

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

**Tuesday, May 24, 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-B)**

- A)** Approve Rainbow Valley Landfill Voucher:  
PUD No. 2 - \$53.23  
Royal Heights Transfer Station, Inc.- \$2,459.52  
Maneman Electric- \$290.27  
City of Raymond- \$1,450.00
- B)** Approve the regular meeting minutes of April 26, 2016 and May 10, 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.*

2016-22 A

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

PUD NO. 2

P.O. BOX 472

RAYMOND, WA 98577

Vendor #	Date
Reference No. 2	Purchase Order Number

**Instructions:**

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

Invoice #	Date	Description	Fund	Ops	Base Sub	Sub Elem	Obj	Amount
	4/26/16	UTILITIES	660	000	537	10	41	\$53.23

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

*Tammy Bole*  
 Signature

*PRES.*  
 Title

*5/2/16*  
 Date

Reviewed by:

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

*May 4 '16*  
 Date

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

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

\_\_\_\_\_  
 Date

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


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

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

Account Number 19983

Page 1 of 1

Statement Date 04/26/2016

**Billing Summary**

Previous Balance	122.07
Payments Received	122.07 CR
Balance Forward	0.00
Current Charges Due By 05/23/16	53.23
<b>Total Due</b>	<b>53.23</b>

**Messages**

Check out our NEW Pay By Phone 844-829-1962



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

**Meter Reading Details Meter A34390**

Current KWH Reading	04/16/16	87967
Previous KWH Reading	03/19/16	87544
Total KWH Usage		423
Days Served	28	

**Detail of Charges**

423 kWh x 0.071200	30.12
Power Cost Adj @ 7%	2.11
Elec Basic Charge	21.00
<b>Total This Service</b>	<b>53.23</b>

MO	Apr 15	May 15	Jun 15	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Apr 16
Usage	584	343	343	246	216	377	148	400	512	509	541	510	423
Avg/Day	16	12	10	8	9	11	5	14	17	15	18	16	15

Return This Portion With Your Payment

PLEASE INDICATE CHANGE OF ADDRESS HERE:

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

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

Account Number	19983
Due Date	05/23/2016
Amount Due	53.23
Warm Heart Donation	
Amount Paid	ONLY IF DIFFERENT THAN AMOUNT DUE

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

07



2016-23

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

ROYAL HEIGHTS TRANSFER STATION, INC

114 AIRPORT RD.

RAYMOND, WA 98577

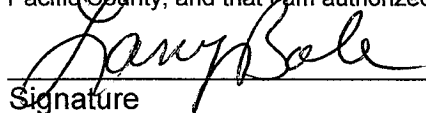
Vendor #	Date
Reference No. 2	Purchase Order Number

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Invoice #	Date	Description	Fund	Ops	Base Sub	Sub Elem	Obj	Amount
5009	5/2/16	LEACHATE TRANSPORTATION	660	000	537	10	41	2459.52

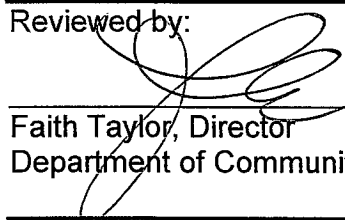
I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against Pacific County, and that I am authorized to authenticate and certify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

  
 Signature

PRES.  
 Title

5/2/16  
 Date

Reviewed by:

  
 Faith Taylor, Director  
 Department of Community Development

May 4 '16  
 Date

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

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

\_\_\_\_\_  
 Date

Date			
	<u>loads</u>		
4/1/2016	2		
2	2		
3			
4	4		
5	1		
6	1		
7	2		
8	1		
9	1		
10			
11	2		
12	2		
13			
14			
15	3		
16			
17			
18	3		
19			
20			
21	2		
22	2		
23			
24			
25	2		
26	1		
27			
28	1		
29	2		
30			
	<b>32</b>		
	<i>total gallons</i>		<b>192000</b>
		<b>TOTAL</b>	<b>\$2,459.52</b>

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

**Invoice**

DATE	INVOICE #
5/2/2016	5009

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

P.O. NUMBER	TERMS	DUE DATE	
	net 10	5/12/2016	
SERVICED	QUANTITY	DESCRIPTION	AMOUNT
5/2/2016	192,000	Gallons - Wastewater Hauling (LEACHATE) @\$12.81/1000	2,459.52
Balance Due			\$2,459.52

2016-24

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

MANEMAN ELECTRIC

429 THIRD ST.

RAYMOND, WA 98577

Vendor #	Date
Reference No. 2	Purchase Order Number

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Invoice #	Date	Description	Fund	Ops	Base Sub	Sub Elem	Obj	Amount
1994	4/28/16	INSTALL METERS RVL EVALUATION	660	000	537	10	41	\$290.27

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

*Gary Bale*  
 Signature

PRES.  
 Title

5/12/16  
 Date

Reviewed by:

*[Signature]*

Faith Taylor, Director  
 Department of Community Development

Date

May 16 '16

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

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

\_\_\_\_\_  
 Date

RECEIVED  
 PACIFIC COUNTY

MAY 16 2016

GENERAL AD. ...  
 BOARD OF COMMUNITY DEVELOPMENT

**MANEMAN ELECTRIC, INC.**

429 THIRD STREET  
RAYMOND, WA 98577  
PH. 360-268-0183  
PH. 360-942-6185

Date

Invoice #

4/28/2016

1994

Royal Heights  
114 Airport Rd.  
Raymond WA 98577

P.O. No.

0.5 LABOR CHARGE 04/26	85.00	42.50T
1.25 LABOR CHARGE	85.00	106.25T
1 6 x 6 x 4 PVC BOX	22.88	22.88T
1 1/2' CORD GRIPS/LG.	8.13	8.13T
1 6' 120V PIGTAIL CORD	6.00	6.00T
2 1/2' CORD GRIPS/MED.	3.00	6.00T
1 ALLEN BRADLEY DC TRANSFORMER	85.99	85.99T
1 RED NUTS	0.14	0.14T
1 1 1/2" DIN RAIL	3.32	3.32T
6 12 x 1/4 L.R. SCREW	0.15	0.90T
MATERIAL DISCOUNT	-13.34	-13.34
Labor and material needed to install new DC transformer as requested.		
Raymond Sales Tax - 2503	8.00%	21.50

ELECTRICAL FOR RVL METERS

Thank You

Total Due Upon Receipt \$290.27



2016-25

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

CITY OF RAYMOND

230 2<sup>ND</sup> STREET

RAYMOND, WA 98577

Vendor #	Date
Reference No. 2	Purchase Order Number

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Invoice #	Date	Description	Fund	Ops	Base Sub	Sub Elem	Obj	Amount
103	5/4/16	LEACHATE TREATMENT	660	000	537	10	41	\$1450.00

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

*Kenny Bale*  
Signature

*Pres.*  
Title

*5/12/16*  
Date

Reviewed by:

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

*May 16 '16*  
Date

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

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

\_\_\_\_\_  
Date

RECEIVED  
PACIFIC COUNTY

MAY 16 2016

GENERAL ADMINISTRATOR  
BOARD OF COMMISSIONERS



# CITY OF RAYMOND

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

Invoice No.

103

## INVOICE

### Customer

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

Date 5/4/2016  
Order No. \_\_\_\_\_  
Rep \_\_\_\_\_  
FOB \_\_\_\_\_

Qty	Description	Unit Price	TOTAL
1	LEACHATE DISPOSAL APRIL 2016	\$1,440.00	\$1,440.00
1	ROAD MAINTENANCE	\$10.00	\$10.00

### Payment Details

- ☐ Cash  
☒ Check  
☐ Credit Card

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

SubTotal	\$1,450.00
Shipping & Handling	
Taxes State	\$0.00
<b>TOTAL</b>	<b>\$1,450.00</b>

Office Use Only

THANK YOU FOR YOUR BUSINESS!

PACIFIC COUNTY, WASHINGTON  
LOCAL BOARD OF HEALTH  
JOURNAL #35

B

**PROCEEDINGS**

**9:00 AM**  
**Tuesday, April 26, 2016**

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

**CALL TO ORDER – 9:00 AM**

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

Marie Guernsey, Clerk of the Board  
Kathy Spoor, County Administrative Officer  
Mike Collins, Public Works Director/County Engineer  
Mary Goelz, Health & Human Services Department Director  
Bruce Walker, Assessor  
Eric Weston, Deputy Prosecuting Attorney  
Paul Plakinger, Management & Fiscal Analyst  
Tim Crose, Community Development Asst. Director  
Lori Ashley, Public Health Nurse  
Kathy Langbraaten, Health & Human Services Department Accountant  
Leah Heintz, Public Health Nurse  
Grace Manlow, Human Services Program Specialist  
Wendy Hamlin, Health & Human Services Department Administrative Asst.  
Sean Eastham, Deputy  
Dotsi Graves, Fair & Park Manager

**GENERAL PUBLIC IN ATTENDANCE**

Allie Friese, representing the Chinook Observer  
Randy & Christin Lewis  
Robert & Barbara Tallman

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

**PUBLIC COMMENT - None**

**CONSENT AGENDA**

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

**Approve regular meeting minutes of April 12, 2016**

**Approve Rainbow Valley Landfill Vouchers**

**City of Raymond - \$3,070**

**SCS Engineers - \$5,486.32**

PACIFIC COUNTY, WASHINGTON  
LOCAL BOARD OF HEALTH  
JOURNAL #35

**MEETING CLOSED – 9:01AM**

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)*

PACIFIC COUNTY, WASHINGTON  
LOCAL BOARD OF HEALTH  
JOURNAL #35

**PROCEEDINGS**

**9:00 AM**  
**Tuesday, May 10, 2016**

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

**CALL TO ORDER – 9:00 AM**

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

Marie Guernsey, Clerk of the Board  
Kathy Spoor, County Administrative Officer  
Mike Collins, Public Works Director/County Engineer  
Mary Goelz, Health & Human Services Department Director  
Bruce Walker, Assessor  
Eric Weston, Deputy Prosecuting Attorney  
Paul Plakinger, Management & Fiscal Analyst  
Tim Crose, Community Development Asst. Director  
Lori Ashley, Public Health Nurse  
Kathy Langbraaten, Health & Human Services Department Accountant  
Leah Heintz, Public Health Nurse  
Grace Manlow, Human Services Program Specialist  
Wendy Hamlin, Health & Human Services Department Administrative Asst.  
Sean Eastham, Deputy  
Dotsi Graves, Fair & Park Manager

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Randy & Christin Lewis  
Robert & Barbara Tallman

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

**PUBLIC COMMENT - None**

**CONSENT AGENDA**

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

**Approve regular meeting minutes of April 12, 2016**

**Approve Rainbow Valley Landfill Vouchers**

**City of Raymond - \$3,070**

**SCS Engineers - \$5,486.32**

PACIFIC COUNTY, WASHINGTON  
LOCAL BOARD OF HEALTH  
JOURNAL #35

**MEETING CLOSED – 9:01AM**

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**

**May 24, 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.

**WORKSHOPS/MEETINGS** *(held in the Commissioners Conference Room unless otherwise noted)*  
9:45 AM Workshop w/ Upper Naselle Road slide residents

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### **Call to Order**

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

### **PROCLAMATION**

- 1) Adopt WSU Master Gardener Volunteer Week Proclamation

### **CONSENT AGENDA (Items 2-10)**

#### **Department of Public Works**

- 2) Approve surplus of vehicles/equipment
- 3) Approve transfer of surplus computer workstations to South Bend School District

#### **Public Health & Human Services Department**

- 4) Approve Amendment B to Consolidated Homeless Grant Number 16-46108-22 with WA State Department of Commerce for Community Services and Housing Division
- 5) Notice of probation completion of Sheena Humphreys and Rosanne McPhail, effective June 1, 2016

#### **Auditor's Office**

- 6) Approve disposal of inventory items

*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.*

**General Business**

- 7) Approve amended regular meeting minutes of February 23, 2016
- 8) Approve the regular meeting minutes of April 26 and May 10, 2016
- 9) Approve Vendor Claims:  
Warrants Numbered 132074 thru 132199- \$232,170.26
- 10) Confirm transfer of inventory item

**ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS**

- 11) Consider approval of request to purchase a F400 RESI Package for Pole Inspection for bridge inspections and adopt Resolution 2016-017 authorizing purchase from IML North American as a single source of supply
- 12) Consider approval of
  - Local Agency Federal Aid Project Prospectus CRP 1640, Local Agency Agreement LA-8632 Supplement No. 2 with WA State Department of Transportation for Signing Upgrades; authorize Chair to sign
  - Public Notice/Call for Bids/Notice to Contractors for the 2014 County Safety Selections-Signing Upgrades

**ITEMS REGARDING JUVENILE COURT**

- 13) Consider approval of Functional Family Therapy Contract with Nelita Wallingford

**ITEMS REGARDING VEGETATION MANAGEMENT**

- 14) Consider approval of request to temporary hire Geoff Hylton

**ITEMS REGARDING RISK MANAGEMENT**

- 15) Consider approval of the annual Risk Pool self-assessment for fiscal year 2015; authorize the Chair to sign

**ITEMS REGARDING GENERAL BUSINESS**

- 16) Consider adoption of Resolution 2016-018 in the matter of approving the new Senior Deputy District Court Clerk job description
- 17) Consider adoption of Resolution 2016-019 in the matter of reclassifying the Senior Building Inspector and Building Inspector/Fire Marshall job descriptions
- 18) Consider adoption of Resolution 2016-020 in the matter of authorizing application to the Community Economic Revitalization Board

**EXECUTIVE SESSION**

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

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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:  
5/24/2016

## 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: \_\_\_\_\_

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: Commissioners Office

DIVISION (if applicable):

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

PHONE / EXT:

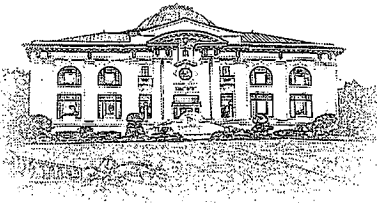
SIGNATURE: 

DATE: 5/15/2016

NARRATIVE OF REQUEST

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

Adopt WSU Master Gardener Volunteer Week Proclamation for the week of May 23 through 29, 2016



# *Pacific County* **COMMISSIONERS**

Steve Rogers, District #1

Frank Wolfe, District #2

Lisa Ayers, District #3

## **PROCLAMATION**

**WHEREAS**, The Washington State University Master Gardener Volunteer Program is celebrating 40 years of service to the citizens of our state and 32 years to the citizens of Grays Harbor/Pacific Counties; and

**WHEREAS**, this model of volunteer service has been emulated in all fifty states and numerous foreign countries and was founded by Washington State University in 1973; and

**WHEREAS**, there are over 4,900 WSU Master Gardener volunteers who serve more than 430,000 Washington State residents each year; and

**WHEREAS**, these dedicated volunteer educators use their love of gardening to enhance natural resources and environmental stewardship, improve health and wellness, and create and sustain vibrant communities and urban neighborhoods; and

**WHEREAS**, the Master Gardener program sets a remarkable example of voluntary community service by returning to Washington citizens over 10 times the funds expended on the program's maintenance; and

**NOW THEREFORE**, the Board of Commissioners for Pacific County does hereby proclaim May 23 through 29, 2016 as:

### ***WASHINGTON STATE UNIVERSITY MASTER GARDENER VOLUNTEER WEEK***

In Pacific County, and urge all citizens to join in this special observance.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

BOARD OF COMMISSIONERS  
PACIFIC COUNTY

ATTEST:

\_\_\_\_\_  
Frank Wolfe, Chairman

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

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

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



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:

5/24/2016

## AGENDA REQUEST FORM

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

Agenda Item #: 2

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

☐ CONTINUED TO DATE: \_\_\_\_\_

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

Review ☐ Clerk of the Board

☐ Risk Mgmt

☐ Legal Required

☐ OTHER: \_\_\_\_\_

### DISTRIBUTION LIST:

☐ RF

☐ Assessor

☐ DPW

☐ NDC

☐ Superior Court

☐ CF

☐ Auditor

☐ EMA

☐ PACCOM

☐ Treasurer

☐ SEA

☐ Clerk

☐ Fair

☐ Prosecutor

☐ Veg Mgmt

☐ Civil Service

☐ Health

☐ SDC

☐ WSU Ext.

☐ DCD

☐ Juvenile

☐ Sheriff

☐ Other

### AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: DPW

DIVISION (if applicable):

OFFICIAL NAME & TITLE: Amber Kaech Accountant

PHONE / EXT: 360-875-9300 x2274

SIGNATURE: *Amber Kaech*

DATE: 5/19/2016

### NARRATIVE OF REQUEST

Final Surplus List of Vehicles/Equipment as of May 18th 2016:

Equipment # & Description

#985 2005 Ford Ranger , #005 1996 Jeep Cherokee, #173 1999 Mercury Mountaineer, #085 1998 Ford Ranger,  
#983 2002 Ford Ranger, #992 2007 Ford Ranger 81,248 SOLD PER RCW 36.34.130 Intergovernmental sales  
#989 2006 Ford Ranger, #984 2005 Ford Ranger, #956 2003 Chevrolet Astro Van, #982 1999 Chevrolet 1500  
#S165 2004 Ford Crown Vic, #084 1997 GMC 1500, #033 1996 F-Super Duty, #988 1993 GMC 3500HD

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

Approve surplus of vehicles/equipment in the list provided above



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:

5-24-16

## 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: \_\_\_\_\_

Review ☐ Clerk of the Board

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

☐ Risk Mgmt

☐ OTHER: \_\_\_\_\_

☐ Legal Required

#### DISTRIBUTION LIST:

- |                              |                                        |                                   |                                     |                                         |
|------------------------------|----------------------------------------|-----------------------------------|-------------------------------------|-----------------------------------------|
| <input type="checkbox"/> RF  | <input type="checkbox"/> Assessor      | <input type="checkbox"/> DPW      | <input type="checkbox"/> 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:

DATE: 5-19-16

#### NARRATIVE OF REQUEST

Request transfer/disposal of computer equipment to the South Bend School District. The Superintendent of South Bend Schools has requested twelve computers for student use. Attached is a list of systems which have been erased and prepared for the district.

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

Approve transfer of surplus computer workstations to South Bend School District as provided by the attached list and in accordance with Personal Property Inventory Procedures



P.O Box 66  
South Bend, WA, 98586

Phone: (360) 875-9300 Ext. 2271  
Fax: (360) 875-9377  
email: cs@co.pacific.wa.us

## MEMORANDUM

May 20, 2016

**TO:** PACIFIC COUNTY BOARD OF COMMISSIONERS

**FROM:** Andrew B. Seaman, Computer Services Supervisor

**RE:** Surplus

---

I recommend that the following equipment be donated to the South Bend School District per their request dated February 19<sup>th</sup> 2016:

Item	Dept.	Inventory No.	Description	S/N	Brand	Notes
1	CLK	2887	Computer	JD24GH1	Dell	Obsolete
2	JUV	3263	Computer	8077KF1	Dell	Obsolete
3	ASR	2866	Computer	7J9FGH1	Dell	Obsolete
4	HTH	2903	Computer	J6PF2G1	Dell	Obsolete
5	ASR	2864	Computer	HB94GH1	Dell	Obsolete
6	HTH	2905	Computer	7XQZTG1	Dell	Obsolete
7	DCD	2836	Computer	24QGCG1	Dell	Obsolete
8	ASR	2865	Computer	GB94GH1	Dell	Obsolete
9	PCS	2956	Computer	7S5YSJ1	Dell	Obsolete
10	HTH	2899	Computer	FWQZTG1	Dell	Obsolete
11	PCS	2870	Computer	D2QS9F1	Dell	Obsolete
12	PCS	2957/s915	Computer	D69Z4J1	Dell	Obsolete

I will be happy to provide any additional information for review. If you have any questions please contact me at 875-9300 ext. 2271.

Cc Andi Harland, Accounting Manager



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month, beginning at 9 a.m.

REQUESTED MEETING DATE:

5/24/2016

## AGENDA REQUEST FORM

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

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

☐ Risk Mgmt

☐ OTHER: \_\_\_\_\_

☐ Legal Required

### DISTRIBUTION LIST:

<input type="checkbox"/> RF	<input type="checkbox"/> Assessor	<input type="checkbox"/> DPW	<input type="checkbox"/> 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 & Human Services

DIVISION (if applicable):

OFFICIAL NAME & TITLE: Katie Lindstrom, Deputy Director

PHONE / EXT: 2648

SIGNATURE: 

DATE: 5/18/2016

### NARRATIVE OF REQUEST

Requesting approval and signature of amendment B to grant number 16-46108-22 with Department of Commerce (Housing Division). This contract adds funds for SFY 2017 to support housing and homeless programs. These funds will be amended into the sub contract with Coastal CAP, who is Pacific County's housing provider. The additional revenue will be added in at next budget supplemental. Please contact met at ex 2648 with any questions. Thank you!

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

Approve Amendment B to Consolidated Homeless Grant Number 16-46108-22 with WA State Department of Commerce for Community Services and Housing Division and authorize Chair to sign

# Amendment

Grant Number: 16-46108-22

Amendment: B

## Washington State Department of Commerce Community Services and Housing Division Housing Assistance Unit Consolidated Homeless Grant (CHG)

<b>1. Grantee</b> Pacific County Public Health & Human Services PO BOX 26 South Bend, WA 98586		<b>2. Grantee Doing Business As (optional)</b>	
<b>3. Grantee Representative (only if updated)</b> Katie Lindstrom		<b>4. COMMERCE Representative (only if updated)</b> Jessica Simon CHG Program Manager (360) 725-2955 (360) 586-5880 jessicasimon@commerce.wa.gov 1011 Plum Street SE Olympia, WA 98504-2525	
<b>5. Original Grant Amount</b> (and any previous amendments)  \$193,824	<b>6. Amendment Amount</b>  \$163,171	<b>7. New Grant Amount</b>  \$356,995	
<b>8. Amendment Funding Source</b> Federal:      State:      Other: X   N/A:		<b>9. Amendment Start Date</b> April 15, 2016	<b>10. Amendment End Date</b> June 30, 2017
<b>11. Federal Funds (as applicable):</b> N/A	<b>Federal Agency:</b> N/A	<b>CFDA Number:</b> N/A	
<b>12. Amendment Purpose:</b> Adds \$12,904 in new CHG/TANF funds and \$150,267 in HEN SFY17 funds. The HEN SFY17 funds are for the time period of July 1, 2016 - June 30, 2017. CHG/TANF funds are available immediately through June 30, 2017.			
COMMERCE, defined as the Department of Commerce, and the Grantee acknowledge and accept the terms of this Grant As Amended and attachments and have executed this Grant Amendment on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Grant As Amended are governed by this Grant Amendment and the following other documents incorporated by reference: Grant Terms and Conditions including Attachment "A" – Scope of Work, Attachment "B" – Budget, and Attachment "C" – Guidelines for the Consolidated Homeless Grant (as they may be revised from time to time). A copy of this Grant Amendment shall be attached to and made a part of the original Grant between COMMERCE and the Grantee. Any reference in the original Grant to the "Grant" shall mean the "Grant As Amended".			
<b>FOR GRANTEE</b>  _____ Signature  _____ Print Name and Title  _____ Date		<b>FOR COMMERCE</b>  _____ Diane Klontz, Assistant Director Community Services and Housing Division  _____ Date  <b>APPROVED AS TO FORM ONLY</b>  _____ Sandra Adix Assistant Attorney General _____ 3/20/2014 Date	

## Amendment

This Grant is amended as follows:

### Attachment B

Budget	
Budget	Total
Admin	\$13,889
Rent- For-Profit Rent	\$29,496
Rent- Other Rent and Housing Costs	\$21,809
Operations: CHG Base Funding	\$27,400
TANF- For-Profit Rent	\$22,319
TANF- Other Rent and Housing Costs	\$2,203
HEN- Admin 2016	\$5,013
HEN- Rent and Housing Costs 2016	\$74,399
HEN- Operations 2016	\$10,200
HEN- Admin 2017	\$10,518
HEN- Rent and Housing Costs 2017	\$114,749
HEN- Operations 2017	\$25,000
<b>Total</b>	<b>\$356,995</b>





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

REQUESTED MEETING DATE:  
5/24/2016

## 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: \_\_\_\_\_

☐ 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: <u>Health &amp; Human Services</u>	DIVISION (if applicable):
OFFICIAL NAME & TITLE: <u>Katie Lindstrom, Deputy Director</u>	PHONE / EXT: <u>2648</u>
SIGNATURE: <u>Katie Lindstrom</u>	DATE: <u>5/18/16</u>

#### NARRATIVE OF REQUEST

FYI- Two new Health & Human Services Staff, Sheena Humphreys and Rosanne McPhail, will be completing their 6 month probationary period and become regular employees effective June 1st. Rosanne is a .80 FTE Human Services Program Specialist and coordinates the Justice/Mental Health Collaborative grant, and Sheena is a .80 FTE Administrative Assistant. Both employees have been positive additions to our department and we look forward to their continued service. Please contact me at extension 2648 with any questions. Thank you!

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

Notice of probation completion of Sheena Humphreys and Rosanne McPhail, effective June 1, 2016



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98586 Phone 360/875.9337 \* Fax 360/875.9335

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

REQUESTED MEETING DATE:

05/24/2016

## AGENDA REQUEST FORM

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

Agenda Item #: 6

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

Review ☐ Clerk of the Board

☐ CONTINUED TO DATE: \_\_\_\_\_

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

☐ Risk Mgmt

☐ Legal Required

☐ OTHER: \_\_\_\_\_

### DISTRIBUTION LIST:

☐ RF

☐ Assessor

☐ DPW

☐ 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: AUDITOR

DIVISION (if applicable):

OFFICIAL NAME & TITLE: Rachel Patrick

PHONE / EXT: 360.875.9311

SIGNATURE

*Rachel Patrick*

DATE: 05/17/2016

NARRATIVE OF REQUEST

Dispose of inventoried items

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

Approve disposal of two monitors and one printer, in accordance with Personal Property Inventory Procedures

# PACIFIC COUNTY - INVENTORY DISPOSAL/TRANSFER FORM

ATTACHMENT #4

FIXED ASSET ID NUMBER: <u>2618</u>	DEPT/OFFICE: <u>Auditor</u>
EQUIPMENT DESCRIPTION: <u>Printer</u>	LOCATION: <u>South Bend</u>
MODEL NUMBER: <u>2420d</u>	SERIAL NUMBER: <u>CHGKB06624</u>

IS THIS EQUIPMENT STILL FUNCTIONING? ☐ YES ☐ NO UNK  
HAS THE EQUIPMENT BEEN OFFERED TO OTHER COUNTY DEPARTMENTS/OFFICES? ☒ YES ☐ NO

## DISPOSAL

DISPOSAL DATE: _____	HOW DISPOSED: _____
REASON FOR DISPOSAL: <u>no longer needed</u>	
IF SOLD, AMOUNT RECEIVED: _____	NAME OF PURCHASER: _____

## TRANSFER

TRANSFER DATE: _____	
TRANSFERRED FROM (DEPT/OFFICE): _____	TO (DEPT/OFFICE): _____

To assist you in completing this form, the following is a breakdown of the information required in each section:

Fixed Asset #:	Record the number from the Pacific County property sticker. (Please return property sticker with this form if equipment will no longer be considered property of the County.)
Equipment:	Describe the equipment as it is listed on your current inventory.
Department:	Name of your office/department.
Location:	List the building, office, etc, where this equipment is located.
Model #:	Complete this section for equipment having model numbers.
Serial #:	Complete this section for equipment having serial numbers.
Functional:	Is this equipment functioning well enough to be used?
Other Dept:	Is this equipment usable enough to be placed on the quarterly printout of surplus property for possible use by another department?
Date Disposed:	The date the BOCC approved disposal of this equipment
How Disposed:	Surplus, discarded, traded-in, transferred to another department, etc
Amount Rec'd:	Leave this section blank. If disposal of equipment generates revenue, report to Administration the amount received once the process is completed.
Purchaser:	If equipment is sold, list the name of the person and/or organization that purchased the equipment.
Why Disposed:	Outdated, nonfunctional, replaced, etc.

Your request to ☐ dispose ☐ transfer the above referenced inventory item was ☐ approved ☐ denied by the Board of Pacific County Commissioners at its meeting held on \_\_\_\_\_, 20\_\_\_\_ in accordance with Pacific County Personal Property Inventory Procedures.

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

THIS FORM MUST ACCOMPANY ALL REQUESTS TO THE BOARD FOR DISPOSAL/TRANSFER OF EQUIPMENT.

revised 1/2012

# PACIFIC COUNTY - INVENTORY DISPOSAL/TRANSFER FORM

ATTACHMENT #4

FIXED ASSET ID NUMBER: <u>2614</u>	DEPT/OFFICE: <u>Auditor</u>
EQUIPMENT DESCRIPTION: <u>Monitor</u>	LOCATION: <u>South Bend</u>
MODEL NUMBER: <u>Rev A02</u>	SERIAL NUMBER: <u>CN-0F5035-6478-565-1001</u>

IS THIS EQUIPMENT STILL FUNCTIONING? ☒ YES ☐ NO  
 HAS THE EQUIPMENT BEEN OFFERED TO OTHER COUNTY DEPARTMENTS/OFFICES? ☒ YES ☐ NO

## DISPOSAL

DISPOSAL DATE: _____	HOW DISPOSED: _____
REASON FOR DISPOSAL: <u>no longer used</u>	
IF SOLD, AMOUNT RECEIVED: _____	NAME OF PURCHASER: _____

## TRANSFER

TRANSFER DATE: _____	
TRANSFERRED FROM (DEPT/OFFICE): _____	TO (DEPT/OFFICE): _____

To assist you in completing this form, the following is a breakdown of the information required in each section:

Fixed Asset #:	Record the number from the Pacific County property sticker. (Please return property sticker with this form if equipment will no longer be considered property of the County.)
Equipment:	Describe the equipment as it is listed on your current inventory.
Department:	Name of your office/department.
Location:	List the building, office, etc, where this equipment is located.
Model #:	Complete this section for equipment having model numbers.
Serial #:	Complete this section for equipment having serial numbers.
Functional:	Is this equipment functioning well enough to be used?
Other Dept:	Is this equipment usable enough to be placed on the quarterly printout of surplus property for possible use by another department?
Date Disposed:	The date the BOCC approved disposal of this equipment
How Disposed:	Surplused, discarded, traded-in, transferred to another department, etc
Amount Rec'd:	Leave this section blank. If disposal of equipment generates revenue, report to Administration the amount received once the process is completed.
Purchaser:	If equipment is sold, list the name of the person and/or organization that purchased the equipment.
Why Disposed:	Outdated, nonfunctional, replaced, etc.

Your request to ☐ dispose ☐ transfer the above referenced inventory item was ☐ approved ☐ denied by the Board of Pacific County Commissioners at its meeting held on \_\_\_\_\_, 20\_\_\_\_ in accordance with Pacific County Personal Property Inventory Procedures.

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

THIS FORM MUST ACCOMPANY ALL REQUESTS TO THE BOARD FOR DISPOSAL/TRANSFER OF EQUIPMENT.

# PACIFIC COUNTY - INVENTORY DISPOSAL/TRANSFER FORM

ATTACHMENT #4

FIXED ASSET ID NUMBER: <u>2612</u>	DEPT/OFFICE: <u>Auditor</u>
EQUIPMENT DESCRIPTION: <u>Monitor</u>	LOCATION: <u>South Bend</u>
MODEL NUMBER: <u>REV 02</u>	SERIAL NUMBER: <u>CN. OF 5035-64180-55R-JATZ</u>

IS THIS EQUIPMENT STILL FUNCTIONING?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
HAS THE EQUIPMENT BEEN OFFERED TO OTHER COUNTY DEPARTMENTS/OFFICES?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

## DISPOSAL

DISPOSAL DATE: _____	HOW DISPOSED: _____
REASON FOR DISPOSAL: <u>no longer used</u>	
IF SOLD, AMOUNT RECEIVED: _____	NAME OF PURCHASER: _____

## TRANSFER

TRANSFER DATE: _____
TRANSFERRED FROM (DEPT/OFFICE): _____ TO (DEPT/OFFICE): _____

To assist you in completing this form, the following is a breakdown of the information required in each section:

- |                |                                                                                                                                                                               |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fixed Asset #: | Record the number from the Pacific County property sticker. (Please return property sticker with this form if equipment will no longer be considered property of the County.) |
| Equipment:     | Describe the equipment as it is listed on your current inventory.                                                                                                             |
| Department:    | Name of your office/department.                                                                                                                                               |
| Location:      | List the building, office, etc, where this equipment is located.                                                                                                              |
| Model #:       | Complete this section for equipment having model numbers.                                                                                                                     |
| Serial #:      | Complete this section for equipment having serial numbers.                                                                                                                    |
| Functional:    | Is this equipment functioning well enough to be used?                                                                                                                         |
| Other Dept:    | Is this equipment usable enough to be placed on the quarterly printout of surplus property for possible use by another department?                                            |
| Date Disposed: | The date the BOCC approved disposal of this equipment                                                                                                                         |
| How Disposed:  | Surplus, discarded, traded-in, transferred to another department, etc                                                                                                         |
| Amount Rec'd:  | Leave this section black. If disposal of equipment generates revenue, report to Administration the amount received once the process is completed.                             |
| Purchaser:     | If equipment is sold, list the name of the person and/or organization that purchased the equipment.                                                                           |
| Why Disposed:  | Outdated, nonfunctional, replaced, etc.                                                                                                                                       |

Your request to ☐ dispose ☐ transfer the above referenced inventory item was ☐ approved ☐ denied by the Board of Pacific County Commissioners at its meeting held on \_\_\_\_\_, 20\_\_\_\_ in accordance with Pacific County Personal Property Inventory Procedures.

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

THIS FORM MUST ACCOMPANY ALL REQUESTS TO THE BOARD FOR DISPOSAL/TRANSFER OF EQUIPMENT.

revised 1/2012

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #52

7

**PROCEEDINGS**

**9:00 AM**  
**Tuesday, February 23, 2016**

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

**CALLED TO ORDER – 9:01 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  
Mike Collins, Public Works Director/County Engineer  
Dotsi Graves, Fair/Parks Manager  
Scott McDougall, Emergency Management Deputy Director  
Eric Weston, Chief Deputy Prosecutor  
Mary Goelz, Health & Human Services Director  
Bruce Walker, Assessor

**GENERAL PUBLIC IN ATTENDANCE**

Eric & Carolyn Watness  
Taileen Wilson  
Ed Whitford  
Monica Pine  
Stan & Caroline Harding  
Peggy Disney  
Gerry Amacher

**PUBLIC COMMENT**

Eric & Carolyn Watness, Taileen Wilson, Ed Whitford, Monica Pine, Stan Harding, and Peggy Disney spoke regarding the tree cutting in Bush Pioneer County Park. Commissioner Rogers indicated he would be willing to meet with community members and Ed Whitford agreed to coordinate with him.

**YEARS OF SERVICE**

20 Years      Stephanie Fritts – (E911)

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

**CONSENT AGENDA (Items 1-7)**

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

**Department of Public Works**

**Approve removal of inventory items**

**Health & Human Services Department**

**Notice of successful completion of six-month probation for Carolyne Perez**

**Approve Amendment #7 to Contract #2011-13 BBBS with Big Brothers  
Big Sisters of SW Washington**

**Boards and Commissions**

**Approve the reappointment of Bill Kennedy, Jim Sayce, and Stan Smith to  
another four-year term on the Planning Commission**

**General Business**

**Approve transfer and disposal of inventory items for the Assessor's Office,  
Fair, Jail, Public Works and the Treasurer's Office in accordance with  
Personal Property & Inventory Procedures**

**Vendor Claims**

**Warrants Numbered 130907 thru 131019 - \$262,856.70**

**Approve regular meeting minutes of January 26 and February 9, 2016**

**ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS**

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

**Approve Special Use Agreement with Alisha Elliot for use of Chinook  
County Park on July 4<sup>th</sup> and authorize Chair to sign**

**ITEMS REGARDING COUNTY FAIR**

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

**Approve Winter Storage Rental Agreement with Steven Moffitt and  
authorize Chair to sign**

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #52

**Approve Special Event Use Agreement with Shelly Flemetis, subject to insurance requirement being submitted and authorize Chair to sign**

**ITEMS REGARDING HEALTH & HUMAN SERVICES DEPARTMENT**

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

**Approve increase of Amber Bunker, Public Health Nurse to 0.7 FTE, effective February 22, 2016, subject to adequate budget appropriations**

It was moved by Rogers, seconded by Ayers and carried by a vote of 2-0  
Wolfe abstained (it was noted that Commissioner Rogers voted out of necessity)

**Approve the 2016 Millage Mini Grants with Boys & Girls Club-\$1,740, Coast Rehab Inc.-\$3,600, National Alliance on Mental Illness (NAMI)-\$2,462, Peninsula Poverty Response-\$1,240, Raymond School District-\$500, South Bend Early Learning Center-\$2,000, Teen Advocacy Coalition-\$1,200, Wahkiakum County-\$2,208 and Know & Grow Coalition-\$1,000, subject to adequate budget appropriations**

**ITEMS REGARDING SHERIFF'S OFFICE**

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

**Approve Family Medical Leave for a qualifying event, authorize Leave Credit Transfers and assign expiration date of June 30, 2016**

**ITEMS REGARDING GENERAL BUSINESS**

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

**Adopt Resolution 2016-005 authorizing an increase to the Line of Credit for the issuance of individual/departments credit cards from Security State Bank**

**Adopt Resolution 2016-006 regarding certification of fy2015 inventory**

**Approve South District Court Judge Pro-Tem Bonds for Heidi Heywood, effective 1/29/2016 and Janet Anderson, effective 2/1/2016**

Consider approval of Franchise Agreement with Falcon Community Ventures I, LP (Charter Communications)-**DEFERRED**

**EXECUTIVE SESSION – Not held**



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

**ITEMS REGARDING HEALTH & HUMAN SERVICES DEPARTMENT**

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

**Approve Memorandum of Agreement with Sources of Strength to provide two training sessions pertaining to suicide prevention, and authorize Director to sign**

**Approve Amendment #2 to County Program Agreement #1563-42487 with DSHS Division of Behavioral Health & Recovery pertaining to substance use prevention and authorize Chair to sign**

**Accept resignation from Alycia Johnson, Public Health Nurse, effective February 18, 2016 and approve advertising and hiring for vacant position at Grade 13 Step 1, 0.8FTE, subject to adequate budget appropriations**

**ITEMS REGARDING SHERIFF'S OFFICE**

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

**Confirm Chair's signature on Intent to Continue Application to the Washington Service Corp**

**ITEMS REGARDING GENERAL BUSINESS**

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

**Approve Vendor Claims  
Warrants Numbered 131020 thru 131083 - \$142,058.28**

**ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS**

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

**Authorize Director/County Engineer to sign the Federal Lands Access Program Application for 2016 pertaining to 67<sup>th</sup> Place, mile post 0.45 to 2.00**

**RECESS – 9:33AM**

**BACK IN SESSION – 10:01AM**

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #52

**PUBLIC HEARING – 10:00AM**

**ATTENDANCE:** Chairman Wolfe, Commissioner Ayers, Commissioner Rogers, County Administrative Officer Kathy Spoor and Community Development Asst. Director Tim Crose. There were no members of the general public in attendance.

Chairman Wolfe opened the Public Hearing pertaining to adoption of Ordinance No. 177 Procedures for Processing Land Use Development Applications.

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

**Approve repealing of Ordinance No. 164 and adopt Ordinance No. 177, establishing procedures for Processing Land Use Development Applications and adopting Findings of Fact #1 through #15 and Conclusions of Law #1 through #3. Ordinance No. 177 shall become effective the 1<sup>st</sup> day of March, 2016, and Ordinance No. 164 shall be repealed on the 1<sup>st</sup> day of March, 2016.**

**MEETING CLOSED – 10:02AM**

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)*

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #52

**OTHER BUSINESS FOR FILING**

Letter from Speake Federal Reservation regarding court order for seizer of land.

Letter from Congresswoman Jaime Herrera Beutler pertaining to a letter she received from Dave and Cindy Hitt of Grayland regarding squatters in their neighborhood.

Amendment #5 to 2015-2017 Consolidated Contract #C17121 with State of WA Department of Health filed this date.

Notice from WA State Liquor and Cannabis Board regarding special occasion license for the Lewis-Pacific Swiss Society for event to be held March 12, 2016.

Copy of letter sent to Mike Rogers, Shoalwater Bay Tribal Administrator regarding the Great Rivers Behavioral Health Organization (GRBHO).

Copy of email received from Bob Merrill regarding Warrenton-Cannery Road Beach Approach.

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #52

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

February 1, 2016

Departmental Briefings

February 8, 2016

Workshop re: S Bay Access Grant

Meeting Agenda Review

February 9, 2016

Regular Community Development monthly workshop

Elected Officials Meeting

Regular Prosecutor monthly workshop

February 16, 2016

Departmental Briefings

February 22, 2016

Meeting Agenda Review

February 23, 2016

Regular Community Development monthly workshop

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #52

8

**PROCEEDINGS**

**9:00 AM**  
**Tuesday, April 26, 2016**

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

**CALLED TO ORDER – 9:01 AM**

**ATTENDANCE:**

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

Marie Guernsey, Clerk of the Board  
Kathy Spoor, County Administrative Officer  
Mike Collins, Public Works Director/County Engineer  
Mary Goelz, Health & Human Services Department Director  
Bruce Walker, Assessor  
Eric Weston, Deputy Prosecuting Attorney  
Paul Plakinger, Management & Fiscal Analyst  
Tim Crose, Community Development Asst. Director  
Lori Ashley, Public Health Nurse  
Kathy Langbraaten, Health & Human Services Department Accountant  
Leah Heintz, Public Health Nurse  
Grace Manlow, Human Services Program Specialist  
Wendy Hamlin, Health & Human Services Department Administrative Asst.  
Sean Eastham, Deputy  
Dotsi Graves, Fair & Park Manager

**GENERAL PUBLIC IN ATTENDANCE**

Allie Friese, representing the Chinook Observer  
Randy & Christin Lewis  
Robert & Barbara Tallman

**PUBLIC COMMENT**

Randy & Christin Lewis and Robert & Barbara Tallman residents of the Upper Naselle Road all spoke regarding the effects of the road closure due to the land slide. Christin Lewis read a statement into the record (*not provided to the Clerk of the Board*).

Assessor Bruce Walker indicated he would look into the issue and see if it has affected the value of their properties.

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #52

**YEARS OF SERVICE AWARDS**

10 Years:      Sean Eastham (Sheriff's Office)  
25 Years:      Lori Ashley (Health Dept.)

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

Commissioner Ayers request item #6, approval of Amendment #1 to the Tourism Service Contracts be removed from the Consent Agenda and be acted on as a separate item.

**CONSENT AGENDA (Items 1-5, 7-9)**

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

**Department of Public Works**

**Approve transfer of computer workstation from South District Court to Community Development, in accordance with Personal Property Inventory Procedures**

**Approve transfer of two (2) computer workstations to Disabled American Veterans, in accordance with Personal Property Inventory Procedures**

**Approve Supplement No. 1 to Local Agency Agreement #LA-8631 with WA State Department of Transportation pertaining to the guardrail upgrades and authorize Chair to sign**

**Department of Community Development**

**Approve hire of Miles Lawson, Environmental Health Specialist, Grade 13 Step 1, effective May 2, 2016, subject to adequate budget appropriations**

**Approve Amendment #1 to Contract No. K1613 with WA State Conservation Commissioner regarding the Voluntary Stewardship Program Workplan Development and authorize Chair to sign**

**General Business**

**Approve Amendment #1 to the Intergovernmental Agreement with Wahkiakum County for funding of the Court Administrator/Recorder and Assistant Court Administrator, effective January 1, 2016**

**Approve Vendor Claims  
Warrants Numbered 131703 thru 131812 - \$240,886.87**

**Approve regular meeting minutes of April 12, 2016**

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #52

**ITEMS REGARDING GENERAL BUSINESS**

It was moved by Ayers, seconded by Wolfe and carried by a vote of 2-0  
Rogers abstained

**Approve Amendment #1 to the Tourism Service Contracts for fy2016 with the Columbia Pacific Heritage Museum, Finnish-American Folk Festival, Long Beach Peninsula Visitors Bureau, Northwest Carriage Museum, Ocean Park Area Chamber of Commerce, Economic Development Council, Fair, General Administration, Historical Society & museum, Peninsula Saddle Club, Sheriff, Sunday Afternoon live, Tokeland-North Cove Chamber of Commerce, Water Music Festival, Willapa Harbor Chamber of Commerce and the World Kite Museum**

**ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS**

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

**Approve replacement of the HVAC Control System at the South County Administration Facility by Actionaire, Inc., of Hoquiam, in the amount of \$28,350, plus sales tax, subject to adequate budget appropriations and note there may be a need for supplement**

*(One other bid was received from Sunset Air, of Lacey, in the amount of \$32,170, plus sales tax and Advanced Heating & Air of Cosmopolis did not submit a bid)*

**Approve request to “piggyback” on Clark County contract with Albina Asphalt for CRS-2P oil, subject to adequate budget appropriations**

**Approve acceptance of bid from Woody’s Septic Specialties Inc. for the demolition of four buildings at Morehead Park in the amount of \$3,237, including sales tax, subject to adequate budget appropriations** *(Other bids received from DPR Builders of Ocean Park in the amount of \$3,731 including sales tax and from Wirkkala Construction of Long Beach in the amount of \$5,967 including sales tax)*

**ITEMS REGARDING HEALTH & HUMAN SERVICES**

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

**Approve Contract No. N21896-09 with CHOICE Regional Health Network for Youth Marijuana Prevention and Education Program and authorize Chair to sign, noting a supplement will be required**

**Approve Authorization Sheet with Office Ally to provide a billing system for immunizations and authorize Director to sign**

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #52

**Approve 2015-16 ASPR Preparedness Training Agreement with Region 3 Healthcare Preparedness Coalition for training related expenses for emergency preparedness and authorize Director to sign**

**Approve Agreement for Challenge Course Training with Synergo, LLC, subject to adequate budget appropriations and authorize Chair to sign/initial**

**ITEMS REGARDING VEGETATION MANAGEMENT**

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

**Approve request to advertise and hire two (2) temporary Spartina Field Crew II's and five (5) temporary Spartina Field Crew I's**

**ITEMS REGARDING SUPERIOR COURT**

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

**Authorize Family Medical Leave (FMLA) and approve Leave Credit Transfers and assign an expiration date of October 31, 2016**

**Approve hire of Roxanne Hutchins as a casual employee, effective April 25, 2016, at a rate of \$12 per hour, not to exceed forty hours per month, subject to adequate budget appropriations**

**ITEMS REGARDING SHERIFF'S OFFICE**

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

**Approve request for twelve weeks of Leave of Absence Without Pay, anticipating an effective date of June 1, 2016 and a return to work date of September 1, 2016, in accordance with Section 4.8 of the Personnel Policy and Procedures and Section 15 of the Civil Service Rules**

Consider approval of request to purchase sit/stand workstation from Aberdeen Office-**DEFERRED** to meeting of May 10, 2016

**ITEMS REGARDING RISK MANAGEMENT**

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

**Approve purchase of Automated External Defibrillator (AED) from American AED in the amount of \$1,345 but not to exceed \$1,500, subject to adequate budget appropriations** *(Other bids received from AED Superstore in the amount of \$1,395 and from Heartsmart.com in the amount of \$1,395)*



**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 Printing Contract with the Chinook Observer as the Official County and Area Specific Newspaper, effective July 1, 2016 through June 30, 2017 and accept Corporate Guarantee in the amount of \$5,000 in lieu of a bond**

**ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS**

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

**Approve the 2016 Chinook ark Maintenance and Operations Contract with the Port of Chinook in the amount of \$6,000, subject to inclusion of contract language by Prosecutor's Office and adequate budget appropriations**

**ITEMS REGARDING DEPARTMENT OF COMMUNITY DEVELOPMENT**

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

**Approve hire of Chad Read, Road Maintenance Technician II, at 1.0 FTE, at a rate of \$18.14/hour, effective April 25, 2016, subject to adequate budget appropriations**

**ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS**

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

**Approve Interagency Agreement with Pacific Conservation District pertaining to the Smith Creek Tidal Restoration Design on Parpala Road, subject to review and acceptance by the Prosecutor's Office**

**ITEMS REGARDING GENERAL BUSINESS**

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

**Approve Vendor Claims, Warrants numbered 131813 thru 131882 in the amount of \$173,178.66, subject to adequate budget appropriations**

**EXECUTIVE SESSION-not needed**

**MEETING CLOSED AT 9:24AM**

**SIGNATURE BLOCK ON THE FOLLOWING PAGE**

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #52

PACIFIC COUNTY  
BOARD OF COUNTY COMMISSIONERS

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Frank Wolfe, Chairman

ATTEST:

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Lisa Ayers, Commissioner

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Marie Guernsey  
Clerk of the Board

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Steve Rogers, Commissioner

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

**OTHER BUSINESS FOR FILING**

Notice of Marijuana License Application from WA State Liquor and Cannabis Board for Tacoma House of Cannabis.

Copy of email from Kristine Nevitt dated April 4, 2016 and provided to the Commissioners' Office on April 5, 2016, which was sent to Rebecca Chaffee subject line: economic development plan.

Letter from State of WA Department of Commerce regarding the final closeout for Community Development Block Grant Contract Number 10-64100-025.

MEMO from Wayne Leonard, Juvenile Court Administrator regarding 1<sup>st</sup> Quarter Juvenile Detention Report for 2016.

Notice of Special Occasion License Application from WA State Liquor and Cannabis Board for SW Pacific County Humane Society.

Professional Services Agreement with Case Forensics regarding the Pacific County Courthouse Stage 2 Consulting Services.

Copy of 'no objection letter' sent to the WA State Liquor Control Board regarding Special Occasion Liquor License hosted by the SW Pacific County Humane Society.

Notice of license expiration from WA State Liquor and Cannabis Board for Hunters Inn, Johnson Arco & One Stop Market, Okie's Select Market, Paradise Pizza, Nanci & Jimella's Café & Cocktail, Okie's Thriftway and Rods Lamplighter Restaurant.

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #52

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

*(This listing does not include those workshops/meetings attended by the Commissioners individually)*

April 4, 2016

Workshop w/ Sheriff re: pay class  
Departmental Briefings

April 11, 2016

Board of Equalization  
Meeting Agenda Review

April 12, 2016

Board of Health/Board of Commissioners' meetings  
Public Hearing-Call for Bids Official/Area Specific Newspaper  
Regular Community Development monthly workshop  
Elected Officials meeting

April 25, 2016

Meeting Agenda Review  
Workshop w/ Health re: staffing & funding

April 26, 2016

Board of Health/Board of Commissioners' meetings  
Regular Community Development monthly workshop

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #52

**PROCEEDINGS**

**9:00 AM**  
**Tuesday, May 10, 2016**

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

**CALLED TO ORDER – 9:01 AM**

**ATTENDANCE**

Frank Wolfe, Chairman  
Steve Rogers, Commissioner

Marie Guernsey, Clerk of the Board  
Kathy Spoor, County Administrative Officer  
Paul Plakinger, Management & Fiscal Analyst  
Tom Gradt, Public Works Operations Manager  
Andi Harland, Public Works Accounting Manager  
Mary Goelz, Health & Human Services Department Director  
Eric Weston, Deputy Prosecuting Attorney

**ABSENT**

Lisa Ayers, Commissioner

**GENERAL PUBLIC IN ATTENDANCE**

Allie Friese, representing the Chinook Observer  
Randy & Christin Lewis  
Robert & Barbara Tallman  
Duane Mullins, Medix representative  
Gerry Amacher

**PUBLIC COMMENT**

Christin Lewis addressed the Board regarding the Upper Naselle Road slide.

Barbara Tallman presented two pictures near the Upper Naselle Road slide to the Board.

Randy Lewis requested to be notified if county personnel need to be on his Upper Naselle Road property.

**PROCLAMATION**

Chairman Wolfe read the Emergency Medical Services Week Proclamation and presented it to Duane Mullins, the Medix representative. Mr. Mullins presented a plaque to Chairman Wolfe in honor of the county's support.

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #52

**CONSENT AGENDA (Items 2-5)**

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

**Department of Public Works**

**Approve Amendment #1 Access Permit No. VNEH-WA-13-001 with  
Hancock Forest Management, Inc. and authorize Chair to sign**

**Health & Human Services Department**

**Acknowledge probation completion of Amber Bunker, Public Health Nurse,  
effective May 1, 2016**

**General Business**

**Approve April, 2016 payroll  
Total employees: 174; total payroll: \$718,325.92**

**Approve Vendor Claims  
Warrants Numbered 131883 thru 131974 - \$184,564.90**

**ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS**

Chairman Wolfe presented the Certificate of Good Practice to Operations  
Manager, Tom Gradt

It was moved by Rogers, seconded by Wolfe and carried by a vote of 2-0

**Adopt Resolution 2016-015 setting weight limit on bridges and  
rescinding Resolution 2015-010**

**Approve public notice/call for bids/notice to contractors for the Safety  
Guardrail Project and setting a bid opening date upon receipt of federal  
funding**

**Approve public notice/call for bids/notice to contractors for the Sandridge  
Road Resurfacing Project and set a bid opening date of Thursday,  
June 9, 2016 at 9:00am and award at the meeting of June 14, 2016**

**Approve acceptance of bid from NACR for surplus Avaya phone system  
components in the amount of \$6,075 (*Other bids received from Black Box Resale in  
the amount of \$5,000, Paragon in the amount of \$4,000 and no offers were received from  
Craig Communications, Cerium, Altura, and Liquid Technology*)**

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

**Approve Funding Board Project Agreement with WA State Recreation and Conservation Office regarding the South Willapa Bay Access Project Number 14-086D and authorize County Engineer to sign**

**Approve Special Event Use Agreement with Humptulips Grant #730/Humptulips Valley Hustlers 4-H Club and authorize Chair to sign**

**Approve Quit Claim Deed for Surfside Accretions from JoAnn M. Knez, Knez Building Materials and authorize Chair to sign**

**Approve request to piggyback on Grays Harbor County Contract with Stripe Rite for roadway striping in the amount of \$100,000, subject to adequate budget appropriations**

**ITEMS REGARDING COUNTY FAIR**

It was moved by Rogers, seconded by Wolfe and carried by a vote of 2-0

**Approve request to advertise and hire for part-time Fair Maintenance Manager, subject to adequate budget appropriations**

**ITEMS REGARDING ASSESSOR'S OFFICE**

It was moved by Rogers, seconded by Wolfe and carried by a vote of 2-0

**Approve purchase of license from Accela Automation for tracking and levy purposes in the amount of \$2,388 and authorize Chair to sign, subject to adequate budget appropriations**

**ITEMS REGARDING VEGETATION MANAGEMENT**

It was moved by Rogers, seconded by Wolfe and carried by a vote of 2-0

**Approve temporary hire of Richard Mark-\$18/hr, effective June 1st thru October 28th; Wesley Eastham-\$17/hr, from June 20th thru September 30th; Richard Ashley-\$17/hour, Cody Buchanan-\$16/hour and Dustin Eaton-16/hr, Alex Martin-\$16/hr, and Chandler Chapman-\$15/hr, effective May 16th thru September 30th, all subject to adequate budget appropriations**

**ITEMS REGARDING SUPERIOR COURT**

It was moved by Rogers, seconded by Wolfe and carried by a vote of 2-0

**Approve exception to the Leave Credit Transfer Policy and authorize a maximum of 32 hours to be donated per employee**

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #52

**ITEMS REGARDING SHERIFF'S OFFICE**

It was moved by Rogers, seconded by Wolfe and carried by a vote of 2-0

**Approve purchase of sit/stand electric workstation and wall mounted overhead hutch from Aberdeen Office Equipment, Inc. in the amount of \$3,429, including sales tax, to be aid from current operating budget**

**Approve emergency hire of two Corrections Officers James P. Bergstrom, effective May 2, 2016 at \$17.73/hr and William B. Knudson, effective May 4, 2016 at \$19.79/hr, both effective through Aug. 31, 2016 or until candidates are hired and trained, whichever shall come first, in accordance with Civil Service Rules Section 10.01 and Teamsters Non-Commissioned Collective Bargaining Agreement Section 5.5, and subject to adequate budget appropriations**

**ITEMS REGARDING GENERAL BUSINESS**

It was moved by Rogers, seconded by Wolfe and carried by a vote of 2-0

**Approve renewal of Agreement for Lease of Premises with Coast Seafoods Company for stock piling oyster shells, effective May 18, 2018 through May 17, 2021**

**Adopt Resolution 2016-016 authorizing amendments to the fy2016 budget by appropriation transfer in the amount of \$31,731 from Fund 197.000 to 197.800**

**Approve Vendor Claims, Warrants Numbered 131975 thru 132073, in the amount of \$408,990.64, subject to adequate budget appropriations**

**ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS**

It was moved by Rogers, seconded by Wolfe and carried by a vote of 2-0

**Approve change order in the amount of \$1,971 to Pells Floor Covering pertaining to the carpet project, to be paid from Fund 125, subject to adequate budget appropriations**

**Approve stump removal at Bush Pioneer Park in the amount of \$6,480, including sales tax, by J&L Tree Service, subject to adequate budget appropriations** *(One other bid was received from Hill and Son in the amount of \$10,000 plus sales tax)*

PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #52

**ITEMS REGARDING GENERAL BUSINESS**

It was moved by Rogers, seconded by Wolfe and carried by a vote of 2-0

**Approve the temporary increase of James Worlton, Public Records Coordinator, to 0.90 FTE, effective May 1, 2016 through June 30, 2016, subject to adequate budget appropriations**

**EXECUTIVE SESSION**

**9:35AM 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, 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.

**RECESS – 9:33AM**

**BACK IN SESSION 10:01AM**

**ATTEND:** Chairman Frank Wolfe, Commissioner Steve Rogers, County Administrative Officer Kathy Spoor, Public Works Operations Manager Tom Gradt, Public Works Accounting Manager Andi Harland, Senior Engineering Technician Karen Bannish, Treasurer Renee Goodin

Chairman Wolfe reconvened the meeting and noted that no decision was made during the executive session.

**ITEMS REGARDING GENERAL BUSINESS**

A Call for Bids was issued for the sale of surplus county property, specifically “Milne Rock Quarry Site”.

One bid was received and opened from Willapa Rock & Supply in the amount of \$81,000.

It was moved by Rogers, seconded by Wolfe and carried by a vote of 2-0

**Accept bid from Willapa Rock & Supply in the amount of \$81,000 as the highest, best and only bidder pertaining to surplus county property known as Milne Rock Quarry Site and described as County Parcel #14093214000, #14093214015, #71024001000, and #14093332035**

**MEETING CLOSED AT 10:02AM**

**SIGNATURE BLOCK ON THE FOLLOWING PAGE**



PACIFIC COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
JOURNAL #52

PACIFIC COUNTY  
BOARD OF COUNTY COMMISSIONERS

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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 received from Dennis Oman, Marion Oman, Philip Oman and Cynthia Jones regarding 111<sup>th</sup> Lane off Pacific Highway North of Long Beach.

Letter from Peter Goldmark, Commissioner of Public Lands regarding April, 2016 county income report.

Coy of letter from Public Works to Randy & Christin Lewis regarding the Upper Naselle Road slide.

2015-2017 Consolidated Contract Number C17121 Amendment #7 with State of WA Department of Health filed this date.

Filed Fiscal Year 2016 budget book.

**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, May 24, 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

132074                      thru                      132199                      \$ 232,170.26

Warrants Dated: May 13, 2016

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

AUDITED:

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

ATTEST:

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

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

RECEIVED  
PACIFIC COUNTY

MAY 13 2016

GENERAL ADMINISTRATION  
BOARD OF COMMISSIONERS



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:  
5/24/16

## 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

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: General Administration for Juvenile Court Services	DIVISION (if applicable):
OFFICIAL NAME & TITLE: Kelli D. Buchanan	PHONE / EXT:
SIGNATURE: <i>Kelli D. Buchanan</i>	DATE: 5/12/16
NARRATIVE OF REQUEST Confirm attached inventory transfer from Juvenile Court Services to Prosecutor's Office for Fixed Asset #3291 - HP Printer.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)  Confirm transfer of HP printer to the Prosecutor's Office in accordance Personal Property Inventory Procedures	

# PACIFIC COUNTY - INVENTORY DISPOSAL/TRANSFER FORM

ATTACHMENT #4

FIXED ASSET ID NUMBER: 3291 DEPT/OFFICE: Juvenile  
EQUIPMENT DESCRIPTION: HP Printer LOCATION: South Bend  
MODEL NUMBER: Laserjet 500 SERIAL NUMBER: CNCCFBPOSF

IS THIS EQUIPMENT STILL FUNCTIONING? ☒ YES ☐ NO  
HAS THE EQUIPMENT BEEN OFFERED TO OTHER COUNTY DEPARTMENTS/OFFICES? ☒ YES ☐ NO

## DISPOSAL

DISPOSAL DATE: HOW DISPOSED:  
REASON FOR DISPOSAL:  
IF SOLD, AMOUNT RECEIVED: NAME OF PURCHASER:

## TRANSFER

TRANSFER DATE: 05/09/2016  
TRANSFERRED FROM (DEPT/OFFICE): Juvenile-South Bend TO (DEPT/OFFICE): Prosecutor-South Bend

To assist you in completing this form, the following is a breakdown of the information required in each section:

Fixed Asset #: Record the number from the Pacific County property sticker. (Please return property sticker with this form if equipment will no longer be considered property of the County.)  
Equipment: Describe the equipment as it is listed on your current inventory.  
Department: Name of your office/department.  
Location: List the building, office, etc, where this equipment is located.  
Model #: Complete this section for equipment having model numbers.  
Serial #: Complete this section for equipment having serial numbers.  
Functional: Is this equipment functioning well enough to be used?  
Other Dept: Is this equipment usable enough to be placed on the quarterly printout of surplus property for possible use by another department?  
Date Disposed: The date the BOCC approved disposal of this equipment  
How Disposed: Surplused, discarded, traded-in, transferred to another department, etc.  
Amount Rec'd: Leave this section blank. If disposal of equipment generates revenue, report to Administration the amount received once the process is completed.  
Purchaser: If equipment is sold, list the name of the person and/or organization that purchased the equipment.  
Why Disposed: Outdated, nonfunctional, replaced, etc.

Your request to ☐ dispose ☐ transfer the above referenced inventory item was ☐ approved ☐ denied by the Board of Pacific County Commissioners at its meeting held on \_\_\_\_\_, 20\_\_\_\_ in accordance with Pacific County Personal Property Inventory Procedures.

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

THIS FORM MUST ACCOMPANY ALL REQUESTS TO THE BOARD FOR DISPOSAL/TRANSFER OF EQUIPMENT.

revised 1/2012



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:

05/24/16

## 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>11</u>	Initial: _____ Date: _____
<input type="checkbox"/> SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS				Review <input type="checkbox"/> Clerk of the Board	
<input type="checkbox"/> NO ACTION TAKEN/WITHDRAWN	<input type="checkbox"/> DEFERRED TO: _____			<input type="checkbox"/> Risk 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"/> PACCOM	<input type="checkbox"/> Superior Court	
<input type="checkbox"/> CF	<input type="checkbox"/> Auditor	<input type="checkbox"/> PCEMA	<input type="checkbox"/> PC Fair	<input type="checkbox"/> Treasurer	
<input type="checkbox"/> SEA	<input type="checkbox"/> Clerk	<input type="checkbox"/> Health	<input type="checkbox"/> Prosecutor	<input type="checkbox"/> Veg Mgmt	
	<input type="checkbox"/> Civil Service	<input type="checkbox"/> Juvenile	<input type="checkbox"/> SDC	<input type="checkbox"/> WSU Ext.	
	<input type="checkbox"/> DCD	<input type="checkbox"/> NDC	<input type="checkbox"/> Sheriff	<input type="checkbox"/> Other	

### AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Department of Public Works	DIVISION (if applicable)
OFFICIAL NAME & TITLE: Mike Collins, Director/County Engineer	PHONE / EXT:
SIGNATURE: <i>Michael Collins</i>	DATE: 5-17-16
NARRATIVE OF REQUEST	
Request to purchase a F400 RESI Package for Pole Inspection for \$4,260.00 plus tax and delivery. This purchase will be used for bridge inspections.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)	
Approve purchase of a F400 RESI Package for Pole Inspection package for bridge inspections in the amount of \$4,260 plus tax and delivery, subject to adequate budget appropriations and adopt Resolution 2016-017 authorizing purchase from IML North American as a single source of supply	



IML North America  
15 Glidden Rd.  
Moultonborough, NH 03254  
603-253-4600

## Quote

Date	Quote #
5/9/2016	1518

Name / Address
Pacific County Ayesha Cruz 211 Commercial Street Raymond, WA 98577

Contact: Ayesha Cruz  
email: [acruz@co.pacific.wa.us](mailto:acruz@co.pacific.wa.us)  
Phone: 360-875-9368 x3368

Rep	Project
AAM	

Item	Description	Qty	Total
F3100900-3S	F300 RESI Package for Pole Inspection (Has 12 inch drilling depth and includes the following accessories: One mounted drill needle, Bosch Drill, 2 batteries, Charger, Papertray, aluminum case, 5 drill needles, 400 waxpapers, shoulder strap, Tool kit, 45 adapter.		<del>3,870.00</del>
F3100900-4S	F400 RESI Package for Pole Inspection (Has 15.7 inch drilling depth and includes the following accessories: One mounted drill needle, Bosch Drill, 2 batteries, Charger, Papertray, aluminum case, 5 drill needles, 400 waxpapers, shoulder strap, Tool kit, 45 adapter.		4,260.00
F3100900-5S	F500 RESI Package for Pole Inspection (Has 19.6 inch drilling depth and includes the following accessories: One mounted drill needle, Bosch Drill, 2x batteries, Charger, Papertray, aluminum case, 5 drill needles, 400 waxpapers, shoulder strap, Tool kit, 45 adapter. *Drill pricing varies depending on the use. The quotes above are based off of tree inspections.* *Drilling needles come in packs of 10. These range from \$139 to \$212 depending on the size of the drill and function*		<del>4,695.00</del>
F3100315	F300 Waxpapers cm (400x): *These are all priced the same. The drill size doesn't make a difference* We would add a free pack if you are looking to purchase by the end of May (spring special).		225.00
Shipping	UPS Ground Shipping & Handling Estimate (based on the address provided)		55.00
<i>All Customs Duties, Taxes and other fees not listed here are the responsibility of the purchaser</i>			
<b>All payments are to be made in U.S. Dollars</b>			
Any questions, contact Amber Mitchell at <a href="mailto:amber.mitchell@iml-na.com">amber.mitchell@iml-na.com</a> , 603-253-2574		<b>Total</b>	<b>\$13,105.00</b>

***This quote is valid for 90 days from date printed above***

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

RESOLUTION NO. 2016- \_\_\_\_\_

A RESOLUTION RECOGNIZING AND AUTHORIZING PURCHASE OF  
F400 RESI PACKAGE FOR POLE INSPECTION FROM A  
“SINGLE SOURCE OF SUPPLY” PROVIDER

WHEREAS, Chapter 39.04.280 Revised Code of Washington provides for an exemption from bidding requirements and authorizes purchases that are clearly and legitimately limited to a single source of supply; and

WHEREAS, the Pacific County Department of Public Works is in need of a bridge inspection instrument and requests approval to purchase the bridge inspection instrument; and

WHEREAS, IML North America, of Moultonborough, New Hampshire is the single source of supply provider for the F400 RESI Package for Pole Inspection package;

NOW THEREFORE, IT IS HEREBY RESOLVED that the purchase of the F400 RESI Package for Pole Inspection package is clearly and legitimately limited to a single source of supply; and

BE IT FURTHER RESOLVED the Pacific County Department of Public Works is hereby authorized to purchase the F400 RESI Package for Pole Inspection in the amount of \$4,260 not including sales tax and shipping from the single source of supply provider, IML North American and in accordance with competitive bidding requirements (*Chapter 39.04.280 RCW*).

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

ATTEST:

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

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

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



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

RECEIVED  
PACIFIC COUNTY

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

**AGENDA REQUEST FORM**

REQUESTED MEETING DATE:  
05/24/16

GENERAL ADMINISTRATION  
BOARD OF PACIFIC COUNTY COMMISSIONERS

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

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

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

Review ☐ Clerk of the Board

☐ Risk Mgmt

☐ Legal Required

☐ CONTINUED TO DATE: \_\_\_\_\_

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

☐ OTHER: \_\_\_\_\_

**DISTRIBUTION LIST:**

☐ RF

☐ Assessor

☐ DPW

☐ PACCOM

☐ Superior Court

☐ CF

☐ Auditor

☐ PCEMA

☐ PC Fair

☐ Treasurer

☐ SEA

☐ Clerk

☐ Health

☐ Prosecutor

☐ Veg Mgmt

☐ Civil Service

☐ Juvenile

☐ SDC

☐ WSU Ext.

☐ DCD

☐ NDC

☐ Sheriff

☐ Other

**AGENDA ITEM REQUEST**

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

DEPARTMENT/OFFICE: DPW

DIVISION (if applicable): Roads

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

PHONE / EXT: 3368

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

DATE: \_\_\_\_\_

**NARRATIVE OF REQUEST**

Local Agency Federal Aid Project Prospectus (pages 1-3), Local Agency Agreement Supplement No. 2, and Public Notice/Call for Bids/Notice to Contractors for Pacific County Signing Upgrades. Authorize execution of documents (Prospectus and LAA) and authorize setting bid opening date to be determined by Clerk of the Board upon approval of federal construction funding.

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

Approve Local Agency Federal Aid Project Prospectus CRP 1640, Local Agency Agreement LA-8632 Supplement No. 2 with WA State Department of Transportation for Signing Upgrades and authorize Chair to sign

Approve Public Notice/Call for Bids/Notice to Contractors for the 2014 County Safety Selections-Signing Upgrades



Name of Contractor: _____	
Name of Contract/Agreement/Grant/Amendment #: (if amendment, provide copy of those pages being amended): Signing 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
<b>Please indicate appropriate Tax Id #, Uniform Business Identification #, or Social Security # on Page 3 of this form.</b>	
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 checked="" 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>Prospectus &amp; Local Agency Agreement Supplement No. 2</u>	
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 #: 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: 10% PE only - 100% reimburse Const.



## Local Agency Federal Aid Project Prospectus

Prefix	Route	( )	Date	5/12/16
Federal Aid Project Number			DUNS Number	084604016
Local Agency Project Number	CRP 1640	( WSDOT Use Only )	Federal Employer Tax ID Number	91-6001356
Agency County of Pacific	CA Agency <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Federal Program Title <input checked="" type="checkbox"/> 20.205 <input type="checkbox"/> Other		
Project Title 2014 County Safety Selections - Signing Upgrades		Start Latitude N 46.3204 End Latitude N 46.4913	Start Longitude W 124.0456 End Longitude W 124.0338	
Project Termini From-To Sandridge Road Ilwaco to Ocean Park		Nearest City Name Long Beach	Project Zip Code (+4) 98640-4315	
Begin Mile Post 0.16	End Mile Post 12.49	Length of Project 12.33 miles	Award Type <input checked="" type="checkbox"/> Local <input type="checkbox"/> Local Forces <input type="checkbox"/> State <input type="checkbox"/> Railroad	
Route ID 91090	Begin Mile Point 0.16	End Mile Point 12.49	City Number	County Number 025 County Name Pacific
WSDOT Region Southwest Region	Legislative District(s) 19	Congressional District(s) 3	Urban Area Number n/a	

Phase	Total Estimated Cost (Nearest Hundred Dollar)	Local Agency Funding (Nearest Hundred Dollar)	Federal Funds (Nearest Hundred Dollar)	Phase Start Date Month Year
P.E.	\$ 9,400	\$ 940	\$ 8,460	12/2015
R/W				
Const.	\$ 124,500		\$ 124,500	7/2016
Total	\$ 133,900	\$ 940	\$ 132,960	

### Description of Existing Facility (Existing Design and Present Condition)

Roadway Width 14 foot lane	Number of Lanes 2
-------------------------------	----------------------

Sandridge Road extends northerly from the City of Ilwaco to Ocean Park, a major collector roadway with the highest ADT (nearly triple other roads), receiving tourist traffic for numerous Peninsula events.

### Description of Proposed Work

Description of Proposed Work (Attach additional sheet(s) if necessary)

Replace existing MUTCD signs & wooden posts on Sandridge Road with like kind of high intensity signs

Local Agency Contact Person Michael W. Collins	Title Director/County Engineer	Phone 360_875_9368
Mailing Address 211 North Commercial Street	City Raymond	State WA Zip Code 98577
Project Prospectus	By _____ Approving Authority	
	Title Chairman, Board of County Commissioners	Date

Agency County of Pacific	Project Title 2014 County Safety Selections - Signing Upd	Date 5/12/16
-----------------------------	--------------------------------------------------------------	-----------------

### Type of Proposed Work

Project Type (Check all that Apply)	Roadway Width 14 foot	Number of Lanes 2
<input type="checkbox"/> New Construction <input type="checkbox"/> Path / Trail <input type="checkbox"/> 3-R <input type="checkbox"/> Reconstruction <input type="checkbox"/> Pedestrian / Facilities <input type="checkbox"/> 2-R <input type="checkbox"/> Railroad <input type="checkbox"/> Parking <input checked="" type="checkbox"/> Other <input type="checkbox"/> Bridge		

### Geometric Design Data

Description	Through Route	Crossroad
<b>Federal Functional Classification</b>	<input type="checkbox"/> Urban	<input type="checkbox"/> Urban
	<input type="checkbox"/> Rural	<input type="checkbox"/> Rural
	<input type="checkbox"/> NHS	<input type="checkbox"/> NHS
	<input type="checkbox"/> Principal Arterial	<input type="checkbox"/> Principal Arterial
	<input type="checkbox"/> Minor Arterial	<input type="checkbox"/> Minor Arterial
	<input type="checkbox"/> Collector	<input type="checkbox"/> Collector
	<input checked="" type="checkbox"/> Major Collector	<input type="checkbox"/> Major Collector
	<input type="checkbox"/> Minor Collector	<input type="checkbox"/> Minor Collector
	<input type="checkbox"/> Local Access	<input type="checkbox"/> Local Access
Terrain	<input checked="" type="checkbox"/> Flat <input type="checkbox"/> Roll <input type="checkbox"/> Mountain	<input type="checkbox"/> Flat <input type="checkbox"/> Roll <input type="checkbox"/> Mountain
Posted Speed	varies from 35 to 45 MPH	
Design Speed	varies	
Existing ADT	varies from 976 to 3,747	
Design Year ADT	varies	
Design Year	varies	
Design Hourly Volume (DHV)	varies	

### Performance of Work

Preliminary Engineering Will Be Performed By	Others %	Agency 100 %
Construction Will Be Performed By	Contract 100 %	Agency %

### Environmental Classification

<input type="checkbox"/> Class I - Environmental Impact Statement (EIS)	<input checked="" type="checkbox"/> Class III - Categorically Excluded (CE)
<input type="checkbox"/> Project Involves NEPA/SEPA Section 404 Interagency Agreement	<input type="checkbox"/> Projects Requiring Documentation (Documented CE)
<input type="checkbox"/> Class III - Environmental Assessment (EA)	
<input type="checkbox"/> Project Involves NEPA/SEPA Section 404 Interagency Agreements	

### Environmental Considerations

There are no environmental considerations for this project replacing the existing signage. The Environmental Classification Summary has been received and approved.

Agency County of Pacific	Project Title 2014 County Safety Selections - Signing Up	Date 5/12/16
-----------------------------	-------------------------------------------------------------	-----------------

### Right of Way

<input checked="" type="checkbox"/> No Right of Way Needed * All construction required by the contract can be accomplished within the existing right of way.	<input type="checkbox"/> Right of Way Needed <input type="checkbox"/> No Relocation	<input type="checkbox"/> Relocation Required
-----------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------	----------------------------------------------

<b>Utilities</b> <input checked="" type="checkbox"/> No utility work required <input type="checkbox"/> All utility work will be completed prior to the start of the construction contract <input type="checkbox"/> All utility work will be completed in coordination with the construction contract	<b>Railroad</b> <input checked="" type="checkbox"/> No railroad work required <input type="checkbox"/> All railroad work will be completed prior to the start of the construction contract <input type="checkbox"/> All the railroad work will be completed in coordination with the construction contract
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Description of Utility Relocation or Adjustments and Existing Major Structures Involved in the Project

Utilities will be identified with a "one-call" locate request, any relocation needed will be adjusted prior to construction. There should be no utility conflicts as the signage is existing.

FAA Involvement

Is any airport located within 3.2 kilometers (2 miles) of the proposed project? ☐ Yes ☒ No

Remarks

This project has been reviewed by the legislative body of the administration agency or agencies, or its designee, and is not inconsistent with the agency's comprehensive plan for community development.

Agency Chairman, Board of County Commissioners

Date

By \_\_\_\_\_ Mayor/Chairperson



Agency County of Pacific		Supplement Number 2
Federal Aid Project Number HSIP-000S(403)	Agreement Number LA-8632	CFDA No. <b>20.205</b> (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 change to the agreement are as follows:

**Project Description**

Name 2014 County Safety Selections - Pacific County Signing Upgrades

Length 12.33 miles

Termini Sandridge Road No. 91090 - MP 0.16 TO MP 12.49

**Description of Work** ☐ No Change

REPLACE EXISTING MUTCD SIGNS AND WOODEN POSTS ON SANDRIDGE COUNTY ROAD WITH LIKE KIND OF HIGH INTENSITY SIGNING AND METAL POSTS

Reason for Supplement

REQUEST CONSTRUCTION/CONTRACT FUNDING AND MODIFY THE LENGTH OF PROJECT

Are you claiming indirect cost rate? ☐ Yes ☒ No

Project Agreement End Date 12/31/2017

Does this change require additional Right of Way or Easements? ☐ Yes ☒ No Advertisement Date: 7/2016

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 %	a. Agency	9,400.00		9,400.00	940.00	8,460.00
	b. Other			0.00		
Federal Aid	c. Other			0.00		
Participation	d. State	500.00		500.00	500.00	
Ratio for PE	e. Total PE Cost Estimate (a+b+c+d)	9,900.00	0.00	9,900.00	1,440.00	8,460.00
Right of Way						
%	f. Agency			0.00		
	g. Other			0.00		
Federal Aid	h. Other			0.00		
Participation	i. State			0.00		
Ratio for RW	j. Total R/W Cost Estimate (f+g+h+i)	0.00	0.00	0.00	0.00	0.00
Construction						
100 %	k. Contract		120,000.00	120,000.00		120,000.00
	l. Other			0.00		
	m. Other			0.00		
Federal Aid	n. Other			0.00		
Participation						
Ratio for CN	o. Agency		4,000.00	4,000.00		4,000.00
	p. State		500.00	500.00		500.00
	q. Total CN Cost Estimate (k+l+m+n+o+p)	0.00	124,500.00	124,500.00	0.00	124,500.00
	r. Total Project Cost Estimate (e+j+q)	9,900.00	124,500.00	134,400.00	1,440.00	132,960.00

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  
Title

By  
Director, Local Program  
Date Executed

Agency County of Pacific		Supplement Number 2
Federal Aid Project Number HSIP-000S(403)	Agreement Number LA-8632	CFDA No. <b>20.205</b> (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.

## 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, 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.

## 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.

## 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).

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

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

**PACIFIC COUNTY SIGNING UPGRADE PROJECT - 2016**

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

Bid proposals shall be submitted in a sealed envelope, clearly marked "**PACIFIC COUNTY SIGNING UPGRADE PROJECT - 2016**", together with the name and address of the bidder and bid opening date and time on the outside of the envelope.

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

Contract Documents and bid forms may be purchased from the Department of Public Works, 211 North Commercial Street, Raymond, WA 98577, Phone: (360) 875-9368 or (360) 642-9368, upon payment of a non-refundable fee of \$25.00 per set. Payment shall be by check or money order made payable to the Pacific County Treasurer.

Informational copies of Contract Documents are on file for inspection between the hours of 8:00 a.m. and 4:00 p.m., at the Department of Public Works, 211 North Commercial Street, Raymond, WA, and Builders Exchange of Washington, Inc., 2607 Wetmore Avenue, Everett, WA 98201-2926, and Contractor Plan Center, Inc., 5468 SE International Way, Milwaukie, OR 97222.

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

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

---

Clerk of the Board

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

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

**PACIFIC COUNTY SIGNING UPGRADE PROJECT - 2016**

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

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

The Clerk of the Board is directed to advertise for bids and the Director of Public Works/County Engineer is directed to prepare Contract Documents for the above **PACIFIC COUNTY SIGNING UPGRADE PROJECT – 2016.**

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

APPROVED AS TO FORM:

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

\_\_\_\_\_

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Commissioner

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

\_\_\_\_\_  
Commissioner



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

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

**PACIFIC COUNTY SIGNING UPGRADE PROJECT - 2016**

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

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

APPROVED AS TO FORM:

\_\_\_\_\_

ATTEST:

\_\_\_\_\_

Clerk of the Board

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner



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

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

REQUESTED MEETING DATE:

5-24-16

## 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

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

☐ Risk Mgmt

☐ OTHER: \_\_\_\_\_

☐ Legal Required

#### DISTRIBUTION LIST:

- |                              |                                        |                                   |                                     |                                         |
|------------------------------|----------------------------------------|-----------------------------------|-------------------------------------|-----------------------------------------|
| <input type="checkbox"/> RF  | <input type="checkbox"/> Assessor      | <input type="checkbox"/> DPW      | <input type="checkbox"/> 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: <u>Juvenile Court Services</u>	DIVISION (if applicable): <u>Juvenile</u>
OFFICIAL NAME & TITLE: <u>J. Wayne Lemaire / Administrator</u>	PHONE / EXT: <u>875-9350</u>
SIGNATURE: <u>J. Wayne Lemaire</u>	DATE: <u>5-6-16</u>
NARRATIVE OF REQUEST <u>BOCC to sign the contract for Functional Family Therapy with Nelita Wallingford who is the current provider. Term of contract is 5-31-16 to 5/31/18. Language has been approved by the prosecutor's office.</u>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board) <u>Approve Functional Family Therapy Contract with Nelita Wallingford, subject to adequate budget appropriations</u>	

RECEIVED  
PACIFIC COUNTY

MAY - 8 2016

GENERAL ADMINISTRATION  
BOARD OF COMMISSIONERS

Name of Contractor: Nelita Wallingford

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

☐ W-9 Attached for all vendors/contractors (County issuing payment to)

☒ Certificate of Insurance Attached (if required)

Indicate type ☐ Intergovernmental/Interagency

☐ Employment/Special Services Agreement ☐ Federal Contract

☐ Memorandum of Understanding/Agreement

☐ Interoffice/Interdepartmental

☐ State Contract

Contractor Type (check all that apply):

☒ For-Profit

☒ Private Organization/Individual

☐ Non-Profit

☐ Public Organization/Jurisdiction

☐ State

☐ Sub-Recipient

☐ Federal

☐ Other

Please provide Tax ID #, Uniform Business Identification (UBI) #, or Social Security # on Page 3 of this form.

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

Public Works Project (RCW 39.04): ☐ Limited PW Process (<\$35,000)

☐ Limited PW Process (<\$40,000)

☐ Small PW Process (<\$300,000)

☐ PW Project (>\$300,000)

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

Services / Leases: ☐ Architectural & Engineering

☐ Personal Services

☐ Lease (Personal Property i.e. copier, printer)

☐ Lease (Real

☐ Telecomm & Data Processing

☒ Other (Describe):

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

Counseling Services

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): DOCC to sign contract

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

Contract language approved by prosecutor.  
Current contract signed 5-13-14 with amendment on  
9-8-15.

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

TOTAL TAX:

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:

## **CONTRACT FOR FUNCTIONAL FAMILY THERAPY**

THIS AGREEMENT is made by and between Pacific County, a Municipal Corporation hereinafter referred to as the "COUNTY", and Nelita Wallingford, hereinafter referred to as the "CONTRACTOR".

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

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

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

HEREBY AGREE AS FOLLOWS:

### **I – SERVICES TO BE PROVIDED BY CONTRACTOR**

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

The responsibilities of the CONTRACTOR shall include providing Functional Family Therapy, hereinafter referred to as "FFT" to juveniles who have been referred by the Pacific County Superior Court Juvenile Division. The CONTRACTOR will be FFT certified as a provider and will maintain certification while providing services to the COUNTY. Services will be provided on a case-by-case referral basis. The Juvenile Court Services Division is under no obligation to refer any cases to the CONTRACTOR and is free to refer cases to persons other than the CONTRACTOR. The CONTRACTOR may refuse to accept a case that is referred for services.

The CONTRACTOR shall submit monthly reports for each youth and family within 14 days of the end of each month.

Therapy shall be provided at the youth's home, or a public setting.

The CONTRACTOR shall meet with the youth and family weekly for 9 to 14 weeks.

The CONTRACTOR will meet with the Juvenile Court staff for case consultation and will be available by phone for additional consultation.

Prior to services being initiated the CONTRACTOR will receive a written referral for services.

## **II – DOCUMENTATION ESTABLISHMENT AND MAINTENANCE OF RECORDS**

The CONTRACTOR shall document hours of professional service to the satisfaction of the Pacific County Superior Court Juvenile Division.

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

## **III - SUBCONTRACTORS**

If the CONTRACTOR utilizes subcontractors for the provision of services under this Contract, the CONTRACTOR will maintain sufficient documentation to verify that the subcontractor meets all the requirements under this Contract. In NO event shall the existence of a subcontract release or reduce the liability of the CONTRACTOR for any breach of performance.

The CONTRACTOR will notify the COUNTY of who the subcontractor is and what qualifications they have prior to the subcontractor providing services. The CONTRACTOR must have written approval from the COUNTY before subcontracting any performance of this contract.

## **IV – DURATION OF AGREEMENT**

The term of this Agreement shall be effective as of 05/31/2016. The Agreement will terminate on 05/31/2018, unless the Agreement is mutually extended by the parties in writing.

## **V – COMPENSATION AND METHOD OF PAYMENT**

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

The CONTRACTOR shall be paid as follows upon submission of appropriate billing:

- a. \$2,610 per successfully completed referred case.
- b. \$1,305 to be paid at initiation of services.
- c. \$1,305 to be paid at the completion of services.
- d. If the Contractor accepts a single referred case and is not providing services at the time for any other case, the total is \$3,672 with \$1,836 to be paid at the initiation

of services and \$1,836 to be paid at the completion of services.

- e. \$200 per completed week for cases terminated prior to completion of services.
- f. If a case is terminated prior to services being provided for the initiation of services cost the difference will be subtracted from the cost of a completed case.
- g. If a verified family appointment that has been scheduled is not kept by the family and the contractor has traveled to provide services for the appointment the contractor shall be compensated up to a maximum of \$200. The exact amount will be determined by the juvenile court administrator who will consider but not be limited to whether the contractor was able to provide services to any other families on the day the appointment was not kept.
- h. \$200 per week for interventions that are incomplete at the termination of this contract.
- i. \$50 per hour for interpreter services that are provided.

Appropriate billing shall include:

- 1. Date referral received.
- 2. Dates of services provided to juvenile and family.
- 3. Completion of services or non-completion of services.
- 4. Name(s) of Juvenile receiving services.

The CONTRACTOR agrees that he/she is an independent contractor with the COUNTY, and not an employee of the COUNTY for the purposes of performing the contractual duties specified herein. The CONTRACTOR hereby agrees not to make any representations to any third party, nor to allow such third party to remain under the misimpression that the CONTRACTOR is performing his/her duties under this contract as an employee of the COUNTY.

The CONTRACTOR also agrees to pay any local, state, or federal taxes applicable to compensation for income received by the CONTRACTOR pursuant to this Agreement.

The COUNTY will provide no additional compensation; benefits or any other remuneration beyond the contract amount set forth immediately hereinabove.

## **VI – COMPLIANCE WITH LAWS**

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

## **VII – NON DISCRIMINATION IN SERVICE**

The CONTRACTOR shall not discriminate against any person presenting himself/herself for service because of race, creed, color, national origin, sex, honorably discharged veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability is recognized as and declared to be a civil right.

## **VIII – 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.

### ***PUBLIC RECORDS ACT to be included in RFP'S/BIDS***

The Public Records Act, RCW 42.56, requires the County to release copies of certain documents to the public upon request. Bids and associated documents submitted to the County may be subject to a public records request. If the Bidder in good faith believes that any of these documents contain trade secrets or other confidential information that are exempt from public disclosure, the Bidder shall notify the County with the submission of the document. The County will also independently make a good faith review of documents subject to a public records request for statutory exemptions. If there is a request for a document submitted by the Bidder that the County believes contains potentially exempt material, the County will notify the Bidder before its release. However, by submitting any bid, the Bidder agrees to hold the County harmless and that the County is not liable for improper or illegal release of confidential information if the Bidder did not notify the County of the confidential nature of the information prior to its release or if the release is conducted in accordance with the Public Records Act. The Bidder agrees to hold harmless and to indemnify to the fullest extent of the law the County from third-party claims (such as from a subcontractor or others) for improper or illegal release of exempt information pursuant to a public records request for documents supplied by a bidder.

### **IX - OWNERSHIP**

Any and all data, reports, analyses, documents, photographs, pamphlets, plans, specifications, surveys, films or any other materials created, prepared, produced, constructed, assembled, made, performed or otherwise produced by the CONTRACTOR or the CONTRACTOR's subcontractors or consultants for delivery to the COUNTY under this Agreement shall be the sole and absolute property of the COUNTY. Such property shall constitute "work made for hire" as defined by the U.S. Copyright Act of 1976, 17 U.S.C. § 101, and the ownership of the copyright and any other intellectual property rights in such property shall vest in the COUNTY at the time of its creation. Ownership of the intellectual property includes the right to copyright, patent, and register,



and the ability to transfer these rights. Material which the CONTRACTOR uses to perform this Agreement but is not created, prepared, constructed, assembled, made, performed or otherwise produced for or paid for by the COUNTY is owned by the CONTRACTOR and is not "work made for hire" within the terms of this Agreement.

## **X - INDEMNIFICATION/HOLD HARMLESS**

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

## **XI - INSURANCE**

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

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

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

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

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

- 1. Disputes.** Differences between the CONTRACTOR and the COUNTY, arising under and by virtue of this Contract, shall be brought to the attention of the COUNTY at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. Any dispute relating to the quality or acceptability of performance and/or compensation due CONTRACTOR shall be decided by the COUNTY'S Contract representative or designee. All rulings, orders, instructions and decisions of the COUNTY'S contract representative shall be final and conclusive, subject to their right to seek judicial relief pursuant to **Choice of Law, Jurisdiction and Venue.**
- 2. Choice of Law, Jurisdiction and Venue.** This Contract has been and shall be construed as having been made and delivered within the State of Washington and it is agreed by each party hereto that this Contract shall be governed by the laws of the State of Washington, both as to its interpretation and performance.

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

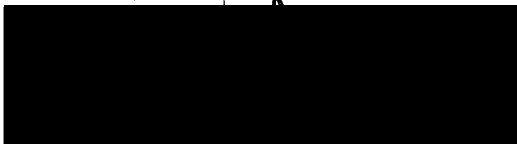
- 3. Severability.** If a court of competent jurisdiction holds any part, term or provision of this Contract to be illegal, or invalid in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the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

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

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

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

CONTRACTOR



Name

Date

Marie Guernsey, Clerk of Board

Date

BOARD OF COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

Frank Wolfe, Chair, Commissioner

Lisa Ayers, Commissioner

Steve Rogers, Commissioner

## AGENDA REQUEST FORM

REQUESTED MEETING DATE:

5/24/16

### 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

Review ☐ Clerk of the Board

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

☐ Risk Mgmt

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

☐ Legal Required

☐ OTHER: \_\_\_\_\_

#### DISTRIBUTION LIST:

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

### AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: <i>Vegetation Management</i>	DIVISION (if applicable):
OFFICIAL NAME & TITLE: <i>ED DARCHER Coordinator</i>	PHONE / EXT: <i>503-298-9974</i>
SIGNATURE: <i>E. D. Darcher</i>	DATE: <i>5-4-16</i>
NARRATIVE OF REQUEST <i>Hire Geoff Hylton for Spartina Field Crew 6/1 to 10/28 at \$16/hr. - unanticipated revenue.</i>	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)  <i>Approve hire of Geoff Hylton, Spartina Field Crew, at \$16/hr, effective June 1 through October 28, subject to adequate budget appropriations</i>	



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:

5/24/16

## 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

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: General Administration

DIVISION (if applicable): Risk

OFFICIAL NAME & TITLE: Kathy Spoor, CAO

PHONE / EXT:

SIGNATURE: *Kathy Spoor*

DATE: 5-16-16

### NARRATIVE OF REQUEST

Attached for your review is the annual risk pool self assessment. There is very little change from one year to the next. Completion of this assessment and approval by the Board is a requirement of our compact.

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

Move to accept the 2015 annual risk pool self-assessment document prepared by the County Risk Manager and authorize the Chair to sign.

WCRP Risk Exposure Assessment	2015 Responses
<b>County Contact (s)</b>	
Risk Manager	Kathy Spoor
Claims Administrator	Kathy Spoor
Assistant Risk Manager/Claims Administrator	Amanda Bennett
<b>Does the County have a:</b>	
Full time safety/loss control person?	Not FT as safety/loss control
Contractual liability policy?	Yes-Resolution 2010-013
Vehicle fleet loss control policy?	Yes
Driver safety training policy?	Yes
Is an annual loss analysis sent to management?	Annual Loss Report from Risk Pool shared with BOCC only
Are losses allocated back to depts?	No-Liability calculated on per FTE basis
Is risk included in managements performance eval?	Currently not doing regular performance evaluations
Is there an Incident Review Process when there is:	Yes-through Labor/Management Committees
Employee Injury?	"
Auto Collision?	"
Third Party Injury?	"
<b>Property Exposure Information</b>	
Total # of locations valued at more than \$20 million	None
# of locations with more than 10 vehicles	5-Courthouse, South County Facility, Annex, North and South County Shops
Are there any vacant bldgs?	Seasonal-Fair grounds buildings, one vacant building (PACE building in Raymond)
<b>Crime Coverage Information</b>	
Do employees who reconcile monthly statements also:	
1. Sign checks?	Yes on occasion, however always requires a second signature
2. Handle bank deposits?	No
3. Have access to signature plates?	No
Are two signatures required on checks?	Yes
Is there a written investment policy?	In Draft-not yet adopted
Who makes investment decisions?	Investment Committee advises the Treasurer
Have there been crime losses in the past 3 years?	No
Is there a review by committee or board after a loss?	Have not had a loss
<b>Does Your County Have the Following Exposures?</b>	
Airports or Aircraft	No
Ambulance services, Rescues, EMTS, paramedics	No
Amusement parks	No-other than 3 days at County Fair
Arenas, Stadiums, or Convention Centers	Fair Grounds
Dams, Dikes, Lakes, Reservoirs	Yes-small earthen dam above courthouse pond
Fuel or Chemical Tanks	Yes
Hospital or Medical Facility	No
Housing projects	No
County jail or Correctional facility	Yes
Landfill or Transfer stations	Yes
Railroads	No
Schools	No
Bridges, Tunnels	Yes-bridges only
Transport hazardous or dangerous cargo (not chipseal)	No
Mass transportation	No
Transportation of 6 or more employees.	No
Wharves, Piers, Docks, Marinas, Watercraft	Yes-watercraft
Zoos	No
Anything that was missed?-Senior Services Building	Yes
<b>Revenue Sources / Alcohol Products</b>	

Does your county provide services or products for profit? If yes, describe the service and dept. provider.	No
Does your county allow the sale of alcohol on county property? If yes:	Yes-with special use permit, proper state licensing, and additional security and liability coverage requirements
Does the county provide alcohol for free? If yes:	No
Where/When?	NA
Who is served?	NA
How many people are served?	NA
Are security personnel present?	NA
Does the county serve alcohol for a charge? If yes:	No
Where/When?	NA
Who is served?	NA
How many people are served?	NA
Are security personnel present?	NA
Do contractors serve alcohol for free or charge?	No
Where/When?	NA
Who is served?	NA
How many people are served?	NA
Are security personnel present?	NA
<b>Does Your County Provides Sewer Utilities? If so:</b>	Yes
Is sewage disposal plan maintained?	Yes, by the City of South Bend
How many of miles of sewer lines?	Small High Density System serving 50 homes on Eklund Park
Is some work subcontracted?	All maintenance and operation contracted to City of South Bend
Are bulk chemicals stored at the facility?	No
<b>Does your County Provide Water Utilities? If Yes:</b>	Yes-Bruceport Park
How many gallons per year?	Not metered
Is bulk chlorine stored at the facility?	Not metered
Is some of the work subcontracted out?	DOE monitors
What is the source of the water supply?	Well
Is drinking water tested as frequently as required?	Yes-Monthly
Are there water supply tanks?	2 above ground pressure tanks
What is the construction type of the tanks?	Unknown
What is the capacity of the tanks?	500 gallons
What is the date of the last internal tank inspection?	Unknown
<b>Does Your County Own or Operate Landfills and/or Transfer Stations? If So:</b>	No-Privately Owned
Do employees monitor attendance?	NA
Are the sites fenced?	NA
Is surface/storm water nearby?	NA
Is Drinking water nearby?	NA
Is hazardous waste handled on-site?	NA
Are there abandoned or closed sites?	NA
Are there methane gas vents?	NA
Is there an incident review/reporting process?	NA
<b>Does Your County Operate a Fair or Fairground? If so:</b>	Yes
What are the fair dates?	Last Wed-Sat in August
Is there a fair board?	Yes
Is there security at the fair gates?	Yes
Are medical personnel on site during the fair?	Yes
Is music provided?	Yes
Are there grandstands?	No
Are there bleachers?	Yes
Are grandstand & bleachers inspection yearly?	Yes
Do you contract for carnival rides?	Yes
Is a background check required of venders?	Yes-been difficult to get compliance with Carnival vendor
<b>Does Your County Own or Operate a Convention Center/Civic Center/Auditorium/Exhibition Center? If yes:</b>	No



What is the location?	NA
What is the capacity?	NA
What is the facilities age?	NA
Are security personnel present on event days?	NA
Is an emergency evac plan in place?	NA
Are first aid facilities maintained and documented?	NA
Is the facility rented by third parties?	NA
Is special events coverage required?	NA
<b>Does Your County Have a Parks &amp; Recreation Dept.?</b>	County Parks and the Fair are division with Dept. of Public Works
<b>If so:</b>	
Do you allow fireworks?	No
How many parks are owned and the # of acres?	Hangman 1.65 acres, Bruceport 65.36 acres, Bush Pioneer 43.94 acres, Morehead 3.923 acres, Chinook 19.17 acres
Is there playground equipment?	Yes
Are there any swimming pools?	No
Are there any ice skating rinks?	No
Are there ponds used for ice skating?	No
Are any athletic programs offered by the county? If so:	No
What types of athletic activities?	NA
Is a parental consent form and/or waiver used?	NA
Are there other operations?	Youth Adventures Day/Modified Ropes Course for all 6th grade students hosted at our County park; Various "camps" held at Camp Morehead throughout the year by outside entities
<b>Does Your County Provide Recreation at Lakes, Reservoirs or Beaches? If so:</b>	No
Is swimming allowed? If yes:	NA
Is the swimming area roped off?	NA
Are certified lifeguards on duty during swim hours?	NA
Is power boating permitted near the swimming area?	NA
Are scheduled swim hours posted?	NA
Is the swimming area fenced?	NA
Are there diving platforms or rafts in swim area?	NA
Are no swimming/warning signs posted?	NA
Is the area patrolled during closed hours?	NA
<b>Does Your County Operate Marinas, Watercraft, Wharves, Piers and Docks? If so:</b>	Yes-Watercraft Only
If there are boat slips, how many?	NA
Is the dock anchored?	NA
Is the dock inspected?	NA
Is there a marina exposure?	NA
Are any operations subcontracted out?	NA
Does your county own watercraft? If yes:	Yes
What type and length?	Vegetation Management's 18' Air Boat, Sheriff's Dept 20' Jet Boat
Does your county rent boats?	No
<b>Does the County Own or Operate Paid Parking?</b>	No
How many stalls?	NA
How many levels?	NA
Does the county own a pay parking lot?	NA
<b>Does the County Operate Day Care or Day Camps?</b>	Youth Adventures Day
What are the employment requirements?	Staffed by Public Health and Human Services Employees and Volunteers
What Is the max # of individuals staff are responsible for?	6-10
Are background checks conducted for employees and volunteers?	Yes
Is transportation provided by county?	No-provided by the school district

<b>Does the County Operate a Quarry? If so:</b>	We own a quarry, but it is not operational at this time
Is blasting performed by the county or by contractor?	When operational it is operated by a Contractor
<b>Does the County Have a Land Development Dept.?</b>	Yes-Department of Community Development
Are personnel trained in due process permitting?	We don't conduct formal "due process" permitting training
Do staff have technical competencies to administer land use laws and regulations?	Yes with support from County Prosecutor's Office
<b>Does The County Have Home Health Visit Services?</b>	Public Health Nurse Home Visiting
Do policies/procedures address sexual conduct?	Yes
Does the policy express mgmts commitment to sexual abuse prevention?	Yes
Do procedures define consequences of non policy non adherence?	Yes
Are volunteers trained in sexual abuse prevention?	Yes
Is an incident reporting and follow up mechanism in place?	Yes
Any sexually abusive related termination of employees?	No
Is there documentation of adherence to policies and procedures?	Documentation of review of policy
Does health service assess mgmt of clinical and financial risks?	No
<b>Streets, Roads, Transportation</b>	
# of Miles of Road Paved/unpaved?	603.05 lane miles paved; 55.69 miles unpaved
Is There a Road Maintenance and Upkeep Program?	Yes
Are Written Maintenance Records Kept?	Yes
Are Road Signs Regularly Inspected for Visibility or Missing Signs?	Yes
Does the county own or maintain sidewalks? If yes:	Yes
Are the sidewalks inspected and documented?	No
Is the Traffic Supervisor checklist verified onsite?	Do not know what this is?
Does the county own bridges? If yes:	Yes
How many?	61
Are weight limits posted?	Yes
Are one lane bridges posted with warning signs?	Yes
Are there closed, condemned or structurally deficient bridges? If yes:	No. We have functionally obsolete bridges, but none that are condemned or structurally deficient. There will likely be a change in 2015 due to new load rating restrictions
Name and location?	NA
Are warning signs posted?	NA
Are barriers permanent?	NA
Are all bridges inspected?	Yes
Does the county have written snow and ice removal procedures?	Yes
If yes: When was policy last reviewed?	2007
<b>Does Your County Operate Emergency Services?</b>	
Does the county have any departments that provide emergency services other than the sheriffs office?	Emergency Management-Division of the Sheriff's Dept.
Any emergency vehicles - if so, operator special training?	Sheriff's Command Vehicle and MRAP
Are designated drivers used?	No
Is there a department policy for entering intersections against red lights, etc.?	Yes-Only with emergency equipment activated
Is the department party to any contractual agreements (mutual aid or private service contracts)?	Yes
When was policy last reviewed?	Annually
<b>Law Enforcement</b>	

# of FT, PT, volunteer officers?	13 FT/ 0 PT/4 Reserves
# of dispatchers and clerical?	11 dispatchers, 4 clerical
Does your county have police dogs? If so:	Yes
If so, what are they used for?	Apprehension
Does your county handle dispatching? If yes:	Yes
Does the county dispatch for other public or private entities?	Yes
How many public or private entities?	18
What is the total population served?	21,000 plus visitors
Are incoming calls to dispatchers recorded?	Yes
How long are recordings maintained?	36 months
What services are dispatched?	Law Enforcement, Fire, EMS, DPW upon request
Is the Sheriff's Office Accredited? <i>If yes, skip to the Contracted Law Enforcement Services Section</i>	No
Law Enforcement policies and procedures manual?	Yes-Lexipol
Is the manual reviewed annually by legal counsel? Name?	Lexipol policy and procedure manual created by Lexipol attorneys and updated on a regular basis
Does your county have policies governing?	
Use of deadly force	Yes
Use of non-deadly force	Yes
Vehicle hot pursuit	Yes
Domestic Violence	Yes
Blood Borne Pathogens	Yes
Handling of Under the Influence	Yes
Ride along	Yes
<b>Education &amp; Training Requirements:</b>	
Is psychological testing required before hiring?	Yes
Are the results reviewed by a person trained in this field?	Yes
Is the applicant interviewed by a psychologist/psychiatrist?	Yes
Are background investigations completed prior to hiring new officers?	Yes
Is training of armed officers required prior to any assignment?	Yes
Are all officers certified in accordance with state req?	Yes
Is a minimum annual in service training update req?	Yes
Is all training documented in a training log?	Yes
Are new officers formally assigned to work with a field training officer?	Yes
Are officers trained and qualified before using:	Yes
Tasers	Yes
Weaponless Defense	Yes
Mace/Chemicals	Yes
Do officers have to requalify with:	Yes
Service weapons	Yes
Personal weapons	Yes
Other weapons	Yes
Are officers trained in CPR, First Aid?	Yes
Are all officers trained in vehicle operations?	Yes
Do all officers receive ongoing, verifiable, EVOC training?	As time and funding allows
Are officers required to complete a DD training program?	Yes
Is course work documented?	Yes
<b>Contracted Law Enforcement Services</b>	
Does your county contract law enforcement services to any other public or private entity?	No

Is your county a party to any mutual aid, reciprocal or regional task force agreements?	Yes
Does your county authorize off duty security employment?	Yes
Is off duty security employment pre approved?	Yes
Is your county currently at authorized strength?	Fully staffed at 2015 budgeted positions with one recent emergency hire in a deputy position
Total full time employees, each of last 3 years?	See Attached
<b>Wrongful Acts/Public Officials Liability Information?</b>	
Does the county comply with state and federal laws?	Yes
Does the county have hiring and screening practices for new employees, volunteers and temp. agencies?	Yes
Do the county sexual harassment, discrimination, and retaliation policies have:	
A clear and open reporting policy?	Yes
A zero tolerance policy?	Yes
Mandatory documented training for all employees and volunteer personnel?	We have the requirement but are not in full compliance
Distribution requirements to all employees?	Yes
Are new employees provided with a copy of the policy & procedures at orientation?	Yes-Included in County Personnel Policy
<b>Employment Practices Information</b>	
Does your county have any contacts with or receive financial assistance from the Fed Gov?	Yes
Total # of FT employees each of last 3 years?	2013-168.162 FTE 2014-180.232 FTE 2015-170.965 FTE
Who is the person responsible for HR?	Each Elected Official, Dept. Head with support from Risk Manager and PA
Does the county utilize standardized background checks?	Yes-WSP
Do the county utilize any of the following tests to screen applicants, to promote employees or for the purpose of continuing employment?	Yes
Psychological or personality tests?	Psych for Sheriff's Dept. employees
Drug or alcohol tests?	Road Crew employees
Pre-employment offer medical tests?	Hearing Screening for Dispatchers
Have all your employment related policies & procedures been reviewed and approved by outside counsel?	No
If yes, by whom?	NA
Have all recommendations from that review been implemented?	NA
Do you use an employment application during your hiring process? If yes, does it contain:	Yes
At will statement	No
Authorization to check references	Yes
Applicants signature regarding true statements	Yes
Equal opportunity statement	Yes
Do you distribute an employment handbook to your employees?	No
If no, do you have policies on the above distributed separately?	Personnel Manual Available on the Shared Drive for employee review
Do you have a written disciplinary program?	Yes-Union Contracts and Personnel Policy
If yes, is it distributed to supervisors in writing?	Yes
Do you post in conspicuous locations to all employees and applicants, all notices required by law?	Yes
When requested by employees, do you distribute information as required by federal law regarding FMLA?	Yes-Posted on Shared Drive
Do you require that all employment terminations be reviewed by HR personnel?	No-We do not have HR dept. Generally terminations are reviewed by Risk Manager, PA and BOCC.

Have you informed supervisory personnel, in writing, of their responsibility to provide you with prompt notice of any claims, incidents, allegations?	Yes-Recently revised accident/incident report form and updated materials in county vehicles
<b>Fleet Program</b>	
Does your county have a fleet services director?	Yes
Does your county have a fleet service manual?	No
Does your county collect driver abstracts for:	Yes
Passengers car drivers?	Yes
Large vehicles/trucks	Yes
New drivers?	Yes
Existing drivers?	Not on regular basis
Does your county use a prospective driver application?	No
Does your county perform a prospective driver road test?	No
Does your county check CDL drivers DOT medical exams?	Yes
Does your county perform controlled substance testing?	Yes-with a contracted vendor
For driver applicants?	For DPW only
Random?	Yes
Post Accident?	Yes
Does your county perform on-going driver safety training?	Yes
Does your county perform investigations following vehicle collisions?	Yes
Does your county perform fleet maintenance?	Yes-in-house and by local vendors
Does your county perform vehicle repair or maintenance services for any other public entities?	No
Does your county provide repair or maintenance services to members or the public or employees?	No
# of Passenger Cars, Light Trucks?	47 passenger cars, 33 light trucks
# of Trucks, Medium, Heavy, Tractors, Trailers.?	14 med/heavy trucks, 5 tractor trailers, 21 other trailers, 47 other types of road equipment
<b>REVIEWED AND APPROVED BY PACIFIC COUNTY</b>	<b>BOARD OF COMMISSIONERS</b>
<b>FRANK WOLFE, CHAIR</b>	
<b>DATE</b>	

WCRP Risk Exposure Assessment	2015 Responses
<b>County Contact (s)</b>	
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Claims Administrator	Kathy Spoor
Assistant Risk Manager/Claims Administrator	Amanda Bennett
<b>Does the County have a:</b>	
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Contractual liability policy?	Yes-Resolution 2010-013
Vehicle fleet loss control policy?	Yes
Driver safety training policy?	Yes
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Are losses allocated back to depts?	No-Liability calculated on per FTE basis
Is risk included in managements performance eval?	Currently not doing regular performance evaluations
Is there an Incident Review Process when there is:	Yes-through Labor/Management Committees
Employee Injury?	"
Auto Collision?	"
Third Party Injury?	"
<b>Property Exposure Information</b>	
Total # of locations valued at more than \$20 million	None
# of locations with more than 10 vehicles	5-Courthouse, South County Facility, Annex, North and South County Shops
Are there any vacant bldgs?	Seasonal-Fair grounds buildings, one vacant building (PACE building in Raymond)
<b>Crime Coverage Information</b>	
Do employees who reconcile monthly statements also:	
1. Sign checks?	Yes on occasion, however always requires a second signature
2. Handle bank deposits?	No
3. Have access to signature plates?	No
Are two signatures required on checks?	Yes
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Who makes investment decisions?	Investment Committee advises the Treasurer
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Is there a review by committee or board after a loss?	Have not had a loss
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Arenas, Stadiums, or Convention Centers	Fair Grounds
Dams, Dikes, Lakes, Reservoirs	Yes-small earthen dam above courthouse pond
Fuel or Chemical Tanks	Yes
Hospital or Medical Facility	No
Housing projects	No
County jail or Correctional facility	Yes
Landfill or Transfer stations	Yes
Railroads	No
Schools	No
Bridges, Tunnels	Yes-bridges only
Transport hazardous or dangerous cargo (not chipseal)	No
Mass transportation	No
Transportation of 6 or more employees.	No
Wharves, Piers, Docks, Marinas, Watercraft	Yes-watercraft
Zoos	No
Anything that was missed?-Senior Services Building	Yes
<b>Revenue Sources / Alcohol Products</b>	

Does your county provide services or products for profit? If yes, describe the service and dept. provider.	No
Does your county allow the sale of alcohol on county property? If yes:	Yes-with special use permit, proper state licensing, and additional security and liability coverage requirements
Does the county provide alcohol for free? If yes:	No
Where/When?	NA
Who is served?	NA
How many people are served?	NA
Are security personnel present?	NA
Does the county serve alcohol for a charge? If yes:	No
Where/When?	NA
Who is served?	NA
How many people are served?	NA
Are security personnel present?	NA
Do contractors serve alcohol for free or charge?	No
Where/When?	NA
Who is served?	NA
How many people are served?	NA
Are security personnel present?	NA
<b>Does Your County Provides Sewer Utilities? If so:</b>	Yes
Is sewage disposal plan maintained?	Yes, by the City of South Bend
How many of miles of sewer lines?	Small High Density System serving 50 homes on Eklund Park
Is some work subcontracted?	All maintenance and operation contracted to City of South Bend
Are bulk chemicals stored at the facility?	No
<b>Does your County Provide Water Utilities? If Yes:</b>	Yes-Bruceport Park
How many gallons per year?	Not metered
Is bulk chlorine stored at the facility?	Not metered
Is some of the work subcontracted out?	DOE monitors
What is the source of the water supply?	Well
Is drinking water tested as frequently as required?	Yes-Monthly
Are there water supply tanks?	2 above ground pressure tanks
What is the construction type of the tanks?	Unknown
What is the capacity of the tanks?	500 gallons
What is the date of the last internal tank inspection?	Unknown
<b>Does Your County Own or Operate Landfills and/or Transfer Stations? If So:</b>	No-Privately Owned
Do employees monitor attendance?	NA
Are the sites fenced?	NA
Is surface/storm water nearby?	NA
Is Drinking water nearby?	NA
Is hazardous waste handled on-site?	NA
Are there abandoned or closed sites?	NA
Are there methane gas vents?	NA
Is there an incident review/reporting process?	NA
<b>Does Your County Operate a Fair or Fairground? If so:</b>	Yes
What are the fair dates?	Last Wed-Sat in August
Is there a fair board?	Yes
Is there security at the fair gates?	Yes
Are medical personnel on site during the fair?	Yes
Is music provided?	Yes
Are there grandstands?	No
Are there bleachers?	Yes
Are grandstand & bleachers inspection yearly?	Yes
Do you contract for carnival rides?	Yes
Is a background check required of vendors?	Yes-been difficult to get compliance with Carnival vendor
<b>Does Your County Own or Operate a Convention Center/Civic Center/Auditorium/Exhibition Center? If yes:</b>	No

What is the location?	NA
What is the capacity?	NA
What is the facilities age?	NA
Are security personnel present on event days?	NA
Is an emergency evac plan in place?	NA
Are first aid facilities maintained and documented?	NA
Is the facility rented by third parties?	NA
Is special events coverage required?	NA
<b>Does Your County Have a Parks &amp; Recreation Dept.?</b>	County Parks and the Fair are division with Dept. of Public Works
<b>If so:</b>	
Do you allow fireworks?	No
How many parks are owned and the # of acres?	Hangman 1.65 acres, Bruceport 65.36 acres, Bush Pioneer 43.94 acres, Morehead 3.923 acres, Chinook 19.17 acres
Is there playground equipment?	Yes
Are there any swimming pools?	No
Are there any ice skating rinks?	No
Are there ponds used for ice skating?	No
Are any athletic programs offered by the county? If so:	No
What types of athletic activities?	NA
Is a parental consent form and/or waiver used?	NA
Are there other operations?	Youth Adventures Day/Modified Ropes Course for all 6th grade students hosted at our County park; Various "camps" held at Camp Morehead throughout the year by outside entities
<b>Does Your County Provide Recreation at Lakes, Reservoirs or Beaches? If so:</b>	No
Is swimming allowed? If yes:	NA
Is the swimming area roped off?	NA
Are certified lifeguards on duty during swim hours?	NA
Is power boating permitted near the swimming area?	NA
Are scheduled swim hours posted?	NA
Is the swimming area fenced?	NA
Are there diving platforms or rafts in swim area?	NA
Are no swimming/warning signs posted?	NA
Is the area patrolled during closed hours?	NA
<b>Does Your County Operate Marinas, Watercraft, Wharves, Piers and Docks? If so:</b>	Yes-Watercraft Only
If there are boat slips, how many?	NA
Is the dock anchored?	NA
Is the dock inspected?	NA
Is there a marina exposure?	NA
Are any operations subcontracted out?	NA
Does your county own watercraft? If yes:	Yes
What type and length?	Vegetation Management's 18' Air Boat, Sheriff's Dept 20' Jet Boat
Does your county rent boats?	No
<b>Does the County Own or Operate Paid Parking?</b>	No
How many stalls?	NA
How many levels?	NA
Does the county own a pay parking lot?	NA
<b>Does the County Operate Day Care or Day Camps?</b>	Youth Adventures Day
What are the employment requirements?	Staffed by Public Health and Human Services Employees and Volunteers
What Is the max # of individuals staff are responsible for?	6-10
Are background checks conducted for employees and volunteers?	Yes
Is transportation provided by county?	No-provided by the school district



<b>Does the County Operate a Quarry? If so:</b>	We own a quarry, but it is not operational at this time
Is blasting performed by the county or by contractor?	When operational it is operated by a Contractor
<b>Does the County Have a Land Development Dept.?</b>	Yes-Department of Community Development
Are personnel trained in due process permitting?	We don't conduct formal "due process" permitting training
Do staff have technical competencies to administer land use laws and regulations?	Yes with support from County Prosecutor's Office
<b>Does The County Have Home Health Visit Services?</b>	Public Health Nurse Home Visiting
Do policies/procedures address sexual conduct?	Yes
Does the policy express mgmts commitment to sexual abuse prevention?	Yes
Do procedures define consequences of non policy non adherence?	Yes
Are volunteers trained in sexual abuse prevention?	Yes
Is an incident reporting and follow up mechanism in place?	Yes
Any sexually abusive related termination of employees?	No
Is there documentation of adherence to policies and procedures?	Documentation of review of policy
Does health service assess mgmt of clinical and financial risks?	No
<b>Streets, Roads, Transportation</b>	
# of Miles of Road Paved/unpaved?	603.05 lane miles paved; 55.69 miles unpaved
Is There a Road Maintenance and Upkeep Program?	Yes
Are Written Maintenance Records Kept?	Yes
Are Road Signs Regularly Inspected for Visibility or Missing Signs?	Yes
Does the county own or maintain sidewalks? If yes:	Yes
Are the sidewalks inspected and documented?	No
Is the Traffic Supervisor checklist verified onsite?	Do not know what this is?
Does the county own bridges? If yes:	Yes
How many?	61
Are weight limits posted?	Yes
Are one lane bridges posted with warning signs?	Yes
Are there closed, condemned or structurally deficient bridges? If yes:	No. We have functionally obsolete bridges, but none that are condemned or structurally deficient. There will likely be a change in 2015 due to new load rating restrictions
Name and location?	NA
Are warning signs posted?	NA
Are barriers permanent?	NA
Are all bridges inspected?	Yes
Does the county have written snow and ice removal procedures?	Yes
If yes: When was policy last reviewed?	2007
<b>Does Your County Operate Emergency Services?</b>	
Does the county have any departments that provide emergency services other than the sheriffs office?	Emergency Management-Division of the Sheriff's Dept.
Any emergency vehicles - if so, operator special training?	Sheriff's Command Vehicle and MRAP
Are designated drivers used?	No
Is there a department policy for entering intersections against red lights, etc.?	Yes-Only with emergency equipment activated
Is the department party to any contractual agreements (mutual aid or private service contracts)?	Yes
When was policy last reviewed?	Annually
<b>Law Enforcement</b>	

# of FT, PT, volunteer officers?	13 FT/ 0 PT/4 Reserves
# of dispatchers and clerical?	11 dispatchers, 4 clerical
Does your county have police dogs? If so:	Yes
If so, what are they used for?	Apprehension
Does your county handle dispatching? If yes:	Yes
Does the county dispatch for other public or private entities?	Yes
How many public or private entities?	18
What is the total population served?	21,000 plus visitors
Are incoming calls to dispatchers recorded?	Yes
How long are recordings maintained?	36 months
What services are dispatched?	Law Enforcement, Fire, EMS, DPW upon request
Is the Sheriff's Office Accredited? <i>If yes, skip to the Contracted Law Enforcement Services Section</i>	No
Law Enforcement policies and procedures manual?	Yes-Lexipol
Is the manual reviewed annually by legal counsel? Name?	Lexipol policy and procedure manual created by Lexipol attorneys and updated on a regular basis
Does your county have policies governing?	
Use of deadly force	Yes
Use of non-deadly force	Yes
Vehicle hot pursuit	Yes
Domestic Violence	Yes
Blood Borne Pathogens	Yes
Handling of Under the Influence	Yes
Ride along	Yes
<b>Education &amp; Training Requirements:</b>	
Is psychological testing required before hiring?	Yes
Are the results reviewed by a person trained in this field?	Yes
Is the applicant interviewed by a psychologist/psychiatrist?	Yes
Are background investigations completed prior to hiring new officers?	Yes
Is training of armed officers required prior to any assignment?	Yes
Are all officers certified in accordance with state req?	Yes
Is a minimum annual in service training update req?	Yes
Is all training documented in a training log?	Yes
Are new officers formally assigned to work with a field training officer?	Yes
Are officers trained and qualified before using:	Yes
Tasers	Yes
Weaponless Defense	Yes
Mace/Chemicals	Yes
Do officers have to requalify with:	Yes
Service weapons	Yes
Personal weapons	Yes
Other weapons	Yes
Are officers trained in CPR, First Aid?	Yes
Are all officers trained in vehicle operations?	Yes
Do all officers receive ongoing, verifiable, EVOC training?	As time and funding allows
Are officers required to complete a DD training program?	Yes
Is course work documented?	Yes
<b>Contracted Law Enforcement Services</b>	
Does your county contract law enforcement services to any other public or private entity?	No

Is your county a party to any mutual aid, reciprocal or regional task force agreements?	Yes
Does your county authorize off duty security employment?	Yes
Is off duty security employment pre approved?	Yes
Is your county currently at authorized strength?	Fully staffed at 2015 budgeted positions with one recent emergency hire in a deputy position
Total full time employees, each of last 3 years?	See Attached
<b>Wrongful Acts/Public Officials Liability Information?</b>	
Does the county comply with state and federal laws?	Yes
Does the county have hiring and screening practices for new employees, volunteers and temp. agencies?	Yes
Do the county sexual harassment, discrimination, and retaliation policies have:	
A clear and open reporting policy?	Yes
A zero tolerance policy?	Yes
Mandatory documented training for all employees and volunteer personnel?	We have the requirement but are not in full compliance
Distribution requirements to all employees?	Yes
Are new employees provided with a copy of the policy & procedures at orientation?	Yes-Included in County Personnel Policy
<b>Employment Practices Information</b>	
Does your county have any contacts with or receive financial assistance from the Fed Gov?	Yes
Total # of FT employees each of last 3 years?	2013-168.162 FTE 2014-180.232 FTE 2015-170.965 FTE
Who is the person responsible for HR?	Each Elected Official, Dept. Head with support from Risk Manager and PA
Does the county utilize standardized background checks?	Yes-WSP
Do the county utilize any of the following tests to screen applicants, to promote employees or for the purpose of continuing employment?	Yes
Psychological or personality tests?	Psych for Sheriff's Dept. employees
Drug or alcohol tests?	Road Crew employees
Pre-employment offer medical tests?	Hearing Screening for Dispatchers
Have all your employment related policies & procedures been reviewed and approved by outside counsel?	No
If yes, by whom?	NA
Have all recommendations from that review been implemented?	NA
Do you use an employment application during your hiring process? If yes, does it contain:	Yes
At will statement	No
Authorization to check references	Yes
Applicants signature regarding true statements	Yes
Equal opportunity statement	Yes
Do you distribute an employment handbook to your employees?	No
If no, do you have policies on the above distributed separately?	Personnel Manual Available on the Shared Drive for employee review
Do you have a written disciplinary program?	Yes-Union Contracts and Personnel Policy
If yes, is it distributed to supervisors in writing?	Yes
Do you post in conspicuous locations to all employees and applicants, all notices required by law?	Yes
When requested by employees, do you distribute information as required by federal law regarding FMLA?	Yes-Posted on Shared Drive
Do you require that all employment terminations be reviewed by HR personnel?	No-We do not have HR dept. Generally terminations are reviewed by Risk Manager, PA and BOCC.

Have you informed supervisory personnel, in writing, of their responsibility to provide you with prompt notice of any claims, incidents, allegations?	Yes-Recently revised accident/incident report form and updated materials in county vehicles
<b>Fleet Program</b>	
Does your county have a fleet services director?	Yes
Does your county have a fleet service manual?	No
Does your county collect driver abstracts for:	Yes
Passengers car drivers?	Yes
Large vehicles/trucks	Yes
New drivers?	Yes
Existing drivers?	Not on regular basis
Does your county use a prospective driver application?	No
Does your county perform a prospective driver road test?	No
Does your county check CDL drivers DOT medical exams?	Yes
Does your county perform controlled substance testing?	Yes-with a contracted vendor
For driver applicants?	For DPW only
Random?	Yes
Post Accident?	Yes
Does your county perform on-going driver safety training?	Yes
Does your county perform investigations following vehicle collisions?	Yes
Does your county perform fleet maintenance?	Yes-in-house and by local vendors
Does your county perform vehicle repair or maintenance services for any other public entities?	No
Does your county provide repair or maintenance services to members or the public or employees?	No
# of Passenger Cars, Light Trucks?	47 passenger cars, 33 light trucks
# of Trucks, Medium, Heavy, Tractors, Trailers.?	14 med/heavy trucks, 5 tractor trailers, 21 other trailers, 47 other types of road equipment
<b>REVIEWED AND APPROVED BY PACIFIC COUNTY</b>	<b>BOARD OF COMMISSIONERS</b>
<b>FRANK WOLFE, CHAIR</b>	
<b>DATE</b>	



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:

5/24/2016

## AGENDA REQUEST FORM

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

Agenda Item #: 16

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

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: *May*

DATE: 5/11/2016

#### NARRATIVE OF REQUEST

At the Local 367C Labor Management team meeting of March 15, 2016, the Local 367C Union presented a new job description of Senior District Court Clerk (North & South) for consideration. The Local 367C Labor Management team approved this request.

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

Adopt Resolution 2016-018 modifying the Personnel Policy, Rules and Regulations and approve the new Senior Deputy District Court Clerk job description, \_\_\_\_\_

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

**RESOLUTION NO. 2016-\_\_\_\_\_**

**A RESOLUTION MODIFYING THE PERSONNEL POLICY, RULES AND REGULATIONS.**

**WHEREAS**, various provisions in Chapters 36.16 and 36.17, RCW, and RCW's 36.32.390 and 36.32.400 authorize this Board to set the salaries and to provide appropriate benefit plans and payments for the officers and employees of the County of Pacific; and

**WHEREAS**, this Board has adopted and implemented a policy for administration of personnel rules and regulations to provide equality of employment for all employees of the County of Pacific that needs to be regularly reviewed and periodically modified; and

**WHEREAS**, the attached job description for the represented Senior Deputy District Court Clerk (District Courts) has been reviewed by the Board of County Commissioners and approved by the Local 367C Union and found to be essential;

**BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, THE LEGISLATIVE AUTHORITY OF AND FOR THE COUNTY OF PACIFIC, STATE OF WASHINGTON**, that the position description and compensation grade shall be hereby approved and classified this date:

Senior Deputy District Court Clerk          Grade 10

**BE IT HEREBY FURTHER RESOLVED** that the represented Grade 10 Senior Deputy District Court Clerk (District Courts) position is hereby approved and classified; and

**BE IT FURTHER RESOLVED** that the represented Grade 10 Senior Deputy District Court Clerk (District Courts) position shall be included in Section 8 of the Personnel Policy, Rules and Regulations for the County of Pacific; and

**BE IT FURTHER RESOLVED** that this resolution is deemed to have become effective the 1<sup>st</sup> day of May, 2016.

**PASSED** by the Board of Pacific County Commissioners the 24<sup>th</sup> day of May, 2016, meeting in regular session at South Bend, Washington, by the following vote, then signed by its membership and attested to by its Clerk in authorization of such passage.

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

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

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

ATTEST:

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

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

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

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**PACIFIC COUNTY****POSITION DESCRIPTION**

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**POSITION:** Senior Deputy District Court Clerk  
**OFFICE/DEPARTMENT:** (North or South) District Court  
**REPORTS TO:** District Court Clerk/Administrator and/or District Court Judge  
**UNION STATUS:** Represented by Local 367-C  
**SALARY GRADE:** 10  
**DATE LAST REVISED:** May 2016

**1.0 PRIMARY FUNCTION AND PURPOSE**

Performs the duties prescribed in Chapter 3.54 RCW and other related statutes and court rules as a deputy clerk for (North or South) district court, including the preparation and maintenance of court records, coordinating court dockets, and providing court-related secretarial services.

**2.0 ORGANIZATIONAL RELATIONSHIPS****2.1 Supervision Received**

Persons in this position are expected to perform the essential duties and responsibilities defined in Section 3.0 under the immediate supervision of the (North or South) District Court Clerk/Administrator and the general supervision of the (North or South) District Court Judge.

**2.2 Supervision Exercised**

Persons in this position may be required to supervise persons in the Deputy Court Clerk and Administrative Assistant positions.

**3.0 ESSENTIAL DUTIES AND RESPONSIBILITIES**

Greets public in person and over the telephone; ascertains nature of business; and provides assistance, services and standard information.

Explains court procedures to parties involved and to the general public.

Receives, processes and posts legal documents, compiles case materials and secures other information necessary for court.

Consults with attorneys about their schedules; schedules trial dates and prepares docket of court cases and citations.

Prepares and distributes trial notices to parties informing them of court dates and times.

Prepares and mails jury notices. Processes responses and establishes panel. Maintains juror recording for upcoming or cancelled trials. Prepares payroll from juror attendance.

Attends court sessions, administers oaths and takes notes of proceedings. Operates court-recording equipment. Receives and inventories admitted exhibits. Acts as bailiff and receives verdicts.

Receives and processes all incoming funds. Receipts fines, bail money and restitution. Issues and monitors warning notices for failure to appear in court or for past due payments.

Performs weekly review of criminal cases with active probation, reviewing for compliance with probation conditions, and financial compliance. Reports violations of probation conditions to Judge. Maintains contact with treatment agencies while monitoring criminal cases for compliance.

Performs day end accounting procedures and prepares and delivers bank deposits.

Composes miscellaneous letters, picks up and processes mail, approves and forwards for payment bills for office-related materials.

Prepares subpoenas, Judge's decisions, memorandums, letters and orders. Logs and files civil cases, small claims and citations. Maintains court files.

Orders, prints and prepares warrants for Judge's signature. Quashes warrants as ordered by Judge. Prepares collection notices and assigns to collection agency.

Maintains contact with Pacific County Correction officers for compliance with jail commitments.

Enters signed warrants on automated warrant-monitoring system for Pacific County Sheriff.

Maintains and updates criminal history records for transmittal to Washington State Patrol.

Operates standard office equipment.

Other related duties as assigned.

#### **4.0 PERIPHERAL DUTIES**

Provides backup for related positions; performs the duties of the District Court Clerk/Administrator in their absence.

Attends related seminars and workshops.

#### **5.0 EDUCATION AND EXPERIENCE**

High school diploma or equivalent with six years related office experience; **OR** a Legal Assistant Certificate of Proficiency with three years related office experience; **OR** a Legal Assistant ATA (associate degree); **OR** demonstrated equivalent combination of education, formal training and/or experience that provides the applicant with the attributes defined in Section 6.0.

#### **6.0 NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of** the clerical activities conducted in the court; personal/micro computers and all standard office equipment; and the software utilized by the court.

**Working knowledge of** English grammar and composition, spelling and arithmetic; the legal system in areas of traffic infractions, misdemeanors and gross misdemeanors; and of court procedures, to include civil court procedures; materials needed for pre-trial preparation, and bookkeeping.

**Basic knowledge of** secretarial practices and general office procedures.

**Skilled** in keyboarding and be able to accurately type 50 wpm.

**Ability to** be bonded; work in a stressful environment with considerable time constraints and many deadlines; efficiently schedule trial dates and gather necessary materials prior to court; pay close attention to, and take accurate notes of, courtroom proceedings.

**Ability to** satisfactorily perform each of the essential duties and responsibilities identified in Section 3; complete assigned tasks in a timely and efficient manner; be punctual; effectively communicate in both oral



and written forms; effectively meet and deal with the public; read and write the English language; follow oral and written instructions; use all equipment necessary to perform required tasks.

## **7.0 BEHAVIORAL STANDARDS**

Positively represents the County, demonstrating honest and ethical behavior. Is respectful and courteous to the public, county leadership and other employees. Demonstrates good work habits.

## **8.0 WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS**

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in a normal office/courtroom environment.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear; use hands to finger, handle or operate objects, tools or equipment; and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an office/courtroom environment. The noise level in the work environment is low to moderately noisy.

**Standard office equipment** used in this position includes, but is not limited to, personal computer, printer, typewriter, calculator, photocopier, facsimile machine, and scanner or microfilm reader/printer and camera.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

## **9.0 SELECTION PROCESS**

The selection process will include a formal application and evaluation of education and experience, and may also include an oral interview, background and/or reference checks and job-related tests.

The duties set forth in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



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:

5/24/2016

## 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

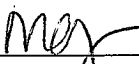
☐ OTHER: \_\_\_\_\_

#### DISTRIBUTION LIST:

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| <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: 5/11/2016
NARRATIVE OF REQUEST The Local 367C Union requested the Grade 13-Senior Building Inspector and Grade-12 Building Inspector/Fire Marshall job descriptions be reclassified to adequately reflect the job duties and responsibilities required by each. The Local 367C Labor Management team approved this request at their meeting of March 15, 2016.	
RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board) Adopt Resolution 2016-019 modifying the Personnel Policy, Rules and Regulations and authorize the reclassification of Senior Building Inspector to Grade 14 and the Building Inspector/Fire Marshall to Grade 13, [REDACTED]	

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

**RESOLUTION NO. 2016-\_\_\_\_\_**

**A RESOLUTION MODIFYING THE PERSONNEL POLICY, RULES AND REGULATIONS.**

**WHEREAS**, various provisions in Chapters 36.16 and 36.17, RCW, and RCW's 36.32.390 and 36.32.400 authorize this Board to set the salaries and to provide appropriate benefit plans and payments for the officers and employees of the County of Pacific; and

**WHEREAS**, this Board has adopted and implemented a policy for administration of personnel rules and regulations to provide equality of employment for all employees of the County of Pacific that needs to be regularly reviewed and periodically modified; and

**WHEREAS**, the attached job descriptions for the represented Senior Building Inspector and Building Inspector/Fire Marshall (Community Development) have been reviewed by the Board of County Commissioners and approved by the Local 367C Union and found to be essential;

**BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, THE LEGISLATIVE AUTHORITY OF AND FOR THE COUNTY OF PACIFIC, STATE OF WASHINGTON**, that the position descriptions and compensation grade shall be hereby approved and re-classified this date:

Senior Building Inspector	Grade 14
Building Inspector/Fire Marshall	Grade 13

**BE IT HEREBY FURTHER RESOLVED** that the represented Grade 14 Senior Building Inspector Grade 13 Building Inspector/Fire Marshall positions are hereby approved and re-classified; and

**BE IT FURTHER RESOLVED** that the represented Grade 14 Senior Building Inspector and Grade 13 Building Inspector/Fire Marshall positions shall be included in Section 8 of the Personnel Policy, Rules and Regulations for the County of Pacific; and

**BE IT FURTHER RESOLVED** that this resolution is deemed to have become effective the 1<sup>st</sup> day of May, 2016.

**PASSED** by the Board of Pacific County Commissioners the 24<sup>th</sup> day of May, 2016, meeting in regular session at South Bend, Washington, by the following vote, then signed by its membership and attested to by its Clerk in authorization of such passage.

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

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

\_\_\_\_\_  
Frank Wolfe, Chairman

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

ATTEST:

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

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

**POSITION:** Senior Building Inspector  
**OFFICE/DEPARTMENT:** Department of Community Development  
**REPORTS TO:** Director/Assistant Director  
**UNION STATUS:** Represented by Local 367-C  
**SALARY GRADE:** 14  
**DATE LAST REVISED:** May 2016

### **1.0 PRIMARY FUNCTION AND PURPOSE**

Performs a variety of routine and complex administrative, supervisory and technical work in administering and enforcing building and related codes. Serves as lead technician in the Building Division.

### **2.0 ORGANIZATIONAL RELATIONSHIPS**

#### **2.1 Supervision Received**

Persons in this position are expected to perform the essential duties and responsibilities defined in Section 3.0 under the general supervision of the Assistant Director and/or Director.

#### **2.2 Supervision Exercised**

Exercises supervision over division personnel.

### **3.0 ESSENTIAL DUTIES AND RESPONSIBILITIES**

Assists the Director in composing and amending ordinances, policies and procedures.

Assists the Director in projecting workload and building permit volume, compiling and presenting permit status and projection information to the Commissioners and the public.

Provides technical support and training to the building division and the general public.

Reviews plans, drawings and specifications for proposed projects; provides assistance in resolving code violations and other problems.

Estimates building costs, calculates and collects permit fees.

Reviews and issues permits for all phases of building upon plan approval.

Inspects the structural, mechanical and plumbing aspects of buildings and structures to ensure compliance with building codes, laws, standards and specifications.

Conducts on-site inspections during construction to compare structures with their original plans and to monitor compliance with codes and regulations.

Investigates complaints and instigates enforcement action regarding unauthorized construction, nuisances and code violations.

Maintains inspection, land use and enforcement records in both paper and electronic format; prepares reports of building and enforcement activities; organizes divisional records and files.

Assists the public and contractors in interpreting and understanding code requirements.

Assists State Fire Marshall in conducting local inspections and investigations.

May staff County Board of Building Code Appeals.

Operates standard office equipment.

Other related duties as assigned.

#### **4.0 PERIPHERAL DUTIES**

Provides backup for related positions.

Attends seminars, conferences and training sessions to keep abreast of changes and code revisions that impact plan review and/or building inspection activities.

#### **5.0 EDUCATION AND EXPERIENCE**

High school diploma or equivalent with four (4) years' experience as a Building Inspector, **OR** two (2) years' experience as a Building Inspector with an Associate's Degree in construction or a related field.

Must be ICBO certified.

#### **6.0 NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

**Requires considerable knowledge of** English grammar and composition, spelling and arithmetic; the principles and practices of residential and commercial construction and of the building inspection field, including knowledge of the structural, mechanical and plumbing aspects of construction.

**Requires working knowledge of** all codes, regulations and ordinances related to building and structures and the physical conditions within the area (wind, earthquake, soil conditions, etc.) that may affect construction and/or building requirements.

**Requires the ability** to perform each of the essential duties and responsibilities identified in Section 3.0 with limited supervision making independent decisions and judgments; to satisfactorily complete assigned tasks in a timely and efficient manner; to interpret complex codes, regulations, maps, blueprints and building plans; to examine structures and evaluate construction plans and compare them with actual construction projects; to climb construction projects for on-site inspections to examine structures and buildings for compliance with regulations; to read and write the English language, follow oral and written instructions, and effectively communicate in both oral and written forms; to effectively meet and deal with the public; use all equipment necessary to perform required tasks.

**Required to possess** a valid Washington State driver's license.

#### **7.0 BEHAVIORAL STANDARDS**

Positively represents the County, demonstrating honest and ethical behavior. Is respectful and courteous to the public, county leadership and other employees. Demonstrates good work habits.

#### **8.0 WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS**

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in an office and outdoor environment.

While performing the duties of this job, the employee is frequently required to walk, sit, climb in tight spaces and crawl; talk and hear; use hands to finger, handle or operate objects, tools or equipment; climb ladders and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various other pieces of equipment.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an office and outdoor environment.

The outdoor work environment may include working in varying weather conditions. The noise level in the work environment is low in the office environment and low to moderately noisy in the outdoor environment.

**Standard office equipment** used in this position includes, but is not limited to, personal computer, printer, typewriter, calculator, photocopier, facsimile machine, scanner and camera.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.**

## **9.0 SELECTION PROCESS**

The selection process will include a formal application and evaluation of education and experience, and may also include an oral interview, background and/or reference checks and job-related tests.

The duties set forth in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**POSITION:** Building Inspector/Fire Marshall  
**OFFICE/DEPARTMENT:** Department of Community Development  
**REPORTS TO:** Director/Assistant Director  
**UNION STATUS:** Represented by Local 367-C  
**SALARY GRADE** 13  
**DATE LAST REVISED:** May 2016

### **1.0 PRIMARY FUNCTION AND PURPOSE**

Performs a variety of routine and complex technical work pertaining to the building inspection field to insure compliance with building codes, laws, standards and specifications.

### **2.0 ORGANIZATIONAL RELATIONSHIPS**

#### **2.1 Supervision Received**

Persons in this position are expected to perform the essential duties and responsibilities defined in Section 3.0 under the supervision of the Senior Building Inspector and/or the Assistant Director or Director.

#### **2.2 Supervision Exercised**

None

### **3.0 ESSENTIAL DUTIES AND RESPONSIBILITIES**

Inspects the structural, mechanical and plumbing aspects of buildings and structures.

Reviews and issues permits for all phases of residential and commercial construction and occupation.

Estimates building costs, calculates and collects permit fees.

Reviews construction plans for compliance with local, state and federal construction standards and requirements.

Conducts on-site inspections during construction to compare structures and features with approved plans, the UBC and other requirements.

Investigates complaints and instigates enforcement action regarding unauthorized construction, nuisances and code violations.

Maintains inspection, land use, and enforcement records in both paper and electronic format; prepares reports of building and enforcement activities; organizes divisional records and files.

Assists the public and contractors in interpreting and understanding code requirements.

Assists State Fire Marshall in conducting local inspections.

Operates standard office equipment.

Other related duties as assigned.

#### **4.0 PERIPHERAL DUTIES**

Provides backup for related positions.

Attends seminars, conferences and training sessions to keep abreast of changes and code revisions that impact plan review and/or building inspection activities.

#### **5.0 EDUCATION AND EXPERIENCE**

High school diploma or equivalent with two years' experience in the construction trades, and knowledge from prior working experience or formal education in engineering, building inspection or a related field.

**Required to obtain** Building Inspector Certification within one year of hire.

#### **6.0 NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

**Requires considerable knowledge of** the principles and practices of residential and commercial construction and of the building inspection field including knowledge of the structural, mechanical and plumbing aspects of construction.

**Requires working knowledge of**

- English grammar, composition, spelling and arithmetic.
- All codes, regulations and ordinances related to building and structures.
- Physical conditions within the area (wind, earthquake, soil conditions, etc.) that may affect construction and/or building requirements.

**Requires the ability to**

- Read and write the English language; effectively communicate in both oral and written forms and follow oral and written instructions.
- Satisfactorily perform the essential duties and responsibilities defined in Section 3.0 with limited supervision making independent decisions and judgments. Satisfactorily complete assigned tasks in a timely and efficient manner.
- Interpret complex codes, regulations, maps, blueprints and building plans; examine structures; and evaluate construction plans comparing them with actual construction projects.
- Effectively meet and deal with the general public.
- Use all equipment necessary to perform required tasks.

**Required to possess** a valid Washington State Driver's License.

#### **7.0 BEHAVIORAL STANDARDS**

Positively represents the County, demonstrating honest and ethical behavior. Is respectful and courteous to the public, county leadership and other employees. Demonstrates good work habits.



## **8.0 WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS**

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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:

5/24/2016

## AGENDA REQUEST FORM

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

Agenda Item #: 18

BOCC ACTION: ☐ APPROVED ☐ DENIED

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

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN

☐ DEFERRED TO: \_\_\_\_\_

Review ☐ Clerk of the Board

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

☐ Risk Mgmt

☐ OTHER: \_\_\_\_\_

☐ Legal Required

#### DISTRIBUTION LIST:

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|                              | <input type="checkbox"/> DCD           | <input type="checkbox"/> Juvenile | <input type="checkbox"/> Sheriff    | <input type="checkbox"/> Other          |

### AGENDA ITEM REQUEST

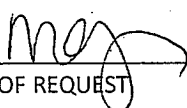
Please fill out in full or the request may be returned for more information. Also, please attach all pertinent documentation.

DEPARTMENT/OFFICE: Commissioners Office

DIVISION (if applicable):

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

PHONE / EXT:

SIGNATURE: 

DATE: 5/11/2016

NARRATIVE OF REQUEST

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

Adopt Resolution 2016-020 in the matter of Authorizing Application to the Community Economic Revitalization Board (CERB) for Planning Grant Funds

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

**RESOLUTION NO. 2016-\_\_\_\_\_**

**IN THE MATTER OF AUTHORIZING APPLICATION TO THE COMMUNITY ECONOMIC  
REVITALIZATION BOARD (CERB) FOR PLANNING GRANT FUNDS**

**WHEREAS**, Pacific County owns the industrial log/mill site in South Bend and has a long term lease with Pacific Hardwoods, Inc., an alder mill business, and

**WHEREAS**, there is a need to develop a comprehensive stormwater management plan to develop adequate controls needed to assure ongoing compliance with federal, state and local regulations so as Pacific Hardwoods can continue to operate, and

**WHEREAS**, Pacific Hardwoods currently employs about 45 people, and they have a long term business plan to expand into a number of value added products requiring additional employees, and

**WHEREAS**, without funding for the development of a comprehensive stormwater management plan and implementation of measures identified in the plan to assure compliance with industrial stormwater regulations, the future of this business is in jeopardy; and

**WHEREAS**, CERB provides grants for planning projects which evaluate high-priority economic development projects, and

**WHEREAS**, this project has been listed as a high priority by the Pacific Council of Governments (PCOG) on the County's Overall Economic Development Plan (OEDP), and

**WHEREAS**, supporting economic development, and the creation or retention of local jobs is in the best interest of the County.

**NOW THEREFORE, IT IS HEREBY RESOLVED** that the Pacific County Board of Commissioners authorizes the County Administrative Officer to prepare and submit a CERB planning grant application for the development of a comprehensive stormwater management plan for the Industrial Log Yard located in South Bend.

**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, Chair

ATTEST

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

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

\_\_\_\_\_  
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.