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

Tuesday, June 12, 2018
9:00AM
or as soon thereafter as possible

AGENDA

All matters listed within the Consent Agenda have been distributed to each County Commissioner for review and are considered routine. Consent Agenda items will be approved by one motion of the Board of County Commissioners with no separate discussion. If separate discussion is desired on a certain item, that item may be removed from the Consent Agenda at the request of a Commissioner for action later.

Call to Order

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

Public Comment (limited to three minutes per person)

CONSENT AGENDA (Items A-C)

A) Approve regular meeting minutes of May 22, 2018
B) Approve Rainbow Valley Landfill Claims Vouchers
   PUD No. 2 - $47.56
   SCS Engineers - $1,949.30
   City of Raymond - $1,225
   Royal Heights Transfer Station, Inc. - $1,844.64
C) Acknowledge Delegation of Authority pertaining to Board of Health Ordinances
MINUTES

9:00 AM 1216 W. Robert Bush Drive
Tuesday, May 22, 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
Eric Weston, Chief Deputy Prosecutor
Tim Crose, Community Development Director
Shawn Humphreys, Community Development Deputy Director
Tim Martindale, E911 Coordinator

GENERAL PUBLIC IN ATTENDANCE - None

PUBLIC COMMENT - None

CONSENT AGENDA

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 regular meeting minutes of May 8, 2018

MEETING CLOSED – 9:02 AM

(Please refer to recording of the meeting for a more detailed discussion)
CLAIMS VOUCHER  
Rainbow Valley Landfill Trust Fund: Post-Closure Account

PUD No. 2  
P O Box 472  
Raymond, WA 98577

VOUCHER # 2018-20  
APPROVAL DATE 01/12/18

Instructions:
1. Attach original invoices
2. Complete and sign Claims Voucher
3. Return to the Local Board of Health, 1216 W. Robert Bush Drive, South Bend, WA 98586
4. Incomplete vouchers may cause delay of payment

<table>
<thead>
<tr>
<th>Invoice #</th>
<th>Date</th>
<th>Description</th>
<th>Fund</th>
<th>Ops</th>
<th>Base Sub</th>
<th>Sub Elem</th>
<th>Obj</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5/25/18</td>
<td>UTILITIES</td>
<td>660</td>
<td>000</td>
<td>537</td>
<td>10</td>
<td>41</td>
<td>47.56</td>
</tr>
</tbody>
</table>

TOTAL 47.56

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

Larry Sale  
PRES.  
Signature  
Date 5/31/18

Reviewed by:

Signature  
Date 6/4/18

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

Larry R. Olsen  
Chairperson, Local Board of Health  
Pacific County, Washington  
Date 6.5.18  
RECEIVED PACIFIC COUNTY

JUN - 4 2018  
GENERAL ADMINISTRATION BOARD OF COMMISSIONERS
**PUBLIC UTILITY DISTRICT NO. 2 of PACIFIC COUNTY**

**Account Number 19983**  
**Statement Date 05/25/2018**

**Billing Summary**

- Previous Balance: $48.66
- Payment Received 05/07/18: $48.66 CR
- Balance Forward: $0.00
- Current Charges Due By 06/22/18: $47.56
- Total Due: $47.56

**Messages**

Pay By Phone 844-829-1962

---

**Motor #:** A34390  
**LOC:** 14090040-1  
**Addr:** RAINBOW VALLEY LANDFILL  
**Rate Class:** 020

**Meter Reading Details**

<table>
<thead>
<tr>
<th>Meter Reading</th>
<th>Details of Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current KWH Reading</td>
<td>255 kWh x 0.072800</td>
</tr>
<tr>
<td>Previous KWH Reading</td>
<td>29.00</td>
</tr>
<tr>
<td>Total KWH Usage</td>
<td>Total This Service: $47.56</td>
</tr>
</tbody>
</table>

**Usage**

<table>
<thead>
<tr>
<th>MO</th>
<th>May 17</th>
<th>Jun 17</th>
<th>Jul 17</th>
<th>Aug 17</th>
<th>Sep 17</th>
<th>Oct 17</th>
<th>Nov 17</th>
<th>Dec 17</th>
<th>Jan 18</th>
<th>Feb 18</th>
<th>Mar 18</th>
<th>Apr 18</th>
<th>May 18</th>
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<tr>
<td>Usage</td>
<td>345</td>
<td>213</td>
<td>161</td>
<td>155</td>
<td>130</td>
<td>127</td>
<td>198</td>
<td>215</td>
<td>302</td>
<td>484</td>
<td>313</td>
<td>270</td>
<td>255</td>
</tr>
<tr>
<td>Avg/Day</td>
<td>11</td>
<td>7</td>
<td>6</td>
<td>4</td>
<td>5</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>10</td>
<td>15</td>
<td>12</td>
<td>9</td>
<td>9</td>
</tr>
</tbody>
</table>

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**PLEASE INDICATE CHANGE OF ADDRESS HERE:**

**MAILING ADDRESS**

- CITY  
- STATE  
- ZIP

**LOCATION PHONE NUMBER**

**OTHER PHONE NUMBER**

**SIGNATURE (REQUIRED TO CHANGE ADDRESS)**

---

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

---

**Public Utility No. 2 of Pacific County**

P.O. Box 472  
Raymond, WA 98577-0472

---

||
|---|---|---|---|---|---|
|**Due Date** | 06/22/2018 |
|**Amount Due** | $47.56 |
|**Warm Heart Donation** | |
|**Amount Paid** | |

---

Please indicate change of address here.
CLAIMS VOUCHER
Rainbow Valley Landfill Trust Fund: Post-Closure Account

SCS Engineers
3900 Kilroy Airport Way, Suite 100
Long Beach, CA 90805-6816

VOUCHER # 2018-21
APPROVAL DATE 6/12/18

Instructions:
1. Attach original invoices
2. Complete and sign Claims Voucher
3. Return to the Local Board of Health, 1216 W. Robert Bush Drive, South Bend, WA 98586
4. Incomplete vouchers may cause delay of payment

<table>
<thead>
<tr>
<th>Invoice #</th>
<th>Date</th>
<th>Description</th>
<th>Fund</th>
<th>Ops</th>
<th>Base Sub</th>
<th>Sub Elem</th>
<th>Obj</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0321395</td>
<td>2/28/18</td>
<td>Post-Closure Evaluation</td>
<td>660</td>
<td>000</td>
<td>537</td>
<td>10</td>
<td>41</td>
<td>1,793.90</td>
</tr>
<tr>
<td>0316331</td>
<td>12/31/17</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,555.40</td>
</tr>
</tbody>
</table>

TOTAL $3,349.30

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

Sam Sale
PRES.
5/31/18

Reviewed by:

Date

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

Ron R. Olsen
Chairperson, Local Board of Health
Pacific County, Washington
6/5/18

RECEIVED
PACIFIC COUNTY

JUN - 4 2018
GENERAL ADMINISTRATION BOARD OF COMMISSIONERS
Rainbow Valley Landfill Post-Closure Evaluation

- Preparation of the Fourth Quarter 2017 stormwater and wastewater DMR’s

**Professional Services from February 1, 2018 to February 28, 2018**

<table>
<thead>
<tr>
<th>Professional Personnel</th>
<th>Hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Director II</td>
<td>2.00</td>
<td>390.00</td>
</tr>
<tr>
<td>Totals</td>
<td>2.00</td>
<td>390.00</td>
</tr>
<tr>
<td>Total Labor</td>
<td></td>
<td>390.00</td>
</tr>
</tbody>
</table>

**Additional Fees**

- Communications Fee

**Total Additional Fees**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Additional Fees</td>
<td>3.90</td>
</tr>
</tbody>
</table>

**Total this Invoice**

$393.90

Thank you.
Rainbow Valley Landfill Post-Closure Evaluation

- Reviewed monitoring results
- Began preparation of a an updated Environmental Monitoring Plan

Professional Services from December 1, 2017 to December 31, 2017

<table>
<thead>
<tr>
<th>Professional Personnel</th>
<th>Hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Director II</td>
<td>2.00</td>
<td>390.00</td>
</tr>
<tr>
<td>Project Professional I - Office</td>
<td>10.00</td>
<td>1,150.00</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>12.00</td>
<td>1,540.00</td>
</tr>
</tbody>
</table>

Total Labor                                         1,540.00

Additional Fees

- Communications Fee                               15.40

**Total Additional Fees**                           15.40

**Total this Invoice**                              $1,555.40

Thank you.
# CLAIMS VOUCHER

Rainbow Valley Landfill Trust Fund: Post-Closure Account

City of Raymond  
230 2nd Street  
Raymond, WA 98577

VOUCHER #: 2018-22  
APPROVAL DATE: 01/12/18

Instructions:
1. Attach original invoices
2. Complete and sign Claims Voucher
3. Return to the Local Board of Health, 1216 W. Robert Bush Drive, South Bend, WA 98586
4. Incomplete vouchers may cause delay of payment

<table>
<thead>
<tr>
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<th>Base Sub</th>
<th>Sub Elem</th>
<th>Obj</th>
<th>Amount</th>
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<tbody>
<tr>
<td>103</td>
<td>5/8/18</td>
<td>LEACHATE DISPOSAL</td>
<td>660</td>
<td>000</td>
<td>537</td>
<td>10</td>
<td>41</td>
<td>1225.00</td>
</tr>
</tbody>
</table>

TOTAL: $1225.00

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

Larry Sage  
PRES.  
6/4/18

Reviewed by:

[Signature]  
Title  
6/4/18

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

Lisa R. Olsen  
Chairperson, Local Board of Health  
Pacific County, Washington  
6/5/18

RECEIVED  
PACIFIC COUNTY  
JUN 4 2018

GENERAL ADMINISTRATION  
BOARD OF COMMISSIONERS
<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Unit Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>LEACHATE DISPOSAL APRIL 2018</td>
<td>$1,215.00</td>
<td>$1,215.00</td>
</tr>
<tr>
<td>1</td>
<td>ROAD MAINTENANCE</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

| SubTotal | $1,225.00 |
| Shipping & Handling |
| Taxes | State |
| | $0.00 |
| TOTAL | $1,225.00 |

THANK YOU FOR YOUR BUSINESS!
CLAIMS VOUCHER
Rainbow Valley Landfill Trust Fund: Post-Closure Account

Royal Heights Transfer Station, Inc.  
114 Airport Road  
Raymond, WA 98577

VOUCHER # 2018-23  
APPROVAL DATE 6/12/18

Instructions:
1. Attach original invoices
2. Complete and sign Claims Voucher
3. Return to the Local Board of Health, 1216 W. Robert Bush Drive, South Bend, WA 98586
4. Incomplete vouchers may cause delay of payment

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<th>Ops</th>
<th>Base Sub</th>
<th>Sub Elem</th>
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<tr>
<td>5430</td>
<td>6/4/18</td>
<td>LEACHATE TRANSPORT</td>
<td>660</td>
<td>000</td>
<td>537</td>
<td>10</td>
<td>41</td>
<td>1844.64</td>
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</tbody>
</table>

TOTAL $1844.64

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

Signature: [Signature]  
Title: PRES.  
Date: 6/4/18

Reviewed by:

Signature: [Signature]  
Title: [Title]  
Date: 6/4/18

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

Signature: [Signature]  
Title: Chairperson, Local Board of Health  
Date: 6/5/18

Pacific County, Washington

RECEIVED  
6.5.18

PACIFIC COUNTY

JUNE 4, 2018
GENERAL ADMINISTRATION  
BOARD OF COMMISSIONERS
RAINBOW VALLEY LANDFILL, INC.
114 Airport Rd.
Raymond, WA 98577

<table>
<thead>
<tr>
<th>P.O. NUMBER</th>
<th>TERMS</th>
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<th>AMOUNT</th>
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<tr>
<td></td>
<td>net 10</td>
<td>6/14/2018</td>
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<table>
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<tr>
<th>SERVICED</th>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
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</thead>
<tbody>
<tr>
<td>5/31/2018</td>
<td>144,000</td>
<td>Gallons - Wastewater Hauling (LEACHATE) @$12.81/1000</td>
<td>1,844.64</td>
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</table>

Balance Due $1,844.64
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<th>Loads</th>
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<tbody>
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<td>2</td>
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<tr>
<td>31</td>
<td></td>
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<tr>
<td></td>
<td>24</td>
</tr>
</tbody>
</table>

*Total gallons: 144000

$1,844.64
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 #:  C
Initial: ____________________________  Date: ____________________________

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

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:  DCD
DIVISION (if applicable):  EH

OFFICIAL NAME & TITLE:  Shawn Humphreys, Deputy Director
PHONE / EXT: 2662

SIGNATURE:  ____________________________  DATE: 5/22/2018

NARRATIVE OF REQUEST

FYI
The Department has updated the "Delegation of Authority" form that gives the DCD employees the enforcement authority to write citations. This authority is granted to the staff by the Pacific County Health Officer, Dr. Edstam through the Board of Health Ordinances.

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

Acknowledge Delegation of Authority pertaining to Board of Health Ordinances
DELEGATION
OF
BOARD OF HEALTH ORDINANCES

I, James Edstam MD MPH, the Health Officer of Pacific County, hereby designates the following individuals to act in my place.

The following individuals will administer and enforce BOH Ordinance 1 through 8, including any amendments thereto:
- Tim Crose, Director
- Shawn Humphreys, Deputy Director
- Krysta Anderson, Environmental Health Specialist
- Lars Gjovik, Environmental Health Specialist
- Tammy Engel, Code Enforcement Officer

TIME FRAME OF DELEGATION: Until Further Notice

DATED THIS 22nd day of May, 2018

Signature

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

Tuesday, June 12, 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
All matters listed within the Consent Agenda have been distributed to each County Commissioner for review and are considered routine. Consent Agenda items will be approved by one motion of the Board of County Commissioners with no separate discussion. If separate discussion is desired on a certain item, that item may be removed from the Consent Agenda at the request of a Commissioner, for action later.

PUBLIC HEARINGS (held in the Commissioners Meeting Room unless otherwise noted)
10:00AM  Consider approval of the sale of county-owned property
Consider approval of amendments to the fiscal year 2018 budget
Consider submission of Community Development Block Grant/Economic Opportunity Grant for the New Pacific Hardwoods Mill

Call to Order
Public Comment (limited to three minutes per person)
CONSENT AGENDA (Items 1-8)

General Business
1) Approve transfer of computer workstation from Juvenile Court Services to Department of Community Development and Dell Tablet from Commissioners’ Office to Computer Services
2) Confirm letter of support for the Willapa Center CDBG Community Facilities application for the City of Raymond
3) Confirm letter of support for Health & Human Services Department SAMHSA Grant for Mental Health Awareness Training
4) Approve request for use of traffic cones from Tokeland-North Cove Chamber of Commerce
5) Approve reduction of Kelli Buchanan, Administrative Asst. II
6) Approve regular meeting minutes of May 22, 2018
7) Approve Vendor Claims; Warrants Numbered 142065 thru 142153 in the amount of $148,021.97; Warrants Numbered 142154 thru 142195 in the amount of $111,455.19; Warrants Numbered 142196 thru 142260 in the amount of $159,058.67
8) Approve May, 2018 payroll; total employees: 177; total payroll: $782,750.59

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

The hearing facility is “barrier free” and accessible by those with physical disabilities. Aids will be provided upon request for those with language/speaking or hearing impediments, but requests need to be received at least five (5) business days prior to this hearing. Such requests may be filed in person at the Commissioners’ Office at the address noted above or at 360/875-9337.
ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS
9) Consider 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
10) Consider adoption of Resolution 2018-_____ for temporary closure of 67th Place Road No. 12800 for culvert replacement
11) Consider approval of Cooperative Agreement No. 6905671850001 with US Department of Transportation Federal Highway Administration
12) Consider approval piggyback on Agreement with Stripe Rite, Inc. for roadway striping
13) Consider adoption of Resolution 2018-______ establishing a cost allocation plan
14) Consider approval of Facility Use Application from Ed Whitford for use of Bush Pioneer Park; authorize the Chair to sign
15) Consider approval of request to hire Jonathon Fouts, RMT II
16) Consider approval of request to issue Call for Bids for the Upper Naselle Road Resurfacing Project

ITEMS REGARDING DEPARTMENT OF COMMUNITY DEVELOPMENT
17) Consider adoption of Resolution 2018-______ amending the fee schedule
18) Consider approval of the appointment of 2018 Summer Litter Crew

ITEMS REGARDING HEALTH AND HUMAN SERVICES DEPARTMENT
19) Consider approval of the appointment of Kelli Buchanan to fill 0.2FTE Behavioral Health Program Assistant position
20) Consider approval of Professional Services Contract #K2752 with WA State Health Care Authority for ABCD Dental Services; authorize Chair to sign

ITEMS REGARDING VEGETATION MANAGEMENT
21) Consider approval of Interagency Agreement #K2413 with WA State Department of Agriculture; authorize Director to sign

ITEMS REGARDING COUNTY FAIR
22) Consider approval of Facility Use Application submitted by Friends of the Fair; authorize Chair to sign

ITEMS REGARDING BOARDS AND COMMISSIONS
23) Consider approval of the appointment of Mike Nordin to the Marine Resource Committee

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Pacific County is an Equal Opportunity Employer and Provider
The Board may add and take action on other items not listed on this agenda and order of action is subject to change.

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

Pacific County is an Equal Opportunity Employer and Provider

ITEMS REGARDING GENERAL BUSINESS

24) Consider approval of Grant #FY 18-90006-003 with the Department of Archaeology and Historic Preservation; authorize Chair to sign

25) Consider approval of Professional Services Contract with Coast and Harbor Engineering

26) Consider approval of request to purchase Dell laptop

EXECUTIVE SESSION

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

PUBLIC HEARINGS – 10:00AM

28) Consider approval of the sale of county-owned property; adopt Order

29) Consider approval of amendments to the fiscal year 2018 budget; adopt Resolution 2018-_______

30) Consider submission of Community Development Block Grant/Economic Opportunity Grant for the New Pacific Hardwoods Mill; adopt Resolution 2018-_______
BEFORE THE BOARD OF COMMISSIONERS
PACIFIC COUNTY, WASHINGTON
1216 W. Robert Bush Drive
South Bend, Washington

Tuesday, June 12, 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

PUBLIC HEARINGS (held in the Commissioners Meeting Room unless otherwise noted)
10:00AM  Consider approval of the sale of county-owned property
          Consider approval of amendments to the fiscal year 2018 budget
          Consider submission of Community Development Block Grant/Economic
          Opportunity Grant for the New Pacific Hardwoods Mill

Call to Order

Public Comment (limited to three minutes per person)

CONSENT AGENDA (Items 1-8)

General Business
1)  Approve transfer of computer workstation from Juvenile Court Services to
    Department of Community Development and Dell Tablet from
    Commissioners’ Office to Computer Services
2)  Confirm letter of support for the Willapa Center CDBG Community
    Facilities application for the City of Raymond
3)  Confirm letter of support for Health & Human Services Department
    SAMHSA Grant for Mental Health Awareness Training
4)  Approve request for use of traffic cones from Tokeland-North Cove
    Chamber of Commerce
5)  Approve reduction of Kelli Buchanan, Administrative Asst. II
6)  Approve regular meeting minutes of May 22, 2018
7)  Approve Vendor Claims; Warrants Numbered 142065 thru 142153 in the
    amount of $148,021.97; Warrants Numbered 142154 thru 142195 in the
    amount of $111,455.19; Warrants Numbered 142196 thru 142260 in the
    amount of $159,058.67
8)  Approve May, 2018 payroll; total employees: 177;
    total payroll: $782,750.59

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

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Pacific County is an Equal Opportunity Employer and Provider
ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS
9) 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
10) Consider adoption of Resolution 2018-______ for temporary closure of 67th Place Road No. 12800 for culvert replacement
11) Consider approval of Cooperative Agreement No. 6905671850001 with US Department of Transportation Federal Highway Administration
12) Consider approval piggyback on Agreement with Stripe Rite, Inc. for roadway striping
13) Consider adoption of Resolution 2018-______ establishing a cost allocation plan
14) Consider approval of Facility Use Application from Ed Whitford for use of Bush Pioneer Park; authorize the Chair to sign
15) Consider approval of request to hire Jonathon Fouts, RMT II
16) Consider approval of request to issue Call for Bids for the Upper Naselle Road Resurfacing Project

ITEMS REGARDING DEPARTMENT OF COMMUNITY DEVELOPMENT
17) Consider adoption of Resolution 2018-______ amending the fee schedule
18) Consider approval of the appointment of 2018 Summer Litter Crew

ITEMS REGARDING HEALTH AND HUMAN SERVICES DEPARTMENT
19) Consider approval of the appointment of Kelli Buchanan to fill 0.2FTE Behavioral Health Program Assistant position
20) Consider approval of Professional Services Contract #K2752 with WA State Health Care Authority for ABCD Dental Services; authorize Chair to sign

ITEMS REGARDING VEGETATION MANAGEMENT
21) Consider approval of Interagency Agreement #K2413 with WA State Department of Agriculture; authorize Director to sign

ITEMS REGARDING COUNTY FAIR
22) Consider approval of Facility Use Application submitted by Friends of the Fair; authorize Chair to sign

ITEMS REGARDING BOARDS AND COMMISSIONS
23) Consider approval of the appointment of Mike Nordin to the Marine Resource Committee

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.

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ITEMS REGARDING GENERAL BUSINESS
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30) Consider submission of Community Development Block Grant/Economic Opportunity Grant for the New Pacific Hardwoods Mill; adopt Resolution 2018-_______
# PACIFIC COUNTY
## INVENTORY DISPOSAL / TRANSFER FORM

<table>
<thead>
<tr>
<th>FIXED ASSET ID NUMBER</th>
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<tr>
<td>DEPARTMENT/OFFICE</td>
<td>Juvenile Court Services</td>
</tr>
<tr>
<td>EQUIPMENT DESCRIPTION</td>
<td>Computer Workstation, Dell OptiPlex 980</td>
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<tr>
<td>MODEL NUMBER</td>
<td>OptiPlex 980</td>
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<tr>
<td>SERIAL NUMBER</td>
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**IS THIS EQUIPMENT STILL FUNCTIONING?**

☑ YES ☐ NO

If yes, has this equipment been offered to other county departments/offices?

☑ YES ☐ NO

---

## DISPOSAL

**DISPOSAL DATE**

---

**HOW DISPOSED**

---

**REASON FOR DISPOSAL**

---

If sold, name of purchaser: ____________________________ Amount received: ____________________________

---

## TRANSFER

**TRANSFERRED FROM (Department/Office)**

Juvenile Court Services

**TRANSFERRED TO (Department/Office)**

Community Development

**DATE OF TRANSFER**

5/2/18 per DPW Computer Services

---

## THIS SECTION TO BE COMPLETED BY THE COMMISSIONERS' OFFICE

Your request to dispose ☐ / transfer ☑ the Fixed Asset Inventory Number ________________________ was approved ☐ / denied ☐ by the Board of County Commissioners at their meeting of ________________________, in accordance with Pacific County Personal Property Inventory Procedures.

Clerk of the Board/Deputy Clerk of the Board

---

Revised 5/2018
PACIFIC COUNTY
INVENTORY DISPOSAL / TRANSFER FORM

FIXED ASSET ID NUMBER 3259
DEPARTMENT/OFFICE Commissioners' Office / Marie
EQUIPMENT DESCRIPTION Dell Latitude Computer Tablet
MODEL NUMBER Latitude 10 SERIAL NUMBER 8FQGQT1

IS THIS EQUIPMENT STILL FUNCTIONING? ☑ YES ☐ NO
If yes, has this equipment been offered to other county departments/offices? ☐ YES ☑ NO

DISPOSAL

DISPOSAL DATE
HOW DISPOSED
REASON FOR DISPOSAL
If sold, name of purchaser ____________________________ Amount received ____________________________

TRANSFER

TRANSFERRED FROM (Department/Office) Commissioners' Office
TRANSFERRED TO (Department/Office) Computer Services
DATE OF TRANSFER 5/25/2018

THIS SECTION TO BE COMPLETED BY THE COMMISSIONERS' OFFICE

Your request to ☐ dispose / ☐ transfer Fixed Asset Inventory Number ____________________________ was
☐ approved / ☐ denied by the Board of County Commissioners at their meeting of ____________________________,
in accordance with Pacific County Personal Property Inventory Procedures.

______________________________
Clerk of the Board/Deputy Clerk of the Board

Revised 5/2018
AGENDA REQUEST FORM

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

<table>
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<th>☐ APPROVED</th>
<th>☐ DENIED</th>
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<td>☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS</td>
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<tr>
<td>☐ NO ACTION TAKEN/WITHDRAWN</td>
<td>☐ DEFERRED TO:</td>
<td></td>
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<td>☐ CONTINUED TO DATE:</td>
<td>☐ TIME:</td>
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<td>☐ OTHER:</td>
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Agenda Item#: 2
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

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

SIGNATURE: Date: 5/31/2018

NARRATIVE OF REQUEST

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

Confirm letter of support for Willapa Center CDBG Community Facilities application for the City of Raymond

Revised 8/2015
Exhibit A to Contract/Agreement/Grant Review Policy
May 31, 2018

CDBG Program
Attn: Laurie Dschaak
Department of Commerce
Post Office Box 42525
Olympia, Washington 98504-2525

Dear Ms. Dschaak,

The Board of Pacific County Commissioners is in full support of the Willapa Center CDBG Community Facilities application for the City of Raymond. This project will provide needed program and office space for local nonprofits providing essential services. Pacific County is very rural and one of the poorest counties in Washington. This development with community services conveniently located will enable low-income resident’s greater access and participation in these programs. The early learning childcare center will meet the needs of low-income working families, who currently have limited options, who mostly face significant travel times to access existing childcare option, which are higher cost than would be available at Willapa Center.

The community services provided by Joint Pacific County Housing Authority, Coastal Community Action Agency, Crisis Support Networks, early learning/childcare, and veterans’ services will create a centrally located hub of services and activities in downtown Raymond. Combining these programs into one facility creates greater efficiency of limited nonprofit resources through access to the shared community multi-purpose room, shared equipment and reception space.

Creation of a community facility in downtown Raymond will not only centralize and improve access to critical services, but will also revitalize the City’s downtown area that suffered greatly during the recession. With limited resources and the need for services outpacing our current capacity, operating efficiencies resulting from this project will serve us all well by ensuring current services are retained, and new services can be added. A centrally located hub of services, paired with affordable housing, will dramatically impact the lives of low income residents living in the Raymond area. Improved access to services will encourage better utilization and improve lives by supporting our most vulnerable residents in becoming more self-sufficient and better equipped to achieve the dreams they have for themselves, and their families.

Willapa Center will be a great asset to Raymond, bringing more people to the downtown area, benefiting the community atmosphere and local businesses. We applaud the City’s commitment and willingness to step up and lead this effort that will impact our struggling local economy, and more importantly, the lives of people living in our community.

Sincerely,

Lisa Olsen, Chair

PO Box 187, 1216 W Robert Bush Dr, South Bend, WA 98586  Ph 360.875.9337 or 360.642.9337, Fax 360.875.9335

"Pacific County is an Equal Opportunity Employer & Provider"
**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>
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<td>□ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS</td>
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<td>Review:</td>
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<td>□ DEFERRED TO:</td>
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<td>Clerk of the Board</td>
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<td>□ CONTINUED TO DATE:</td>
<td>TIME:</td>
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<td>Risk Mgmt</td>
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<td>□ OTHER:</td>
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<td>Legal Required</td>
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**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.

<table>
<thead>
<tr>
<th>DEPARTMENT/OFFICE:</th>
<th>Commissioners Office</th>
<th>DIVISION (if applicable):</th>
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</thead>
<tbody>
<tr>
<td>OFFICIAL NAME &amp; TITLE:</td>
<td>Marie Guemsey, Clerk of the Board</td>
<td>PHONE / EXT:</td>
</tr>
<tr>
<td>SIGNATURE:</td>
<td></td>
<td>DATE: 6/4/2018</td>
</tr>
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**NARRATIVE OF REQUEST**

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

Confirm letter of support for the Health & Human Services Department's SAMHSA Grant for Mental Health Awareness Training
June 4, 2018

Pacific County Public Health and Human Services Department
Katie Lindstrom, Deputy Director
P O Box 26
South Bend, WA 98586

Dear Ms. Lindstrom,

The Board of Commissioners would like to offer full support for the Pacific County Public Health and Human Services Department’s SAMHSA Grant for Mental Health Awareness Training. If awarded, the County will commit to hosting 1-2 trainings per year for up to 20 staff per training from departments throughout the county. We will also commit to participating with evaluation and data collection and will be involved in local collaborative efforts to fully implement this valuable program.

We applaud your efforts to continue to build a comprehensive “continuum of care” for those struggling with mental health issues. This program will assist with early identification which is the critical first step in assuring people get the care they need. If you need further information please do not hesitate to contact our County Administrative Officer, Kathy Spoor, at 360/875-9334.

We look forward to the implementation of this comprehensive program that will provide much needed training for our staff, agency partners, and community members.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

[Signature]

Lisa Olsen, Chair
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: Commissioners Office  DIVISION (if applicable):

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

SIGNATURE:  DATE: 5/31/2018

NARRATIVE OF REQUEST

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

Approve request for use of traffic cones from Tokeland-North Cove Chamber of Commerce for the annual Tokeland Independence Day parade on June 30, 2018

Revised 8/2015  Exhibit A to Contract/Agreement/Grant Review Policy
Tokeland-North Cove Chamber of Commerce  
P. O. Box 132  
Tokeland, WA. 98590-0132

Pacific County Commissioners  
Attn: Marie Guernsy  
P O Box 187  
South Bend, WA 98586

MS Guernsy:

The annual Tokeland Independence Day Parade is scheduled for Saturday, June 30, 2018. The parade typically hosts 500 participants/spectators, starting at 11:00 a.m. and finishing in the early afternoon of the same day.

The Chamber of Commerce provides sanitary facilities for our visitors, complete with wash stations. In addition, the Hotel is available for use.

The parade route is mapped out (see reverse) along with volunteer staffed street closings. The Shoalwater Police Department blocks the main road from approximately 10:30 a.m. through the completion of the parade.

We would like to request the loan of 20 traffic cones. In addition, your road crews have mowed the ditches along the parade route in the past. One mowing two to three days prior would suffice.

We would also like to extend an invitation to the County Commissioners and Sheriff’s department to participate.

Respectfully,

Bob Merrill  
Committee chair
AGENDA REQUEST FORM

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

BOCC ACTION:  □ APPROVED  □ DENIED  Agenda Item #:  5

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  □ 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):

OFFICIAL NAME & TITLE: Kathy Spoor, County Administrative Officer  PHONE / EXT:

SIGNATURE: __________________________  DATE: 5/24/2018

NARRATIVE OF REQUEST

Administrative Assistant II, Kelli Buchanan has been hired as the Behavioral Health Program Assistant at a 0.20 FTE, effective June 1, 2018, in Health & Human Services Department. With this appointment, Kelli’s FTE in General Administration will be reduced from 0.90 FTE to 0.80 FTE. [With Kelli’s appointment, her total FTE will be 1.0.]

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

Approve reduction of Kelli Buchanan, Administrative Assistant II, to 0.80 FTE, effective June 1, 2018

Revised 8/2015
Exhibit A to Contract/Agreement/Grant Review Policy
MINUTES

9:00 AM 1216 W Robert Bush Drive
Tuesday, May 22, 2018 South Bend, Washington

CALLED TO ORDER – 9:02 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
Eric Weston, Chief Deputy Prosecutor
Tim Crose, Community Development Director
Shawn Humphreys, Community Development Deputy Director
Tim Martindale, E911 Coordinator

GENERAL PUBLIC IN ATTENDANCE - None

PUBLIC COMMENT - None

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

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 request for use of barricades from Ocean Park Area Chamber
of Commerce for their Old-fashioned 4th of July parade
General Business

Approve Amendment C to Contract No. FY 16-90006-002 with State of WA Department of Archaeology and Historic Preservation; authorize Chair to Sign

Approve April, 2018 payroll; total employees – 179; total payroll - $776,325.21

Approve Vendor Claims; Warrants Numbered 141848 thru 141967 in the amount of $249,987.38

Approve regular meeting minutes of May 8, 2018

ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS

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

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

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

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 August 17, 2018, Rebecca Carlson at a rate of $13.50/hr., effective June 11 thru September 21, 2018, Grace Oatfield at a rate of $13.50/hr., effective June 11 thru August 13, 2018, Emilee Layman at a rate of $13.50/hr., effective June 11 thru September 17, 2018, Tyler Coty at a rate of $14.00/hr., effective May 21, 2018 thru August 17, 2018, Matthew Minton at a rate of $14.00/hr., effective June 18 thru September 14, 2018, Leonel Alcantar at a rate of $13.50/hr., effective June 18 thru September 14, 2018, Kendra Dunsmoor at a rate of $13.50/hr., effective June 18 thru September 14, 2018, Tysen Stephens at a rate of $13.50/hr., effective June 25 thru August 20, 2018, Benton Byington at a rate of $13.50/hr., effective June 27 thru August 13, 2018

Consider approval of Cooperative Agreement No. 6905671850001 with US Department of Transportation Federal Highway Administration; authorize Chair to sign – DEFERRED to June 12, 2018

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 – DEFERRED to June 12, 2018
Consider adoption of Resolution 2018-____ for temporary closure of 67th Place Road No. 12800 for culvert replacement – DEFERRED to June 12, 2018

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

ITEMS REGARDING DEPARTMENT OF COMMUNITY DEVELOPMENT

Consider adoption of Resolution 2018-____ amending the fee schedule DEFERRED to June 12, 2018

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

Approve request to post, advertise and hire vacant Environmental Health Specialist position, Grade 14, Step 1, subject to adequate budget appropriations

ITEMS REGARDING HEALTH AND HUMAN SERVICES DEPARTMENT

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

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

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 (Noted for the record Cooper Surgical was the most responsive bid as it is the only one used for pediatrics, Most frequently used nationwide, and provider recommended; other bid received from DRE in the amount of $10,775 each [adult use only], and from Henry Schein in the amount of $13,586.99 each [adult use only])

ITEMS REGARDING BOARDS AND COMMISSIONS

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

Denied appointment of Roderick White to the Veterans Advisory Board due to limited availability to serve the local veterans
ITEMS REGARDING GENERAL BUSINESS

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

Adopt Resolution 2018-020 establishing the budget calendar for fiscal year 2019

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

Approve Public Official Bond for William Faubion for Superior Court Judge Pro Tem

Adopt Resolution 2018-021 amending the Personnel Policy and Procedures by revising the County Employment Application and rescinding Resolution 2001-090

EXECUTIVE SESSION - None

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 March 13, 2018 and approve the 2018 Chinook Park Maintenance & Operation Contract with the Port of Chinook, subject to acceptance by the Port and receipt of the required insurance

ITEMS REGARDING GENERAL BUSINESS

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

Approve request to set public hearing for Tuesday, June 12, 2018 at 10:00AM or as soon thereafter as possible to consider the sale of county-owned properties at public auction

Approve Vendor Claims, Warrants Numbered 141968 thru 142064 in the amount of $223,496.43, subject to adequate budget appropriations

MEETING CLOSED – 9:15AM

SIGNATURE BLOCK ON THE FOLLOWING PAGE
(Please refer to recording of the meeting for a more detailed discussion)

OTHER BUSINESS FOR FILING

Notice dated May 6, 2018, from the WA State Liquor and Cannabis Board regarding license expiration for the Willapa Harbor Golf Course.

Letter dated May 7, 2018, from Wade Jordan regarding alleged incident and copy of response letter.

Copy of letter dated May 7, 2018 from Royal Heights Transfer Station, Inc., regarding 2018 rate adjustment.

Email dated May 9, 2018, from Robert Eck to Commissioner Wolfe [and Commissioner Wolfe’s response] regarding culvert at 258th South and Park Avenue in Ocean Park.

Letter dated May 10, 2018, from Ocean Park Area Chamber of Commerce regarding ocean beach approaches.


Email dated May 11, 2018, from Kathleen Sayce regarding Willapa Grays Harbor Oyster Growers Assoc. Imidacloprid Permit Application.


Email dated May 20, 2018, from Bonnie Lou Cozby regarding ocean beach approaches.

Email dated May 21, 2018, from Bonnie Lou Cozby regarding traffic calming at 227th & U Street in Ocean Park.
BOARD WORKSHOPS/MEETINGS HELD
(This listing does not include those workshops/meetings attended by an individual Commissioner)

May 7, 2018
Meeting Agenda Review
Departmental Briefings
Discussion re: Army Corp letter

May 8, 2018
BOH/BOCC Meeting
Executive Session
Joint/Management Meeting

May 14, 2018
Workshop w/ Auditor re: elections
Workshop re: DCD fee schedule
Workshop re: Johansen email
Workshop w/ Superior Court

May 21, 2018
Workshop re: various issues
Meeting Agenda Review
Workshop w/ Prosecutor re: personnel
Departmental Briefings
Workshop re: ocean beach approaches
Workshop re: Economic Opportunity CDB Grant

May 22, 2018
BOH/BOCC meeting
Workshop re: alder mill
Workshop re: supplements/amendments

May 29, 2018
Workshop w/ Health re: office hours
Workshop re: 227th & U Street
Workshop w/ Sheriff re: Rod Run & event funding
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, June 12, 2016, the Board, by a unanimous/majority vote, does approve for payment, subject to adequate budget appropriations, those vouchers included in the attached list and further described as follows:

Vendors Claim Fund No. 692

142065 thru 142153 $ 148,021.97

Warrants Dated: May 25, 2016

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

AUDITED:

__________________________
Auditor/Deputy Auditor

ATTEST:

__________________________
Clerk of the Board

__________________________
Chairman

__________________________
Commissioner

__________________________
Commissioner

RECEIVED
PACIFIC COUNTY

MAY 29 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, June 12, 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

142154 thru 142195 $ 111,455.19

Warrants Dated: May 31, 2018

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

AUDITED:

[Signature]
Auditor/Deputy Auditor

ATTEST:

[Signature]
Clerk of the Board

Chairman

Commissioner

Commissioner

RECEIVED
PACIFIC COUNTY
MAY 31 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, June 12, 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

142196 thru 142260 $ 159,058.67

Warrants Dated: ___________________________ June 7, 2018

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

AUDITED:

[Signature]
Auditor/Deputy Auditor

ATTEST:

[Signature]
Clerk of the Board

Chairman

[Signature]
Commissioner

[Signature]
Commissioner

RECEIVED
PACIFIC COUNTY

JUN - 7 2018

GENERAL ADMINISTRATION
BOARD OF COMMISSIONERS
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: MAY, YEAR OF 2018
TOTAL EMPLOYEES: 177
TOTAL PAYROLL: $782,750.59

Approve payroll subject to adequate budget appropriations.

BOARD OF PACIFIC COUNTY COMMISSIONERS

Dated this 12th day of June 2018

______________________________
Chairperson

______________________________
Commissioner

______________________________
Commissioner

Attest:

______________________________
Clerk of the Board

RECEIVED
PACIFIC COUNTY

JUN - 1 2018

GENERAL ADMINISTRATION
BOARD OF COMMISSIONERS
**AGENDA REQUEST FORM**

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

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**AGENDA ITEM #: 9**

**INITIAL:**

**DATE:**

**TIME:**

**REVIEW:**

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

**DISTRIBUTION LIST:**

- ☐ RF
- ☐ CF
- ☐ SEA
- ☐ Assessor
- ☐ Auditor
- ☐ Clerk
- ☐ Civil Service
- ☐ DPW
- ☐ PEMMA
- ☐ Health
- ☐ Juvenile
- ☐ NDC
- ☐ PACCOM
- ☐ PC Fair
- ☐ 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:** 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.

Revised 08/14
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

Terri Butler-Bates  5/15/18

Jackie Ferrier  5/15/18
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 then 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 1¼” 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, 2018

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>
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\(a\) 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.

Revised 08/14
### Budget Table:

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AGENDA REQUEST FORM

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

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Agenda Item # 11 10

Initial: ___________________________ Date: ___________________________

Review: Clerk of the Board
- Risk Mgmt
- Legal Requird

NO ACTION TAKEN/WITHDRAWN

DEFERRED TO: ___________________________

CONTINUOUS TO DATE: ___________________________

TIME: ___________________________

DISTRIBUTION LIST:

- RF
- CF
- SEA
- Assessor
- Auditor
- Clerk
- Civil Service
- OCO
- IPW
- POEMA
- Health
- Juvenila
- NDC
- PAGCOM
- PC Fair
- Prosecutor
- SDC
- Sheriff
- Superior Court
- Treasurer
- Vag 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

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
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

ATTEST

________________________________________
Lisa Olsen, Chair

________________________________________
Frank Wolfe, Commissioner

________________________________________
Lisa Ayers, Commissioner

Marie Guernsey
Clerk of the Board
AGENDA REQUEST FORM

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

Agenda Item #: 11

Initial: Date:

☑ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS
☑ NO ACTION TAKEN/WITHDRAWN
☑ CONTINUED TO DATE: 6/12/2018
☑ OTHER:

TIME:

DISTRIBUTION LIST:

☑ RF☑ Assessor
☑ CF☑ Auditor
☑ SFHA☑ Clerk
☑ Civil Service
☑ DOC
☑ DPW
☑ PCEMA
☑ Health
☑ Juvenile
☑ SDC
☑ PACOM
☑ PC Fair
☑ Prosecutor
☑ 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
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
   DUNS No.: 084604016

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

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
    Federal Highway Administration

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

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

Name: Angy Liljedahl
Title: Agreement Officer (AO)
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<td>C</td>
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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 0.41 mile 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><strong>A. DESIGN</strong></td>
<td>4.A.1.1.3.</td>
<td>July, 2018</td>
</tr>
<tr>
<td>Submit a copy of the preliminary cost estimate and construction narrative</td>
<td>4.A.5.</td>
<td></td>
</tr>
<tr>
<td>PERMITS</td>
<td>4.A.5.5.1</td>
<td>July, 2018</td>
</tr>
<tr>
<td>Submit a list of all permits necessary for construction to FHWA</td>
<td>4.A.5.5.2</td>
<td>July, 2018</td>
</tr>
<tr>
<td>Submit copies of all completed applications for necessary permits to FHWA</td>
<td>4.A.5.5.3</td>
<td>July, 2018</td>
</tr>
<tr>
<td>Submit copies of approved permits</td>
<td>4.A.3.1</td>
<td>July, 2018</td>
</tr>
<tr>
<td>RW</td>
<td>4.A.3.4</td>
<td>July, 2018</td>
</tr>
<tr>
<td>Submit existing utility permits</td>
<td>4.A.4.1</td>
<td>July, 2018</td>
</tr>
<tr>
<td>Utility</td>
<td>4.A.4.5</td>
<td>July, 2018</td>
</tr>
<tr>
<td>Submit Utility certification with supporting documentation</td>
<td>4.B.</td>
<td>Ongoing</td>
</tr>
<tr>
<td><strong>B. CONSTRUCTION</strong></td>
<td>4.B.3</td>
<td>Upon Completion of Construction / Spring 2019</td>
</tr>
<tr>
<td>Submit before, during, and post construction photographs to FHWA</td>
<td>4.B.4</td>
<td></td>
</tr>
<tr>
<td>Submit copy of the Final Construction Acceptance Letter</td>
<td></td>
<td></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>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

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.
Approve request to "piggyback" on Grays Harbor County Contract with Stripe Rite for roadway striping, subject to adequate budget appropriations.
April 18, 2018

Stripe Rite, Inc.
1813 137th Ave. East
Sumner, WA 98390

RE: 2018 Pavement Striping
S-02080-00

Gentlemen and ladies,

This will advise you that the contract for the above referenced project has been awarded to your firm April 2, 2018 at your bid price of $324,750.00.

Please execute the attached four (4) sets of contract documents for the above mentioned contract and return to this department.

After the Board of County Commissioners signs them, two (2) sets will be returned for you and your surety.

Sincerely,

[Signature]

Brandon R. Ainsworth
Deputy Director of Engineering

Enclosure
RESOLUTION 2018 - 019
SPECIAL MAINTENANCE PROJECT NO. S-02080-00
BEFORE THE BOARD OF COUNTY COMMISSIONERS OF GRAYS HARBOR COUNTY, WASHINGTON

In the Matter of Grays Harbor County 2018 Pavement Striping Contract; Resolution to install pavement striping & markers

IT IS HEREBY RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS that it is their intention to INSTALL:

- Skip Centerline 150 miles @ $155/mile = $23,250
- Skip & Single No Pass 80 miles @ $450/mile = $36,000
- Double No Pass 160 miles @ $610/mile = $97,600
- Edge Stripe 500 miles @ $335/mile = $167,500
- Raised Pavement Markers 45 Hundred @ $450/hundred = $20,250

Project Cost Estimate: $370,350 $344,600

BE IT FURTHER RESOLVED that for the foregoing proper county road purpose there is hereby appropriated sums in the following detail:

<table>
<thead>
<tr>
<th></th>
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<td>$_______</td>
<td>$_______</td>
<td>$ 6,000</td>
<td>$ 6,000</td>
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<td>Right of Way</td>
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<td>Contract Work</td>
<td>$_______</td>
<td>$_______</td>
<td>$ 344,600</td>
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<tr>
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<td>$_______</td>
<td>$_______</td>
<td>$ 9,750</td>
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<td>Contingencies</td>
<td>$_______</td>
<td>$_______</td>
<td>$10,000</td>
<td>$10,000</td>
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<td>$_______</td>
<td>$_______</td>
<td>$370,350</td>
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</tr>
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</table>

The county road purpose herein described is HEREBY DECLARED to be public necessity and the County Road Engineer is HEREBY ORDERED AND AUTHORIZED to report and proceed thereon as by law provided.

BE IT FURTHER RESOLVED that this purpose is performed by Contract in accordance with the WSDOT Standard Specifications for Road, Bridge, and Municipal Construction as adopted by this Board.

ADOPTED this 26 day of February, 2018.

GRAYS HARBOR COUNTY, WASHINGTON
BOARD OF COUNTY COMMISSIONERS

Randy Ross, Chairman

Wes Cormier, District 1

Vickie Raines, District 3

ATTEST:

Deputy Clerk of the Board
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>ITEM DESCRIPTION</th>
<th>UNIT</th>
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<th>UNIT PRICE</th>
<th>AMOUNT</th>
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<td>150</td>
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<td>$27,450.00</td>
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<td>2</td>
<td>Style Center Pipe with Pressure</td>
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<td>60</td>
<td>$450.00</td>
<td>$27,000.00</td>
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<tr>
<td>3</td>
<td>Pipe Cross Tee</td>
<td>Foot</td>
<td>100</td>
<td>$375.00</td>
<td>$37,500.00</td>
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<td>4</td>
<td>Edge Stop</td>
<td>Foot</td>
<td>600</td>
<td>$390.00</td>
<td>$234,000.00</td>
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<tr>
<td>5</td>
<td>Raised Expansion Joint 2S</td>
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<td>400</td>
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<td>$76,000.00</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
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<td></td>
<td></td>
<td>$560,950.00</td>
</tr>
</tbody>
</table>

*Note: All figures to be confirmed as shown.*

**Project Engineer:**

[Signature]

**Comment:**

[Comment]

**Date:** March 19, 2018

**Grand Harbor County Engineer Dept.**

[Signature]

**Contractor:**

[Signature]

**Contractor:**

[Signature]
Adopt Resolution 2018-________ updating the process for establishing and/or modifying the rates for payment of “internal” services provided by/through the Pacific County Equipment Rental & Revolving Fund No. 502 and Payroll Internal Service Fund No. 522.
BEFORE THE BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

RESOLUTION NO. 2018-_______

A RESOLUTION UPDATING THE PROCESS FOR ESTABLISHING AND/OR MODIFYING THE RATES FOR PAYMENT OF “INTERNAL” SERVICES PROVIDED BY/THROUGH THE PACIFIC COUNTY FUNDS No. 502 and 522

WHEREAS, Under Washington State law and the State Auditor’s Office Budgeting, Accounting and Reporting system (BARS) manual, government officials may charge a portion of the cost for central overhead services to restricted funds, only to the extent that each fund benefits from those services. Governments may not allocate general government services costs such as public safety, parks, law enforcement, and community and economic development, and

WHEREAS, BARS manual section 3.9.5 discusses Overhead Cost Allocations. Exhibit 1 of that lists “Sound practices and requirements for allocation overhead costs”, including developing and maintaining a written plan, describing the allocation factors used, and explaining the rationale behind those decisions. The County must maintain appropriate documentation to support the overhead costs that were charged to each fund. (See the BARS manual for complete discussion); and

WHEREAS, the rates for repayment of internal services provided must be periodically reviewed and allocated equitably; and

WHEREAS, the review will occur annually at the time of budget preparation; and

WHEREAS, Fund 522 is designed to provide payroll processing services to the County, this fund costs will be allocated throughout the funds of the county using the payroll services cost by FTE. Each year the 522 fund’s budget will be estimated based on previous years actual expenses, making adjustments for under or over charging of the previous year, and

WHEREAS, Fund 502 Equipment Rental Fund The Equipment Rental and Revolving Fund (ER&R) is responsible for managing the acquisition, assignment, and disposition of fleet equipment, maintaining and repairing fleet equipment, maintaining fleet equipment records, providing short-term motor pool service, and administering a capital fleet equipment replacement plan all in support of the Sheriff’s Department, General Government, and Public Works Divisions. The charges for services are designed to recover costs at or near breakeven while ensuring a positive cash balance in the Fund. Customers pay a monthly or hourly O&M fee and separate flat rate depreciation fee to the Fund for each specific vehicle set at an amount designed to recover adequate funds to replace the vehicle at a future date mutually agreed upon by ER&R and the customer at the time the vehicle goes into service. ER&R also collects a fixed annual administrative overhead fee included in the lease rates for each vehicle to support wages and benefits, allocated costs, rent, and all other costs assessed to ER&R. The annual rate is calculated by determining the annual salary and fringe benefits of ER&R employees and the average annual supply costs divided by the number of vehicles in the fund. All assessments and charges are reviewed annually and updated as needed.
NOW THEREFORE IT IS HEREBY RESOLVED that the Payroll Fund and ER&R Fund, management fees and costs will be proportionately assessed annually to each County operation (office/department) using the methodology described in Attachments 1 and 2 to this Resolution.

PASSED by the following vote the June 12, 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 Ayers, Chair

ATTEST:

Lisa Olsen, Commissioner

Marie Guernsey
Clerk of the Board

Frank Wolfe, Commissioner
ATTACHMENT 1
PACIFIC COUNTY COST ALLOCATION PLAN FOR
PAYROLL INTERNAL SERVICE AND EQUIPMENT
RENTAL & REVOLVING FUND
Effective January 1, 2018

Under Washington State law and the State Auditor’s Office Budgeting, Accounting and Reporting system (BARS) manual, government officials may charge a portion of the cost for central overhead services to restricted funds, only to the extent that each fund benefits from those services. Governments may not allocate general government services costs such as public safety, parks, law enforcement, and community and economic development.

BARS manual section 3.9.5 discusses Overhead Cost Allocations. Exhibit 1 of that lists “Sound practices and requirements for allocation overhead costs”, including developing and maintaining a written plan, describing the allocation factors used, and explaining the rationale behind those decisions. The County must maintain appropriate documentation to support the overhead costs that were charged to each fund. (See the BARS manual for complete discussion).

Cost Allocation 522 Payroll Internal Service Fund

Fund 522 is designed to provide payroll processing services to the County, this fund costs will be allocated throughout the funds of the county using the payroll services cost by FTE. Each year the 522 fund’s budget will be estimated based on previous years actual expenses, making adjustments for under or over charging of the previous year.

BARS Manual Section 3.9.5 Exhibit 2 lists several cost allocation factors that are relevant to the allocation of the Payroll processing.

- Human resources: Number of staff (FTE)

  Exhibit 2 note (a): Using actual expense, budgeted expenses, and the number of staff – or a combination of the three – can all result in fair and equitable allocations. Governments must document why the approach they selected results in fair and equitable allocations that best reflect the cost of services actually received by the benefiting funds.

From review of the employee allocation of the payroll processing employees, the payroll accountant position benefits only the payroll department, the chief accountant spends 25% of her monthly duties on the processing of payroll, this will be supported by the quarterly time sheets, these costs will be budgeted costs. In addition the actual cost of supplies (30’s), and professional services (40’s) allocated to the cost of processing payroll will be included. These cost will be actual cost from the most recent audited financials. These costs will be divided by FTE to develop a per FTE cost which will be charged to each department per budgeted FTE. This charge will be paid by each department in December of each year.
1. Time and Effort Record Keeping
   a. In compliance with the Office of Management and Budget Circular A-87, Cost Principles for State, Local and Indian Tribal Governments (2 CFR Part 225) employees whose time is charged to this fund will be accounted for as follows:
      i. Employees working on multiple activities or cost objective, a distribution of their salaries or wages will be supported by their timesheets which will document activity per day (hrs. worked) per funding source.
   b. Time sheets will meet the following standards:
      i. They must reflect an after the fact distribution of the actual activity for that employee
      ii. They must account for the total activity, for which each employee is compensated
      iii. They must be prepared at quarterly and coincide with one or more pay periods
      iv. They must be signed by the employee and supervisor

**Cost Allocation 502 Equipment Rental & Revolving Fund**

Fund 502 The Equipment Rental and Revolving Fund (ER&R) is responsible for managing the acquisition, assignment, and disposition of fleet equipment, maintaining and repairing fleet equipment, maintaining fleet equipment records, providing short-term motor pool service, and administering a capital fleet equipment replacement plan all in support of the Sheriff’s Department, General Government, and Public Works Divisions. The charges for services are designed to recover costs at or near breakeven while ensuring a positive cash balance in the Fund. Customers pay a monthly or hourly O&M fee and separate flat rate depreciation fee to the Fund for each specific vehicle set at an amount designed to recover adequate funds to replace the vehicle at a future date mutually agreed upon by ER&R and the customer at the time the vehicle goes into service. ER&R also collects a fixed annual administrative overhead fee included in the lease rates for each vehicle to support wages and benefits, allocated costs, rent, and all other costs assessed to ER&R. The annual rate is calculated by determining the annual salary and fringe benefits of ER&R employees and the average annual supply costs divided by the number of vehicles in the fund. All assessments and charges are reviewed annually and updated as needed.

All actual costs associated with the operation of the ER&R fund are included when determining the rate structure for equipment. Allocation of the costs are made on an equitable basis such as asset life. Costs are allocated for salaries and benefits, general cost of operations, and insurance. Records are maintained that identify revenues, costs, and depreciation associated with rental equipment (revenue assets). Rental equipment is monitored by a tracking system (CAMS) and physically inventoried. Tracking ensures the items are not lost or misappropriated and are properly depreciated. Equipment is valued at purchase price or the fair market value when it is transferred to the fund. Further clarification of the SOPs for the ER&R Fund are outlined in the attachment titled: Pacific County DPW: ER&R Fund Standard Operating Procedures.
ATTACHMENT 2
Pacific County Department of Public Works
ER&R Fund Standard Operating Procedures

ER&R rate structures need to cover all costs associated with the operation of the fund. The rate structures are determined by the County Engineer and reviewed by the Board of County Commissioners. Rental rates are composed of four components:

1. Expenses due to maintenance and operation (employee wages, building rental, equipment repair, supplies, fuel, etc.)
2. Depreciation of equipment.
3. A surcharge for equipment replacement.
4. Corrections for prior year charges.

The County Engineer shall administer the fund, manage its property, and shall prepare and recommend rates and terms of purchase, disposal, sale or rental of any equipment in the fund. The charges for the rental for the use of motor vehicles and equipment shall be sufficient to cover the maintenance, operation and replacement of such equipment, and the terms for the rental shall be on an annual, monthly, daily or hourly basis as determined by the County Engineer.

A schedule of such charges shall be prepared by the Accounting Manager. Such rental rates may be reviewed and if needed, be revised at least annually, to meet changing costs of maintenance, operation and replacement. Annually the County Engineer shall prepare a schedule of rental rates to be charged for each item in current inventory or expected to be offered for lease. Each rate shall cover all of the costs incurred by the fund, including cost of replacement and costs of repair. That schedule shall be forwarded by the County Engineer for approval by the Board of County Commissioners. Charges for rentals shall be billed monthly and deposited in the fund upon receipt.

Separate equipment depreciation/replacement and overhead/maintenance reserves shall be maintained by department.

**Overhead and Maintenance Account:** into which shall be placed those portions of the charges paid by the various divisions and departments which are specifically billed to provide sufficient moneys to pay the costs necessary to operate and maintain all motor vehicle equipment rented. The funds shall be used for the purchase of materials, including fuel & parts and maintenance including in-house warranty work. Also included are any costs associated with fund overhead like insurance and salaries and expenses incurred in the sale or surplus of vehicles and equipment.

**Deprecation and Replacement Account:** into which shall be placed those portions of the charges paid by the various divisions and departments which are specifically billed to provide sufficient moneys, (having first taken into consideration the necessary operating and maintenance costs billed under the preceding paragraph), to pay the costs of purchasing new equipment and replacing used equipment as required to carry out the purposes of the equipment rental fund. Also any payments derived from the direct sale of any of the equipment or other capital assets of the fund.
If in the opinion of the County Engineer, a piece of equipment should be replaced, he shall replace such equipment from the department/fund’s reserves; PROVIDED, that during any current year expenditures from the reserve by any department/fund shall not reduce the department’s reserve balance to a level less than the minimum requirement of each department/fund’s original cost of equipment. A capital contribution request will be made in these cases.

Any withdrawals or expenditures from the equipment rental fund shall be made only in the following manner:

Expenditures from the Overhead and Maintenance Account shall be made only upon approved payrolls and vouchers for the purposes ascribed to said account.

Expenditures from Deprecation and Replacement Account shall be made only upon approved BOCC agenda request or resolution.
**AGENDA REQUEST FORM**

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

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<thead>
<tr>
<th>BOCC ACTION:</th>
<th>APPROVED</th>
<th>DENIED</th>
<th>SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS</th>
<th>DEFERRED TO:</th>
<th>REVIEW</th>
<th>CLERK OF THE BOARD</th>
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**DISTRIBUTION LIST:**

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<th>DPW</th>
<th>NDC</th>
<th>Superior Court</th>
<th>Treasurer</th>
<th>Veg Mgmt</th>
<th>WSU Ext.</th>
<th>Other</th>
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<tbody>
<tr>
<td>CF</td>
<td>Auditor</td>
<td>EMA</td>
<td>PACOM</td>
<td></td>
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<td></td>
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<tr>
<td>SEA</td>
<td>Clerk</td>
<td>Fair</td>
<td>Prosecutor</td>
<td></td>
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<td></td>
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<td></td>
<td>Civil Service</td>
<td>Health</td>
<td>SDC</td>
<td>Sheriff</td>
<td></td>
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<td></td>
<td>DCD</td>
<td>Juvenile</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**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):** Parks

**OFFICIAL NAME & TITLE:** Dotsi Graves, Fair & Parks Manager

**PHONE / EXT:**

**SIGNATURE:**

**DATE:** 6/4/2018

**NARRATIVE OF REQUEST**

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

Approve Facility Use Application from Ed Whitford for use of Bush Pioneer Park for annual Bay Center Days event to be held July 7, 2018 and authorize Chair to sign
ATTACHMENT B

Facility Use Application

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

Please complete and return this Application and the appropriate attachments along with fee and damage deposit to the Board of Pacific County Commissioners Office at least 60 days prior to the first day of the scheduled event.

PLEASE TYPE OR PRINT CLEARLY IN INK.

1. Name of event: Bay Center Days

2. Is this a private event (invitation only) or open to the public? Private ___ Public X

3. Description of event: Vendor tents, car show, pie eating contest, oyster opening contest, fast race, kidsreas scoar race

4. Location of event: Bay Center County Park (Bush Pioneer)

5. Date(s) of event: July 7, 2018 Hour(s) of operation: 10am-4pm

6. Has the event been held previously? Yes Date(s): July 2017, July 2016

7. Estimated attendance: 75-100

8. Name Event Representative: Ed Whitford

9. Home Phone: 360-875-5065 Cell Phone: 503-287-4293

10. Event Representative email address: edandlind@centurylink.com

11. Event Representative address: 243 Bay Center Road, 98586

12. Emergency contact name and phone number: Rheta Edwards 875-6150

RECEIVED PACIFIC COUNTY
JUN 1 2018
<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
<th>NA</th>
<th>NOTE: All required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will there be alcohol served at the event?</td>
<td></td>
<td>X</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? <em>May be required by the County.</em></td>
<td></td>
<td></td>
<td>X</td>
<td>If yes, attach a list of those services and outline specific duties.</td>
</tr>
<tr>
<td>Is your event open to the public?</td>
<td></td>
<td>X</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>X</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>X</td>
<td>Fire Dept will be on-site <em>booth</em></td>
</tr>
<tr>
<td>Will there be music, sound amplification or any other noise impacts?</td>
<td></td>
<td>X</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>X</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>X</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>X</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>X</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>X</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>X</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>X</td>
<td>If yes, attach copy of food service permit.</td>
</tr>
<tr>
<td>Will additional bathroom facilities be used?</td>
<td></td>
<td></td>
<td>X</td>
<td>If yes, please provide specific information related to the # of sanitary facilities provided. Please include the location on a diagram of the event.</td>
</tr>
<tr>
<td>Do you have a plan for garbage and recycling? <em>Garbage to be removed each end of event</em></td>
<td></td>
<td>X</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>X</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>X</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]

Date: 5-25-2018

City & State where signed:

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

Name: Ed Whitford Contact #: 360-875-5045

Name: Rheta Edwards Contact #: 360-875-0150

Name: Ricki Bayne Contact #: 360-442-8418

Name: ______________________ Contact #: ______________________
FOR PACIFIC COUNTY USE ONLY

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

Comments:

________________________________________________________________________

________________________________________________________________________

Administrative/Risk Review: _______ _______ Approved: Yes ___ No ___
Initials Date

Comments:

________________________________________________________________________

________________________________________________________________________

Board of Pacific County Commissioners Approval: _______ Date

Additional Requirements:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
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: Department of Public Works  DIVISION (if applicable):

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

SIGNATURE:  Michael Collins  DATE: 6-05-18

NARRATIVE OF REQUEST

Request to hire Jonathon Fouts for the vacant South Co. Road Maintenance Tech II position. Start date will be July 9, 2018.

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

Approve hire of Jonathon Fouts, RMT II, at a rate of $19.34, effective July 9, 2018, subject to adequate budget appropriations
Approve issuance of Call for Bids for the Upper Naselle Road Resurfacing Project and authorize Clerk of the Board to set bid opening date after construction funds are received.
PUBLIC NOTICE

CALL FOR BIDS

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

UPPER NASELLE ROAD RESURFACING PROJECT MP 0.00 TO MP 1.52

Bids will be received by personal or special delivery to the Clerk of the Board in the Commissioners’ Office at the Pacific County Annex Building in South Bend until the time and date of the bid opening. Any bids received after that time shall be null and void and shall be returned to the bidder.

Bid proposals shall be submitted in a sealed envelope, clearly marked “Upper Naselle Road Resurfacing Project MP 0.00 to MP 1.52”, together with the name and address of the bidder and bid opening date and time on the outside of the envelope.

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

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

Informational copies of Contract Documents are on file for inspection between the hours of 7:30 a.m. and 4:00 p.m., at the Department of Public Works, 211 N. Commercial St., Raymond, WA, 98577, at the Builders Exchange of Washington, Inc., 2607 Wetmore Avenue, Everett, WA 98201-2926, and at the Contractor Plan Center, Inc. 5468 SE International Way, Milwaukie, OR 97222.

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

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

______________________________
Clerk of the Board
BEFORE THE BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

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

Upper Naselle Road Resurfacing Project MP 0.00 to MP 1.52

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

Bids will be received by personal or special delivery to the Clerk of the Board in the Commissioners' Office at the Annex Building in South Bend until the time and date of the bid opening. Any bids received after that time shall be null and void and shall be returned to the bidder.

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

The Clerk of the Board is directed to advertise for bids and the Director of Public Works/County Engineer is directed to prepare Contract Documents for the above UPPER NASELLE ROAD RESURFACING PROJECT MP 0.00 TO MP 1.52.

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

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

__________________________________________
Lisa Ayers, Chair

ATTEST:

__________________________________________
Lisa Olsen, Commissioner

__________________________________________
Clerk of the Board

__________________________________________
Frank Wolfe, Commissioner
NOTICE TO CONTRACTORS
PACIFIC COUNTY DEPARTMENT OF PUBLIC WORKS
211 N. COMMERCIAL ST., RAYMOND, WASHINGTON 98577

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

UPPER NASELLE ROAD RESURFACING PROJECT MP 0.00 TO MP 1.52

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

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

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

______________________________
Lisa Ayers, Chair

______________________________
Lisa Olsen, Commissioner

______________________________
Clerk of the Board

______________________________
Frank Wolfe, Commissioner
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 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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<tbody>
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</tbody>
</table>

Agenda Item #: 17  Initial: __________ Date: __________

DEFERRED TO: 6/12/2018

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

TIME: ____________________

DISTRIBUTION LIST:

□ RF      □ Assessor  □ DPW  □ PACCOM  □ Superior Court
□ CF      □ Auditor   □ PCEMA □ PC Fair   □ Treasurer
□ SEA     □ Clerk     □ Health □ Prosecutor □ Veg Mgmt
□ CivilService □ Juvenile □ SDC    □ Sheriff   □ WSU Ext.
□ DCD     □ NDC      □ Sheriff

□ Other

AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Community Development  DIVISION (if applicable): Building/Planning
OFFICIAL NAME & TITLE: Shawn Humphreys, Deputy Director  PHONE / EXT: 2662

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.

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

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.

Revised 2/2015
Exhibit A to 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

____________________________________
Frank Wolfe, Commissioner

____________________________________  ____________________________________
Marie Guernsey      Lisa Ayers, Commissioner
Clerk of the Board

ATTEST

____________________________________
____________________________________
Mari Guernsey
Clerk of the Board

Lisa Ayers, Commissioner
# DEPARTMENT OF COMMUNITY DEVELOPMENT AND PUBLIC WORKS FEE SCHEDULE

## Section 1: Application Processing

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Application Processing Fee (Charged on all applications, licenses, etc)</td>
<td>$65.00</td>
</tr>
<tr>
<td>B</td>
<td>Technology Fee (Charged on all applications, licenses, renewals, etc)</td>
<td>$10.00</td>
</tr>
<tr>
<td>C</td>
<td>NSF fee</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

## Section 2: Shoreline Substantial Development

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Exemption-Substantial Development Permit Application</td>
<td>$160.00</td>
</tr>
<tr>
<td>B</td>
<td>Exemption- Forest Practice Review</td>
<td>$50.00</td>
</tr>
<tr>
<td>C</td>
<td>Shorelines Substantial Development Permit (Type II Review Process)</td>
<td>$1,255.00</td>
</tr>
<tr>
<td>D</td>
<td>Shorelines Substantial Development Permit (Type III Review Process)</td>
<td>$1,435.00</td>
</tr>
<tr>
<td>E</td>
<td>Conditional Use Permit (Type III Review Process)</td>
<td>$1,435.00</td>
</tr>
<tr>
<td>F</td>
<td>Shoreline Variance (Type II Review Process)</td>
<td>$1,255.00</td>
</tr>
<tr>
<td>G</td>
<td>Sand Removal-Substantial Development Permit Application</td>
<td>$185.00</td>
</tr>
<tr>
<td>H</td>
<td>Dune Modification and Exemption</td>
<td>$425.00</td>
</tr>
<tr>
<td>I</td>
<td>Shorelines Permit Revision</td>
<td>$265.00</td>
</tr>
<tr>
<td>J</td>
<td>Public Notice Fee (Shorelines)</td>
<td>$195.00</td>
</tr>
</tbody>
</table>

## Section 3: Planning/Zoning

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Setback/Zoning Review</td>
<td>$65.00</td>
</tr>
<tr>
<td>B</td>
<td>Zoning Variance (Type III Review Process) &gt;25%</td>
<td>$1,085.00</td>
</tr>
<tr>
<td>C</td>
<td>Conditional Use Permit (Type III Review Process)</td>
<td>$1,085.00</td>
</tr>
<tr>
<td>D</td>
<td>Special Use Permit (Type II Review Process)</td>
<td>$985.00</td>
</tr>
<tr>
<td>E</td>
<td>Change of Zone (Site Specific Rezone) Application (Type III Review Process)</td>
<td>$1,670.00</td>
</tr>
<tr>
<td>F</td>
<td>Comprehensive Plan Amendment/Ordinance Amendment (Type IV Review Process)</td>
<td>$2,165.00</td>
</tr>
<tr>
<td>G</td>
<td>Forest Land Conversion Review (Conversion review, conversion option harvest plans, moratorium waivers)</td>
<td>$460.00</td>
</tr>
<tr>
<td>H</td>
<td>WCF Application Review (Type I Review Process)</td>
<td>$185.00</td>
</tr>
<tr>
<td>I</td>
<td>WCF Application Review (Type II Review Process)</td>
<td>$1,145.00</td>
</tr>
<tr>
<td>J</td>
<td>WCF Application Review (Type III Review Process)</td>
<td>$1,745.00</td>
</tr>
<tr>
<td>K</td>
<td>Floodplain Development Permit</td>
<td>$160.00</td>
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<tr>
<td>L</td>
<td>Oysterville Design Review</td>
<td>$305.00</td>
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<tr>
<td>M</td>
<td>Oysterville Design Review - Minor/Major (Type III Review Process)</td>
<td>$1,745.00</td>
</tr>
<tr>
<td>N</td>
<td>Public Notice Fee</td>
<td>$195.00</td>
</tr>
<tr>
<td>O</td>
<td>Vacation Rental License</td>
<td>$90.00</td>
</tr>
<tr>
<td>P</td>
<td>Type I Administrative Variance</td>
<td>$160.00</td>
</tr>
<tr>
<td>Q</td>
<td>Type II Administrative Variance</td>
<td>$700.00</td>
</tr>
</tbody>
</table>

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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 Variance⁹ | $160.00 |
| G. Type II Administrative Variance¹⁰ | $700.00 |
| H. Wetland Mitigation Bank (Type II Review Process) | $985.00 |
| I. CARL Exemption Review¹¹ | $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 Fee¹²  
  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-Significance¹³ | $265.00 |
| E. Environmental Impact Statement (EIS)¹⁴ | $265.00 |
| F. Public Notice Fee (SEPA) (minimum fee)¹⁵ | $195.00 |
| G. SEPA Exemption Fee¹⁶ | $160.00 |

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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.  
¹³ 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.  
¹⁴ 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.  
¹⁵ 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)  
¹⁶ Assessed when a letter of determination is required or requested.
### Section 6: Subdivision(s)

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

| A. Short Plat or Large Lot Subdivision (1-4) Lots Pre-application | No charge |
| B. Short Plat or Large Lot Subdivision Preliminary Application | $650.00+$30/lot |
| C. Minor Revisions (no hearing/no re-advertisement) | $260.00 |
| D. Major Revisions (hearing and/or re-advertisement) | $520.00 |
| E. Amended Short Plat or Large Lot | $325.00 |
| F. Plat Feasibility Review Septic/Well (On-site Sewage Evaluation for short subdivisions, long subdivisions, large lots subdivision) | $400.00+$65/additional lot |
| G. Final Short Plat or Large Lot Review (includes public hearing with Hearings Examiner) | $65/lot+recording fee |
| H. Re-division or Alteration of Large Lot or Short Subdivision | $650+$30/lot |
| I. Land Division Exemption Review | $65+recording fee |
| J. Refundable Cash Payment in lieu of public improvements | 150% of estimated cost |
| K. Public Notice Fee (Subdivision) | $195.00 |
| L. Type I Administrative Variance | $160.00 |
| M. Type II Administrative Variance | $700.00 |

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

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

#### Subdivision Variance

| A. Variance Review >25% (Type II Review Process) | $985.00 |
| B. Lot Size or other Variance from Subdivision Standard | $1,695.00 |
| C. Plat Vacation | $985.00 |
| D. Recording | As charged by Auditor |
| E. Binding site plan review (Type III Review Process) | $1,085.00 |
| F. Type I Administrative Variance | $160.00 |
| G. Type II Administrative Variance | $700.00 |

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17 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.

18 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.

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

20 See Footnote 7

21 See Footnote 8

22 See Footnote 10

23 See Footnote 7

24 See Footnote 8

25 See Footnote 2

26 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 Permit(s)

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

| $1,000.00 to $500,000.00 | $23.50 |
| $501,000.00 to $2,000,000.00 | $23.50 plus $3.05 per increment |
| $2,001,000.00 to $25,000,000.00 | $69.25 plus $14.00 per increment |
| $25,001,000.00 to $50,000,000.00 | $391.25 plus $10.10 per increment |
| $50,001,000.00 to $100,000,000.00 | $643.75 plus $7.00 per increment |
| $100,001,000.00 to $500,000,000.00 | $993.75 plus $5.60 per increment |
| $500,001,000.00 to $1,000,000,000.00 | $3233.75 plus $4.74 per increment |
| $1,000,001,000.00 and Up | $5603.75 plus $3.65 per increment |

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27 Recording fees assessed at time of recording w/ County Auditor
28 See Footnote 7
29 See Footnote 8
30 Fees shall follow the most current fee schedule adopted by the Board of County Commissioners
31 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.
32 Not applicable to agriculture buildings; no plan review or inspections are performed so no building fees are applied
33 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>A. Single Family Dwelling</th>
<th>$84.86</th>
</tr>
</thead>
<tbody>
<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

| A. Singlewide | $455.00 |
| B. Doublewide | $520.00 |
| C. Triplewide | $585.00 |
| D. Title Elimination Fee | $65.00 |
| E. Modular Stick-Built | 50% of stick-built cost |

### Other Building Fees

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

### Section 10: Fireworks

| A. Fireworks - Retail Sales Permit Application | $35.00 |

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34 Commercial – Based on Architects or Contractors Bid Information
35 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.
36 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
37 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.
38 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.
39 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.
40 Projects permitted under the IBC or IEBC (residential dwellings unit(s), duplexes, townhomes, residential accessory structures, etc.)
41 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)

| A. Evaluation (new/modification/expansion/abandoned system) | $400.00 |
| B. Installation | $240.00 |
| C. Design Review<sup>42</sup> | $240.00 |
| D. Repair Permit (6 month permit) | $200.00 |
| E. Site Re-inspection | $115.00 |
| F. Operation and Maintenance Inspection Review | $50.00 |
| G. Annual Operation and Maintenance Permit | $115.00 |
| H. Septic System Variance Fee/Waiver Health Officer Hearing | $475.00 |
| I. Winter Water Table | $735.00 |
| J. Design Revision<sup>43</sup> | $240.00 |

### Installers/Pumpers/O&M Inspectors

| A. License-New<sup>44</sup> | $275.00 |
| B. License-Annual Renewal | $160.00 |
| C. Septic Tank Design Review | $120.00 |
| D. Retest fee | $160.00 |
| E. Pump Truck Inspections | $160.00 |

### Section 12: Water System

| A. Single-family Well Permit | $160.00 |
| B. Cistern Permit | $490.00 |

### Section 13: Recreational Vehicle Parks

| A. 0-20 spaces | $160.00 |
| B. 21-50 spaces | $240.00 |
| C. 51-100 spaces | $320.00 |
| D. 101 or more spaces | $400.00 |
| E. Temporary RV Park (less than 7 days in duration) | $80.00 |

### Section 14: Solid Waste

| A. Transfer Station Permit-Plus other solid waste plan implementation tipping fee as adopted by separate resolution | $650.00 |
| B. Land Application Permit | $250.00 |
| C. Other Solid Waste Sites and Facilities<sup>45</sup> | $130.00 |

### Section 15: Water Recreation Facilities<sup>46</sup>

| A. Spa | $160.00 |
| B. Swimming Pool | $320.00 |

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<sup>42</sup> Additional review by the request of the applicant or the County will be charged an hourly fee.

<sup>43</sup> 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.

<sup>44</sup> The test is $100 for a homeowner that does not require a license.

<sup>45</sup> Includes exempt facilities.

<sup>46</sup> 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>Seats</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Level 1</td>
<td>0-25 seats</td>
<td>$80.00</td>
</tr>
<tr>
<td>B. Level 2</td>
<td>26-50 seats</td>
<td>$160.00</td>
</tr>
<tr>
<td>C. Level 3</td>
<td>51-75 seats</td>
<td>$240.00</td>
</tr>
<tr>
<td></td>
<td>76-100 seats</td>
<td>$275.00</td>
</tr>
<tr>
<td></td>
<td>100+ seats</td>
<td>$320.00</td>
</tr>
<tr>
<td></td>
<td>School Cafeteria</td>
<td>$240.00</td>
</tr>
<tr>
<td>D. Bed &amp; Breakfast</td>
<td>$160.00</td>
<td></td>
</tr>
<tr>
<td>E. Commissary Kitchen/Caterer</td>
<td>$160.00</td>
<td></td>
</tr>
</tbody>
</table>
| F. Complex Facilities (includes multiple levels (1, 2, & 3) w/in one establishment) | Fee based on highest level (1,2, or 3) plus a flat rate per facility/department $60.00

**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</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>

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47 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.

48 Level 1 (cold holding)

49 Level 2 (cold holding, hot holding)

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

51 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 for each additional department 195+50+50=$295

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

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

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

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

<table>
<thead>
<tr>
<th>A. Open Space Applications Requiring Public Review and Public Hearing with Planning Commission (Tax conversions)</th>
<th>$425.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Permit Revision/Site Plan Revision after Permit Issuance (2 hour minimum)</td>
<td>$65.00/hr</td>
</tr>
<tr>
<td>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.)</td>
<td>$65.00/hr</td>
</tr>
<tr>
<td>D. Assembly Ordinance Permits</td>
<td>$200.00</td>
</tr>
<tr>
<td>E. Special Consultation Fee/Special Inspection Fee - Hourly Rate (2 hour minimum)</td>
<td>$65.00/hr</td>
</tr>
<tr>
<td>F. Hearings Examiner 56</td>
<td>As charged by Hearings Examiner</td>
</tr>
<tr>
<td>G. Administrative Review 57</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

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) 58 | $80.00 |
| C. Posting those facilities/establishments that did not pay their annual license fees 59 | $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 60 | |
| F. A site needing to be re-inspected will be charged at the hourly rate. 61 | $65.00/hr |

Section 21: Hourly Fee

| A. Hourly rate 62 | $65.00/hr |

Section 22: Administrative 63

| A. Copies (8 1/2 x 11 & 8 1/2 x 14 & 11x17) 64 | 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 Travel 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.

56 The owner/applicant will be invoiced by DCD to compensate the Hearings Examiner for all services rendered, including, but not limited to, time spent in public hearing, travel, review of documents, research, and decision writing.

57 In the case that something needs to come before the Board of Health or the Health Officer.

58 Licenses not renewed by February 15th will be terminated and the establishment closed. Re-application and fees will be required to re-open.

59 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.

60 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

61 Every inspection will be allowed one re-inspection. Anything beyond two inspections will be charged.

62 The hourly rate includes anything that is not in the fee schedule that takes time and resources, such as special inspections, consultation fees, etc.

63 Determining the exact personnel, equipment, and supply costs associated with duplication is an unduly burdensome task; therefore, the County adopts the following rate structure.

64 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 Section 22.A.
Approve the hire of Summer Litter Crew, Justin Franks, Aiden Jerles, and Sarah Hoerr at a rate of $12/hour, effective July 18, 2018 thru July 19, 2018, and Aubrielle Burks, Tristan Hamlin, and Theron Hamlin at a rate of $12/hour, effective July 23, 2018 thru August 23, 2018, all subject to adequate budget appropriations and successful completion of a background check.

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: DCD
OFFICIAL NAME & TITLE: Shawn Humphreys
SIGNATURE:
DATE: 5-29-2018

NARRATIVE OF REQUEST

The Department is requesting Board approval for the hiring of Justin Franks, Aiden Jerles, Sarah Hoerr, Tristan Hamlin, Aubrielle Burks, and Theron Hamlin as crew members for the 2018 Summer Litter Crew.

The litter program will run two youth crews; one June 18, 2018 through July 19, 2018 and one July 23, 2018 through August 23, 2018. Each crew will consist of a supervisor, crew lead, and three of the students listed above.

The first crew includes one student from South Bend High School and two from Willapa Valley High School. The second crew includes one student from Willapa Valley High School and two from Raymond High School. The program received 24 applications from area students this year. The six students named above were chosen by having properly completed applications, a successful interview, and favorable references.

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

Approve the hire of Summer Litter Crew, Justin Franks, Aiden Jerles, and Sarah Hoerr at a rate of $12/hour, effective July 18, 2018 thru July 19, 2018 and Aubrielle Burks, Tristan Hamlin, and Theron Hamlin at a rate of $12/hour, effective July 23, 2018 thru August 23, 2018, all subject to adequate budget appropriations and successful completion of a background check.
Approve hire of Kelli Buchanan, Behavioral Health Program Assistant, at Grade 10 Step 10, 0.2 FTE, effective June 1, 2018, subject to adequate budget appropriations.

AGENDA ITEM REQUEST

DEPARTMENT/OFFICE: Health & Human Services

OFFICIAL NAME & TITLE: Katie Lindstrom, Deputy Director

SIGNATURE: [Signature]

DATE: 5/22/2018

NARRATIVE OF REQUEST

Requesting approval to hire Kelly Buchanan to fill the .20 FTE Behavioral Health Program Assistant position with the Health Dept beginning June 1, 2018. Kelly will reduce her General Admin FTE from a 1.0 to a .80 to accommodate for the .20 health dept FTE increase (for a total of 1.0 FTE). As our Behavioral Health Program Assistant, Kelly will implement the new family support program for parents of children with developmental disabilities. This program will provide support to parents to help them navigate the system, sign up for services, and will also coordinate a monthly education event on similar topics. 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 hire of Kelli Buchanan, Behavioral Health Program Assistant, at Grade 10 Step 10, 0.2 FTE, effective June 1, 2018, subject to adequate budget appropriations.
AGENDA REQUEST FORM

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

BOCC ACTION: ☐ APPROVED ☐ DENIED

Agenda Item #: 20

Initial: ___________________________ Date: ___________________________

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN ☐ DEFERRED TO: ___________________________

☐ CONTINUED TO DATE: ___________________________ TIME: ___________________________

☐ OTHER: ___________________________

DISTRIBUTION LIST:

☐ RF ☐ Assessor ☐ DPW ☐ NDC

☐ CF ☐ Auditor ☐ EMA ☐ PACCOM

☐ SEA ☐ Clerk ☐ Fair ☐ Prosecutor

☐ Civil Service ☐ Health ☐ SDC

☐ DCD ☐ Juvenile ☐ Sheriff

☐ Other

☐ Superior Court ☐ Treasurer

☐ Risk Mgmt ☐ Veg Mgmt

☐ Legal Required ☐ WSU Ext.

AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Health

DIVISION (if applicable): ___________________________

OFFICIAL NAME & TITLE: Mary Goelz, Director

PHONE / EXT: 2644

SIGNATURE: ___________________________

DATE: 5/21/18

NARRATIVE OF REQUEST

Request the Board approve and sign the Professional Services Contract for ABCD Dental Services. ABCD stands for Access Baby Child Dental Program. This program is meant to be an education/referral program to families and providers for children on Medicaid and from birth through five years of age. We have provided this service for a number of years. The funding is included in our adopted 2018 budget.

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

Approve WA State Health Care Authority Professional Services Contract #K2752 for ABCD Dental Services, effective July 1, 2018 thru June 30, 2020, authorize Director to sign.
THIS CONTRACT is made by and between Washington State Health Care Authority, (HCA) and the (Contractor).

<table>
<thead>
<tr>
<th>CONTRACTOR NAME</th>
<th>CONTRACTOR DOING BUSINESS AS (DBA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pacific County Health &amp; Human Services</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTRACTOR ADDRESS</th>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>P O BOX 28, SOUTH BEND, WA</td>
<td>98586</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTRACTOR CONTACT</th>
<th>CONTRACTOR TELEPHONE</th>
<th>CONTRACTOR E-MAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Goelz</td>
<td>360-875-9343</td>
<td><a href="mailto:mgoelz@co.pacific.wa.us">mgoelz@co.pacific.wa.us</a></td>
</tr>
</tbody>
</table>

Is Contractor a Subrecipient under this Contract? ☑ YES ☐ NO

<table>
<thead>
<tr>
<th>CFDA NUMBER(S):</th>
<th>FFATA Form Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>93.778</td>
<td>☑ YES ☐ NO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HCA PROGRAM</th>
<th>HCA DIVISION/SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABCD Dental Program</td>
<td>Clinical Quality and Care Transformation (CQCT)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HCA CONTACT NAME AND TITLE</th>
<th>HCA CONTACT ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janice Tadeo, Dental Program Manager Health Services and Management Clinical Quality and Care Transformation (CQCT) Health Care Services</td>
<td>Health Care Authority 626 8th Avenue SE PO Box 42702 Olympia, WA 98504</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HCA CONTACT TELEPHONE</th>
<th>HCA CONTACT E-MAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>(360) 725-1583</td>
<td><a href="mailto:Janice.Tadeo@hca.wa.gov">Janice.Tadeo@hca.wa.gov</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTRACT START DATE</th>
<th>CONTRACT END DATE</th>
<th>TOTAL MAXIMUM CONTRACT AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1, 2018</td>
<td>June 30, 2020</td>
<td>$19,000.00</td>
</tr>
</tbody>
</table>

PURPOSE OF CONTRACT:
Provide 'Access to Baby and Child Dentistry' (ABCD) services to detect and prevent early childhood dental decay by engaging dentists in seeing birth to six (6) year old Medicaid eligible children and engaging local public health departments in outreach and case management.

The parties signing below warrant that they have read and understand this Contract, and have authority to execute this Contract. This Contract will be binding on HCA only upon signature by HCA.

<table>
<thead>
<tr>
<th>CONTRACTOR SIGNATURE</th>
<th>PRINTED NAME AND TITLE</th>
<th>DATE SIGNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Goelz</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HCA SIGNATURE</th>
<th>PRINTED NAME AND TITLE</th>
<th>DATE SIGNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>James W. Gayton Contracts Administrator</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Washington State Health Care Authority Page 1 of 52 Contract # 2752
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Exhibits
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Exhibit B: ABCD Quarterly Outreach and Coordination of Care Report
Exhibit C: ABCD Yearly Budget Tool
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 □ DEFERRED TO: ____________________

□ CONTINUED TO DATE: ____________________ TIME: ____________________

□ 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: Vegetation Management

OFFICIAL NAME & TITLE: Jeff Nesbitt

PHONE / EXT: (360) 942-7758

SIGNATURE: ____________________ DATE: 6/4/2018

NARRATIVE OF REQUEST

Requesting BOCC approval of interagency agreement (Contract Number K2413) between Washington State Department of Agriculture and Pacific County Noxious Weed Control Board for the control of purple loosestrife (Lythrum salicaria) within Pacific County. Also requesting signatory authority for Jeff Nesbitt (Departmental Director).

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

Approve Interagency Agreement #K2413 with WA State Department of Agriculture for control of purple loosestrife and authorize Director to sign
INTERAGENCY AGREEMENT
BETWEEN
WASHINGTON STATE DEPARTMENT OF AGRICULTURE
AND
PACIFIC COUNTY
AND ITS AGENT
PACIFIC COUNTY NOXIOUS WEED CONTROL BOARD

THIS AGREEMENT is made and entered into by and between the Washington State Department of Agriculture (WSDA) and Pacific County and its agent, Pacific County Noxious Weed Control Board.

IT IS THE PURPOSE OF THIS AGREEMENT to provide Pacific County and its agent, Pacific County Noxious Weed Control Board, funding for a project to survey for and control purple loosestrife (Lythrum salicaria) within Pacific County.

THEREFORE, IT IS MUTUALLY AGREED THAT:

STATEMENT OF WORK
Pacific County through its agent, Pacific County Noxious Weed Control Board, shall furnish the necessary personnel, equipment, material and/or service(s) and otherwise do all things necessary for or incidental to the performance of the work set forth in Attachment “A” which is attached hereto and incorporated herein.

PERIOD OF PERFORMANCE
Regardless of the date of signature and subject to its other provisions, this Agreement shall begin on May 25, 2018 and end on June 30, 2019, unless terminated sooner or extended by WSDA as provided herein.

PAYMENT
Compensation for the work provided in accordance with this Agreement has been established under the terms of RCW 39.34.130. The parties have determined that the cost of accomplishing the work herein will not exceed $5,000.00. Only reasonable costs identified in Attachment “A”, incurred directly related to the Pacific County Purple Loosestrife Survey and Control Project, will be reimbursed to Pacific County under this Agreement.

Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree in writing to a higher amount prior to the commencement of any work that will cause the maximum payment to be exceeded. Compensation for service(s) shall be as set forth in accordance with the budget in Attachment “B” which is attached hereto and incorporated herein.

BILLING PROCEDURE
Pacific County shall submit properly completed invoices quarterly to the WSDA Agreement administrator. Reference WSDA Contract Number K2413 on all invoices. Payment to Pacific County for approved and completed work will be made by warrant or account transfer by WSDA within 30 days of receipt of the properly completed invoice. Upon expiration of the Agreement, any claim for payment not already made shall be submitted within 30 days after the expiration date or the end of the fiscal year, whichever is earlier.
RECORDS MAINTENANCE
The parties to this Agreement shall each maintain books, records, documents and other
evidence that sufficiently and properly reflect all direct and indirect costs expended by either
party in the performance of the services described herein. Documents must also support
performance and costs of any nature expended in the performance of this Agreement. These
records shall be subject to inspection, review or audit by personnel of both parties, other
personnel duly authorized by either party, the Office of the State Auditor, and federal officials so
authorized by law. All books, records, documents and other material relevant to this Agreement
will be retained for six years after expiration of the Agreement and the Office of the State
Auditor, federal auditors and any persons duly authorized by the parties shall have full access
and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this Agreement to the
other party, will remain the property of the furnishing party, unless otherwise agreed. The
receiving party will not disclose or make available this material to any third parties without first
giving notice to the furnishing party and giving it a reasonable opportunity to respond, consistent
with applicable laws. Each party will utilize reasonable security procedures and protections to
assure that records and documents provided by the other party are not erroneously disclosed to
third parties.

RIGHTS IN DATA
Unless otherwise provided, data that originates from this Agreement shall be "works for hire" as
defined by the U.S. Copyright Act of 1976 and shall be owned by WSDA. Data shall include,
but not be limited to, reports, documents, pamphlets, advertisements, books, magazines,
surveys, studies, computer programs, films, tapes and/or sound reproductions. Ownership
includes the right to copyright, patent, register, and the ability to transfer these rights.

INDEPENDENT CAPACITY
The employees or agents of each party who are engaged in the performance of this Agreement
shall continue to be employees or agents of that party and shall not be considered for any
purpose to be employees or agents of the other party.

AGREEMENT ALTERATIONS AND AMENDMENTS
This Agreement may be amended by mutual agreement of the parties. Such amendments shall
not be binding unless they are in writing and signed by personnel authorized to bind each of the
parties.

TERMINATION
Either party may terminate this Agreement upon 30 days' prior written notification to the other
party. If this Agreement is so terminated, the parties shall be liable only for performance
rendered or costs incurred in accordance with the terms of the Agreement prior to the effective
date of termination.

TERMINATION FOR CAUSE
If for any cause, either party does not fulfill in a timely and proper manner its obligations under
this Agreement, or if either party violates any of these terms and conditions, the aggrieved party
will give the other party written notice of such failure or violation. The responsible party will be
given the opportunity to correct the violation or failure within 15 working days of receipt of
written notice. If the failure or violation is not corrected, this Agreement may be terminated
immediately upon receipt of written notice of the aggrieved party to the other.
CONFLICT OF INTEREST
WSDA may, by written notice to Pacific County, terminate this Agreement if it is found after due notice and examination by the Director of the Department of Agriculture, and/or the designee authorized in writing to act on the Director’s behalf, that there is a violation of the State Ethics Law, chapter 42.52 RCW; chapter 42.23 RCW; or any similar statute involving Pacific County in the procurement of or performance under this Agreement. Unless stated otherwise, the signatory of this Agreement is the Director’s designee.

In the event this Agreement is terminated as provided above, WSDA shall be entitled to pursue the same remedies against Pacific County and its agent, Pacific County Noxious Weed Control Board, as it could pursue in the event of a breach of the Agreement by Pacific County or its agent, Pacific County Noxious Weed Control Board. The rights and remedies of WSDA provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law. The existence of facts upon which the Director of the Department of Agriculture, and/or the designee authorized in writing to act on the Director’s behalf, makes any determination under this clause shall be an issue and may be reviewed as provided in the “Disputes” clause of this Agreement.

DISPUTES
In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, agreement terms and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto.

LICENSING, BONDING, INDUSTRIAL INSURANCE AND OTHER INSURANCE COVERAGE
Pacific County and its agent, Pacific County Noxious Weed Control Board, shall ensure that all contractors hired to perform services under this Agreement shall comply with all applicable licensing and bonding requirements for the type of service to be performed, and with the provisions of Title 51, Industrial Insurance. Pacific County and its agent, Pacific County Noxious Weed Control Board, shall also ensure that all contractors provide proof of an adequate amount of commercial general liability insurance coverage for the activities to be performed under any subcontract.

GOVERNANCE
This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws. In the event of a lawsuit involving this contract, venue shall be proper only in Thurston County, Washington.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

a. Applicable state and federal statutes and rules;
b. Plan of Work (Attachment A);
c. Budget (Attachment B);
d. Permission to Enter Private Land and Waiver of Liability (Attachment C); and
e. Any other provisions of the Agreement, including material incorporated by reference.
ASSIGNMENT
Pacific County and its agent, Pacific County Noxious Weed Control Board, are responsible for ensuring that all terms, conditions, assurances and certifications set forth in this Agreement are carried forward to any subcontracts. In no event shall the existence of any subcontract operate to release or reduce the liability of Pacific County and its agent, Pacific County Noxious Weed Control Board, to WSDA for any breach in the performance of Pacific County and its agent Pacific County Noxious Weed Control Board's duties.

WAIVER
A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in writing signed by an authorized representative of the party and attached to the original Agreement.

SEVERABILITY
If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

ALL WRITINGS CONTAINED HEREBIN
This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

CONTRACT MANAGEMENT
The Agreement administrator for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.

The Agreement administrator for WSDA is: James Marra, Ph.D.
Pest Program Manager
Washington State Dept. of Agriculture
Plant Protection Division
PO Box 42560
Olympia, Washington 98504-2560
(360) 902-2071
jmarra@agr.wa.gov

The Agreement administrator for Pacific County is: Jeff Nesbitt
Coordinator - Pacific County Noxious Weed Control Board
410 Quincy Street
PO Box 88
South Bend, WA 98586
(360)-875-9425 office
inesbitt@co.pacific.wa.us
All communications between the parties relating to this Agreement and any billings and payments will be directed to those persons. Either party may change administrators by notifying the other in writing.

IN WITNESS WHEREOF, the parties have executed this Agreement.

STATE OF WASHINGTON                      PACIFIC COUNTY
DEPT. OF AGRICULTURE

By: ______________________________   By: ______________________________

Name: Brad White, Ph.D.               Name: Jeff Nesbitt

Title: Assistant Director, Plant Protection Division
       Coordinator, Pacific County Noxious Weed Control Board

Date: ______________________________   Date: ______________________________
ATTACHMENT A
Plan of Work
Pacific County
and its agent Pacific County Noxious Weed Control Board
Purple Loosestrife Survey and Control Project
May 25, 2018 to June 30, 2019

County Survey and Control Criteria:
Pacific County through its agent, Pacific County Noxious Weed Control Board, will conduct survey for and control of purple loosestrife within Pacific County.

Minimum work specifications:
Pacific County staff and/or subcontractors will use an integrated weed management approach, in conjunction with the best management practices for the control of purple loosestrife. All control methods will be employed consistent with the laws, rules and regulations of Washington State, Pacific County, the Noxious Emergent Plant Management Environmental Impact Statement (EIS) first published in November 1993, and all subsequent amendments to the EIS.

Pacific County, or subcontractors to Pacific County, must enter into a contract with WSDA under which Pacific County, or subcontractors to Pacific County, act as limited agents to carry out noxious and quarantine weed control for WSDA under the “Aquatic Noxious Weed Control National Pollutant Discharge Elimination System Waste Discharge General Permit” (NPDES permit) prior to the performance of any activity pursuant to this Agreement that discharges herbicides directly into streams or rivers, or indirectly into streams, rivers, estuaries, wetlands, along lake shorelines, or in other wet areas. Herbicide treatments may only occur at times allowed under provisions of the NPDES permit and must comply with conditions specified in such permit.

The Pacific County Purple Loosestrife Project Coordinator will work closely with the WSDA Noxious Weed Coordinator. Work will only take place on property for which the Pacific County Noxious Weed Control Board has obtained prior written permission for entry and treatment. Pacific County Noxious Weed Control Board will also provide access to these properties for the WSDA Noxious Weed Coordinator. Changes made to any permission form must be approved by WSDA prior to the performance of any work on that property undertaken under terms of this Agreement.

Program Needs Provided by WSDA:
WSDA may furnish herbicide, surfactants and equipment as the WSDA Noxious Weed Coordinator deems necessary. All unexpended items remain the property of WSDA.

Expenditures:
The funds provided for the Pacific County Purple Loosestrife Survey and Control project will primarily go towards salaries, wages and benefits. All supplies furnished by WSDA will be used in Washington State and under the supervision of county personnel. An inventory list will be furnished to WSDA upon request. Items such as computer programs, models, food and beverage, or other costs not specified in this document will not be reimbursed unless the expenditure is specifically authorized in advance in writing by WSDA.
Coordination:
The Pacific County Purple Loosestrife Survey and Control Project will be coordinated with state, local and private control efforts.

Deliverables:
The county noxious weed coordinator or program manager will submit a written report to the WSDA agreement administrator, documenting the work conducted on these projects, as follows:
A final report due July 15, 2019, which will include the following:
- Date(s) of survey and control activities,
- The type of control conducted,
- Difficulties encountered (if any),
- Solid acres (or square feet) of each species treated,
- Number of acres and/or miles surveyed (if any),
- GPS derived locations of any noxious weed locations,
- Number and type of landowners assisted (if any),
- Photo documentation of selected sites, including before and after treatment photos,

Final payment under this Agreement will not be made until the final report is accepted by WSDA.

These deliverables are separate from and in addition to any reporting requirements associated with limited agent status under WSDA’s Aquatic Noxious Weed Control NPDES General Permit coverage.
ATTACHMENT B
Budget
Pacific County
and its agent Pacific County Noxious Weed Control Board
Pacific County Purple Loosestrife Survey and Control Project
May 25, 2018 to June 30, 2019

Total payment to Pacific County and its agent Pacific County Noxious Weed Control Board will not exceed $5,000.00 in fiscal biennium 2019 (i.e., May 25, 2018 through June 30, 2019).

1. Staff salaries, wages and benefits ................................................................. $5,000.00

TOTAL: ........................................................................................................ $5,000.00

Reimbursement for travel expenditures shall not exceed allowable costs as set forth in Washington State travel regulations, contained in the Office of Financial Management State Administrative and Accounting Manual, Chapter 10, Section 90.
ATTACHMENT C  
Permission to Enter Private Land and Waiver of Liability  
Pacific County  
and its agent Pacific County Noxious Weed Control Board  
Project for Purple Loosestrife Survey and Control

PERMISSION TO ENTER PRIVATE LAND AND WAIVER OF LIABILITY

THIS AGREEMENT INCLUDES PERMISSION TO ENTER PRIVATE PROPERTY AND A WAIVER OF CERTAIN CLAIMS OF LIABILITY. READ CAREFULLY BEFORE SIGNING.

This Permission to Enter Private Land and Waiver of Liability is made between the Pacific County Noxious Weed Control Board, hereafter referred to as “the Board,” and ______________________________, hereafter referred to individually or collectively as “the property owner(s).”

INTRODUCTION

1. The control and eradication of noxious weeds on public and private lands is in the public interest and the presence of invasive purple loosestrife (*Lythrum salicaria*) on private lands threatens wildlife habitat and provides a source for renewed infestation of other private and public lands. Effective eradication of purple loosestrife and requires concerted effort on both public and private lands to protect our natural resources.

2. The Board and its agents desire to perform activities to eradicate and/or control purple loosestrife on public and private lands within Pacific County. These activities are authorized and carried out under one or more of the following chapters: 17.04 RCW, 17.06 RCW, 17.10 RCW, and 17.24 RCW.

3. The property owner(s) is/are the sole owner of property located at ________________________________ in Pacific County, Washington, hereafter referred to as “the property.”

4. The property owner(s) is/are interested in and benefited by the eradication and/or control of purple loosestrife on the property.

5. The property owner(s) and the Board desire to memorialize an agreement for the purpose of control of purple loosestrife on the property.

AGREEMENT

1. **Permission.** In consideration of the benefits described above, the property owner(s) grant permission to the Board and its agents, contractors, cooperators and employees to enter onto the property from May 25, 2018 to June 30, 2019 to perform activities to eradicate and/or control purple loosestrife on the property. The property owner(s) acknowledge and agree that these activities may include the application of herbicide to the property.

   The property owner(s) also grant permission to agents, contractors, cooperators and employees of the Washington State Department of Agriculture to enter onto the property from May 25, 2018 to June 30, 2019 for the purpose of monitoring and evaluating the success of purple loosestrife eradication and/or control activities.

2. **Expiration and Revocation.** The Board and its agents, contractors, cooperators and employees are permitted to enter the property on all of the above dates and until June 30, 2019, or until this permission is revoked, whichever occurs first. The property owner(s) may revoke this permission by presenting a written
letter of revocation to the Board. The revocation is effective five (5) business days after receipt by the Board.

3. **Liability Waiver.** The purpose of entry onto the property is to perform activities to eradicate and/or control purple loosestrife. The property owner(s) expressly agree to hold harmless the Board, the Washington Department of Agriculture (WSDA), and the agents, contractors, cooperators and employees of the Board, or WSDA, and to waive any claim of liability against the Board, WSDA, and the agents, contractors, cooperators and employees of the Board, or WSDA, for any injury, damage, or harm which is the logical and intended consequence of activities properly performed to eradicate and/or control purple loosestrife and/or .

The Board and its agents, contractors, cooperators and employees agree to waive any claim of liability against the landowner for any injury, damage, or harm which is not the consequence of the landowner's negligence. As to any other act or omission of either party under this agreement, each party shall be responsible for its own acts or omissions and those of its officers, employees and agents under this agreement. No party to this agreement shall be responsible to the other for the acts or omissions of entities or individuals not a party to this agreement.

4. **Entire Agreement.** This Permission to Enter Private Land and Waiver of Liability contains the entire agreement between the parties with regard to the matters set forth herein.

5. **Applicable Law.** This Permission to Enter Private Land and Waiver of Liability shall be construed and interpreted according to the laws of the State of Washington.

BY THE SIGNATURE BELOW, THE PROPERTY OWNER(S) DECLARE THAT THE TERMS OF THIS PERMISSION TO ENTER PRIVATE LAND AND WAIVER OF LIABILITY HAVE BEEN COMPLETELY READ AND FULLY UNDERSTOOD AND VOLUNTARILY ACCEPTED AND EXPRESSLY WAIVE ANY CLAIM THAT THIS PERMISSION TO ENTER PRIVATE LAND AND WAIVER OF LIABILITY IS NOT FAIRLY AND KNOWINGLY MADE.

Property Owner(s)/Legal Representative: ____________________________

Property Owner(s) Mailing Address: ____________________________________________________________

Street

City                                      County                                      Zip

Telephone Number(s): ____________________________

(Print) Name of property owner

Signature of property owner

Date

(Print) Name of property owner

Signature of property owner

Date

(Print) Name of property owner

Signature of property owner

Date

(Print) Name of authorized representative,
Pacific County Noxious Weed Control Board

Signature of authorized representative,
Pacific County Noxious Weed Control Board

Date
Contact information for the Pacific County Noxious Weed Control Board:

Jeff Nesbitt, (360) 875-9425
410 Quincy Street
South Bend, WA 98586
Approve Facility Use Application from Friends of the Fair for use of the fairgrounds for Cattle Sorting practice to be held July 21-22, 2018 and authorize Chair to sign, subject to receipt of the require insurance prior to the event and __________ request to waive the rental fees and damage deposit.
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.
  ▪ 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: Cattle Sorting Practice

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

3. Description of event: Cattle Sorting Practice. Horse & rider sort cattle numerically from one pen to another

4. County owned park, facility or property to be reserved: Pacific County Fairgrounds Horse Barn & Arena

5. Date(s) of event: July 21, 2018 to July 23rd
   Hour(s) of operation: 10am to 5pm

6. Has the event been held previously? ☑ Yes ☐ No Date(s):
   If yes, location held: Fairgrounds

7. Estimated attendance: 30

8. Name of Event Representative: Val Rowe - Friends of Fair Foundation

9. Home Phone: 360-942-7422 Cell Phone: Same

10. Event Representative email address: Val.rowe@gmail.com

11. Event Representative address: 55 Gillespie Lane South Bend, WA 98584

12. Emergency contact name and phone number: 360-942-9249 - Dave Rowe
<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? <em>May be required by the County.</em></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>Fire dept. is on fairgrounds</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 sani-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>✓</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]

Valerie Rowe 5/22/18

Signature of Applicant/Representative

City & State where signed

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

Name: Valerie Rowe Contact #: 360-942-7422

Name: Mitzi Hunter Contact #: 360-783-2014

Name: Bill Monohon Contact #: 360-208-4183

Name: Katie Huble Contact #: 360-208-8037
FOR PACIFIC COUNTY USE ONLY

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

Comments:

________________________________________________________________________

________________________________________________________________________

Administrative/Risk Review: ___________ ___________ Approved: Yes ___ No ___
Initials Date

Comments:

________________________________________________________________________

________________________________________________________________________

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

BOCC ACTION:  
[ ] APPROVED  [ ] DENIED  
[ ] SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS  
[ ] NO ACTION TAKEN/WITHDRAWN  [ ] DEFERRED TO:  
[ ] CONTINUED TO DATE:  
[ ] OTHER:  

Agenda Item #: 23  
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): Bds/Coms

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

SIGNATURE:  DATE: 5/30/2018

NARRATIVE OF REQUEST

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

Approve the appointment of Mike Nordin to the Marine Resource Committee, alternate position representing Conservation/Environment
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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<tr>
<td>□ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ NO ACTION TAKEN/WITHDRAWN</td>
<td>□ DEFERRED TO:</td>
<td></td>
</tr>
<tr>
<td>□ CONTINUED TO DATE:</td>
<td>TIME:</td>
<td></td>
</tr>
<tr>
<td>□ OTHER:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Agenda Item #: 24
Initial: __________________ Date: __________________
Review: □ Clerk of the Board □ Risk Mgmt □ Legal Required

DISTRIBUTION LIST:
- □ RF
- □ CF
- □ SEA
- □ Assessor
- □ Auditor
- □ Clerk
- □ Civil Service
- □ DPW
- □ EMA
- □ Fair
- □ Civil Service
- □ NDC
- □ EMA
- □ PACCOM
- □ Prosecutor
- □ Juvenile
- □ 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: General Administration
DIVISION (if applicable): Capital
OFFICIAL NAME & TITLE: Kathy Spoor, CAO
PHONE / EXT: 
SIGNATURE: Kathy Spoor
DATE: 5-29-2018
NARRATIVE OF REQUEST
Attached for your consideration is a grant with the Washington State Department of Archaeology and Historic Preservation (DAHP) for rehabilitation of the exterior of the courthouse. This is the second courthouse restoration grant we have been awarded. Our application ranked #1 and we have awarded $331,776 in grant funds. This grant requires a dollar-for-dollar match. The match funding has been set aside in the capital improvement fund (Fund 125). The funding will be used to scrape, repair and repaint the outside of the courthouse.

RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)
Move to approve Grant Number FY 18-90006-003 with the Department of Archaeology and Historic Preservation in the amount of $331,776 for courthouse exterior rehabilitation and authorize the Chair to sign.
Name of Contractor: DAHP

Name of Contract/Agreement/Grant/Amendment #: (If amendment, provide copy of those pages that are being amended):
Grant between Wa St DAHP and Pacific County, Grant #FY18-90006-003

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

Indicate type:
☐ Intergovernmental/Interagency
☐ Employment/Special Services Agreement
☐ Federal Contract
☐ Memorandum of Understanding/Agreement
☐ Interoffice/Interdepartmental
☐ State Contract

Contractor Type (check all that apply):
☐ For-Profit
☐ Non-Profit
☐ State
☐ Federal
☐ Private Organization/Individual
☐ Public Organization/Jurisdiction
☐ Sub-Recipient
☐ Other

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

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

Public Works Project (RCW 39.04):
☐ Limited PW Process (<$35,000)
☐ Small PW Process (<$300,000)
☐ Limited PW Process (<$40,000)
☐ PW Project (> $300,000)

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

Services / Leases:
☐ Architectural & Engineering
☐ Lease (Personal Property i.e. copier, printer)
☐ Telecomm & Data Processing
☐ Personal Services
☐ Lease (Real)
☐ Other (Describe):

To be located at: courthouse rehabilitation

Exceptions to Bidding (Please provide appropriate documentation):

☐ Insurance/Bonds
☐ Single (Sole) Source Purchase*
☐ Emergency Event (Purchases/Public Works)
☐ Special Facilities/Market Conditions

*Resolution Required

☐ PURCHASE UNDER ANOTHER AGENCY'S CONTRACT ("Piggybacking")

Please attach the following:
- Copy of Intergovernmental Agreement with other agency
- Confirmation that vendor agrees to participation
- Documentation that the contract was awarded in compliance with bidding law
- Documentation that the Agency posted bid/solicitation notice on its website or provided access link to the notice

☐ RFP
☐ RFQ
☐ Franchise
☐ Annexation
☐ Ordinance
☐ Resolution
☐ Appeal
☐ Inventory Acquisition/Disposal
☐ Tort Claim
☐ Call for Bids
☐ Open Space
☐ Post, Advertise, & Fill Position
☐ Other (please describe):

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

TOTAL COST/AMOUNT (include sales & use tax): $331,776

TOTAL TAX:

TOTAL SHIPPING/HANDLING: EXPENDITURE FUND #:125 XXX.XXX.XX.XX

EXPENDITURE BUDGETED? ☐ Yes ☐ No

SUPPLEMENTAL REQUIRED? ☐ Yes ☐ No

IN-KIND MATCH REQUIRED? ☐ Yes ☐ No

DESCRIBE MATCH:

MATCHING FUNDS REQUIRED? ☐ Yes ☐ No

AMOUNT OF MATCHING FUNDS: $331,776

Revised 8/2015
Exhibit A to Resolution No. 2010-013
STATE OF WASHINGTON  
Department of Archaeology and Historic Preservation  
1063 S. Capitol Way, Suite 106 • PO Box 48343 • Olympia, Washington 98504-8343  
(360) 586-3065 • Fax Number (360) 586-3067 • www.dahp.wa.gov

Grant Agreement  
Between  
Washington State  
Department of Archaeology and Historic Preservation  
and  
Pacific County

Grant No.: FY18-90006-003  
Grant Title: County Courthouse Exterior Rehabilitation Project  
Effective Date: 04-01-2018  
Expiration Date: 06-30-2019  
Grant Amount: $331,776.00  
Federal Grant No.: N/A  
CFDA No.: N/A

Grant Purpose

Grant Purpose: Provide support for the rehabilitation of the historic Pacific County Courthouse, located in South Bend, WA.

This agreement is made between The Department of Archaeology and Historic Preservation hereinafter referred to as the DEPARTMENT, and Pacific County hereinafter referred to as the GRANTEE.

Parties’ Contact Information

DAHP Contact Person: Hannah Armitage (360) 586-3072  
Email: hannah.armitage@dahp.wa.gov

GRANTEE Contact Person: Kathy Spoor, 360-875-9334  
Email: kspoor@co.pacific.wa.us

Page 1 of 13
Section 1. Responsibilities of the Grantee

A. The GRANTEE will perform or cause others to perform the work described in the “Scope of Work” (Attachment 2). Additional special conditions or specifics about the work required by this agreement, if any, are in attachments as enumerated and described in Section 2. The GRANTEE agrees to perform the work in accordance with any such special conditions or specifics.

B. The GRANTEE understands that the work called for under this agreement must conform to state administrative requirements as they relate to the DEPARTMENT, and the GRANTEE agrees to comply with such requirements.

C. The GRANTEE agrees to comply with the restrictions of lobbying with appropriated funds: No part of the money appropriated by any enactment of State Legislation shall, in the absence of express authorization by such, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone letter, printed or written matter, or other device, intended or designed to influence in any manner an elected official, to favor or oppose, by vote or otherwise, any legislation or appropriation by legislation, whether before or after the introduction of any bill or resolution.

D. The GRANTEE agrees to maintain records in a manner which will provide an audit trail to all expenditures reported to the DEPARTMENT. The GRANTEE agrees to keep these records for at least six years following the ending date of the grant. In the event that an audit of the GRANTEE or of the DEPARTMENT should take exception to any expenditure by the GRANTEE, the GRANTEE agrees to refund to the DEPARTMENT on demand the amount determined by the audit as due. In the event that the DEPARTMENT is required to institute legal proceedings to enforce this repayment provision, the DEPARTMENT shall be entitled to its costs thereof, including reasonable attorney’s fees. When arranging for an audit, the DEPARTMENT should contact:

Kathy Spoor  
Tel: 360-875-9334  
PO Box 6  
South Bend, WA  98586  
Email: kspoor@co.pacific.wa.us

E. The GRANTEE agrees to pay all the costs involved in carrying out the terms of this agreement prior to seeking reimbursement as provided for in Section 2. A. When seeking reimbursement, the GRANTEE will submit a completed reimbursement form in writing to the DEPARTMENT and provide such
supporting documents as an affidavit of publication for newspaper advertising soliciting bids, contracts, photocopies of canceled checks and invoices, and other documents as may be requested by the DEPARTMENT. The DEPARTMENT will provide the GRANTEE with the reimbursement form and guidelines for financial reporting procedures. The GRANTEE agrees to submit its request for reimbursement within thirty (30) days following completion of the work.

F. The GRANTEE agrees to provide the DEPARTMENT with a completion / project report acceptable to the DEPARTMENT. The GRANTEE will submit this on or before the end date of this grant. The GRANTEE agrees that the DEPARTMENT shall have the right to withhold all or part of the funds under this grant pending receipt of an accepted completion / project report. Nicholas Vann, DEPARTMENT historical architect, shall have acceptance approval or denial of the completion / project report.

G. The GRANTEE agrees that the “Budget” (Attachment 1) shall be a financial guide for the work called for by this agreement. The GRANTEE may exceed the budgeted amounts, but this shall in no way obligate the DEPARTMENT for a greater amount than the Grant Amount. In the event that the GRANTEE should spend less than the budgeted amount on an object or element in the Budget, the DEPARTMENT may either reduce its obligation proportionately or it may terminate this agreement. The GRANTEE agrees to maintain records which will render an accurate accounting of each element or object in the Budget. The actual expenditures for the amounts reflected in the Budget may vary by 15 percent without requiring an amendment to this grant agreement.

H. The GRANTEE agrees that the DEPARTMENT shall have the right to terminate this agreement if the GRANTEE shall fail to fulfill in a timely and proper manner its obligations under this agreement or if the GRANTEE shall violate any of the covenants, conditions, or stipulations of the agreement. In case of such termination by the DEPARTMENT, the GRANTEE agrees to return to the DEPARTMENT within thirty (30) days of the effective date of termination, any payments made by the DEPARTMENT to the GRANTEE under the terms of this agreement or any portion of such payments as may be directed by the DEPARTMENT.

The GRANTEE agrees to submit evidence of completion of all work elements identified in the Scope of Work on or before the grant end date. GRANTEE acknowledges and understands that final work elements which do not conform to the terms and conditions of this agreement will not be reimbursed.
I. The GRANTEE will maintain regular contact with the DEPARTMENT regarding the progress of the grant project. The GRANTEE agrees that the DEPARTMENT shall have the right to monitor the work called for by this agreement.

J. The GRANTEE agrees to use competitive negotiation procedures (or small purchase procedures for under $25,000) for procurement of professional services and subcontracts. GRANTEE agrees to maintain records sufficient to detail the significant history of a procurement and to forward evidence of competitive procurement to the DEPARTMENT prior to reimbursement of funds under this agreement.

K. The GRANTEE agrees that it, its agents, officers and employees, and any other person or entity performing any work under this agreement, are independent contractors and not employees of the State of Washington (“State”).

L. State funds are the basis for this agreement. The GRANTEE certifies that neither it nor its principals are presently debarred, declared ineligible, or voluntarily excluded from participation in transactions by any State department or agency. Should for any reason the State funds which are the basis for this agreement become withdrawn, reduced, or not appropriated by legislation the agreement may be terminated without penalty to the DEPARTMENT.

M. To the fullest extent permitted by law, Contractor shall indemnify, defend and hold harmless the State, agencies of the State and all officials, agents and employees of State, from and against all claims for injuries or death arising out of or resulting from the performance of the Contract. Contractor’s obligation to indemnify, defend, and hold harmless includes any claim by Contractors’ agents, employees, representatives, or any subcontractor or its employees.

Contractor expressly agrees to indemnify, defend, and hold harmless the State for any claim arising out of or incident to Contractor’s or any subcontractor’s performance or failure to perform the Contract. Contractor’s obligation to indemnify, defend, and hold harmless the State shall not be eliminated or reduced by any actual or alleged concurrent negligence of State or its agents, agencies, employees and officials.

The parties shall make every effort to resolve disputes arising out of, or relating to, this contract through discussion and negotiation.

Should discussion and negotiation fail to resolve a dispute arising under this contract, the parties shall select a dispute resolution team to resolve the dispute. The team shall consist of a representative appointed by each party and a third
party mutually agreed upon by the parties. The team shall attempt, by majority vote, to resolve the dispute.

N. The GRANTEE agrees to provide or purchase industrial insurance coverage, as applicable, prior to performing work under this agreement. The DEPARTMENT will not be responsible for payment of industrial insurance premiums or for any other claim or benefit for this GRANTEE, or any sub-grantee or employee of the GRANTEE, which might arise under the industrial insurance laws during performance of work under this agreement. If the Department of Labor and Industries, upon audit, determines that industrial insurance payments are due and owing as a result to work performed under this agreement, those payments shall be made by the GRANTEE; the GRANTEE shall indemnify the DEPARTMENT and guarantee payment of such amounts.

O. The GRANTEE agrees to include written acknowledgment of The Department of Archaeology and Historic Preservation support for all grant-related publications and public information materials including audio-visual and workshop materials.

P. The GRANTEE agrees to any additional conditions as may be identified in amendments under Section 3 and attached to this agreement.

Q. There shall be no discrimination against any person employed by the GRANTEE in connection with work covered by or related to this agreement, or against any applicant for such employment, because of race, creed, color, sex, age, marital status, national origin, the presence of any sensory, mental, or physical handicap, or any other condition as set forth Chapter 49.60 RCW. This provision shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or advertising; layoff or termination; rates of pay or other forms of compensation and selection for training. The GRANTEE shall insert a similar provision in all subcontracts for services covered by this agreement.

During the performance of this agreement, the GRANTEE shall comply with all federal and state nondiscrimination laws, regulations and policies.

R. In accordance with legislative findings and policies set forth in Chapter 39.19 RCW the GRANTEE is encouraged in the participation and use of Minority and Women's Business Enterprise firms certified by OMWBE.

S. The GRANTEE agrees to a $331,776.00 match of funds. 50% being the full amount of the let grant amount, 50% being the match amount by the GRANTEE. Further, the GRANTEE will not claim match directly earmarked or identified for this agreement as match for any other grant, agreement or contract. The DEPARTMENT has first and exclusive claim to match provided by the
GRANTEE to this agreement as indirect eligible match to the National Park Service, Historic Preservation Fund awarded to the DEPARTMENT.

DEPARTMENT: Grant Amount: $331,776.00. GRANTEE Minimum Grant Match Amount: $331,776.00.

T. The GRANTEE, as a condition of receiving this grant, agrees to maintain the building to which this grant applies for a period of not less than five (5) years, in accordance with the Secretary of Interior’s Standards for the Rehabilitation of Historic Properties, and further agrees that all work performed as defined in the Scope of Work and Budget of this grant is done in accordance with the Secretary of Interior’s Standards for the Rehabilitation of Historic Properties. The GRANTEE further agrees that failure to adhere to this provision of this grant warrants cause for the DEPARTMENT to request full recovery or portions of those grant monies paid out to the GRANTEE as applies to this grant.

U. If the courthouse is designated as a local landmark through a Certified Local Government (CLG) program, the GRANTEE, as a condition of receiving this grant, agrees to submit project documents to the local historic preservation commission for project approval. The project receiving grant funds should only proceed once a Certificate of Appropriateness has been secured through the local process. This is in addition to the regular review provided by the DEPARTMENT.

Section 2. Responsibilities of the DEPARTMENT

A. The DEPARTMENT agrees to reimburse the GRANTEE one hundred (100) percent of its actual authorized expenditures for the purpose of this agreement, provided:

1. The total paid by the DEPARTMENT shall not exceed the amount stipulated in the “Budget” (Attachment 1) as DEPARTMENT share.

2. All expenditures were incurred between the beginning and ending dates of the grant.

3. No expenditures have been previously claimed in any other grant from any agency of the state or federal government.

4. The DEPARTMENT has authority to expend the funds required to meet the obligations contained herein.

5. The GRANTEE has met all requirements contained in this agreement.
(6) The DEPARTMENT will accept as match expenditures presented by the GRANTEE on rehabilitation projects completed in accordance with the Secretary of Interior’s Standards for the Rehabilitation of Historic Properties that were completed on or after January 1 of the year 2016 and prior to the start date of this grant.

B. The DEPARTMENT agrees to consider requests from the GRANTEE for progress payments if, in the DEPARTMENT’S judgment, the public interest will be served by doing so and if such payments are administratively practical and provided appropriated funds are available for which to issue a progress payment.

C. The DEPARTMENT may unilaterally terminate all or part of this contract, or may reduce its scope of work and budget, if there is a reduction in funds by the source of those funds, and if such funds are the basis for this contract.

The following attachments are hereby incorporated into and made a part of this agreement.

Attachment #1. “Budget,” consisting of one page.
Attachment #2. “Scope of Work consisting of one page.
Attachment #3. “State Form A19-1 Invoice Voucher” to be used as basis for billing, consisting of one page.
Attachment #4. “Report of Services/ Labor Value Appraisal” form to be used by GRANTEE to document labor costs.
Attachment #5. “Competitive Negotiation and Small Purchases Contracting Documentation,” consisting of one page.

Section 3. Amendments

This grant agreement may only be amended if such amendment is in writing (with the exception of the 15% variance for actual expenditures identified in Section 1.G), agreed to and signed by all the parties, and attached hereto.
DEPARTMENT:
Department of Archaeology and Historic Preservation

By: Allyson Brooks, Director

Date

GRANTEE:
Pacific County

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

Date
Note: Minimum Share Required is $331,776.00. Share expenditures that are presented and that are above the minimum are subject to the conditions of Section 1; S. of this contract. (Specification, assignment, and claim of match to the Department of Archaeology and Historic Preservation.)
Attachment #2

SCOPE OF WORK

The GRANTEE shall cause or shall cause others to complete:

Rehabilitation of portions of the Pacific County Courthouse, including but not limited to:
   A. Exterior Rehabilitation
      1.) Remove existing exterior coating in those areas demonstrating concrete deterioration
          and/or failure. Method for removing coating should be implemented without the use of
          sandblasting, high pressure water treatments, heat guns, or mechanized rotary sanders or
          rotary wire brushes (refer to NPS Preservation Brief #10: http://www.nps.gov/tps/how-to-
          preserve/briefs/10-paint-problems.htm#removal)
      2.) Sand, prep, patch and repair affected concrete on all areas of the exterior as needed.
      3.) Clean affected concrete area as needed in preparation for new primer and coating.
      4.) Repair all window sills as needed.
      5.) Repair/replace copper-clad balusters and gutters as needed. Baluster and gutters will be
          assessed for repair needs, with the assessment report provided to program administrators.
      6.) Prime and seal exterior per contractor recommendations and product specifications.

The county will provide final architectural/construction drawings and/or designs for the work
noted above to the Department of Archaeology & Historic Preservation to ensure compliance
with the Secretary of the Interior’s Standards for the Rehabilitation of Historic Properties.
**AGENCY NAME**
Department of Archaeology & Historic Preservation
1063 S Capitol Way Suite 106
PO Box 48343
Olympia, WA 98504 8343

**ATTN:**

**VENDOR OR CLAIMANT (warrant is to be payable to):**
Pacific County
Attention Kathy Spoor, County Administrator
PO Box 6
South Bend, WA 98586

**INSTRUCTIONS TO VENDOR OR CLAIMANT:**
In the absence of a detailed invoice, submit this form to claim payment for materials, merchandise or services. Show complete detail for each item.

**Vendor's Certificate:**
I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veteran status.

By:

(Sign in ink)

(Title) (Date)

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Attachment #4
Report of Services/ Labor Value Appraisal

This Attachment intentionally left blank.
ATTACHMENT 5
COMPETITIVE NEGOTIATION AND SMALL PURCHASES CONTRACTING DOCUMENTATION

THIS FORMAT SHOULD BE USED FOR CONTRACTS FOR PROFESSIONAL SERVICES AND OTHER PROCUREMENT TO DOCUMENT COMPLIANCE WITH FEDERAL PROCUREMENT STANDARDS.

1. Grant Number: FY18-90006-003
2. Type of Contract: Professional Services
   Printing
   Equipment/Supplies
   Other

3. Addresses of Contractors Contacted:

   Name of Person/Business: __________________________
   Street or PO Box: __________________________
   City/State/Zip Code: __________________________
   Work Telephone Number: __________________________
   Quote/Bid given: __________________________

   Name of Person/Business: __________________________
   Street or PO Box: __________________________
   City/State/Zip Code: __________________________
   Work Telephone Number: __________________________
   Quote/Bid given: __________________________

   Name of Person/Business: __________________________
   Street or PO Box: __________________________
   City/State/Zip Code: __________________________
   Work Telephone Number: __________________________
   Quote/Bid given: __________________________

   Contractor Selected: __________________________
   Basis for Selection: Lowest Price Other __________________________

   If the basis for selection was not the lowest price, explain the basis used:

   __________________________ __________________________
   Signature of Grantee Official Date
AGENDA REQUEST FORM

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

BOCC ACTION: ☐ APPROVED ☐ DENIED

Agenda Item #: 25
Initial: ______________ Date: ______________

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN ☐ DEFERRED TO: ______________

☐ CONTINUED TO DATE: ______________ TIME: ______________

☐ OTHER: ______________

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

DISTRIBUTION LIST:

☐ RF ☐ Assessor ☐ DPW ☐ NDC ☐ Superior Court
☐ CF ☐ Auditor ☐ EMA ☐ 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: General Administration
DIVISION (if applicable): Capital
OFFICIAL NAME & TITLE: Kathy Spoor, CAO
PHONE / EXT:

SIGNATURE: __________________________ DATE: 6-1-2018

NARRATIVE OF REQUEST

Attached for your consideration is a professional services contract with Coast and Harbor Engineering, a wholly owned subsidiary of Mott MacDonald Group, Inc for engineering services to develop a "shovel ready" plan for construction of erosion protection structures for the north cove area. The intent is to complete the plan, as well as cost estimates and permitting for placing of demonstration structures if additional funding is secured. If successful, the demonstration structures will be replicated along the entire area that has been impacted by significant erosion. The contract total is $630,500. The county released an RFQ for this project. Coast and Harbor Engineering were the only respondents. They scored very high based on their previous experience working in this area and on similar projects.

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

Move to approve professional services agreement in the amount of $630,500 with Coast and Harbor Engineering, a wholly owned subsidiary of Mott MacDonald Group, Inc for engineering services to develop a "shovel ready" plan for construction of erosion protection structures for the north cove area subject to receipt of certificate of insurance.

Revised 8/2015
Exhibit A to Contract/Agreement/Grant Review Policy
PROFESSIONAL SERVICES CONTRACT FOR ENGINEERING SERVICES

Between
PACIFIC COUNTY, WASHINGTON
And
COAST & HARBOR ENGINEERING,
A WHOLLY OWNED SUBSIDIARY OF MOTT MACDONALD GROUP, INC.

THIS CONTRACT is entered into by Coast & Harbor Engineering, a wholly owned subsidiary of Mott MacDonal Group, Inc., 110 James Street, Suite 101, Edmonds, Washington, hereinafter known as the “CONTRACTOR” and Pacific County, POB 6, South Bend, Washington, hereinafter known as the “COUNTY”.

WHEREAS, the COUNTY has secured a grant through the Department of Commerce for the North Willapa Erosion Control Demonstration Project; and

WHEREAS, the COUNTY does not have the manpower or specialized engineering expertise necessary to complete the preliminary engineering, final design, and to obtain all required environmental permits for construction of a shoreline erosion protection demonstration project along the North Willapa Shoreline; and

WHEREAS, the COUNTY released a competitive request for qualifications seeking qualified individuals and/or firms to assist with completion of the project; and

WHEREAS, after careful consideration of the proposal submitted by the CONTRACTOR, the COUNTY determined the CONTRACTOR was highly qualified and has extensive experience working on similar projects, and

WHEREAS, the COUNTY desires to have the CONTRACTOR perform such services pursuant to certain terms and conditions;

NOW THEREFORE, in consideration of the mutual benefits and conditions hereinafter contained, the parties hereto agree as follows:

SCOPE OF SERVICES TO BE PERFORMED BY CONTRACTOR

The CONTRACTOR shall perform those services described in Attachment A, Scope of Work. In performing such services, the CONTRACTOR shall at all times comply with all Federal, State, and local laws and regulations applicable to the performance of such services. The CONTRACTOR shall perform the services diligently and completely and in accordance with professional standards of conduct and performance. The CONTRACTOR shall request and obtain prior written approval from the COUNTY if the scope or schedule is to be modified in any way.

COMPENSATION AND REPORTING REQUIREMENTS

The COUNTY agrees to pay the CONTRACTOR an amount not to exceed $630,500 for the costs necessary for or incidental to the performance of works as set forth in Attachment B, Compensation and Reporting.
The CONTRACTOR shall submit all requests for reimbursement based on rates per Attachment C, along with all backup documentation (timesheets, invoices, etc.), using the billing form included as Attachment D. Expenses paid to a subcontractor exceeding $1,000 must be accompanied with Attachment E.

Each request for payment must be accompanied by a Project Status Report which describes, in narrative form, the progress made on the project since the last invoice was submitted, as well as a report of project status to date. See Attachment F.

The CONTRACTOR agrees to complete all reporting and billing requirements. Failure to do so may be result in delay or denial of payment until such time requirements have been received and approved by the COUNTY.

**EVALUATION AND MONITORING**

The CONTRACTOR shall maintain books, records, documents and other evidence and accounting procedures and practices that sufficiently and properly reflect the performance of this CONTRACT. The CONTRACTOR will retain all books, records, documents and other material relevant to this CONTRACT for six (6) years after expiration of the CONTRACT, or from the date final payment hereunder is made, whichever is later.

The COUNTY or the State Auditor and any of their representatives shall have full access to and the right to examine during normal business hours and as often as the COUNTY or the State Auditor may deem necessary, those books, records, documents and other evidence retained by the CONTRACTOR with respect to all matters covered in this CONTRACT. Such representatives shall be permitted to audit, examine, and make excerpts or transcripts from such records and to make audits of all contracts, invoices, materials, payrolls, and records of matters covered by this CONTRACT. These rights shall last for six (6) years after expiration of the CONTRACT, or from the date final payment hereunder is made, whichever is later.

The COUNTY will use reasonable security procedures and protections to assure that related records and documents provided by the CONTRACTOR are not erroneously disclosed to third parties. To the extent chapter 42.56 RCW permits, pertinent records and other documents in any medium furnished by the CONTRACTOR will remain its property unless otherwise agreed.

The CONTRACTOR shall cooperate with and freely participate in any other monitoring or evaluation activities pertinent to this CONTRACT that the COUNTY needs to have conducted.

**PUBLIC RECORDS ACT**

This CONTRACT and all public records associated with this CONTRACT shall be available from the COUNTY for inspection and copying by the public where required by the Public Records Act, Chapter 42.56 RCW (the “Act”). To the extent that public records then in the custody of the CONTRACTOR are needed for the COUNTY to respond to a request under the Act, as determined by the COUNTY, the CONTRACTOR agrees to make them promptly available to the COUNTY. If the CONTRACTOR considers any portion of any record provided to the COUNTY under this CONTRACT, whether in electronic or hard copy form, to be
protected from disclosure under law, the CONTRACTOR shall clearly identify any specific information that it claims to be confidential or proprietary. If the COUNTY receives a request under the Act to inspect or copy the information so identified by the CONTRACTOR and the COUNTY determines that release of the information is required by the Act or otherwise appropriate, the COUNTY’s sole obligations shall be to notify the CONTRACTOR (a) of the request and (b) of the date that such information will be released to the requester unless the CONTRACTOR obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the CONTRACTOR fails to timely obtain a court order enjoining disclosure, the COUNTY will release the requested information on the date specified.

The COUNTY has, and by this section assumes, no obligation on behalf of the CONTRACTOR to claim any exemption from disclosure under the Act. The COUNTY shall not be liable to the CONTRACTOR for releasing records not clearly identified by the CONTRACTOR as confidential or proprietary. The COUNTY shall not be liable to the CONTRACTOR for any records that the COUNTY releases in compliance with this section or in compliance with an order of a court of competent jurisdiction.

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

SIGNAGE

If, during the period covered by the CONTRACT, the CONTRACTOR displays or circulates any communication, publication, or donor recognition identifying the financial participants in the project, any such communication or publication must identify, “The Taxpayers of Washington State” as a participant.

COPYRIGHT PROVISIONS

Unless otherwise provided, all materials produced under this CONTRACT shall be considered “works for hire” as defined by the U.S. Copyright Act and shall be owned by the Washington State Department of Commerce. The Washington State Department of Commerce shall be considered the author of such materials. In the event the materials are not considered “works for hire” under the U.S. Copyright laws, the CONTRACTOR hereby irrevocably assigns all rights, title, and interest in all materials, including all intellectual property rights, moral rights, and rights of publicity to the Washington State Department of Commerce effective from the moment of creation of such materials.

“Materials” means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. “Ownership” includes the right to copyright, patent, register, and the ability to transfer these rights.
For materials that are delivered under this CONTRACT, but that incorporate pre-existing materials not produced under this CONTRACT, the CONTRACTOR hereby grants to the Washington State Department of Commerce a nonexclusive, royalty free, irrevocable license (with rights to sublicense to others) in such materials to translate, reproduce, distribute, prepare derivative works, publicly perform. And publicly display. The CONTRACTOR warrants and represents that the CONTRACTOR has all rights and permissions, including intellectual property rights, moral rights, and rights of publicity, necessary to grant such a license to the Washington State Department of Commerce.

The CONTRACTOR shall exert all reasonable effort to advise the Washington State Department of Commerce, at the time of delivery of materials furnished under this CONTRACT, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this CONTRACT. The CONTRACTOR shall provide the Washington State Department of Commerce with prompt notice of each notice or claim of infringement received by the CONTRACTOR with respect to any materials delivered under this CONTRACT. The Washington State Department of Commerce shall have the right to modify or remove any restrictive markings placed upon the materials by the CONTRACTOR.

**COMPLIANCE WITH LOCAL, STATE AND FEDERAL LAWS**

The CONTRACTOR shall comply with all applicable laws, ordinances, codes, regulations and policies of local, state and federal governments, as now or hereafter amended.

During the performance of this CONTRACT, the CONTRACTOR shall comply with all federal, state and local nondiscrimination laws, regulations and policies. In the event the CONTRACTOR’s non-compliance or refusal to comply with any nondiscrimination law, regulation or policy, this CONTRACT may be rescinded, canceled or terminated in whole, or in part. The CONTRACTOR shall be given notice and a reasonable time in which to cure this noncompliance.

**EMPLOYMENT RELATIONSHIPS**

The CONTRACTOR, its employees or agents performing under this CONTRACT are not deemed to be employees of the COUNTY nor agents of the COUNTY in any manner whatsoever. No officer, employee or agent of the CONTRACTOR will hold themselves out as, or claim to be, an officer, employee or agent of the COUNTY by reason hereof, nor will they make any claim, demand or application to or for any right or privilege applicable to an officer, employee or agent of the COUNTY.

**INDEMNIFICATION/HOLD HARMLESS**

To the fullest extent permitted by law, the CONTRACTOR agrees to indemnify, defend and hold the COUNTY and its departments, elected and appointed officials, employees, agents and volunteers, harmless from and against any and all claims, damages, losses and expenses, including but not limited to court costs, attorney’s fees and alternative dispute resolution costs, for any personal injury, for any bodily injury, sickness, disease or death and for any damage to or destruction of any property (including the loss of use resulting therefrom) which 1) are caused in
whole or in part by any action or omission, negligent or otherwise, of the CONTRACTOR, its employees, agents or volunteers or CONTRACTOR's subcontractors and their employees, agents or volunteers; or 2) are directly or indirectly arising out of, resulting from, or in connection with performance of this CONTRACT; or 3) are based upon the CONTRACTOR'S or its subcontractors' use of, presence upon or proximity to the property of the COUNTY. This indemnification obligation of the CONTRACTOR shall not apply in the limited circumstance where the claim, damage, loss or expense is caused by the sole negligence of the COUNTY. This indemnification obligation of the CONTRACTOR shall not be limited in any way by the Washington State Industrial Insurance Action RCW Title 51, or by application of any other workmen's compensation act, disability benefit act or other employee benefit act, and the CONTRACTOR hereby expressly waives any immunity afforded by such acts. The foregoing indemnification obligations of the CONTRACTOR are a material inducement to COUNTY to enter into the CONTRACT, are reflected in the CONTRACTOR's compensation, and have been mutually negotiated by the parties.

1. Participation County – No Waiver. The COUNTY reserves the right, but not the obligation, to participate in the defense of any claim, damages, losses or expenses and such participation shall not constitute a waiver of CONTRACTOR’s indemnity obligations under the CONTRACT.

2. Survival of CONTRACTOR’s Indemnity Obligations. The CONTRACTOR agrees all CONTRACTORS’ indemnity obligations shall survive the completion, expiration or termination of this CONTRACT.

INSURANCE

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

A. General Liability Insurance. CONTRACTOR shall maintain commercial general liability insurance with at least as broad as Insurance Services Office form CG 00 0, in an amount not less than $1,000,000 per occurrence, $3,000,000 general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability.

B. Automobile Liability Insurance. CONTRACTOR shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the CONTRACTOR arising out of or in connection with work to be performed under this CONTRACT, including any coverage for any owned, hired, non-owned or rented vehicles, an amount not less than $1,000,000 combined single limit for each accident.

C. Professional Liability (Errors & Omissions) Insurance. CONTRACTOR shall maintain professional liability insurance that covers the services to be performed in connection with this CONTRACT, in the minimum amount of $2,000,000 per claim and $5,000,000 in the aggregate. Any policy inception date, continuity date, or
retroactive date must be before the effective date of this CONTRACT and CONTRACTOR agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this CONTRACT.

D. **Workers’ Compensation Insurance.** CONTRACTOR shall, at its own expense, maintain Workers’ Compensation Insurance (statutory limits) and Employer’s Liability Insurance (with limits of at least $1,000,000).

E. **Waiver of Subrogation.** All insurance coverage maintained or procured pursuant to this CONTRACT shall be endorsed to waive subrogation against COUNTY, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow CONTRACTOR or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. CONTRACTOR hereby waives its own right of recovery against COUNTY, and shall require similar written express waivers and insurance clauses from each of its subcontractors.

The CONTRACTOR agrees that its liability insurance shall be primary and non-contributory to the COUNTY’s and that CONTRACTOR’s liability insurance policy shall so state.

**CONTRACT MODIFICATIONS**

The COUNTY and the CONTRACTOR may, from time to time, request changes in services being performed with these funds. Any such changes that are mutually agreed upon shall be incorporated herein by written amendment to this CONTRACT. It is mutually agreed and understood that no alteration or variation of the terms of this CONTRACT shall be valid unless made in writing and signed by the parties hereto, and that any oral understanding or agreements not incorporated herein shall not be binding. For example and without limitation, an amendment to this CONTRACT must be approved in writing by the COUNTY prior to the CONTRACTOR expending funds for services covered within that amendment. Costs incurred by the CONTRACTOR in contravention of this paragraph are the sole responsibility of the CONTRACTOR.

**CONTRACT PERIOD**

The terms of this CONTRACT and the performance of the parties hereto shall be deemed to have commenced the 1st day of June, 2018. It will continue in effect through the 31st day of December 2019 unless sooner terminated or extended as provided herein.

**TERMINATION OF CONTRACT**

If, through any cause, the CONTRACTOR shall fail to fulfill in a timely and proper manner its obligations under this CONTRACT, or if the CONTRACTOR shall violate any of its covenants, agreements or stipulations, the COUNTY shall thereupon have the right to terminate this CONTRACT and withhold the remaining allocation if such default or violation is not corrected within twenty (20) days after submitting written notice to the CONTRACTOR describing such default or violation.
Notwithstanding any provisions of this CONTRACT, either party may terminate this CONTRACT by providing written notice of such termination, specifying the effective date thereof, at least twenty (20) days prior to such date. Payment for Project-related expenses incurred by the CONTRACTOR and not otherwise paid for by the COUNTY prior to the effective date of such termination shall be as the COUNTY reasonably determines.

SPECIAL PROVISION

The failure of the COUNTY to insist upon the strict performance of any provision of this CONTRACT or to exercise any right based upon breach thereof or the acceptance of any performance during such breach shall not constitute a waiver of any right under this CONTRACT.

SEVERABILITY

In the event any provision, or any portion thereof, contained in this CONTRACT is held to be unconstitutional, invalid or unenforceable, said provision(s) or portion(s) thereof shall be deemed severed and the remainder of this CONTRACT shall not be affected and shall remain in full force and effect. Furthermore, if such an event occurs, the parties agree to negotiate a modification to replace the unacceptable provision(s) as soon as possible.

DISPUTE RESOLUTION

Except as otherwise provided in this CONTRACT, when a bona fide dispute arises between the parties and it cannot be resolved through discussion and negotiation, either party may request a dispute hearing. The parties shall select a dispute resolution team to resolve the dispute. The team shall consist of a representative appointed by the COUNTY, a representative appointed by the CONTRACTOR, and a third party mutually agreed upon by both parties. This team shall attempt, by majority vote, to resolve the dispute. The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal. The CONTRACTOR and the COUNTY share the cost equally of the third party mutually agreed upon by both parties.

GOVERNING LAW AND VENUE

This CONTRACT shall be construed and enforced in accordance with, and its validity and performance governed by, the laws of the state of Washington. The superior court of Pacific County, Washington shall be the venue for any suit between the parties arising out of this CONTRACT.

ADMINISTRATION

The following individuals are designated to co-administer this CONTRACT. They shall also serve as their respective party’s contact person for any and all communications relative to this CONTRACT.
For the COUNTY: Kathy Spoor
County Administrative Officer
P.O. Box 6
South Bend, WA 98586-0006
Telephone: (360) 875-9334 X 2235

For the CONTRACTOR: Shane Phillips
Project Manager
POB 438
South Bend, WA 98632
Telephone: (360) 875-5526

ENTIRE CONTRACT
This CONTRACT represents all the terms and conditions agreed to by the parties. No other understandings, oral or otherwise, regarding the subject matter of this CONTRACT shall be deemed to exist or to bind any parties hereto.

IN WITNESS WHEREOF, representatives of both the CONTRACTOR and the COUNTY executed this CONTRACT the date(s) so noted below.

CONTRACTOR
Coast & Harbor Engineering,
A wholly owned subsidiary of
Mott McDonald Group, Inc.

(Name, Title)
01/18
Date

BOARD OF COUNTY
COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

Lisa Olsen, Chair

Frank Wolfe, Member

Lisa Ayers, Member

APPROVED AS TO FORM: ATTEST:

Pacific County Prosecutor’s Office WSBA# Marie Guernsey, Clerk of the Board

CONTRACT for Engineering Services-Coast & Harbor Engineering
Willapa North Shoreline Protection Demonstration Project – Scope of Work

Pacific County, WA

Introduction

The following outlines the scope of engineering services to develop a preferred erosion protection concept design within Region 2 of the north shoreline erosion area of Willapa Bay, as shown in Figure 1. The work includes compilation of data (existing and new), development of a preferred demonstration project concept design, assessment of ongoing coastal erosion processes, assembly of corresponding engineering design and permit application documents, development of final engineering documents, and facilitation of stakeholder and public involvement processes for a small-scale North Willapa Shoreline Erosion Protection Demonstration Project.

Figure 1 – Project Area

Scope of Work

Task 1 - Site Assessment & Existing Data Review

- Project Management Plan & Schedule. Develop an overall project management plan description and project schedule for use by the team and County throughout the project duration. Conduct periodic updates throughout the work progress.
- Kickoff Meeting & Site Visit. Conduct kickoff meeting conference call with Board and project team. In-person meeting will be coordinated with the onsite assessment work planned to occur in Tokeland.
ATTAHMENT A
SCOPE OF WORK

- Existing Data Compilation and Review. Compile data from Mott MacDonald team member database and from government entity sources (Diking District, Tribe, WSDOT, Ecology, Corps, County, etc...). Summarize the available data and review for use in the analysis and design.
- Data Gap Analysis & New Data Collection Recommendations Memorandum. This will include a summary of where to focus the new data collection and assumptions needed to fill data gaps for the analysis and design work.
- Site Assessments. Conduct a site assessment to review the coastal, biological, geotechnical conditions to aid in the data collection and analysis work.
- Basis of Design & Criteria Development Memorandum. Following the review of project historical data, development of a Basis of Analysis document will be conducted in coordination with the County. This document will establish in more detail the criteria for guiding the Study and evaluating alternatives. Mott MacDonald will develop refined project objectives and assessment.
- Deliverables:
  - Project Management Plan.
  - Technical Memorandum.
  - Draft Basis of Design.

Task 2 - New Data Collection
- Hydrographic/Topographic Surveying & Mapping.
  - Conduct new hydrographic and topographic surveying within the Region 2 project area to provide the basis for coastal engineering analysis and for the design of the demonstration project. Supplement new data with existing data to produce a combined base map for use in the permit application documents and the final design drawings.
- Environmental Data Collection
  - Review available existing databases for location and type of critical habitats and wetlands. Conduct a site visit to aid in determining class of wetland or habitat that may be affected by the proposed demonstration project.
- Deliverables:
  - Graphics depicting existing elevations in project area and base map in ACAD dwg format.

Task 3 - Preliminary Engineering
- Coastal Engineering Analysis & Erosion Assessment (Historical & Current Condition).
  - Evaluate conditions of shoreline/bottom slope and existing coastal protection structures (groin, dike, DOT revetment, dynamic revetment, other) along the Region 2 shoreline.
  - Identify and coordinate the prospective location of the demonstration project, and it’s extension along the shoreline.
- Erosion Stabilization Alternatives Assessment
ATTACHMENT A
SCOPE OF WORK

- Evaluate performance of previous shoreline erosion protection measures at North Cove including but not limit to: groin, dike, revetment, dynamic revetment) beach nourishment, and other.
- Develop and evaluate feasible alternatives for shoreline protection along the demonstration project.
- Select and coordinate the preferred alternative with the County.
- Geotechnical Engineering Assessment.
  - Evaluate geological setting of the project area utilizing existing data. Conduct stability analysis on steep slope alternatives and provide recommendations for foundation preparation for new demonstration project features.
- Preliminary Engineering Design.
  - Engineering Analysis & Design. Conduct preliminary level engineering analysis and design to develop proposed improvement details and concepts to a 50% level design for the purposes of regulatory permitting.
  - Plans. Develop preliminary level engineering plans in the format needed for the regulatory permit process. This will include an existing site plan, proposed site plan and typical sections and details to depict the proposed demonstration project.
  - Cost Estimates. Develop an updated estimate of construction cost for the proposed project.
- Deliverables:
  - Basis of Design Update.
  - Concept Drawings.
  - Technical Memorandum.

Task 4 - Regulatory Permitting

- Conduct consultation with regulatory agencies and develop documentation required for permit application submission based on information generated from the preliminary engineering design task. Regulatory agency consultation and permitting is anticipated to include federal, state and local agencies.
- Develop permit application documents for the demonstration project to include JARPA, SEPA and Biological Assessment.
- Conduct pre-application meeting with regulatory agencies. A limited level of post-application assistance answering questions will be provided.
- Deliverables:
  - Permit application documents (JARPA, SEPA, Biological Assessment) and plans.

Task 5 - Final Engineering Design

- Conduct final engineering analysis and design based on the results of the work in Tasks 1 to 3.
- Deliverables: Final engineering design will provide plans, specifications, and engineers construction cost estimate for the demonstration project which are part of the permit package. A final set of stamped and sealed plans, specifications and summary documentation will be provided. An engineer’s estimate of construction cost will be provided with each submission of plans and specifications.
Task 6 - Erosion Protection Master Plan

- Master Plan. Develop master scheme for phased, large scale erosion protection project beyond implementing demonstration scale erosion protection project.
- Cost Estimating. Develop a summary cost estimate for future phases of the erosion stabilization scheme to assist with pursuit of future funding for the project.
- Deliverables:
  - Summarize master plan in technical memorandum format.

Task 7 - Stakeholder/Public Involvement

- Develop stakeholder and public involvement outreach plan for review by County and their partners. Focus will be on three elements for the engagement plan, with a focus on technical review committee, a steering committee composed of local stakeholders and then a public involvement. The plan will include a description of the purpose of outreach, meetings and coordination with the County and their project partners, Technical Advisory Committee, Steering Committee and Public Meetings.
- Coordinate and conduct the following meetings:
  - Public Meetings: Mott MacDonald will facilitate two public meetings in Tokeland. Additional public outreach will be conducted through stakeholders and public information posting on the County website and social media.
  - Steering Committee Meetings. Conduct periodic Steering Committee meetings throughout the duration of the work. This would include up to 5 meetings with up to 2 in person and 3 via Skype teleconference meeting.
  - Technical Advisory Committee Meetings. Conduct periodic meetings with the Technical Advisory Committee. These will be held primarily via Skype teleconference due to help get high attendance and participation. It is estimated that 2 technical advisory committee meetings will occur on the same day as a Steering Committee meeting and in person. Estimated to have up to 6 meetings.
  - County Coordination Meetings. Conduct periodic progress meetings with County throughout the duration of the work. It is estimated up to 6 periodic meetings will be conducted via teleconference.
- Deliverables.
  - Meeting Notes and graphics for meetings.

Task 8 – Project Management & Coordination

- Mott MacDonald will provide ongoing coordination with the County and management of the project tasks for the subcontractors in order to provide an effective and efficient distribution of project information ensuring the project remains on schedule. Mott MacDonald will provide monthly reporting, periodic updating of project schedules, attend up to five coordination meetings (teleconference) with the County regarding project progress, review and coordinate subconsultant work, and coordinate invoicing and changes in scope with subcontractors.
- Deliverables.
  - Monthly reports.
General Assumptions:

- Study Area.
  - The Project Study Area is primarily focused on Region 2 area. Work outside Region 2 is not included in this phase of the work.

- Data Collection.
  - No new geotechnical investigation work such as borings will be needed, and therefore are not included. Geotechnical assessment work will rely upon available existing geotechnical data and reports obtained from the Mott MacDonald team database and from WSDOT.
  - New data collection will focus on the areas of Region 2 for the study and assumption of area for the demonstration project.
  - Acquisition of easements, right of way and other construction related surveying and legal description work is not part of this phase of the project.
  - Access to County and WSDOT survey data for the project area is assumed will be made and existing data to supplement our data collection effort will be available. County will assist with acquiring data from project partner agencies.

- Deliverables.
  - All plan deliverables, reports, technical memorandums, engineering plans and presentations will be provided in Adobe PDF formats. All cost estimates for alternatives evaluated will be provided in both Adobe PDF and MS Excel format.

- Regulatory Permitting.
  - NEPA documentation not required for state funded project.
  - Compensatory mitigation plan and engineering design work not included.
  - Cultural resources assessment assumed to be a review of available existing data and telephone consultation for summary assessment. Field work assumed to not be needed for the permitting of the demonstration project.
  - Permit application fees are not part of our scope of work.
  - Post permit application support is limited to not more than 8 hours of effort.

- Regulatory Permitting & Final Design.
  - Regulatory permitting and final engineering design will be for the selected demonstration project only. Permitting and design for longer term, full-scale Region 2 stabilization measures are not part of this phase of the work.

- Public & Stakeholder Involvement. The County and/or their partners will take the lead on development of notices/updates regarding the projects process, milestones and timelines including the following:
  - Public Outreach/Stakeholder Groups. Assistance from the County and their project partners will be needed to help identify and conduct outreach to participants on the steering committee and stakeholder meetings and coordination.
  - Technical Advisory Committee. Mott MacDonald will lead efforts to assemble a technical advisory committee and recommend to the County for approval.
  - Invitations and notices for meetings, workshops, and/or web- or phone based events.
  - Distribution of materials generated by Mott MacDonald team including meeting agendas and materials, distribution of meeting summaries and distribution of other
ATTACHMENT A
SCOPE OF WORK

 informational materials (e.g., progress updates, flyers, requests for comment/input, etc.).
 o Uploading of material, developed by Mott MacDonald, to social media or County
  website to be conducted by the County or their Partners.
 o Meeting locations to be arranged by the County or their project partners.

Fee Estimate

Work will be billed on a time and materials basis in accordance with the Mott MacDonald rate sheet
summary. The total contract amount of $630,500 is a not to exceed amount without prior approval by the
county. The breakdown of fee is as outlined in the attached table.
<table>
<thead>
<tr>
<th>TASKS</th>
<th>BUDGET</th>
<th>REIMBURSEMENT</th>
<th>DELIVERABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1 — Site Assessments, Existing Data Collection &amp; Project Kickoff Meeting. Data collection of existing survey, geotechnical and other historical data, site visit for kickoff meeting.</td>
<td>$44,564</td>
<td>Per Fee Schedule</td>
<td>Kickoff meeting notes and data gap analysis memorandum summarizing results of existing data collection effort. Draft Basis of Design.</td>
</tr>
<tr>
<td>Task 2 — New Field Data Investigation. Includes new required topographic and bathymetric surveys, sediment grain size sampling and monitoring of existing coastal protection schemes such as the dynamic revetment.</td>
<td>$123,913</td>
<td>Per Fee Schedule</td>
<td>Graphic plot and memorandum summarizing results of data collection efforts.</td>
</tr>
<tr>
<td>Task 4 - Environmental Assessment and Regulatory Permitting</td>
<td>$67,471</td>
<td>Per Fee Schedule</td>
<td>Permit Application documents for demonstration project. Attend 1 agency pre-consultation meeting.</td>
</tr>
<tr>
<td>Task 6 - Develop Masterplan and Guidance for implementation of large-scale shoreline protection project</td>
<td>$41,249</td>
<td>Per Fee Schedule</td>
<td>Masterplan, including funding sources, of large-scale, phased North Willapa shoreline protection project.</td>
</tr>
<tr>
<td>Task 7 - Stakeholder &amp; Public Involvement &amp; Meetings</td>
<td>$98,644</td>
<td>Per Fee Schedule</td>
<td>Meeting attendance, presentation materials and meeting notes/minutes.</td>
</tr>
<tr>
<td>Task 8 - Project Coordination &amp; Reporting</td>
<td>$10,013</td>
<td>Per Fee Schedule</td>
<td>Project Status Report (Attachment A), Quarterly Narrative Report.</td>
</tr>
</tbody>
</table>

**Project Totals** $630,500
ATTACHMENT B
COMPENSATION AND REPORTING REQUIREMENTS

Notes:

1. Scope of Work. For additional details on work to be conducted and deliverables, see scope of work summary document.
2. Contract Type. Work to be conducted on a time and materials basis and the project total is a contract not to exceed without prior notification by the County.
3. Billing Rates. Billing rate schedule to be provided with scope of work and as outlined in the attached billing rate schedule.
4. Invoicing. Work will be invoiced on a monthly basis throughout the duration of the work period.
## Billing Rates Table
January 1, 2018

<table>
<thead>
<tr>
<th>Classification</th>
<th>MM Title</th>
<th>Billing Rate/hr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Engineer I</td>
<td>Principal Engineer</td>
<td>$240.00</td>
</tr>
<tr>
<td>Senior Project Engineer</td>
<td>In-House Consultant</td>
<td>$210.00</td>
</tr>
<tr>
<td>Engineer VII</td>
<td>Sr. Project Manager</td>
<td>$190.00</td>
</tr>
<tr>
<td>Engineer VI</td>
<td>Project Manager</td>
<td>$170.00</td>
</tr>
<tr>
<td>Engineer VI</td>
<td>Sr. Project Engineer</td>
<td>$156.00</td>
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<tr>
<td>Engineer IV</td>
<td>Engineer IV</td>
<td>$148.00</td>
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<tr>
<td>Engineer IV</td>
<td>Project Engineer</td>
<td>$145.00</td>
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<tr>
<td>Engineer IV</td>
<td>Engineer III</td>
<td>$142.00</td>
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<tr>
<td>Engineer III</td>
<td>Engineer III</td>
<td>$125.00</td>
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<td>Engineer II</td>
<td>Engineer III</td>
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<td>Engineer II</td>
<td>Engineer II</td>
<td>$105.00</td>
</tr>
<tr>
<td>Engineer I</td>
<td>Engineer I</td>
<td>$85.00</td>
</tr>
<tr>
<td>CAD Designer</td>
<td>Designer V</td>
<td>$128.00</td>
</tr>
<tr>
<td>CADD Technician III</td>
<td>Specialist III-GIS</td>
<td>$115.00</td>
</tr>
<tr>
<td>Administrative</td>
<td>Adm Assistant III</td>
<td>$90.00</td>
</tr>
</tbody>
</table>

*Note: Rates are subject to an escalation of 5% per year.*

Reimbursable expenses will be actual expenses incurred as a direct part of performing the work, plus eight percent (8%).

Vehicle Mileage – Auto  
State approved rate for 2018 is 0.545

Subcontractors will be paid at a negotiated rate.
## ATTACHMENT D: BILLING FORM
### WILLAPA NORTH SHORELINE PROTECTION DEMONSTRATION PROJECT

<table>
<thead>
<tr>
<th>Report Period:</th>
<th>Total Available</th>
<th>Amount Requested</th>
<th>Balance Remaining</th>
</tr>
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<tbody>
<tr>
<td>Task 1-Site Assessments, Existing Data Collection, Project Kickoff Meeting</td>
<td>$44,564.00</td>
<td>$44,564.00</td>
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</tr>
<tr>
<td>Task 2-New Field Data Investigation</td>
<td>$123,913.00</td>
<td>$123,913.00</td>
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</tr>
<tr>
<td>Task 3-Preliminary Engineering</td>
<td>$136,267.00</td>
<td>$136,267.00</td>
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<tr>
<td>Task 4-Environmental Assessment and Regulatory Permitting</td>
<td>$67,471.00</td>
<td>$67,471.00</td>
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</tr>
<tr>
<td>Task 5-Final Engineering</td>
<td>$108,379.00</td>
<td>$108,379.00</td>
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</tr>
<tr>
<td>Task 6-Develop Masterplan and Guidance for Implementation of large scale shoreline protection project</td>
<td>$41,249.00</td>
<td>$41,249.00</td>
<td></td>
</tr>
<tr>
<td>Task 7-Stakeholder and Public Involvement and Meetings</td>
<td>$98,644.00</td>
<td>$98,644.00</td>
<td></td>
</tr>
<tr>
<td>Task 8-Project Coordination and Reporting</td>
<td>$10,013.00</td>
<td>$10,013.00</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$630,500.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$630,500.00</strong></td>
</tr>
</tbody>
</table>

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

**R. Thomas Williams**

Signature

**Principal Engineer**

Title

6/1/18

Date
ATTACHMENT E
EXPENSES PAID TO SUBCONTRACTOR EXCEEDING $1000

From Date

To Date

<table>
<thead>
<tr>
<th>Paid By UBI</th>
<th>Paid By Organization Name</th>
<th>Paid to Contractor Type</th>
<th>Paid to UBI</th>
<th>Paid to Organization Name</th>
<th>Paid to Org Type</th>
<th>Expense Type</th>
<th>Amount</th>
</tr>
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</tbody>
</table>
ATTACHMENT F

PROJECT STATUS REPORT

This form should be completed each time you submit a reimbursement request. Pacific County will not release payment for any reimbursement request until this report has been received.

1. If this is your initial billing, please describe the progress you have made to date on your project's scope of work. Or, if you have already submitted one or more reimbursement requests, describe the progress as of the date of the current billing that you have made since the last billing.

2. What is your project's percentage of completion?

3. What is your current projection of when you will fully spend your grant award?

4. When do you expect your project to be completed?

5. Describe any factors that could significantly change either when you will fully spend your grant and/or the estimated date of project completion.

6. Mark with an "X" which photographs you have submitted:
   ____ Before project start  ____ Project at 50% completion  ____ Project completion

7. Do you have a ribbon cutting ceremony planned? If so, what is the date?

Report completed by:

Name: ___________________________ Title: ___________________________

Date: ___________________________ Signature: ___________________________
Approve purchase of a Dell Latitude 5590 laptop in an amount not to exceed $1,458.61, to be paid from Computer Replacement Fund 502, subject to adequate budget appropriations.

AGENDA ITEM REQUEST

DEPARTMENT/OFFICE: General Administration

OFFICIAL NAME & TITLE: Kelli D. Buchanan

SIGNATURE: [Signature]

DATE: 6/5/18

NARRATIVE OF REQUEST
Request to purchase a Dell Latitude 5590 laptop out of Computer Replacement Fund 502 (within ER&R). See attached quote provided by Andy Seaman, DPW Computer Services.

RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)
Approve purchase of a Dell Latitude 5590 laptop in an amount not to exceed $1,458.61, to be paid from Computer Replacement Fund 502, subject to adequate budget appropriations.
A quote for your consideration!

Based on your business needs, we put the following quote together to help with your purchase decision. Please review your quote details below, then contact your sales rep when you're ready to place your order.

Quote number: 3000025708144.1
Quote date: Jun. 5, 2018
Quote expiration: Jul. 5, 2018
Deal ID: 14433734

Company name: COUNTY OF PACIFIC

Sales rep information:
Rita Fernandez
Rita_Fernandez@Dell.com
(800) 456-3355
Ext: 5130564

Customer number: 7153115
Phone: (360) 875-9368

Billing Information:
COUNTY OF PACIFIC
211 COMMERCIAL ST
ATTN/ANDREE HARRAND
RAYMOND
WA 98577-2429
US
(360) 875-9368

Pricing Summary

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dell Latitude 5590</td>
<td>1</td>
<td>$1,349.31</td>
<td>$1,349.31</td>
</tr>
</tbody>
</table>

Subtotal: $1,349.31
Shipping: $0.00
Environmental Fees: $0.00
Non-Taxable Amount: $0.00
Taxable Amount: $1,349.31
Estimated Tax: $109.30

Total: $1,458.61

Special lease pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.
PACIFIC COUNTY
INVENTORY ACQUISITION FORM

DEPARTMENT / OFFICE General Administration

LOCATION (i.e. Mary’s Office) Kelli Buchanan

EQUIPMENT DESCRIPTION Dell Latitude 5590 Laptop

MODEL NUMBER Latitude 5590

IS THIS A REQUEST TO LEASE EQUIPMENT? □ YES ☑ NO
(If yes, prior approval is required. Attach the lease to this form and submit with an Agenda Request Form to the Clerk of the Board)

IS THIS PURCHASE INCLUDED IN THE CURRENT FISCAL YEAR BUDGET?
☑ YES □ NO
(If yes, follow Section B of the Personal Property Inventory Procedures)
(If no, follow Section A of the Personal Property Inventory Procedures, and submit this form with an Agenda Request Form to the Clerk of the Board)

PURCHASED WITH FEDERAL GRANT? □ YES ☑ NO
If yes, please provide grant name/number ____________________________

DATE ACQUIRED ____________________________ BY COMPETITIVE BID □ YES □ NO

VENDOR NAME Dell

QUANTITY 1 (List price for each item below; include S&H and sales tax)

ITEM #1 $1,458.61 ITEM #2 ITEM #3
ITEM #4 ITEM #5 ITEM #6

THE SECTION TO BE COMPLETED BY THE COMMISSIONERS’ OFFICE

Your request to purchase □ / lease □ ________________________________
in an amount not to exceed $_____________________________ was approved by the Board
of County Commissioners at their regular/special meeting of______________________, subject to
 adequate budget appropriations.

☑ BUDGETED ITEM

Clerk of the Board/Deputy Clerk of the Board

Revised 5/2018
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.
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

Review:  ☐ Clerk of the Board  ☐ Risk Mgmt

☐ 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  ☐ SCD  ☐ 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:  6/4/2018

NARRATIVE OF REQUEST

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

Approve Order authorizing the sale of county-owned property at public auction on Friday, June 22, 2018, at the hour of 10:00AM or as soon thereafter as possible
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 #:__________ 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 Guemsey, Clerk of the Board

PHONE / EXT: _______________________

SIGNATURE: _______________________

DATE: 6/4/2018

NARRATIVE OF REQUEST

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

Adopt Resolution 2018-_______ in the matter of supplements and amendments to the fiscal year 2018 budget as provided on Attachment A to the resolution
WHEREAS, it has been brought to the attention of the Board of Pacific County Commissioners that amendments in the form of reductions of certain expenditure appropriations within the fiscal year 2018 budget will be required; and,

WHEREAS, in addition to the reduction of certain expenditure appropriations, it appears that certain revenues will need to be reduced in the fiscal year 2018 budget; and,

WHEREAS, it has also been brought to the attention of the Board of Pacific County Commissioners that funds have become available, and a need exists to allow for the expenditures of un-appropriated funds in order to meet additional costs; and,

WHEREAS, it appears that the expenditure of such funds could not have been reasonably foreseen at the time of adoption of the fiscal year 2018 budget; and,

WHEREAS, it has also been brought to the attention of the Board of Pacific County Commissioners that certain Full-Time Equivalent (FTE) allocations within the fiscal year 2018 budget require amendments; and,

WHEREAS, it has also been brought to the attention of the Board of Pacific County Commissioners that Exhibit F of Resolution No. 2017-075 Regarding Equipment Rental and Revolving (ER&R) Fund #502 Rates needs to be amended to account for changes in certain rental rates; and,

WHEREAS, all members have had reasonable notice of the time, place and purpose of this meeting; and,

WHEREAS, sufficient and legal notice of the meeting and the intent to adopt said amended budget(s) was given; and,

WHEREAS, all persons present were given an opportunity to express themselves for or against said action; now, therefore,

IT IS HEREBY RESOLVED by the Board of Pacific County Commissioners meeting in regular session, that the amendments to the fiscal year 2018 Pacific County budget be allowed and fixed as listed in Attachment A, all without further hearing or action.
PASSED by the following vote this 12th day of June, 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
### ATTACHMENT A

<table>
<thead>
<tr>
<th>Description of Amendments to Expenditures/Revenues</th>
<th>Expenses</th>
<th>Revenues</th>
</tr>
</thead>
<tbody>
<tr>
<td>(001.034) Non-Departmental - Adjustment with #001.305 (Fee for Service)</td>
<td>($150,000.00)</td>
<td>-</td>
</tr>
<tr>
<td>(001.305) Interfund Support - Adjustment with #001.034 (Fee for Service)</td>
<td>$150,000.00</td>
<td>-</td>
</tr>
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<td>(001.200) Auditor - Personnel Expenses Reimbursed by DOL</td>
<td>$14,000.00</td>
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<td>(001.600) Superior Court - Legal Services</td>
<td>$100,000.00</td>
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<td>(001.801) Sheriff: Law Enforcement - Reimbursable Boating Safety Expenses</td>
<td>$19,710.00</td>
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<td>(001.801) Sheriff: Law Enforcement - Adjustment with #001.802 (Personnel)</td>
<td>$22,392.00</td>
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<td>(001.802) Sheriff: Corrections - Adjustment with #001.801 (Personnel)</td>
<td>($22,392.00)</td>
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<tr>
<td>Total for Fund #001</td>
<td>$133,710.00</td>
<td>$33,710.00</td>
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<thead>
<tr>
<th>Description of Amendments to Expenditures/Revenues</th>
<th>Expenses</th>
<th>Revenues</th>
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<tbody>
<tr>
<td>(117) Elections Reserve - Election Services</td>
<td>$10,950.00</td>
<td>$8,500.00</td>
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<tr>
<td>(118) Health - Grant-Supported Personnel</td>
<td>$25,392.00</td>
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<td>(118) Health - Grant-Supported Services</td>
<td>$53,300.00</td>
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<td>(143) Community Development: Planning - Grant-Supported Services</td>
<td>$66,920.00</td>
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<tr>
<td>(125) Capital Improvement - Grant-Supported Capital Outlays</td>
<td>$630,500.00</td>
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<td>(125) Capital Improvement - Grant-Supported Services</td>
<td>$49,200.00</td>
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<td>(125) Capital Outlays - Adjustment re: Courthouse Renovation</td>
<td>$258,000.00</td>
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<td>(160) E911/PACCOM - Adjustment re: Courthouse Renovation</td>
<td>($246,000.00)</td>
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<tr>
<td>(198) Benefits Reserve - Adjustment/Correction (Personnel)</td>
<td>($4,822.00)</td>
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<td>(522) Payroll Internal Services - Transfers Out</td>
<td>$115,425.00</td>
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<td>Totals for Funds Nos. 117 - 522</td>
<td>$958,865.00</td>
<td>$833,812.00</td>
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**GRAND TOTAL FOR ALL FUNDS No. 001 - 522:**

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<tr>
<th></th>
<th>Expenses</th>
<th>Revenues</th>
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<td></td>
<td>$1,092,575.00</td>
<td>$867,522.00</td>
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**Description of Other Amendments**

- (001.801) Sheriff: Law Enforcement – addition of 0.60 FTE
- (001.802) Sheriff: Corrections – reduction of 0.30 FTE
- (198) Benefits Reserve – reduction of 0.05 FTE
- Exhibit F of Resolution No. 2017-075 Regarding Equipment Rental Revolving Fund #502 Rates
**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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<tr>
<td>□ SUBJET TO ADEQUATE BUDGET APPROPRIATIONS</td>
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<tr>
<td>□ NO ACTION TAKEN/WITHDRAWN</td>
<td>□ DEFERRED TO:</td>
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<tr>
<td>□ CONTINUED TO DATE:</td>
<td>TIME:</td>
<td></td>
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<tr>
<td>□ OTHER:</td>
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**Agenda Item #:** 30  
**Initial:**  
**Date:**

**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.

<table>
<thead>
<tr>
<th>DEPARTMENT/OFFICE:</th>
<th>Commissioners Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICIAL NAME &amp; TITLE:</td>
<td>Marie Guernsey, Clerk of the Board</td>
</tr>
<tr>
<td>PHONE / EXT:</td>
<td></td>
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| SIGNATURE: | |
| DATE: | 6/4/2018 |

**NARRATIVE OF REQUEST**

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

Adopt Resolution 2018-______ authorizing the submission of a 2018 Community Development Block Grant for Economic Opportunity by the Port of Willapa Harbor pertaining to the New Pacific Hardwoods to the State of WA Department of Commerce and certifying compliance with applicable grant submittal requirements.