of your plan containing a narrative and a diagram of the event grounds showing all health, sanitary, safety and police/security requirements.

Any misrepresentation in this application or deviation from the final agreed upon route and/or method of operation described herein, may result in the immediate revocation of the permit.

### PLEASE TYPE OR PRINT CLEARLY IN INK.

1. Name of event: Morehead Junior Grange Camp

2. Description of event: Summer resident camp for youth, ages 8-14

3. Location of event: Morehead Park

4. Dates of event: July 11-18, 2015 Hours of operation: Arrive after 3pm on 7/11; Depart by 11am on 7/18.

5. Has the event been held previously? yes Dates: 2006-2014

6. Estimated attendance: 50

7. Name and address of Event Representative: \_\_\_\_\_

Tom Gwin - PO Box 181, Humptulips WA 98552

Cell Phone Number: 360-581-0177 Office Number: NA

8. Emergency contact name and phone number: \_\_\_\_\_

Tom Gwin 360-581-0177

RESOLUTION 2010- 035  
ATTACHMENT A

Please check Yes, No or n/a for the following questions	Yes	No	n/a	<b>NOTE:</b> All required documentation must be attached
Will there be alcohol served at the event?		✓		If yes, attach required permit from the WA State Liquor Control Board & sign Alcohol Use Policy
Will County staffing be requested at the event? <i>May be required by the County.</i>		✓		If yes, attach a list of those services and outline specific duties.
Will you have security on site?		✓		If yes, who will be providing the security?
Will you have Emergency Medical Services (EMS) on site during the event?		✓		If yes, attach written verification.
Will there be music, sound amplification or any other noise impacts?		✓		If yes, the County has a noise ordinance in effect (see County Code for details)
Will the event obstruct, interfere or require the closure and free use of any public road, street or Right-of-Way?		✓		If yes, attach adequate traffic and detour plans.
Will you have traffic control?		✓		If yes, indicate how the traffic control will be addressed.
Will off-site parking be needed?		✓		If yes, attach parking plan.
Will there be shuttle buses provided for attendees?		✓		If yes, attach a map of their route.
Will there be tickets sold to attend the event?		✓		If yes, please note the cost of the event.
Do you have an informational flyer advertising the event?		✓		If yes, please attach a copy.
Will there be food served?	✓			If yes, attach copy of food service permit.
Will additional bathroom facilities be used?		✓		If yes, please provide specific information related to the # of sani-cans provided. Please include the location on the event diagram.
Do you have a plan for garbage and recycling?		✓		If yes, attach your plan, and indicate if you will need assistance from County Solid Waste.
Will a temporary structure be erected for this event?		✓		If yes, attach a drawing including the dimensions. The structure may require inspection prior to the event.
Have you obtained a Certificate of Insurance specifically naming Pacific County?	✓			<b>A copy of the Certificate of Insurance must be attached or the application will not be considered.</b>



## WRITTEN PERMISSION TO ENTER EVENT SITE PRIOR TO EVENT FOR INSPECTION

I hereby permit law enforcement and/or Pacific County officials to enter the site before, during and after the Special Event for which the Special Event Use Agreement has been granted, for the purpose of inspection and enforcement of County Code and other applicable law, and pursuant to my agreement and representations made in connection with this Application.

## SWORN STATEMENT OF COMPLIANCE

I hereby acknowledge that I have familiarized myself with Pacific County Special Event requirements, and have provided a Certificate of Insurance for this event, specifically naming Pacific County as insured. I agree that either my designated agent or I shall be on site at all times and shall be responsible for the operation of the event and for compliance with all legal requirements in connection with this event. I understand that failure to comply with the rules, regulations and conditions set forth by Pacific County may be deemed a gross misdemeanor and that drug or narcotics violations are crimes under RCW.

Thomas A. Gwin  
Signature of Applicant/Representative

6/16/15  
Date

Authorized/designated agent(s) who will be in charge at the event (please print):

Name: Tom Gwin Contact #: 360-581-0177

Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Name: \_\_\_\_\_ Contact #: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/26/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Francis L. Dean & Associates of California, LLC 6167 Bristol Pkwy. Suite 115 Culver City, CA 90230 www.fdeanca.com		<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> applicationsCA@fdean.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>NAIC #</b>	
<b>INSURED</b> SPORTS AND RECREATION PROVIDERS ASSOCIATION (PURCHASING GROUP) AND ITS PARTICIPATING MEMBERS:  WASHINGTON STATE GRANGE PO BOX 1186 OLYMPIA, WA 98501		<b>INSURER A:</b> U.S. Fire Insurance Company	<b>21113</b>
		<b>INSURER B:</b>	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

## COVERAGES

CERTIFICATE NUMBER: USP181148

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X		SRPGAPM-101-0415	6/1/2015 12:01 AM	9/2/2015 12:01 AM	GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						PRODUCTS - COMPI/OP AGG \$ 2,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						PERSONAL & ADV INJURY \$ 1,000,000
	EACH OCCURRENCE \$ 1,000,000						
GEN'L AGGREGATE LIMIT APPLIES PER:							FIRE DAMAGE (Any one fire) \$ 300,000
<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							MED EXP (Any one person) \$ 5,000
A	AUTOMOBILE LIABILITY			SRPGAPM-101-0415	6/1/2015 12:01 AM	9/2/2015 12:01 AM	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000
	ANY AUTO						BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTO. <input checked="" type="checkbox"/> NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED RETENTION \$						\$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		Y/N	N/A				WC STATU-TORY LIMITS
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)							OTH-ER
If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
A	Accident/Medical Coverage			US453561	6/1/2015 12:01 AM	9/2/2015 12:01 AM	E.L. DISEASE - POLICY LIMIT \$
							AD&D \$ 2,500
							MAXIMUM MEDICAL \$ 10,000
							DEDUCTIBLE \$ 100
							TERMS OF PAYMENT EXCESS

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Camp Activities. Certificate Holder is named as additional insured with respect to the operations of the Named Insured. \$100,000 Sexual Abuse and Molestation Liability Coverage is included.

## CERTIFICATE HOLDER

## CANCELLATION

CAMP MOREHEAD  
27600 SANDRIDGE RD  
OCEAN PARK, WA 98640

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Francis L. Dean

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

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

REQUESTED MEETING DATE:

07/14/15

## AGENDA REQUEST FORM

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

Agenda Item #: 14

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

Review ☐ Clerk of the Board

☐ 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: DEPARTMENT OF PUBLIC WORKS

DIVISION (if applicable): PARKS

OFFICIAL NAME & TITLE: DOTSI GRAVES, PARKS MANAGER

PHONE / EXT: EXT 2288

SIGNATURE: 

DATE: 7/11/15

#### NARRATIVE OF REQUEST

Parks Department requests Board to approve and sign the Special Use Agreement with Lower Columbia Gideon Association for use of Chinook Park August 18, 2015.

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

Approve Special Event Application with the Lower Columbia Gideons for use of Chinook County Park on August 18, 2015, authorize Chair to sign

ATTACHMENT C  
RESOLUTION 2010-035**SPECIAL EVENT USE AGREEMENT  
PACIFIC COUNTY, WASHINGTON**

THIS AGREEMENT is made and entered into this 15 day of 2015,  
by and between the Pacific County, hereinafter referred to as the "COUNTY", and  
Lower Gideon Association hereinafter referred to as "PERMITTEE".

The COUNTY, in consideration of the sum of \$ 0 and the other considerations  
hereinafter set forth, leases to the PERMITTEE the following space, to-wit:

County Facility: Chinook Park

Event Date(s): August 18, 2015

**THE COUNTY AGREES TO:**

1. Permit the PERMITTEE to occupy the above-referenced facility for the period of time listed above as long as the rules and conditions of this Agreement and attached Special Event Application are abided by.
2. Provide access to the premises during the days of use.
3. Use reasonable safeguards against fire, theft and accidents. The COUNTY does not assume any liability for damages to goods or property of the PERMITTEE arising from fire, theft, water or storm, or any liability for accidents to persons or property caused under or by virtue of the operations of PERMITTEE under this agreement.

**THE PERMITTEE AGREES TO:**

1. Pay the total use fee upon approval of the Agreement.
2. Not sublet any privilege or space without the written consent of the COUNTY.
3. Remove all temporary structures and materials from this facility by the midnight on the last day of agreement, unless an extension is granted.
4. Conduct and operate the event as indicated on the attached Special Event Application (Attachment A).
5. Maintain the premise in a clean, orderly fashion, and return the premises to the condition prior to occupancy. If premise is not returned in a satisfactory condition, the cost of cleanup and repair will be billed to the PERMITTEE.
6. **INSURANCE:** PERMITTEE shall provide evidence of insurance for general, auto/fleet, and workers compensation. PERMITTEE shall provide in advance of facility use a certificate of insurance from a reputable company authorized to do business in the State of Washington. The PERMITTEE must name the COUNTY as additional insured. The PERMITTEE shall provide the COUNTY a copy of the additional insured endorsements prior to the facility use. The PERMITTEE agrees that its liability insurance shall be primary and non-contributory to the COUNTY'S and the PERMITTEE's liability shall so state. Insurance limits shall be a minimum of \$500,000 per incident with a \$1,000,000 annual aggregate with a deductible no greater than ten percent (10%) of the coverage limits.

The PERMITTEE has the ability to request a waiver of the insurance requirements. Each request for waiver will be considered by the COUNTY on a case by case basis.

☒ I hereby request a waiver of the insurance requirements due to the nature of my event.

Request for waiver of the insurance requirements is hereby:

☐ Approved

☐ Denied

ATTACHMENT C  
RESOLUTION 2010-035

7. **ALCOHOL:** PERMITTEE has indicated on the attached Special Event Application (Attachment A) that alcohol will/will not be served. If applicable, agrees to and has signed the Alcohol Use Policy attached to this Agreement (Attachment B). The PERMITTEE also must have liquor liability insurance in the amount of \$1,000,000 per incident with a \$2,000,000 annual aggregate with a deductible no greater than ten percent (10%) of the coverage limits. The PERMITTEE must take all reasonable measures to insure minors are not consuming alcoholic beverages and that no other problems occur as a result of alcoholic beverages being served.
8. PERMITTEE agrees to not serve the public alcohol and must take reasonable care to not serve alcohol to individuals exhibiting signs of inebriation.
9. **INDEMNIFICATION/HOLD HARMLESS:** In accepting this Agreement, the PERMITTEE, including its successors and assigns, does hereby covenant and agree to indemnify and protect and save harmless the COUNTY and its officers and employees from all claims, actions, or damages of every kind and description which may accrue to or be suffered by any person, partnership, corporation, or other entity of any kind that arise in whole or in part from intentional tort(s), or negligent act(s) or omission(s), or strict liability of the PERMITTEE or its employees, agents, successors, or assigns. If the above sentence applies and any suit or action is brought against the COUNTY, its officers, its employees, or any combination thereof, the PERMITTEE, including its successors or assigns, shall defend the suit or action at his or her or their sole cost and expense and shall fully satisfy any judgment that is rendered against the COUNTY, its officers, its employees, or any combination thereof.

IN WITNESS WHEREOF, the above parties have hereunto, on duplicate copies of a like tenor and effect, set their hands the day and year first above stated.

PERMITTEE

Walter B. March

Signature

Gideon Arreg Director 6-30-15

Title

Date

PACIFIC COUNTY

Board of County Commissioners

Chair

ATTEST:

Clerk of the Board

Date

RESOLUTION 2010- 035  
ATTACHMENT A

## Special Event Application

Thank you for your interest in holding a special event in Pacific County.

Please complete and return the Special Event Application to the Board of Pacific County Commissioners Office at least **120 days** prior to the first day of the scheduled event.

Please include **four (4)** copies of your plan containing a narrative and a diagram of the event grounds showing all health, sanitary, safety and police/security requirements.

Any misrepresentation in this application or deviation from the final agreed upon route and/or method of operation described herein, may result in the immediate revocation of the permit.

### PLEASE TYPE OR PRINT CLEARLY IN INK.

1. Name of event: Lower Columbia Gideon Picnic

2. Description of event: Picnic

3. Location of event: Chinook County Park

4. Dates of event: August 18, 2015 Hours of operation: 4 hrs.

5. Has the event been held previously? No Dates: \_\_\_\_\_

6. Estimated attendance: 25-30

7. Name and address of Event Representative: Wallace Wirkkala

P.O. Box 147, 202 Knapperton Rd. Naselle, Wa. 98638

Cell Phone Number: 360-749-0367 Office Number: 360-484-3802

8. Emergency contact name and phone number: Wallace Wirkkala

360-749-0367

RESOLUTION 2010- 035  
ATTACHMENT A

Please check Yes, No or n/a for the following questions		Yes	No	n/a	NOTE: All required documentation must be attached
Will there be alcohol served at the event?			X		If yes, attach required permit from the WA State Liquor Control Board & sign Alcohol Use Policy
Will County staffing be requested at the event? <i>May be required by the County.</i>			X		If yes, attach a list of those services and outline specific duties.
Will you have security on site?			X		If yes, who will be providing the security?
Will you have Emergency Medical Services (EMS) on site during the event?			X		If yes, attach written verification.
Will there be music, sound amplification or any other noise impacts?			X		If yes, the County has a noise ordinance in effect (see County Code for details)
Will the event obstruct, interfere or require the closure and free use of any public road, street or Right-of-Way?			X		If yes, attach adequate traffic and detour plans.
Will you have traffic control?			X		If yes, indicate how the traffic control will be addressed.
Will off-site parking be needed?			X		If yes, attach parking plan.
Will there be shuttle buses provided for attendees?			X		If yes, attach a map of their route.
Will there be tickets sold to attend the event?			X		If yes, please note the cost of the event.
Do you have an informational flyer advertising the event?			X		If yes, please attach a copy.
Will there be food served?				X	If yes, attach copy of food service permit.
Will additional bathroom facilities be used?			X		If yes, please provide specific information related to the # of sani-cans provided. Please include the location on the event diagram.
Do you have a plan for garbage and recycling?	X				If yes, attach your plan, and indicate if you will need assistance from County Solid Waste.
Will a temporary structure be erected for this event?			X		If yes, attach a drawing including the dimensions. The structure may require inspection prior to the event.
Have you obtained a Certificate of Insurance specifically naming Pacific County?				X	<b>A copy of the Certificate of Insurance must be attached or the application will not be considered.</b>

RESOLUTION 2010- 035  
ATTACHMENT A**WRITTEN PERMISSION TO ENTER EVENT SITE PRIOR TO EVENT  
FOR INSPECTION**

I hereby permit law enforcement and/or Pacific County officials to enter the site before, during and after the Special Event for which the Special Event Use Agreement has been granted, for the purpose of inspection and enforcement of County Code and other applicable law, and pursuant to my agreement and representations made in connection with this Application.

**SWORN STATEMENT OF COMPLIANCE**

I hereby acknowledge that I have familiarized myself with Pacific County Special Event requirements, and have provided a Certificate of Insurance for this event, specifically naming Pacific County as insured. I agree that either my designated agent or I shall be on site at all times and shall be responsible for the operation of the event and for compliance with all legal requirements in connection with this event. I understand that failure to comply with the rules, regulations and conditions set forth by Pacific County may be deemed a gross misdemeanor and that drug or narcotics violations are crimes under RCW.

Wallace Wirrkals 6-30-15  
Signature of Applicant/Representative Date

Authorized/designated agent(s) who will be in charge at the event (please print):

Name: Wallace Wirrkals Contact #: 360-749-0367  
Name: \_\_\_\_\_ Contact #: \_\_\_\_\_  
Name: \_\_\_\_\_ Contact #: \_\_\_\_\_  
Name: \_\_\_\_\_ Contact #: \_\_\_\_\_





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:

07/14/15

## AGENDA REQUEST FORM

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

Agenda Item #: 15

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

Review ☐ Clerk of the Board

☐ CONTINUED TO DATE: \_\_\_\_\_

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

☐ Risk 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: DEPARTMENT OF PUBLIC WORKS

DIVISION (if applicable): FAIR

OFFICIAL NAME & TITLE: DOTSI GRAVES, FAIR MANAGER

PHONE / EXT: EXT 2288

SIGNATURE: *Dotsi Graves*

DATE: 7/1/15

#### NARRATIVE OF REQUEST

Pacific County Fair requests Board to approve and sign the Special Use Agreement with Norman Olsen and Alyssa Caudill for use of the Fairgrounds August 8, 2015, for their wedding. Insurance binder has been obtained and will be mailed to the Fair Office prior to the wedding.

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

Approve Special Event Use Application with Norman Olsen and Alyssa Caudill for use of the Fairgrounds on August 8, 2015, subject to Special Occasion Liquor License and insurance being obtained prior to the event, authorize Chair to sign

**SPECIAL EVENT USE AGREEMENT  
PACIFIC COUNTY, WASHINGTON**

**THIS AGREEMENT** is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20 15,  
by and between the Pacific County, hereinafter referred to as the "COUNTY", and  
Alyssa Caudill & Norman Olsen hereinafter referred to as "PERMITTEE".

The COUNTY, in consideration of the sum of \$ 500 and the other considerations  
hereinafter set forth, leases to the PERMITTEE the following space, to-wit:

County Facility: Pacific County Fairgrounds

Event Date(s): 8/8/15

**THE COUNTY AGREES TO:**

1. Permit the PERMITTEE to occupy the above-referenced facility for the period of time listed above as long as the rules and conditions of this Agreement and attached Special Event Application are abided by.
2. Provide access to the premises during the days of use.
3. Use reasonable safeguards against fire, theft and accidents. The COUNTY does not assume any liability for damages to goods or property of the PERMITTEE arising from fire, theft, water or storm, or any liability for accidents to persons or property caused under or by virtue of the operations of PERMITTEE under this agreement.

**THE PERMITTEE AGREES TO:**

1. Pay the total use fee upon approval of the Agreement.
2. Not sublet any privilege or space without the written consent of the COUNTY.
3. Remove all temporary structures and materials from this facility by the midnight on the last day of agreement, unless an extension is granted.
4. Conduct and operate the event as indicated on the attached Special Event Application (**Attachment A**).
5. Maintain the premise in a clean, orderly fashion, and return the premises to the condition prior to occupancy. If premise is not returned in a satisfactory condition, the cost of cleanup and repair will be billed to the PERMITTEE.
6. **INSURANCE:** PERMITTEE shall provide evidence of insurance for general, auto/fleet, and workers compensation. PERMITTEE shall provide in advance of facility use a certificate of insurance from a reputable company authorized to do business in the State of Washington. The PERMITTEE must name the COUNTY as additional insured. The PERMITTEE shall provide the COUNTY a copy of the additional insured endorsements prior to the facility use. The PERMITTEE agrees that its liability insurance shall be primary and non-contributory to the COUNTY'S and the PERMITTEE's liability shall so state. Insurance limits shall be a minimum of \$500,000 per incident with a \$1,000,000 annual aggregate with a deductible no greater than ten percent (10%) of the coverage limits.

The PERMITTEE has the ability to request a waiver of the insurance requirements. Each request for waiver will be considered by the COUNTY on a case by case basis.

☐ I hereby request a waiver of the insurance requirements due to the nature of my event.

Request for waiver of the insurance requirements is hereby:

☐ Approved

☐ Denied

7. **ALCOHOL:** PERMITTEE has indicated on the attached Special Event Application (**Attachment A**) that alcohol ~~will~~ will not be served. If applicable, agrees to and has signed the Alcohol Use Policy attached to this Agreement (**Attachment B**). The PERMITTEE also must have liquor liability insurance in the amount of \$1,000,000 per incident with a \$2,000,000 annual aggregate with a deductible no greater than ten percent (10%) of the coverage limits. The PERMITTEE must take all reasonable measures to insure minors are not consuming alcoholic beverages and that no other problems occur as a result of alcoholic beverages being served.
8. PERMITTEE agrees to not serve the public alcohol and must take reasonable care to not serve alcohol to individuals exhibiting signs of inebriation.
9. **INDEMNIFICATION/HOLD HARMLESS:** In accepting this Agreement, the PERMITTEE, including its successors and assigns, does hereby covenant and agree to indemnify and protect and save harmless the COUNTY and its officers and employees from all claims, actions, or damages of every kind and description which may accrue to or be suffered by any person, partnership, corporation, or other entity of any kind that arise in whole or in part from intentional tort(s), or negligent act(s) or omission(s), or strict liability of the PERMITTEE or its employees, agents, successors, or assigns. If the above sentence applies and any suit or action is brought against the COUNTY, its officers, its employees, or any combination thereof, the PERMITTEE, including its successors or assigns, shall defend the suit or action at his or her or their sole cost and expense and shall fully satisfy any judgment that is rendered against the COUNTY, its officers, its employees, or any combination thereof.

IN WITNESS WHEREOF, the above parties have hereunto, on duplicate copies of a like tenor and effect, set their hands the day and year first above stated.

PERMITTEE

Myssa R. Caudill  
Signature

Title

6/17/15  
Date

PACIFIC COUNTY

Board of County Commissioners

\_\_\_\_\_  
Chair

ATTEST:

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

\_\_\_\_\_  
Date

APPROVED AS TO FORM:

\_\_\_\_\_  
David Burke, Prosecuting Attorney

## Special Event Application

Thank you for your interest in holding a special event in Pacific County.

Please complete and return the Special Event Application to the Board of Pacific County Commissioners Office at least **120 days** prior to the first day of the scheduled event.

Please include **four (4)** copies of your plan containing a narrative and a diagram of the event grounds showing all health, sanitary, safety and police/security requirements.

Any misrepresentation in this application or deviation from the final agreed upon route and/or method of operation described herein, may result in the immediate revocation of the permit.

### PLEASE TYPE OR PRINT CLEARLY IN INK.

1. Name of event: Caudill Olsen Wedding
2. Description of event: Wedding ceremony/reception of  
Alyssa Caudill to Norman Olsen
3. Location of event: Pacific County Fairgrounds
4. Dates of event: 8/8/15 Hours of operation: Ceremony + Reception  
5PM - 12AM
5. Has the event been held previously? No Dates: ~~8/8/15~~ NA
6. Estimated attendance: 300
7. Name and address of Event Representative: Alyssa Caudill + Norman Olsen  
PO Box 864 So. Bend, WA 98586
- Cell Phone Number: 360-942-8150 Office Number: NA
8. Emergency contact name and phone number: Kim Caudill 360-942-8515  
OR Lisa Olsen 360-942-8155

RESOLUTION 2010- 035  
ATTACHMENT A

Please check Yes, No or n/a for the following questions	Yes	No	n/a	<b>NOTE:</b> All required documentation must be attached
Will there be alcohol served at the event?	X			If yes, attach required permit from the WA State Liquor Control Board & sign Alcohol Use Policy
Will County staffing be requested at the event? <i>May be required by the County.</i>	X			If yes, attach a list of those services and outline specific duties.
Will you have security on site?	X			If yes, who will be providing the security?
Will you have Emergency Medical Services (EMS) on site during the event?		X		If yes, attach written verification.
Will there be music, sound amplification or any other noise impacts?	X			If yes, the County has a noise ordinance in effect (see County Code for details)
Will the event obstruct, interfere or require the closure and free use of any public road, street or Right-of-Way?		X		If yes, attach adequate traffic and detour plans.
Will you have traffic control?		X		If yes, indicate how the traffic control will be addressed.
Will off-site parking be needed?		X		If yes, attach parking plan.
Will there be shuttle buses provided for attendees?		X		If yes, attach a map of their route.
Will there be tickets sold to attend the event?		X		If yes, please note the cost of the event.
Do you have an informational flyer advertising the event?		X		If yes, please attach a copy.
Will there be food served?	X			If yes, attach copy of food service permit.
Will additional bathroom facilities be used?		X		If yes, please provide specific information related to the # of sani-cans provided. Please include the location on the event diagram.
Do you have a plan for garbage and recycling?	X			If yes, attach your plan, and indicate if you will need assistance from County Solid Waste.
Will a temporary structure be erected for this event?		X		If yes, attach a drawing including the dimensions. The structure may require inspection prior to the event.
Have you obtained a Certificate of Insurance specifically naming Pacific County?	X			<b>A copy of the Certificate of Insurance must be attached or the application will not be considered.</b> Mailed to

Dotsi Graves  
PO Box 66  
Se. Bend, WA  
98586

## WRITTEN PERMISSION TO ENTER EVENT SITE PRIOR TO EVENT FOR INSPECTION

I hereby permit law enforcement and/or Pacific County officials to enter the site before, during and after the Special Event for which the Special Event Use Agreement has been granted, for the purpose of inspection and enforcement of County Code and other applicable law, and pursuant to my agreement and representations made in connection with this Application.

## SWORN STATEMENT OF COMPLIANCE

I hereby acknowledge that I have familiarized myself with Pacific County Special Event requirements, and have provided a Certificate of Insurance for this event, specifically naming Pacific County as insured. I agree that either my designated agent or I shall be on site at all times and shall be responsible for the operation of the event and for compliance with all legal requirements in connection with this event. I understand that failure to comply with the rules, regulations and conditions set forth by Pacific County may be deemed a gross misdemeanor and that drug or narcotics violations are crimes under RCW.

Alyssa R. Caudill      6/17/15  
Signature of Applicant/Representative      Date

Authorized/designated agent(s) who will be in charge at the event (please print):

Name: Norman Olsen      Contact #: 360-942-7827

Name: Kim Caudill      Contact #: 360-942-8515

Name: Lisa Olsen      Contact #: 360-942-8155

Name: \_\_\_\_\_      Contact #: \_\_\_\_\_

**PACIFIC COUNTY**  
**ALCOHOL USE POLICY FOR FACILITY RENTALS**

No alcohol is allowed in any building or on the grounds of the Pacific County owned property, including the parking areas, without the expressed consent of Pacific County. For those functions where consent has been given, the following rules must be followed:

- Any event where alcohol is available, the LESSEE must provide, at their expense, a licensed server and any legally required special event license. A copy of the license must be provided at least two weeks prior to the event.
- **Alcohol is allowed on County owned grounds only during licensed events or private, invitation only events.** Private, invitation only, events may serve alcohol in strictly controlled areas. Guests are not allowed to take drinks into the restrooms or outside the parameters of the licensed site. All beverages must be served in cans or disposable cups only. Absolutely no glass bottles will be allowed.
- The LESSEE will also, at their expense, provide adequate licensed certified security to cover the event. A copy of the license and security certification must also be provided to prior to the event. The LESSEE can submit an "alternative" to a licensed certified security company, but the "alternative" security will generally entail having a certified police officer on site (off-duty officer is okay). The name and contact information for security personnel must be submitted and approved by the County prior to the event. Under no circumstances will security personnel be allowed to consume alcoholic beverages while on duty.
- Keys for the event will not be issued until this information is received and confirmed.

The LESSEE is solely and wholly responsible to ensure that all rules and regulations are followed.

☒ Yes, we will have alcohol at the contracted event and will abide by the Pacific County Alcohol Policy for Facility Rentals.

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

\_\_\_\_\_  
Organization

Alyssa R. Caudill  
Printed Name

Alyssa R. Caudill 6/17/15  
Signature Date

\_\_\_\_\_  
Chairman

ATTEST:

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

\_\_\_\_\_  
Date



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:

07/14/15

## AGENDA REQUEST FORM

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

Agenda Item #: 16

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

Review ☐ Clerk of the Board

☐ CONTINUED TO DATE: \_\_\_\_\_

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

☐ Risk 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: Commissioners Office

DIVISION (if applicable):

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

PHONE / EXT:

SIGNATURE:

DATE: 6/24/2015

NARRATIVE OF REQUEST

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

Approve Special Event Use Agreement with the Bay Center Association to host their Annual Bay Center Days at Bush Pioneer County Park on August 1, 2015 authorize Chair to sign



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

**SPECIAL EVENT USE AGREEMENT  
PACIFIC COUNTY, WASHINGTON**

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,  
by and between the Pacific County, hereinafter referred to as the "COUNTY", and  
Bay Center Association hereinafter referred to as "PERMITTEE".

The COUNTY, in consideration of the sum of \$\_\_\_\_\_ and the other considerations  
hereinafter set forth, leases to the PERMITTEE the following space, to-wit:

County Facility: Bush Pioneer Park

Event Date(s): August 1, 2015

**THE COUNTY AGREES TO:**

1. Permit the PERMITTEE to occupy the above-referenced facility for the period of time listed above as long as the rules and conditions of this Agreement and attached Special Event Application are abided by.
2. Provide access to the premises during the days of use.
3. Use reasonable safeguards against fire, theft and accidents. The COUNTY does not assume any liability for damages to goods or property of the PERMITTEE arising from fire, theft, water or storm, or any liability for accidents to persons or property caused under or by virtue of the operations of PERMITTEE under this agreement.

**THE PERMITTEE AGREES TO:**

1. Pay the total use fee upon approval of the Agreement.
2. Not sublet any privilege or space without the written consent of the COUNTY.
3. Remove all temporary structures and materials from this facility by the midnight on the last day of agreement, unless an extension is granted.
4. Conduct and operate the event as indicated on the attached Special Event Application (**Attachment A**).
5. Maintain the premise in a clean, orderly fashion, and return the premises to the condition prior to occupancy. If premise is not returned in a satisfactory condition, the cost of cleanup and repair will be billed to the PERMITTEE.
6. **INSURANCE:** PERMITTEE shall provide evidence of insurance for general, auto/fleet, and workers compensation. PERMITTEE shall provide in advance of facility use a certificate of insurance from a reputable company authorized to do business in the State of Washington. The PERMITTEE must name the COUNTY as additional insured. The PERMITTEE shall provide the COUNTY a copy of the additional insured endorsements prior to the facility use. The PERMITTEE agrees that its liability insurance shall be primary and non-contributory to the COUNTY'S and the PERMITTEE's liability shall so state. Insurance limits shall be a minimum of \$500,000 per incident with a \$1,000,000 annual aggregate with a deductible no greater than ten percent (10%) of the coverage limits.

The PERMITTEE has the ability to request a waiver of the insurance requirements. Each request for waiver will be considered by the COUNTY on a case by case basis.

☐ I hereby request a waiver of the insurance requirements due to the nature of my event.

Request for waiver of the insurance requirements is hereby:

☐ Approved ☐ Denied

7. **ALCOHOL:** PERMITTEE has indicated on the attached Special Event Application (**Attachment A**) that alcohol will/will not be served. If applicable, agrees to and has signed the Alcohol Use Policy attached to this Agreement (**Attachment B**). The PERMITTEE also must have liquor liability insurance in the amount of \$1,000,000 per incident with a \$2,000,000 annual aggregate with a deductible no greater than ten percent (10%) of the coverage limits. The PERMITTEE must take all reasonable measures to insure minors are not consuming alcoholic beverages and that no other problems occur as a result of alcoholic beverages being served.
8. PERMITTEE agrees to not serve the public alcohol and must take reasonable care to not serve alcohol to individuals exhibiting signs of inebriation.
9. **INDEMNIFICATION/HOLD HARMLESS:** In accepting this Agreement, the PERMITTEE, including its successors and assigns, does hereby covenant and agree to indemnify and protect and save harmless the COUNTY and its officers and employees from all claims, actions, or damages of every kind and description which may accrue to or be suffered by any person, partnership, corporation, or other entity of any kind that arise in whole or in part from intentional tort(s), or negligent act(s) or omission(s), or strict liability of the PERMITTEE or its employees, agents, successors, or assigns. If the above sentence applies and any suit or action is brought against the COUNTY, its officers, its employees, or any combination thereof, the PERMITTEE, including its successors or assigns, shall defend the suit or action at his or her or their sole cost and expense and shall fully satisfy any judgment that is rendered against the COUNTY, its officers, its employees, or any combination thereof.

IN WITNESS WHEREOF, the above parties have hereunto, on duplicate copies of a like tenor and effect, set their hands the day and year first above stated.

PERMITTEE

PACIFIC COUNTY  
Board of County Commissioners

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

ATTEST:

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

\_\_\_\_\_  
Date

## Special Event Application

Thank you for your interest in holding a special event in Pacific County.

Please complete and return the Special Event Application to the Board of Pacific County Commissioners Office at least **120 days** prior to the first day of the scheduled event.

Please include **four (4)** copies of your plan containing a narrative and a diagram of the event grounds showing all health, sanitary, safety and police/security requirements.

Any misrepresentation in this application or deviation from the final agreed upon route and/or method of operation described herein, may result in the immediate revocation of the permit.

**PLEASE TYPE OR PRINT CLEARLY IN INK.**

1. Name of event: BAY CENTER DAYS

2. Description of event: LOCAL CRAFT FAIR

3. Location of event: BUSH PIONEER PARK, BAYCENTER WA

4. Dates of event: AUGUST 1<sup>ST</sup> Hours of operation: 11:00AM - 4:00 PM

5. Has the event been held previously? YES Dates: Sept 2013, Aug 2014

6. Estimated attendance: 75-100 Total - 30-50 at any one time

7. Name and address of Event Representative: ED WHITFORD

243 Bay Center Rd, South Bend WA 98586; BCA President

Cell Phone Number: 503-287-4293 Office Number: 360-875-5065

8. Emergency contact name and phone number: KATHY MARTINDALE

253-370-9867 (cel) -lives in Bay Center

Please check Yes, No or n/a for the following questions	Yes	No	n/a	<b>NOTE:</b> All required documentation must be attached
Will there be alcohol served at the event?		X		If yes, attach required permit from the WA State Liquor Control Board & sign Alcohol Use Policy
Will County staffing be requested at the event? <i>May be required by the County.</i>		X		If yes, attach a list of those services and outline specific duties.
Will you have security on site?		X		If yes, who will be providing the security?
Will you have Emergency Medical Services (EMS) on site during the event?		X		If yes, attach written verification.
Will there be music, sound amplification or any other noise impacts?	X			If yes, the County has a noise ordinance in effect (see County Code for details)
Will the event obstruct, interfere or require the closure and free use of any public road, street or Right-of-Way?		X		If yes, attach adequate traffic and detour plans.
Will you have traffic control?		X		If yes, indicate how the traffic control will be addressed.
Will off-site parking be needed?		X		If yes, attach parking plan.
Will there be shuttle buses provided for attendees?		X		If yes, attach a map of their route.
Will there be tickets sold to attend the event?		X		If yes, please note the cost of the event.
Do you have an informational flyer advertising the event?	NOT	THIS YRS FLYER MADE UP YET		(see) yes, please attach a copy. <b>WILL BE SIMILAR TO LAST YRS</b>
Will there be food served?	X			If yes, attach copy of food service permit.
Will additional bathroom facilities be used?		X		If yes, please provide specific information related to the # of sani-cans provided. Please include the location on the event diagram.
Do you have a plan for garbage and recycling?		X		If yes, attach your plan, and indicate if you will need assistance from County Solid Waste.
Will a temporary structure be erected for this event?		X		If yes, attach a drawing including the dimensions. The structure may require inspection prior to the event.
Have you obtained a Certificate of Insurance specifically naming Pacific County?	X			<b>A copy of the Certificate of Insurance must be attached or the application will not be considered.</b>

## WRITTEN PERMISSION TO ENTER EVENT SITE PRIOR TO EVENT FOR INSPECTION

I hereby permit law enforcement and/or Pacific County officials to enter the site before, during and after the Special Event for which the Special Event Use Agreement has been granted, for the purpose of inspection and enforcement of County Code and other applicable law, and pursuant to my agreement and representations made in connection with this Application.

## SWORN STATEMENT OF COMPLIANCE

I hereby acknowledge that I have familiarized myself with Pacific County Special Event requirements, and have provided a Certificate of Insurance for this event, specifically naming Pacific County as insured. I agree that either my designated agent or I shall be on site at all times and shall be responsible for the operation of the event and for compliance with all legal requirements in connection with this event. I understand that failure to comply with the rules, regulations and conditions set forth by Pacific County may be deemed a gross misdemeanor and that drug or narcotics violations are crimes under RCW.

Edward Whitford 6.8.2015  
Signature of Applicant/Representative Date

Authorized/designated agent(s) who will be in charge at the event (please print):

Name: Ed Whitford Contact #: 503-287-4293

Name: Kathy Martindale Contact #: 253-370-9867

Name: Rheta Edwards Contact #: 360-875-0150

Name: \_\_\_\_\_ Contact #: \_\_\_\_\_



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:

07/14/15

## AGENDA REQUEST FORM

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

Agenda Item #: 17

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:

- |                              |  |                                   |                                     |   |
|------------------------------|--|-----------------------------------|-------------------------------------|---|
| <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: Community Development	DIVISION (if applicable): Solid Waste
OFFICIAL NAME & TITLE: Faith Taylor-Eldred	PHONE / EXT: 360.875.9356
SIGNATURE:	DATE: 06.24.2015
<b>NARRATIVE OF REQUEST</b> The BOCC tasked the Department with finding a company to do an Asbestos Hazard Emergency Response Act (AHERA) Survey on county owned property.  Three companies were contacted for bids and all three responded. Advanced Environmental Inc. in Olympia, WA was the least expensive and was the most helpful on the phone. I would suggest the County approve the attached contract and move forward with the project.  Other bids were received from KD&S Environmental, Inc. of Montesano in the amount of \$3,250 and from Thermatech Northwest Inc. of Lakewood, in the amount of \$1,380-\$1,425	
<b>RECOMMENDED MOTION</b> (To Be Completed by the Clerk/Deputy Clerk of the Board) Approve proposal submitted by Advanced Environmental Inc, of Olympia, in the amount of \$1,100 to conduct an Asbestos Hazard Emergency Response Act Survey, authorize Director to sign, subject to adequate budget appropriations	



# ADVANCE ENVIRONMENTAL

June 23, 2015

Faith Taylor-Eldred  
Pacific County  
Department of Community Development  
1216 W. Robert Bush DR.  
PO Box 68  
South Bend, WA 98586

Subject Property: 80 Airport Road  
Raymond, WA

Parcel: 14092213018

Dear Faith,

Pursuant to our conversation Advance Environmental Inc. is submitting this proposal to provide an Asbestos Survey for the five buildings located at: 80 Airport Road, Raymond, WA.

## Scope of Work

### AHERA "Good Faith" Asbestos Survey Inspection & Report

- Site visit
- Collection & Laboratory Analysis of all suspect-Asbestos Containing Materials (ACM)
- Report documenting the results on five buildings
- Abatement Proposals, if ACM are identified.

**Project Total**

**\$1,100.00**

Submitted By:

Accepted By:

Todd Venable  
Advance Environmental Inc.

3620 49th Avenue SW  
Olympia, Washington 98512

Faith Taylor-Eldred  
Community Development Director

Phone: 360-357-5666  
Fax: 360-357-5665





Board of Pacific County Commissioners  
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98586 Phone 360/875.9337 \* Fax 360/875.9335

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month, beginning at 9 a.m.

REQUESTED MEETING DATE:

07/14/15

## AGENDA REQUEST FORM

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

Agenda Item #: 18

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

Review ☐ Clerk of the Board

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

☐ Risk Mgmt

☐ OTHER: \_\_\_\_\_

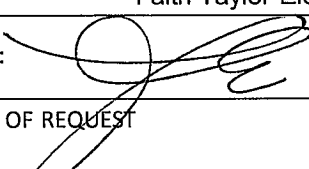
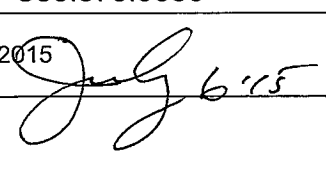
☐ Legal Required

#### 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: Community Development	DIVISION (if applicable): Solid Waste
OFFICIAL NAME & TITLE: Faith Taylor-Eldred	PHONE / EXT: 360.875.9356
SIGNATURE: 	DATE: 07.06.2015 
NARRATIVE OF REQUEST	
<p>The Department would request approval to extend the employment period for a temporary litter crew employee by an additional two weeks to make up for two weeks of work missed due to previous engagements. The total number of paid weeks would not exceed five weeks. The last day of employment would be July 30, 2015. The extension would not affect the budgeted amount and would fill the vacancy in the second crew.</p>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
<p>Approve the temporary employment of Mikayla Collins to July 30, 2015, subject to adequate budget appropriations</p>	



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:

7/14/2015

## AGENDA REQUEST FORM

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

Agenda Item #: 19

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

Review: ☐ Clerk of the Board

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

☐ Risk Management

☒ Legal


☐ OTHER: \_\_\_\_\_

### DISTRIBUTION LIST:

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

### AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Community Development	DIVISION (if applicable): Solid Waste
OFFICIAL NAME & TITLE: Faith Taylor-Eldred, Director	PHONE / EXT: 360.875.9356
SIGNATURE: 	DATE: 7/7/2015
NARRATIVE OF REQUEST	
<p>The Department would like to move \$26,576.17 from operating to capital for the installation of the emergency eye wash/shower at 318 N Second St. The contract with Taft Plumbing for the work was approved in April. The work is grant funded.</p>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
Adopt Resolution 2015-033 authorizing an appropriation transfer in Fund 116	

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

RESOLUTION NO. 2015- 033

**IN THE MATTER OF AMENDMENTS TO THE FISCAL YEAR 2015 BUDGET  
BY APPROPRIATION TRANSFER**

**WHEREAS**, it has been brought to the attention of the Board of Pacific County Commissioners that adjustments by transfer should be made to the fiscal year 2015 budget appropriations in the funds and departments listed in Attachment A of this resolution; and

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

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

**IT IS HEREBY FURTHER RESOLVED** that the Auditor be authorized to transfer the fiscal year 2015 budget appropriations as listed in Attachment A of this resolution.

**PASSED** by the following vote this 14<sup>th</sup> day of July, 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

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

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

ATTEST:

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

<b>Fund Name</b>	<b>Amount</b>	<b>Transfer From:</b>	<b>Transfer To:</b>
Community Development	\$26,576.17	116.395.562.53.41	116.395.594.62.64



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

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and 4th Tuesday of each  
month, beginning at 9 a.m.

REQUESTED MEETING DATE:

7-14-15

## AGENDA REQUEST FORM

BOCC ACTION:		<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Agenda Item #:	20
<input type="checkbox"/> SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS				Initial:	Date:
<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: <u>Juvenile Court Service</u>	DIVISION (if applicable):
OFFICIAL NAME & TITLE: <u>J. Wayne Lemaire Administrator</u>	PHONE/EXT: <u>875-9350</u>
SIGNATURE: <u>J. Wayne Lemaire</u>	DATE: <u>6-25-15</u>
NARRATIVE OF REQUEST: <u>I am requesting authority to sign state fiscal year 16 and 17 contracts for the consolidated contract and the Evidence Based Expansion contract.</u>	
RECOMMENDED MOTION <u>To Be Completed by the Clerk/Deputy Clerk of the Board</u> Approve FY2016-17 Consolidated Contract #1563-43145 with WA State Department of Social & Health Services and authorize Juvenile Court Administrator to sign	

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



Washington State  
Department of Social  
& Health Services

Transforming lives

**COUNTY  
PROGRAM AGREEMENT**  
**Consolidated Contract FY16-17**

DSHS Agreement Number  
1563-43145

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

Juvenile Justice and  
Rehabilitation Administration

DSHS DIVISION

Division of Community  
Programs

DSHS INDEX NUMBER

1231

CCS CONTRACT CODE

5024CS-63

DSHS CONTACT NAME AND TITLE

Barbara Kraemer  
FA5

DSHS CONTACT ADDRESS

OB 2  
PO Box 45720  
Olympia, WA 985045720

DSHS CONTACT TELEPHONE

(360)902-0765

DSHS CONTACT FAX

(360)902-8108

DSHS CONTACT E-MAIL

kraembj@dshs.wa.gov

COUNTY NAME

Pacific County

COUNTY DBA

COUNTY ADDRESS

PO Box 93  
South Bend, WA 98586-

COUNTY UNIFORM BUSINESS IDENTIFIER (UBI)

COUNTY CONTACT NAME

Wayne Leonard

COUNTY CONTACT TELEPHONE

(360) 875-9350

COUNTY CONTACT FAX

(360) 875-9351

COUNTY CONTACT E-MAIL

spettit@co.pacific.wa.us

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

No

CFDA NUMBERS

PROGRAM AGREEMENT START DATE

07/01/2015

PROGRAM AGREEMENT END DATE

06/30/2017

MAXIMUM PROGRAM AGREEMENT AMOUNT

See Exhibits

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

☒ Exhibits (specify): Exhibit A: Consolidated Contract Term, Reimbursement Procedures, and Program Responsibilities; Exhibit B: Juvenile Court Block Grant; Exhibit C: E3SHB 3900; Exhibit D: Juvenile Court Documents – FY16-17

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

Del R. Hontanosas  
Grants and Contracts Manager

## Special Terms and Conditions

1. **Definitions.** The words and phrases listed below, as used in this Contract, shall each have the following definitions:
  - a. "Contractor" means the County.
  - b. "Emergency Health Care" means care, services, and supplies for an acute or unexpected health need that requires immediate evaluation or treatment by a health care practitioner.
  - c. "JR means the Juvenile Rehabilitation which is under the DSHS Rehabilitation Administration.
  - d. "JR Bulletins/Policies" means the JR Administrative Policies, which direct JR expectations.
  - e. "Limited Access" means supervised access to a juvenile(s) that is the result of the person's regularly scheduled activities or work duties.
  - f. "Regular Access" means unsupervised access to a juvenile(s), for more than a nominal amount of time that is the result of the person's regularly scheduled activities or work duties.

2. **Background Check/Criminal History** – In accordance with Chapters 388-700 WAC (JR-Practices & Procedures), 72.05 RCW (Children & Youth Services), 43.20A RCW (DSHS), and by the terms of this contract, Contractor and each of its employees, subcontractors, and/or volunteers who may or will have regular access to any client/juvenile must be cleared through a JR approved criminal history and background check. In addition, Contractor, each of their employees, subcontractors, and/or volunteers, who may or will have limited access to any client/juvenile, may be required to be cleared through a JR approved criminal history and background check.

By execution of this contract, Contractor affirms that Contractor, each of its employees, subcontractors, and/or volunteers, who may or will have regular access have not been convicted of any of the following:

- a. Any felony sex offense as defined in 9.94A.030 RCW (Sentencing Reform Act-Definitions) and 9A.44.130 RCW (Sex Offenses);
- b. Any crime specified in Chapter 9A.44 RCW (Sex Offenses) when the victim was a juvenile in the custody of or under the jurisdiction of JR; or
- c. Any violent offense as defined in 9.94A.030 RCW (Sentencing Reform Act-Definitions).

Contractor must require that current employees, volunteers, and contracted service providers who are authorized for regular access to a juvenile(s) report any guilty plea or conviction of any of the above offenses. The report must be made to the person's supervisor within seven (7) days of conviction and any person who has reported a guilty plea or conviction for one or more of these offenses must not have regular access to any offender. Contractor shall also document background checks/criminal history clearances for monitoring purposes.

3. **Sexual Misconduct** – 13.40.570 RCW (Sexual misconduct by state employees, contractors) states that when the Secretary has reasonable cause to believe that sexual intercourse or sexual contact between the employee of a contractor and an offender has occurred, the Secretary shall require the employee of a contractor to be immediately removed from any employment position which would permit the employee to have any access to any offender.

By execution of this contract, contractor affirms that contractor, each of its employees, subcontractors, and/or volunteers are knowledgeable about the requirements of 13.40.570 RCW (Sexual misconduct by state employees, contractors) and of the crimes included in 9A.44 RCW (Sex Offenses).



## **Special Terms and Conditions**

In addition, the Secretary shall disqualify for employment with a contractor in any position with access to an offender, any person:

- a. Who is found by the department, based on a preponderance of the evidence, to have had intercourse or sexual contact with the offender; or
- b. Convicted of any crime specified in chapter 9A.44 RCW (Sex Offenses) when the victim was an offender.

If any actions are taken under 13.40.570 RCW, subsections (3) or (4), the Contractor must demonstrate to the Secretary they have greatly reduced the likelihood that any of its employees, volunteers, or subcontractors could have sexual intercourse or sexual contact with any offender. The contract shall not be renewed unless the Secretary determines significant progress has been made.

### **4. Subcontractor**

If the Contractor utilizes subcontractors for the provision of services under this Contract, the Contractor must notify JR in writing and maintain sufficient documentation to verify that the subcontractors meet all the requirements under this Contract. In no event shall the existence of a subcontract release or reduce the liability of the County for any breach of performance.

### **5. Monitoring**

The County shall assist the JR to perform reviews of sites where services are delivered at regular intervals using agreed upon forms and methods.

### **6. Billing and Payment**

- a. If reports required under this Contract are delinquent, DSHS, JR may stop payment to the Contractor until such required reports are submitted to JR.
- b. The Contractor agrees to accept this payment as total and complete remuneration for services provided to offenders under this agreement. This does not preclude the Contractor from seeking other funding sources. No indirect costs are allowed.
- c. The Contractor shall use these funds to supplement, not supplant, the amount of federal, state, and local funds otherwise expended for the services provided under this agreement.
- d. Under no circumstance shall the Contractor bill twice for the same services.
- e. The Contractor shall maintain backup documentation of all costs billed under this contract.
- f. If the Contractor bills and is paid fees for services that JR later finds were either 1) not delivered or 2) not delivered in accordance with this contract or contract attachments, JR shall recover fees and the Contractor shall fully cooperate.

### **7. Compliance with JR Policies and Standards.**

- a. In addition to the governing Federal and State laws and regulations, the Contractor shall comply with all the following as applicable to the services provided:
  - (1) DSHS and JR Rules (WAC); and
  - (2) DSHS and JR Bulletins/Policies.

### **Special Terms and Conditions**

- b. In case of conflict or inconsistency between the aforementioned, the higher standard of compliance shall prevail.
- c. Records created or obtained during a youth's stay and/or maintained as a part of the youth's case files are juvenile records, and subject to confidentiality guidelines established in statute, to include but not be limited to RCW 13.40. DSHS shall have access to all records related to a JR youth upon request.

**Consolidated Contract Term, Reimbursement Procedures, and Program Responsibilities**

1. The purpose of this Agreement is to fund and support the program services described in the attached Statements of Work. The contract term begins July 1, 2015 and expires June 30, 2017.
2. Funding. As of July 1, 2015 the rates paid to the County will be the rate calculated for State Fiscal Year (SFY) 2016-2017.

If by July 1, 2015 the County does not have a completed written application for funding approved by JR and signed by both parties, JR will temporarily reimburse the county according to the rates from the State Fiscal Year Consolidated Contract 2014-2015 (No. 1363-79667) until September 1, 2015 to provide for continuity of services. Once the County's application is signed and approved, the SFY 2016-2017 funding rate shall apply retroactively to July 1, 2015 and the County is responsible for adjusting its expenditures during the remainder of the agreement term to account for any discrepancies. If the County has not properly accounted for the difference between the two rates by April 30, 2016, JR may adjust the amount reimbursed to the County for the final two months of the agreement to account for these discrepancies.

3. Statements of Work. As of July 1, 2015, the County is responsible for adhering to the Statements of Work described in the SFY 2016-2017 Consolidated Contract.

If by July 1, 2015 the County does not have a completed written application for funding approved by JR and signed by both parties, the statements of work from the State Fiscal Year Consolidated Contract 2014-2015 (No. 1363-79667) shall apply to all work performed under this agreement until September 1, 2015 to provide for continuity of services. Once the County's application is signed and approved, the County shall be responsible for providing services in accordance with the SFY 2016-2017 Statements of Work from that date forward.

4. Late Applications.

If the County does not have a completed written application for funding approved by JR and signed by both parties by September 1, 2015, JR may discontinue reimbursement until the application is completed and approved.

**STATEMENT OF WORK****Juvenile Court Block Grant****1. Purpose**

As mandated by the Washington State Legislature, the purpose of this contract is to provide funding to County Juvenile Courts throughout the State of Washington to support Block Grant programs for juvenile offenders, which include but are not limited to the following: Consolidated Juvenile Services At-Risk (CJS), Disposition Alternatives for Special Sexual Offender Disposition Alternative (SSODA), Chemical Dependency Disposition Alternative (CDDA), Suspended Disposition Alternative (SDA), Mental Health Disposition Alternative (MHDA), Community Juvenile Accountability Act/Evidence Based Programs (CJAA), and Promising Programs. Program descriptions and requirements are outlined in the Block Grant Contract 2014/15 Application, Budget, and Monitoring Instructions provided by the Juvenile Rehabilitation (JR).

**2. General Requirements**

The County Juvenile Court shall:

- a. Provide projects and services in compliance with the County's Block Grant Contract 2014/15 Application, Budget, and Monitoring Instructions (herein referred to as the "Application") and the County's Approved Response (herein referred to as the "Application Response").
- b. Administer the Washington State Juvenile Court Prescreen Assessment or full Risk Assessment to all youth on probation supervision in accordance with the timeline specified in the County's Application Response.
- c. Administer a Washington State Juvenile Court Risk Assessment to all youth who are moderate to high risk on the prescreen assessment, and a reassessment to all moderate to high risk youth at the end of probation, in accordance with the timeline specified in the County's Application Response.
- d. Establish programs designed to impact the outcomes statewide by:
  - (1) Decreasing recidivism;
  - (2) Decreasing commitments to the JR; and
  - (3) Maintaining or increasing the number of committable youth receiving services in their community.
- e. Upon JR's request, The County Juvenile Court shall provide JR and the Washington State Institute of Public Policy (WSIPP), with statistical risk assessment data necessary to determine program impacts on the statewide outcomes, as agreed upon in the Interpositional Data Sharing Agreement Between the State of Washington Administrative Office of the Courts and the State of Washington Department of Social and Health Services Rehabilitation Administration. Any sharing of additional data will be agreed upon by JR and the Juvenile Courts.
- f. Consistent with RCW, the County Juvenile Courts will provide JR with information necessary for the JR to provide oversight of the County Juvenile Court Block Grant, consistent with the responsibilities and duties of JR.

- g. The County Juvenile Court shall comply with all applicable local, state, and federal licensing and accreditation requirements and standards necessary in the performance of this Contract.
- h. When licensing or other statutory requirements differ from contract requirements, the County Juvenile Court shall meet whichever requirement imposes the higher standard. Any variance from licensing requirements shall require a licensing waiver.

### **3. Supervision and Programs**

All supervision and program services performed by County Juvenile Court under the terms of this Agreement shall be in conformance with the County's Application and the County's Application Response. The County shall provide all services in compliance with applicable RCW, WAC, and Appellate case law for the following programs within available resources.

#### **a. Consolidated Juvenile Services (CJS) At-Risk Programs**

The County Juvenile Court shall provide services pursuant to RCW 13.06, Chapter 388-710 WAC.

#### **b. Special Sex Offender Disposition Alternative (SSODA)**

The County Juvenile Court shall provide services pursuant to RCW 13.40.160 and the following standards:

- (1) In a timely manner, pursuant to RCW 4.24.550, provide local law enforcement officials with all relevant information about offenders placed on the SSODA program. Comply with ESSB 5204 as specified by the 2011 Legislature.
- (2) Provide a combination of services identified in the Sex Offender Treatment Provider assessment and the Washington State Juvenile Court Risk Assessment, deemed most effective to decrease recidivism, increase youth protective factors, and decrease youth risk factors. Specifics of family, group, or individual sessions shall be identified in the provider treatment plan provided during assessment and shall be updated quarterly Document in the case record reductions in the levels of supervision and support for such reductions.

#### **c. Chemical Dependency Disposition Alternative (CDDA)**

(1) The county shall provide services pursuant to RCW 13.40.165 and the following standards:

- (a) Utilize a Department of Behavioral Health and Resources (DBHR) approved assessment as detailed in Attachment A of the County's Application;
- (b) Be consistent with proven effectiveness elements detailed in The Effectiveness Standards for the treatment of Chemical Dependency in Juvenile Offenders: A Review of the Literature (UW, January 1998);
- (c) Include family service strategies and components;
- (d) Utilize the "CDDA Case Management Standards for Chemically Dependent Youth"; and
- (e) Include random urinalysis testing.

(2) Courts may utilize deferred or stipulated order of continuance with CDDA eligible youth.

#### **d. Suspended Disposition Alternative (SDA) Services**

(1) The County shall provide services pursuant to RCW 13.40.0357.

e. Mental Health Disposition Alternative (MHDA) Services

(1) The County shall provide services pursuant to RCW 13.40.197.

f. Community Juvenile Accountability Act/Evidence Based Programs (CJAA)

The County will comply with the statewide Evidence Based Quality Assurance plans and the following program standards:

(1) For Functional Family Therapy (FFT):

- (a) General precepts/practices contained in FFT, Inc. Initial 3-Day Training;
- (b) Assessment/Reporting Standards contained in FFT, Inc. 1-Day Systems Training;
- (c) Clinical feedback from FFT Inc. in on-going consultation and site visits;
- (d) Feedback from designated FFT statewide Quality Assurance Administrator in on-going consultation and site visits; and
- (e) Precepts/practices of FFT contained in Blueprints for Violence Prevention.

(2) For Washington State Aggression Replacement Training (WSART):

- (a) Precepts/practices contained in Aggression Replacement Training (Rev. Ed.) by Goldstein, Glick and Gibbs;
- (b) Precepts/practices contained in WSART initial training or subsequent Quality Assurance statewide meetings; and
- (c) Feedback from designated WSART statewide Quality Assurance Specialist and Regional Site Consultants in on-going consultation and site visits.

(3) For Multisystemic Therapy (MST):

- (a) Precepts/practices of MST contained in Blueprints for Violence Prevention; and
- (b) General precepts/practices contained in training, consultation, and clinical oversight as provided by the University of Washington.

(4) For Coordination of Services (COS):

- (a) General precepts and practices contained in the Coordination of Services Statewide Manual.

(5) Family Integrated Transitions (FIT):

- (a) Precepts/practices of FIT contained in University of Washington Program Manual; and
- (b) General precepts/practices contained in training, consultation, and clinical oversight as provided by the University of Washington.

g. Promising Programs

County Juvenile Courts may utilize their funding to implement a Promising Program when they have met the criteria developed by the Washington State Institute for Public Policy and approved by the CJAA Advisory Committee.

#### **4. Consideration**

- a. The maximum consideration for this agreement is identified in the "County Juvenile Court Pass through Distribution SFY16/17", hereby incorporated by reference.

A revenue sharing process shall be made available during the latter part of the fiscal year for all counties participating in the Block Grant, provided funding is available or unless otherwise agreed upon by the JR and the Juvenile Court Administrators.

The full list of priorities for revenue sharing will be provided by the JR and developed in collaboration with the County Juvenile Courts. The County Juvenile Court shall submit their "Revenue Sharing Requests/Returns Form" to their respective Regional Administrators no later than May 15th or as agreed upon by the JR and Juvenile Court Administrators.

Late submittals shall not be considered. Revenue sharing increases and decreases will be awarded by distribution of an updated "County Juvenile Court Pass through Distribution SFY16/17". The total maximum consideration for this contract may increase or decrease, depending on the results of revenue sharing distributions and changes in appropriations as directed by the legislature.

- b. Reimbursement is based on actual costs except, where costs are tied to established rates and will be reimbursed up to the maximum allowed, as detailed in Attachment B (CDDA) of the County's Application.
- c. The County Juvenile Courts shall not be reimbursed for youth placed on consecutive or combined CDDA sentences which exceed 12 months active supervision. UNLESS the offense date of an additional CDDA sentence occurs after the termination date of the preceding CDDA disposition OR the youth begins as a CDDA Local Sanction and then is sentenced to CDDA Committable for a new offense.
- d. For CDDA programs using a Title XIX match funding, the set aside identified in the County's Application and the County's Application Response will be used for treatment services for a Title XIX eligible youth; subcontracted with a Title XIX eligible treatment provider. The authorized subcontracted treatment provider accessing JR CDDA Title XIX must have separate contracts with JR to provide services and JR will monitor the contracts.

The maximum consideration payable and the match generated in additional federal dollars are incorporated by reference in the County's Application and the County's Application Response.

#### **5. Billing and Payment**

- a. Monthly invoices (A-19) are to be submitted to JR each month for services provided. JR retains the right to withhold payment for incomplete or delinquent reimbursement packages. Invoices shall include the following documents provided by the JR and completed by the County:
  - (1) Required sentencing worksheets and Disposition Orders for SSODA, CDDA, MHDA, and SDA Committable youth;
  - (2) Monthly Project Updates for each Evidence Based Program and Promising Program; and
  - (3) Roster Reports for local sanction and committable youth for all Disposition Alternatives.

(4) Monthly BOXI EBP Summary Report.

- b. The County Juvenile Court may utilize their funding to implement a Promising Program when they have met the criteria developed by the Washington State Institute for Public Policy and approved by the CJAA Advisory Committee.
- c. Costs related to risk assessment may be billed in the formula of three (3) hours of the provider's time for each moderate to high-risk youth assigned to a probation caseload. Reassessment costs are not billable. Risk Assessment costs will be billed separately.
- d. Costs incurred for direct treatment services may be billed for youth residing out of state whom are on a SSODA, CDDA, MHDA, or SDA.
- e. Detention costs, for up to 30 days per period of confinement and consistent with RCW 13.40.200, for SSODA, CDDA, MHDA, and SDA committable offenders will be reimbursed at a rate no higher than that charged to other courts purchasing beds.
- f. For SSODA, CDDA, SDA, and MHDA programs, the County shall be eligible for reimbursement for supervision costs for up to 14 days following a youth being placed on absconder status and a warrant being issued. Program payment will be reinstated when the youth is apprehended.
- g. Reimbursement for SSODA expenses shall be for up to two years. If a youth is extended beyond two years, the juvenile court must provide JR with a court order documenting the extension. The court may continue to be reimbursed for SSODA expenses throughout the extension.
- h. For CDDA programs, an inpatient treatment provider shall be reimbursed for services up to 72 hours following discharge, if a committable youth has been discharged from a subcontracted inpatient facility on a temporary basis and is expected to return, and/or if a committable youth has left the program against clinical advice and the bed is being held for readmission.
- i. For CDDA programs, in the event of a revocation, the County shall be eligible for reimbursement for treatment services until the youth is committed to JR.
- j. For CDDA programs, the County shall be eligible for reimbursement in the event of a new offense for up to 14 days from arrest. Payment is reinstated when the youth is placed back to active CDDA status.
- k. Reimbursement for administrative and equipment costs shall not exceed 15% of the original annual allotment. Administrative costs include discrete, assignable activities and cost necessary for overall management and support of a program.
- l. The County must maintain backup documentation of all costs billed under this Block Grant Contract and provide this information as requested by the JR.

**6. Items Incorporated by Reference**

- a. "County Juvenile Court Pass through Distribution SFY16/17";
- b. Block Grant Contract 2014/15 Application, Budget, and Monitoring Instructions and the County's Approved Application Response;
- c. Consolidated Juvenile Services Programs: Chapter 388-710 WAC;
- d. RCW's 13.06; 13.40.160; 13.40.165; 70.96A.520; 13.40.500;



- e. Juvenile Offender Sentencing Standards (13.40.0357);
- f. The Effectiveness Standards for the Treatment of Chemical Dependency in Juvenile Offenders: A Review of the Literature (January 1998);
- g. Chemical Dependency Disposition Alternative: Final Report to the Washington State Legislature (January 2004); and
- h. The Community Juvenile Accountability Act: Research-Proven Interventions for the Juvenile Courts (January 1999).

## STATEMENT OF WORK

E3SHB 3900 Funds**1. Purpose**

To pass through funding to county juvenile courts for the purpose of addressing the impacts of Juvenile Justice Bill (E3SHB3900) passed by the 1997 legislature. The county funding distribution is based on the Consolidated Juvenile Services (CJS) At-Risk formula provided by the Washington Association of Juvenile Court Administrators (WAJCA).

**2. Consideration**

The maximum consideration for this agreement is identified in the "County Juvenile Court Pass through Distribution SFY16/17", hereby incorporated by reference.

**3. Payment and Billing**

- a. The County shall submit a properly completed A-19 Invoice Voucher to JR each month for services provided.
- b. The County shall bill JR in twelve equal installments each fiscal year.
- c. The County shall maintain back-up invoices and other documentation to link expenditures to the legislative impacts of E3SHB3900 for all costs billed and provide this information as requested by the JR.

**STATEMENT OF WORK**

**Juvenile Court Documents – FY16-17**

**1. Purpose**

Provide JR with the necessary juvenile court documents for youths committed to JR.

**2. Contractor Obligations**

A. Upon a youth being committed to the State, the Contractor shall:

- (1) Make direct contact with the JR designated staff of commitment; and
- (2) Provide JR with the following information for each youth committed to JR:
  - (a) Court Order
  - (b) Complete Sentencing Worksheet
  - (c) Contact Information for Youth's Parents/Guardian if Offender is not in JR at time of commitment.
- (3) Make available the following information for each youth committed to JRA:
  - (a) Information to the Court on the Offense
  - (b) Police Reports on the Offense
  - (c) Victim Witness Interviews (when completed for sex offenders)
  - (d) Previous Reports to the Court (if available)
  - (e) Incidents Reports from Current Detention Stays (if applicable)
  - (f) Other Social File Materials (e.g., mental health reports, school information, etc.)



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:

07/14/15

## AGENDA REQUEST FORM

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

Agenda Item #: 21

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

Review ☐ Clerk of the Board

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

☐ Risk Mgmt

☐ OTHER: \_\_\_\_\_

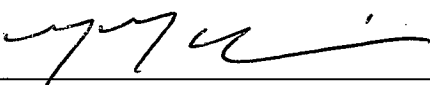
☐ Legal Required

#### 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: Prosecutor's Office	DIVISION (if applicable):
OFFICIAL NAME & TITLE: Mark McClain	PHONE / EXT: 360-875-9361
SIGNATURE: 	DATE: 6/24/15
NARRATIVE OF REQUEST Consistent with my discussion with the Board, I am requesting the Board approve a temporary exception to the MOU between Pacific County and Local 367C for Mr. Sedy when he works on DSHS-Support Enforcement Matters ("DSHS"). DSHS reimburses 100 percent for this cost. Presently, Brandi Huber is tasked with these duties; however, because we have been behind prior to this year, Support Enforcement has approved, temporarily, the addition of labor by Mr. Sedy. DSHS has installed a separate state computer and we have been in the process of training Mr. Sedy to do this work. DSHS will pay whatever salary is asked and because this work is, in all essence, Ms. Huber's we believe we should bill DSHS at her rate for these services. Request is for Grade 13 Step 7 (\$25.57/hour)	
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:

07/14/15

## AGENDA REQUEST FORM

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

Agenda Item #: 22

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

Review ☐ Clerk of the Board

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

☐ Risk Mgmt

☐ OTHER: \_\_\_\_\_

☐ 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: General Administration

DIVISION (if applicable):

OFFICIAL NAME & TITLE: Amanda Bennett, Confidential Secretary

PHONE / EXT: 875-9334

SIGNATURE: *Amanda Bennett*

DATE: 6/22/2015

#### NARRATIVE OF REQUEST

There is not an AED available on the second floor of the Courthouse. For safety reasons, the purchase of a fully-automatic Automated External Defibrillator would be beneficial for the County and the public as well as a battery replacement for a total of \$1,444.00 not including tax to be purchased with American AED.

Other quotes were received from Heart Smart in the amount of \$1,444 and from Medical Device Depot in the amount of \$1,482.15. Request purchase from American AED, as we have conducted business with them in the past and feel they are the best and most responsive bidder.

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

Approve the purchase of a fully-automatic Automated External Defibrillator and battery back-up by Risk Management in the amount of \$1,444.00 not including tax; subject to adequate budget appropriations

Name of Contractor: American AED

Name of Contract/Agreement/Grant/Amendment #: (if amendment, provide copy of those pages being amended):

Indicate type:

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

Contractor Type (check all that apply):

- ☐ For-Profit ☐ Private Organization/Individual  
☐ Non-Profit ☐ Public Organization/Jurisdiction  
☐ State ☐ Sub-Recipient  
☐ Federal ☐ Other

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

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

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

To be located at:

Exceptions to Bidding (Please provide appropriate documentation):

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

\*Resolution Required

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

Please attach the following:

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

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

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

The second floor of the Courthouse does not have an AED. For safety reasons, having one on hand and available would be beneficial for public and employees.

TOTAL COST/AMOUNT (include sales & use tax): 1444.00 plus tax

TOTAL TAX:

TOTAL SHIPPING/HANDLING:

EXPENDITURE FUND #: XXX.XXX.XX.XX

EXPENDITURE BUDGETED? ☐ Yes ☐ No

Will supplemental be required? ☐ Yes ☐ No

IN-KIND MATCH REQUIRED? ☐ Yes ☐ No

DESCRIBE MATCH:

MATCHING FUNDS REQUIRED? ☐ Yes ☐ No

AMOUNT OF MATCHING FUNDS:

Customer Service: 1-800-884-6480  
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Your Shopping Cart					
	Item	Weight	Price	Quantity	Total
<input type="checkbox"/>	Lifeline AED Replacement Battery SKU/Part No: DCF-200 (DBP-1400)	1 lb	\$149.00	<input type="text" value="1"/>	\$149.00
<input type="checkbox"/>	Lifeline AED Complete Rescue-Ready Kit With Free Carrying Case. (Fully-Automatic) SKU/Part No: DCF-A120-EN	10 lbs	\$1,295.00	<input type="text" value="1"/>	\$1,295.00
				<b>Sub Total</b>	<b>\$1,444.00</b>
				<b>Total</b>	<b>\$1,444.00</b>

[Delete Selected Item\(s\)](#)

[Update Cart](#)

[Back to Shopping](#)

[Proceed to Secure Checkout](#)

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

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

REQUESTED MEETING DATE:

07/14/15

## AGENDA REQUEST FORM

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

Agenda Item#: 23

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: 

DATE: 6/30/2015

NARRATIVE OF REQUEST

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

Approve the appointment of Mike Shults to the Civil Service Commission to fill an unexpired term, effective immediately





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

REQUESTED MEETING DATE:

07/14/15

## AGENDA REQUEST FORM

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

Agenda Item #: 24

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: \_\_\_\_\_

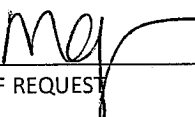
☐ OTHER: \_\_\_\_\_

#### DISTRIBUTION LIST:

- |                              |  |                                   |                                     |   |
|------------------------------|--|-----------------------------------|-------------------------------------|---|
| <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: Commissioners Office	DIVISION (if applicable): Boards/Commissions
OFFICIAL NAME & TITLE: Marie Guernsey, Clerk of the Board	PHONE / EXT:
SIGNATURE: 	DATE: 6/23/2015
NARRATIVE OF REQUEST	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board) Accept resignation from Fair Board member, Lenora Tanaka	



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month, beginning at 9 a.m.

REQUESTED MEETING DATE:

07/14/15

## AGENDA REQUEST FORM

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

Agenda Item #: 25

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

Review ☐ Clerk of the Board

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

☐ 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: Commissioners Office

DIVISION (if applicable):

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

PHONE / EXT:

SIGNATURE: 

DATE: 7/8/2015

NARRATIVE OF REQUEST

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

Accept resignation of WRIA #24 Lead Entity member, Steve Gray, from the Citizens Committee



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

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month, beginning at 9 a.m.

REQUESTED MEETING DATE:

7/14/2015

## AGENDA REQUEST FORM

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

Agenda Item #: 26

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:

<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: General Administration	DIVISION (if applicable):
OFFICIAL NAME & TITLE: Kathy Spoor, CAO	PHONE / EXT:
SIGNATURE:	DATE: 6/19/2015
NARRATIVE OF REQUEST Attached for your consideration is an Interlocal Agreement with Fire District #1 for repayment of their portion of the cost to purchase dispatch radio equipment.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board) Approve Interlocal Agreement with Fire District #1 for repayment of their portion of the cost to purchase dispatch radio equipment per Resolution 2014-065	

Name of Contractor: _____	
Name of Contract/Agreement/Grant/Amendment #: (if amendment, provide copy of those pages being amended): _____	
Indicate type: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input checked="" type="checkbox"/> Intergovernmental/Interagency  <input type="checkbox"/> Memorandum of Understanding/Agreement         </div> <div> <input type="checkbox"/> Employment/Special Services Agreement  <input type="checkbox"/> Interoffice/Interdepartmental         </div> <div> <input type="checkbox"/> Federal Contract  <input type="checkbox"/> State Contract         </div> </div>	
Contractor Type (check all that apply): <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> For-Profit  <input type="checkbox"/> Non-Profit  <input type="checkbox"/> State  <input type="checkbox"/> Federal         </div> <div> <input type="checkbox"/> Private Organization/Individual  <input checked="" type="checkbox"/> Public Organization/Jurisdiction  <input type="checkbox"/> Sub-Recipient  <input type="checkbox"/> Other         </div> </div>	
<b>Please indicate appropriate Tax Id #, Uniform Business Identification #, or Social Security # on Page 3 of this form.</b>	
<b>TYPE OF REQUEST (Mark all that apply and provide breakdown of bid proposals along with all pertinent documentation):</b>	
Public Works Project (RCW 39.04): <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> Limited PW Process (&lt;\$35,000)  <input type="checkbox"/> Small PW Process (&lt;\$300,000)         </div> <div> <input type="checkbox"/> Limited PW Process (&lt;\$40,000)  <input type="checkbox"/> PW Project (&gt;\$300,000)         </div> </div>	
Equipment, Materials, & Supplies (RCW 36.32): <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> &lt; \$5,000 (attach 3 bids)         </div> <div> <input type="checkbox"/> \$5,000-\$25,000 (use small works roster)         </div> <div> <input type="checkbox"/> &gt;\$25,000 (competitive bids)         </div> </div>	
Services / Leases: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> Architectural &amp; Engineering  <input type="checkbox"/> Lease (Personal Property i.e. copier, printer)  <input type="checkbox"/> Telecomm &amp; Data Processing         </div> <div> <input type="checkbox"/> Personal Services  <input type="checkbox"/> Lease (Real)  <input checked="" type="checkbox"/> Other (Describe) : _____         </div> </div>	
To be located at: _____ <u>Interlocal Agreement</u>	
<b>Exceptions to Bidding (Please provide appropriate documentation):</b> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> Insurance/Bonds  <input type="checkbox"/> Single (Sole) Source Purchase*         </div> <div> <input type="checkbox"/> Emergency Event (Purchases/Public Works)  <input type="checkbox"/> Special Facilities/Market Conditions         </div> </div> <p style="margin-left: 40px;">*Resolution Required</p>	
<input type="checkbox"/> PURCHASE UNDER ANOTHER AGENCY'S CONTRACT ("Piggybacking") Please attach the following: <ul style="list-style-type: none"> <li>- Copy of Intergovernmental Agreement with other agency</li> <li>- Confirmation that vendor agrees to participation</li> <li>- Documentation that contract was awarded in compliance with bidding law</li> <li>- Documentation that Agency posted bid/solicitation notice on its website or provided access link to the notice</li> </ul>	
<div style="display: flex; flex-wrap: wrap; margin-top: 5px;"> <div style="width: 50%;"><input type="checkbox"/> RFP</div> <div style="width: 50%;"><input type="checkbox"/> RFQ</div> <div style="width: 50%;"><input type="checkbox"/> Franchise</div> <div style="width: 50%;"><input type="checkbox"/> Annexation</div> <div style="width: 50%;"><input type="checkbox"/> Ordinance</div> <div style="width: 50%;"><input type="checkbox"/> Resolution</div> <div style="width: 50%;"><input type="checkbox"/> Appeal</div> <div style="width: 50%;"><input type="checkbox"/> Inventory Acquisition/Disposal</div> <div style="width: 50%;"><input type="checkbox"/> Tort Claim</div> <div style="width: 50%;"><input type="checkbox"/> Call for Bids</div> <div style="width: 50%;"><input type="checkbox"/> Open Space/Timber Classification</div> <div style="width: 50%;"><input type="checkbox"/> Post, Advertise, Fill Position (New Employee Form Required)</div> </div> <div style="margin-top: 5px;"> <input checked="" type="checkbox"/> Other (please describe): <u>repayment of purchase of dispatch radio equipment</u> </div>	
<b>BACKGROUND/SUMMARY (include date of prior workshop and/or action, if applicable):</b>  <div style="height: 50px; border: 1px solid black;"></div>	
<div style="display: flex; justify-content: space-between;"> <div>TOTAL COST/AMOUNT (include sales &amp; use tax): _____</div> <div>TOTAL TAX: _____</div> </div>	
<div style="display: flex; justify-content: space-between;"> <div>TOTAL SHIPPING/HANDLING: _____</div> <div>EXPENDITURE FUND #: _____ .XXX.XXX.XX.XX</div> </div>	
<div style="display: flex; justify-content: space-between;"> <div>EXPENDITURE BUDGETED? <input type="checkbox"/> Yes <input type="checkbox"/> No</div> <div>Will supplemental be required? <input type="checkbox"/> Yes <input type="checkbox"/> No</div> </div>	
<div style="display: flex; justify-content: space-between;"> <div>IN-KIND MATCH REQUIRED? <input type="checkbox"/> Yes <input type="checkbox"/> No</div> <div>DESCRIBE MATCH: _____</div> </div>	
<div style="display: flex; justify-content: space-between;"> <div>MATCHING FUNDS REQUIRED? <input type="checkbox"/> Yes <input type="checkbox"/> No</div> <div>AMOUNT OF MATCHING FUNDS: _____</div> </div>	

Interlocal Agreement  
Repayment for Purchase of Dispatch Radio Equipment

Between

PACIFIC COUNTY, WASHINGTON

And

FIRE DISTRICT #1

**This Interlocal Agreement, (AGREEMENT)** is made between Pacific County ("COUNTY"), and Fire District #1, ("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 Fire District #1 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 \$15,387 with Fire District #1 (FIRE-\$4,955, EMS-\$10,432) 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**

*Gregory D. McLeod* *5/19/15*  
 (Name) Date

*Chairman*  
 (Title)

**BOARD OF COUNTY COMMISSIONERS**

**PACIFIC COUNTY, WASHINGTON**

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

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

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

\_\_\_ Risk Management Reviewed  
 Risk Mgr Initials \_\_\_ Date \_\_\_  
 \_\_\_ Legal Review Requested  
 Prosecutor Review/Approved as to Form  
 Signature/Date \_\_\_\_\_

**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:

07/14/15

## AGENDA REQUEST FORM

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

Agenda Item #: 27

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:

- |                              |  |                                   |                                     |   |
|------------------------------|--|-----------------------------------|-------------------------------------|---|
| <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: Commissioners Office

DIVISION (if applicable):

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

PHONE / EXT:

SIGNATURE: 

DATE: 7/2/2015

### NARRATIVE OF REQUEST

Resolution 2015-032 was adopted at your 6/23/2015 meeting authorizing Proposition E 9-1-1 to the voters. The Auditor has indicated the resolution also requires a "proposition" to be attached. Resolution 2015-032A is being submitted for your consideration.

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

Adopt Resolution 2015-032A authorizing Proposition E 9-1-1 to the voters of Pacific County

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

**RESOLUTION NO. 2015-032A**

**AUTHORIZING PROPOSITION E 9-1-1 TO THE VOTERS OF PACIFIC COUNTY**

**WHEREAS**, Pacific County Communications (PACCOM) is an entity created through an interlocal agreement between Pacific County, the 4 cities, Shoalwater Bay Tribe, the 8 fire/ems districts and North Pacific County EMS known as member agencies; and

**WHEREAS**, the PACCOM Board consisting of representatives of the member agencies establishes the annual budget, provides financial support from their respective general funds, and governs Enhanced Emergency Communications (E 9-1-1) services for all residents and visitors to Pacific County; and

**WHEREAS**, given the budget constraints experienced by all PACCOM member agencies, the ability to continue to provide the level of funding needed to operate Enhanced Emergency Communications services is not sustainable, and potential reductions in services will be detrimental to public and officer safety; and

**WHEREAS**, every resident and visitor to the County relies on this essential services and should therefore be responsible for a proportional share of the E 9-1-1 service cost, and

**WHEREAS**, the State of Washington has provided legislation to fund E 9-1-1 through a sales and use tax to insure adequate and responsible services are available to all residents and visitors; and

**WHEREAS**, RCW 82.14.420 allows the county legislative authority to submit an authorizing proposition to the voters, and if the proposition is approved by a majority of persons voting, impose a sales and uses tax that shall equal one-tenth of one percent of the selling prices in the case of sales tax, or value of the article used, in the case of the use tax, and

**WHEREAS**, all of the member agencies served by PACCOM have weighed the options available for funding E 9-1-1 operations and have agreed that the sales and use tax option is the most fair and equitable solution;

**NOW THEREFORE BE IT HEREBY RESOLVED** that the Board of Pacific County Commissioners submit Proposition E 9-1-1, identified as Attachment A to this Resolution, to the qualified electors of Pacific County authorizing the collection of one-tenth of one percent sales and use tax to be used solely for costs associated with the financing, design, acquisition, construction, equipping, operating, maintaining, remodeling, repairing, reequipping, and improvement of emergency communication systems and facilities.

**PASSED** by the following vote this 14<sup>th</sup> day of July, 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





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:  
06/23/15

## 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 #: 28
<input type="checkbox"/> SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS		Initial: _____ Date: _____
<input type="checkbox"/> NO ACTION TAKEN/WITHDRAWN	<input checked="" type="checkbox"/> DEFERRED TO: 7/14/2015	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"/> PCEMA
<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: Commissioners Office	DIVISION (if applicable):
OFFICIAL NAME & TITLE: Marie Guernsey, Clerk of the Board	PHONE / EXT:
SIGNATURE:	DATE: 6/16/2015
NARRATIVE OF REQUEST	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
Adopt Resolution 2015-034 establishing the Tobacco-Free/Smoke-Free Policy and shall be effective the 1st day of <del>July, 2015</del> August, 2015	

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

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

**AMENDMENT TO THE PACIFIC COUNTY POLICY MANUAL**

**WHEREAS**, Pacific County is dedicated to protecting the lives of their employees and providing a safe work environment; and

**WHEREAS**, a policy manual has been created to endeavor to provide the protection and provision of a safe work environment for all employees; and

**WHEREAS**, the policy manual needs to be periodically reviewed, modified, and occasionally updated by replacement; and

**WHEREAS**, the Board has determined that the adoption of the Tobacco-Free/Smoke-Free Policy is in the best interest of county employees; now, therefore

**IT IS HEREBY RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, THE LEGISLATIVE AUTHORITY OF AND FOR THE COUNTY OF PACIFIC, STATE OF WASHINGTON**, that the attached Tobacco-Free/Smoke-Free Policy is approved, adopted and shall become effective the 1<sup>st</sup> day of July, 2015.

**PASSED** by the Board of Pacific County Commissioners the 23<sup>rd</sup> day of June, 2015, meeting in regular session at South Bend, Washington, by the following vote, then signed by its membership and attested to by its Clerk in authorization of such passage.

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

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

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

ATTEST:

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

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

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

# PACIFIC COUNTY

## Tobacco-Free/Smoke-Free Policy

### Section 1. Policy Purpose

Pacific County shall maintain tobacco-free and smoke-free campuses and properties in an effort to protect employees, contractors, vendors, visitors, and volunteers from the known dangers of secondhand smoke; to prevent initiation of tobacco use; and to save limited health care dollars.

### Section 2. Definitions

County property: all property owned, leased, or operated by the County, including, but not limited to, the grounds and parking lots surrounding County buildings, the County fairgrounds, and all County parks. County property does not include: Private vehicles and residences, unless otherwise required by individual or group contracts with the County; or County roads.

Public areas: includes, but is not limited to, all hallways, conference rooms, elevators, restrooms, lobbies, stairwells, reception areas, and any other areas (1) that are open to the public or (2) where County employees are required to pass through during the course of employment.

Tobacco Product: any cigarette, cigar, pipe, and other smoking products, equipment, and instruments; dip, chew, snuff, and any other smokeless tobacco product; and nicotine delivery devices, such as electronic cigarettes, excluding all FDA-approved nicotine replacement therapy products for the purpose of tobacco cessation.

### Section 3. Policy Defined

All County properties and all public areas on County property, with the exception of county parks, are designated tobacco-free and smoke-free areas. For County owned or leased parks all common areas, such as playgrounds, restrooms, or picnic areas, are designated tobacco-free and smoke-free areas.

The use of all tobacco products is prohibited on all County property, common areas of county owned/leased parks, in all public areas on County property, in all County-owned and County-leased vehicles, and while operating all County equipment and machinery. Except that any person passing by or through County property while on a public sidewalk or public right-of-way will not be considered to have intentionally violated this policy.

Smoking or tobacco use may be prohibited in other locations by separate ordinance.

### **Section 3. Notice**

The Department of Public Works shall post and maintain signs providing notice that public areas and County property are tobacco-free/smoke-free.

The Department of Public Works shall remove ashtrays from public areas.

All County employees shall be encouraged to help educate the public about the tobacco-free/smoke-free policy by reminding violators not to smoke on County property and by adding the policy to all agreements and event publications.

Employees shall communicate the requirements of this policy to fellow employees and the general public in a respectful manner.

### **Section 4. Violations and Penalties**

Violators who refuse to comply with this policy may be asked to leave County property.

The appropriate department director or elected official shall be responsible for educating employees about this policy and shall resolve intentional employee violations of this policy through disciplinary action.

### **Section 5. Cessation**

Any member of the public, including County employees, may obtain information on cessation resources from the Pacific County Public Health and Human Services Department.

### **Section 6. Effective Date**

This policy shall be effective on the 1<sup>st</sup> day of July, 2015.



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:

07/14/15

## AGENDA REQUEST FORM

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

Agenda Item #: 29

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:

- |                              |  |                                   |                                     |   |
|------------------------------|--|-----------------------------------|-------------------------------------|---|
| <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: Commissioners Office	DIVISION (if applicable):
OFFICIAL NAME & TITLE: Marie Guernsey, Clerk of the Board	PHONE / EXT:
SIGNATURE: 	DATE: 7/7/2015
NARRATIVE OF REQUEST At your meeting of June 9, 2015 you awarded the U Street Resurfacing Project to Naselle Rock & Asphalt Company. They have returned the Contract, their Bond and Insurance for the project.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board) Accept Contract, Bond and Insurance from Naselle Rock & Asphalt pertaining to the U Street Resurfacing Project	

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

# Contract

---

THIS AGREEMENT, made and entered into this 9th day of June, 2015, between Pacific County, hereinafter called the COUNTY, and Naselle Rock Asphalt, hereinafter called the CONTRACTOR.

COUNTY and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

## Article 1 - Work

- 1.1 CONTRACTOR shall complete all work and furnish all materials and equipment as specified or indicated in the Contract Documents for:

### U STREET RESURFACING PROJECT MP 1.71 (BAY AVENUE) TO MP 3.13 (JOE JOHNS ROAD)

- 1.2 The CONTRACTOR shall provide and bear the expense of all equipment, work and labor, of any sort whatsoever that may be required for the transfer of materials and for constructing and completing the work provided for in the Contract Documents except those items mentioned therein to be furnished by the COUNTY.

## Article 2 - Contract Time

- 2.1 The Work of the Contract shall be physically completed and ready for final payment within thirty (30) working days from the date of the Notice to Proceed, and the Contract Time continues to run as specified in the Standard Specifications. CONTRACTOR acknowledges that no specific start date and no specific season of the year for performing the Work is guaranteed.
- 2.2 Liquidated Damages. COUNTY and CONTRACTOR recognize that time is of the essence of this agreement and that COUNTY will suffer financial loss if the Work is not completed within the times specified in Paragraph 2.1 of this agreement, plus any extensions thereof allowed in accordance with Section 1-08.5 of the Special Provisions. They also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by COUNTY if the Work is not substantially and physically completed on time. Accordingly, instead of requiring any such proof, COUNTY and CONTRACTOR agree that as liquidated damages for delay (but not as a penalty) CONTRACTOR shall pay COUNTY the amounts specified in Section 1-08.9 of the Standard Specifications, as may be supplemented by the Special Provisions, for each working day that expires after the times specified in Paragraph 2.1 of this Agreement.

### **Article 3-Contract Price**

- 3.1 COUNTY shall pay CONTRACTOR for completion of the Work in accordance with the Contract Documents an estimated Contract Price as provided in CONTRACTOR's Bid Form attached as Exhibit A.

### **Article 4-Payment Procedures**

- 4.1 CONTRACTOR shall submit Applications for Payment in accordance with the Standard Specifications. Applications for Payment will be processed by COUNTY as provided in the Standard Specifications.
- 4.2 COUNTY will make monthly progress payments on the basis of CONTRACTOR's Applications for Payment each month during construction as provided below. All progress payments will be on the basis of the measured or estimated number of units of Unit Price work completed.

In accordance with RCW 60.28.011 no final payment will be made until such time as all claims have been satisfied.

- 4.3 Upon final completion and acceptance of the Work in accordance with the Contract Documents, COUNTY shall pay the remainder of the Contract Price, provided that there are no related liens registered against the project at that time, and provided that the industrial insurance premiums with the Department of Labor and Industries are current.

### **Article 5-Contractor's Representations**

CONTRACTOR makes the following representations:

- 5.1 CONTRACTOR is familiar with the nature and extent of the Contract Documents, Work site, locality, availability of labor, union or non-union practices, and all local conditions and Laws and Regulations that in any manner may affect cost, progress, performance or furnishing of the Work.
- 5.2 CONTRACTOR has studied carefully all reports of explorations and tests of subsurface conditions and drawings of physical conditions which are identified in the Special Provisions of the Contract Documents, and accepts the determination set forth in the Special Provisions of the extent of the technical data contained in such reports and drawings upon which CONTRACTOR is entitled to rely.
- 5.3 CONTRACTOR has obtained and carefully studied (or assumes responsibility for obtaining and carefully studying) all such examinations, investigations, explorations, tests, reports and studies (in addition to or to supplement those referred to in Paragraph 5.2 above) which pertain to the subsurface or physical conditions at or contiguous to the site or otherwise may affect the cost, progress, performance or furnishing of the Work as CONTRACTOR



considers necessary for the performance of the Work at the Contract price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents; and no additional examinations, investigations, explorations, tests, reports, studies or similar information or data are or will be required by CONTRACTOR for such purposes.

- 5.4 CONTRACTOR has reviewed and checked all information and data shown or contiguous to the site and assumes responsibility for the accurate location of said underground facilities. CONTRACTOR shall perform, at CONTRACTOR'S sole expense, all such additional examinations, investigations, explorations, tests, reports, studies or similar information or data with respect to said underground facilities which are or will be required to perform and furnish the Work at the Contract Unit Prices, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents.
- 5.5 CONTRACTOR has correlated the results of all such observations, examinations, investigations, explorations, tests, reports, and studies with the terms and conditions of the Contract Documents.
- 5.6 CONTRACTOR has given COUNTY written notice of all conflicts, errors, or discrepancies that it has discovered in the Contract Documents and the written resolution thereof by COUNTY is acceptable to CONTRACTOR.
- 5.7 CONTRACTOR is experienced and qualified to perform the services described herein, and is properly staffed and organized and financed to perform such services. CONTRACTOR shall act as an independent contractor and not as an employee or agent of COUNTY in performing its services, maintaining control over its employees and managing all subcontractors and suppliers.

#### **Article 6-Contract Documents**

The Contract Documents which comprise the entire Agreement between COUNTY and CONTRACTOR concerning the Work consist of the following:

- 6.1 Notice to Contractors.
- 6.2 CONTRACTOR'S Bid Form, including Appendix A, attached as Exhibit A.
- 6.3 Addenda Numbers \_\_\_\_ to \_\_\_\_ inclusive, attached as Exhibit B.
- 6.4 Notice of Award, attached as Exhibit C.
- 6.5 This Contract.
- 6.6 Project Manual, including Instructions to Bidders, Amendments to the Standard Specifications, Special Provisions, and Drawings, attached as Exhibit D.

- 6.7 Performance and Construction Payment Bonds, attached as Exhibit E.
- 6.8 2014 Standard Specifications for Road, Bridge, and Municipal Construction, as published by W.S.D.O.T.
- 6.9 Certificates of Insurance, attached as Exhibit F.
- 6.10 The following which may be delivered or issued after the Effective Date of the Agreement and are not attached hereto:
- All written Amendments and other documents amending, modifying, or supplementing the Contract Documents.
- 6.11 There are no Contract Documents other than those listed in this Article 6. The Contract Documents may only be amended, modified, or supplemented as provided in the Special Provisions.

#### **Article 7-Indemnification**

- 7.1 The CONTRACTOR, including its successors and assigns, shall indemnify, defend, and save harmless the COUNTY and all officers, employees and agents of the COUNTY from all claims, suits, or actions brought for injuries to, or death of, any persons or damages resulting from construction of the work or in consequence of any negligence regarding the work, the use of any improper materials in the work, caused in whole or in part by any act or omission by the CONTRACTOR or his agents or employees during performance or at any time before final acceptance. In addition to any remedy authorized by law, the COUNTY may retain as much of the money due the CONTRACTOR as deemed necessary to assure indemnification until disposition has been made of such suits or claims. In the event of litigation between the parties to enforce the rights under this paragraph, reasonable attorney's fees shall be allowed to the prevailing party.

The CONTRACTOR, including its successors and assigns, shall indemnify, defend, and save harmless any city or district, its officers, and employees connected with the work, within the limits of which city or district the work is being performed, all in the same manner and to the same extent as provided above for the protection of the COUNTY, its officers and employees, provided that no retention of money due the CONTRACTOR be made by the COUNTY except as provided in Chapter 60.28 RCW, pending disposition of suits or claims for damages brought against the city or district.

The CONTRACTOR will not be required to indemnify, defend, or save harmless the COUNTY as provided in the preceding paragraphs of this Article if the claim, suit, or action for injuries, death, or damages is caused by the sole negligence of the COUNTY. Where such claims, suits, or actions result from the concurrent negligence of (a) the COUNTY or the COUNTY'S agents or employees and (b) the CONTRACTOR or the

CONTRACTOR'S agent or employees, the indemnity provisions provided in the preceding paragraphs of this Article shall be valid and enforceable only to the extent of the CONTRACTOR'S negligence or the negligence of its agents and employees.

It is further specifically and expressly understood that the indemnification provided in this Article constitutes the Contractor's waiver of immunity under industrial insurance and Title 51 RCW solely for the purposes of this indemnification and not with respect to claims by any third party. This waiver has been mutually negotiated by the parties.

#### **Article 8-Assignment**

- 8.1 The Contractor shall not assign any rights or obligations under or arising from this Agreement without the prior written consent of the COUNTY.

#### **Article 9 - Binding Effect**

- 9.1 COUNTY and CONTRACTOR each binds itself, its successors, assigns, and legal representatives to the other party hereto, its successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

#### **Article 10 – Severability**

- 10.1 The provisions of this Agreement shall be deemed severable and the invalidity or unenforceability of any provision shall not affect the validity and enforceability of the other provisions hereof. If any provision of this Agreement is unenforceable for any reason whatsoever, that provision shall be appropriately limited and given effect to the extent that it may be enforceable.

#### **Article 11 - Venue**

- 11.1 In the event that either party shall bring a suit or action on or arising out of this contract, it is mutually agreed that such suit or action shall be brought only in Pacific County, Washington.

#### **Article 12 - Entire And Complete Agreement**

- 12.1 This Agreement represents the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. In the event of any conflict between the language set forth in this Agreement, any of the exhibits hereto, Standard Specifications, or Special Provisions, the language in this Agreement shall prevail, and this Agreement shall be interpreted as if that conflicting language was not a part of the agreement between the parties.

IN WITNESS WHEREOF, the CONTRACTOR has executed this instrument, on the day and first below written, and the County Legislative Authority has caused this instrument to be executed by and in the name of said PACIFIC COUNTY the day and year first above written.

Executed by the Contractor on this 4th day of June, 2015.

**Contractor**

Naselle Rock & Asphalt Co.  
Company

Steve Wickham  
Title

P.O. Box 5  
Address

Naselle, WA 98638  
City, State, Zip Code

**Approved As To Form:**

[Signature]

**Board of County Commissioners  
Pacific County, Washington**

[Signature]  
Chairperson

[Signature]  
Commissioner

Lisa Ayers  
Commissioner

**Attest:**

Amanda Bennett, Deputy  
Clerk of the Board



INSCO INSURANCE SERVICES, INC.  
Underwriting Manager for:  
**Developers Surety and Indemnity Company**  
**Indemnity Company of California**  
17771 Cowan, Suite 100 • Irvine, California 92614  
(949) 263-3300 Phone • (800) 251-1955 Fax  
www.InscoDico.com

BOND NO. 757378P

PUBLIC WORKS CONTRACT BOND - WASHINGTON

PERFORMANCE & PAYMENT

KNOW ALL MEN BY THESE PRESENTS: That we, Naselle Rock & Asphalt Company  
as Principal, and Developers Surety  
and Indemnity Company, a Iowa corporation  
authorized to transact a general surety business in the State of Washington, as Surety,  
are held and firmly bound and obligated unto Pacific County  
in the full and just sum of Three Hundred Fifty One Thousand  
Five Hundred Thirty Three and 75/100 (\$ 351,533.75 ) Dollars, lawful money of the  
United States, for the payment of which sum well and truly to be made, we do bind  
ourselves, and each of our heirs, executors and administrators, successors and assigns,  
jointly and severally, firmly by these presents.

This bond is executed in pursuance of Chapter 39.08, revised Code of Washington.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH, That whereas the Principal  
entered into a certain contract with Pacific County  
dated the 9th day of June, 2015,  
for U Street Resurfacing Project - MP 1.71 (Bay Avenue) to MP 3.13 (Joe Johns Road)

NOW, THEREFORE, if the Principal shall faithfully perform all the provisions of such  
contract and pay all laborers, mechanics and subcontractor and materialmen, and all  
persons who shall supply such person or persons or subcontractors, with provisions and  
supplies for the carrying on of such work, then this obligation is void; otherwise to remain  
in full force and effect.

PROVIDED, HOWEVER, that the conditions of this obligation shall not apply to any money  
loaned or advanced to the Principal or to any subcontractor or other person in performance  
of any such work.

Signed and Sealed this 29th day of June, 2015  
YEAR

Naselle Rock & Asphalt Company  
Principal (Seal)

By: Aime Wickham

Developers Surety and Indemnity Company  
Surety

By: Stacy A. Flynn  
Stacy A. Flynn, Attorney-in-Fact



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/22/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  
Woodruff-Sawyer Oregon, Inc.  
1001 SW 5th Avenue, Suite 1000  
Portland OR 97204

CONTACT NAME: Kimberly Schleiger  
PHONE (A/C, No, Ext): 503-416-7180 FAX (A/C, No): 503-243-1815  
E-MAIL ADDRESS: kschleiger@wsandco.com

INSURED NASEROC-01  
Naselle Rock & Asphalt Company  
PO Box 5  
Naselle, WA 98638

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Continental Casualty Company	20443
INSURER B : Continental Insurance Company	35289
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

## COVERAGES

CERTIFICATE NUMBER: 2070983679

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Owners & <input checked="" type="checkbox"/> Contractors GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y		C4026718873	1/1/2015	1/1/2016	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 WA Stop Gap \$1,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			C4026718887	1/1/2015	1/1/2016	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Operations of the Named Insured subject to the terms, conditions and exclusions of the policy issued by the Insurance Company.  
U Street Resurfacing Project MP 1.71 to MP 3.13  
County Road Project No. 1642  
Pacific County Department of Public Works and all officers, employees and agents are included as additional insureds per form G18652J attached.

## CERTIFICATE HOLDER

## CANCELLATION

Pacific County Department of Public Works  
PO Box 187  
South Bend WA 98586

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Kimberly Schleiger*



REQUESTED MEETING DATE:

07/14/15

## AGENDA REQUEST FORM

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

Agenda Item #: 30

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:

<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: General Administration	DIVISION (if applicable): n/a
OFFICIAL NAME & TITLE: Paul T. Plakinger, Management & Fiscal Analyst	PHONE / EXT: x2243
SIGNATURE: <i>PTP</i>	DATE: July 8, 2015
NARRATIVE OF REQUEST	
<p>Please consider adopting the attached resolution regarding the creation of a new special revenue fund - Mental Health Fund 119.</p> <p>Effective April 1, 2015, local sales and use tax within Pacific County increased by one-tenth of one percent. The tax will be used for chemical dependency or mental health purposes. The creation of a new fund dedicated to chemical dependency and mental health purposes will allow for better accountability and transparency related to the expenditure of this tax revenue.</p>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
Adopt Resolution 2015-035 creating a new special revenue fund; Mental Health Fund 119	

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

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

**IN THE MATTER OF CREATING FUND 119 – MENTAL HEALTH**

**WHEREAS**, effective April 1, 2015, local sales and use tax within Pacific County increased by one-tenth of one percent; and

**WHEREAS**, the tax will be used for chemical dependency or mental health purposes; and

**WHEREAS**, revenue related to this tax is currently being collected in Health & Human Services Fund 118 using BARS code 118.370.313.14.00; and

**WHEREAS**, the creation of a new fund dedicated to chemical dependency and mental health purposes will allow for better accountability and transparency related to the expenditure of this tax revenue; and

**WHEREAS**, expenditures are anticipated in connection with these moneys; and

**WHEREAS**, the Pacific County Treasurer is charged with the duty of keeping county funds; now, therefore

**IT IS HEREBY RESOLVED** by the Board of Pacific County Commissioners that the County Auditor and the County Treasurer are hereby authorized to create Mental Health Fund 119 to be used in the aforementioned purposes; and

**IT IS HEREBY FURTHER RESOLVED** that revenue generated by the one-tenth of one percent tax increase for chemical dependency or mental health purposes shall be collected in Fund 119; and

**IT IS HEREBY FURTHER RESOLVED** that any tax revenue previously collected in Health & Human Services Fund 118 using BARS code 118.370.313.14.00 shall be transferred to Fund 119.

**PASSED** by the following vote this 14<sup>th</sup> day of July, 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

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

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



WASHINGTON STATE DEPARTMENT OF REVENUE  
**LOCAL SALES TAX CHANGE**

**Pacific County Mental Health Tax**  
**Effective April 1, 2015**

*Effective April 1, 2015*, local sales and use tax within Pacific County will increase one-tenth of one percent (.001). The tax will be used for chemical dependency or mental health purposes.

Businesses must collect the appropriate new rate of sales tax for retail sales and services provided within Pacific County. Persons or businesses within Pacific County will be subject to the new rate of use tax on items purchased for their personal or business use if sales tax has not been paid.

The new rates of sales tax are:

Location	Location Code Number	Local Sales Tax Rate	State Sales Tax Rate	Total Sales Tax Rate
Unincorp. Areas	2500	.014	.065	.079
Ilwaco	2501	.014	.065	.079
Long Beach	2502	.014	.065	.079
Raymond	2503	.014	.065	.079
South Bend	2504	.014	.065	.079

To determine the proper codes and rates of local sales tax you may access our Tax Rate Lookup Tool located at [dor.wa.gov](http://dor.wa.gov). On the home page, click on the **Find a sales tax rate (GIS)** link.

This notice is being sent to businesses that have reported local sales or use tax to any of the above location codes within the last year.

If you have questions, or if Sales Tax Collection Schedules are needed, please go to our web site at [dor.wa.gov](http://dor.wa.gov) or call the Department of Revenue at 1-800-647-7706.

State of Washington  
Taxpayer Account Administration  
PO Box 47476  
Olympia WA 98504-7476

For tax assistance or to request this document in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711.

**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:

07/14/15

## AGENDA REQUEST FORM

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

Agenda Item #: 32

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: Commissioners Office	DIVISION (if applicable):
OFFICIAL NAME & TITLE: Marie Guernsey, Clerk of the Board	PHONE / EXT:
SIGNATURE:	DATE: 6/23/2015
NARRATIVE OF REQUEST The Overall Economic Development Plan (OEDP) project list was adopted via Resolution 2014-039 at a public hearing held on September 23, 2014. The Pacific Council of Governments held a meeting and approved an amendment to the OEDP project list.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board) Adopt Resolution 2015- 036 amending the Overall Economic Development Plan project list and rescinding Resolution 2014-039	

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

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

**IN THE MATTER OF AMENDING THE OVERALL ECONOMIC  
DEVELOPMENT PLAN FOR PACIFIC COUNTY**

**WHEREAS**, in accordance with RCW 82.14.370 the legislative authority may impose 0.09% Optional Sales and Use Tax used for the purpose of financing public facilities in rural counties; and

**WHEREAS**, public facilities listed as items in the officially adopted county overall economic development plan may benefit from said taxes; and

**WHEREAS**, in response to the Northwest Economic Adjustment Initiative and Federal Assistance Program, a recommended list of projects has been submitted by the Pacific Council of Governments to, and approved by, the Board of Pacific County Commissioners; and

**WHEREAS**, the notice of the public hearing was published the week of July 6, 2015 to consider amending the Overall Economic Development Plan project list for Pacific County; and

**WHEREAS**, there were no written or public comments offered at the July 14, 2015 public hearing; now therefore

**BE IT HEREBY RESOLVED** that the Pacific County Overall Economic Development Plan Project List attached and marked as Exhibit A is hereby amended and adopted as the 2014 Overall Economic Development Plan for Pacific County and Resolution 2014-039 is rescinded; now therefore

**PASSED** by the following vote this 14<sup>th</sup> day of July, 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

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

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

# RESOLUTION 2015-\_\_\_\_\_ EXHIBIT A

## OVERALL ECONOMIC DEVELOPMENT PROJECT LIST

PROJECT TITLE	FINAL RANK
Port of Ilwaco - Cold Storage Project	1
Port of Ilwaco - Marina Reconstruction Project	2
Port of Peninsula - Marina Reconstruction Project	3
City of Raymond - Water System Infrastructure Improvements	4
Port of Ilwaco - Boatyard Improvements	5
City of Ilwaco - Indian Creek Water Treatment Plant Up-flow Clarifier 2014 Update (was ranked 16)	6
City of South Bend - South Bend-Raymond Waterline Extension	7
Port of Willapa Harbor - Tokeland Marina Redevelopment	8
Port of Peninsula - Beach to Bay Trail	9
City of Raymond - Water Treatment Plant Improvements	10
City of Ilwaco - Water Booster Station Improvements	11
REMOVED	12
Port of Chinook - Rehabilitation of Chinook School for its Return to the Community	13
City of Long Beach - North Washington Sewer System	14-TIE
REMOVED	14-TIE
City of South Bend - Robert Bush Park Overlay and Drainage	16
Port of Willapa Harbor - South Fork Industrial Park Wood Waste Boiler Facility	17-TIE
Port of Peninsula - Marina Based Research Facility and Seed Tank Co-Op	17-TIE
City of Ilwaco/Port of Ilwaco - Ilwaco Discovery Trail Connection Project	17-TIE
City of Ilwaco - Sahalee Subdivision Water and Sewer System Improvements	17-TIE
Port of Peninsula - Discovery Trail Mid-Peninsula Link	21
REMOVED	22
Port of Ilwaco - Halton Property Development	23
Pacific County - Industrial Log Yard/Saw Mill Storm Water Improvements	24
City of Raymond - Sewer System Infrastructure Improvement	25-TIE
City of Long Beach - Washington Avenue North Sanitary Sewer	25-TIE
City of Ilwaco/Port of Ilwaco - City Park Rejuvenation	25-TIE
Port of Peninsula - Long Beach Peninsula Event Center	28-TIE
Long Beach Peninsula Visitor's Bureau- Overall Strategic Inventory Plan for Nature Based Tourism for Pacific County	28-TIE
City of South Bend - Kendrick Street Overlay	30
Port of Ilwaco - Community Multipurpose Event Site	31
City of Ilwaco - System-wide SCADA Improvements	32
City of South Bend - Spurrell Cover	33
Port of Peninsula - Clam Shell Rail Car Rescue	34
Port of Peninsula- WN88 Airport Improvement and Industrial Park Project	35
City of South Bend - Mary Rogers Pioneer Park	36
Port of Peninsula - Seafood Time and Temperature Control Industrial Ice Facility	37
Port of Willapa Harbor - Taylor Industrial Park Infrastructure Upgrades	38
City of Raymond - Willapa Heritage Pavilion Park	39
Port of Chinook - Boat Hoist Dock Construction Phase I	40



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:

07/14/15

## AGENDA REQUEST FORM

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

Agenda Item #: 33

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:

- |                              |  |                                   |                                     |   |
|------------------------------|--|-----------------------------------|-------------------------------------|---|
| <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: Commissioners Office	DIVISION (if applicable):
OFFICIAL NAME & TITLE: Marie Guernsey, Clerk of the Board	PHONE / EXT:
SIGNATURE:	DATE: 7/7/2015
<b>NARRATIVE OF REQUEST</b> Attached for your consideration are Contracts for Services with the Port of Willapa Harbor, Port of Chinook and the City of South Bend. These contracts are paid for through Fund 126 and the recipients are listed on the Overall Economic Development Plan project list.	
<b>RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)</b> Approve Contract for Service with Port of Willapa Harbor in the amount of \$25,000 a year for three years for the Taylor Industrial Park Infrastructure Upgrade, Port of Chinook in the amount of \$21,000 for one year for the Boat Hoist Dock Construction project, and with the City of South Bend in the amount of \$4,000 for one year for the Mary Rogers Pioneer Park project, all subject to adequate budget appropriations	

Name of Contractor: <u>Port of Willapa Harbor, Port of Chinook, City of South Bend</u>	
Name of Contract/Agreement/Grant/Amendment #: (if amendment, provide copy of those pages being amended): Contract for Service	
Indicate type:	
<input type="checkbox"/> Intergovernmental/Interagency	<input type="checkbox"/> Employment/Special Services Agreement <input type="checkbox"/> Federal Contract
<input type="checkbox"/> Memorandum of Understanding/Agreement	<input type="checkbox"/> Interoffice/Interdepartmental <input type="checkbox"/> State Contract
Contractor Type (check all that apply):	
<input type="checkbox"/> For-Profit	<input type="checkbox"/> Private Organization/Individual
<input type="checkbox"/> Non-Profit	<input checked="" type="checkbox"/> Public Organization/Jurisdiction
<input type="checkbox"/> State	<input type="checkbox"/> Sub-Recipient
<input type="checkbox"/> Federal	<input type="checkbox"/> Other
<b>Please indicate appropriate Tax Id #, Uniform Business Identification #, or Social Security # on Page 3 of this form.</b>	
<b>TYPE OF REQUEST (Mark all that apply and provide breakdown of bid proposals along with all pertinent documentation):</b>	
Public Works Project (RCW 39.04): <input type="checkbox"/> Limited PW Process (<\$35,000) <input type="checkbox"/> Limited PW Process (<\$40,000)	
<input type="checkbox"/> Small PW Process (<\$300,000) <input type="checkbox"/> PW Project (>\$300,000)	
Equipment, Materials, & Supplies (RCW 36.32): <input type="checkbox"/> < \$5,000 (attach 3 bids) <input type="checkbox"/> \$5,000-\$25,000 (use small works roster) <input type="checkbox"/> >\$25,000 (competitive bids)	
Services / Leases:	
<input type="checkbox"/> Architectural & Engineering	<input type="checkbox"/> Personal Services
<input type="checkbox"/> Lease (Personal Property i.e. copier, printer)	<input type="checkbox"/> Lease (Real
<input type="checkbox"/> Telecomm & Data Processing	<input type="checkbox"/> Other (Describe) :
To be located at: _____	
<b>Exceptions to Bidding (Please provide appropriate documentation):</b>	
<input type="checkbox"/> Insurance/Bonds	<input type="checkbox"/> Emergency Event (Purchases/Public Works)
<input type="checkbox"/> Single (Sole) Source Purchase*	<input type="checkbox"/> Special Facilities/Market Conditions
*Resolution Required	
<input type="checkbox"/> PURCHASE UNDER ANOTHER AGENCY'S CONTRACT ("Piggybacking")	
Please attach the following:	
- Copy of Intergovernmental Agreement with other agency	
- Confirmation that vendor agrees to participation	
- Documentation that contract was awarded in compliance with bidding law	
- Documentation that Agency posted bid/solicitation notice on its website or provided access link to the notice	
<input type="checkbox"/> RFP	<input type="checkbox"/> RFQ <input type="checkbox"/> Franchise <input type="checkbox"/> Annexation <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
<input type="checkbox"/> Appeal	<input type="checkbox"/> Inventory Acquisition/Disposal <input type="checkbox"/> Tort Claim <input type="checkbox"/> Call for Bids
<input type="checkbox"/> Open Space/Timber Classification	<input type="checkbox"/> Post, Advertise, Fill Position (New Employee Form Required)
<input type="checkbox"/> Other (please describe): _____	
<b>BACKGROUND/SUMMARY (include date of prior workshop and/or action, if applicable):</b>	
TOTAL COST/AMOUNT (include sales & use tax):\$	
TOTAL TAX:	
TOTAL SHIPPING/HANDLING:	
EXPENDITURE FUND #: <u>126</u> .XXX.XXX.XX	
EXPENDITURE BUDGETED? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Will supplemental be required? <input type="checkbox"/> Yes <input type="checkbox"/> No
IN-KIND MATCH REQUIRED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DESCRIBE MATCH:
MATCHING FUNDS REQUIRED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	AMOUNT OF MATCHING FUNDS:



## CONTRACT FOR SERVICES

Between  
PACIFIC COUNTY, WASHINGTON  
And  
THE PORT OF WILLAPA HARBOR

**THIS CONTRACT** is made between Pacific County – P.O. Box 187, South Bend, Washington, 98586-0187 (the “COUNTY”), and The Port of Willapa Harbor – 1725 Ocean Avenue, Raymond, Washington 98577 (the “RECIPIENT”).

**WHEREAS**, to foster and retain economic viability of the Pacific County community, the RECIPIENT desires to upgrade their water line for maximum fire flows and install the first phase of a pressurized sanitary sewer system; and

**WHEREAS**, the RECIPIENT’S Taylor Industrial Park Infrastructure Upgrade meets the definition of a project eligible for public facility funding as defined by Chapter 82.14.370 RCW; and

**WHEREAS**, the RECIPIENT’S Taylor Industrial Park Infrastructure Upgrade implements the economic development purposes identified in Chapter 82.14.370 RCW by expanding economic development opportunities and promoting job creation and retention in Pacific County; and

**WHEREAS**, the RECIPIENT’S Taylor Industrial Park Infrastructure Upgrade will require substantial financial support from multiple sources; and

**WHEREAS**, the RECIPIENT’S Taylor Industrial Park Infrastructure Upgrade is listed on the Overall Economic Development Plan for Pacific County; and

**WHEREAS**, RCW 82.14.370 provides statutory authority for rural (distressed) counties to impose sales and use taxes to finance public facilities in rural counties as deductions from the tax otherwise required to be collected or paid over to the state department of revenue under chapters 82.08 or 82.12 RCW; and

**WHEREAS**, finding Pacific County to be a rural “distressed county” in need of public facilities, the Board of Pacific County Commissioners enacted Ordinance No. 148 which imposed a sales and use tax under RCW 82.14.370(1) for twenty-five (25) years at the rate of four one-hundredths percent (0.04%) effective July 1, 1998, and established the Public Facilities Improvements Fund No. 126 within the COUNTY treasury to finance public facilities within Pacific County; and

**WHEREAS**, finding Pacific County a “rural county” in need of additional “public facilities” financing, the Board of County Commissioners enacted Ordinance No. 148-A increasing the locally retained sales and use tax rate under Ordinance No. 148 to eight one-hundredths percent (0.08%) effective August 1, 1999, and subsequently the Board of County Commissioners enacted Ordinance No. 148-B further increasing the locally retained sales and use tax rate under Ordinance No. 148A to nine one-hundredths percent (0.09%) effective August 1, 2007; and

**WHEREAS**, the COUNTY has the statutory authority under RCW 82.14.370 to assist with financing public facilities throughout Pacific County; and

**WHEREAS**, the COUNTY desires to financially assist the RECIPIENT with its Project; and

**WHEREAS**, the COUNTY has authorized expenditure of funds retained from sales and use taxes as per RCW 82.14.370 on this project following a public review process, and

**WHEREAS**, the Pacific County Council of Governments has reviewed applications for public facility funding, and has recommended that this project be provided with public facility financial assistance from the County; and

**WHEREAS**, the RECIPIENT wishes to enter into this CONTRACT to perform these services on behalf of Pacific County.

**NOW, THEREFORE**, in consideration of covenants, conditions, performances and promises hereinafter contained, the parties hereto agree as follows:

1. **FUNDING**

Twenty-five thousand dollars (\$25,000) a year for three years (total \$75,000) has been pledged within Pacific County Public Facilities Improvement Fund No. 126 to assist the RECIPIENT with this “public facilities” improvement beginning June 1, 2015 through December 31, 2017. Said amount shall constitute the maximum reimbursement the RECIPIENT is eligible to receive from the COUNTY under this CONTRACT. These funds are to be dispersed on a cost reimbursement basis.

2. **USE OF FUNDS**

The RECIPIENT shall use these COUNTY funds solely for the Taylor Industrial Park Infrastructure Upgrade by constructing a pile supported dock that will add to the existing boat hoist. The RECIPIENT shall comply with all applicable public works and competitive bidding laws, and shall provide documentation thereof. The RECIPIENT shall also comply with all applicable local, state and/or federal laws or regulations that assure quality of the services being performed, including standards for licensing, certification and operation of facilities, and any other standards or criteria herein described.

3. **SCOPE OF WORK**

Reimbursement shall only be for expenses incurred for the Taylor Industrial Park Infrastructure Upgrade as specified in the 2015 Port of Willapa Harbor Infrastructure Funding Application (Attachment A).

4. **LOCAL FUNDING**

The RECIPIENT affirms its pledge to use its own funds and grant and loan funds in support of the Project as needed to complete the project.

5. **PAYMENT PROVISIONS**

Funds shall be disbursed to the RECIPIENT by warrant within forty five (45) days of billing as per the terms listed within Section 1.

As a provision for receiving reimbursement, the RECIPIENT shall provide the following information to the COUNTY in a final project report:

- Project expenditure details, and
- Identification of the economic benefits to the ports and Pacific County resulting from the project, including the projected number of jobs preserved and/or created.

Said final project report is to be submitted to the County with the final request for reimbursement.

6. **EVALUATION AND MONITORING**

- A. The RECIPIENT shall maintain books, records, documents and other evidence and accounting procedures and practices that sufficiently and properly reflect the performance of this CONTRACT. The RECIPIENT will retain all books, records, documents and other material relevant to this CONTRACT for six (6) years after expiration of the CONTRACT, or from the date final payment hereunder is made, whichever is later.

- B. The COUNTY or the State Auditor and any of their representatives shall have full access to and the right to examine during normal business hours and as often as the COUNTY or the State Auditor may deem necessary, those books, records, documents and other evidence retained by the RECIPIENT with respect to all matters covered in this CONTRACT. Such representatives shall be permitted to audit, examine, and make excerpts or transcripts from such records and to make audits of all contracts, invoices, materials, payrolls, and records of matters covered by this CONTRACT. These rights shall last for six (6) years after expiration of the CONTRACT, or from the date final payment hereunder is made, whichever is later.
- C. The COUNTY will use reasonable security procedures and protections to assure that related records and documents provided by the RECIPIENT are not erroneously disclosed to third parties. To the extent chapter 42.56 RCW permits, pertinent records and other documents in any medium furnished by the RECIPIENT will remain its property unless otherwise agreed. The COUNTY will not disclose or make this material available to anyone other than those authorized by/in the above paragraph without first providing notice to the RECIPIENT and giving the RECIPIENT a reasonable opportunity to respond.
- D. The RECIPIENT shall cooperate with and freely participate in any other monitoring or evaluation activities pertinent to this CONTRACT that the COUNTY needs to have conducted.

7. **RECAPTURE PROVISION**

- A. In the event the RECIPIENT fails to expend these funds in accordance with state law and/or the provisions of this CONTRACT, the COUNTY reserves the right to recapture funds in an amount equivalent to the extent of noncompliance.
- B. Such right of recapture shall exist for six (6) years after expiration of this CONTRACT or final payment hereunder, whichever occurs later. Repayment by the RECIPIENT of funds under this recapture provision shall occur within twenty (20) days of demand. In the event the COUNTY is required to institute legal proceedings to enforce this recapture provision, the COUNTY shall be entitled to its costs thereof, including reasonable attorney's fees.

8. **NONDISCRIMINATION**

The RECIPIENT shall comply with all federal and state nondiscrimination laws, including, but not limited to chapter 49.60 RCW – Washington's Law Against Discrimination, and 42 U.S.C. 12101 et seq. – the Americans with Disabilities Act (ADA) as amended.

9. **NONCOMPLIANCE WITH NONDISCRIMINATION LAWS**

In the event the RECIPIENT fails or refuses to comply with any nondiscrimination law, regulation, or policy, this CONTRACT may be rescinded, canceled, or terminated in whole or in part, and the RECIPIENT may be declared by the COUNTY ineligible for further Public Facilities Improvement Funds. The RECIPIENT shall be given a reasonable time in which to cure any such noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedure set forth herein.

10. **EMPLOYMENT RELATIONSHIPS**

The RECIPIENT, its employees or agents performing under this CONTRACT are not deemed to be employees of the COUNTY nor agents of the COUNTY in any manner whatsoever. No officer, employee or agent of the RECIPIENT will hold themselves out as, or claim to be, an officer, employee or agent of the COUNTY by reason hereof, nor will they make any claim, demand or application to or for any right or privilege applicable to an officer, employee or agent of the COUNTY.

11. **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.

- A. **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.
- B. **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.
- C. **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).
- 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 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.

12. **INDEMNIFICATION/HOLD HARMLESS**

- A. **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.

- 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 CONTRACTOR's indemnity obligations under the Contract.
- C. Survival of Contractor's Indemnity Obligations.** The CONTRACTOR agrees all CONTRACTORS's indemnity obligations shall survive the completion, expiration or termination of this Contract.

13. **ENTIRE CONTRACT**

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

14. **CONTRACT MODIFICATIONS**

The COUNTY and the RECIPIENT may, from time to time, request changes in services being performed with these funds. Any such changes that are mutually agreed upon shall be incorporated herein by written amendment to this CONTRACT. It is mutually agreed and understood that no alteration or variation of the terms of this CONTRACT shall be valid unless made in writing and signed by the parties hereto, and that any oral understanding or agreements not incorporated herein shall not be binding. For example and without limitation, an amendment to this CONTRACT must be approved in writing by the COUNTY prior to the RECIPIENT expending funds for the items covered within that amendment. Costs incurred by the RECIPIENT in contravention of this Paragraph are the sole responsibility of the RECIPIENT.

15. **CONTRACT PERIOD**

The terms of this CONTRACT and the performance of the parties hereto shall be deemed to have commenced the 1<sup>st</sup> day of June, 2015. It will continue in effect through the 31<sup>st</sup> day of May, 2018, unless sooner terminated or extended as provided herein.

16. **TERMINATION OF CONTRACT**

- A. If, through any cause, the RECIPIENT shall fail to fulfill in a timely and proper manner its obligations under this CONTRACT, or if the RECIPIENT shall violate any of its covenants, agreements or stipulations, the COUNTY shall thereupon have the right to terminate this CONTRACT and withhold the remaining allocation if such default or violation is not corrected within twenty (20) days after submitting written notice to the RECIPIENT describing such default or violation.
- B. Notwithstanding any provisions of this CONTRACT, either party may terminate this CONTRACT by providing written notice of such termination, specifying the effective date thereof, at least twenty (20) days prior to such date. Payment for Project-related expenses incurred by the RECIPIENT and not otherwise paid for by the COUNTY prior to the effective date of such termination shall be as the COUNTY reasonably determines.
- C. The COUNTY may unilaterally terminate all or part of this CONTRACT, or reduce the Scope of Work, if the Public Facilities Improvements funds are reduced as a result of a reduction or loss of the rural sales and use taxing authority or a substantial reduction in taxable activity.

17. **SPECIAL PROVISION**

The failure of the COUNTY to insist upon the strict performance of any provision of this CONTRACT or to exercise any right based upon breach thereof or the acceptance of any performance during such breach shall not constitute a waiver of any right under this CONTRACT.

18. **SEVERABILITY**

In the event any provision, or any portion thereof, contained in this CONTRACT is held to be unconstitutional, invalid or unenforceable, said provision(s) or portion(s) thereof shall be deemed severed and the remainder of this CONTRACT 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.

19. **GOVERNING LAW AND VENUE**

This CONTRACT shall be construed and enforced in accordance with, and its validity and performance governed by, the laws of the state of Washington. The superior court of Pacific County, Washington shall be the venue for any suit between the parties arising out of this CONTRACT.

20. **ADMINISTRATION**

The following individuals are designated to co-administer this CONTRACT. They shall also serve as their respective party's contact person for any and all communications relative to this CONTRACT.

For the COUNTY: Kathy Spoor, County Administrative Officer  
Dept. of General Administration  
P.O. Box 6  
South Bend, WA 98586-0006  
Telephone: 360/875-9334

For the RECIPIENT: Mayor Julie Struck  
City of South Bend  
P O Drawer 9  
South Bend, WA 98586  
Telephone: 360/875-5571

21. **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.

## **22. 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 claim 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.

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

**RECIPIENT (Port of Willapa Harbor)**

**BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON**

\_\_\_\_\_  
Rebecca Chaffee Date

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

**ATTEST:**

\_\_\_\_\_  
Name, Title Date

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

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

**ATTEST:**

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

✓  
\_\_\_\_\_  
Risk Mgr Initials KS Date 7-9-15  
\_\_\_\_\_  
Legal Review Requested  
Prosecutor Review/Approved as to Form  
Signature/Date \_\_\_\_\_



**PACIFIC COUNTY  
RURAL ECONOMIC DEVELOPMENT  
INFRASTRUCTURE FUNDING APPLICATION**

**Project Title:** Taylor Industrial Park Infrastructure Upgrade **Annual** 1  
**Long-term** 2

**Applicant:** Port of Willapa Harbor

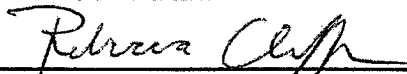
**Contact: Name** Rebecca Chaffee

**Address:** 1725 Ocean Avenue

**City, state, zip:** Raymond, WA 98577

**Phone #:** 360-942-3422 **E-Mail:** portofwh@willapabay.org

**Name of person authorizing submittal (print or type):** Rebecca Chaffee

**Signature of person authorizing submittal:** 

1. Is project listed in the County's Comprehensive Economic Development Strategy (WA-CERT List) or with your city's or county's comprehensive plan? (**Attach copy of WA-CERT list or comprehensive plan**).  
**If no, do not submit application.**

**The project is on the County's WA-CERT List.**

2. Briefly describe your project:

The Port of Willapa Harbor owns and operates the Taylor Industrial Park. There are currently four buildings in the park. The Port has executed leases for nine additional structures. To accommodate this new development, we have determined that our water system must be upgraded and our sewer system replaced. This project will include:

1. The installation of a 12-inch diameter water line to complete a loop water system for maximum fire flows.
2. The installation of the first phase of a pressurized sanitary sewer system.

3. Describe the current status of your project: (Include work completed or in progress)

**The Port has retained an engineer to review alternatives and design the needed upgrades.**

4. State why this project meets the standard of HB2260 passed during the Washington State 1999 Legislative Session:

**This project involves public infrastructure directly supporting economic development.**

5. Total project cost: \$300,000

6. Yearly amount requested from this funding: \$25,000
7. Number of years funding is requested: 3
8. Is this a phased project? Yes X No     (Describe)

**The Port plans to construct a Phase 1 "Sewer backbone" which can be expanded to serve the entire industrial park in future phases. The water system expansion is also included in Phase 1.**

9. List all other approved funding sources and amounts and describe why this funding request is necessary to complete the "funding package":

**The new businesses in the Taylor Industrial Park are involved in producing and processing recreational marijuana. We have contacted the Department of Commerce regarding CERB funding. The CERB board has not yet adopted a policy on supporting marijuana businesses and will not accept an application at this time. USDA and bank financing is also not available because of conflicts between federal and state laws on marijuana.**

10. Have you applied for any other sources to complete your funding? Yes     No X (List)

<u>Source</u>	<u>Amount</u>	<u>Status</u>
---------------	---------------	---------------

11. Describe project specific employment benefits as follows:

Additional 5 FTE During Construction  
Additional 150 FTE Employed by Facility when complete  
Additional 50 FTE hired as a direct result of this project  
Retained 20 FTE as a direct result of this project

Explain in detail the basis for the numbers of FTEs and provide any supporting documentation from employers.

**The Port has leased vacant property for the construction of 6 greenhouses with a total of approximately 65,000 square feet of space. Each greenhouse will have adjoining processing and office space. Three new industrial buildings are also planned with an estimated total square footage of 35,000 square feet. In addition three of the existing buildings are transitioning to marijuana production. These businesses will create an estimated 150 jobs. Approximately 20 people are currently employed at Taylor Industrial Park businesses. These jobs will be retained. These jobs will support an estimated 300 indirect jobs.**

Additional 6 Businesses Created by Facility when complete  
Retained 4 Businesses as a direct result of this project

12. What quantifiable outcomes are you going to track to measure the success of this project:

- **Square footage of new structures construction.**
- **Number of new businesses and employees.**

13. Describe any other economic benefits of this project:

**This project will facilitate private investments of an estimated \$8 to \$10 million.**

14. List any other information you feel is pertinent to this application:

**The upgrade of the Taylor Industrial Park infrastructure is a pre-requisite to facilitating the planned new development. The Port markets the site as an industrial park with a backbone water and sewer system in place. Funding options for this basic infrastructure are severely limited.**

## CONTRACT FOR SERVICES

Between  
PACIFIC COUNTY, WASHINGTON  
And  
THE PORT OF CHINOOK

**THIS CONTRACT** is made between Pacific County – P.O. Box 187, South Bend, Washington, 98586-0187 (the “COUNTY”), and The Port of Chinook – 743 Water Street/P O Box 185, Chinook, Washington 98614 (the “RECIPIENT”).

**WHEREAS**, to foster and retain economic viability of the Pacific County community, the RECIPIENT desires to complete a two phase construction project at the marina. Phase One will consist of constructing a pile supported dock that will add to their current boat hoist; and

**WHEREAS**, the RECIPIENT’S Boat Hoist Dock Construction project meets the definition of a project eligible for public facility funding as defined by Chapter 82.14.370 RCW; and

**WHEREAS**, the RECIPIENT’S Boat Hoist Dock Construction project implements the economic development purposes identified in Chapter 82.14.370 RCW by expanding economic development opportunities and promoting job creation and retention in Pacific County; and

**WHEREAS**, the RECIPIENT’S Boat Hoist Dock Construction project will require substantial financial support from multiple sources; and

**WHEREAS**, the RECIPIENT’S Boat Hoist Dock Construction project is listed on the Overall Economic Development Plan for Pacific County; and

**WHEREAS**, RCW 82.14.370 provides statutory authority for rural (distressed) counties to impose sales and use taxes to finance public facilities in rural counties as deductions from the tax otherwise required to be collected or paid over to the state department of revenue under chapters 82.08 or 82.12 RCW; and

**WHEREAS**, finding Pacific County to be a rural “distressed county” in need of public facilities, the Board of Pacific County Commissioners enacted Ordinance No. 148 which imposed a sales and use tax under RCW 82.14.370(1) for twenty-five (25) years at the rate of four one-hundredths percent (0.04%) effective July 1, 1998, and established the Public Facilities Improvements Fund No. 126 within the COUNTY treasury to finance public facilities within Pacific County; and

**WHEREAS**, finding Pacific County a “rural county” in need of additional “public facilities” financing, the Board of County Commissioners enacted Ordinance No. 148-A increasing the locally retained sales and use tax rate under Ordinance No. 148 to eight one-hundredths percent (0.08%) effective August 1, 1999, and subsequently the Board of County Commissioners enacted Ordinance No. 148-B further increasing the locally retained sales and use tax rate under Ordinance No. 148A to nine one-hundredths percent (0.09%) effective August 1, 2007; and

**WHEREAS**, the COUNTY has the statutory authority under RCW 82.14.370 to assist with financing public facilities throughout Pacific County; and

**WHEREAS**, the COUNTY desires to financially assist the RECIPIENT with its Project; and

**WHEREAS**, the COUNTY has authorized expenditure of funds retained from sales and use taxes as per RCW 82.14.370 on this project following a public review process, and

**WHEREAS**, the Pacific County Council of Governments has reviewed applications for public facility funding, and has recommended that this project be provided with public facility financial assistance from the County; and

**WHEREAS**, the RECIPIENT wishes to enter into this CONTRACT to perform these services on behalf of Pacific County.

**NOW, THEREFORE**, in consideration of covenants, conditions, performances and promises hereinafter contained, the parties hereto agree as follows:

1. **FUNDING**

Twenty One thousand dollars (\$21,000) has been pledged within Pacific County Public Facilities Improvement Fund No. 126 to assist the RECIPIENT with this “public facilities” improvement beginning June 1, 2015 through December 31, 2015. Said amount shall constitute the maximum reimbursement the RECIPIENT is eligible to receive from the COUNTY under this CONTRACT. These funds are to be dispersed on a cost reimbursement basis.

2. **USE OF FUNDS**

The RECIPIENT shall use these COUNTY funds solely for the Boat Hoist Dock Construction by constructing a pile supported dock that will add to the existing boat hoist. The RECIPIENT shall comply with all applicable public works and competitive bidding laws, and shall provide documentation thereof. The RECIPIENT shall also comply with all applicable local, state and/or federal laws or regulations that assure quality of the services being performed, including standards for licensing, certification and operation of facilities, and any other standards or criteria herein described.

3. **SCOPE OF WORK**

Reimbursement shall only be for expenses incurred for the Boat Hoist Dock Construction as specified in the 2015 Port of Chinook Infrastructure Funding Application (Attachment A).

4. **LOCAL FUNDING**

The RECIPIENT affirms its pledge to use its own funds and grant and loan funds in support of the Project as needed to complete the project.

5. **PAYMENT PROVISIONS**

Funds shall be disbursed to the RECIPIENT by warrant within forty five (45) days of billing as per the terms listed within Section 1.

As a provision for receiving reimbursement, the RECIPIENT shall provide the following information to the COUNTY in a final project report:

- Project expenditure details, and
- Identification of the economic benefits to the ports and Pacific County resulting from the project, including the projected number of jobs preserved and/or created.

Said final project report is to be submitted to the County with the final request for reimbursement.

6. **EVALUATION AND MONITORING**

- A. The RECIPIENT shall maintain books, records, documents and other evidence and accounting procedures and practices that sufficiently and properly reflect the performance of this CONTRACT. The RECIPIENT will retain all books, records, documents and other material relevant to this CONTRACT for six (6) years after expiration of the CONTRACT, or from the date final payment hereunder is made, whichever is later.

## CONTRACT FOR SERVICES

Between  
PACIFIC COUNTY, WASHINGTON  
And  
THE CITY OF SOUTH BEND

**THIS CONTRACT** is made between Pacific County – P.O. Box 187, South Bend, Washington, 98586-0187 (the “COUNTY”), and The City of South Bend – P O Drawer 9, South Bend, Washington 98586 (the “RECIPIENT”).

**WHEREAS**, to foster and retain economic viability of the Pacific County community, the RECIPIENT desires to create a pocket park in downtown South Bend with a picnic area for tourists and local residents with accompanying restroom facilities; and

**WHEREAS**, the RECIPIENT’S Mary Rogers Pioneer Park meets the definition of a project eligible for public facility funding as defined by Chapter 82.14.370 RCW; and

**WHEREAS**, the RECIPIENT’S Mary Rogers Pioneer Park implements the economic development purposes identified in Chapter 82.14.370 RCW by expanding economic development opportunities and promoting job creation and retention in Pacific County; and

**WHEREAS**, the RECIPIENT’S Mary Rogers Pioneer Park will require substantial financial support from multiple sources; and

**WHEREAS**, the RECIPIENT’S Mary Rogers Pioneer Park is listed on the Overall Economic Development Plan for Pacific County; and

**WHEREAS**, RCW 82.14.370 provides statutory authority for rural (distressed) counties to impose sales and use taxes to finance public facilities in rural counties as deductions from the tax otherwise required to be collected or paid over to the state department of revenue under chapters 82.08 or 82.12 RCW; and

**WHEREAS**, finding Pacific County to be a rural “distressed county” in need of public facilities, the Board of Pacific County Commissioners enacted Ordinance No. 148 which imposed a sales and use tax under RCW 82.14.370(1) for twenty-five (25) years at the rate of four one-hundredths percent (0.04%) effective July 1, 1998, and established the Public Facilities Improvements Fund No. 126 within the COUNTY treasury to finance public facilities within Pacific County; and

**WHEREAS**, finding Pacific County a “rural county” in need of additional “public facilities” financing, the Board of County Commissioners enacted Ordinance No. 148-A increasing the locally retained sales and use tax rate under Ordinance No. 148 to eight one-hundredths percent (0.08%) effective August 1, 1999, and subsequently the Board of County Commissioners enacted Ordinance No. 148-B further increasing the locally retained sales and use tax rate under Ordinance No. 148A to nine one-hundredths percent (0.09%) effective August 1, 2007; and

**WHEREAS**, the COUNTY has the statutory authority under RCW 82.14.370 to assist with financing public facilities throughout Pacific County; and

**WHEREAS**, the COUNTY desires to financially assist the RECIPIENT with its Project; and

**WHEREAS**, the COUNTY has authorized expenditure of funds retained from sales and use taxes as per RCW 82.14.370 on this project following a public review process, and

**WHEREAS**, the Pacific County Council of Governments has reviewed applications for public facility funding, and has recommended that this project be provided with public facility financial assistance from the County; and

**WHEREAS**, the RECIPIENT wishes to enter into this CONTRACT to perform these services on behalf of Pacific County.

**NOW, THEREFORE**, in consideration of covenants, conditions, performances and promises hereinafter contained, the parties hereto agree as follows:

1. **FUNDING**

Four thousand dollars (\$4,000) has been pledged within Pacific County Public Facilities Improvement Fund No. 126 to assist the RECIPIENT with this “public facilities” improvement beginning June 1, 2015 through December 31, 2015. Said amount shall constitute the maximum reimbursement the RECIPIENT is eligible to receive from the COUNTY under this CONTRACT. These funds are to be dispersed on a cost reimbursement basis.

2. **USE OF FUNDS**

The RECIPIENT shall use these COUNTY funds solely for the Mary Rogers Pioneer Park by constructing a pile supported dock that will add to the existing boat hoist. The RECIPIENT shall comply with all applicable public works and competitive bidding laws, and shall provide documentation thereof. The RECIPIENT shall also comply with all applicable local, state and/or federal laws or regulations that assure quality of the services being performed, including standards for licensing, certification and operation of facilities, and any other standards or criteria herein described.

3. **SCOPE OF WORK**

Reimbursement shall only be for expenses incurred for the Mary Rogers Pioneer Park as specified in the 2015 City of South Bend Infrastructure Funding Application (Attachment A).

4. **LOCAL FUNDING**

The RECIPIENT affirms its pledge to use its own funds and grant and loan funds in support of the Project as needed to complete the project.

5. **PAYMENT PROVISIONS**

Funds shall be disbursed to the RECIPIENT by warrant within forty five (45) days of billing as per the terms listed within Section 1.

As a provision for receiving reimbursement, the RECIPIENT shall provide the following information to the COUNTY in a final project report:

- Project expenditure details, and
- Identification of the economic benefits to the ports and Pacific County resulting from the project, including the projected number of jobs preserved and/or created.

Said final project report is to be submitted to the County with the final request for reimbursement.

6. **EVALUATION AND MONITORING**

- A. The RECIPIENT shall maintain books, records, documents and other evidence and accounting procedures and practices that sufficiently and properly reflect the performance of this CONTRACT. The RECIPIENT will retain all books, records, documents and other material relevant to this CONTRACT for six (6) years after expiration of the CONTRACT, or from the date final payment hereunder is made, whichever is later.