

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

**Tuesday, October 11, 2016
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 LOCAL BOARD OF HEALTH & BOARD OF COUNTY COMMISSIONERS MEETINGS

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

CONSENT AGENDA (Item A)

- A) Approve regular meeting minutes of September 27, 2016

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 #35

PROCEEDINGS

9:00 AM
Tuesday, September 27, 2016

1216 W. Robert Bush Drive
South Bend, Washington

CALL TO ORDER – 9:00 AM

ATTENDANCE

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

Marie Guernsey, Clerk of the Board
Kathy Spoor, County Administrative Officer
Paul Plakinger, Management & Fiscal Analyst
Eric Weston, Chief Civil Deputy Prosecutor
Mike Collins, Public Works Director/County Engineer
Mary Goelz, Health & Human Services Director
Tim Crose, Community Development Director

GENERAL PUBLIC IN ATTENDANCE

Todd Bennington-WH Herald (*recorded meeting*)
Cheryl Heywood, Timberland Regional Library Executive Director
Timberland Regional Library Representatives: Emily Popovich, Bob Hall, Iver Matheson, Michille Zilli, Susan Carney

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

PUBLIC COMMENT – None

CONSENT AGENDA (Items A-B)

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

Approve Rainbow Valley Landfill Claims Vouchers:
Broadband Environmental Services - \$750
City of Raymond - \$370
PUD No. 2 - \$47.45
Dragon Analytical Laboratory - \$2,929
Royal Heights Transfer Station Inc. - 307.44

Approve regular meeting minutes of September 13, 2016

MEETING CLOSED – 9:02AM

PACIFIC COUNTY, WASHINGTON
LOCAL BOARD OF HEALTH
JOURNAL #35

PACIFIC COUNTY
LOCAL BOARD OF HEALTH

Frank Wolfe, Chairman

ATTEST:

Lisa Ayers, Commissioner

Marie Guernsey
Clerk of the Board

Steve Rogers, Commissioner

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

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

**October 11, 2016
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.

Call to Order

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

CONSENT AGENDA (Items 1-8)

Department of Public Works

- 1) Approve promotion of Tracy Madson to Road Maintenance Tech II, effective October 3, 2016
- 2) Approve hire of Daryl Shepard, Road Maintenance Tech II, effective October 10, 2016
- 3) Approve Supplement No. 2 to Local Agency Agreement #LA-8631 pertaining to guardrail upgrades; authorize Chair to sign

Department of Community Development

- 4) Approve hire of Brad Allen, Building Inspector, Grade 12 Step 1

Sheriff's Office

- 5) Confirm hire of Kevin Acdal, Corrections Officer, Step 1, effective October 1, 2016 and Joy Zielesch, Casual Cook, at a rate of \$13.10/hour, effective October 11, 2016

General Business

- 6) Approve Vendor Claims
Warrants Numbered 134019 thru 134098 in the amount of \$404,203.03
- 7) Approve September, 2016 payroll:
Total employees: 186 - Total payroll: \$754,480.79
- 8) Approve regular meeting minutes of September 27, 2016 and public hearing minutes of October 3, 2016

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

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

ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS

- 9) Consider award of Signing Upgrade Project Call for Bids (*opening held October 6, 2016 at 9:00AM*)
- 10) Consider approval of request to purchase ductless heat pump system with air Conditioning for server room; authorize Chair to sign
- 11) Consider approval of request to upgrade telephone system to a digital system
- 12) Consider approval of Service Agreement with Comcast for internet service
- 13) Consider award of Courthouse foundation and drainage Project to Gill Construction & Development LLC of Chehalis

ITEMS REGARDING HEALTH & HUMAN SERVICES DEPARTMENT

- 14) Consider approval of Memorandum of Understanding with WellSpring Community Network for the Americorp position

ITEMS REGARDING SHERIFF'S OFFICE

- 15) Consider adoption of Resolution 2016-_____ transferring Avtec dispatch console equipment to ER&R Fund 502

ITEMS REGARDING BOARDS AND COMMISSIONS

- 16) Acknowledge resignation of Fair Board member John Gruginski and consider approval of the reappointment of Marcy Walden and the appointment of Darlene Smith to the vacant position, effective immediately

ITEMS REGARDING GENERAL BUSINESS

- 17) Consider approval of Findings of Fact and Conclusions of Law pertaining to the Shoreline Master Program

EXECUTIVE SESSION

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

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

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

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

REQUESTED MEETING DATE:

9/27/16

AGENDA REQUEST FORM

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

Agenda Item #: 1

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

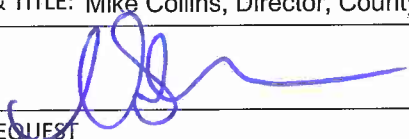
☐ Legal Required

DISTRIBUTION LIST:

<input type="checkbox"/> RF	<input type="checkbox"/> Assessor	<input type="checkbox"/> DPW	<input type="checkbox"/> 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: 9/26/16
NARRATIVE OF REQUEST	
Request approval to promote Tracy Madson from South County Traffic Control/Maintenance Tech to RMT South open position. Start date will be on or before October 10th.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
Approve promotion of Tracy Madson to Road Maintenance Tech II, effective October 3, 2016 at a rate of \$18.14/hour, subject to adequate budget appropriations	



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REQUESTED MEETING DATE:

9/27/16

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: _____

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"/> 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: 9/26/16

NARRATIVE OF REQUEST

Request approval to hire Daryl Shepard for the RMTII South open position. Start date will be on or before October 17th.

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

Approve hire of Daryl Shepard, Road Maintenance Tech II, effective October 10, 2016, at a rate of \$18.14/hour, subject to adequate budget appropriations



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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 #: 3

BOCC ACTION: ☐ APPROVED ☐ DENIED

Initial: _____

Date: _____

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: _____

☐ CONTINUED TO DATE: _____

TIME: _____

☐ OTHER: _____

Review ☐ Clerk of the Board

☐ Risk Mgmt

☐ Legal Required

DISTRIBUTION LIST:

☐ RF

☐ Assessor

☐ DPW

☐ PACCOM

☐ Superior Court

☐ CF

☐ Auditor

☐ PCEMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Veg Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Ext.

☐ DCD

☐ NDC

☐ Sheriff

☐ Other

AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: DPW

DIVISION (if applicable): Roads

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

PHONE / EXT: 3368

SIGNATURE: *Michael Collins*

DATE: *9-28-16*

NARRATIVE OF REQUEST

Attached is Supplement No. 2 to the Local Agency Agreement for the 2015 County Safety Selections - Pacific County Guardrail Upgrades. The supplement transfers construction funds to cover preliminary engineering costs.

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

Approve Supplement No. 2 to Local Agency Agreement #LA-8631 pertaining to guardrail upgrades and authorize Chair to sign

Name of Contractor: _____	
Name of Contract/Agreement/Grant/Amendment #: (if amendment, provide copy of those pages being amended): 2014 County Safety Selections - Pacific County Guardrail Upgrades	
Indicate type:	
<input type="checkbox"/> Intergovernmental/Interagency	<input type="checkbox"/> Employment/Special Services Agreement <input type="checkbox"/> Federal Contract
<input type="checkbox"/> Memorandum of Understanding/Agreement	<input type="checkbox"/> Interoffice/Interdepartmental <input type="checkbox"/> State Contract
Contractor Type (check all that apply):	
<input type="checkbox"/> For-Profit	<input type="checkbox"/> Private Organization/Individual
<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Public Organization/Jurisdiction
<input type="checkbox"/> State	<input type="checkbox"/> Sub-Recipient
<input type="checkbox"/> Federal	<input type="checkbox"/> Other
Please indicate appropriate Tax 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 type="checkbox"/> Other (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, Fill Position (New Employee Form Required)
<input checked="" type="checkbox"/> Other (please describe): Local Agency Agreement	
BACKGROUND/SUMMARY (include date of prior workshop and/or action, if applicable):	
Original Agreement executed at 3/24/2015 meeting (PE funds) and Supplement No. 1 was executed at the 4/26/16 meeting (construction funds).	
TOTAL COST/AMOUNT (include sales & use tax):	TOTAL TAX:
TOTAL SHIPPING/HANDLING:	EXPENDITURE FUND #: 104,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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	AMOUNT OF MATCHING FUNDS: PE 10%



Local Agency Agreement Supplement

Agency County of Pacific		Supplement Number 2
Federal Aid Project Number HSIP-000S(402)	Agreement Number LA-8631	CFDA No. 20.205 (Catalog of Federal Domestic Assistance)

The Local Agency requests to supplement the agreement entered into and executed on April 30, 2015

All provisions in the basic agreement remain in effect except as modified by this supplement.

The changes to the agreement are as follows:

Project Description

Name 2014 County Safety Selections - Pacific County Guardrail Upgrades Length countywide

Termini countywide

Description of Work ☒ No Change

Reason for Supplement

Request transfer of construction funds to preliminary engineering funds

Are you claiming indirect cost rate? ☐ Yes ☒ No

Project Agreement End Date 12/2017

Does this change require additional Right of Way or Easements? ☐ Yes ☒ No Advertisement Date: 5/2016

Type of Work		Estimate of Funding				
		(1) Previous Agreement/Suppl.	(2) Supplement	(3) Estimated Total Project Funds	(4) Estimated Agency Funds	(5) Estimated Federal Funds
PE 90 % Federal Aid Participation Ratio for PE	a. Agency	10,000.00	4,709.00	14,709.00	1,471.00	13,238.00
	b. Other					
	c. Other					
	d. State					
	e. Total PE Cost Estimate (a+b+c+d)	10,000.00	4,709.00	14,709.00	1,471.00	13,238.00
Right of Way % Federal Aid Participation Ratio for RW	f. Agency					
	g. Other					
	h. Other					
	i. State					
	j. Total R/W Cost Estimate (f+g+h+i)					
Construction 100 % Federal Aid Participation Ratio for CN	k. Contract	533,890.00	-4,709.00	529,181.00		529,181.00
	l. Other eligible non-federal	38,895.00		38,895.00	38,895.00	
	m. Other					
	n. Other					
	o. Agency	4,500.00		4,500.00		4,500.00
	p. State	500.00		500.00		500.00
	q. Total CN Cost Estimate (k+l+m+n+o+p)	577,785.00	-4,709.00	573,076.00	38,895.00	534,181.00
	r. Total Project Cost Estimate (e+j+q)	587,785.00		587,785.00	40,366.00	547,419.00

The Local Agency further stipulates that pursuant to said Title 23, regulations and policies and procedures, and as a condition to payment of the Federal funds obligated, it accepts and will comply with the applicable provisions.

Agency Official

Washington State Department of Transportation

By _____

By _____

Title _____

Director, Local Programs

Date Executed _____

Agency County of Pacific		Supplement Number 2
Federal Aid Project Number HSIP-000S(402)	Agreement Number LA-8631	CFDA No. 20.205 (Catalog of Federal Domestic Assistance)

VI. Payment and Partial Reimbursement

The total cost of the project, including all review and engineering costs and other expenses of the State, is to be paid by the Agency and by the Federal Government. Federal funding shall be in accordance with the Federal Transportation Act, as amended, 2 CFR Part 200. The State shall not be ultimately responsible for any of the costs of the project. The Agency shall be ultimately responsible for all costs associated with the project which are not reimbursed by the Federal Government. Nothing in this agreement shall be construed as a promise by the State as to the amount or nature of federal participation in this project.

The Agency shall bill the state for federal aid project costs incurred in conformity with applicable federal and state laws. The agency shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for federal participation unless a current indirect cost plan has been prepared in accordance with the regulations outlined in 2 CFR Part 200 - Uniform Admin Requirements, Cost Principles and Audit Requirements for Federal Awards, and retained for audit.

The State will pay for State incurred costs on the project. Following payment, the State shall bill the Federal Government for reimbursement of those costs eligible for federal participation to the extent that such costs are attributable and properly allocable to this project. The State shall bill the Agency for that portion of State costs which were not reimbursed by the Federal Government (see Section IX).

VII. Audit of Federal Consultant Contracts

The Agency, if services of a consultant are required, shall be responsible for audit of the consultant's records to determine eligible federal aid costs on the project. The report of said audit shall be in the Agency's files and made available to the State and the Federal Government.

An audit shall be conducted by the WSDOT Internal Audit Office in accordance with generally accepted governmental auditing standards as issued by the United States General Accounting Office by the Comptroller General of the United States; WSDOT Manual M 27-50, Consultant Authorization, Selection, and Agreement Administration; memoranda of understanding between WSDOT and FHWA; and 2 CFR Part 200.501 - Audit Requirements.

If upon audit it is found that overpayment or participation of federal money in ineligible items of cost has occurred, the Agency shall reimburse the State for the amount of such overpayment or excess participation.

VIII. Single Audit Act

The Agency, as a subrecipient of federal funds, shall adhere to the federal regulations outlined in 2 CFR Part 200.501 as well as all applicable federal and state statutes and regulations. A subrecipient who expends \$750,000 or more in federal awards from all sources during a given fiscal year shall have a single or program-specific audit performed for that year in accordance with the provisions of 2 CFR Part 200.501. Upon conclusion of the audit, the Agency shall be responsible for ensuring that a copy of the report is transmitted promptly to the State.

IX. Payment of Billing

The Agency agrees that if payment or arrangement for payment of any of the State's billing relative to the project (e.g., State force work, project cancellation, overpayment, cost ineligible for federal participation, etc.) is not made to the State within 45 days after the Agency has been billed, the State shall effect reimbursement of the total sum due from the regular monthly fuel tax allotments to the Agency from the Motor Vehicle Fund. No additional Federal project funding will be approved until full payment is received unless otherwise directed by the Director of Local Programs.

Project Agreement End Date - This date is based on your projects Period of Performance (2 CFR Part 200.309).

Any costs incurred after the Project Agreement End Date are NOT eligible for federal reimbursement. All eligible costs incurred prior to the Project Agreement End Date must be submitted for reimbursement within 90 days after the Project Agreement End Date or they become ineligible for federal reimbursement.

XVII. Assurances

Local Agencies receiving Federal funding from the USDOT or its operating administrations (i.e., Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration) are required to submit a written policy statement, signed by the Agency Executive and addressed to the State, documenting that all programs, activities and services will be conducted in compliance with Section 504 and the Americans with Disabilities Act (ADA).



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

RECEIVED
PACIFIC COUNTY

OCT - 5 2016

GENERAL ADMINISTRATION
BOARD OF COMMISSIONERS

AGENDA REQUEST FORM

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

REQUESTED MEETING DATE:

10/11/2016

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

Agenda Item #: 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"/> 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: Community Development Department

DIVISION (if applicable): Building

OFFICIAL NAME & TITLE: Megan McNelly

PHONE / EXT: 360.875.9356

SIGNATURE:

DATE: 10/3/2016

NARRATIVE OF REQUEST

The department has offered the building inspector position at G12S1 to Brad Allen, who has accepted. His first day will be October 17th.

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

Approve hire of Brad Allen, Building Inspector, Grade 12 Step 1, effective October 17, 2016, subject to adequate budget appropriations



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REQUESTED MEETING DATE:

10/11/2016

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: _____

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"/> 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: Sheriff's Office

DIVISION (if applicable): Jail

OFFICIAL NAME & TITLE: Denise L. Rowlett

PHONE / EXT: 2293

SIGNATURE: 

DATE: 10-4-16

NARRATIVE OF REQUEST

Request the BOCC confirm the hire of Kevin Acdal as a corrections officer effective 10/1/2016 and Joy Zielesch as a casual cook effective 10/11/2016.

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

Confirm hire of Kevin Acdal, Corrections Officer, Step 1, effective October 1, 2016 and Joy Zielesch, Casual Cook, at a rate of \$13.10/hour, effective October 11, 2016, subject to adequate budget appropriations

**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, October 11, 2016, 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:

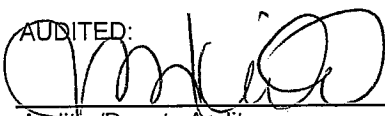
Vendors Claim Fund No. 692

134019 thru 134098 \$ 404,203.03

Warrants Dated: September 30, 2016

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

AUDITED:



Auditor/Deputy Auditor

ATTEST:

Clerk of the Board

Chairman

Commissioner

Commissioner

RECEIVED
PACIFIC COUNTY

SEP 30 2016

GENERAL ADMINISTRATOR
BOARD OF COMMISSIONERS

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: SEPTEMBER, YEAR OF 2016

TOTAL EMPLOYEES: 186

TOTAL PAYROLL: \$754,480.79

Approve payroll subject to adequate budget appropriations.

BOARD OF PACIFIC COUNTY COMMISSIONERS

Dated this 11th day of OCTOBER 2016

Chairperson

Commissioner

Commissioner

Attest:

Clerk of the Board

RECEIVED
PACIFIC COUNTY

SEP 30 2016

GENERAL ADMINISTRATION
BOARD OF COMMISSIONERS

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #52

8

PROCEEDINGS

9:00 AM
Tuesday, September 27, 2016

1216 W Robert Bush Drive
South Bend, Washington

CALLED TO ORDER – 9:02 AM

ATTENDANCE

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

Marie Guernsey, Clerk of the Board
Kathy Spoor, County Administrative Officer
Paul Plakinger, Management & Fiscal Analyst
Eric Weston, Chief Civil Deputy Prosecutor
Mike Collins, Public Works Director/County Engineer
Mary Goelz, Health & Human Services Director
Tim Crose, Community Development Director

GENERAL PUBLIC IN ATTENDANCE

Todd Bennington-WH Herald (*recorded meeting*)
Cheryl Heywood, Timberland Regional Library Executive Director
Timberland Regional Library Representatives: Emily Popovich, Bob Hall, Iver Matheson, Michille Zilli, Susan Carney

CALLED TO ORDER

Chairman Wolfe opened the Commissioners' Meeting and announced the Shoreline Master Program Public Hearing will be held today at 10:00AM or as soon thereafter as possible.

PUBLIC COMMENT

Cheryl Heywood provided a Timberland Regional Library update.

CONSENT AGENDA (Items 1-7)

Commissioner Ayers requested Consent Agenda Item #3 be removed from the Consent Agenda and be deferred until the meeting of October 11, 2016.

**PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #52**

CONSENT AGENDA (Items 1-2, 4-7)

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

Health & Human Services Department

**Approve Amendment C to Consolidated Homeless Grant No. 16-46108-22
with WA State Department of Commerce Community Services and Housing
Division and authorize Chair to sign**

**Approve Amendment #1 to Contract Number N21896-09 with CHOICE
Regional Health Network to provide services to Youth Marijuana
Prevention and authorize Chair to sign**

General Business

**Confirm amendment to motion of September 13, 2016 pertaining to the
purchase of a Wilmore inverter**

**Confirm amendment to the appointment of Jeff McEntarfer to the Marine
Resource Committee as an 'alternate'**

**Approve Vendor Claims
Warrants Numbered 133773 thru 133914 in the amount of \$522,873.23**

Approve regular meeting minutes of September 13, 2016

Sheriff's Office

**Confirm Sheriff's signature on Memorandum of Agreement #MOA 517-131
with WA State Parks and Recreation pertaining to the co-use of the vessel
"Osprey" Hull and trailer-DEFERRED**

ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS

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

**Approve Agreement for Engineering Services with Gibbs & Olson regarding
the Pacific Hardwoods Stormwater Feasibility Study and authorize County
Engineer to sign, subject to acceptance of contract language changes**

**PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #52**

ITEMS REGARDING DEPARTMENT OF COMMUNITY DEVELOPMENT

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

Approve purchase of Microsoft Surface Pro 4 from state bid, in an amount not to exceed \$1,900 to be purchased from ER&R Computer Fund, subject to adequate budget appropriations

ITEMS REGARDING HEALTH & HUMAN SERVICES DEPARTMENT

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

Approve Interlocal Service Agreement with ESD 112 to provide community prevention specialist in the Ocean Beach School District and authorize Director to sign

Approve issuance of Request for Applications (RFA) for the millage mini grants for programs and services that support individuals with developmental disabilities and/or that promote mental wellness

Approve Contract #2016-CCAP-HUD with Coastal Community Action Program to provide supportive housing for up to 18 units for individuals/families who are chronically homeless

Approve increase of Tessa Clements, Behavioral Health Program Asst. to 0.7 FTE, Grade 10 Step 6 and Grade 9 Step 6 at 0.1 FTE, effective since she was promoted to Grade 10 (7/11/2016), subject to adequate budget appropriations

Approve request to hire a Registered Nurse, Grade 13 0.8 FTE in accordance with Section 2.22 Hiring Process of the Personnel Policy and adequate budget appropriations

Approve Service Contract for School Nurse Services with Ocean Beach School District for the 2016-17 school year

ITEMS REGARDING COUNTY FAIR

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

Approve Concession Agreements with Chinook Indian Nation, The Dawg House, JBK Builders, Goosepoint Oyster Co., and Randy's Family Fitness for the 2016 County Fair

Approve Vendor Agreements with Chinook Indian Nation, Coastal Candies and Café, Coming Attractions/Aberdeen Fund Center, Fred H. Hill for Commissioner, Girls Scouts of America, Pacific Conservation District, Painting Cute, Rover Rocks Gone Wild and Willapa Portable dba House Brothers for the 2016 County Fair

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #52

ITEMS REGARDING BOARDS AND COMMISSIONS

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

Adopt Resolution 2016-034 amending membership to the Law & Justice Council and rescind Resolution 2009-034

ITEMS REGARDING GENERAL BUSINESS

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

Approve request to reconvene the 2016 session of Board of Equalization to hear property tax appeals

Acknowledge intent of retirement of Coni Ruddell and approve of continued leave (sick and vacation) accruals during extended employment beginning late 2017

Accept of Land Use Hearings Examiner proposal from Emily Terrell of Sound Municipal Consultants of Sumner, WA and authorize County Administrative Officer to negotiate a Land Use Hearings Examiner Contract for Services for Board approval *(only one RFP was received)*

ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS

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

Adopt Resolution 2016-035 declaring Pacific County's intention to vacate the Upper Naselle Road in accordance with RCW 36.87 and set a public hearing on October 25, 2016 at 10:00AM or as soon thereafter as possible

ITEMS REGARDING NORTH DISTRICT COURT

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

Approve hire of Elaine Taylor, Deputy District Court Clerk, effective October 3, 2016, Grade 9 Step 5, subject to adequate budget appropriations

ITEMS REGARDING BOARDS AND COMMISSIONS

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

Appoint Tiffany Turner to the vacant position of "Business-Collector of Tax" on the Lodging Tax Advisory Committee, effective immediately

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #52

ITEMS REGARDING GENERAL BUSINESS

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

Approve up to \$5,000 from Fund 197 to add an additional server to process email searches related to public records requests

Approve Vendor Claims, Warrants Numbered 133915 thru 134018 in the amount of \$266,585.28, subject to adequate budget appropriations

EXECUTIVE SESSION

9:30AM for 15 minutes

RCW 42.30.110 (1) (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency...

BACK IN SESSION - 10:00AM

PUBLIC HEARING

ATTEND: Chairman Wolfe, Commissioner Ayers, Commissioner Rogers, County Administrative Officer Kathy Spoor, and Community Development Director Tim Crose
OTHERS: Kathleen Moncy, Kristine Nevitt, Tim Morris and Eric Hall

Chairman Wolfe opened the closed record public hearing to consider adoption of the Shoreline Master Program. The was hearing was held in accordance with Process Ordinance No. 177, Section 7, Type IV-Legislative Decisions.

Chairman Wolfe swore in Tim Crose, Community Development Director and he provided an overview of the Shoreline Master Program update process.

The Commissioners thanked everyone involved in the process and expressed appreciation to staff for the tremendous job they have done.

Chairman Wolfe closed the public hearing at approximately 10:12AM. He opened the

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

Adopt Resolution 2016-036 approving the Shoreline Master Program and approve submitting it to WA State Department of Ecology for approval/acceptance

MEETING CLOSED – 10:03AM

SIGNATURE BLOCK ON THE FOLLOWING PAGE

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #52

PACIFIC COUNTY
BOARD OF COUNTY COMMISSIONERS

Frank Wolfe, Chairman

ATTEST:

Lisa Ayers, Commissioner

Marie Guernsey
Clerk of the Board

Steve Rogers, Commissioner

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

OTHER BUSINESS FOR FILING

Letter dated February 28, 2014 from the South Pacific County Humane Society regarding Shelter of Record. Workshops were attempted with no success; issue was dropped.

Letter received July 27, 2016 from the Willapa-Grays Harbor Oyster Growers Association regarding economic, ecological, cultural, and general public interest in Pacific County.

Notice dated September 6, 2016, from WA State Liquor and Cannabis Board of Special Occasion license for Friends of Chinook School for their event on October 15, 2016.

Notice of Liquor License Application dated September 12, 2016, for Columbia River Roadhouse of Chinook.

Letter dated September 13, 2016, from WA State Auditor's Office regarding amendment to engagement letter.

Letter dated September 15, 2016, regarding Lodging Tax Advisory Committee from Arthur A. Blauvelt III, Attorney. Response dated October 5, 2016, from Chief Civil Deputy Eric Weston.

Letter dated September 15, 2016, from US Department of the Interior regarding the development of a Natural Resource Center at Willapa National Wildlife Refuge.

Email dated September 15, 2016 from Janet Easley regarding update on Loomis Lake Weed Treatment.

Email dated September 19, 2016, from James Clancy regarding speed limits in Surfside.

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #52

Notice received September 19, 2016, from WA State Liquor and Cannabis Board regarding license expirations for Mount Baker Vineyards, The Metro Espresso Cafe/Gallettis Spaghetti, and Sid's IGA.

Notice received September 21, 2016, from Kendall Biggs regarding his intent to retire effective October 8, 2016.

Copy of letter dated September 21, 2016, sent to Maia Bellon, Director of WA State Department of Ecology regarding NPDES Permit/Imidacloprid.

Copy of letter dated September 21, 2016, sent to Maia Bellon, Director of WA State Department of Ecology regarding Marina Japonica.

Email dated September 22, 2016, from Nansen Malin regarding Sou'wester noise and nuisance issues.

Letter dated September 23, 2016, from WA State Department of Natural Resources regarding proposed boundary expansion of Naselle Highlands NRCA near Naselle.

Email dated September 23, 2016, from George Miller thanking Public Works for repairing pot holes at K Place and 324th Place.

Email dated September 26, 2016, from Tim Trohimovich, Director of Planning & Law/Future Wise providing letter to Board of Pacific County Commissioners regarding Shoreline Master Program update.

Email dated September 26, 2016, from Tim Trohimovich, Director of Planning & Law/Future Wise providing enclosures reference in their letter to Board of Pacific County Commissioners regarding Shoreline Master Program update.

Email dated September 26, 2016, regarding completion of probation for Michelle Kemmer, Public Health Nurse.

Letter received September 27, 2016, from Kristine Nevitt regarding the Shoreline Master Program update.

Handout from workshop held September 27, 2016, with Not a Ban a Better Plan committee.

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #52

PROCEEDINGS

10:00 AM
Monday, October 3, 2016

1216 W Robert Bush Drive
South Bend, Washington

CALLED TO ORDER – 9:02 AM

ATTENDANCE

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

Marie Guernsey, Clerk of the Board
Paul Plakinger, Management & Fiscal Analyst

GENERAL PUBLIC IN ATTENDANCE - None

CALLED TO ORDER

Chairman Wolfe opened the public hearing to consider approval of the filing of "draft" fy2017 preliminary budget and swore in Paul Plakinger.

Paul provided an overview of the preliminary fy2017 budget and noted it is not being recommended for adoption.

Chairman Wolfe closed the public hearing.

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

Acknowledge the filing of the preliminary fy2017 budget

PACIFIC COUNTY
BOARD OF COUNTY COMMISSIONERS

Frank Wolfe, Chairman

Lisa Ayers, Commissioner

ATTEST:

Marie Guernsey
Clerk of the Board

Steve Rogers, Commissioner

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



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

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

REQUESTED MEETING DATE:

10/11/16

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>9</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"/> PC Fair
<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"/> Superior Court
	<input type="checkbox"/> PC Fair	<input type="checkbox"/> Treasurer
	<input type="checkbox"/> Prosecutor	<input type="checkbox"/> Veg Mgmt
	<input type="checkbox"/> SDC	<input type="checkbox"/> WSU Ext.
	<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: _____
NARRATIVE OF REQUEST On recommendation from the County Engineer, award Pacific County Signing Upgrade Project, bids to be opened 10/10.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board) Award of Signing Upgrade Project Call for Bids to _____ in an amount not to exceed \$ _____, subject to adequate budget appropriations	



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:

10-11-16

AGENDA REQUEST FORM

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

Agenda Item#: 10

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"/> 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: Public Works	DIVISION (if applicable): Computer Services
OFFICIAL NAME & TITLE: Andy Seaman, Computer Services Supervisor	PHONE / EXT: 2271
SIGNATURE: <i>Andrew B Seaman</i>	DATE: 9-26-16
NARRATIVE OF REQUEST Request approval of server room air conditioning installation. The lowest and best bid has been determined to be Actionaire Inc. (ACTIOI*053Q8) in the amount of \$7,014.60. There will be additional cost for electrical connections and a pad for the compressor.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board) Approve purchase of ductless heat pump system with air conditioning for server room from Actionaire, Inc. of Hoquiam in the amount of \$6,495, plus sales tax and permits, subject to adequate budget appropriations and authorize Chair to sign	

Name of Contractor: Actionaire Inc.

Name of Contract/Agreement/Grant/Amendment #: (if amendment, provide copy of those pages that are being amended):
IT Room Ductless Heat Pump System

☐ **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: 300 Memorial Dr.

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): 7,014.60

TOTAL TAX: \$519.60

TOTAL SHIPPING/HANDLING:

EXPENDITURE FUND #: _____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:

ACTIONAIRE, Inc.

Refrigeration, Heating, & Air Conditioning
302 Lincoln Street, Hoquiam, WA 98550
Phone: (360) 538-0873 Fax: (360) 538-0107
ACTIOI*053Q8

ESTIMATE SUBMITTED TO PACIFIC COUNTY COURTHOUSE	Phone 360-875-9300	Fax #	Date August 17, 2016
Address	Job Name IT ROOM DUCTLESS HP SYSTEM		
City, State, Zip SOUTH BEND, WA	Contact ANDY SEAMAN	Email	Job Number PAC CO COURTHOUSE FUJITSU DUCTLESS

We hereby submit specifications and estimates for

IT ROOM DUCTLESS HEAT PUMP SYSTEM

Bid to provide and install one (1) Fujitsu ductless heat pump system with a/c to serve the I.T. room. Bid includes all equipment plus all labor estimated at current prevailing wage rates. Bid also includes all miscellaneous materials necessary to complete. Bid does not include electrical work.

PRICE: \$ 6,495.00 plus sales tax and permits

We propose hereby to furnish material and labor-complete in accordance with above specifications, for the sum of:
AS STATED ABOVE.

PAYMENT TO BE MADE AS FOLLOWS:

- 50% due upon equipment order. Balance due in full upon completion and customer satisfaction of the work described above.
- 2% processing fee for any credit card payment(s)
- Additional charges may incur if any additional work needs to be performed outside of the scope of the above bid.

ACCEPTANCE - The above prices, specifications and conditions are satisfactory and are hereby accepted. ACTIONAIRE, Inc. is authorized to do the work as specified. Payment will be made as outlined above.

Submitted by: Andrew B Seaman

Accepted this _____ day of _____, 2016

By: _____

Title: _____



Robbins' Air, Inc.

P.O. Box 2233* 601 West Curtis Aberdeen, WA 98520

Phone (360)-538-7003 Fax (360)-537-7108

Toll Free 1-877-896-7004

Proposal submitted to: Pacific County	Phone Number 875-9300 Ext 2271	Date 9/20/2016
Street 1216 Robert Bush Drive	Job name Same	
City, state & zip code South Bend, WA 98586	Job location Pacific County Courthouse	
Proposal number 092-16C Court House	Job phone Same	

Base bid: M Series

We propose to furnish all labor, and material to install a mini split air conditioning unit consisting of an indoor wall mount unit, and an outdoor condensing unit. This proposal includes refrigerant lines. The equipment will be.

1 – Mitsubishi Model # MSYD36NA Indoor Unit

1 – Mitsubishi Model # MUYD36NA Outdoor condensing unit. SEER 15.1

PRICE \$ 5,383.00 plus tax.

Initial _____

✶ Alternate: P Series

1 – Mitsubishi Model # PKAA36KA6 Indoor unit

1 – Mitsubishi Model # PUYA36NHA6 Outdoor condensing unit with low ambient control.
SEER 15.0

PRICE \$ 7,167.00 plus tax.

Initial _____

Authorized Signature of Acceptance of Proposal _____ **Date** _____

P.O. Box 2233, 601 W Curtis
Aberdeen, Washington 98520
(360)-538-7003 * (360)-537-7108
Toll Free 1-877-896-7004

robbinsairinc@comcast.net
"Our expertise in custom sheet metal and builder design
has earned us a reputation you can count on"



Sunset Air

I N C O R P O R A T E D

(360) 875-4070

HEATING • COOLING • FIREPLACES • WINDOWS

FAX: (360) 875-4072

110 E Robert Bush Dr. ♦ South Bend WA 98586 ♦ e-mail: dww@sunsetair.com

HVAC Estimate

Project Name: Pacific County Courthouse Server Rm**Bid Date & Time:** Thursday, September 1, 2016**Estimator:** Dan WeberDesign/Build

Sunset Air Inc. is pleased to submit the following specifications:

Provide and install (1) Daikin 3 Ton Ductless Heat Pump to service the Courthouse Server Room. Bid includes all equipment, wall thermostat, refrigeration lines, refrigerant, misc. materials & labor. Start and Test system.

PRICE: \$7,283.00 + TAX

Excludes:

High Voltage Electrical and Concrete Pad

(All labor at prevailing wage rates.)

**NOTICE TO CUSTOMER**

This contractor is registered with the State of Washington, registration no. SUNSEA*220CM, and has posted with the state a bond or deposit of \$12,000 for the purpose of satisfying claims against the contractor for breach of contract including negligent or improper work in the conduct of the contractor's business. The expiration date of this contractor's registration is February 2, 2017.

THIS BOND OR DEPOSIT MIGHT NOT BE SUFFICIENT TO COVER A CLAIM THAT MIGHT ARISE FROM THE WORK DONE UNDER YOUR CONTRACT. This bond or deposit is not for your exclusive use because it covers all work performed by this contractor. The bond or deposit is intended to pay valid claims up to \$12,000 that you and other customers, suppliers, subcontractors, or taxing authorities may have.

FOR GREATER PROTECTION YOU MAY WITHHOLD A PERCENTAGE OF YOUR CONTRACT. You may withhold a contractually defined percentage of your construction contract as retainage for a stated period of time to provide protection to you and help ensure that your project will be completed as required by your contract.

YOUR PROPERTY MAY BE LIENED. If a supplier of materials used in your construction project or an employee or subcontractor of your contractor or subcontractors is not paid, your property may be lienied to force payment and you could pay twice for the same work.

FOR ADDITIONAL PROTECTION, YOU MAY REQUEST THE CONTRACTOR TO PROVIDE YOU WITH ORIGINAL "LIEN RELEASE" DOCUMENTS FROM EACH SUPPLIER OR SUBCONTRACTOR ON YOUR PROJECT. The contractor is required to provide you with further information about the lien release documents if you request it. General information is also available from the State Department of Labor and Industries.

PAYMENT. Interest of 12% per annum shall be owing on any invoice not paid within 30 days. In event that Sunset Air is required to employ an attorney to collect sums owing, Sunset Air shall also be entitled to its reasonable attorneys' fees, and all other costs and expenses incurred.

50% DEPOSIT REQUIRED. If this proposal is acceptable, please indicate your acceptance and acknowledgement of the NOTICE TO CUSTOMER above by signing and returning. We will consider this direction to proceed.

Date of Acceptance: _____

(Name) – Please Print

(Signature)

Sincerely,

Dan Weber

Sunset Air Inc.



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

Agenda Item #: 11

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"/> 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): ER&R- Telecommunications

OFFICIAL NAME & TITLE: Andree Harland

PHONE / EXT: 2274

SIGNATURE: 

DATE: 10-5-16

NARRATIVE OF REQUEST

Due to Wahkiakum Phone Company discontinuing the current County PRI phone lines it will be necessary to change our Naselle phone connections to a digital system with a combination of direct dial lines and a main line allowing customers to dial extensions. We are requesting approval to make this change with the new rate of \$320 per month plus .09 cents per min. Attached document lists phone lines and extensions affected.

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

Approve upgrade of telephone system to a digital system in the amount of \$320 per month plus nine cents per minutes, subject to adequate budget appropriations

\$320 + .09/Minute

PACIFIC COUNTY OF

7:30 AM to 4:00 PM Weekdays

Naselle Area

Administrative Services484-7334

Assessor484-7301

Auditor/Auto Licensing/Recording

South Bend484-7309

Long Beach484-7312

Auto Licensing484-7310

Community Development/Environmental Health/Planning Permits

South Bend484-7356

Long Beach484-7382

Courts

District Courts

North Court (South Bend)484-7354

South Court (Ilwaco)484-7417

Juvenile Court.....484-7350

Superior Court484-7326

General Administration484-7334

Sheriff's Dept

Non-Emergency Business484-7395

Emergency.....911

Treasurer484-7421

Pacific County Main Directory **484-7300**

TTY (Hearing & Speech Impaired) Ext 3400

Building Inspection Ext 3356

Clerk Of Superior Court Ext 3320

Commissioners Ext 3337

Cooperative Extension Service Ext 3331

Coroner Ext 3361

Emergency Management Ext 3340

Health & Human Services

South Bend Ext 3343

Long Beach Ext 3349

Juvenile Probation Ext 3350

Pacific Conservation District Ext 3424

Planning Permits Ext 3356

Prosecuting Attorney Ext 3361

Public Works

Engineering Ext 3368

South County Equipment Repair Shop Ext 3385

South County Road Dept Ext 3384

North County Equipment Repair Shop Ext 3381

North County Road Dept Ext 3380

Vegetation Management Ext 3425

Wallapa Counseling Center

Mental Health Services

South Bend Ext 3426

Long Beach Ext 3430

DIRECT DIAL FOR MOST DEPT'S.

PRO'S

1. NUMBERS ALREADY
KNOWN BY USERS

2. SAME AS NUMBER IN
CURRENT PHONE BOOK

CON'S

1. NOT LEAST EXPENSIVE



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:

9-27-16

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

☐ Risk Mgmt

☐ Legal Required

☐ CONTINUED TO DATE: _____

TIME: _____

☐ 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: Public Works

DIVISION (if applicable): Computer Services

OFFICIAL NAME & TITLE: Andy Seaman, Computer Services Supervisor

PHONE / EXT: 2271

SIGNATURE: _____

DATE: _____

NARRATIVE OF REQUEST

Approve service contract with Comcast Business to provide internet service to Pacific County. I have attached contract documents for review. Acceptance of this service contract is provided online. Therefore, I request authorization to sign the online contracts on behalf of Pacific County. There is a one time installation fee of 119.80. The monthly charge for service is \$239.70 plus taxes and fees. I requested quotes. The only other option that can provide the required circuit speed is Pacific County PUD at a cost of \$100/10Mb for a total of \$1500.00 per month.

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

Approve Service Agreement with Comcast for internet service and authorize Computer Services Supervisor to sign, subject to adequate budget appropriations

Name of Contractor: Comcast Business

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

☐ 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: 300 Memorial Dr.

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):

No other local vendor can provide the level of service required with the exception of Pacific County PUD No. 2 for \$1500.00 per month.

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

TOTAL TAX:

TOTAL SHIPPING/HANDLING:

EXPENDITURE FUND #: .XXX.XXX.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:

Account Name: Pacific County Computer Service

ID#: 15507588

CUSTOMER INFORMATION (Service Location)

Address 1	300 MEMORIAL DR	City	SOUTH BEND
Address 2		State	WA
Primary Contact Name	Andrew Seaman	ZIP Code	98586
Business Phone	(360) 875-9368	County	
Cell Phone		Email Address	aseaman@co.pacific.wa.us
Pager Number		Primary Fax Number	
Technical Contact Name		Tech Contact On-Site?	No
Technical Contact Business Phone		Technical Contact Email	
Property Manager Contact Name		Property Mgr. Phone	

COMCAST BUSINESS SERVICES

Selection (X)	
Business Voice	X
Business Internet	X
Business TV	

Service Term (Months)

24

COMCAST BUSINESS SERVICES DETAILS

Business Voice*

VOICE SELECTIONS	Quantity	Unit Cost	Total Cost
Mobility Lines	0	\$64.95	\$0.00
4+ Mobility Lines	0	\$29.95	\$0.00
Full Feature Voice Lines	3	\$39.95	\$119.85
4+ Lines	1	\$24.95	\$24.95
Basic Lines	0	\$24.95	\$0.00
Toll Free Numbers			
Equipment Fee	1	N/A	\$14.95
VOICE OPTIONS		Selection(X)	Total Cost
Voicemail	0		\$0.00
Published	X		\$0.00
Enhanced Listings			
Auto-Attendant			

* Voice offers & options not available in all markets.

Business Internet*

INTERNET SELECTIONS	Selection(X)	Total Cost
Starter		
Preferred		
Other Deluxe 150	X	\$249.95
Equipment Fee	X	\$0.00

* Business Internet speed tier selections not available in all markets.

INTERNET OPTIONS	Selection(X)	Total Cost
Web Hosting		
Static IP V4/V6 - 5	X	\$24.95
Wi-Fi - Business Wifi Standard	X	\$0.00

* Internet selections & options not available in all markets.

Comcast Business Packages

Package Name:
PAGE DESCRIPTION

Business TV*

TV SELECTIONS		Selection(X)	Total Cost	
Basic				
Select				
Information & Entertainment				
Variety				
Standard				
Preferred				
Music Choice Standalone				
TV OPTIONS		Selection	Total Cost	
Sports Pack**				
Music Choice W/Comcast Business				
Canales Selecto				
Other Programming				
Other Programming				
Other Programming				
TV OUTLETS		Quantity	Unit Cost	Total Cost
Additional Outlets				

mini mDTA/MDTA Type	# of Outlets	NRC	MRC

* Not available in home offices or public view establishments. TV selections & options not available in all markets. Customer acknowledges and understands Customer may be responsible for additional music licensing or copyright fees for music contained in any or all of the Services, including, but not limited to Video and/or Public View Video.

** Available for Standard & Preferred TV offers only.

COMCAST BUSINESS TOTAL SERVICE CHARGES

Comcast Business	Selection(X)	Quantity	Unit Cost	Total Cost		
Installation Fee	X		\$0.00	\$0.00	Total Monthly Service Charge	\$434.65
Voice Activation Fee*	X		\$29.95/Line	\$119.80	Promotional Code (if applicable)	D150-\$149.95_4FF_WV/
Auto-Attendant Setup Fee					Discount On Internet(if applicable)	149.95
Voice Jack Fee					Discount On Video(if applicable)	
Toll Free Activation Fee					Discount On Voice(if applicable)	45
Directory Listing Suppression Fee						

* Does not include Custom Installation Fees.

Total Discount \$194.95Total Recurring Monthly Bill:* \$239.70

* Per line activation fee, up to four (4) line maximum charge.

* Applicable federal, state, and local taxes and fees may apply.

Total Installation Charges:*

\$119.80

GENERAL SPECIAL INSTRUCTIONS

Promotion Code D150-\$149.95_4FF_WV/ - \$149.95 MRC Discount off Deluxe 150 Business Internet for discounted rate of \$100. \$15 MRC Discount off Full Featured Lines 1-3 for discounted rate of \$24.95ea. Full Featured Line 4 at rate card of \$24.95. MRC Discounts roll to rate card at end of original term. 4 Full Featured Lines required. Minimum 2 year term required. Standard install waived. Taxes, Usage, Fees, Equipment are extra.

COMCAST BUSINESS INTERNET CONFIGURATION DETAILS

Transfer Existing Comcast.net Email	No	Equipment Selection	Business Wireless
Number of Static IPs*	5	Business Web Hosting	No

* If 5 or more Static IPs are requested a STATIC IP JUSTIFICATION FORM is required.

COMCAST BUSINESS TV CONFIGURATION DETAILS

Outlet Details	Location	Outlet Type	Additional Comments:	
Outlet 1 - Primary				
Outlet 2 - Additional				
Outlet 3 - Additional				
Outlet 4 - Additional				
Outlet 5 - Additional			OUTLETS 9 & UP QUANTITY	
Outlet 6 - Additional			Digital	
Outlet 7 - Additional			HDTV	
Outlet 8 - Additional			DTA	

COMCAST BUSINESS VOICE CONFIGURATION DETAILS

Phone #	Type	HG1 Seq	HG2 Seq	Voicemail	Customer Equipment
Native1	Full Featured, Unltd LD	None	None	No	Phone System Type (Key System, PBX, Other)
Native2	Full Featured, Unltd LD	None	None	No	
Native3	Full Featured, Unltd LD	None	None	No	Phone System Manufacturer
Native4	Full Featured, Unltd LD	None	None	No	
					Fax Machine Manufacturer
					Alarm System Vendor
					Point of Sale Device
					Telco Closet Location
					Hunt Group Configuration Details
					Hunt Group Features Requested (Yes/No)
					No
					Hunt Group 1 Configuration Type
					Hunt Group 2 Configuration Type
					Hunt Group 1 Pilot Number
					Hunt Group 2 Pilot Number
Toll Free #	Calling Origination Area	Associated TN			

Directory Listing Details

Directory Listing (Published, Non-Published, Unlisted)	Published	Additional Voice Details	
Directory Listing Phone Number	Native1	Caller ID (Yes/No)	Yes
Directory Listing Display Name	Pacific County Computer Service	Caller ID Display Name (max 15 char.)	Pacific County
DA/DL Header Text Information	BUSINESS SERVICES	International Dialing (Yes/No)	No
DA/DL Header Code Information	154948	Call Blocking (Yes/No)	No
Standard Industry Code Information		Auto-Attendant (Yes/No)	No

CUSTOMER BILLING INFORMATION

Billing Account Name	<u>Pacific County Computer Service</u>	City	<u>Raymond</u>
Billing Name (3rd Party Accounts)		State	<u>WA</u>
Address 1	<u>211 N Commercial St</u>	ZIP Code	<u>98577</u>
Address 2		Billing Contact Email	<u>aseaman@co.pacific.wa.us</u>
Billing Contact Name	<u>Andrew Seaman</u>	Billing Contact Phone	<u>(360) 875-9368</u>
Tax Exempt?*	<u>No</u>	Billing Fax Number	

* If yes, please provide and attach tax exemption certificate.

AGREEMENT

1. This Comcast Business Service Order Agreement sets forth the terms and conditions under which Comcast Cable Communications Management, LLC and its operating affiliates ("Comcast") will provide the Services to Customer. This Comcast Business Service Order Agreement consists of this document ("SOA"), the standard Comcast Business Terms and Conditions ("Terms and Conditions"), and any jointly executed amendments ("Amendments"), collectively referred to as the "Agreement". In the event of inconsistency among these documents, precedence will be as follows: (1) Amendments, (2) Terms and Conditions, and (3) this SOA. This Agreement shall commence and become a legally binding agreement upon Customer's execution of the SOA. The Agreement shall terminate as set forth in the Terms and Conditions (<http://business.comcast.com/terms-conditions/index.aspx>). All capitalized terms not defined in this SOA shall reflect the definitions given to them in the Terms and Conditions. Use of the Services is also subject to the then current High-Speed Internet for Business Acceptable Use Policy located at <http://business.comcast.com/terms-conditions/index.aspx> (or any successor URL), and the then current High-Speed Internet for Business Privacy Policy located at <http://business.comcast.com/terms-conditions/index.aspx> (or any successor URL), both of which Comcast may update from time to time.

2. Each Comcast Business Service ("Service") carries a 30 day money back guarantee. If within the first thirty days following Service activation Customer is not completely satisfied, Customer may cancel Service and Comcast will issue a refund for Service charges actually paid by Customer, custom installation, voice usage charges, and optional service fees excluded. In order to be eligible for the refund, Customer must cancel Service within thirty days of activation and return any Comcast-provided equipment in good working order. In no event shall the refund exceed \$500.00.

If you use the service in the first 30 days, you will be refunded your subscription fees, but charged the applicable one-time fee.

3. IF CUSTOMER IS SUBSCRIBING TO COMCAST'S BUSINESS VOICE SERVICE, I ACKNOWLEDGE RECEIPT AND UNDERSTANDING OF THE E911 NOTICE:

E911 NOTICE

Comcast Business Voice service ("Voice") may have the E911 limitations specified below:

- In order for 911 calls to be properly directed to emergency services using Voice, Comcast must have the correct service address for the Voice Customer. If Voice is moved to a different location without Comcast's approval, 911 calls may be directed to the wrong emergency authority, may transmit the wrong address, and/or Voice (including 911) may fail altogether.
- Voice uses electrical power in the Customer's premises. If there is an electrical power outage, 911 calling may be interrupted if the battery back-up in the associated multimedia terminal adapter is not installed, fails, or is exhausted after several hours.
- Voice calls, including calls to 911, may not be completed if there is a problem with network facilities, including network congestion, network/equipment/power failure, or another technical problem.
- Comcast will need several business days to update a Customer service address in the E911 system. All change requests and questions should be directed to 1-800-391-3000. USE OF VOICE AFTER DELIVERY OF THIS DOCUMENT CONSTITUTES CUSTOMER ACKNOWLEDGEMENT OF THE E911 NOTICE ABOVE.

4. To complete a Voice order, Customer must execute a Comcast Letter or Authorization ("LOA") and submit it to Comcast, or Comcast's third party order entry integrator, as directed by Comcast.

5. New telephone numbers are subject to change prior to the install. Customers should not print their new number on stationery or cards until after the install is complete.

6. Modifications: All modifications to the Agreement, if any, must be captured in a written Amendment, executed by an authorized Comcast Senior Vice President and the Customer. All other attempts to modify the Agreement shall be void and non-binding on Comcast. Customer by signing below, agrees and accepts the Terms and Conditions of this Agreement.

CUSTOMER SIGNATURE
By signing below, Customer agrees and accepts the Terms and Conditions of this Agreement. General Terms and Conditions can be found at http://business.comcast.com/terms-conditions/index.aspx .
Signature: _____
Print: _____
Title: _____
Date: _____

FOR COMCAST USE ONLY
Sales Representative: <u>John Koch</u>
Sales Representative Code: <u>86399</u>
Sales Manager/Director Name: <u>Joshua Snyder</u>
Sales Manager/Director Approval: _____
Division: <u>West</u>
Lead ID: <u>15507588</u>

IP Justification Form

Comcast conforms to the North American IP Registry (ARIN) policies regarding IP address allocation. As part of its standard service, Comcast will assign the amount of IP addresses that our customers can justify. Use this form for initial assignments as well as augments. Written justification for any IP address blocks requested is required so that Comcast can demonstrate to ARIN that IP addresses allocated to us is being used efficiently. If you have any questions about the IP assignment policy or process, please refer to the IP Address Assignment Policy and Procedures, and RFC 2050 <http://www.ietf.org/rfc/rfc2050.txt>. Please complete the form below and submit it to your Comcast sales representative. Comcast follows the American Registry for Internet Numbers policy for the Shared Whois project. For more information please go to <https://www.arin.net/policy/nrpm.html>.

Customer Site

Location	Pacific County Computer Service - L-	1
Street	300 MEMORIAL DR	2a
Rm/Ste/FI		2b
City,State Zip	SOUTH BEND,WA 98586	2c
Phone #	(360) 875-9368	2d

Technical Contact

Name(First Last)	Andrew Seaman	3a
Title		3b
Phone #	(360) 875-9368	3c
Email		3d

4. Domain Name: _____

Note: If more than one domain, use first domain registered.

5. Do you have previously assigned addresses from Comcast?:

☐ Yes ☐ No

5b. If yes, what addresses were assigned?: _____

6. Number of IP addresses requested/needed within 6 months:

5

Note: If your organization already has IP space assigned, you must utilize 80% before applying for

7. Use the following Network Table to describe your IP assignments within the next six months.

THIS IS REQUIRED

IP Number	IP Address (If known)	Below, provide a description of use for each IP requested
1		
2		
3		
4		
5		

I verify that I am authorized to represent the organization below and that the above information is true and correct. I understand that Internet Protocol Version 4 address space is limited and that users of the Internet are responsible for conserving address space and ensuring that space is utilized efficiently.

Print Name _____

Title _____

Organization Pacific County Computer ServicePhone #(day) (360) 875-9368

Email _____

Fax _____

COMCAST SERVICES AGREEMENT OPTIONS AND INCLUDES

Attached is a PDF of the agreement. It includes:

- 150 X 20 Meg Internet Connection
- 5 Static IP Addresses
- Business Wi-Fi Standard
- 4 Phone Lines
- Unlimited Long Distance
- All Standard Calling Features
- Equipment Included
- \$239.70 Monthly before taxes and fees
- 24 Month Service Term
- \$119.80 One Time Activation Fees (Total Installation Charges)
- Basic TV Service add \$4.95 monthly
- Voicemail Add \$5.00 monthly

Please let me know if this will work.

John Koch, Business Account Executive

Comcast Business Services

440 Yaeger Way SW, Olympia WA 98502

Mobile: (360) 280-3429 Fax: (360) 357-1297

John_Koch@cable.comcast.com

**COMCAST
BUSINESS**



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:

10/11/16

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: _____

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: DPW	DIVISION (if applicable): Roads
OFFICIAL NAME & TITLE: Mike Collins, Director/County Engineer	PHONE / EXT: 3368
SIGNATURE: _____	DATE: _____
NARRATIVE OF REQUEST Authorize award of Pacific County Courthouse Foundation and Drainage Project, 2016 to Gill Construction & Development LLC in the amount of \$84,650 excluding sales tax. Payment would be from the Capital Improvements Fund. (Bid tabulation sheet and Gill Construction Bid Form included). Authorize temporary closures of the front entrance and back parking lot during construction expected to take 2 weeks.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board) Award Courthouse foundation and drainage Project to Gill Construction & Development LLC of Chehalis in the amount of \$91,422 including sales tax, subject to adequate budget appropriations	

Name of Contractor: <u>Gill Construction & Development LLC</u>	
Name of Contract/Agreement/Grant/Amendment #: (if amendment, provide copy of those pages being amended): <u>Pacific County Courthouse Foundation and Drainage Project, 2016</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 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 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 checked="" 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: _____	
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 checked="" type="checkbox"/> Other (please describe): <u>Small Works Project</u>	
BACKGROUND/SUMMARY (include date of prior workshop and/or action, if applicable):	
<u>Authorized call for proposals at the September 13, 2016 meeting.</u>	
TOTAL COST/AMOUNT (include sales & use tax): \$91,422 TOTAL TAX: \$6,772	
TOTAL SHIPPING/HANDLING: EXPENDITURE FUND #: <u>125/126</u> .XXX.XXX.XX.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:	

COURTHOUSE FOUNDATION & DRAINAGE PROJECT
Bid Opening 9/30/16

BIDDER NAME	BASE BID AMOUNT	SALES TAX	TOTAL
Ashley Construction P.O. Box 341 South Bend, WA 98586	\$122,500.00	\$9,800.00	\$132,300.00
Gill Construction 4010 Jackson Hwy Chehalis, WA 98532	\$84,650.00	\$6,772.00	\$91,422.00
Rognlin's INC. P.O. Box 307 Aberdeen, WA 98520	\$110,000.00	\$8,800.00	\$118,800.00

SECTION 004100 - BID FORM

PACIFIC COUNTY
DEPARTMENT OF PUBLIC WORKS
PROPOSAL FORM

**PACIFIC COUNTY COURTHOUSE
FOUNDATION AND DRAINAGE PROJECT, 2016**

SUBMITTED BY: Gill Construction
(NAME OF FIRM)

PROJECT LOCATION: PACIFIC COUNTY COURTHOUSE
300 MEMORIAL DRIVE
SOUTH BEND, WA 98586

PROPOSALS DELIVERED TO: 211 North Commercial Street,
Raymond, WA 98577

PROPOSALS DUE: Friday, September 30, 2016 at 12:00 PM

PROPOSAL INSTRUCTIONS

1. All bids submitted shall use this proposal form, signed and dated by a company representative.
2. Unit prices for all items, all extensions, and total amount of bid should be shown.
3. The unit costs will include labor, equipment, hauling and disposal of all materials.
4. The work will include all Washington State and Local Retail Sales Taxes.

ITEM	UNIT	DESCRIPTION	BID PRICE	TOTAL
1	Lump Sum		84,650.00	84,650.00
		Sales Tax @ 8.0%		6,772.00
		TOTAL		\$91,422.00

The undersigned hereby certifies that they have examined and thoroughly understand the specifications, work, and contract terms embraced in this proposal, and the method by which payment will be made for said work, and hereby propose to undertake and complete the work embraced in this "proposal".

Matt Gill
Name of Bidder

603-599-821
UBI Number

Matt Gill
Authorized Signature

360-508-0165
Telephone & facsimile

Gill Construction
Company Name

4010 Jackson Hwy, Chockalee, WA
Address 98532

Work will begin: Upon Executed Contract

Work will be completed: 15 days



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:

October 11, 2016

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

☐ 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"/> 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: Health

DIVISION (if applicable): _____

OFFICIAL NAME & TITLE: Mary P Goelz, Director

PHONE / EXT: 2644

SIGNATURE: 

DATE: 9/26/16

NARRATIVE OF REQUEST

Request the Board approve and sign the attached Memorandum of Understanding with WellSpring Community Network. This MOU relates to the WellSpring's AmeriCorp for the 2016-17 year. This person is being housed at the Pacific County Public Health Department in Long Beach but is an AmeriCorp Volunteer for WellSpring (501C3 organization). The supervision is by WellSpring. The Health Department has agreed to pay the match required for this position. This position will be focused on supporting the work done by WellSpring related to homelessness and the resource center among other projects supporting increasing resiliency in the south end community. This funding *will come as of Skilled and Developmental disabilities funding.*

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

Approve Memorandum of Understanding with WellSpring Community Network for the Americorp position and authorize Chair to sign

Name of Contractor: Wellspring Community Network

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

☐ **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: _____

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):

TOTAL TAX:

TOTAL SHIPPING/HANDLING:

EXPENDITURE FUND #: 118 .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:



WellSpring Memorandum of Understanding

Background: WellSpring has been approved to host (1) AmeriCorps Member from September 2016 through July 2017 through the (PCYA) Pacific County Resiliency Corps. Long Beach Health Department is the current hosting site for WellSpring Community Network staff and wishes to extend that to the new AmeriCorps member.

Match is required for having an AmeriCorps in the amount of \$3,000.

Proposal: WellSpring Community Network requests Pacific County to allow shared office space at the Long Beach Health Department and pay for the AmeriCorps member match.

Services and Responsibilities

WellSpring Community Network shall be responsible to:

- a. Partner with Pacific County Health Department to provide office space for the AmeriCorps member and an area for maintaining their records.
- b. Set policy for its own programs.
- c. Provide liability insurance for the member and name the county as an additional insured on liability policy as outlined below.
- d. Formulate goals and objectives in compliance with the AmeriCorps Program.
- e. Oversee the daily operations of the AmeriCorps member and their activities and programs.
- f. Ensure all deliverables are met as outlined in the AmeriCorps work plan.
- g. Ensure all reporting requirements are met.
- h. Create, approve and follow its budget in compliance with its funding source.
- i. Pay for the cell phone, computer and any office supplies necessary to fulfill their position requirements.

The County through its Public Health and Human Services Department shall be responsible to:

- a. Provide office space for the AmeriCorps member
- b. Pay the cash match for 2016-17 in the amount of \$3000

Service Fees and Expense

With prior approval from WellSpring Community Network, the county will be reimbursed for any direct or indirect expenses related to the administration and oversight of the AmeriCorps contract.



Confidentiality

Both parties agree that they will be bound by and shall abide by all applicable federal and state statutes or regulations pertaining to the confidentiality of client records or information, including volunteers. The parties shall not use or disclose records or information about a recipient of the services provided under this agreement and any purpose not connected with the parties' contract responsibilities, *except* with the written consent of such recipients, recipient's attorney, or recipients' parent or guardian.

Indemnification/Hold Harmless

In accepting this Agreement, the WellSpring 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 WellSpring 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 WellSpring, 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.

Insurance

WellSpring shall maintain and provide proof of occurrence based general business professional liability insurance in the amount of \$1,000,000 or greater per occurrence and \$2,000,000 aggregate for the term of this CONTRACT. The CONTRACTOR must name the COUNTY as an additional insured. The CONTRACTOR shall provide the COUNTY a copy of the additional insured endorsements prior to the start of this contract. 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. The CONTRACTOR shall be responsible at its own expense to provide any and all employment insurance coverage, including but not limited to, unemployment insurance, worker's compensation insurance, etc. for any and all of its employees as might apply.

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.

CONTRACTOR agrees to indemnify and, to the greatest extent legally possible, to hold harmless the COUNTY in any action by a third party due to the negligence, recklessness or intentional actions by the CONTRACTOR relating to its performance of this contract. This includes any lawsuit filed by a third party for the COUNTY's allegedly improper release of confidential or proprietary information pursuant to a public records request.

Equal Opportunity

The County and WellSpring Community Network mutually agree to be bound by and abide by all applicable anti-discrimination statutes, regulation, policies and procedures as may be applicable under any federal or state contracts, statutes or regulations or otherwise presently or hereinafter adopted by the agency.

Amendment

This agreement may be amended by mutual consent of both parties, however such agreements MUST BE in writing and signed by both parties.

DATED this ____ day of _____ 2016

**WellSpring Community Network
Coalition Name**

**Jean Fisher, Chair
WellSpring Community Network**

Reviewed and approved as to form

**Pacific County
Fiscal Agent Name**

**Frank Wolfe, Chairman
Pacific County Board of Commissioners**

**Mark McClain
Prosecuting Attorney**



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

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

REQUESTED MEETING DATE:

October 11, 2016

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: _____

☐ CONTINUED TO DATE: _____ TIME: _____

☐ OTHER: _____

Review ☐ Clerk of the Board

☐ Risk Mgmt

☐ Legal Required

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: Pacific County Sheriff's Office

DIVISION (if applicable): Communications

OFFICIAL NAME & TITLE: Stephanie Fritts, Chief Deputy

PHONE / EXT: 3340

SIGNATURE: 

DATE: September 30, 2016

NARRATIVE OF REQUEST

Request to move Avtec dispatch console equipment (hardware and software) to the Pacific County ERR Fund, utilizing a 10 year depreciation schedule per the accompanying spreadsheet, and resolution.

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

Adopt Resolution 2016-_____ transferring Avtec dispatch console equipment to ER&R Fund 502

Name of Contractor: N/A

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

☐ **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: _____

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):

PACCOM purchased the Avtec radio system in 2014 with the intent of transferring the hardware/software system to the ERR fund. This was discussed during the Board action approving the purchase and was budgeted for 2016. Just a bit behind in getting the paperwork done!

TOTAL COST/AMOUNT (include sales & use tax): 0

TOTAL TAX: 0

TOTAL SHIPPING/HANDLING: 0

EXPENDITURE FUND #: 160 .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:

BEFORE THE BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

RESOLUTION NO. 2016 - _____

A RESOLUTION RECOGNIZING AND AUTHORIZING THE TRANSFER OF THE AVTEC RADIO SYSTEM TO THE PACIFIC COUNTY DEPARTMENT OF PUBLIC WORKS EQUIPMENT RESERVE AND REPLACEMENT FUND 502.

WHEREAS, the Pacific County Sheriff's Office, Communications Division purchased and installed Avtec Radio Dispatch Consoles in 2014; and

WHEREAS, the Pacific County Sheriff's Office, Communications Division is working to move all equipment to the Pacific County Department of Public Works Equipment Reserve and Replacement Fund 502 in order to establish a systematic cycle for maintenance and replacement; and

WHEREAS, radio dispatch capability is integral to Pacific County Communications operations; and

WHEREAS, the Pacific County Department of Public Works Equipment Reserve and Replacement Fund 502 regularly funds, depreciates, and maintains radio software and equipment for the workplace; now therefore

IT IS HEREBY RESOLVED that all Avtec radio equipment and software be transferred to the Pacific County Department of Public Works Equipment Reserve and Replacement Fund 502; and

BE IT FURTHER RESOLVED that the Pacific County Sheriff's Office Communications Division pay the annual maintenance and depreciation on these items.

PASSED by the following vote this _____ day of _____, 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, Chairman

Lisa Ayers, Commissioner

ATTEST:

Marie Guernsey, Clerk of the Board

Steve Rogers, Commissioner

10 YEAR DEPRECIATION

	Annual Invoice	5 - 10 Year Estimate	Sales Tax	Annual Total
Avtec Maintenance	\$ 12,500.00	\$ 125,000.00	\$ 10,000.00	\$ 135,000.00
Hardware (media workstation, speakers, switches, redundant servers, microphones)	\$	131,120.00	\$ 10,489.60	\$ 141,609.60
Computers on 5 year cycle	\$	5,000.00	\$ 400.00	\$ 10,800.00
TOTAL			\$	287,409.60
Divide the TOTAL over 120 months			\$	2,395.08
Annual Bill			\$	28,740.96

*For 2016, PACCOM will pay the maintenance and transfer all remaining budgeted funds to ERR.
Computer depreciation calculated on 5 years.



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

Agenda Item #: <u>16</u>	
BOCC ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	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 Mgmt
<input type="checkbox"/> CONTINUED TO DATE: _____ TIME: _____	<input type="checkbox"/> Legal Required
<input type="checkbox"/> 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: Commissioners Office	DIVISION (if applicable): Bds/Coms
OFFICIAL NAME & TITLE: Marie Guernsey, Clerk of the Board	PHONE / EXT:
SIGNATURE:	DATE: 10/4/2016
NARRATIVE OF REQUEST	
<p>Fair Board member Marcy Walden has requested to be reappointed and John Gruginski has chosen not to be reappointed. John was appointed to the Fair Board on December 13, 1994 and has remained a member in good standing since that time. We have also received an application from Darlene Smith to be appointed to the vacant position.</p>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
<p>Acknowledge resignation of Fair Board member John Gruginski and approve reappointment of Marcy Walden and appoint Darlene Smith to the vacant position, effective immediately</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

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

Agenda Item#: 17

BOCC ACTION: ☐ APPROVED ☐ DENIED

Initial: _____ Date: _____

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

Review ☐ Clerk of the Board

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: _____

☐ Risk 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"/> 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: Commissioners Office	DIVISION (if applicable):
OFFICIAL NAME & TITLE: Marie Guernsey, Clerk of the Board	PHONE / EXT:
SIGNATURE: 	DATE: 10/4/2016
NARRATIVE OF REQUEST	
At your meeting of September 27, 2016, you adopted the Shoreline Master Program. The attached draft Findings of Fact and Conclusions of Law are being submitted for your consideration of approval.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
Approve Findings of Fact # _____ through # _____ and Conclusions of Law # _____ and # _____ pertaining to the Shoreline Master Program	

**PACIFIC COUNTY SHORELINE MASTER PROGRAM
FINDINGS OF FACT**

1. The Washington State Legislature passed the Washington State Shorelines Management Act¹ (SMA) in 1971. Under the SMA, each affected county is required to adopt and administer a local Shoreline Master Program (SMP) to carry out the provisions of the SMA.
2. In 1995, the State Legislature amended the Growth Management Act (GMA)² and the SMA to partially integrate the two statutes. The amendments collectively added the goals and policies of the SMA as a 14th planning goal under the GMA and clarified that the goals and policies of an approved SMP shall constitute a shoreline element of a county's comprehensive plan. The Legislature also directed the Washington State Department of Ecology (Ecology) to update the State Shoreline Guidelines to ensure consistency with SMA and GMA. Element 1.6.5 of the County's Comprehensive Plan adopts the goals and policies of the Pacific County SMP. The County's Comprehensive Plan is scheduled for update in 2018 and will include integration of the revised SMP goals and policy language during that process.
3. The GMA allows counties and cities to amend their comprehensive land use plans no more than once each year. Amendments may be considered more frequently for a limited set of circumstances, including the amendment of a SMP.
4. The SMP Guidelines³ are the standards, adopted by Ecology, which local governments must be consistent with when drafting their shoreline master programs. In December 2003, the Ecology adopted revised Guidelines⁴. Pursuant to Chapter 90.58.080 RCW, Pacific County is required to review and update its existing SMP and must be consistent with the required elements of the 2003 SMP Guidelines.
5. Pursuant to the SMA, Pacific County and Ecology share joint authority and responsibility for the administration of the Pacific County SMP. Through the adoption and approval of Ecology, it has the authority of state law.
6. The Pacific County SMP was originally approved by Ecology in 1975 with minor amendments in 1986 and 2000.
7. Pacific County entered into a grant contract with Ecology effective July 1, 2013, to complete the SMP update consistent with the Guidelines.
8. Pacific County contracted with Creative Community Solutions, Inc., for project coordination, facilitation services, and development of the Public Participation Plan on October 8, 2013. An amendment extending the contract was executed on December 10, 2013, and a second agreement entered on March 25, 2014.

¹ RCW 90.58

² RCW 36.70A

³ Title 173-26 WAC

⁴ Title 173-26 WAC

9. Pacific County contracted with The Watershed Company (TWC) to provide development of the science-based elements of the SMP on February 25, 2014. An amendment to extend the contract was executed March 24, 2015. A second amendment to include GIS work was executed May 12, 2015, and a third amendment to include development and writing of the SMP document and supporting documents was entered on July 25, 2015. The fourth amendment, executed November 10, 2015, repealed Amendment #3 and expanded the scope of work and project budget.
10. The Pacific County Board of County Commissioners (BOCC) appointed a Shoreline Planning Committee (SPC) consisting of 21 members of various backgrounds. The SPC worked with subcommittees made up of individuals from the SPC and technical experts.
11. The Public Participation Plan was prepared by Creative Community Solutions, Inc., consistent with the grant contract. The Plan was approved by the BOCC in Resolution No. 2014-022 on May 27, 2014, and submitted to Ecology on August 5, 2014.
12. In accordance with WAC 173-26-201, Pacific County identified and assembled the most current, accurate, and complete scientific and technical information applicable to the shoreline issues of concern in Pacific County.
13. In accordance with WAC 173-26-201(3)(c) and (3)(d), Pacific County documented existing shoreline conditions and presented a baseline inventory and characterization of ecosystem-wide processes and shoreline ecological functions within the Shoreline Inventory, Analysis, and Characterization (SIAC) Report. The SIAC Report was submitted to Ecology on June 30, 2015.
14. The SPC and subcommittees conducted 43 public workshops and two (2) open houses beginning in 2014 and ending in 2016 to review all elements of the update.
15. Notices of public workshops, public hearings, and public comment periods were distributed, posted, and published per the requirements of Pacific County Procedural Ordinance No. 164. Notices were mailed or emailed to more than 115 individuals and agencies who requested to be placed on the distribution list. For open houses, notices were also posted in all public libraries and post offices in the County.
16. All drafts, including the final draft of the SMP, were available for public review and comment on the County's website.
17. The Planning Commission received 100 comment letters, e-mails, and oral testimony during the SMP public hearing process. All comments received, and testimony taken, were reviewed and considered during the preparation of the update.

18. The Planning Commission conducted ten (10) public meetings, workshops, and hearings during its review of the SMP Update:

<u>DATE:</u>	<u>MEETING TYPE:</u>	<u>MEETING PURPOSE:</u>
July 2, 2015	Public Meeting/Workshop	Overview of SMP Update Process
Sept. 3, 2015	Public Meeting/Workshop	Watershed Presentation SMP
Oct. 1, 2015	Public Meeting/Workshop	TNC HAT Presentation Watershed Presentation Use Matrix
Oct. 15, 2015	Public Meeting/Workshop	Review Shoreline Jurisdiction Review High Intensity Designation Review Utilities Review Vegetation Management
Dec. 3, 2015	Public Hearing	Review Section 3, Shoreline Jurisdiction Review Section 4, General Policies Review Section 7, Non-Conforming Uses
Jan. 7, 2016	Public Hearing	Review Section 5, Shoreline Uses and Modifications Review SED Maps
Jan. 21, 2016	Public Hearing	Review Section 6, Coastal Ocean
Feb. 4, 2016	Public Hearing	Review Section 1, Introduction Review Section 8, Administration
Feb. 18, 2016	Public Meeting/Workshop	Addressed Public Agency and Public Comments Review Updated HAT Data
Mar. 3, 2016	Public Hearing	Review Final Draft SMP Recommendation to the BOCC

19. The Pacific County Shoreline Master Program is consistent with the policies of the SMA as it:
- Fosters all reasonable and appropriate uses of the shoreline.
 - Provides for public access to the shoreline.
 - Protects shoreline ecological functions.
20. The Pacific County SMP is expected to result in no net loss of ecological function.
21. The Pacific County SMP is consistent with the Guidelines.
22. The Pacific County SMP advances achievement of GMA Goal 10 by regulating development on parcels with critical areas or their buffers in shoreline jurisdiction.

23. The process to develop the Pacific County SMP advanced GMA Goal 11 because it was based on early and continuous public participation. Comments were solicited through broadly disseminated informational notices, a project website, open houses, a dedicated e-mailbox, social media, and presentations to various groups, elected officials, and committee meetings.
24. Pacific County has begun an update of the Critical Areas and Resource Lands Ordinance and plans to complete the process in such time as the County completes the SMP update. The Pacific County SMP adopts the Critical Areas and Resource Lands Ordinance by reference.
25. Through the planning process, Pacific County defined ten shoreline environmental designations. Of those ten, nine are new to the existing SMP.
- Rural Conservancy - The purpose of the "rural conservancy" environment is to protect ecological functions, conserve natural resources and valuable historic and cultural areas in order to provide for sustained resource uses, achieve natural flood plain processes, and provide recreational opportunities.
 - Shoreline Residential - The purpose of the "shoreline residential" environment is to accommodate residential development and appurtenant structures that are consistent with this Master Program. An additional purpose is to provide appropriate public access and recreational uses.
 - High Intensity - The purpose of the "high-intensity" environment is to provide for high-intensity water-oriented commercial, transportation, and industrial uses while protecting existing ecological functions and restoring ecological functions in areas that have been previously degraded.
 - Coastal Conservancy - The purpose of the "coastal conservancy" environment is to protect to the highest degree possible and, where feasible, restore coastal ocean shorelands within Pacific County; conserve wildlife; and manage the unique characteristics and resources of the shoreland areas, landward of the ordinary high water mark on the Pacific Ocean shorelines of Pacific County.
 - Willapa Bay Conservancy - The purpose of the "Willapa Bay conservancy" environment is to protect to the highest degree possible and, where feasible, restore Willapa Bay shorelands; conserve wildlife; and manage the unique characteristics and resources of the shoreland areas landward of the ordinary high water mark in Willapa Bay. Together with the Willapa Bay Estuary environment, an additional purpose of this environment is to provide for the diverse uses of the interconnected shorelines within Willapa Bay, which support aquaculture, residential, recreational, agriculture, forestry, and refuge/conservancy uses.
 - Coastal Ocean - The purpose of the "coastal ocean" environment is to recognize the biological productivity of the ocean environment and protect and conserve this environment to the highest degree possible, including but not limited to established pot, line, and net fishing grounds; migratory bird flyways; marine mammal migration routes; fish and shellfish migration routes; fish and invertebrate habitat; and beaches through sand and littoral drift management below the ordinary high water mark.

- Coastal Ocean High Intensity - The purpose of the "coastal ocean high intensity" environment is to recognize the intensely-managed and closely-monitored shipping channel connecting the Columbia River and the Pacific Ocean, and to provide for commercial and recreational vessel traffic, dredging, and the disposal of dredge materials.
 - Willapa Bay Estuary - The purpose of the "Willapa Bay Estuary" environment is to protect to the highest degree possible and, where feasible, restore Willapa Bay waters and their underlying bedlands that include vital rearing and nursery habitat for fish and shellfish, such as Dungeness crab, salmonids, and sturgeon; and which require special attention for protection and preservation; and to manage the unique characteristics and resources of the areas waterward of the ordinary high water mark in Willapa Bay. Together with the Willapa Bay conservancy environment, an additional purpose of this environment is to provide for the diverse uses of the interconnected shorelines within Willapa Bay, which support aquaculture, residential, recreational, agriculture, forestry, and refuge/conservancy uses.
 - Columbia River Estuary - The purpose of the "Columbia River Estuary" environment is to protect and restore the ecological functions of the Columbia River waterway within Pacific County, including its associated wetlands, open space, floodplain, and other sensitive lands where they exist in both urban and undeveloped settings, including vital rearing and nursery habitat for fish and shellfish, such as Dungeness crab, salmonids, and sturgeon; and which require special attention to protect and preserve; while allowing for a variety of compatible uses. An additional purpose is to recognize and provide for priority uses, including but not limited to transportation, public access, and commercial and recreational uses including fishing.
 - Freshwater Aquatic - The purpose of the "freshwater aquatic" environment is to protect, restore, and manage the unique characteristics and resources of the areas waterward of the ordinary high water mark.
26. A use, development and modifications matrix (Table 5-1) was incorporated into the SMP that indicates what new, expanded, or altered shoreline activities, uses, developments, and modifications may be allowed or are prohibited in shoreline jurisdiction within each shoreline environment designation.
 27. To increase consistency determining setbacks, the Planning Commission determined the Highest Astronomical Tide (HAT) as recorded at Nahcotta shall be used as a benchmark to establish setbacks and buffers for the protection of the western shore reaches of Willapa Bay Conservancy shorelines (specifically the eastern Long Beach Peninsula).
 28. Water-oriented uses should be given priority over nonwater-oriented uses. Of water-oriented uses, priority shall be first given to water-dependent uses, followed by water-related and water-enjoyment uses with neither being more important than the other.
 29. Preference is to be given to water-dependent commercial uses over non-water-dependent commercial uses. Water-related and water-enjoyment uses should be prioritized over non-water-oriented commercial uses.

30. Non-water-dependent commercial uses shall be prohibited over water except in existing structures or in the limited instances where they are auxiliary to and necessary in support of water-dependent uses, in which case they shall be considered conforming.
31. Commercial development over the water on Columbia River Estuary shorelines shall be located in areas of minimal currents and wave action. Floating structures shall be sited to prevent damage to natural vegetation and they shall not rest on the bottom during tidal cycles or periods of low flow.
32. Dredging and dredge disposal operations shall be located and conducted in a manner that will minimize interference with navigation, fishing, and other existing shoreline uses.
33. Dune modification shall be allowed only where it will not result in decreased protection of inland development from damage caused by storm surge, tsunamis, windblown sand, or flooding.
34. The width of the primary dune buffer shall be measured from the winter grass line, inland two hundred (200) feet, but not to extend beyond the landward (eastern) boundary of shoreline jurisdiction.
35. Existing sustainable uses, ecological and ecosystem functions and processes in the coastal zone, and public access to ocean waters should be protected and preserved for current and future generations.
36. Priority shall be given to shoreline uses that sustain the ecosystem or will not adversely impact renewable biological resources, public access, or existing uses or activities, or cause a net loss in ecosystem function.
37. New development on steep slopes or bluffs shall be set back sufficiently to ensure that shoreline stabilization is unlikely to be necessary during the life of the structure, as demonstrated by a geotechnical analysis.
38. New residential development adjacent to a water body supporting aquaculture operations shall install drainage and stormwater treatment facilities to prevent any adverse impacts to aquaculture operations. Such measures include but are not limited to vegetated swales, retention ponds, and the use of artificial or natural wetlands, provided no adverse impacts to the receiving wetlands would occur.
39. The 30 existing floating homes on North River are allowed to be maintained within the Open Water Moorage and Anchorage Area (OWMAA). New floating homes are prohibited.
40. In order to be more protective of existing ocean uses, including fishing, the County shall adopt a broad prohibition on fixed structures in its coastal areas, including a strict prohibition on permanent fixed structures in the Coastal Ocean environment, except for temporary structures may be permitted as a conditional use for a period of up to two years, with an option for a one-year extension. The County will revisit policies and regulations regarding fixed structures in the Coastal Ocean and Willapa Bay Estuary environments to address new information and technology, including analyses and recommendations resulting from the marine spatial planning process per RCW 43.372, during scheduled periodic reviews of this Program under RCW 90.58.080.

41. All public Ports of Pacific County or other areas which support high-intensity uses related to commerce, transportation or navigation; or suitable and planned for high-intensity water oriented uses were designated as a "High-Intensity" environment.
42. Selective pruning of trees and mowing of vegetation for purposes of maintenance, invasive species management, or fire protection is allowed, provided that no vegetation shall be removed from critical areas, dunes, or their respective buffers without approval from the Administrator. Topping of trees for views is not allowed.
43. For the purposes of the SMP, the Surfside canals were evaluated and determined to be manmade structures (i.e. ditches), not formed from wetlands, and therefore, not regulated under the SMP.
44. Pacific County has complied with procedural and substantive requirements of Pacific County Environmental Review/SEPA Ordinance No. 166 and Chapter 197-11 WAC.
45. Pacific County issued a Threshold Determination of Non-Significance for the 2016 Pacific County Shoreline Master Program on June 30, 2016
46. The Washington State Department of Commerce was provided a 60-day notice of intent to adopt on May 24, 2016
47. The Planning Commission forwarded a recommendation of approval to the Board of Pacific County Commissioners on March 3, 2016.
48. The Board of Pacific County Commissioners held a workshop on September 13, 2016 at 10:30am in accordance with the Open Public Meetings Act.
49. The Board of Pacific County Commissioners conducted a closed record hearing in accordance with Process Ordinance No. 177 on September 27, 2016 at 10:00am.

If any Finding is in truth a Conclusion of Law, or if any Conclusion stated is in truth a Finding or Fact, it shall be deemed so.

PACIFIC COUNTY
BOARD OF COUNTY COMMISSIONERS

Frank Wolfe, Chairman

Lisa Ayers, Commissioner

ATTEST:

Marje Guernsey
Clerk of the Board

Date

Steve Rogers, Commissioner

**PACIFIC COUNTY SHORELINE MASTER PROGRAM
CONCLUSIONS OF LAW**

1. The Proposed Pacific County Shoreline Master Program is consistent with and implements the goals, Policies, and requirements of the Washington State Shoreline Management Act, Washington State Growth Management Act, Washington State Shoreline Master Program Guidelines, and Pacific County Comprehensive Plan.
2. The Pacific County Shoreline Master Program as amended and the associated environmental review comply with the goals and requirements of Chapter 90.58 RCW, Chapter 36.70A RCW, Chapter 365-195 WAC, Chapter 173-26 WAC, Chapter 197-11 WAC, and Pacific County Ordinance No. 166 (SEPA).
3. Legislation passed in 2004 (ESB 1933) clarified that critical areas within shorelines are to be "designated" under the GMA but "protected" by the SMP at a level that is "at least equal to" the County's adopted Critical Areas Ordinance. This SMP responds to the environmental concerns raised during the public process, while protecting property owners from unconstitutional takings and substantive due process violations.

If any Finding is in truth a Conclusion of Law, or if any Conclusion stated is in truth a Finding or Fact, it shall be deemed so.

PACIFIC COUNTY
BOARD OF COUNTY COMMISSIONERS

Frank Wolfe, Chairman

Lisa Ayers, Commissioner

ATTEST:

Marie Guernsey
Clerk of the Board

Date

Steve Rogers, Commissioner

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.