Call to Order

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

Public Comment (limited to three minutes per person)

CONSENT AGENDA (Item A)

A) Approve regular meeting minutes of May 8, 2018

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

9:00 AM 1216 W. Robert Bush Drive
Tuesday, May 8, 2018 South Bend, Washington

CALLED TO ORDER – 9:01 AM

ATTENDANCE

Lisa Olsen, Commissioner
Frank Wolfe, Commissioner
Lisa Ayers, Commissioner

Marie Guernsey, Clerk of the Board
Kathy Spoor, County Administrative Officer
Mike Collins, Public Works Director/County Engineer
Paul Plakinger, Management & Fiscal Analyst
James Worlton, Senior Public Records Coordinator

GENERAL PUBLIC IN ATTENDANCE

Daryle Buchanan
Medix Representative

PUBLIC COMMENT - None

CONSENT AGENDA (Items A-B)

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

Approve Rainbow Valley Landfill Claims Vouchers, PUD #2 - $48.66 and
Royal Heights Transfer Station - $2,075.22

Approve regular meeting minutes of April 24, 2018

MEETING CLOSED – 9:01 AM

PACIFIC COUNTY
BOARD OF COUNTY COMMISSIONERS

__________________________________________
Lisa Olsen, Chair

ATTEST:

__________________________________________
Frank Wolfe, Commissioner

Marie Guernsey
Clerk of the Board

Lisa Ayers, Commissioner

(Please refer to recording of the meeting for a more detailed discussion)
BEFORE THE BOARD OF COMMISSIONERS
PACIFIC COUNTY, WASHINGTON
1216 W. Robert Bush Drive
South Bend, Washington

Tuesday, May 22, 2018
9:00AM
or as soon thereafter as possible

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

agenda

Call to Order

Public Comment (limited to three minutes per person)

YEARS OF SERVICE

10 Years
Jaime Souvenir (911)
Corey Flynn (Jail)

15 Years
Marie Guernsey (BOCC)
Nichol Duff (DCD)

30 Years
Becky Nissell (ASSR)
Sheryl Crose (ASSR)

CONSENT AGENDA (Items 1-5)

Department of Public Works
1) Approve request for use of barricades from Ocean Park Area Chamber
   of Commerce for their Old-fashioned 4th of July parade

General Business
2) Approve Amendment C to Contract No. FY 16-90006-002 with State of WA
   Department of Archaeology and Historic Preservation; authorize Chair to
   sign
3) Approve April, 2018 payroll
   total employees – 179; total payroll - $776,325.21
4) Approve Vendor Claims; Warrants Numbered 141848 thru 141967 in the
   amount of $249,987.38
5) Approve regular meeting minutes of May 8, 2018

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

The hearing facility is “barrier free” and accessible by those with physical disabilities. Aids will be provided upon request for those with language/speaking or hearing impediments, but requests need to be received at least five (5) business days prior to this hearing. Such requests may be filed in person at the Commissioners’ Office at the address noted above or at 360/875-9337.
ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS
6) Acknowledge 2017 Certificate of Good Practice from WA State County Road Administration Board
7) Consider approval of request to purchase backup power for dispatch
8) Consider approval of request to hire temporary Engineering Aides for the 2018 summer season
9) Consider approval of Cooperative Agreement No. 6905671850001 with US Department of Transportation Federal Highway Administration; authorize Chair to sign
10) Consider approval of Partners for Fish and Wildlife Program Landowner Agreement No. WLP-PFW-18-01 with US Fish and Wildlife Service; authorize Chair to sign
11) Consider adoption of Resolution 2018-______ for temporary closure of 67th Place Road No. 12800 for culvert replacement
12) Consider approval of Project Prospectus and Local Agency Agreement with WA State Department of Transportation pertaining to the Camp One/Heckard Road Intersection Correction Project; authorize Chair and County Engineer to sign

ITEMS REGARDING DEPARTMENT OF COMMUNITY DEVELOPMENT
13) Consider adoption of Resolution 2018-______ amending the fee schedule
14) Consider approval of request to advertise and hire vacant budgeted Environmental Health Specialist

ITEMS REGARDING HEALTH AND HUMAN SERVICES DEPARTMENT
15) Consider approval of Continuums of Care Program Grant Number WA035210T011702 with USA Secretary of Housing and Urban Development; authorize Chair to sign
16) Consider approval of request to purchase two Colposcope’s from Cooper Surgical

ITEMS REGARDING BOARDS AND COMMISSIONS
17) Consider approval of appointment of Roderick White to the Veterans Advisory Board

ITEMS REGARDING GENERAL BUSINESS
18) Consider adoption of Resolution 2018-_______ establishing the budget calendar for fiscal year 2019
19) Consider approval of Facility Use Application from Warren Cowell for use of Morehead Park; authorize Chair to sign
20) Consider approval of Public Official Bond for William Faubion for Superior Court Judge Pro Tem
21) Consider adoption of Resolution 2018-_______ amending the Personnel Policy and Procedures by revising the County Employment Application
EXECUTIVE SESSION

22) To discuss anticipated litigation, pending litigation or any matter suitable for Executive Session under RCW 42.30.110
# Years of Service Report

**May 2018**

<table>
<thead>
<tr>
<th>Total Years of Service</th>
<th>Employee Name</th>
<th>Date of Hire</th>
<th>Calculation Date</th>
<th>ID Number</th>
</tr>
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<tr>
<td><strong>10</strong></td>
<td>Jaime R. Souvenir</td>
<td>5/1/2008</td>
<td>5/1/2008</td>
<td>SOUVJ</td>
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<tr>
<td></td>
<td>Corey S. Flynn</td>
<td>5/1/2008</td>
<td>5/1/2008</td>
<td>FLYNC</td>
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<td><strong>15</strong></td>
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<td>5/1/2003</td>
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<td>GUERM</td>
</tr>
<tr>
<td></td>
<td>Nichol Marie Duff</td>
<td>5/14/2003</td>
<td>5/1/2003</td>
<td>DUFFN</td>
</tr>
</tbody>
</table>
AGENDA REQUEST FORM

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

BOCC ACTION: [ ] APPROVED  [ ] DENIED

Agenda Item #: 1
Initial: __________________________ Date: __________________________

[ ] SUBJECT TO ADEQUATE BUDGET/APPROPRIATIONS

[ ] NO ACTION TAKEN/WITHDRAWN  [ ] DEFERRED TO: __________________________

[ ] CONTINUED TO DATE: __________________________ TIME: __________________________

[ ] OTHER: __________________________

DISTRIBUTION LIST:

[ ] RF  [ ] Assessor  [ ] DPW  [ ] NDC  [ ] Superior Court
[ ] CF  [ ] Auditor  [ ] FEMA  [ ] PACCOM  [ ] Treasurer
[ ] SEA  [ ] Clerk  [ ] Fair  [ ] Prosecutor  [ ] Veg Mgmt
[ ] Civil Service  [ ] Health  [ ] SDC  [ ] WSU Ext
[ ] ODC  [ ] 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: Department of Public Works

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

DIVISION (if applicable):

PHONE / EXT:

SIGNATURE: __________________________ DATE: 5/16/18

NARRATIVE OF REQUEST

The attached letter has been received from the Ocean Park Chamber of Commerce for the annual 4th of July Celebration. Department of Public Works has no conflict with providing these items/services. We will be dropping off the requested items at the specific location on July 3rd and will pick these items up on July 5th.

RECOMMENDED MOTION  [To Be Completed by the Clerk/Deputy Clerk of the Board]

Approve request for use of barricades from Ocean Park Area Chamber of Commerce for their Old-fashioned 4th of July parade
May 09, 2018

Pacific County Commissioners
Department of Public Works
300 Memorial Ave
PO Box 66
South Bend, WA 98586

To Whom It May Concern:

Planning has begun for the Annual 4\textsuperscript{th} of July celebration on Wednesday, July 4, 2017 in Ocean Park. Your department’s assistance is a vital part of our Old-fashioned 4\textsuperscript{th} of July Parade.

We are writing to request that your department furnish 30 Barricades. See attached list for details.

There are 28 intersections in Ocean Park where this equipment is needed, and, if at all possible, we ask that the county truck drop off the equipment at the specified intersections. The attached list indicates what equipment should be placed at each intersection and at what corners of the intersections it should be left.

Reserve Deputies from the Pacific County Sheriff’s Office and Chamber of Commerce members will be using the barricades and other equipment to block off the streets for the July 4\textsuperscript{th} parade. Would you please deliver the requested equipment on July 3\textsuperscript{rd} and pick it up on July 5\textsuperscript{th} at your convenience?

If you have any questions, please feel free to call me at 360-244-1004. Thank you for your continued help and support of our parade. We really cannot do this without your assistance!

Sincerely,

Sue Madsen and Karen Boardman
Co Chairs
Old-Fashioned 4\textsuperscript{th} of July Parade
EQUIPMENT NEEDED

19 Detour Signs
13 Straight Arrows
7 Left Arrows
5 Right Arrows
4 Closed Road Signs
5 Detour Ahead Signs

The county will furnish fifty-three (53) traffic cones to hold signs and arrows.

SIGN PLACEMENT AS FOLLOWS:

1) 253rd and Park Avenue – 2 Detour signs; one each direction and one right arrow northbound and one left arrow southbound
2) 254th and Park Avenue – 2 straight arrows; one northbound and one southbound
3) 256th and Park Avenue – 2 Detour signs; one each direction and one right arrow northbound and one left arrow southbound
4) 256th and N Place – 2 Detour signs; one each direction and one left arrow northbound and one right arrow southbound
5) 258th and N – 2 straight arrows; one northbound and one southbound
6) 259th and N Place – 2 Detour signs; one each direction and two straight arrows (one northbound and one southbound)
7) 260th and N Place – 2 straight arrows; one northbound and one southbound
8) SR103 (Bay Avenue) and N Place – 2 Detour signs; one each direction and two straight arrows (one northbound and one southbound)
9) 262nd and N Place – 2 Detour signs; one each direction and one right arrow for northbound and one left arrow for southbound
10) 262nd and Vernon – 1 Detour sign and one left arrow for northbound
11) 270th and Vernon – 2 Detour signs; one each direction and one right arrow for eastbound and one left arrow southbound
12) 270th and U Street – 2 Detour signs; one each direction and two straight arrows (one eastbound and one westbound)
13) 270th and Z Street – 2 Detour signs; one each direction and one straight arrow eastbound and one left arrow for northbound Z Street traffic to westbound 270th.
14) Sandridge Rd and Bay Avenue – 1 Detour sign
15) 250th and U Street – 1 Detour sign; one right arrow for northbound
16) Z Place and Bay Avenue – one Right arrow for northbound
17) DETOUR AHEAD; northbound at Vernon and 252nd
18) DETOUR AHEAD; southbound at Vernon and 264th
19) DETOUR AHEAD; northbound at Sandridge and 256th
20) DETOUR AHEAD; southbound at Sandridge and 264th
21) DETOUR AHEAD; corner of 227th Pl and U St
22) CLOSED ROAD SIGN; 250th and U St
23) CLOSED ROAD SIGN; 254th and Vernon
24) CLOSED ROAD SIGN; N Pl and Bay Ave
25) CLOSED ROAD SIGN; Bay Ave and Z Pl
AGENDA REQUEST FORM

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

BOCC ACTION:  ☐ APPROVED  ☐ DENIED

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN  ☐ DEFERRED TO: ____________________________

☐ CONTINUED TO DATE: ____________________________  TIME: ____________________________

☐ OTHER: ____________________________________________

DISTRIBUTION LIST:

☐ RF  ☐ Assessor  ☐ DPW  ☐ NDC  ☐ Superior Court

☐ CF  ☐ Auditor  ☐ EMA  ☐ PACCOM  ☐ Treasurer

☐ SEA  ☐ Clerk  ☐ Fair  ☐ Prosecutor  ☐ Veg Mgmt

☐ Civil Service  ☐ Health  ☐ SDC  ☐ WSU Ext.

☐ DCD  ☐ Juvenile  ☐ Sheriff  ☐ Other

AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: General Administration  DIVISION (if applicable): Capital

OFFICIAL NAME & TITLE: Kathy Spoer, CAO  PHONE / EXT: ____________________________

SIGNATURE: ____________________________  DATE: 5/7/18

NARRATIVE OF REQUEST

Attached for your consideration is Amendment C to the first of the two courthouse renovation grants. This amendment extends the end date an additional year to June 30, 2019. This extension will allow more time to secure a contractor to complete the exterior rehab of the courthouse.

Please sign and date all three copies and I will return to the Department of Archaeology and Historic Preservation for completion.

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

Move to approve Amendment C to Contract No: FY 16-90006-002 extending the end date from June 30, 2018 to June 30, 2019 and authorize the Chair to sign.
Amendment C

The Department of Archaeology and Historic Preservation, the DEPARTMENT, and Pacific County, the GRANTEE, hereby mutually agree to amend Grant FY16-90006-002 to extend the expiration date of the grant from June 30, 2018 to June 30, 2019.

Expiration Date currently reads: June 30, 2018

Per this Amendment C Expiration Date shall read: June 30, 2019

No further time extensions are available and no modification of the grant expiration date may be made beyond June 30, 2019.

The DEPARTMENT acknowledges and approves the requested changes by the GRANTEE for the above change to the expiration date of the grant. This amendment does not change the total value of the let grant amount awarded by the DEPARTMENT to the GRANTEE. All other conditions of the grant as set forth in the body of the grant and amended herein by Amendment C remain the same.

Department:  

By: Allyson Brooks, Director

Grantee:

By: Lisa Olsen, Chair – Board of Pacific County Commissioners

Date

Date
COUNTY OF PACIFIC - STATE OF WASHINGTON

BOARD OF COUNTY COMMISSIONERS

SUMMARY OF APPROVAL OF MONTHLY PAYROLL

WHEREAS, the Elected Officials and Department Heads have submitted certified requests for payroll payments for officers and employees to the County Auditor for disbursement as shown by the attached department listings; and,

WHEREAS, the Board of County Commissioners have reviewed the listing as attached; now, therefore,

IT IS HEREBY ORDERED by the Board of County Commissioners that salaries, wages, overtime and other pay are allowed as follows:

MONTH OF: APRIL, YEAR OF 2018
TOTAL EMPLOYEES: 179
TOTAL PAYROLL: $776,325.21

Approve payroll subject to adequate budget appropriations.

BOARD OF PACIFIC COUNTY COMMISSIONERS

Dated this 22nd day of MAY 2018

__________________________________________
Chairperson

__________________________________________
Commissioner

__________________________________________
Commissioner

Attest: ____________________________________
Clerk of the Board

RECEIVED
PACIFIC COUNTY
MAY 8 2018

GENERAL ADMINISTRATION
BOARD OF COMMISSIONERS
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 22, 2018, 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

141848 thru 141967 $ 249,987.38

Warrants Dated: May 11, 2018

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

AUDITED: ______________________
Auditor/Deputy Auditor

ATTEST: ______________________
Clerk of the Board

Chairman

Commissioner

Commissioner

RECEIVED
PACIFIC COUNTY
MAY 11 2018
GENERAL ADMINISTRATION
BOARD OF COMMISSIONERS
MINUTES

9:00 AM 1216 W Robert Bush Drive
Tuesday, May 8, 2018 South Bend, Washington

CALLED TO ORDER – 9:01 AM

ATTENDANCE

Lisa Olsen, Commissioner
Frank Wolfe, Commissioner
Lisa Ayers, Commissioner

Marie Guernsey, Clerk of the Board
Kathy Spoor, County Administrative Officer
Mike Collins, Public Works Director/County Engineer
Paul Plakinger, Management & Fiscal Analyst
James Worlton, Senior Public Records Coordinator

GENERAL PUBLIC IN ATTENDANCE

Daryle Buchanan
Medix Representative

PUBLIC COMMENT

Daryle Buchanan thanked the Board for returning the South Bend recycling bins. He requested that smaller rock be placed by the bins to prevent potential falls. Mr. Buchanan asked the Commissioners for a letter of support for the trail project.

ITEMS REGARDING GENERAL BUSINESS

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

Adopt Proclamation recognizing the week of May 20-26, 2018 as Emergency Medical Services Week with the theme “EMS Strong: Stronger Together”

CONSENT AGENDA (Items 2-8)

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

Department of Public Works

Approve Road Haul Permit No. 2018-11 with North Fork Timber for hauling on Mill Creek Road and approve continuation of Bond No. 105380750 for the 2018 hauling season
Health and Human Services Department

Approve Amendment A to Grant #17-46108-22 with WA State Department of Commerce for the Housing and Essential Needs (HEN) program and authorize Chair to sign

Approve Amendment #2 to Contract #2017-19 CCAP with Coastal Community Action Program for the Housing and Essential Needs (HEN) program

General Business

Approve Judge Pro-Tem Verification Certificates pertaining to Michael S. Turner and Joel Penoyar for North District Court and pertaining to South District Court for Scott Harmer

Confirm letter of support for the City of South Bend’s application pertaining to funding for lighting of the newly renovated baseball field at Cheney Park

Approve regular meeting minutes of April 24, 2018

Approve Vendor Claims; Warrants Numbered 141704 thru 141779 in the amount of $113,575.40

ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS

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

Rescind motion of April 24, 2018 and approve amended Local Agency Agreement No. LA 9255 Supplement No. 1 and Federal Aid Project Prospectus with WA State Department of Transportation regarding the Upper Naselle Road Resurfacing Project and authorize Chair and County Engineer to sign

Approve Facility Use Application from Morehead Junior Grange for use of Morehead Park July 14-21 2018, subject to receipt of required insurance prior to event and authorize Chair to sign

Adopt Resolution 2018-017 adjusting compensation rates for Public Employees’ Retirement System ineligible positions and rescind Resolution 2017-015

Approve Proposal and Service Agreement with Johnson Controls to provide services for on-site programming and testing for the courthouse basement remodel project and acknowledge Senior Engineering Technician signature, subject to adequate budget appropriations
Rescind motion of March 13, 2018; consider approval of the 2018 Chinook Park Maintenance & Operation Contract with the Port of Chinook
DEFERRED

Approve Facility Use Application from Jaylee Bradley for use of Morehead Park July 6-8, 2018, subject to receipt of required insurance prior to event and authorize Chair to sign

Approve issuance of Call for Bids for the 2018 Signing Upgrade Project and authorize Clerk of the Board to set bid opening date after construction funds are received

Authorize the surplus of Sheriff’s ER&R vehicles, S171, S182 and S183

ITEMS REGARDING BOARD OF SUPERVISORS (FCZD #1)

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

Adopt Flood Control Zone District No. 1/Board of Supervisors Resolution 2018-1 in the matter of Setting a Policy for Removal of Private Access Structures Located in Drainages Maintained by Flood Control Zone District No. 1

ITEMS REGARDING DEPARTMENT OF COMMUNITY DEVELOPMENT

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

Approve the hire of Alexa Mittge, Litter Crew Supervisor at a rate of $17.00 and A. J. Sanchez, Litter Crew Lead at a rate of $14.00, effective June 14, 2018 through August 23, 2018, subject to adequate budget appropriations and successful completion of a background check

Approve Waste 2 Resources Local Solid Waste Financial Assistance Agreement No. W2RLSWFA-1719-PaCCDD-00093 for moderate risk waste and recycling programs with WA State Department of Ecology and authorize Director to sign

Approve of Waste 2 Resources Local Solid Waste Financial Assistance Agreement No. W2RLSWFA-1719-PaCCDD-00094 to monitor seven (7) solid waste facilities and sites with WA State Department of Ecology and authorize Director to sign

ITEMS REGARDING COUNTY FAIR

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

Approve Contract for Services with Paradise Amusements, Inc., subject to terms of the Contract being met by July 31, 2018
ITEMS REGARDING ASSESSOR’S OFFICE

Consider approval of request to use county dumpsters for disposal of non-recyclables WITHDRAWN no action taken

ITEMS REGARDING SHERIFF’S OFFICE

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

Approve Intergovernmental Agreement #LE: MLE1029 with WA State Parks and Recreation Commission to enhance the performance of boating safety and education services and authorize Sheriff to sign, subject to receipt of Page 12 of 24-Appendix C, Operational Requirements in the section titled "Boating Safety Patrols Required, Minimum Hours"

Approve the Federal Financial Assistance Grant with WA State Parks and Recreation Commission for the Vessel Registration Fees and Federal Financial Assistance and authorize Sheriff to sign

Approve temporary restoration of Hollie Billeci, Eva Kanick, Shanna Coty and Marcelina Medina to 1.0 FTE effective June 1, 2018 thru December 31, 2018, subject to adequate budget appropriations

ITEMS REGARDING GENERAL BUSINESS

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

Adopt Resolution 2018-018 in the matter of amending the Policy Manual and updating the Personal Property Inventory Procedures Policy

Approve Facility Use Application from Dotsi Graves for use of the Pacific County Fairgrounds on June 9, 2018, for a graduation party, subject to insurance being received prior to the event and authorize Chair to sign

ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS

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

Adopt Resolution 2018-019 in the matter of a temporary closure of Parpala Road No. 91190 at mile post 6.17 to mile post 6.42 for the slide repair project from July 30, 2018 to August 31, 2018

ITEMS REGARDING GENERAL BUSINESS

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

Approve Vendor Claims, Warrants Numbered 141780 thru 141847 in the amount of $268,675.26, subject to adequate budget appropriations
RECESS – 9:26AM

EXECUTIVE SESSION
10:30AM for 30 minutes / Extended 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

RECONVENE – 11:15AM

Chair Olsen reconvened the meeting and noted that no decision was made during the executive session.

MEETING CLOSED – 11:15AM

PACIFIC COUNTY
BOARD OF COUNTY COMMISSIONERS

________________________________________
Lisa Olsen, Chair

ATTEST:

________________________________________
Frank Wolfe, Commissioner

________________________________________
Marie Guernsey
Clerk of the Board

________________________________________
Lisa Ayers, Commissioner

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

Notice dated April 9, 2018, from the WA State Liquor and Cannabis Board regarding Special Occasion License for the Peninsula Senior Activity Center.

Notice dated April 16, 2018, from the WA State Liquor and Cannabis Board regarding Special Occasion License for the Peninsula Saddle Club.

Letter dated April 25, 2018, from Kenneth E. Uphoff regarding paying his property taxes under protest.

Letter dated April 27, 2018, from State of WA Department of Fish and Wildlife regarding proposed land acquisition in Pacific County.

Letter dated April 30, 2018, from the Black Hills and Willapa Hills Audubon Society regarding the marbled murrelet.

April Lag 2018 payroll for Brandi Keightley and Alexandra Russell.

Letter dated May 1, 2018, from Comcast regarding cable television franchise renewal.


Thank you card received May 7, 2018, from Katie Auble thanking the Commissioners for their support of the county fair.
AGENDA REQUEST FORM

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

BOCC ACTION:  □ APPROVED  □ DENIED

□ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

□ NO ACTION TAKEN/WITHDRAWN  □ DEFERRED TO: __________________________

□ CONTINUED TO DATE: __________________________  TIME: __________________________

□ OTHER: __________________________

Agenda Item #: 6

Initial: __________________________  Date: __________________________

Review: □ Clerk of the Board  □ Risk Mgmt  □ Legal Required

DISTRIBUTION LIST:

□ RF  □ Assessor  □ DPW  □ NDC  □ Superior Court

□ CF  □ Auditor  □ EMA  □ PACCOM  □ Treasurer

□ SEA  □ Clerk  □ Fair  □ Prosecutor  □ Veg Mgmt

□ Civil Service  □ Health  □ SDC  □ WSU Ext.

□ DCD  □ Juvenile  □ Sheriff  □ Other

AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Commissioners Office  DIVISION (if applicable):

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

SIGNATURE: __________________________  DATE: 5/10/2018

NARRATIVE OF REQUEST

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

Acknowledge 2017 Certificate of Good Practice from WA State County Road Administration Board

Revised 8/2015

Exhibit A to Contract/Agreement/Grant Review Policy
CERTIFICATE OF GOOD PRACTICE

has been transmitted to the State Treasurer on behalf of

PACIFIC COUNTY
2017

Pursuant to the authority contained in RCW 36.78.090 and in recognition of the fact that this county: a) has submitted to the Department of Transportation or to this Board all reports required by law or regulation of the Board; and; b) has reasonably complied with provisions of law relating to county road administration and with the Standards of Good Practice as formulated and adopted by the Board.

By resolution of the County Road Administration Board.

April 19, 2018

Chair
Approve purchase and installation of a generator for the new PACCOM Center from Capital Electric Inc. of Tumwater in an amount of $37,745.27, plus $4,000 needed for propane equipment and electrical gear but not to exceed $44,000, subject to adequate budget appropriations.
**AGENDA REQUEST FORM**

**BOCC ACTION:** □ APPROVED  □ DENIED

**Agenda Item #:** 8

**Initial:**  

**Date:**

**SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS**

**NO ACTION TAKEN/WITHDRAWN** □ DEFERRED TO:

**CONTINUED TO DATE:** 

**TIME:**

**OTHER:**

**DISTRIBUTION LIST:**

□ RF  □ Assessor  □ DPW  □ NDC  □ Superior Court

□ CF  □ Auditor  □ EMA  □ PACOM  □ 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:** Department of Public Works  

**DIVISION (if applicable):**

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

**PHONE / EXT:**

**SIGNATURE:** [Signature]

**DATE:** 5-16-18

**NARRATIVE OF REQUEST**

Request to hire Jayce Freeman, Tyler Coty, Rebecca Carlson, Tysen Stephens, Grace Oatfield, Kendra Dunsmoor, Emilee Layman, Benton Byington, Leonel Ruelas Alcantar and Matthew Minton as temporary engineering aides for the 2018 summer season. Also Joseph Lewis and Seth Flemetis

**(see next page)**
Approve hire of Temporary Engineering Aides for the 2018 summer season:
Seth Flemetis at a rate of $13.50/hr., effective April 10 thru June 15, 2018
Joseph Lewis at a rate of $14.00/hr., effective April 30 thru August 31, 2018
Jayce Freeman at a rate of $14.00/hr., effective June 11 thru
Rebecca Carlson, Grace Oatfield and Emilee Layman at a rate of $13.50/hr., effective June 11 thru
Tyler Coty at a rate of $14.00/hr., effective May 21, 2018 thru
Matthew Minton at a rate of $14.00/hr., effective June 18 thru
Leonel Alcantar and Kendra Dunsmoor at a rate of $13.50/hr., effective June 18 thru
Tysen Stephens at a rate of $13.50/hr., effective June 25 thru
Benton Byington at a rate of $13.50/hr., effective June 27 thru
AGENDA REQUEST FORM

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

<table>
<thead>
<tr>
<th>MOCC ACTION:</th>
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<th>DENIED</th>
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Agenda Item #: 9
Initial: ______ Date: ______

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS
☐ NO ACTION TAKEN/WITHDRAWN ☐ DEFERRED TO: ____________
☐ CONTINUED TO DATE: ____________ TIME: ____________
☐ OTHER: ____________

DISTRIBUTION LIST:

- RF
- Assessor
- DPW
- PACCOM
- Superior Court
- CF
- Auditor
- PCEMA
- PC Fair
- Treasurer
- SHA
- Clerk
- Health
- Prosecutor
- Veg Mgmt
- Civil Service
- Juvenile
- SDC
- WSU Ext.
- DCD
- NOC
- 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
For your execution attached is Cooperative Agreement No. 6905671850001 for the 67th Place Doehman Creek Culvert Replacement adjacent to the Willapa National Wildlife Refuge.

RECOMMENDED MOTION: [To Be Completed by the Clerk/Deputy Clerk of the Board]

Approve Cooperative Agreement No. 6905671850001 with the US Department of Transportation Federal Highway Administration for the 67th Place Doehman Creek Culvert Replacement project and authorize Chair to sign
Cooperative Agreement No. 6905671850001
Page 1 of 11

1. Award No. 6905671850001

2. Effective Date
See Block 17

3. CDFA No. 20.224

4. Awarded To
Pacific County
300 Memorial Drive
South Bend, WA 98586

5. Sponsoring Office
U.S. Department of Transportation
Federal Highway Administration
Western Federal Lands Highway Division
610 East Fifth Street
Vancouver, WA 98661

DUNS No.: 084604016

6. Period of Performance
From Effective date to 12/31/2019

7. Total Amount
Federal Share: 60,000
Recipient Share: $0
Total Value: $60,000

8. Type of Agreement
Cooperative Agreement

9. Authority
23 U.S.C. Section 204

HFLWRA180051PR

11. Funds Obligated
$60,000

12. Submit Payment Requests To
See "Payment" clause in General Terms and Conditions

13. Payment Office

14. Accounting and Appropriation Data
1517532015024 531.CN.K200.53 175300000000 $ 60,000
Total= $ 60,000

15. Description of Project
WA Pacific 2015(1) Public Access Enhancement to Willapa National Wildlife Refuge

16. Pacific County

17. Federal Highway Administration

Signature Date
Name: Lisa Olsen
Title: Chairperson,
Board of Pacific County Commissioners

Signature Date
Name: Angy Liljedahl
Title: Agreement Officer (AO)
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>SECTION</th>
<th>TITLE</th>
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<tr>
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<td>PROGRAM DESCRIPTION</td>
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<tr>
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<td>FEDERAL AWARD INFORMATION</td>
<td>8</td>
</tr>
<tr>
<td>C</td>
<td>FEDERAL AWARD ADMINISTRATION INFORMATION</td>
<td>9</td>
</tr>
</tbody>
</table>
SECTION A - PROGRAM DESCRIPTION

1. STATEMENT OF PURPOSE

The 67th Place road provides access to the Willapa National Wildlife Refuge’s Porter Point and Lewis units. The eastern 0.41mile section of road has disintegrated with large potholes extending the full width of the road. Compounding the condition of the road is the failing culvert in Dohman Creek. The culvert has collapsed resulting in erosion around the structure and water over-topping the road. If left as is, the structure will fail which will cut off all access to the refuge units. The culvert should be replaced before the winter of 2018, and road rehabilitated after the reconstruction of the refuge units after 2020.

2. LEGISLATIVE AUTHORITY

23 U.S.C. Section 204.

3. PROJECT BACKGROUND AND SCOPE

Remove and replace the culvert in Dohman Creek on 67th Place. The Federal Highway Administration-Western Federal Lands Highway Division (FHWA) will provide the elevations for the new culvert to be installed by Pacific county.

4. STATEMENT OF WORK

This agreement provides for funding of a progression of project activities. Construction should not start until an environmental decision document has been completed and approved FHWA. If FHWA’s environmental decision document indicates significant impacts or identifies the preferred alternative to be a “no-build” alternative, then this agreement will be terminated with no eligibility for funding post environmental decision activities. Construction will not be eligible for reimbursement until the final construction package is approved.

FHWA and Pacific County (Recipient) may amend or terminate this agreement to adjust to project development, environmental, or construction needs.

A. Design

1. Design

1.1. FHWA will prepare and provide the culvert invert elevations to Pacific County. Pacific County will provide a preliminary cost estimate for the project.
1.2. FHWA will provide material specifications for the project.
1.3. The county will submit to FHWA a construction narrative. The narrative should include a schedule and construction sequence for the culvert installation. Include in the narrative material procurements such as culvert for the project.
1.4. The county will incorporate specifications recommended by FHWA.

2. Environmental Compliance
   Note: Federally funded projects must fully comply with all requirements of the National Environmental Policy Act (NEPA). An appropriate range of reasonable alternatives will be evaluated for this project based on its scope and extent. Amendments to the scope of this may be required upon completion of the environmental clearance document and decision.

2.1 Coordinate environmental compliance efforts with FHWA environmental staff.

2.1.1. FHWA will provide Section 106 all NEPA documents to the county to obtain permits for the project.

2.1.2. Wetlands – FHWA has wetland delineation and waters of the US documentation and will provide to the county.

2.1.3. Threatened & Endangered (T&E) Species and Essential Fish Habitat (EFH) - T&E documentation will be provided by Willapa National Wildlife Refuge.

2.1.4. National Historic Preservation Act (NHPA) – FHWA will complete all effort and responsibility to comply with Section 106 of the NHPA.

Other Environmental Issues - FHWA will identify other environmental issues such as, floodplains, Section 4(f), and hazardous materials. The county will determine consistency with the Coastal Zone Management Act through the county's permit application process.

3. Right-of-Way (ROW) Acquisition – ROW acquisition is anticipated for the project. The county will coordinate with the Fish and Wildlife Service to obtain temporary and permanent ROW for the drainage structure installation. County will reference the FWS requirements for direction on requesting a permit and/or easement from the FWS.

3.1 Prepare conveyance documents (FWS permit/easement and required support per FWS requirements). Coordinate with WFL as needed.
3.2 Submit FWS acquisition package (conveyance documents and support) to FWS for approval and signature after FHWA review.
3.3 Submit final FWS permit (RW conveyance documents) to FHWA.
3.4 Submit for approval; WFLs RW Certification form with supporting documentation for both, the new RW (FWS permits/easements and the claimed existing RW).

**Utility Relocation** — Utility relocation is not anticipated for the project.

4.1 Submit all existing utility permits/agreements to FHWA.

4.2 Send notifications of project construction to all utility located within the project zone.

4.3 Obtain confirmation of no impacts from each utility company(s).

4.4 Notify FHWA if any impacts are found prior to negotiating relocation with utility company.

4.5 Submit WFL utility certification with supporting documentation (Utility company notifications, confirmations and/or agreements) for approval.

4. **Permits**

4.1 The county will identify all permits necessary for construction and submit a list of permits to FHWA.

4.2 Submit Copies of all completed applications for necessary permits to FHWA.

4.3 Obtain permits necessary for construction. Submit copies of approved permits with the fabricator’s culvert design and cost estimate.

**B. Construction**

1. Do not initiate construction activities until FHWA has written an independent environmental decision document.

2. Construct and administer the project in conformance with the FHWA environmental decision document.

3. Submit before, during, and post construction photographs to FHWA to document project progress.
4. Submit a copy of the final construction acceptance letter once work has been approved by the FHWA.

5. DELIVERABLES

<table>
<thead>
<tr>
<th>Task</th>
<th>Reference Paragraph</th>
<th>Delivery Due On or Before Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. DESIGN</td>
<td></td>
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<tr>
<td>Submit a copy of the preliminary cost estimate and construction narrative</td>
<td>4.A.1.1.3.</td>
<td>July, 2018</td>
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<td>PERMITS</td>
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<tr>
<td>Submit a list of all permits necessary for construction to FHWA</td>
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<td>July, 2018</td>
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<td>Submit copies of all completed applications for necessary permits to FHWA</td>
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<td>Submit copies of approved permits</td>
<td>4.A.5.5.3</td>
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<td>Submit Utility certification with supporting documentation</td>
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<td>Submit existing utility permits</td>
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</tr>
<tr>
<td>Submit Utility certification with supporting documentation</td>
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<td>July, 2018</td>
</tr>
<tr>
<td>B. CONSTRUCTION</td>
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<td></td>
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<tr>
<td>Submit before, during, and post construction photographs to FHWA</td>
<td>4.B.3</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Submit copy of the Final Construction Acceptance Letter</td>
<td>4.B.4</td>
<td>Upon Completion of Construction / Spring 2019</td>
</tr>
</tbody>
</table>

Note:
- The Recipient will submit a progress report with each request for reimbursement indicating dates covered, work that has been completed within the request for reimbursement coverage dates, and anticipated dates of major project milestones (i.e., design completion, permits completion, ROW completion, culvert invoice, construction start, and construction completion).

- Submit electronic .pdf files and one hard copy of all deliverables to FHWA.
6. KEY OFFICIALS

Government – FHWA/Western Federal Lands Highway Division
Contact: Keith Wong, Agreement Officer’s Representative (AOR)
Voice: (360) 619-7547
Fax: (360) 619-7945
Email: keith.wong@dot.gov

Financial Contact: Audrey Herzman
Voice: (360) 619-7756
Fax: (360) 619-7945
Email: Audrey.Herzman.ctr@dot.gov

Recipient- Pacific County, WA

Pacific County Program Contact
Michael W. Collins, P.E., PLS
Director/County Engineer
Pacific County Department of Public Works
211 North Commercial Street
Raymond, WA 98577
(360) 875-9368
Email: mcollins@co.pacific.wa.us

Pacific County Finance Contact:
Agency’s DUNs number: 084604016
Andree Harland
Accounting Manager
211 North Commercial Street
Raymond, WA 98577
(360) 875-9368
Email: aharland@co.pacific.wa.us

Pacific County Cooperative Agreement Contact
Michael W. Collins, P.E., PLS
Director/County Engineer
Pacific County Department of Public Works
211 North Commercial Street
Raymond, WA 98577
(360) 875-9368
Email: mcollins@co.pacific.wa.us
SECTION B – FEDERAL AWARD INFORMATION

1. TYPE OF AWARD

The planned award type is a Cooperative Agreement.

2. COST SHARING OR MATCHING

None

3. PERIOD OF PERFORMANCE

The period of performance for this Agreement is in accordance with Block 6 on page one of the Agreement.

4. DEGREE OF FEDERAL INVOLVEMENT

The FHWA anticipates substantial Federal involvement between it and the Recipient during the course of this project. The anticipated Federal involvement is shown below.

**FHWA**

- FHWA will prepare and provide the culvert invert elevations to Pacific County.
- FHWA will document Section 106 of the Historic Preservation Act
SECTION C - FEDERAL AWARD ADMINISTRATION INFORMATION

1. FEDERAL AWARD NOTICES

Only the Award Officer (AO) can commit the FHWA. The award document, signed by the AO, is the authorizing document. Only the AO can bind the Federal Government to the expenditure of funds.

2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

General terms, conditions, and governing regulations that apply to this agreement are available online at:
https://www.fhwa.dot.gov/cfo/contractor_recip/gtandc_generaltermsconditions.cfm

The online list dated March 6, 2015 of "GENERAL TERMS AND CONDITIONS FOR ASSISTANCE AWARDS" shall apply to the resulting award, except as noted below:

Paragraph 9 does not apply to contract documents and specifications prepared by the Recipient or consultant of the Recipient for design and construction of the culvert.

A. INDIRECT COSTS

Pacific County has elected to not be reimbursed for indirect costs.

B. DATA RIGHTS

The Recipient must make available to FHWA copies of all work developed in performance with this Agreement, including but not limited to software and data. Data rights under this agreement shall be in accordance with 2 CFR 200.315, Intangible property.

C. PERSONALLY IDENTIFIABLE INFORMATION (PII)

Personally Identifiable Information (PII) as defined at CFR Part 200.79 and 2 CFR 200.82 at will not be requested unless necessary and only with prior written approval of the AO with concurrence from the AOR.

D. AVAILABLE FUNDING

The cost of the work to be reimbursed by FHWA is Not to Exceed the amount in block 11 of the cover page, unless an amendment to the Agreement is made in writing and
agreed to by both parties.

E. KEY PERSONNEL

Pursuant to 2 CFR 200.308(c)(2), the Recipient must request prior written approval from the AO for any change in Key Personnel specified in the award. The following person(s) are/have been identified as Key Personnel:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
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<tbody>
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F. SUBAWARDS AND SUBCONTRACTS APPROVAL

The Recipient has been determined to have a procurement system that is approved and accepted by the Government, so are exempt from the requirements of 2 CFR §200.330.

G. ORDER OF PRECEDENCE

This section not applicable to this Agreement.

H. DESIGNATION AS RESEARCH OR NON-RESEARCH AGREEMENT

This agreement is designated as: NON-RESEARCH

I. CONFERENCE SUPPORT RESTRICTIONS

The Recipient must obtain written approval from the AOR prior to incurring any costs for conference support. See the definition of conference as contained in 2 CFR 200.432.

Food and beverage costs are not allowable conference expenses for reimbursement under this Agreement.

Note: Costs of meals are allowable as a travel per diem expense for individuals on travel status and pursuant to the Travel clause of this Agreement.

J. DISPUTES
The parties to this Agreement will communicate with one another in good faith and in a timely and cooperative manner when raising issues under this provision. Any dispute, which for the purposes of this provision includes any disagreement or claim, between the FHWA and the Recipient concerning questions of fact or law arising from, or in connection with this Agreement and whether or not involving alleged breach of this Agreement, may be raised only under this Disputes provision.

Whenever a dispute arises, the parties will attempt to resolve the issues involved by discussion and mutual agreement as soon as practical. In no event will a dispute which arose more than three months prior to the notification, made under the following paragraph of this provision, constitute the basis for relief under this article unless FHWA waives this requirement.

Failing resolution by mutual agreement, the aggrieved party will document the dispute by notifying the other party in writing of the relevant facts, identify unresolved issues and specify the clarification or remedy sought. Within five working days after providing written notice to the other party, the aggrieved party may, in writing, request a decision from the AO. The AO will conduct a review of the matters in dispute and render a decision in writing within thirty calendar days of receipt of such written request. Any decision of the AO is final and binding unless a party will, within thirty calendar days, request further review as provided below.

Upon written request to one level above the AO or designee, made within thirty calendar days after the AO's written decision or upon unavailability of a decision within the stated time frame under the preceding paragraph, the dispute will be further reviewed. This review will be conducted by one level above the AO. Following the review, all parties will be notified in writing. Such resolution is not subject to further administrative review and to the extent permitted by law, will be final and binding. Nothing in this Agreement is intended to prevent the parties from pursuing disputes in a United States Federal Court of competent jurisdiction.
AGENDA REQUEST FORM

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

BOCC ACTION:  □ APPROVED   □ DENIED

□ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

□ NO ACTION TAKEN/WITHDRAWN

□ DEFERRED TO:

□ CONTINUED TO DATE: ____________________________ TIME: ____________________________

□ OTHER: ______________________________________

Agenda Item #: 10

Initial: ____________________________ Date: ____________________________

Review □ Clerk of the Board

□ Risk Mgmt

□ Legal Required

DISTRIBUTION LIST:

□ RF  □ Assessor  □ DPW

□ CF  □ Auditor  □ PCEMA

□ SEA  □ Clerk  □ Health

□ Civil Service  □ Juvenile  □ SDC

□ DCD  □ NDC  □ Sheriff

□ Superior Court

□ Treasurer

□ Veg Mgmt

□ WSU Ext.

□ Other

AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: DPW

DIVISION (if applicable): Roads

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

PHONE / EXT: 3368

SIGNATURE: ____________________________ DATE: ____________________________

NARRATIVE OF REQUEST

Authorize execution of Landowner Agreement No. WLP-PFW-18-01 with US Fish and Wildlife Service for the Doehman Creek Culvert.

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

Approve Partners for Fish and Wildlife Program Landowner Agreement No. WLP-PFW-18-01 with US Fish and Wildlife Service pertaining to the Doehman Creek Culvert and authorize Chair to sign

Revised 2/2015

Exhibit A to Contract/Agreement/Grant Review Policy
PARTNERS FOR FISH AND WILDLIFE PROGRAM
LANDOWNER AGREEMENT

This Landowner Agreement (Agreement), dated May 10, 2018, between Pacific County and the U.S. Fish and Wildlife Service (USFWS) is entered into pursuant to authority contained in the Partners for Fish and Wildlife Act (P.L. 109-294), the Fish and Wildlife Coordination Act (16 U.S.C. 661 et seq.) and the Fish and Wildlife Act of 1956 (16 U.S.C. 742a-j), as amended. This project was selected because the Landowner shares a common objective with the USFWS to restore habitat for the benefit of Federal trust species on private lands, and the project supports priority actions identified in the Regional Partners for Fish and Wildlife (Partners) Program Strategic Plan.

Pacific County (300 Memorial Drive, South Bend, Washington 98586), hereby agrees to participate with the USFWS in conducting certain wildlife management practices on lands owned or managed in Pacific County, State of Washington, described as follows: all of, or within, Township 10N, Range 11W, Section 11.

In signing this Agreement, the Landowner joins as a participant in a wildlife habitat improvement program and grants to the USFWS authority to complete the habitat improvement project or the Landowner may personally carry out management activities with financial or material support as described in attached Exhibit A. Any donation of supplies or equipment to the Landowner for carrying out the habitat improvements is included in Exhibit A. The activities conducted pursuant to this Agreement are not to replace, supplement or otherwise contribute to any mitigation or compensation that may be required of the Landowner or other parties as a result of any mandated requirements.

The term of this Agreement (also referred to as the habitat retention period) will be completed on May 30, 2028. This Agreement may be modified at any time by mutual written consent of the parties. It may be terminated by either party upon 30 days advance written notice to the other party(ies). However, if the Landowner terminates the Agreement before its expiration, or if the Landowner should materially default on these commitments, then the Landowner agrees to reimburse the USFWS prior to final termination for the prorated costs of all habitat improvements placed on the land through this Agreement. For these purposes, the total cost of the habitat improvements to the United States is agreed to be $0.

Landowner:

The Landowner or his/her land manager, with legal authority over land management decisions, guarantees ownership of the above-described land and warrants that there are no outstanding rights that interfere with this Landowner Agreement.

The Landowner will notify the USFWS of planned or pending changes in ownership. A change of ownership shall not change the terms of this Agreement. The Agreement and terms shall be in effect on the described land for the term of the Agreement.
The Landowner agrees to allow access (with advance notice) to the USFWS to implement the project described in Exhibit A, and to monitor project success.

The Landowner retains all rights to control trespass and retains all responsibility for taxes, assessments, and damage claims.

During the habitat retention period, the landowner must allow the habitat restored under this award to remain in place without interference. Specifically, the culvert permitting restored fish passage must be kept in place.

At the end of the habitat retention period, the habitat improvement project will become the sole property and complete responsibility of the Landowner. There shall be no obligation to the USFWS after the term of the Agreement has expired.

The Landowner will be responsible for securing any necessary permits. Technical advice and support will be provided by USFWS in the application for the permit(s). The Landowner agrees to identify USFWS’ contribution to the project during public presentations, reports, or other information published about the project, as appropriate.

The Landowner(s) will not be responsible for replacing wildlife habitat developments that are damaged or destroyed by severe acts of nature.

**USFWS:**

The USFWS will work with the Landowner throughout the entire Agreement term to support actions needed to ensure that the project is designed and constructed per the Agreement and functions as intended.

The USFWS, its agents, or assignees will provide advanced notice prior to accessing the Landowner property to implement the project described in the work plan, and to monitor project success.

The USFWS assumes no liability for damage or injury other than that caused by its own negligence, on the above acreage. The USFWS does not assume jurisdiction over the premises by this Agreement.

**Spatial Information Sharing:** In accordance with the Privacy Act of 1974, permission must be obtained from the Landowner before any personal information can be released. The only information that can be shared is payment information that is authorized by law. Therefore, Landowner consent is requested to allow for sharing of spatial information about this project solely with conservation cooperators providing technical or financial assistance with the restoration, enhancement or management of fish and wildlife habitat.

- [ ] We, the Landowner, consent to having spatial information about this project shared with other conservation cooperators

- [ ] We, the Landowner, do NOT wish to have any spatial information about this project shared with other conservation cooperators

Revised 08/14
Signatures:

Pacific County, Landowner

Terri Butler-Bates, USFWS Partners Program Biologist, Willapa NWR

Jackie Ferrier, USFWS Project Leader, Willapa NWR

Date

5/15/18

5/15/18

Revised 08/14
EXHIBIT A

The habitat improvements described below are agreed to by Pacific County, the USFWS, and the Federal Highway Administration in a Landowner Agreement dated May 10, 2018.

**Description of Habitat Improvement Project and Objectives:** Connectivity between freshwater streams and estuarine habitats is critical to a variety of wildlife, especially native salmonids. In Pacific County, at the South Bay Unit of Willapa National Wildlife Refuge (Refuge), the construction of levees to create managed freshwater impoundments and pasture effectively disconnected Dohman Creek from Willapa Bay. Recent levee removal and installation of fish-friendly tide gates have created conditions where fish will soon be able to return to spawning and rearing areas along Dohman Creek. The final obstacle will be passage under a county-owned road (67th Place) where currently an undersized (and failing) culvert will preclude fish from passing.

The objective of this project is to replace the insufficient culvert with one of appropriate size and placement to permit imperiled fish species to again access habitats that are critical to completing their life cycles and bolstering populations.

**Introduction and Project Justification**

In 2014, Pacific County and USFWS applied to the Federal Highway Administration’s (FHWA) Washington Federal Lands Access Program (FLAP) to enhance safety and public access to the Refuge through the replacement of a failing culvert and repair of deteriorating county road (67th Place; Figure 1). The South Bay Unit consisting of the Riekkola, Porter Point and Lewis units are accessed using 67th Place, an approximately 2.40 mile long paved county-owned road. This Unit is a popular destination for Refuge visitors to participate in a variety of hunting and wildlife viewing opportunities. The eastern 0.41-mile section of road is bound by Refuge land on either side. While the repair of the road will improve access to the Refuge, the replacement of the culvert is critical to providing passage for native salmonids.

The Refuge has been restoring estuarine habitats at the South Bay Unit since 2012. Known as the Bear River Estuary Restoration Project, this effort aims to remove existing levees, which were built to create freshwater impoundments. The removal of these levees restores estuarine conditions, thereby increasing open water, intertidal flats, and salt marsh habitat. The last phase of levee removal (the Riekkola outer dike) is scheduled for 2018-2019. Upon removal of the outer dike, fish will be able to travel from Willapa Bay through a fish-friendly tide gate (which was recently installed in the rebuilt Parker Slough Dike) to Dohman Creek. The current condition of the aforementioned culvert would prevent fish from traveling farther than 67th Place, thereby cutting them off from potential spawning and rearing areas. Replacement of the culvert will allow native fish to access these important habitats along Dohman Creek for the first time in several decades.

**Project Work Plan**

Pacific County will replace the undersized culvert at 67th Place with a 72" diameter by 60 foot long aluminum pipe arch (Figure 2). In addition, a 36" diameter by 105 foot long HDPE dual wall pipe will be added to transport the roadside drainage where an existing driveway culvert will be removed. The existing corrugated metal pipe will be removed along with excavated materials. The original material will be returned to the excavated site, along with the placement of clean 1½" bedding material, followed by 6" of crushed surfacing top course and hot mix asphalt.

Revised 08/14
Figure 1. Location map

Pacific County
67th Place Culvert Replacement
1 inch = 880 feet

February 26, 2010

Revised 08/14
Figure 2. Design of culvert replacement
USFWS will:

Prior to replacement of the culvert, USFWS will work with the Federal Highway Administration to complete the following compliance:

- Section 7 of the Endangered Species Act for Service listed species
- Section 106 of the National Historic Preservation Act
- Section 7 of the Endangered Species Act for National Oceanic and Atmospheric Administration National Marine Fisheries listed species

USFWS will also provide technical assistance as needed to ensure that the culvert replacement project meets the needs of native salmonids.

The Landowner(s) will:

Prior to replacement of the culvert, Pacific County will complete and/or obtain the following:

- SEPA checklist
- Hydraulic Project Approval from Washington State Department of Fish and Wildlife
- Substantial Shoreline Development Condition Use Permit from Pacific County Department of Community Development

All other required public notifications and agency approvals for this project have already been completed.

The other Cooperator(s) will:

In addition to assisting USFWS with completion of compliance activities, the Federal Highway Administration will provide $60,000 to Pacific County for the acquisition and installation of the replacement culvert.

Additional information as required for the project:
N/A

Revised 08/14
### Budget Table:

<table>
<thead>
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<th>Landowner</th>
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<th>Other Non-USFWS</th>
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<td>$0 (in-kind)</td>
<td>$0 (in-kind)</td>
<td>$60,000</td>
<td>$60,000</td>
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</table>

"The total cost-share by the Cooperator, the USFWS, and the Landowner must remain the same, however allocations by category may be redistributed upon prior approval by the USFWS.

Any work to be completed may be modified with the mutual agreement of the aforementioned parties.

### Budget Narrative:

The Federal Highway Administration will allocate $60,000 from the larger FLAP award towards acquisition and installation of the culvert at 67th Place. Pacific County and USFWS will not directly contribute funds to this aspect of the larger FLAP award, but will contribute a yet to be determined amount of in-kind labor and technical assistance.
AGENDA REQUEST FORM

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

BOCC ACTION:  ☐ APPROVED  ☐ DENIED

Initial: ___________________ Date: ___________________

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN  ☐ REFERRED TO: ___________________

☐ 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.

☐ DCO  ☐ 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

Resolution for temporary closure of 67th Place Road No. 12800 for culvert replacement at Doehman Creek.

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

Adopt Resolution 2018-_____ for temporary closure of 67th Place - Road No. 12800 for culvert replacement at Doehman Creek

Revised 2/2015
Exhibit A to Contract/Agreement/Grant Review Policy
BEFORE THE BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

RESOLUTION NO. 2018 - __________

IN THE MATTER OF A TEMPORARY CLOSURE OF
67th PLACE NO. 12800 AT MP 2.28 FOR CULVERT REPLACEMENT
DURING THE 2018 SUMMER CONSTRUCTION SEASON

WHEREAS, 67th Place Road No. 12800 has received funding through the Federal Lands Access Program (FLAP) Project Name/Number: WA Pacific 2015(1) Public Access Enhancement to Willapa National Wildlife Refuge; and

WHEREAS, construction of this project is scheduled for summer, 2020 with the replacement of the Doehman Creek Culvert located on 67th Place at MP 2.28 included in this project and the culvert is failing and in need of immediate replacement; and

WHEREAS, through a Cooperative Agreement the Federal Highway Administration has authorized Pacific County Road Maintenance Crews to proceed with replacement of the failed culvert in the 2018 summer construction season; and

WHEREAS, beyond the culvert is Federal lands under ownership of the United State Fish and Wildlife Service who have authorized Pacific County Road Maintenance Crews to proceed with the replacement of the culvert knowing the roadway will be closed to traffic for up to one (1) week while traffic will be detoured through Federal lands; and

WHEREAS, advance notification of the road closure would be posted at the intersection of Sandridge Road and 67th Place; now therefore

IT IS HEREBY RESOLVED that 67th Place Road No. 12800 at MP 2.28 will be closed to all traffic for the culvert replacement during the 2018 summer construction season; and

IT IS HEREBY FURTHER RESOLVED the travelling public will be notified of the closure by signing at the project and at the intersection with Sandridge Road; and

IT IS STILL HEREBY FURTHER RESOLVED the County Engineer is hereby directed to post the appropriate signing of this road and notify appropriate emergency services of this closure.

PASSED BY THE BOARD OF PACIFIC COUNTY COMMISSIONERS 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 this _______ day of __________________, 2018.

_____ YEA; _____ NAY; _____ ABSTAIN; and _____ ABSENT

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

Lisa Olsen, Chair

ATTEST

Frank Wolfe, Commissioner

Marie Guernsey
Clerk of the Board

Lisa Ayers, Commissioner
Approve Project Prospectus and Local Agency Agreement with WA State Department of Transportation pertaining to the Camp One/Heckard Road Intersection Correction Project and authorize Chair and County Engineer to sign.
The Local Agency having complied, or hereby agreeing to comply, with the terms and conditions set forth in (1) Title 23, U.S. Code Highways, (2) the regulations issued pursuant thereto, (3) 2 CFR Part 200, (4) the policies and procedures promulgated by the Washington State Department of Transportation, and (5) the federal aid project agreement entered into between the State and Federal Government, relative to the above project, the Washington State Department of Transportation will authorize the Local Agency to proceed on the project by a separate notification. Federal funds which are to be obligated for the project may not exceed the amount shown herein on line r, column 3, without written authority by the State, subject to the approval of the Federal Highway Administration. All project costs not reimbursed by the Federal Government shall be the responsibility of the Local Agency.

Project Description

Name: Camp One/Heckard Intersection Correction
Termini: Camp One Road MP 1.38 and Heckard Road MP 1.02

Description of Work

The Pacific County Realignment Intersection Project is located at Camp One County Road/Heckard Road. Work will include; removal of the roadway sections, drainage work, and construction of a "T" intersection.

Project Agreement End Date: 12/31/2019
Proposed Advertisement Date: 10/1/2018

<table>
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<tr>
<th>Type of Work</th>
<th>(1) Estimated Total Project Funds</th>
<th>(2) Estimated Agency Funds</th>
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<td>Ratio for CN</td>
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Agency Official

By
Title

Washington State Department of Transportation

By
Director, Local Programs

Date Executed

DOT Form 140-039
Revised 05/2015
Construction Method of Financing (Check Method Selected)

State Ad and Award

Method A - Advance Payment - Agency Share of total construction cost (based on contract award)
Method B - Withhold from gas tax the Agency's share of total construction cost (line 5, column 2) in the amount of

\[ \text{at } \]$ \quad \text{per month for } \quad \text{months.}

Local Force or Local Ad and Award

✓ Method C - Agency cost incurred with partial reimbursement

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 set forth below. Adopted by official action on , Resolution/Ordinance No.

Provisions

I. Scope of Work

The Agency shall provide all the work, labor, materials, and services necessary to perform the project which is described and set forth in detail in the "Project Description" and "Type of Work."

When the State acts for and on behalf of the Agency, the State shall be deemed an agent of the Agency and shall perform the services described and indicated in "Type of Work" on the face of this agreement, in accordance with plans and specifications as proposed by the Agency and approved by the State and the Federal Highway Administration.

When the State acts for the Agency but is not subject to the right of control by the Agency, the State shall have the right to perform the work subject to the ordinary procedures of the State and Federal Highway Administration.

II. Delegation of Authority

The State is willing to fulfill the responsibilities to the Federal Government by the administration of this project. The Agency agrees that the State shall have the full authority to carry out this administration. The State shall review, process, and approve documents required for federal aid reimbursement in accordance with federal requirements. If the State advertises and awards the contract, the State will further act for the Agency in all matters concerning the project as requested by the Agency. If the Local Agency advertises and awards the project, the State shall review the work to ensure conformity with the approved plans and specifications.

III. Project Administration

Certain types of work and services shall be provided by the State on this project as requested by the Agency and described in the Type of Work above. In addition, the State will furnish qualified personnel for the supervision and inspection of the work in progress. On Local Agency advertised and awarded projects, the supervision and inspection shall be limited to ensuring all work is in conformance with approved plans, specifications, and federal aid requirements. The salary of such engineer or other supervisor and all other salaries and costs incurred by State forces upon the project will be considered a cost thereof. All costs related to this project incurred by employees of the State in the customary manner on highway payrolls and vouchers shall be charged as costs of the project.

IV. Availability of Records

All project records in support of all costs incurred and actual expenditures kept by the Agency are to be maintained in accordance with local government accounting procedures prescribed by the Washington State Auditor's Office, the U.S. Department of Transportation, and the Washington State Department of Transportation. The records shall be open to inspection by the State and Federal Government at all reasonable times and shall be retained and made available for such inspection for a period of not less than three years from the final payment of any federal aid funds to the Agency. Copies of said records shall be furnished to the State and/or Federal Government upon request.

V. Compliance with Provisions

The Agency shall not incur any federal aid participation costs on any classification of work on this project until authorized in writing by the State for each classification. The classifications of work for projects are:

1. Preliminary engineering.
2. Right of way acquisition.
3. Project construction.

Once written authorization is given, the Agency agrees to show continuous progress through monthly billings. Failure to show continuous progress may result the Agency's project becoming inactive, as described in 23 CFR 630, and subject to de-obligation of federal aid funds and/or agreement closure.

If right of way acquisition, or actual construction of the road for which preliminary engineering is undertaken is not started by the close of the tenth fiscal year following the fiscal year in which preliminary engineering phase was authorized, the Agency will repay to the State the sum or sums of federal funds paid to the Agency under the terms of this agreement (see Section IX).

If actual construction of the road for which right of way has been purchased is not started by the close of the tenth fiscal year following the fiscal year in which the right of way phase was authorized, the Agency will repay to the State the sum or sums of federal funds paid to the Agency under the terms of this agreement (see Section IX).
The Agency agrees that all stages of construction necessary to provide the initially planned complete facility within the limits of this project will conform to at least the minimum values set by approved statewide design standards applicable to this class of highways, even though such additional work is financed without federal aid participation.

The Agency agrees that on federal aid highway construction projects, the current federal aid regulations which apply to liquidated damages relative to the basis of federal participation in the project cost shall be applicable in the event the contractor fails to complete the contract within the contract time.

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).

1. Project Construction Costs

Project construction financing will be accomplished by one of the three methods as indicated in this agreement.

Method A - The Agency will place with the State, within (20) days after the execution of the construction contract, an advance in the amount of the Agency’s share of the total construction cost based on the contract award. The State will notify the Agency of the exact amount to be deposited with the State. The State will pay all costs incurred under the contract upon presentation of progress billings from the contractor. Following such payments, the State will submit a billing to the Federal Government for the federal aid participation share of the cost. When the project is substantially completed and final actual costs of the project can be determined, the State will present the Agency with a final billing showing the amount due the State or the amount due the Agency. This billing will be cleared by either a payment from the Agency to the State or by a refund from the State to the Agency.

Method B - The Agency's share of the total construction cost as shown on the face of this agreement shall be withheld from its monthly fuel tax allotments. The face of this agreement establishes the months in which the withholding shall take place and the exact amount to be withheld each month. The extent of withholding will be confirmed by letter from the State at the time of contract award. Upon receipt of progress billings from the contractor, the State will submit such billings to the Federal Government for payment of its participating portion of such billings.

Method C - The Agency may submit vouchers to the State in the format prescribed by the State, in duplicate, not more than once per month for those costs eligible for Federal participation to the extent that such costs are directly attributable and properly allocable to this project. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for Federal participation unless claimed under a previously approved indirect cost plan.

The State shall reimburse the Agency for the Federal share of eligible project costs up to the amount shown on the face of this agreement. At the time of audit, the Agency will provide documentation of all costs incurred on the project. The State shall bill the Agency for all costs incurred by the State relative to the project. The State shall also bill the Agency for the federal funds paid by the State to the Agency for project costs which are subsequently determined to be ineligible for federal participation (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 (see Section IX).

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.

DOT Form 140-039
Revised 05/2015
Page 3
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.

X. Traffic Control, Signing, Marking, and Roadway Maintenance

The Agency will not permit any changes to be made in the provisions for parking regulations and traffic control on this project without prior approval of the State and Federal Highway Administration. The Agency will not install or permit to be installed any signs, signals, or markings not in conformance with the standards approved by the Federal Highway Administration and MUTCD. The Agency will, at its own expense, maintain the improvement covered by this agreement.

XI. Indemnity

The Agency shall hold the Federal Government and the State harmless from and shall process and defend at its own expense all claims, demands, or suits, whether at law or equity brought against the Agency, State, or Federal Government, arising from the Agency's execution, performance, or failure to perform any of the provisions of this agreement, or of any other agreement or contract connected with this agreement, or arising by reason of the participation of the State or Federal Government in the project, PROVIDED, nothing herein shall require the Agency to reimburse the State or the Federal Government for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Federal Government or the State.

XII. Nondiscrimination Provision

No liability shall attach to the State or Federal Government except as expressly provided herein.

The Agency shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any USDOT-assisted contract and/or agreement or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Agency shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts and agreements. The WSDOT's DBE program, as required by 49 CFR Part 26 and as approved by USDOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Agency of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

The Agency hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the rules and regulations of the Secretary of Labor in 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee or understanding pursuant to any federal program involving such grant, contract, loan, insurance or guarantee, the required contract provisions for Federal Aid Contracts (FHWA 1273), located in Chapter 44 of the Local Agency Guidelines. The Agency further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the applicant so participating is a State or Local Government, the above equal opportunity clause is not applicable to any agency, instrumentality, or subdivision of such government which does not participate in work on or under the contract.

The Agency also agrees:

1. To assist and cooperate actively with the State in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and rules, regulations, and relevant orders of the Secretary of Labor.
2. To furnish the State such information as it may require for the supervision of such compliance and that it will otherwise assist the State in the discharge of its primary responsibility for securing compliance.
3. To refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, government contracts and federally assisted construction contracts pursuant to the Executive Order.
4. To carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the State, Federal Highway Administration, or the Secretary of Labor pursuant to Part II, subpart D of the Executive Order.

In addition, the Agency agrees that if it fails or refuses to comply with these undertakings, the State may take any or all of the following actions:

a. Cancel, terminate, or suspend this agreement in whole or in part;

b. Refrain from extending any further assistance to the Agency under the program with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the Agency; and

c. Refer the case to the Department of Justice for appropriate legal proceedings.
XIII. Liquidated Damages

The Agency hereby agrees that the liquidated damages provisions of 23 CFR Part 635, Subpart 127, as supplemented, relative to the amount of Federal participation in the project cost, shall be applicable in the event the contractor fails to complete the contract within the contract time. Failure to include liquidated damages provision will not relieve the Agency from reduction of federal participation in accordance with this paragraph.

XIV. Termination for Public Convenience

The Secretary of the Washington State Department of Transportation may terminate the contract in whole, or from time to time in part, whenever:

1. The requisite federal funding becomes unavailable through failure of appropriation or otherwise.
2. The contractor is prevented from proceeding with the work as a direct result of an Executive Order of the President with respect to the prosecution of war or in the interest of national defense, or an Executive Order of the President or Governor of the State with respect to the preservation of energy resources.
3. The contractor is prevented from proceeding with the work by reason of a preliminary, special, or permanent restraining order of a court of competent jurisdiction where the issuance of such order is primarily caused by the acts or omissions of persons or agencies other than the contractor.
4. The Secretary is notified by the Federal Highway Administration that the project is inactive.
5. The Secretary determines that such termination is in the best interests of the State.

XV. Venue for Claims and/or Causes of Action

For the convenience of the parties to this contract, it is agreed that any claims and/or causes of action which the Local Agency has against the State of Washington, growing out of this contract or the project with which it is concerned, shall be brought only in the Superior Court for Thurston County.

XVI. Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying

The approving authority certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, and contracts and subcontracts under grants, subgrants, loans, and cooperative agreements) which exceed $100,000, and that all such subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification as a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

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).

Additional Provisions
Federal Aid Project Number: HSIP
Local Agency Project Number: (WSDOT Use Only)

Agency: County of Pacific
CA Agency: Yes
Federal Program Title: 20.205 Other

Project Title: Camp One/Heckard Intersection Correction
Start Latitude: N 46.6676N
End Latitude: N 46.6676N
Start Longitude: W 123.6771W
End Longitude: W 123.6771W

Project Term: From-To
Camp One MP 1.38 Heckard MP 1.02
Nearest City Name: Raymond
Project Zip Code (+4): 98577

Begin Mile Post: 0
End Mile Post: 0
Length of Project: 0
Award Type: Local

Route ID: Begin Mile Point 0
End Mile Point 0
City Number: 025
County Number: 025
County Name: Pacific

WSDOT Region: 19
Legislative District(s): 3
Congressional District(s): 3
Urban Area Number: CWCOCG

Phase | Total Estimated Cost (Nearest Hundred Dollar) | Local Agency Funding (Nearest Hundred Dollar) | Federal Funds (Nearest Hundred Dollar) | Phase Start Date
--- | --- | --- | --- | ---
P.E. | 10,000 | 1,000 | 9,000 |
R/W | Const. | 150,000 | 150,000 |
Total | 160,000 | 1,000 | 159,000 |

Description of Existing Facility (Existing Design and Present Condition)
Roadway Width: 20 feet to 24 feet
Number of Lanes: 2

The intersection is unique in that 3 roadways intersect but not at correct angles to include; Heckard Road No. 69550 MP 1.02, Camp One Road No. 96190 MP 1.38, and Armstrong Road No. 66010 at MP 0.15.

Description of Proposed Work
Description of Proposed Work (Attach additional sheet(s) if necessary)
The Pacific County Realignment Intersection Project is located at Camp One Road/Heckard Road. Work will include; removal of the roadway sections, drainage work and construction of a "T" intersection.

Local Agency Contact Person
Michael Collins
Title: Director/County Engineer
Phone: 360-875-9368
Mailing Address: 211 N Commercial Street
City: Raymond
State: WA
Zip Code: 98577

Project Prospectus
By: ____________________
Title: Director/County Engineer

Approving Authority

DOT Form 140-101
Revised 04/2015
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<td>□ Class II - Categorically Excluded (CE)</td>
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<td>✓ Class II - Categorically Excluded (CE)</td>
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<tr>
<td>□ Projects Requiring Documentation (Documented CE)</td>
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<tr>
<td>□ Class III - Environmental Assessment (EA)</td>
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Environmental Considerations
### Right of Way

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<tr>
<td>☐ Relocation Required</td>
<td></td>
</tr>
</tbody>
</table>

### Utilities

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️ No utility work required</td>
<td></td>
</tr>
<tr>
<td>☐ All utility work will be completed prior to the start of the construction contract</td>
<td></td>
</tr>
<tr>
<td>☐ All utility work will be completed in coordination with the construction contract</td>
<td></td>
</tr>
</tbody>
</table>

### Railroad

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️ No railroad work required</td>
<td></td>
</tr>
<tr>
<td>☐ All railroad work will be completed prior to the start of the construction contract</td>
<td></td>
</tr>
<tr>
<td>☐ All the railroad work will be completed in coordination with the construction contract</td>
<td></td>
</tr>
</tbody>
</table>

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

Utilities will be identified and any relocation will be adjusted prior to construction.

### FAA Involvement

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

### Remarks

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

Agency: County of Pacific - Board of County Commissioners  
Date:  
By: ___________________________ Mayor/Chairperson
Adopt Resolution 2018-_______ amending Fees For Services performed by Pacific County Department Of Community Development and Department of Public Works in support of building, environmental health, and land use review, and rescind Resolution 2016-056 and to become effective July 1, 2018.

---

AGENDA ITEM REQUEST

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

<table>
<thead>
<tr>
<th>DEPARTMENT/OFFICE:</th>
<th>Community Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION [if applicable]:</td>
<td>Building/Planning</td>
</tr>
<tr>
<td>OFFICIAL NAME &amp; TITLE:</td>
<td>Shawn Humphreys, Deputy Director</td>
</tr>
<tr>
<td>PHONE / EXT:</td>
<td>2662</td>
</tr>
</tbody>
</table>

| SIGNATURE: | DATE: 5/16/2018 |

| NARRATIVE OF REQUEST |

The Department is proposing to revise the fee schedule, adopted by Resolution 2016-056 on December 28, 2016.

<table>
<thead>
<tr>
<th>RECOMMENDED MOTION</th>
<th>(To Be Completed by the Clerk/Deputy Clerk of the Board)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adopt Resolution 2018-_______ amending Fees For Services performed by Pacific County Department Of Community Development and Department of Public Works in support of building, environmental health, and land use review, and rescind Resolution 2016-056 and to become effective July 1, 2018</td>
<td></td>
</tr>
</tbody>
</table>

Revised 2/2015

Exhibit A: Contract/Agreement/Grant Review Policy
BEFORE THE BOARD OF PACIFIC COUNTY COMMISSIONERS

RESOLUTION NO. 2018 - __________

A RESOLUTION AMENDING FEES FOR SERVICES PERFORMED BY PACIFIC COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT AND DEPARTMENT OF PUBLIC WORKS IN SUPPORT OF BUILDING, ENVIRONMENTAL HEALTH, AND LAND USE REVIEW, AND RESCINDING RESOLUTION 2016-056

WHEREAS, in the matter of providing services to the public and other municipal entities, the Board of Pacific County Commissioners and the Local Board of Health have reviewed state statutes and county ordinances, resolutions, rules, regulations, policies and procedures; and

WHEREAS, the Department of Community Development conducted a cost analysis for services provided to the public and other municipal entities; and

WHEREAS, the fees listed on Attachment A-Fee Schedule reflect actual costs involved for the services provided to the public and municipal entities; and

WHEREAS, it was been determined to be in the best interest of the public and other municipal entities to conduct a recurring cost analysis as part of the annual budget review process.

NOW THEREFORE, IT IS HEREBY RESOLVED, that Attachment A-Fee Schedule be adopted, and that Resolution 2016-056 and all other conflicting resolutions are hereby rescinded.

IT IS HEREBY FURTHER RESOLVED, that Attachment A-Fee Schedule shall become effective the 1st day of July, 2018.

PASSED by the following vote this ________ day of _____________________, 20______ 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 COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

____________________________________
Lisa Olsen, Chair

ATTEST

____________________________________
Frank Wolfe, Commissioner

____________________________________
Marie Guernsey
Clerk of the Board

____________________________________
Lisa Ayers, Commissioner
## Section 1: Application Processing

| A. Application Processing Fee (Charged on all applications, licenses, etc) &num;1 | $65.00 |
| B. Technology Fee (Charged on all applications, licenses, renewals, etc) | $10.00 |
| C. NSF fee | $25.00 |

## Section 2: Shoreline Substantial Development

| A. Exemption-Substantial Development Permit Application | $160.00 |
| B. Exemption- Forest Practice Review &num;2 | $50.00 |
| C. Shorelines Substantial Development Permit (Type II Review Process) | $1,255.00 |
| D. Shorelines Substantial Development Permit (Type III Review Process) | $1,435.00 |
| E. Conditional Use Permit (Type III Review Process) | $1,435.00 |
| F. Shoreline Variance (Type II Review Process) | $1,255.00 |
| G. Sand Removal-Substantial Development Permit Application | $185.00 |
| H. Dune Modification and Exemption | $425.00 |
| I. Shorelines Permit Revision | $265.00 |
| J. Public Notice Fee (Shorelines) | $195.00 |

## Section 3: Planning/Zoning

| A. Setback/Zoning Review | $65.00 |
| B. Zoning Variance (Type III Review Process) >25% | $1,085.00 |
| C. Conditional Use Permit (Type III Review Process) | $1,085.00 |
| D. Special Use Permit (Type II Review Process) | $985.00 |
| E. Change of Zone (Site Specific Rezone) Application (Type III Review Process) | $1,670.00 |
| F. Comprehensive Plan Amendment/Ordinance Amendment (Type IV Review Process) | $2,165.00 |
| G. Forest Land Conversion Review (Conversion review, conversion option harvest plans, moratorium waivers) | $460.00 |
| H. WCF Application Review (Type I Review Process) &num;3 | $185.00 |
| I. WCF Application Review (Type II Review Process) &num;4 | $1,145.00 |
| J. WCF Application Review (Type III Review Process) &num;5 | $1,745.00 |
| K. Floodplain Development Permit | $160.00 |
| L. Oysterville Design Review &num;6 | $305.00 |
| M. Oysterville Design Review - Minor/Major (Type III Review Process) | $1,745.00 |
| N. Public Notice Fee | $195.00 |
| O. Vacation Rental License | $90.00 |
| P. Type I Administrative Variance &num;7 | $160.00 |
| Q. Type II Administrative Variance &num;8 | $650.00 |

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1 Not applicable to temporary food permits
2 Review for timber harvest/forest practices only for compliance with the Shoreline Master Program
3 Cell Tower Review Type I (Attaching antenna to existing tower)
4 Cell Tower Review Type II (New tower co-located)
5 Cell Tower Review Type III (New tower, variance)
6 Administrative Review
7 Heard by Administrator or their designee; applies to variance requests that are 0-10% of the numerical standards
8 Heard by the administrator or their designee; applies to variance requests that are 11-25% of the numerical standards
Section 4: Critical Areas and Resource Lands (CARL)/Land Alteration and Drainage Ordinance (LADO)

| A. CARL and LADO Checklist Review/Site Evaluation | $210.00 |
| B. CARL Assessment, Delineation, Mitigation Plan Review, and Geo-Tech Report Review | $320.00 |
| C. CARL Variance >25% (Type II Review Process) | $985.00 |
| D. Viable Use Exception Review (Type II Review Process) | $985.00 |
| E. Public Notice Fee (CARL/LADO) | $195.00 |
| F. Type I Administrative Variance | $160.00 |
| G. Type II Administrative Variance | $700.00 |
| H. Wetland Mitigation Bank (Type II Review Process) | $985.00 |
| I. CARL Exemption Review | $160.00 |
| J. Buffer Width Averaging Review | $160.00 |
| K. Hazard Tree Removal | $50.00 |

Section 5: State Environmental Policy Act (SEPA)

| A. Environmental (SEPA) Checklist Filing Fee | $285.00 |
| B. Threshold Determinations Review Fee Commercial Industrial Rezones (additional fee) | $265.00 |
| | Subdivision or Short Platting not exempted under WAC 197-11-800(6)(c) (additional fee) | $265.00 |
| C. DNS – Determination of Non-Significance | $265.00 |
| D. Mitigated Determination of Non-significance | $265.00 |
| E. Environmental Impact Statement (EIS) | $265.00 |
| F. Public Notice Fee (SEPA) (minimum fee) | $195.00 |
| G. SEPA Exemption Fee | $160.00 |

9 See Footnote 7
10 See Footnote 8
11 Applies to emergency activities, modification of buildings, and dune mowing for fire protection purposes; exempted under subsection 3.E. of Ord. No. 180
12 Additional fees will be required 1). Commercial Industrial Rezones 2). Subdivision or short plat that are not exempted under WAC 197-11-800(6)(a). Note: No threshold determination fee shall be charged for a proposal which could be categorically exempt by for the provisions of the County’s Ordinances.
14 Additional fees may be applied for mitigated Determination of Non-Significance that may be incurred from the actual time spent by county employees, texts, prints, advertising, mailings, and/or additional mitigation review costs.
15 Additional fees may be applied for review of Environmental Impact Statement that may be incurred from the actual time spent by county employees, texts, prints, advertising, mailings, and/or additional document review costs.
16 The County shall collect a reasonable fee from applicants to cover the cost of meeting any public notice requirement of the County’s rules (Pacific County SEPA Ordinance)
17 Assessed when a letter of determination is required or requested.
### Section 6: Subdivision(s)

#### Short Subdivision/Large Lot Fees (1-4 lots)

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Short Plat or Large Lot Subdivision (1-4) Lots Pre-application</td>
<td>No charge</td>
</tr>
<tr>
<td>B. Short Plat or Large Lot Subdivision Preliminary Application</td>
<td>$650.00+$30/lot</td>
</tr>
<tr>
<td>C. Minor Revisions (no hearing/no re-advertisement)</td>
<td>$260.00</td>
</tr>
<tr>
<td>D. Major Revisions (hearing and/or re-advertisement)</td>
<td>$520.00</td>
</tr>
<tr>
<td>E. Amended Short Plat or Large Lot</td>
<td>$325.00</td>
</tr>
<tr>
<td>F. Plat Feasibility Review Septic/Well (On-site Sewage Evaluation for short subdivisions, long subdivisions, large lots subdivision)</td>
<td>$400.00+$65/additional lot</td>
</tr>
<tr>
<td>G. Final Short Plat or Large Lot Review (includes public hearing with Hearings Examiner)</td>
<td>$65/lot+recording fee</td>
</tr>
<tr>
<td>H. Re-division or Alteration of Large Lot or Short Subdivision</td>
<td>$650+$30/lot</td>
</tr>
<tr>
<td>I. Land Division Exemption Review</td>
<td>$520.00</td>
</tr>
<tr>
<td>J. Refundable Cash Payment in lieu of public improvements</td>
<td>$195.00</td>
</tr>
<tr>
<td>K. Type I Administrative Variance</td>
<td>$160.00</td>
</tr>
<tr>
<td>L. Type II Administrative Variance</td>
<td>$700.00</td>
</tr>
</tbody>
</table>

#### Long Subdivision (5 or more lots)

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Long Subdivision Pre-Application</td>
<td>No Charge</td>
</tr>
<tr>
<td>B. Long Subdivision Preliminary Plat Application</td>
<td>$975.00 + $45.00/lot</td>
</tr>
<tr>
<td>C. Minor Revision (no hearing, no re-advertisement)</td>
<td>$325.00</td>
</tr>
<tr>
<td>D. Major Revision (hearing and/or re-advertisement)</td>
<td>$520.00</td>
</tr>
<tr>
<td>E. Final Subdivision Review</td>
<td>$65.00/lot+ recording fee</td>
</tr>
<tr>
<td>F. Amend Subdivision or Redivision</td>
<td>$520.00</td>
</tr>
<tr>
<td>G. Redivision or Alteration of Long Subdivision</td>
<td>$975.00+$45.00/lot</td>
</tr>
<tr>
<td>H. Plat Feasibility Review Septic/Well (On-site Sewage Evaluation for short subdivisions, long subdivisions, large lots subdivision)</td>
<td>$400.00+$65/additional lot</td>
</tr>
<tr>
<td>I. Refundable cash payment in lieu of public improvements</td>
<td>150% of estimated cost</td>
</tr>
<tr>
<td>J. Short Plat/Subdivision/Large Lot Exemption Review</td>
<td>$65/lot+recording fee</td>
</tr>
<tr>
<td>K. Public Notice Fee (Subdivision)</td>
<td>$195.00</td>
</tr>
<tr>
<td>L. Type I Administrative Variance</td>
<td>$160.00</td>
</tr>
<tr>
<td>M. Type II Administrative Variance</td>
<td>$700.00</td>
</tr>
</tbody>
</table>

#### Subdivision Variance

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Variance Review &gt;25% (Type II Review Process)</td>
<td>$985.00</td>
</tr>
<tr>
<td>B. Lot Size or other Variance from Subdivision Standard</td>
<td>$1,695.00</td>
</tr>
<tr>
<td>C. Plat Vacation</td>
<td>$985.00</td>
</tr>
<tr>
<td>D. Recording</td>
<td>As charged by Auditor</td>
</tr>
<tr>
<td>E. Binding site plan review (Type III Review Process)</td>
<td>$1,085.00</td>
</tr>
<tr>
<td>F. Type I Administrative Variance</td>
<td>$160.00</td>
</tr>
<tr>
<td>G. Type II Administrative Variance</td>
<td>$700.00</td>
</tr>
</tbody>
</table>

---

18 The work of a standard septic/well evaluation is performed as in any other lot/parcel. However, due to the volume of evaluations possible with a short/large plat, the standard rate isn’t feasible for each lot and so an hourly rate will be charged per additional lot.

19 If DCD is tasked to record the documents with the Auditor’s Office then recording fees will be assessed by DCD. If the applicant records the documents themselves then the fee is assessed at the time of recordation with the County Auditor.

20 Exemptions listed in Land Division Ordinance Section 3(B).

21 See Footnote 7

22 See Footnote 8

23 See Footnote 10

24 See Footnote 7

25 See Footnote 8

26 See Footnote 7

27 See Footnote 8
### Boundary Line Adjustment

| A. Boundary Line Adjustment | $210.00 |
| B. Type I Administrative Variance | $160.00 |
| C. Type II Administrative Variance | $700.00 |

### Section 7: Appeal(s)

| A. Appeal of Type I Decision | $260.00 |
| B. Appeal of Type II or III Decision | $390.00 |
| C. Appeal of Type IV Decision | $390.00 |
| D. Appeal of Franchise Decision | $260.00 |

### Section 8: Public Works Development Review

| A. Road Right-of-Way Fee (road access/approach) | $50.00 |
| B. Drainage Fee | $300.00 |
| C. Addressing | $25.00 |
| D. Road Review Fee (Subdivision) | $65.00/hr |
| E. Franchise Application | $520.00 |
| F. Sand Haul/Overweight Permit | $20.00 |

### Section 9: Building Permits

**Total Valuation (plus 65% of Value for Plan Check Fees)**

<table>
<thead>
<tr>
<th>Total Valuation</th>
<th>Plan Check Fee</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1.00 to $500.00</td>
<td>$23.50</td>
<td>$23.50</td>
</tr>
<tr>
<td>$501.00 to $2,000.00</td>
<td>$23.50 + $3.05 for each additional $100.00 or fraction thereof</td>
<td>$23.50 + $3.05 per increment</td>
</tr>
<tr>
<td>$2,001.00 to $25,000.00</td>
<td>$69.25 + $14.00 for each additional $1,000.00 or fraction thereof</td>
<td>$69.25 + $14.00 per increment</td>
</tr>
<tr>
<td>$25,001.00 to $50,000.00</td>
<td>$391.25 + $10.10 for each additional $1,000.00 or fraction thereof</td>
<td>$391.25 + $10.10 per increment</td>
</tr>
<tr>
<td>$50,001.00 to $100,000.00</td>
<td>$643.75 + $7.00 for each additional $1,000.00 or fraction thereof</td>
<td>$643.75 + $7.00 per increment</td>
</tr>
<tr>
<td>$100,001.00 to $500,000.00</td>
<td>$993.75 + $5.60 for each additional $1,000.00 or fraction thereof</td>
<td>$993.75 + $5.60 per increment</td>
</tr>
<tr>
<td>$500,001.00 to $1,000,000.00</td>
<td>$3233.75 + $4.74 for each additional $1,000.00 or fraction thereof</td>
<td>$3233.75 + $4.74 per increment</td>
</tr>
<tr>
<td>$1,000,001.00 and Up</td>
<td>$5603.75 + $3.65 for each additional $1,000.00 or fraction thereof</td>
<td>$5603.75 + $3.65 per increment</td>
</tr>
</tbody>
</table>

---

28 Recording fees assessed at time of recording w/ County Auditor
29 See Footnote 7
30 See Footnote 8
31 Fees shall follow the most current fee schedule adopted by the Board of County Commissioners
32 The fees for each building permit, plumbing permit, and/or mechanical permit are based on finished value rather than true cost; therefore, volunteer labor and furnished materials must be included.
33 Not applicable to agriculture buildings; no plan review or inspections are performed so no building fees are applied.
34 The following values were taken from the 1997 Uniform Building Code Table 1-A. The plan review fee shall be sixty-five (65) percent of the building permit fee as established in the Table titled “Total Valuation” in this resolution.
## Building Valuations

(all valuations per square foot unless otherwise noted)

<table>
<thead>
<tr>
<th>Type of Building</th>
<th>Valuation per sq ft</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Single Family Dwelling</td>
<td>$84.86</td>
</tr>
<tr>
<td>B. Residential Addition</td>
<td>$84.86</td>
</tr>
<tr>
<td>C. Residential Interior Remodel (Non-structural)</td>
<td>$42.43</td>
</tr>
<tr>
<td>D. Residential Interior Remodel (Structural)</td>
<td>$84.86</td>
</tr>
<tr>
<td>E. Basement (Unfinished)</td>
<td>$21.22</td>
</tr>
<tr>
<td>F. Garage</td>
<td>$30.64</td>
</tr>
<tr>
<td>G. Carport/Shed</td>
<td>$20.93</td>
</tr>
<tr>
<td>H. Deck (Covered)</td>
<td>$12.25</td>
</tr>
<tr>
<td>I. Deck (Uncovered)</td>
<td>$10.40</td>
</tr>
<tr>
<td>J. Pole Building</td>
<td>$24.51</td>
</tr>
<tr>
<td>K. Foundation Under Existing House (per lineal foot)</td>
<td>$65.00</td>
</tr>
<tr>
<td>L. Metal Carports (flat rate)</td>
<td>$65.00</td>
</tr>
<tr>
<td>M. Greenhouse</td>
<td>$30.64</td>
</tr>
<tr>
<td>N. Decommission of Cell Tower</td>
<td>$130.00</td>
</tr>
</tbody>
</table>

## Mobile Homes/Manufactured Houses

<table>
<thead>
<tr>
<th>Type of Mobile Home</th>
<th>Valuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Singlewide</td>
<td>$455.00</td>
</tr>
<tr>
<td>B. Doublewide</td>
<td>$520.00</td>
</tr>
<tr>
<td>C. Triplewide</td>
<td>$585.00</td>
</tr>
<tr>
<td>D. Title Elimination Fee</td>
<td>$65.00</td>
</tr>
<tr>
<td>E. Modular Stick-Built</td>
<td>50% of stick-built cost</td>
</tr>
</tbody>
</table>

## Other Building Fees

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Valuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Mechanical/Plumbing Repiping (wood stove/heat pump/propane/repiping/etc)</td>
<td>$65.00</td>
</tr>
<tr>
<td>B. Change in Occupancy</td>
<td>$65.00</td>
</tr>
<tr>
<td>C. Renewal of Building Permit (per 6 month increment; max 2 years)</td>
<td>$50.00</td>
</tr>
<tr>
<td>D. Re-issuance of a Permit Packet</td>
<td>$50.00</td>
</tr>
<tr>
<td>E. State Building Inspection Fee (plus $2.00/each additional unit)</td>
<td>$6.50</td>
</tr>
<tr>
<td>F. State Building Inspection Fee (Commercial)</td>
<td>$25.00</td>
</tr>
<tr>
<td>G. Fire &amp; Life Safety Inspection</td>
<td>$150.00</td>
</tr>
<tr>
<td>H. Greenhouse, partial building permit</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

## Section 10: Fireworks

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Valuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Fireworks - Retail Sales Permit Application</td>
<td>$35.00</td>
</tr>
</tbody>
</table>

---

35 Commercial – Based on Architects or Contractors Bid Information
36 Up to 520 sq ft. Over 520 sq ft, the Carport/Shed valuation will be used if no sides or the Garage valuation if there are two or more sides.
37 Applicable for greenhouses attached to a residence or garage connected to a residence and on a permanent foundation; does not include any structure used for the growing of marijuana
38 The permit fee for installation of a mobile/manufactured is for either a home on a privately owned individual lot or in a mobile home park.
39 Fee collected at time of application and valid for duration of the permit - failure to eliminate title prior to permit expiration requires payment of fee.
40 Structure is substantially built off-site. Building/Plan Check fees are calculated by determining the building/plan check fees for a stick-built house and multiplying by 0.50.
41 Projects permitted under the IBC or IEBC (residential dwellings unit(s), duplexes, townhomes, residential accessory structures, etc.)
42 Applicable to any greenhouse, regardless of size, if attached to a residence or garage connected to a residence OR a greenhouse over 200 sq ft with siding, which can be attached to an ag/shop or detached garage; Siding means a rigid material used to enclose all or some sides of the building, such as plastic sheeting or corrugated material; excludes any structure used for the growing of marijuana
**Section 11: On-site Septic Permit(s)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Evaluation (new/modification/expansion/abandoned system)</td>
<td>$400.00</td>
</tr>
<tr>
<td>B. Installation</td>
<td>$240.00</td>
</tr>
<tr>
<td>C. Design Review$^41$</td>
<td>$240.00</td>
</tr>
<tr>
<td>D. Repair Permit (6 month permit)</td>
<td>$200.00</td>
</tr>
<tr>
<td>E. Site Re-inspection</td>
<td>$115.00</td>
</tr>
<tr>
<td>F. Operation and Maintenance Inspection Review</td>
<td>$50.00</td>
</tr>
<tr>
<td>G. Annual Operation and Maintenance Permit</td>
<td>$115.00</td>
</tr>
<tr>
<td>H. Septic System Variance Fee/Waiver Health Officer Hearing</td>
<td>$475.00</td>
</tr>
<tr>
<td>I. Winter Water Table</td>
<td>$735.00</td>
</tr>
<tr>
<td>J. Design Revision$^44$</td>
<td>$240.00</td>
</tr>
</tbody>
</table>

**Installers/Pumpers/O&M Inspectors**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. License-New$^45$</td>
<td>$275.00</td>
</tr>
<tr>
<td>B. License-Annual Renewal</td>
<td>$160.00</td>
</tr>
<tr>
<td>C. Septic Tank Design Review</td>
<td>$120.00</td>
</tr>
<tr>
<td>D. Retest fee</td>
<td>$160.00</td>
</tr>
<tr>
<td>E. Pump Truck Inspections</td>
<td>$160.00</td>
</tr>
</tbody>
</table>

**Section 12: Water System**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Single-family Well Permit</td>
<td>$160.00</td>
</tr>
<tr>
<td>B. Cistern Permit</td>
<td>$490.00</td>
</tr>
</tbody>
</table>

**Section 13: Recreational Vehicle Parks**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. 0-20 spaces</td>
<td>$160.00</td>
</tr>
<tr>
<td>B. 21-50 spaces</td>
<td>$240.00</td>
</tr>
<tr>
<td>C. 51-100 spaces</td>
<td>$320.00</td>
</tr>
<tr>
<td>D. 101 or more spaces</td>
<td>$400.00</td>
</tr>
<tr>
<td>E. Temporary RV Park (less than 7 days in duration)</td>
<td>$80.00</td>
</tr>
</tbody>
</table>

**Section 14: Solid Waste**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Transfer Station Permit-Plus other solid waste plan implementation tipping fee as adopted by separate resolution</td>
<td>$650.00</td>
</tr>
<tr>
<td>B. Land Application Permit</td>
<td>$250.00</td>
</tr>
<tr>
<td>C. Other Solid Waste Sites and Facilities$^46$</td>
<td>$130.00</td>
</tr>
</tbody>
</table>

**Section 15: Water Recreation Facilities$^47$**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Spa</td>
<td>$160.00</td>
</tr>
<tr>
<td>B. Swimming Pool</td>
<td>$320.00</td>
</tr>
</tbody>
</table>

---

$^43$ Additional review by the request of the applicant or the County will be charged an hourly fee.

$^44$ Applicable to any designs that have been altered after the original submittal and resubmitted for review, whether or not the EHS required corrections or if the alteration was voluntary by the applicant or agent.

$^45$ The test is $100 for a homeowner that does not require a license.

$^46$ Includes exempt facilities.

$^47$ Fees are for an annual permit. The same number of inspections is performed at each facility, regardless of the differences in operating times or schedules.
### Section 16: Water Quality

**Laboratory Testing**

<table>
<thead>
<tr>
<th>Test</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Coliform Presence/Absence</td>
<td>$30.00</td>
</tr>
<tr>
<td>B. Membrane Filtration</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

### Section 17: Food

**Food Classes**

<table>
<thead>
<tr>
<th>Class</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Food Handlers Permit</td>
<td>$10.00</td>
</tr>
<tr>
<td>B. Copy of Food Handler Card</td>
<td>$1.00</td>
</tr>
<tr>
<td>C. Food Handlers Booklets</td>
<td>$1.00</td>
</tr>
</tbody>
</table>

**Food Service Establishments**

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Level 1 (cold holding)</td>
<td>$80.00</td>
</tr>
<tr>
<td>B.</td>
<td>Level 2 (cold holding, hot holding)</td>
<td>$160.00</td>
</tr>
<tr>
<td>C.</td>
<td>Level 3 (cold holding, hot holding, reheating, cooling, variances, any type of food prep)</td>
<td>$240.00, $275.00, $320.00, $355.00, $400.00</td>
</tr>
<tr>
<td></td>
<td>0-25 seats</td>
<td>$240.00</td>
</tr>
<tr>
<td></td>
<td>26-50 seats</td>
<td>$275.00</td>
</tr>
<tr>
<td></td>
<td>51-75 seats</td>
<td>$320.00</td>
</tr>
<tr>
<td></td>
<td>76-100 seats</td>
<td>$355.00</td>
</tr>
<tr>
<td></td>
<td>100+ seats</td>
<td>$400.00</td>
</tr>
<tr>
<td>D.</td>
<td>School Cafeteria</td>
<td>$240.00</td>
</tr>
<tr>
<td>E.</td>
<td>Bed &amp; Breakfast</td>
<td>$160.00</td>
</tr>
<tr>
<td>F.</td>
<td>Commissary Kitchen/Caterer</td>
<td>$160.00</td>
</tr>
<tr>
<td>G.</td>
<td>Complex Facilities (includes multiple levels (1, 2, &amp; 3) w/in one establishment) Fee based on highest level (1, 2, or 3) plus a flat rate per facility/department</td>
<td>$60.00</td>
</tr>
</tbody>
</table>

**Temporary Events**

<table>
<thead>
<tr>
<th>Event</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Non-potentially hazardous (per event) – submitted by application deadline</td>
<td>$40.00</td>
</tr>
<tr>
<td>B. Non-potentially hazardous (annual) – submitted by application deadline</td>
<td>$80.00</td>
</tr>
<tr>
<td>C. Potentially hazardous (per event) - submitted by application deadline</td>
<td>$80.00</td>
</tr>
<tr>
<td>D. Potentially hazardous (annual) – submitted by application deadline</td>
<td>$160.00</td>
</tr>
<tr>
<td>E. Temporary Food Establishment Permit Late Fee</td>
<td>$80.00</td>
</tr>
<tr>
<td>F. Sampling of Non-potentially and Potentially Hazardous Food</td>
<td>$35.00</td>
</tr>
</tbody>
</table>

### Section 18: Plan Review for Environmental Health

<table>
<thead>
<tr>
<th>Review Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. All environmental health permits/licenses (2 hour minimum)</td>
<td>$65.00/hr</td>
</tr>
<tr>
<td>B. Change of ownership w/ no change in operations (2 hour minimum)</td>
<td>$65.00/hr</td>
</tr>
<tr>
<td>C. Site Plan Review</td>
<td>$40.00</td>
</tr>
</tbody>
</table>

48 Change of ownership w/ no change in food preparation methods will only be charged the plan review fee. If food preparation methods change from previous owner then a plan review fee and food establishment service establishment fee will be assessed.

49 Level 1 (cold holding)

50 Level 2 (cold holding, hot holding)

51 Level 3 (cold holding, hot holding, reheating, cooling, variances, any type of food prep)

52 Example: A facility with three departments (grocery, deli w/14 seats, and meat market) would pay a Level 3 plus a flat rate of $50.00 per additional department 195+50+50=$295

53 Non-profit organizations will be assessed at ½ the original fee; no application fee will be charged in addition of the permit fee listed

54 Applicable to all applications received after the application deadline; applications must be complete prior to the deadline to avoid the late fee

55 Excludes water recreation facilities, which are sent to the State for review.

56 When review is necessary but no permit is required, i.e. septic review for a garage building permit
Section 19: Miscellaneous Review(s)

| A. | Open Space Applications Requiring Public Review and Public Hearing with Planning Commission (Tax conversions) | $425.00 |
| B. | Permit Revision/Site Plan Revision after Permit Issuance (2 hour minimum) | $65.00/hr |
| C. | Permit Revision/Site Plan Revision prior to permit issuance (An additional review fee assessed if further review is requested by either the applicant or the County.) | $65.00/hr |
| D. | Assembly Ordinance Permits | $200.00 |
| E. | Special Consultation Fee/Special Inspection Fee - Hourly Rate (2 hour minimum) | $65.00/hr |
| F. | Hearings Examiner | $600.00 |
| G. | Administrative Review | $300.00 |

Section 20: Penalty/Additional Fees

| A. | All license renewal fees not received by January 1st | $80.00 |
| B. | All license renewal fees not received by February 1st (in-addition to all previously assessed fees) | $80.00 |
| C. | Posting those facilities/establishments that did not pay their annual license fees | $180.00 |
| D. | Recording Fees (for all notices that are recorded by DCD) | As charged by the Auditor |
| E. | Work started prior to permit issuance or approval shall be assessed a penalty fee totaling 1 1/2 times the total of all permit fees | $65.00/hr |
| F. | A site needing to be re-inspected will be charged at the hourly rate. | $65.00/hr |

Section 21: Hourly Fee

| A. | Hourly rate | $65.00/hr |

Section 22: Administrative

| A. | Copies (8 1/2 x 11 & 8 1/2 x 14 & 11x17) | Per Pacific County Resolution |
| B. | Fax fee (Off public phone network) | Per Pacific County Resolution |
| C. | Tapes/CD Duplication Fee | Per Pacific County Resolution |
| D. | Recording Fee | As charged by Auditor |
| E. | Certified Letters | As charged by the USPS |
| F. | Mileage | Per Pacific County Policy |

All fees are non-refundable, except when an individual withdraws or cancels a building project at which point the individual will receive a refund of 60% of their building fees. No application will be issued without receipt of payment in full of all applicable fees. Any application that remains on inactive status for a period of 180 days will be closed and fees may be forfeited.

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57 If the total cost of the hearing examiner is above the flat fee of $600, the applicant will be charged for the balance of the invoice.
58 In the case that something needs to come before the Board of Health or the Health Officer.
59 Licenses not renewed by February 15th will be terminated and the establishment closed. Re-application and fees will be required to re-open.
60 Establishments that reopen within the same calendar year that they are closed will be required to pay all assessed penalty fees plus annual license fees unless a copy of the Washington State Business License is submitted showing a change of ownership.
61 The penalty fee is 1.5x the total permit cost and is added to the permit fee, i.e. a $200 permit + $300.00 penalty fee = $500.00 fee total.
62 Every inspection will be allowed one re-inspection. Anything beyond two inspections will be charged.
63 The hourly rate includes anything that is not in the fee schedule that takes time and resources, such as special inspections, consultation fees, etc.
64 Determining the exact personnel, equipment, and supply costs associated with duplication is an unduly burdensome task; therefore, the County adopts the following rate structure.
65 Document Fee shall equal sum of duplicating costs and representative proportion of cost of personnel performing duplication of that document. NOTE: If the representative proportion of the cost of personnel performing duplication cannot easily be determined, the fee shall default to A). of this table.
Approve request to post, advertise and hire vacant Environmental Health Specialist position, Grade 14, Step 1, subject to adequate budget appropriations.
AGENDA REQUEST FORM

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

<table>
<thead>
<tr>
<th>BOCC ACTION:</th>
<th>□ APPROVED</th>
<th>□ DENIED</th>
<th>Agenda Item #:</th>
<th>15</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Initial:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

- □ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS
- □ NO ACTION TAKEN/WITHDRAWN
- □ CONTINUED TO DATE: ________________
- □ OTHER: _______________________

DISTRIBUTION LIST:

- □ RF
- □ OF
- □ SEA
- □ Assessor
- □ DPW
- □ NDC
- □ Superior Court
- □ Treasurer
- □ OFA
- □ EMA
- □ PACOM
- □ Veg Mgmt
- □ Clerk
- □ Fair
- □ Prosecutor
- □ WSU Ext.
- □ Civil Service
- □ Health
- □ SDC
- □ Other
- □ DCD
- □ Juvenile
- □ Sheriff

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

OFFICIAL NAME & TITLE: Katie Lindstrom, Deputy Director

SIGNATURE: ___________________________ DATE: 5/8/2018

NARRATIVE OF REQUEST

Requesting approval and signature of grant agreement #WA0352L0T011702 with Housing and Urban Development (HUD). This agreement provides continued funding for the permanent supported housing program (subcontracted to CCAP) that provides rent and case management for individuals who are chronically homeless and disabled. This agreement covers the time period beginning 10-1-2018 through 9-30-2019. The contract total is $236,667 all but $14,889 for administration, passed on to CCAP. Please contact me at ex 2648 with any questions. Thank you!

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

Approve Continuums of Care Program Grant Number WA0352L0T011702 with USA Secretary of Housing and Urban Development for the permanent supported housing program and authorize Chair to sign

Revised 8/2015

Exhibit A to Contract/Agreement/Grant Review Policy
EXHIBIT 1  
SCOPE OF WORK for 
FY2017 COMPETITION  
(funding 1 project in CoCs with multiple recipients)

1. The project listed on this Scope of Work is governed by the Act and Rule, as they may be amended from time to time. The project is also subject to the terms of the Notice of Funds Availability for the fiscal year competition in which the funds were awarded and to the applicable annual appropriations act.

2. HUD designations of Continuums of Care as High-performing Communities (HPCS) are published in the HUD Exchange in the appropriate Fiscal Years’ CoC Program Competition Funding Availability page. Notwithstanding anything to the contrary in the Application or this Grant Agreement, Recipient may only use grant funds for HPC Homelessness Prevention Activities if the Continuum that designated the Recipient to apply for this grant was designated an HPC for the applicable fiscal year.

3. Recipient is not a Unified Funding Agency and was not the only Applicant the Continuum of Care designated to apply for and receive grant funds and is not the only Recipient for the Continuum of Care that designated it. HUD’s total funding obligation for this grant is $236667 for project number WA0352L0T011702. If the project is a renewal to which expansion funds have been added during this competition, the Renewal Expansion Data Report, including the Summary Budget therein, in e-snap is incorporated herein by reference and made a part hereof. In accordance with 24 CFR 578.105(b), Recipient is prohibited from moving more than 10% from one budget line item in a project’s approved budget to another without a written amendment to this Agreement. The obligation for this project shall be allocated as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Continuum of Care planning activities</td>
<td>$ 0</td>
</tr>
<tr>
<td>b. UFA costs</td>
<td>$ 0</td>
</tr>
<tr>
<td>c. Acquisition</td>
<td>$ 0</td>
</tr>
<tr>
<td>d. Rehabilitation</td>
<td>$ 0</td>
</tr>
<tr>
<td>e. New construction</td>
<td>$ 0</td>
</tr>
<tr>
<td>f. Leasing</td>
<td>$ 0</td>
</tr>
<tr>
<td>g. Rental assistance</td>
<td>$158760</td>
</tr>
<tr>
<td>h. Supportive services</td>
<td>$ 63018</td>
</tr>
<tr>
<td>i. Operating costs</td>
<td>$ 0</td>
</tr>
<tr>
<td>j. Homeless Management Information System</td>
<td>$ 0</td>
</tr>
<tr>
<td>k. Administrative costs</td>
<td>$ 14889</td>
</tr>
</tbody>
</table>
1. Relocation Costs $ 0
   m. HPC homelessness prevention activities:
      Housing relocation and stabilization services $ 0
      Short-term and medium-term rental assistance $ 0

4. The performance period for the project begins __10-01-2018__ and ends __09-30-2019__.
   No funds for new projects may be drawn down by Recipient until HUD has approved site
   control pursuant to §578.21 and §578.25 and no funds for renewal projects may be drawn
   down by Recipient before the end date of the project’s final operating year under the grant
   that has been renewed.

5. If grant funds will be used for payment of indirect costs, the Recipient is authorized to
   insert the Recipient’s federally recognized indirect cost rates on the attached Federally
   Recognized Indirect Cost Rates Schedule, which Schedule shall be incorporated herein and
   made a part of the Agreement. No indirect costs may be charged to the grant by the
   Recipient if their federally recognized cost rate is not listed on the Schedule.

6. The project has not been awarded project-based rental assistance for a term of fifteen (15)
   years. Additional funding is subject to the availability of annual appropriations.
Tax ID No.: 91-6001356
CoC Program Grant Number: WA0352L0T011702
Effective Date: 5/8/2018
DUNS No.: 084604016 - 0000

FEDERALLY RECOGNIZED INDIRECT COST RATE SCHEDULE

<table>
<thead>
<tr>
<th>Grant No.</th>
<th>Recipient Name</th>
<th>Indirect cost rate</th>
<th>Cost Base</th>
</tr>
</thead>
<tbody>
<tr>
<td>WA0352L0T011702</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
This agreement is hereby executed on behalf of the parties as follows:

UNITED STATES OF AMERICA,
Secretary of Housing and Urban Development

By:  

[Signature]

Jack Peters, Director
(Typed Name and Title)

May 8, 2018
(Date)

RECIPIENT
Pacific County
(Name of Organization)

By:  

[Signature of Authorized Official]

(Typed Name and Title of Authorized Official)

(Date)
Approve purchase of two Colposcope's from Cooper Surgical in the amount of $28,052.36, plus shipping and applicable tax, subject to adequate budget appropriations and authorize Director to sign quote.
This is the portion of the email from Dr. Gilbert related to her thoughts on the purchase:

“Bid #1 is the colposcope we currently use in both the Olympia Clinic and our Lewis County satellite clinic. When we were researching this in 2015, we found that this is the colposcope most frequently used nationwide in pediatric sexual assault clinics. The bid for #2 is for a machine most commonly used by gynecologists in adult exams in their office (these doctors use a colposcope for evaluation of the cervix for cancer changes and LEEP procedures). I have used that model many years ago, and that is not what we want for your clinic. I believe the Henry Schein product is also similar to #2.
I recommend we select the Cooper Surgical colposcope with the medium weight swing arm rolling base (quote $14,026.18), as this increases our ability to position the colposcope for the best visualization....”

Joyce Gilbert, MD  Medical Director
Sexual Assault Clinic and Child Maltreatment Center
Providence St. Peter Hospital

Copied and pasted from an email received by Dr. Gilbert on May 16, 2018 by Mary Goelz, Director
Pacific County Health and Human Services Department
To: Pacific County Public Health and Human Services  
P.O. Box 26, South Bend, WA 98586  
7013 Sandridge Road, Long Beach, WA 98631  

Tel: 360-875-9343  
Fax: 360-875-9333  
Email: mgoelz@co.pacific.wa.us  
Attn: Mary P. Geelz  
Director  

Local Sales Rep: Tyler Glider  
Phone: 406-593-2668  
tglider@medtechmedcare.com  

Quote No.: 050418-DBZ-8  
Date: May 4, 2018  
Account #: #10171588  
Ship Via: Best Way  

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>OPTIK2-04-002</td>
<td>Leisegang Optik Model 2 Photo Swing Colposcope</td>
</tr>
<tr>
<td></td>
<td></td>
<td>High quality German optics with hand-polished and anti-glare coating for optimal three-dimensional Visual clarity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 Step Magnification (3.75x, 7.5x, 15x)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stereoscopic optics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>300mm Working Distance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fine focus and vertical height adjustment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LED Light; 24,000 Lux, 20,000 hrs or 20 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Medium Weight Swing-Arm Rolling Base</td>
</tr>
<tr>
<td></td>
<td></td>
<td>T2 adapter/obus</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Video capture &amp; Live video preview</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Includes Canon Camera Kit:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Canon EOS Rebel T6i 24.2 MP SLR Camera</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AC Adapter, 4GB SDHC Memory Card,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wired Remote, Foot Pedal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Year Standard Warranty Parts &amp; Labor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Extended Warranty Available for purchase</td>
</tr>
</tbody>
</table>

Please reference the quotation 050418-DBZ-8 when placing order to receive quoted pricing  

Freight is prepaid and added to the customer’s invoice  

Add local sales tax if applicable  

Quote is valid for 30 days  

Quotation prepared by: Debra Zrelak  
800-645-3760 x 3324  
FAX: 203-261-2615  
Debra.Zrelak@coopersurgical.com  

This is a quotation on the goods named, subject to the conditions noted below:  
Quote is valid for 30 days.  

To accept this quotation, sign here and return  

THANK YOU FOR YOUR BUSINESS!
To: Pacific County Public Health and Human Services  
P.O Box 26, South Bend, WA 98586  
7013 Sandridge Road, Long Beach, WA 98631.

Local Sales Rep: Tyler Gilder  
Phone: 406-593-2668  
tgillen@medtechmedcare.com

Tel: 360-875-9343  
Fax: 360-875-9323  
Email: mgoelz@co.pacific.wa.us  
Attn: Mary P. Goelz  
Director

Quote No.: 050418-dbz-7  
Date: May 4, 2018  
Account #: #10171588  
Ship Via: Best Way

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>QUOTED PRICE</th>
<th>LINE TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>OPTIK2-03-002</td>
<td>Leisegang Optik Model 2 Photo Upright Colposcope</td>
<td>$13,468.13</td>
<td>$12,121.32</td>
<td>$12,121.32</td>
</tr>
<tr>
<td></td>
<td></td>
<td>High quality German optics with hand-polished and anti-glare coating for optimal three-dimensional visual clarity.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 Step Magnification (3.75x, 7.5x, 15x)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td>Stereoscopic optics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>300mm Working Distance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fine focus and vertical height adjustment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>LED Light: 24,000 Lux, 20,000 hrs or 20 years</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Light Weight: Upright Rolling Base</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>T2 adapter/tubus</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>Video capture &amp; Live video preview</td>
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<td></td>
<td></td>
<td>Includes Canon Camera Kit</td>
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<td></td>
<td>Canon EOS Rebel T9 24.2 MP SLR Camera</td>
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<td>AC Adapter, 4GB SDHC Memory Card, Wired Remote, Foot Pedal</td>
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<td>1 Year Standard Warranty Parts &amp; Labor</td>
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<td>Extended Warranty Available for purchase</td>
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Please reference the quotation 050418-DBZ-7 when placing order to receive quoted pricing.

Freight is prepaid and added to the customer's invoice.

Add local sales tax if applicable.

Quote is valid for 30 days.

SUBTOTAL: $12,121.32
SALES TAX: Add if Applicable
GROUND FREIGHT: $112.31
TOTAL BEFORE TAX: $12,233.63

Quotation prepared by: Debra Zrelak  800-645-3760 x 3324  FAX: 203-261-2615
Debra.Zrelak@coopersurgical.com

This is a quotation on the goods named, subject to the conditions set forth below:
Quote is valid for 30 Days.

To accept this quotation, sign here and return

THANK YOU FOR YOUR BUSINESS!
Prepared For: Customer Name: Mary Goelz
Quote Number: 3232557
Quote Date: 05/03/2018 04:40PM

Account Manager: Bill To: Ship To:
Bradley Bringardner Mary Goelz Mary Goelz
1800 Williamson Court - USA 00, - USA
Louisville, KY 40223
www.dremed.com
Tel: 502-400-9510 Fax: 866-373-7525

Terms: 08 30 DAYS FROM INVOICE DATE

<table>
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<tr>
<th>Part Number</th>
<th>Product Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Ext. Price</th>
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<tbody>
<tr>
<td>69100</td>
<td>Colpo-Master II Colposcope</td>
<td>1.00</td>
<td>$7,420.00</td>
<td>$7,420.00</td>
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</table>

Description: Colpo-Master II is a compact Center-Post Colposcope with unique, continuous zoom magnification and sharp focusing for crisp 3-D imaging. The unit is excellent for the facility performing gynecological exams where millimeters matter.

Overview:
- HEAD: Full continuous zoom magnification range: 4 – 27x with 20x eyepieces. Binocular or video-ready Trinocular heads, with 298mm working distance. The field of view (FOV) ranges from 88.5mm at 4x to 8.5mm at 27x.
- 3-D Stereoscopic Viewing
- Dual dippers allow user to independently focus each eyepiece to adjust for the natural vision differential between eyes for viewing comfort. Camera-ready Trinocular models allow the user to view through both eyepieces while using the camera. This unique design allows users wearing glasses to comfortably view through the scope without removing their glasses as they would have to with traditional eyepieces.
- Sturdy, 5-legged, easy-to-maneuver base slides in and under exam tables for optimal positioning
- Dual light intensity controls for both white and green LEDs
- Adjustable height center post with smooth suspension system
- HDMI and USB digital camera, trinocular version with C-Mount Camera adapter

<table>
<thead>
<tr>
<th>Part Number</th>
<th>Product Description</th>
<th>Quantity</th>
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<th>Ext. Price</th>
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<tbody>
<tr>
<td>69100</td>
<td>S-Video Camera for Colpo-Master II Colposcope</td>
<td>1.00</td>
<td>$1,835.00</td>
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<table>
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<th>Product Description</th>
<th>Quantity</th>
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<th>Ext. Price</th>
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</thead>
<tbody>
<tr>
<td>69100</td>
<td>Free-standing Video monitor, 15&quot; Flat Screen for Colpo-Master II Colposcope</td>
<td>1.00</td>
<td>$1,520.00</td>
<td>$1,520.00</td>
</tr>
</tbody>
</table>

Group Subtotal: $10,775.00

Comments:
**Shipping will apply**

Please contact me with questions.

Thank you,
Bradley Bringardner
Ph: 602-403-8510
bbringardner@dremed.com

Customer Quotation
DRE, Inc.

<p>| | |</p>
<table>
<thead>
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<tr>
<td>Tax</td>
<td>$0.00</td>
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<tr>
<td>Total</td>
<td>$10,776.00</td>
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Quote Valid Until: 06/03/2018
935 Colposcope LED Ea
1219194 | Seller Instrument & Mfg - 30935-3LED-V/A

DESCRIPTION:
935 Colposcope LED With Video Package/LED Illumination Each

PACKAGING OPTIONS (1)

1 @ $13,586.99

□ Compare

CATEGORY:
Medical Diagnostic & Emergency /
Diagnostic & Med Equipment /
Diagnostic Equipment / Colposcopes /
Capital Equipment

UNSPSC:
42296309

ADDITIONAL ATTRIBUTES

★ Specifications
Product specifications and dimensions

BRAND
935

ITEM
Colposcope

ITEM TYPE
LED

QUANTITY
Each

WITH
Video Package/LED Illumination
Internal Product Notes

Internal product notes managed and seen by your organization only

Add note...
500

VIEW NOTES FOR ALL PRODUCTS
## Product Comparison

### 3 SPECIFICATIONS

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Item Code</th>
<th>Manufacturer Item Code</th>
<th>Inventory Status</th>
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<td>Al-105Z Colposcope 5-Step Magnification</td>
<td>1255914</td>
<td>10505</td>
<td></td>
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<td>Al-105Z</td>
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<tr>
<td>Lesegeang Colposcope Diagnostic Ea</td>
<td>1311205</td>
<td>OPTIK2-12</td>
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<td>Swirl Arm</td>
<td>Lesegeang</td>
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<td>ZoomScope Colposcope Binocular Ea</td>
<td>1132967</td>
<td>906043-SP-4</td>
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<td>Suspension Arm</td>
<td>ZoomScope</td>
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<td>Manufacturer</td>
<td>Quantity</td>
<td>Unit</td>
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<td></td>
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<td>---------------------</td>
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<td>5-Step Magnification</td>
<td>Medgyn Products Inc</td>
<td>1 @ $14,545.99</td>
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<td>Diagnostic</td>
<td>Cooper Surgical, Inc</td>
<td>1 @ $18,886.99</td>
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<td>4-Leg Base</td>
<td>Wallach Surgical Devices</td>
<td>1 @ $12,113.99</td>
<td>EA</td>
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</tbody>
</table>

Trulight LED

DISPLAY

ITEM

Colposcope

ITEM TYPE

LCD

LEG/BASE/FOOT

MAGNIFICATION

MANUFACTURER

Each

Each

Each

WITH

WITH

WITH

Trulite
**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:**  
5/22/2018

---

**AGENDA REQUEST FORM**

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

<table>
<thead>
<tr>
<th>BOCC ACTION:</th>
<th>☐ APPROVED</th>
<th>☐ DENIED</th>
</tr>
</thead>
</table>

- ☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS
- ☐ NO ACTION TAKEN/WITHDRAWN  
  ☐ DEFERRED TO: ____________________  
  ☐ CONTINUED TO DATE: _______________  
  ☐ OTHER: __________________________

- Initial: ____________________  
- Date: ____________________
- Review: ☐ Clerk of the Board  
  ☐ It/ITMgmt  
  ☐ Legal Required

**DISTRIBUTION LIST:**

- ☐ RF  
- ☐ CF  
- ☐ SEA  
- ☐ Assessor  
- ☐ Auditor  
- ☐ Clerk  
- ☐ Civil Service  
- ☐ DCD  
- ☐ DPW  
- ☐ EMA  
- ☐ Fair  
- ☐ Health  
- ☐ Juvenile  
- ☐ NDC  
- ☐ PACCOM  
- ☐ Prosecutor  
- ☐ SDC  
- ☐ Sheriff  
- ☐ Superior Court  
- ☐ Treasurer  
- ☐ Veg Mgmt  
- ☐ WSU Ext.  
- ☐ Other

---

**AGENDA ITEM REQUEST**

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

**DEPARTMENT/OFFICE:** Commissioners Office

**DIVISION (if applicable):** Bds/Coms

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

**PHONE / EXT:**

**SIGNATURE:**

**DATE:** 5/7/2018

**NARRATIVE OF REQUEST**

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

Approve the appointment of Roderick White to the Veterans Advisory Board Position #2-Alternate

---

Revised 8/2015

Exhibit A to Contract/Agreement/Grant Review Policy
Adopt Resolution 2018-_______ establishing the budget calendar for fiscal year 2019

AGENDA ITEM REQUEST

Please consider adopting the fiscal year 2019 budget calendar.

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

Adopt Resolution 2018-_______ establishing the budget calendar for fiscal year 2019
BEFORE THE BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

RESOLUTION NO. 2018-____

IN THE MATTER OF THE PACIFIC COUNTY
BUDGET CALENDAR FOR FISCAL YEAR 2019

WHEREAS, the Board of County Commissioners (BOCC) has determined that the interests of the county and its officials, elective and appointive, in charge of an office, department, service, or institution of the county can best be served by establishing an alternative budget hearing process and dates as allowed in RCW 36.40.071; now, therefore,

IT IS HEREBY RESOLVED that the calendar to process the Pacific County budget for fiscal year 2019 (fy2019) shall be as follows:

1. **FILING ESTIMATES:** To satisfy RCW 36.40.010 the county auditor shall, by Monday, July 9, 2018, notify each county official, elective or appointive, in charge of an office, department, service, or institution of the county, to file with her on or before Monday, August 13, 2018, their detailed and itemized estimates for fy2019, both of the probable revenues from sources other than taxation, and of all expenditures required by their office, department, service, or institution.

2. **PRELIMINARY BUDGET:** The county auditor, with assistance from her staff and/or the staff of the Department of General Administration, shall compile/submit the preliminary fy2019 budget to the BOCC by Tuesday, September 4, 2018, in accordance with RCW 36.40.040-.050.

   The BOCC will then schedule and conduct open public work sessions to consider the preliminary fy2019 budget in detail. The various county officials will be invited to the work session(s) that their respective office(s), department(s), service(s), or institution(s) estimates are to be reviewed to comment and/or answer any questions related to their estimates.

3. **COMPREHENSIVE TRANSPORTATION PROGRAM:** The county engineer shall file a comprehensive six-year (2019-2024) transportation program proposal with the BOCC by Tuesday, September 4, 2018. It shall include consideration of, and wherever reasonably practicable, provisions for bicycle paths, lanes, routes, and roadways and a recommended plan for laying out, constructing, maintaining, and specially maintaining county roads which shall conform as nearly as practicable to the six-year transportation program.

   In accordance with RCW 36.81.121, the BOCC will conduct a public hearing on Tuesday, October 23, 2018, upon the proposed six-year transportation program. Following the hearing, the BOCC will prepare and adopt the six-year transportation improvement program for Pacific County, a copy of which shall be forwarded to the Secretary of Transportation.

   In accordance with RCW 36.81.130, revisions and changes may be made until the Pacific County 2019 road plan is agreeable to a majority of the BOCC members and adopted – said adoption to occur before adopting the final fy2019 Pacific County Road Fund budget.
4. **FLOOD CONTROL ZONE DISTRICT #1 CAPITAL IMPROVEMENTS PLANS:**
   The county engineer shall file proposals for the 2019-2024 (annual/six-year) capital improvements plans for Pacific County Flood Control Zone District (FCZD) #1 with its Board of Supervisors by Tuesday, September 4, 2018. In accordance with RCW 86.15.120, the Board of Supervisors will hold a public hearing upon the proposal(s) on Tuesday, October 23, 2018.

   Revisions and changes may be made until the 2019-2024 Pacific County FCZD #1 capital improvements plan is agreeable to a majority of the supervisors and adopted – said adoption to occur before adopting the final fy2019 Pacific County FCZD #1 Fund budget.

5. **PARKS/RECREATION CAPITAL IMPROVEMENTS PLAN:** The Department of Public Works shall file a six-year (2019-2024) proposal for parks and recreation capital improvements with the BOCC by Tuesday, September 4, 2018. The BOCC will conduct a public hearing upon the proposal on Tuesday, October 23, 2018.

   Revisions and changes may be made until the 2019-2024 Pacific County parks and recreation capital improvements plan is agreeable to a majority of the BOCC members and adopted – said adoption to occur before adopting the final fy2019 Pacific County current expense fund budget.

6. **BUDGET HEARING:** The BOCC will meet on Tuesday, October 23, 2018 to conduct a public hearing in accordance with RCW 36.40.060 and .070 for the purpose of fixing the final fy2019 Pacific County budget and making tax levies, including consideration of possible increases in property tax revenues for county general purposes and county road purposes. If needed, the public hearing may be continued from day-to-day until concluded but not to exceed a total of five days. The clerk of the board shall provide proper notice of the hearing and a sufficient number of copies of the detailed and comparative preliminary budget to meet reasonable demands.

   Any taxpayer may appear at this hearing and be heard for or against any part of the budget and/or possible property tax increases. Additionally, the various county officials shall be available at the time the estimates for their respective offices, departments, services, or institutions are under consideration to be called in and appear before such hearing by the BOCC at the request of any taxpayer and may be questioned concerning such estimates by the commissioners or any taxpayer present.

7. **FINAL BUDGET:** Upon conclusion of the budget hearing and in accordance with RCW 36.40.080, the BOCC shall fix and determine each item of the budget separately and shall by resolution adopt the final fy2019 Pacific County budget as so determined and enter the same in the BOCC’s official minutes, copies of which budget will be forwarded to the State Auditor’s Office - Division of Municipal Corporations, the State Treasurer, the County Road Administration Board, and the Washington State Association of Counties.

8. **PUBLICATION:** Preparation of the budget document will begin immediately after adoption and publication will occur by December 31, 2018.
BE IT FURTHER RESOLVED that all resolutions regarding budget adoption dates or resolutions held in conflict with this resolution, are hereby repealed and this resolution shall be in effect upon its adoption by the BOCC.

PASSED by the following vote this 22nd day of May, 2018 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

Lisa Olsen, Chair

ATTEST:

______________________________
Frank Wolfe, Commissioner

______________________________
Marie Guernsey, Clerk of the Board

______________________________
Lisa Ayers, Commissioner
Pacific County Fiscal Year 2019 Budget Calendar: Timeline

07-09-2018 County auditor to notify county officials to file estimates of probable non-taxation revenues and required expenditures during/for fy2019 (RCW 36.40.010).

08-13-2018 Deadline for county officials to file estimates with county auditor without penalty (RCW 36.40.010).

09-04-2018 County auditor to submit "draft" preliminary fy2019 budget (RCW 36.40.040 and .050). County engineer for the Department of Public Works to file:
  - Six-year (2019-2024) transportation improvement program;
  - 2019 annual road plan;
  - 2019-2024 Flood Control Zone District (FCZD) #1 capital improvement plan; and

09-05-2018 thru 10-22-2018 BOCC to meet with county officials to review their "draft" fy2019 budget estimates; BOCC to make needed revisions and/or additions.


10-01-2018 Hearing held to file "draft" fy2019 preliminary budget for public review (RCW 36.40.060, .070, and .071).

10-03-2018, 10-10-2018, and 10-17-2018 Advertise the preliminary budget filed on October 1, 2018 and the final budget hearing schedule.

10-23-2018 BOCC to conduct public hearing(s) (RCW 36.81.121) upon:
  - 2019-2024 transportation improvement program;
  - 2019-2024 parks & recreation capital improvements plan;
  - Increased property tax revenues for county general purposes and road purposes.

10-23-2018 FCZD #1 Board of Supervisors to conduct public hearing upon 2019-2024 capital improvements plan for FCZD #1 (RCW 86.15.120).

10-23-2018 BOCC to conduct a public hearing upon the property taxes being certified/requested by all cities and (taxing) districts for collection during 2019 {NOTE: BOCC must certify to the county assessor on or before November 30th} (RCW 84.52.070).

11-30-2018 Cities and (taxing) districts to make and file certified budgets or estimates of the amounts to be raised by property taxation with the clerk of the BOCC (RCW 84.52.020 and .025).

10-23-2018 thru 12-31-2018 BOCC to conduct final public hearing(s) in accordance with (RCW 36.40.070 and .071):
  - Final fy2019 Pacific County budget
  - BOCC to determine and fix each item separately and adopt the fy2019 Pacific County budget by resolution after finally adopting the 2019-2024 transportation improvement program, 2019-2024 parks & recreation capital improvements plan, and 2019-2024 capital improvements plan for FCZD #1.
# AGENDA REQUEST FORM

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

<table>
<thead>
<tr>
<th>BOCC ACTION:</th>
<th>□ APPROVED</th>
<th>□ DENIED</th>
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- □ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS
- □ NO ACTION TAKEN/WITHDRAWN
- □ DEFERRED TO: ____________________________
- □ CONTINUED TO DATE: ________________
- □ OTHER: ____________________________

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**DISTRIBUTION LIST:**

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<td>□ EMA</td>
<td>□ PACCOM</td>
<td>□ Treasurer</td>
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<td>□ SEA</td>
<td>□ Clerk</td>
<td>□ Fair</td>
<td>□ Prosecutor</td>
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<td>□ Juvenile</td>
<td>□ Sheriff</td>
<td>□ Other</td>
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**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:** 5/11/2018

**NARRATIVE OF REQUEST**

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

Approve Facility Use Application from Warren Cowell for use of Morehead Park for a private event September 21-22, 2018, subject to receipt of the required insurance prior to the event and authorize Chair to sign
ATTACHMENT B

Facility Use Application (FUA)

Thank you for your interest in using a county-owned park, facility or property to host your special event.

If your interest is in reserving one of our county parks for:
☐ day use private (by invitation only) events with less than 50 attendees and no alcohol, the FUA is not required.
  ▪ Reservations are to be made directly with the park hosts for Bruceport, Chinook, and Bush Pioneer
  ▪ Reservations for Morehead Park are to be made with the Park Manager

☐ day use private (by invitation only) events with more than 50 attendees and/or alcohol will be served, the FUA is required.

☐ day use public events, the FUA is required.
  ▪ The FUA is to be submitted to the Commissioners’ Office

☒ multi-day use private or public events, the FUA is required. Private
  ▪ This does not apply to multi-day family camping
  ▪ The FUA is to be submitted to the Commissioners’ Office

Please complete and return a signed Application, appropriate attachments, fees and damage deposit to the Board of Pacific County Commissioners Office at least 60 days prior to the first day of the event.

PLEASE TYPE OR PRINT CLEARLY IN INK

1. Name of event: class of 1981 picnic

2. Please indicate if this event is ☒ Private (by invitation only) or ☐ Public

3. Description of event: picnic and campfire Sept 21st with some people camping overnight leaving Saturday

4. County owned park, facility or property to be reserved: Morehead Park

5. Date(s) of event: 9-21-18 - 9-22-18 Hour(s) of operation: noon - noon approx.

6. Has the event been held previously? ☒ Yes ☐ No Date(s):
   If yes, location held: at Morehead Park in 2016

7. Estimated attendance: Less than 50

8. Name of Event Representative: Warren Cowell

9. Home Phone: 360-484-7828 Cell Phone: 360-751-2034

10. Event Representative email address: blom@wwest.net

11. Event Representative address: P.O. Box 43 O.RO WA 98640

12. Emergency contact name and phone number: Tamara Bloom 360-751-2027
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>NA</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will there be alcohol served at the event?</td>
<td></td>
<td></td>
<td></td>
<td>If yes, complete Attachment C (Alcohol Use Policy), Attachment D (Security Requirements) and attach required permit from the WA State Liquor Control Board</td>
</tr>
<tr>
<td>Will County staffing be requested at the event? <strong>May be required by the County.</strong></td>
<td></td>
<td></td>
<td></td>
<td>If yes, attach a list of those services and outline specific duties.</td>
</tr>
<tr>
<td>Is your event is open to the public?</td>
<td></td>
<td></td>
<td></td>
<td>If yes, complete Attachment D (Security Requirements)</td>
</tr>
<tr>
<td>Will food and beverage be served at your event and last beyond 8 pm</td>
<td></td>
<td></td>
<td></td>
<td>If yes, complete Attachment D (Security Requirements)</td>
</tr>
<tr>
<td>Will you have Emergency Medical Services (EMS) on site during the event?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will there be music, sound amplification or any other noise impacts?</td>
<td>•</td>
<td></td>
<td></td>
<td>If yes, the County has a noise ordinance in effect (see County Code for details)</td>
</tr>
<tr>
<td>Will the event obstruct, interfere or require the closure and free use of any public road, street or Right-of-Way?</td>
<td></td>
<td></td>
<td></td>
<td>If yes, attach adequate traffic and detour plans.</td>
</tr>
<tr>
<td>Will you have traffic control?</td>
<td></td>
<td></td>
<td></td>
<td>If yes, indicate how the traffic control will be addressed.</td>
</tr>
<tr>
<td>Will off-site parking be needed?</td>
<td></td>
<td></td>
<td></td>
<td>If yes, attach parking plan.</td>
</tr>
<tr>
<td>Will there be shuttle buses provided for attendees?</td>
<td></td>
<td></td>
<td></td>
<td>If yes, attach a map of their route.</td>
</tr>
<tr>
<td>Will there be tickets sold to attend the event?</td>
<td></td>
<td></td>
<td></td>
<td>If yes, please note the cost of the event.</td>
</tr>
<tr>
<td>Do you have an informational flyer advertising the event?</td>
<td></td>
<td></td>
<td></td>
<td>If yes, please attach a copy.</td>
</tr>
<tr>
<td>Will there be food served?</td>
<td></td>
<td></td>
<td></td>
<td>If yes, contact Community Development 360/875-9356 to determine if a food permit is required</td>
</tr>
<tr>
<td>Will additional bathroom facilities be used?</td>
<td></td>
<td></td>
<td></td>
<td>If yes, please provide specific information related to the # of sabi-cans provided. Please include the location on a diagram of the event.</td>
</tr>
<tr>
<td>Do you have a plan for garbage and recycling?</td>
<td>X</td>
<td></td>
<td></td>
<td>If yes, attach your plan, and indicate if you will need assistance from County Solid Waste.</td>
</tr>
<tr>
<td>Will a temporary structure be erected for this event?</td>
<td></td>
<td></td>
<td></td>
<td>If yes, attach a drawing including the dimensions. The structure may require inspection prior to the event.</td>
</tr>
<tr>
<td>Have you obtained a Certificate of Insurance specifically naming Pacific County?</td>
<td></td>
<td></td>
<td></td>
<td>A copy of the Certificate of Insurance must be attached or the application will not be considered.</td>
</tr>
</tbody>
</table>
WRITTEN PERMISSION TO ENTER EVENT SITE FOR INSPECTION

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

SWORN STATEMENT OF COMPLIANCE

I hereby acknowledge that I have read and understand the requirements set forth in Pacific County Facility Use Policy and Process and this application. I agree that either my designated agent or I shall be on site at all times and shall be responsible for the operation of the event and for compliance with all legal requirements in connection with this event. I understand that failure to comply with the rules, regulations and conditions set forth in Pacific County Code may be deemed a gross misdemeanor and that drug or narcotics violations are crimes under RCW.

I swear under penalty of perjury under the laws of the State of Washington that all information contained therein is true to the best of my knowledge. As this application is the basis for use of county facilities, any material error, omission, or misrepresentation may constitute a violation of this agreement for the County may rescind the agreement and/or deny future applications by the applicant.

[Signature]

Signature of Applicant/Representative

[Date]

Date

City & State where signed

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

Name: [Surname] Contact #: 360-751-2034

Name: __________________________ Contact #: __________________________

Name: __________________________ Contact #: __________________________

Name: __________________________ Contact #: __________________________
FAIR/PARK MANAGER REVIEW

Fair/Park Manager Review: __________________________ Approved: Yes ___ No ___
Initials Date

Comments:
__________________________

Administrative/Risk Review: VS 5/14/18 Approved: Yes ___ No ___
Initials Date

Comments:
Subject to receipt of required insurance
__________________________

BOARD OF PACIFIC COUNTY COMMISSIONERS APPROVAL:

PACIFIC COUNTY
BOARD OF COUNTY COMMISSIONERS

__________________________
Chairperson

ATTEST:

__________________________
Clerk of the Board Date

CONDITIONS OF APPROVAL:

__________________________
__________________________
__________________________
## AGENDA REQUEST FORM

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

<table>
<thead>
<tr>
<th>BOCC ACTION:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ APPROVED</td>
<td>☐ DENIED</td>
<td></td>
</tr>
</tbody>
</table>

| Subject To Adequate Budget Appropriations | ☐ |
| ☐ No Action Taken/Withdrawn | ☐ Deferred To: |
| ☐ Continued To Date: | Time: |
| ☐ Other: |

**Agenda Item #: 20**

<table>
<thead>
<tr>
<th>Initial:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**Review**
- ☐ Clerk of the Board
- ☐ Risk Mgmt
- ☐ Legal Required

### DISTRIBUTION LIST:

| ☐ RF | ☐ Assessor | ☐ DPW | ☐ NDC | ☐ Superior Court |
| ☐ CF | ☐ Auditor | ☐ EMA | ☐ PACCOM | ☐ Treasurer |
| ☐ SEA | ☐ Clerk | ☐ Fair | ☐ Prosecutor | ☐ Veg Mgmt |
| ☐ Civil Service | ☐ Health | ☐ SDC | ☐ WSU Ext. | ☐ Other |
| ☐ DCD | ☐ Juvenile | ☐ Sheriff |

### AGENDA ITEM REQUEST

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

<table>
<thead>
<tr>
<th>DEPARTMENT/OFFICE:</th>
<th>Commissioners Office</th>
<th>DIVISION (if applicable):</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICIAL NAME &amp; TITLE:</td>
<td>Marie Guernsey, Clerk of the Board</td>
<td>PHONE / EXT:</td>
</tr>
<tr>
<td>SIGNATURE:</td>
<td>[Signature]</td>
<td>DATE: 5/10/2018</td>
</tr>
</tbody>
</table>

| NARRATIVE OF REQUEST |

---

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

Approve the Public Official Bond for William Faubion for Superior Court Judge Pro Tem, effective June 1, 2018

---

Revised 8/2015
Exhibit A to Contract/Agreement/Grant Review Policy
AGENDA REQUEST FORM

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

BOCC ACTION: ☐ APPROVED ☐ DENIED

Subject to Adequate Budget Appropriations

No action taken/Withdrawn ☐ Deferred to:

Continued to Date: Time:

Other:

DISTRIBUTION LIST:

☐ RF ☐ Assessor ☐ DPW ☐ NDC ☐ Superior Court

☐ CF ☐ Auditor ☐ EMA ☐ PACOM ☐ Treasurer

☐ SEA ☐ Clerk ☐ Fair ☐ Prosecutor ☐ Veg Mgmt

☐ Civil Service ☐ Health ☐ SDC ☐ WSU Ext.

☐ DCD ☐ Juvenile ☐ Sheriff ☐ Other

AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Commissioners Office
DIVISION (if applicable):

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

SIGNATURE: 
DATE: 5/16/2018

NARRATIVE OF REQUEST:

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

Adopt Resolution 2018-_______ amending the Personnel Policy and Procedures by revising the County Employment Application and rescinding Resolution 2001-090

Revised 8/2015
Exhibit A to Contract/Agreement/Grant Review Policy
BEFORE THE BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

RESOLUTION NO. 2018-_______

A RESOLUTION AMENDING THE PERSONNEL POLICY AND REGULATIONS
BY REVISIONING THE COUNTY EMPLOYMENT APPLICATION

WHEREAS, this Board has adopted and implemented a policy for administration of personnel
policies and regulations to provide equality of employment for employees of Pacific County, and these
policies are subject to periodic review and modification; and

WHEREAS, Pacific County’s general Employment Application (Form PC-103/E) is a part of the
Personnel Policy and Regulations; and

WHEREAS, the County’s general Employment Application (Form PC-103/E) asks for an
applicant to provide their conviction record; and

WHEREAS, on March 13, 2018, Governor Jay Inslee signed into law the Washington Fair
Chance Act (WFCA), which prohibits inquiries regarding applicants’ conviction histories until the
employer has determined if an applicant is “otherwise qualified” for a position; and

WHEREAS, the County’s Civil Service application is exempt as provided by Chapter 10.93.020
RCW; and

WHEREAS, the County’s general Employment Application (Form PC-103/E) is in need of
overall updating.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF COUNTY
COMMISSIONERS, THE LEGISLATIVE AUTHORITY OF AND FOR THE COUNTY
OF PACIFIC, STATE OF WASHINGTON, that the updated County Employment
Application (Form 103/E), attached hereto, is hereby amended and shall be effective the 1st day
of June, 2018 and Resolution 2001-090 is hereby rescinded.

PASSED by the Board of Pacific County Commissioners on the _________ day of
May, 2018, 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

________________________________________
Lisa Olsen, Chair

ATTEST:

________________________________________
Frank Wolfe, Commissioner

________________________________________
Marie Guernsey
Clerk of the Board

________________________________________
Lisa Ayers, Commissioner
PACIFIC COUNTY
Employment Application
South Bend, Washington 98586
An Equal Opportunity Employer and Provider

**IMPORTANT:** THIS APPLICATION MUST BE USED FOR ONE POSITION ONLY. If you wish to apply for other positions with Pacific County you must submit an original application for each position. Complete the application neatly and thoroughly. Incomplete or unsigned applications cannot be processed. Please advise the elected official/department head or designee for the office/department you are applying to of any changes in your address or phone number.

<table>
<thead>
<tr>
<th>POSITION APPLIED FOR:</th>
<th>OFFICE/DEPARTMENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>HOW DID YOU LEARN OF THIS POSITION? PLEASE BE SPECIFIC.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LAST NAME:</th>
<th>FIRST NAME:</th>
<th>MIDDLE NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>STREET ADDRESS:</th>
<th>CITY, STATE AND ZIP:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOME PHONE (INCLUDE AREA CODE):</th>
<th>DAYTIME TELEPHONE (INCLUDE AREA CODE):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DO YOU HAVE RESPONSIBILITIES THAT WOULD PREVENT YOU FROM TRAVELING, WORKING UNUSUAL HOURS OR OVERTIME, IF REQUIRED BY THE JOB?</th>
<th>NAME AND TELEPHONE NUMBER OF PERSON WHO CAN ALWAYS REACH YOU (INCLUDE AREA CODE) AND CITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES______ NO______</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WILL YOU ACCEPT (CHECK IF YES)?</th>
<th>DAYS OR HOURS UNWILLING/UNABLE TO WORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL TIME_____ PART TIME_____ TEMPORARY_____ SEASONAL_____ ON CALL_____</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ARE YOU NOW OR HAVE YOU BEEN EMPLOYED BY PACIFIC COUNTY?</th>
<th>IF SO, GIVE JOB TITLE, OFFICE/DEPARTMENT AND DATES OF EMPLOYMENT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES______ NO______</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DO YOU HAVE ANY RELATIVES WORKING FOR PACIFIC COUNTY?</th>
<th>IF SO, GIVE NAME, OFFICE/DEPARTMENT AND RELATIONSHIP.</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES______ NO______</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CAN YOU PROVIDE PROOF OF CITIZENSHIP, VISA OR ALIEN REGISTRATION NUMBER UPON EMPLOYMENT?</th>
<th>A VALID DRIVER’S LICENSE IS REQUIRED ONLY WHERE SO STATED ON JOB DESCRIPTION. DO YOU POSSESS A VALID DRIVER’S LICENSE?</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES______ NO______</td>
<td>YES______ NO______</td>
</tr>
<tr>
<td>If yes, what state ___</td>
<td>If yes, what state ___</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HAVE YOU SERVED ON ACTIVE DUTY IN THE MILITARY SERVICES OF THE U.S.?</th>
<th>IF SO, GIVE BRANCH AND ACTIVE DUTY DATES.</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES______ NO______</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PER RCW 41.04.010, CERTAIN VETERANS ARE ELIGIBLE FOR VETERANS PREFERENCE. DO YOU QUALIFY FOR THIS PREFERENCE?</th>
<th>HAVE YOU OBTAINED EMPLOYMENT IN THIS STATE THROUGH THE USE OF VETERAN’S PREFERENCE?</th>
<th>DO YOU CLAIM VETERANS PREFERENCE FOR THIS EXAMINATION?</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES______ NO______</td>
<td>YES______ NO______</td>
<td>YES______ NO______</td>
</tr>
</tbody>
</table>
**EDUCATION**

- **NAME AND LOCATION OF HIGH SCHOOL ATTENDED**
  - **DID YOU GRADUATE FROM HIGH SCHOOL OR RECEIVE A GED?**
    - YES____ NO_____ IF YES, DATE______________

  - **COLLEGES, TRADE SCHOOLS, OTHER SCHOOLS ATTENDED**
    - **NAME AND LOCATION**
    - **DATES ATTENDED**
    - **FULL OR PART TIME**
    - **CREDITS EARNED**
    - **MAJOR**
    - **TYPE OF DEGREE**
    - **DATE OF DEGREE**

  - **OTHER COURSES AND TRAINING**
    - **NAME AND LOCATION OF INSTITUTION/LOCATION**
    - **TYPE OF COURSE**
    - **LENGTH OF COURSE**
    - **DATE ENDED**

  - **PROFESSIONAL LICENSES, CERTIFICATIONS**
    - **STATE ISSUED**
    - **LICENSE NUMBER**
    - **DATE ISSUED**
    - **EXPIRATION DATE**

- **OFFICE EQUIPMENT SKILLS**

<table>
<thead>
<tr>
<th>COMPUTER OPERATION</th>
<th>KEYBOARDING SPEED</th>
<th>SOFTWARE FAMILIARITY</th>
<th>BOOKKEEPING</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td>NO</td>
<td>TYPE</td>
<td>WORD PROCESSING</td>
</tr>
<tr>
<td>YES</td>
<td>NO</td>
<td>TYPE</td>
<td>CALCULATOR</td>
</tr>
<tr>
<td>YES</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

- **LIST ANY FOREIGN LANGUAGE YOU CAN SPEAK, READ, OR WRITE, ANY ADDITIONAL SKILLS OR ABILITIES YOU POSSESS, OR MACHINES AND EQUIPMENT YOU CAN OPERATE:**
**Employment history:** List work record for the past 10 years including self-employment and U.S. military service starting with your most recent experience. List each promotion separately. However, if your work experience beyond 10 years is related to the position you are applying for, please indicate it. Be as complete as possible in describing the work performed and the number of titles and employees supervised, if any. Job related volunteer experience may be included.

**REPRINT PAGE FOR ADDITIONAL SHEETS AS NECESSARY**

<table>
<thead>
<tr>
<th>FROM (MO. &amp; YR)</th>
<th>YOUR MOST RECENT POSITION</th>
<th>EMPLOYER’S NAME</th>
<th>NAME AND TITLE OF SUPERVISOR</th>
<th>TO (MO. &amp; YR)</th>
<th>ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
<th>PHONE (WITH AREA CODE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL YRS/MOS. WORKED</td>
<td>PRIMARY DUTIES</td>
<td></td>
<td></td>
<td>HOURS WORKED EA. WEEK</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STARTING SALARY</td>
<td>NUMBER AND TITLES OF EMPLOYEES SUPERVISED BY YOU:</td>
<td></td>
<td></td>
<td>PRESENT OR ENDING SALARY</td>
<td>REASON FOR LEAVING OR CONSIDERING CHANGE:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>FROM (MO. &amp; YR)</th>
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<th>EMPLOYER’S NAME</th>
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<th>TO (MO. &amp; YR)</th>
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<td>PRIMARY DUTIES</td>
<td></td>
<td></td>
<td>HOURS WORKED EA. WEEK</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STARTING SALARY</td>
<td>NUMBER AND TITLES OF EMPLOYEES SUPERVISED BY YOU:</td>
<td></td>
<td></td>
<td>PRESENT OR ENDING SALARY</td>
<td>REASON FOR LEAVING:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Please Initial**

I certify that answers given herein are true and complete to the best of my knowledge.
I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
I authorize my former employer(s), as marked to contact, to furnish Pacific County with personnel information requested by Pacific County. I release my former employer(s) from any liability that may arise as a result of their providing such information to Pacific County.
I understand that should investigation at any time disclose false or misleading information given in my application or interview(s) this may result in disqualification from further consideration of employment or discharge.
I understand that I am required to abide by all rules and regulations of Pacific County.

SIGNATURE OF APPLICANT: ___________________________ DATE ___________________________
AFFIRMATIVE ACTION DATA
TO BE FILED WITH THE PACIFIC COUNTY AUDITOR’S OFFICE

It is the policy of Pacific County to provide equal opportunity in all terms, conditions and privileges of employment for all qualified job applicants and employees without regard to race, color, religion, sex, national origin, disability, age, sex (wages) or genetics or veterans status including disabled veterans and veterans of the vietnam era.

To help us comply with government record keeping, reporting and other legal requirements, please complete the affirmative action data below. Providing this information is voluntary and will be kept in a confidential file separate from the application form.

In accordance with initiative 200 this information is used only when federal funding is involved.

Sex
_____ Male  _____ Female

Handicapped Status  _____ Yes  _____ No

Disabled Veteran  _____ Yes  _____ No

Vietnam Era Veteran  _____ Yes  _____ No

Veteran, Other  _____ Yes  _____ No

ETHNIC ORIGIN

A.  _____ WHITE/CAUCASIAN – Persons having origins in any of the original peoples of Europe, North Africa, the Middle East, other than Hispanic.
B.  _____ AFRICAN AMERICAN/BLACK – Persons having origins in any of the Black racial groups of Africa.
C.  _____ HISPANIC – Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish origin or culture, regardless of race.
D.  _____ ASIAN/PACIFIC ISLANDER – Persons having origins in the original peoples of eastern Asian, southeast Asia, the Indian Subcontinent or the Pacific Island.
E.  _____ AMERICAN INDIAN/ALASKA NATIVE - Persons having origins in the original peoples of North American who maintain cultural identification through tribal affiliation or community recognition, including Alaskan Natives.
F.  _____ OTHER, List __________________________________________________________

POSITION APPLIED FOR_______________________________________________DATE____________________

NAME _________________________________________DATE OF BIRTH___________________________

SIGNATURE______________________________________________________________
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) (i) To consider matters affecting national security;

(ii) To consider, if in compliance with any required data security breach disclosure under RCW 19.255.010 and 42.56.590, and with legal counsel available, information regarding the infrastructure and security of computer and telecommunications networks, security and service recovery plans, security risk assessments and security test results to the extent that they identify specific system vulnerabilities, and other information that if made public may increase the risk to the confidentiality, integrity, or availability of agency security or to information technology infrastructure or assets;

(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.

(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.