

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

October 11, 2016

ADDITIONAL AGENDA

This Additional Agenda will be acted upon following the Commissioners' regular Agenda

ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS

- 1) Consider approval of the hire of Jim Nelson, Road Maintenance II at a rate of \$18.14/hour

ITEMS REGARDING ASSESSOR'S OFFICE

- 2) Consider approval of request for document preservation funds

ITEMS REGARDING GENERAL BUSINESS

- 3) Consider adoption of Code Enforcement Officer Appreciation Week Proclamation
- 4) Consider adoption of Resolution 2016-_____ authorizing fiscal year 2016 budget category transfers

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.



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:

10/11/2016

AGENDA REQUEST FORM

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

BOCC ACTION: ☐ APPROVED ☐ DENIED

Agenda Item #: ADDL 1

Initial: _____ Date: _____

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: _____

☐ CONTINUED TO DATE: _____

TIME: _____

Review ☐ Clerk of the Board

☐ Risk Mgmt

☐ Legal Required

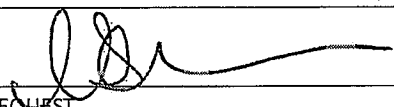
☐ OTHER: _____

DISTRIBUTION LIST:

<input type="checkbox"/> RF	<input type="checkbox"/> Assessor	<input type="checkbox"/> DPW	<input type="checkbox"/> NDC	<input type="checkbox"/> Superior Court
<input type="checkbox"/> CF	<input type="checkbox"/> Auditor	<input type="checkbox"/> EMA	<input type="checkbox"/> PACCOM	<input type="checkbox"/> Treasurer
<input type="checkbox"/> SEA	<input type="checkbox"/> Clerk	<input type="checkbox"/> Fair	<input type="checkbox"/> Prosecutor	<input type="checkbox"/> Veg Mgmt
	<input type="checkbox"/> Civil Service	<input type="checkbox"/> Health	<input type="checkbox"/> SDC	<input type="checkbox"/> WSU Ext.
	<input type="checkbox"/> DCD	<input type="checkbox"/> Juvenile	<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):
OFFICIAL NAME & TITLE: Mike Collins, Director/County Engineer	PHONE / EXT:
SIGNATURE: 	DATE: 10/6/16
NARRATIVE OF REQUEST	
Request approval to hire Jim Nelson for the RMTII South open position. Start date will be after October 26, 2016. Exact date is undetermined as Jim Nelson will be moving from Alaska.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
Approve hire of Jim Nelson, Road Maintenance Technician II/South County at a rate of \$18.14/hour, start date to be determined and provided to the Commissioners, subject to adequate budget appropriations	



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AGENDA REQUEST FORM

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

Agenda Item #: ADDL 2

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:

☐ RF

☐ Assessor

☐ DPW

☐ NDC

☐ Superior Court

☐ CF

☐ Auditor

☐ EMA

☐ PACCOM

☐ Treasurer

☐ SEA

☐ Clerk

☐ Fair

☐ Prosecutor

☐ Veg Mgmt

☐ Civil Service

☐ Health

☐ SDC

☐ WSU Ext.

☐ DCD

☐ Juvenile

☐ Sheriff

☐ Other

AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: ASSESSOR

DIVISION (if applicable):

OFFICIAL NAME & TITLE: BRUCE WALKER

PHONE / EXT: 2208

SIGNATURE:

DATE: 10/07/2016

NARRATIVE OF REQUEST

SCANNING OLD ASSESSMENT CARD IN PREPARATION FOR ARCHIVING

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

Approve request for document preservation funds in the current expense non-departmental budget in an amount not to exceed \$5,000, subject to adequate budget appropriations

Name of Contractor: COMSTAR

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

☐ W-9 Attached for all vendors/contractors (County issuing payment to) ☐ Certificate of Insurance Attached (if required)

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 provide Tax ID #, Uniform Business Identification (UBI) #, 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: _____

SCANNING CARDS

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 ☐ Post, Advertise, & Fill Position
☐ Other (please describe): _____

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

TOTAL COST/AMOUNT (include sales & use tax): \$5,000

TOTAL TAX:

TOTAL SHIPPING/HANDLING:

EXPENDITURE FUND #: 001 .xxx.xxx.xx.xx

EXPENDITURE BUDGETED? ☒ Yes ☐ No

SUPPLEMENTAL REQUIRED? ☐ Yes ☒ No


IN-KIND MATCH REQUIRED? ☐ Yes ☒ No

DESCRIBE MATCH:

MATCHING FUNDS REQUIRED? ☐ Yes ☒ No

AMOUNT OF MATCHING FUNDS:

Non-Departmental (001.0)**
Operating Expenditures

Description	Historical Data					2015		2016		
	2011 Actual \$	2012 Actual \$	2013 Actual \$	2014 Actual \$	4-yr. Avg. \$	Total Budget \$ Including All Amendments	Actual \$ Through 12-31-2015	Baseline \$	Dept. Request \$	Budget \$
County Code Maintenance (001.030.511)	-	-	5,117.81	-	1,279	1,519	1,518.15	1,519	-	-
Public Defender (001.034.51**;.41)	308,800.92	308,800.92	301,844.28	315,654.24	308,775	321,500	320,280.21	321,500	310,000	325,000
Official Publications (001.034.51**;.4*)	768.48	669.82	798.55	550.60	696	700	-	700	700	700
 Organizational Dues & Support Payments (001.034.5*)	Association of Washington Cities (AWC)	350.00	350.00	250.00	250.00	300	350	500.00	350	350
	Columbia-Pacific Resource Conservation and Economic Development (COLPAC)	500.00	500.00	500.00	500.00	500	500	-	500	500
	Document Preservation	-	-	32,959.94	5,000.00	9,490	5,000	607.95	5,000	5,000
	Economic Development Council (EDC)	5,000.00	5,000.00	5,000.00	5,000.00	5,000	5,000	5,000.00	5,000	5,000
	Miscellaneous Professional Services	3,325.94	-	-	-	831	-	-	-	-
	National Association of Counties (NACo)	447.00	447.00	447.00	450.00	448	450	450.00	450	450
	Olympic Region Clean Air Agency (ORCAA)	6,487.00	6,590.00	6,332.00	6,352.00	6,440	6,356	6,356.00	6,401	6,401
	Pacific Conservation District	10,000.00	10,000.00	10,000.00	10,000.00	10,000	7,500	7,500.00	7,500	7,500
	Pacific Council of Governments (PCOG)	6,000.00	9,000.00	9,000.00	9,000.00	8,250	9,000	9,000.00	9,000	9,000
	WA State Association of Counties (WSAC)/ WA Association of County Officials (WACO)	8,933.00	8,139.20	9,173.53	9,830.00	9,269	9,830	9,868.00	9,830	9,830



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10/11/2016

AGENDA REQUEST FORM

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

Agenda Item #: ADDL 3

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:

☐ RF

☐ Assessor

☐ DPW

☐ NDC

☐ Superior Court

☐ CF

☐ Auditor

☐ EMA

☐ PACCOM

☐ Treasurer

☐ SEA

☐ Clerk

☐ Fair

☐ Prosecutor

☐ Veg Mgmt

☐ Civil Service

☐ Health

☐ SDC

☐ WSU Ext.

☐ DCD

☐ Juvenile

☐ 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:

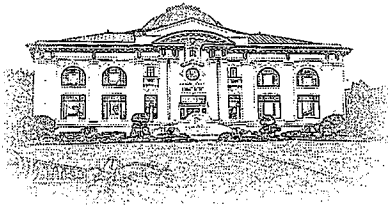
SIGNATURE: 

DATE: 10/7/2016

NARRATIVE OF REQUEST

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

Adopt Proclamation establishing the week of October 24-28, 2016 as Code Enforcement Officer Appreciation Week



Pacific County **COMMISSIONERS**

Steve Rogers, District #1

Frank Wolfe, District #2

Lisa Ayers, District #3

PROCLAMATION

WHEREAS, Code Enforcement Officers provide for safety, health and welfare of the citizens in the communities throughout the State of Washington through the enforcement of local codes or ordinances dealing with various issues of building, zoning, housing, animal control, environmental, health and life safety; and

WHEREAS, Code Enforcement Officers often have a challenging and demanding role and often do not receive recognition for the job that they do in improving living and working conditions for residents and businesses of local communities; and

WHEREAS, the role of many Code Enforcement Officers has expanded in recent years with the increased number of foreclosed and abandoned homes in communities impacted economically; and

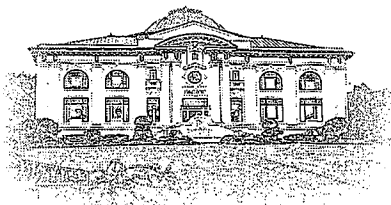
WHEREAS, Code Enforcement Officers are dedicated, highly-qualified professionals who share the goals of preventing neighborhood deterioration, enhancing and ensuring safety, and preserving values through knowledge and application of housing, zoning, and nuisance codes and ordinances; and

WHEREAS, Code Enforcement Officers often have a highly visible role in the communities they serve and regularly interact with a variety of state, county, first responder, and legislative boards, commissions, agencies, and bodies within the capacity of their role in the community; and

WHEREAS, Code Enforcement Officers are called upon to provide quality customer service and excellence to the residents and businesses of the communities in which they serve; and

WHEREAS, the Washington Association of Code Enforcement want to recognize and honor Code Enforcement Officers and Professionals all across the State of Washington and bring awareness to the importance of code enforcement to the communities of the State of Washington; and

WHEREAS, the Washington Association of Code Enforcement was established in 1988 for the purpose of providing ongoing training and support for Code Enforcement professionals working in the State of Washington;



Pacific County **COMMISSIONERS**

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

NOW, THEREFORE, we the Board of County Commissioners, of Pacific County, State of Washington, do hereby proclaim the week of October 24-18, 2016, to be

Code Enforcement Officer Appreciation Week

and call upon residents of Pacific County to join us in recognizing and expressing their appreciation for the dedication and service by the individuals who serve as our Code Enforcement Officer(s).

DATED this _____ day of _____, 2016.

BOARD OF COMMISSIONERS
PACIFIC COUNTY

ATTEST:

Frank Wolfe, Chairman

Lisa Ayers, Commissioner

Marie Guernsey
Clerk of the Board

Steve Rogers, Commissioner



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REQUESTED MEETING DATE:

10/11/16

AGENDA REQUEST FORM

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

Agenda Item#: ADDL 4

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: General Administration

DIVISION (if applicable): n/a

OFFICIAL NAME & TITLE: Paul T. Plakinger, Management & Fiscal Analyst

PHONE / EXT: x2243

SIGNATURE: *PTP*

DATE: October 6, 2016

NARRATIVE OF REQUEST

Consider adopting the attached resolution regarding fiscal year 2016 budget category transfers.

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

Adopt Resolution 2016-_____ authorizing amendments to the fiscal year 2016 budget by appropriation transfer

BEFORE THE BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

RESOLUTION NO. 2016-_____

**IN THE MATTER OF AMENDMENTS TO THE FISCAL YEAR 2016 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 2016 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 fiscal year 2016 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 2016 budget appropriations as listed in Attachment A of this resolution.

PASSED by the following vote this 11th day of October, 2016 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

Frank Wolfe, Chair

Lisa Ayers, Commissioner

Steve Rogers, Commissioner

ATTEST:

Marie Guernsey, Clerk of the Board

Fund Name	Amount	Transfer From:	Transfer To:
Capital Improvements	\$23,142.00	125.311.594.18.62	125.379.586.34.00