MINUTES

9:00 AM  1216 W Robert Bush Drive
Tuesday, August 28, 2018  South Bend, Washington

CALLED TO ORDER – 9:07 AM

ATTENDANCE

Lisa Olsen, Commissioner
Frank Wolfe, Commissioner

Marie Guernsey, Clerk of the Board
Kathy Spoor, County Administrative Officer
Mike Collins, Public Works Director/County Engineer
Tim Crose, Community Development Director
Shawn Humphreys, Community Development Deputy Director
Tim Martindale, E911 Coordinator
Mary Goelz, Health & Human Services Director
Wendy Hamlin, Administrative Assistant II
Josh Klus, Administrative Assistant I
Leah Heintz, Public Health Nurse

ABSENT

Lisa Ayers, Commissioner

GENERAL PUBLIC IN ATTENDANCE

Daryl & Linda Buchanan
One other

PUBLIC COMMENT

Linda Buchanan requested updated elected officials pictures for the fair booth. She was instructed to contact the Clerk of the Board or obtain them from the county’s website.

Daryl Buchanan commented on the recent fair, City of South Bend contracting with LeMay for garbage service and the biking trail.

Chair Olsen announced she would be voting out of necessity due to the absence of Commissioner Ayers.

YEARS OF SERVICE

5 Years:  Randy Wiegardt (PCS0)
          Josh Klus (HLTH)
CONSENT AGENDA (Items 1-8)

It was moved by Wolfe, seconded by Olsen and carried by a vote of 2-0
Subject to adequate budget appropriations and in accordance with all applicable county policies

Department of Community Development

Confirm payment to A. J. Sanchez in the amount of $17/hr for duties of the Litter Crew Supervisor

Health & Human Services Department

Approve Amendment B to Consolidated Homeless Grant #17-46108-22 with WA State Department of Commerce and authorize Chair to sign

Approve Amendment #2 to CHOICE Regional Health Contract #N21896-18 for Youth Marijuana Prevention programs and authorize Chair to sign

Confirm Director’s signature on the DCYF/County General Terms & Conditions with the Department of Children Youth and Families Contract #1883-31774

General Business

Confirm transfer of computer workstation from Clerk’s Office to the Auditor’s Office

Approve Amendment 1 to Contract for Services with the Port of Chinook pertaining to the Marine Fueling Project

Approve July, 2018 payroll; total employees: 197, total payroll: $797,878.61

Approve Vendor Claims; Warrants Numbered 143191 thru 143298 in the amount of $282,333.62

ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS

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

Approve Final Prospectus for Rural Arterial Funding for the Raymond-South Bend Road and the South Fork Road and authorize Chair to sign, subject to adequate budget appropriations

Award the Upper Naselle Road Resurfacing Project to Naselle Rock & Asphalt, Co. in the amount of $447,968, subject to adequate budget appropriations
Acknowledge resignation of Tim Bale, Senior Engineering Tech, effective August 31, 2018 and approve request to post, advertise, and hire for vacant position, subject to adequate budget appropriations

Approve request to post, advertise, hire for vacant Shop Supervisor, subject to adequate budget appropriations

ITEMS REGARDING HEALTH & HUMAN SERVICES DEPARTMENT

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

Approve the School Nurse Contract with South Bend School District for the 2018-19 school year

Approve the School Nurse Contract with Willapa Valley School District for the 2018-19 school year

Approve the Professional Service Agreement #20180102 with Great Rivers Behavioral Health Organization for school based care coordination and authorize Director to sign

Consider approval of converting contracted staff to casual employees – DEFERRED to later in the meeting

Acknowledge resignation of Michelle Kemmer, Health & Human Services Manager-effective August 28, 2018 and from Valerie Hooge, Human Services Manager-effective August 13, 2018 and approve request to advertise for vacant positions, subject to adequate budget appropriations

ITEMS REGARDING COUNTY FAIR

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

Approve Concession Space Use Agreement with Ascending Adventures, LLC for the 2018 County Fair

ITEMS REGARDING SHERIFF'S OFFICE

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

Approve the E911 County Basic Service Operating Contract SFY2018 #E19-031 with WA State Military Department and authorize Chair to sign
ITEMS REGARDING BOARDS AND COMMISSIONS

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

Approve the appointment of Milli Morisette to the Human Services Advisory Board, effective immediately

Acknowledge resignation of Chuck (CJ) Poellnitz from the Fair Advisory Board

ITEMS REGARDING GENERAL BUSINESS

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

Approve Tourism Service Contract with Pacific County Tourism Bureau in the amount of $75,000, with North Coast Food Web in the amount of $4,695, with NW Carriage Museum in the amount of $10,000 and with Pacific County EDC in the amount of $50,000, all subject to adequate budget appropriations

Approve request from Warren Cowell to extend use of Morehead Park to include September 23, 2018

Adopt Resolution 2018-032 pertaining to the closure of Special Revenue Funds 101 (Fair), 121 (Extension Ed Program Fees) and 136 (Juvenile Court Expenses) and use of Special Revenue Funds 103 (Law Library) and 132 (Special Investigative)

Adopt Resolution 2018-033 in the matter of allocating the interest and other income earned on the investment of a county’s own funds and rescind Resolution 2018-015

Consider request to rescind Resolution 2018-031 and adopt Resolution 2018-____ authorizing a short term loan to the Pacific County Drainage District #1 and rescind the Intergovernmental Agreement approved at your meeting of August 14, 2018 and approve the Intergovernmental Agreement with Drainage District #1 for a short term loan - DEFERRED to later in the meeting

Approve the .09 Contract for Services in the amount of $35,000 with the Port of Chinook to be used as match for a grant to develop a comprehensive plan for redevelopment of the Port’s recreational boating facility, subject to adequate budget appropriations

Approve .09 Contract for Services in the amount of $24,000 for a three year period beginning January 1, 2019 with the Pacific County Economic Development Council for personnel costs related to Targeted Marking, subject to adequate budget appropriations
EXECUTIVE SESSION – None held

ITEMS REGARDING COUNTY FAIR

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

Approve Concession Space Use Agreement with International Foods, LLC and an Entertainment Agreement with Christine Cory for the 2018 Fair

ITEMS REGARDING GENERAL BUSINESS

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

Adopt Resolution 2018-034 modifying the Personnel Policy, Rules and Regulations, specifically creating the casual Nurse Practitioner II job description

Approve Vendor Claims, Warrants Numbered 143299 thru 143382 in the amount of $179,176.78, subject to adequate budget appropriations

ITEMS REGARDING HEALTH & HUMAN SERVICES DEPARTMENT

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

Approve the appointment of Marnie Schumacher, casual Nurse Practitioner II at a rate of $60/hr and Denise Garoute-Bell, Registered Dietitian at a rate of $42/hr, both effective September 1, 2018, subject to adequate budget appropriations

ITEMS REGARDING HEALTH & HUMAN SERVICES DEPARTMENT

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

Approve purchase of Zetron Service Plan for annual maintenance of Zetron phone systems in the amount of $8,750 plus sales tax, subject to adequate budget appropriations and authorize Director to sign

ITEMS REGARDING AUDITOR'S OFFICE

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

Approve request to “piggyback” on King County Contract with Clear Ballot for Software License and Service Agreement to purchase an elections system in an amount not to exceed $94,095.65, including tax, and authorize Auditor to sign, subject to adequate budget appropriations
ITEMS REGARDING HEALTH & HUMAN SERVICES DEPARTMENT

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

Approve request to post, advertise and hire 0.8 FTE Human Services Program Specialist, subject to adequate budget appropriations

ITEMS REGARDING GENERAL BUSINESS

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

Adopt Resolution 2018-035 establishing an Interfund and Intergovernmental Short Term Loan Policy and shall become effective immediately

Adopt Resolution 2018-036 authorizing a short term loan from Fund 197 in the amount of $204,000 plus 3% interest to Pacific County Drainage District #1. The loan plus interest will be paid in full no later than December 31, 2018 and rescind Resolution 2018-031 and rescind the Intergovernmental Agreement approved at your meeting of August 14, 2018 and approve the Intergovernmental Agreement with Drainage District #1 for a short term loan

Adopt Resolution 2018-037 in the matter of establishing a short term Interfund Loan between Fund 502 (Equipment Rental and Revolving Fund) and Fund 117 (Elections Reserve Fund) for the purpose of funding the capital purchase and first year annual License, Maintenance and Support Fee for Elections Tabulation Equipment

RECESS – 9:42AM

RECONVENE – 10:00AM

PUBLIC HEARING

ATTEND: Chair Olsen, Commissioner Wolfe, County Administrative Officer Kathy Spoor, and Management & Fiscal Analyst Paul Plakinger

OTHERS: Kathy Freitas, Jackie Ferrier, Zack Forster, Kraai McClure, Madeline Kalbach

At approximately 10:01AM, Chair Olsen opened the public hearing to consider applications to lease county owned property.

Paul Plakinger was sworn in and provided background on purpose of adopting the ordinance.

Chair Olsen closed the public hearing.
It was moved by Wolfe, seconded by Olsen and carried by a vote of 2-0

Approve Lease Agreement with Columbia River Bait Company as being the highest responsible bidder, for lease of County Parcel #79001000207, #79001000211, #79001000264, and #79001000215 for a one year period in the amount of $100, subject to update of terms and conditions approved by the Risk Manager (It was noted for the record that only one application was received)

PUBLIC HEARING
ATTEND: Chair Olsen, Commissioner Wolfe, County Administrative Officer Kathy Spoor, and Management & Fiscal Analyst Paul Plakinger
OTHERS: Kathy Freitas, Jackie Ferrier, Zack Forster, Kraai McClure, Madeline Kalbach

At approximately 10:05AM, Chair Olsen opened the public hearing to consider granting Non-Exclusive Franchise to US Fish & Wildlife.

Jackie Ferrier, Kathy Freitas, and David Ryan were sworn in and provided input regarding their support of the franchise.

Chair Olsen closed the public hearing.

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

Adopt Resolution 2018-038 granting Non-Exclusive Franchise No. 2018-2 to US Fish & Wildlife for a period of ten years to construct, maintain and operate a 3” water line on or along the county roads, right of ways, and other County Property located within Pacific County

There being no further business to come before the Board the meeting was closed at approximately 10:08AM.

(Please refer to recording of the meeting for a more detailed discussion)
OTHER BUSINESS FOR FILING


Letter dated August 10, 2018, from Kaaren Roe, CDBG Section Manager regarding Community Development Block Grant Contract Number 13-65400-040 Final Closeout.

Copy of letter dated August 13, 2018, from Curt Janhunen, Attorney regarding Pacific County Right of Way (Victor and Jennie Niemcziek).

Complaint #C2018-08-003 dated August 14, 2018.

Notice dated August 14, 2018, from the WA State Liquor and Cannabis Board regarding discontinued Liquor License for Minit Market North Cove.

Notice dated August 15, 2018, from the WA State Liquor and Cannabis Board regarding discontinued Liquor License for Oysterville Store.


Letter dated August 16, 2018, from Comcast regarding program changes.

Notice dated August 17, 2018, from the WA State Liquor and Cannabis Board regarding discontinued Liquor License for Sheila’s Hwy #6 Café & Pizza.

Letter dated August 19, 2018, from the Pacific County Fair Advisory Board regarding locking of the gate.


Notice of Award dated August 22, 2018, from Substance Abuse and Mental Health Services Administration in the amount of $125,000.

Assessor’s Certificate of Assessment Rolls received August 22, 2018.

Certificates of Appreciation for Howard Auble, Katie Auble, and Elain Delanoy filed this date.

MEMO dated August 31, 2018, from Kathy Spoor, County Administrative Officer regarding Resolution 2018-037, Interfund loan for purchase of elections equipment for the Auditor’s Office.

August, 2018 out of class payroll for Brandi Keightley filed this date.
BOARD WORKSHOPS/MEETINGS HELD
(This listing does not include those workshops/meetings attended by an individual Commissioner)

August 6, 2018
Board of Equalization 3rd required meeting
Departmental Briefings

August 13, 2018
Meeting Agenda Review
Workshop re: BOH Ord 9 & staffing
Workshop w/ M. Nordin re: North Cove erosion

August 14, 2018
BOH/BOCC meeting
Continued BOH Public hearing re: Ord 9
Public Hearings-Ordinance No. 185-gambling, Ordinance No. 186-elected officials salaries, Ordinance No. 187-electronic access to records and images

August 20, 2018
Workshop re: fair
Workshop re: LTAC RFPs
Departmental Briefings
Fair Queen interview
Workshop re: hearings examiner
Workshop re: community court

August 27, 2018
Workshop re: elections tabulation equipment
Meeting agenda review

August 28, 2018
BOH/BOCC meeting
Public Hearings: intent to lease county property & USFW Franchise