

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

**Tuesday, May 12, 2020
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 Local Board of Health 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-B)

- A)** Approve regular meeting minutes of April 28, 2020
- B)** Approve Rainbow Valley Landfill Claims Vouchers
 - Dragon Analytical Laboratory - \$3,223
 - SCS Engineers - \$824.16
 - PUD No. 2 - \$53.21
 - Royal Heights Transfer Station, Inc. - \$2,656.80

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

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

PACIFIC COUNTY, WASHINGTON
LOCAL BOARD OF HEALTH
JOURNAL #39

A

MINUTES

9:00 AM
Tuesday, April 28, 2020

1216 W. Robert Bush Drive
South Bend, Washington

CALLED TO ORDER – 9:01 AM

ATTENDANCE

Frank Wolfe, Chair
Lisa Olsen, Commissioner
Mike Runyon, Commissioner

Marie Guernsey, Clerk of the Board
Kathy Spoor, County Administrative Officer
Paul Plakinger, Management & Fiscal Analyst
Gracie Minks, Program Manager

ATTENDANCE VIA ZOOM

Robin Souvenir, Sheriff
Tim Crose, Director of Community Development
James Worlton, Senior Public Records Officer
Rocky Stamper, Appraiser

PUBLIC - None

CONSENT AGENDA (Items A-B)

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

Approve regular meeting minutes of April 14, 2020

**Approve Rainbow Valley Landfill Claims Voucher
City of Raymond - \$3,706.68**

ITEMS REGARDING LOCAL BOARD OF HEALTH

It was moved by Olsen, seconded by Runyon and carried by a vote of 3-0

Acknowledge First Amendment to Order issued April 24, 2020, of the Pacific County Health Officer relating to the Closure of Razor Clam Digging within Pacific County which continues to prohibit recreational razor clam digging but allows Commercial Clam Digging within appropriate seasons as it is deemed essential per the Governor's Order

PACIFIC COUNTY, WASHINGTON
LOCAL BOARD OF HEALTH
JOURNAL #39

There being no further business to come before the Board the meeting was closed.

LOCAL BOARD OF HEALTH
PACIFIC COUNTY, WASHINGTON

Frank Wolfe, Chair

ATTEST:

Lisa Olsen, Commissioner

Marie Guernsey
Clerk of the Board

Mike Runyon, Commissioner

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

CLAIMS VOUCHER

Rainbow Valley Landfill Trust Fund: Post-Closure Account

Dragon Analytical Laboratory
 2818 Madrona Beach Road NW
 Olympia, WA 98502

VOUCHER # 2020-18

APPROVAL DATE 5/12/2020

RECEIVED
 PACIFIC COUNTY

MAY - 6 2020

GENERAL ADMINISTRATION
 BOARD OF COMMISSIONERS

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

Invoice #	Date	Description	Fund	Ops	Base Sub	Sub Elem	Obj	Amount
200304-08	4/2/20	WATER QUALITY TESTING	660	000	589	91	00	71.00
200326-12	4/13/20	" " "	"	"	"	"	"	3152.00
TOTAL								3223.00

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.

Garry Bale PRES. 5/13/2020
 Signature Title Date

Reviewed by:
Marilyn Guernsey CAB 5/16/2020
 Signature Title 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.

[Signature] 5/16/2020
 Chairperson, Local Board of Health Date
 Pacific County, Washington

Dragon Analytical Laboratory, Inc.

2818 Madrona Beach Rd NW
Olympia, WA 98502
360-866-0543

Invoice

Invoice #

4/2/2020

200304-08

Bill To

Mr. Larry Bale
Rainbow Valley Landfill
114 Airport Road
Raymond, WA 98577

Project #

P.O. #

Terms

SWPP

Net 30

Service Date	Qty	Item	Description	Rate	Amount
3/4/2020	1	Metals, Total	Heavy Metals, Total Cu, Zn	28.00	28.00
	1	Metals, Prep	Heavy Metals, Extraction	10.00	10.00
	1	pH	pH Electrometric, Water	12.00	12.00
	1	TURB	Turbidity	21.00	21.00

Thank you for your order, we appreciate your business.

Total

\$71.00

Dragon Analytical Laboratory, Inc.

2818 Madrona Beach Rd NW
 Olympia, WA 98502
 360-866-0543

Invoice

Invoice #

4/13/2020 200326-12

Bill To

Mr. Larry Bale
 Rainbow Valley Landfill
 114 Airport Road
 Raymond, WA 98577

Project #

P.O. #

Terms

Net 30

Service Date	Qty	Item	Description	Rate	Amount
3/26/2020			MW 1, 2, 5, 6 7		
	5	Metals, Prep	Heavy Metals, Dissolved Filtration	15.00	75.00
	5	Metals	Heavy Metals, Dissolved Fe, Mn, Zn	63.00	315.00
	5	Chloride	Chloride	27.00	135.00
	5	Sulfate	Sulfate	27.00	135.00
	5	COD	Chemical Oxygen Demand	32.00	160.00
	5	Total Coliform	Total Coliform	30.00	150.00
	5	AMO	Ammonia	27.00	135.00
	5	Nitrate	Nitrogen, Nitrate	27.00	135.00
	5	Nitrite	Nitrite	27.00	135.00
	5	TOC	Tot Organic Carbon	60.00	300.00
			L-1, 2, 3		
	1	BOD	Biochemical Oxygen Demand	49.00	49.00
	3	COD	Chemical Oxygen Demand	32.00	96.00
	3	Chloride	Chloride	27.00	81.00
	3	Sulfate	Sulfate	27.00	81.00
	3	Total Coliform	Total Coliform	30.00	90.00
	3	Metals, Total	Heavy Metals, Total (Cu, Fe, Mn, Zn)	56.00	168.00
	3	Metals, Prep	Heavy Metals, Extraction	10.00	30.00
	3	AMO	Ammonia	27.00	81.00
	3	Nitrate	Nitrogen, Nitrate	27.00	81.00
	3	Nitrite	Nitrite	27.00	81.00
	1	Oil & Grease	Oil & Grease (FOG) HEM	75.00	75.00
	1	TSS	TSS	27.00	27.00
	3	TOC	Tot Organic Carbon	60.00	180.00

Thank you for your order, we appreciate your business.

Total

Dragon Analytical Laboratory, Inc.

2818 Madrona Beach Rd NW
 Olympia, WA 98502
 360-866-0543

Invoice

	Invoice #
4/13/2020	200326-12

Bill To

Mr. Larry Bale
 Rainbow Valley Landfill
 114 Airport Road
 Raymond, WA 98577

Project #	P.O. #	Terms
		Net 30

Service Date	Qty	Item	Description	Rate	Amount
			SW-1, -2, -3		
	3	Metals, Total	Heavy Metals, Total (Cu, Zn)	28.00	84.00
	3	Metals, Prep	Heavy Metals, Extraction	10.00	30.00
	3	AMO	Ammonia	27.00	81.00
	3	Nitrate	Nitrogen, Nitrate	27.00	81.00
	3	Nitrite	Nitrite	27.00	81.00
<p>Note: COC Page 2. Some minor corrections to the COC were made to conform the Permit Requirements vs entries to the COC.</p>					

Thank you for your order, we appreciate your business.	Total	\$3,152.00
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CLAIMS VOUCHER

Rainbow Valley Landfill Trust Fund: Post-Closure Account

SCS Engineers

3900 Kilroy Airport Way, Suite 100

Long Beach, CA 90806-6816

VOUCHER # 2020-19

APPROVAL DATE 5/12/2020

RECEIVED
PACIFIC COUNTY

MAY - 6 2020

GENERAL ADMINISTRATION
BOARD OF COMMISSIONERS

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
4. Incomplete vouchers may cause delay of payment

Invoice #	Date	Description	Fund	Ops	Base Sub	Sub Elem	Obj	Amount
0371314	1/31/20	RVL Post-Closure EVAL.	660	000	589	91	00	408.04
0372207	2/29/20	" " "						416.12
TOTAL								\$ 824.16

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 Bale PRES. 5/4/20
Signature Title Date

Reviewed by:
Marie Guernsey CAB 5/6/2020
Signature Title 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.

[Signature] 5/6/2020
Chairperson, Local Board of Health Date
Pacific County, Washington

SCS ENGINEERS

INVOICE | NET 30

Remit to: SCS Engineers, AR Dept
3900 Kilroy Airport Way, Ste 100
Long Beach, CA 90806-6816

February 29, 2020

Project No: 04215010.00

Invoice No: 0372207

Mr. Larry Bale
Rainbow Valley Landfill, Inc.
114 Airport Road
Raymond, WA 98577

Local Service Provider: SCS Engineers
2405 140th Ave NE, Suite 107
Bellevue, WA 98005
Billing Inquiries: 425-289-5463

Rainbow Valley Landfill Post-Closure Evaluation

- *Prepared the Q4 2019 Stormwater DMR*

Professional Services from February 1, 2020 to February 29, 2020

Professional Personnel

	Hours	Amount	
Project Director II	2.00	412.00	
Totals	2.00	412.00	
Total Labor			412.00

Additional Fees

Communications Fee		4.12	
Total Additional Fees		4.12	4.12

Total this Invoice \$416.12

Thank you.

SCS ENGINEERS

INVOICE | NET 30

Remit to: SCS Engineers, AR Dept
3900 Kilroy Airport Way, Ste 100
Long Beach, CA 90806-6816

January 31, 2020

Project No: 04215010.00

Invoice No: 0371314

Mr. Larry Bale
Rainbow Valley Landfill, Inc.
114 Airport Road
Raymond, WA 98577

Local Service Provider: SCS Engineers
2405 140th Ave NE, Suite 107
Bellevue, WA 98005
Billing Inquiries: 425-289-5463

Rainbow Valley Landfill Post-Closure Evaluation

- *Prepared the Q4 2019 Wastewater DMR*

Professional Services from January 1, 2020 to January 31, 2020

Professional Personnel

	Hours	Amount	
Project Director II	2.00	404.00	
Totals	2.00	404.00	
Total Labor			404.00

Additional Fees

Communications Fee		4.04	
Total Additional Fees		4.04	4.04

Total this Invoice \$408.04

Thank you

CLAIMS VOUCHER

Rainbow Valley Landfill Trust Fund: Post-Closure Account

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

VOUCHER # 2020-20

APPROVAL DATE 5/2/2020

RECEIVED
PACIFIC COUNTY

MAY - 6 2020

GENERAL ADMINISTRATION
BOARD OF COMMISSIONERS

Instructions:

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3. Return to the Local Board of Health, 1216 W. Robert Bush Drive, South Raymond, WA 98577
4. Incomplete vouchers may cause delay of payment

Invoice #	Date	Description	Fund	Ops	Base Sub	Sub Elem	Obj	Amount
	4/23/20	UTILITIES	660	000	589	91	00	53.21
TOTAL								53.21

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 Boh Pres. 5/3/20
Signature Title Date

Reviewed by:
Marie Guernsey COB 5/10/2020
Signature Title 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.

[Signature] 5/6/2020
Chairperson, Local Board of Health Date
Pacific County, Washington

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

Account Number 19983 Page 1 of 1
Statement Date 04/23/2020



PO Box 472
Raymond WA 98577
cs.north@pacificpud.org
(360)942-2411
Toll Free Pay By Phone
1-844-829-1962

Billing Summary

Previous Balance	82.44
Payment Received 04/13/20	<u>82.44 CR</u>
Balance Forward	0.00
Current Charges Due By 05/20/20	53.21
Total Due	53.21

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

Messages

If you are experiencing a hardship during this time related to the current national crisis concerning the COVID-19 pandemic, please contact us to discuss avoiding late fees or disconnection.



Meter #: A38793 LOC: 14090804-1 Addr: RAINBOW VALLEY LANDFILL Rate Class: 020

Meter Reading Details **Meter A38793**

Current KWH Reading	04/14/20	4727
Previous KWH Reading	03/16/20	<u>4494</u>
Total KWH Usage		233
Days Served	29	

Detail of Charges

Energy Charge	233 kWh x 0.06870	16.01
Elec Basic Charge		34.00
State Tax - Utility		2.06
State Tax - Privilege		<u>1.14</u>
Total This Service		53.21

MO	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20
Usage	379	288	224	159	150	109	155	172	270	392	1020	633	233
Avg/Day	13	11	7	5	5	4	5	6	8	16	29	19	8

Return This Portion With Your Payment

PLEASE INDICATE CHANGE OF ADDRESS HERE:

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

Account Number	19983
Due Date <small>(Does not apply to past due balance)</small>	05/20/2020
Amount Due	53.21
Warm Heart Donation	
Amount Paid <small>ONLY IF DIFFERENT THAN AMOUNT DUE</small>	

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

Public Utility No. 2 of Pacific County
P.O. Box 472 07
Raymond, WA 98577-0472



550990000019983000005321000005321042320203

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

Invoice

DATE	INVOICE #
5/3/2020	5902

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

P.O. NUMBER	TERMS
	net 10

DUE DATE
5/13/2020

SERVICED	QUANTITY	DESCRIPTION	AMOUNT
4/30/2020	162,000	Gallons - Wastewater Hauling (LEACHATE) @\$16.40/1000	2,656.80

Balance Due

\$2,656.80

Date	<u>loads</u>		
4/1/2020			
2			
3	2		
4			
5			
6	2		
7	2		
8	1		
9	3		
10			
11			
12			
13	3		
14	1		
15	1		
16			
17	2		
18			
19			
20	3		
21			
22	1		
23			
24	2		
25			
26			
27	2		
28			
29	2		
30			
	27		
	<i>total gallons</i>		162000
			\$2,656.80

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

**Tuesday, May 12, 2020
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.

Call to Order

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

CONSENT AGENDA (Items 1-7)

Health & Human Services Department

- 1) Approve casual hire of Mary Goelz, Health & Human Services Program Manager, Grade 15 Step 10, effective May 11, 2020

Auditor's Office

- 2) Acknowledge temporary hire of Caitlyn Mayfield, Administrative Asst. II, Grade 10 Step 1, effective April 20, 2020

North District Court

- 3) Acknowledge resignation of Heather Stigall, Senior District Court Clerk, effective May 15, 2020, transfer of Ryan Williams to vacant position, Grade 11 Step 1, effective May 18, 2020, and approve request to post, advertise (if necessary) and hire vacant Deputy District Court Clerk

General Business

- 4) Approve Public Official Bond Verification Certificate of Scott Harmer, Judge Pro Tem for South District Court
- 5) Approve April 2020 payroll; total employees: 189; total payroll: \$884,221.82
- 6) Approve Vendor Claims, Warrants Numbered 151222 thru 151260 in the amount of \$77,218.23 and Warrants Numbered 151261 thru 151322 in the amount of \$56,072.09
- 7) Approve regular meeting minutes of April 28, 2020

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

- 8) Consider approval of request to issue Call for Bids for the South Palix Road Reconstruction Project
- 9) Consider acceptance of proposal from Sargent Engineers, Inc. for Bridge Inspection Services 2020
- 10) Consider approval of request to purchase Honda GX630 steam cleaner from Northern Tool and Equipment
- 11) Consider approval of request to transfer the Vermeer chipper into ER&R
- 12) Consider approval of request to transfer the Jail's DXI Harding MicroComm equipment into ER&R

ITEMS REGARDING ASSESSOR'S OFFICE

- 13) Consider approval of request to purchase two laptop computers from Dell

ITEMS REGARDING GENERAL BUSINESS

- 14) Consider approval of a no-objection letter for Columbia Land Trust for the acquisition of West Fork Grays-Schmand property
- 15) Consider adoption of Resolution No. 2020-_____ establishing the Remote Work Policy
- 16) Consider approval of the Return to Work Guidelines-COVID-19 Pandemic
- 17) Confirm notification letter to the Fair Manger cancelling the 2020 County Fair
- 18) Consider approval of exception to Section 4.16 Leave Credit Transfer Program of the Personnel Policy

EXECUTIVE SESSION

- 19) To discuss any matter suitable for Executive Session in accordance with Chapter 42.30.110 RCW

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

New Employee / Change in Status Information

INSTRUCTIONS: The original form must be completed, signed and submitted along with your Agenda Request Form to the Board of Commissioners for approval. Detail any special arrangements on the reverse. If after the 10th of the month, please send a copy to Payroll.

Employee Name: Caitlyn Mayfield Phone Number: _____

Physical Address: _____ *on file*

Mailing Address (if different): _____

PERSONAL INFORMATION for issuance of County ID card (photo can be obtained from General Administration)

DOB: _____ Height: _____ Eye Color: _____ Hair Color: _____

Driver's License #: on file State: _____

Department/Office: auditor

Position Title: ~~temp~~ Administrative Asst II

Phone/Ext.: _____ Start Date: 04/20/2020

Union: Yes which? _____ No Grade: 10 Step: 1

Monthly Hourly Pay Rate: \$ 18.26 Exempt from Overtime: Yes No

Position is:

Regular (1.00 FTE) Regular Part-Time _____ FTE Casual Temporary approx. end date: 05/31/2020

Charge to BARS #: 197 . 019 . 525 . 30 . 10 (100 %)
_____. _____ . _____ . _____ . _____ (_____ %)
_____. _____ . _____ . _____ . _____ (_____ %)
_____. _____ . _____ . _____ . _____ (_____ %)

NOTE: Percentages must equal 100%.

Joyce Kidd _____ 05/06/2020 _____
Signature of hiring official Date

Board of County Commissioners approved on _____ subject to adequate budget appropriations.

Clerk/Deputy Clerk of the Board

For Payroll Use Only

Position Code _____ Pension Code _____ FICA Code _____ Retirement Code _____
L&I Code _____ SUTA Code _____ Yearly Hours _____

PACIFIC COUNTY

New Employee / Change in Status Information

INSTRUCTIONS: The original form must be completed, signed and submitted along with your Agenda Request Form to the Board of Commissioners for approval. Detail any special arrangements on the reverse. If after the 10th of the month, please send a copy to Payroll.

Employee Name: Ryan J Williams Phone Number: 360-875-9354 x 3355

Physical Address: _____

Mailing Address (if different): _____

PERSONAL INFORMATION for issuance of County ID card (photo can be obtained from General Administration)

DOB: _____ Height: _____ Eye Color: _____ Hair Color: _____

Driver's License #: _____ State: _____

Department/Office: North Pacific District Court

Position Title: Senior District Court ~~Deputy~~ Clerk

Phone/Ext.: 3355 Start Date: 05/18/2020

Union: Yes which? 367C No Grade: 11 Step: 1

Monthly Hourly Pay Rate: \$3386.00 Exempt from Overtime: Yes No

Position is:

Regular (1.00 FTE) Regular Part-Time _____ FTE Casual Temporary approx. end date: _____

Charge to BARS #: 001 . 510 . 512 . 00 . 10 (100 %)

_____ (_____ %)

_____ (_____ %)

_____ (_____ %)

NOTE: Percentages must equal 100%.

Elizabeth B Penoyar
Signature of hiring official

May 7, 2020
Date

Board of County Commissioners approved on _____ subject to adequate budget appropriations.

Clerk/Deputy Clerk of the Board

For Payroll Use Only

Position Code _____ Pension Code _____ FICA Code _____ Retirement Code _____

L&I Code _____ SUTA Code _____ Yearly Hours _____

BOARD OF COUNTY COMMISSIONERS

SUMMARY OF APPROVAL OF MONTHLY PAYROLL

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

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

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

MONTH OF: APRIL, YEAR OF 2020

TOTAL EMPLOYEES: 189

TOTAL PAYROLL: \$884,221.82

Approve payroll subject to adequate budget appropriations.

BOARD OF PACIFIC COUNTY COMMISSIONERS

Dated this ____ day of

Chairperson

Commissioner

Commissioner

Attest: _____
Clerk of the Board

**COUNTY OF PACIFIC
VOUCHER APPROVAL TRANSMITTAL
VENDOR CLAIMS**

The vouchers, hereinafter listed, have been audited and certified by the auditing officer as required by RCW 42.24.080 and those expenses/reimbursement claims have been certified as required by RCW 42.24.090 and have been recorded on the attached listing, which has been made available to the Board.

As of this date, May 12, 2020 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

151222 thru 151260 \$ 77,218.23

Warrants Dated: April 30, 2020

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

AUDITED:

Rachel DeBeauvoir
Auditor/Deputy Auditor

Chairman

ATTEST:

Commissioner

Clerk of the Board

Commissioner

RECEIVED
PACIFIC COUNTY

APR 30 2020

GENERAL ADMINISTRATION
BOARD OF COMMISSIONERS

**COUNTY OF PACIFIC
VOUCHER APPROVAL TRANSMITTAL
VENDOR CLAIMS**

The vouchers, hereinafter listed, have been audited and certified by the auditing officer as required by RCW 42.24.080 and those expenses/reimbursement claims have been certified as required by RCW 42.24.090 and have been recorded on the attached listing, which has been made available to the Board.

As of this date, May 12, 2020 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

151261 thru 151322 \$ 56,072.09

Warrants Dated: May 7, 2020

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

AUDITED:



Auditor/Deputy Auditor

Chairman

ATTEST:

Commissioner

Clerk of the Board

Commissioner

**RECEIVED
PACIFIC COUNTY**

MAY - 7 2020

**GENERAL ADMINISTRATOR
BOARD OF COMMISSIONERS**

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #56

7

MINUTES

9:00 AM
Tuesday, April 28, 2020

1216 W Robert Bush Drive
South Bend, Washington

CALLED TO ORDER – 9:02 AM

ATTENDANCE

Frank Wolfe, Chair
Lisa Olsen, Commissioner
Mike Runyon, Commissioner

Marie Guernsey, Clerk of the Board
Kathy Spoor, County Administrative Officer
Paul Plakinger, Management & Fiscal Analyst
Gracie Minks, Program Manager

ATTENDANCE VIA ZOOM

Robin Souvenir, Sheriff
Tim Crose, Director of Community Development
James Worlton, Senior Public Records Officer
Rocky Stamper, Appraiser

PUBLIC - None

CONSENT AGENDA (Items 1-5)

It was moved by Olsen, seconded by Runyon 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

Confirm Information Technology Manager's signature on Comcast Business Service Order Agreement #24930833 and #24919978 for internet and WiFi services in the amount of \$6,379.20 annually

Health & Human Services Department

Approve Amendment #12 to 2018-2020 Consolidated Contract #CLH18256 with State of Washington Department of Health and authorize Director to sign

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #56

Sheriff's Office

Acknowledge the hire of Alison Skillings, Telecommunicator, Step 1 effective May 4, 2020

Acknowledge the hire of Christopher Walkowiak, Deputy, Step 1, effective May 4, 2020

General Business

Approve regular meeting minutes of April 14, 2020

ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS

It was moved by Olsen, seconded by Runyon and carried by a vote of 3-0

Approve the request to piggyback on Grays Harbor County contract with Stripe Rite, Inc. for the 2020 Striping Project, subject to adequate budget appropriations

Approve the purchase of a Brushchipper from state contract from Vermeer Northwest Sales & Service, Inc., of Tacoma in the amount of \$44,613.62, including tax, subject to adequate budget appropriations

ITEMS REGARDING FLOOD CONTROL ZONE DISTRICT #1

It was moved by Olsen, seconded by Runyon and carried by a vote of 3-0

Approve the use of the Small Works Roster for the Ocean Park Manhole Replacement Project 2020

ITEMS REGARDING HEALTH & HUMAN SERVICES DEPARTMENT

It was moved by Olsen, seconded by Runyon and carried by a vote of 3-0

Approve Contract #CCAP Transportation Contract-2020 COVID 19 Commerce for a Vendor Services Agreement with Coastal Community Action Program, not to exceed \$10,000 for the term of the agreement, authorize Chair to sign and subject to adequate budget appropriations

Approve Contract #CCAP Meal Service Contract - 2020 COVID 19 Commerce for a Vendor Services Agreement with Coastal Community Action Program, not to exceed \$8 per meal, authorize Chair to sign and subject to adequate budget appropriations

Approve Contract # COVID Temporary Occupancy Agreement-2019 with Heidi's Inn, subject to adequate budget appropriations and authorize Chair to sign

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #56

Approve the temporary 0.2 FTE increase of Darian Johnson, Human Services Program Specialist to work as a Care Coordinator, Grade 11, Step 1, effective May 1, 2020 through September 30, 2020, subject to adequate budget appropriations

ITEMS REGARDING VEGETATION MANAGEMENT

It was moved by Olsen, seconded by Runyon and carried by a vote of 3-0

Approve the hire Spartina Field Crew members, Marcos Mendoza, effective June 1 through September 30, 2020 and Ryan McAuley, effective June 1 through October 30, 2020, both at \$18/hour, subject to adequate budget appropriations

ITEMS REGARDING BOARDS AND COMMISSIONS

It was moved by Olsen, seconded by Runyon and carried by a vote of 3-0

Accept Olympic Area Agency on Aging recommendations and remove Darlene Smith as a designated Pacific County Representative of the OAAA Advisory Council in accordance with Section 4. Unexcused Absences of the OAAA bylaws, effective March 17, 2020

ITEMS REGARDING GENERAL BUSINESS

It was moved by Olsen, seconded by Runyon and carried by a vote of 3-0

Approve the 2020-2021 Printing Contract with the Chinook Observer as the Official County and Area Specific Newspaper, effective July 1, 2020, through June 30, 2021, and accept their Corporate Guarantee in lieu of a bond

Adopt Resolution No. 2020-017 in the matter of extending the Declaration of a Local Emergency which was adopted on March 24, 2020, pursuant to Governor Inslee's Proclamation 20-25.1 and note this declaration shall be effective through June 3, 2020

Adopt the Order in the matter of distribution of the 2019 PUD Excise Tax

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

Approve Vendor Claims, Warrants Numbered 15107 thru 151154 in the amount of \$117,194.42, subject to adequate budget appropriations

EXECUTIVE SESSION – None held

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #56

ITEMS REGARDING HEALTH & HUMAN SERVICES DEPARTMENT

It was moved by Olsen, seconded by Runyon and carried by a vote of 3-0

Approve request for 12 weeks of Family Medical Leave for a qualifying event, effective May 7, 2020 and authorize return to work part-time July 30, 2020 and resume full time effective September 8, 2020

Approve Contract # COVID Temporary Occupancy Agreement-2019-OPR with Ocean Park Retreat Center to be paid from Commerce COVID 19 Emergency Funding, subject to adequate budget appropriations and authorize Chair to sign

ITEMS REGARDING BOARDS AND COMMISSIONS

It was moved by Olsen, seconded by Runyon and carried by a vote of 3-0

Acknowledge the passing of Civil Service Commission member, Bob Jones and express sincerest condolences to his family and authorize advertising to fill position

ITEMS REGARDING GENERAL BUSINESS

It was moved by Olsen, seconded by Runyon and carried by a vote of 3-0

Approve Vendor Claims, Warrants Numbered 151155 thru 151221 in the amount of \$187,739.16, subject to adequate budget appropriations

There being no further business to come before the board the meeting was closed at approximately 9:15 AM.

PACIFIC COUNTY
BOARD OF COUNTY COMMISSIONERS

Frank Wolfe, Chair

Lisa Olsen, Commissioner

ATTEST:

Marie Guernsey
Clerk of the Board

Mike Runyon, Commissioner

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

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #56

OTHER BUSINESS FOR FILING

Letter dated April 9, 2020, from U.S. Department of Homeland Security regarding award of Hazard Mitigation Grant Program DR-4309-WA for generator project.

Email dated April 10, 2020, from Kelly Barnum re: tough times (COVID-19) including response dated April 16, 2020, from Commissioner Runyon.

Letter dated April 21, 2020, from Rob DeRose, Teamsters Local Union #242 Representative regarding hazard pay during COVID-19.

Email dated April 10, 2020, from Kelly Barnum re: open our county (COVID-19).

Email dated April 23, 2020, from Lynde Thomas regarding open Washington (COVID-19).

Email dated April 25, 2020, from Brian Sheldon re: county beach approaches (COVID-19).

Letter dated April 27, 2020, from Thomas G. Lindahl, re: EOC letter sent to second homeowners.

Email dated April 27, 2020, from Carolyn Levno re: responsibility (COVID-19).

Email dated April 30, 2020, from Robi Nelson re: our community safety (COVID-19).

Email dated April 30, 2020, from G Braden re: bankruptcies (COVID-19).

PACIFIC COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
JOURNAL #56

BOARD WORKSHOPS/MEETINGS HELD

(This listing does not include those workshops/meetings attended by an individual Commissioner)

April 1, 2020

Meeting with Elected Officials/Department Heads re: COVID-19 Update

April 8, 2020

Meeting with Elected Officials/Department Heads re: COVID-19 Update

April 14, 2020

BOH/BOCC meeting

Public hearing - Call for Bids Official County & Area Specific Newspaper

Meeting with Representative Walsh

April 15, 2020

Meeting with Elected Officials/Department Heads re: COVID-19 Update

Workshop w/ DCD re: permits

Workshop re: HVAC Systems at Humane Society Annex Building

April 22, 2020

Meeting with Elected Officials/Department Heads re: COVID-19 Update

April 23, 2020

Workshop re: budget/county issues

Workshop w/ DCD

April 28, 2020

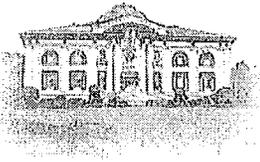
BOH/BOCC meeting

Workshop re: leave availability

April 29, 2020

Meeting with Elected Officials/Department Heads re: COVID-19 Update

Workshop re: extension of stay home stay healthy order



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

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

REQUESTED MEETING DATE:
5/12/2020

AGENDA REQUEST FORM

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

ACTION: Approved/Confirmed Denied Agenda Item # 8

Subject to adequate budget appropriations Initial _____ Date _____

No action taken/withdrawn Tracking

Deferred/Continued to meeting of _____ time _____

DISTRIBUTION LIST: RF CF SEA OTHER

<input type="checkbox"/> ASSR	<input type="checkbox"/> AUD	<input type="checkbox"/> CS	<input type="checkbox"/> CLERK	<input type="checkbox"/> DCD	<input type="checkbox"/> DPW	<input type="checkbox"/> EMA
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<input type="checkbox"/> SDC	<input type="checkbox"/> PCSO	<input type="checkbox"/> SUPR CT	<input type="checkbox"/> TRSR	<input type="checkbox"/> VEG	<input type="checkbox"/> WSU	<input type="checkbox"/> 367C

AGENDA ITEM REQUEST

Attach all required documentation

Department/Office DPW Date 5/5/2020

Name & Title Clinton Baze, Operations Manager Signature

NARRATIVE OF REQUEST:

This office requests permission to call for proposals for purchase of 2,500 ton of 1-1/4" rock material for the South Palix Road Reconstruction Project to be completed by our maintenance crews this construction season. The proposals will include purchase and transport of the material to a stockpile site.

RECOMMENDED MOTION [To be completed by Clerk of the Board/Deputy Clerk of the Board]

I move to approve the issuance of a Call for Bids for the South Palix Road Reconstruction Project



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REQUESTED MEETING DATE:

5/12/2020

AGENDA REQUEST FORM

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

ACTION: Approved/Confirmed Denied Agenda Item # 9

Subject to adequate budget appropriations Initial _____ Date _____

No action taken/withdrawn Tracking

Deferred/Continued to meeting of _____ time _____

DISTRIBUTION LIST: RF CF SEA OTHER _____

<input type="checkbox"/> ASSR	<input type="checkbox"/> AUD	<input type="checkbox"/> CS	<input type="checkbox"/> CLERK	<input type="checkbox"/> DCD	<input type="checkbox"/> DPW	<input type="checkbox"/> EMA
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AGENDA ITEM REQUEST

Attach all required documentation

Department/Office DPW Date 5/4/2020

Name & Title Clinton Baze, Operations Manager Signature

NARRATIVE OF REQUEST:

At the April 14th BOCC meeting Public Works was approved to solicit for Statement of Qualifications for Bridge Inspection Services 2020. The announcement was posted on the county website, published in the Chinook Observer and sent to 71 engineering firms from the MRSC Roster. 6 packets were received from the Solicitation; Sargent Engineers, Consor Engineers, Exeltech, Fickett, KPFF and Coffman. The packets were evaluated and scored using Qualified Personnel, Years of Experience, Knowledge of BridgeWorks program, other work for other jurisdictions, and the ability to complete the work in a timely manner. From this evaluation Sargent Engineers was selected to perform the mandatory bridge inspections for the 38 bridges needed in 2020.

RECOMMENDED MOTION [To be completed by Clerk of the Board/Deputy Clerk of the Board]

I move to accept the proposal from Sargent Engineers, Inc. as the most qualified firm for Bridge Inspection Services 2020 for 38 bridges in the amount of \$35,864, subject to adequate budget appropriations

**SOLICITATION FOR PROFESSIONAL SERVICES
BRIDGE INSPECTIONS 2020 - 38 BRIDGES NEEDED IN PACIFIC COUNTY**

NO.	FIRM	ADDRESS	CONTACT
1	Sargent Engineers, Inc.	320 Ronlee Lane NW, Olympia, WA 98502-9241	Scott Olson, PE, SE, Principal
2	KPFF, Inc. (dba KPFF Consulting Engineers)	1601 Fifth Avenue, Suite 1600, Seattle, WA 98101	Aaron Olson, PE, Associate/Project Manager
3	Fickett Structural Solutions	2840 Crites St SW, Suite 104 Tumwater, WA 98512	Andy Packard, PE, Engineering Manager - NW Region
4	Exeltech Consulting, Inc.	8729 Commerce Place Drive NE, Suite A, Lacey, WA 98516	Heidi Clayville, PE, Project Manager
5	Conzor Engineers, LLC	1824 112th St, E, Suite E, Tacoma, WA 98445	Heath Pope, PE, Vice President/Project Manager
6	Coffman Engineers	PO Box 7690 Olympia, WA 98507	Harvey Coffman, PE, SE, Senior Discipline Manager



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REQUESTED MEETING DATE:
 5/12/2020

AGENDA REQUEST FORM

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

ACTION: Approved/Confirmed Denied Agenda Item # 10

Subject to adequate budget appropriations Initial _____ Date _____

No action taken/withdrawn Tracking

Deferred/Continued to meeting of _____ time _____

DISTRIBUTION LIST: RF CF SEA OTHER

<input type="checkbox"/> ASSR	<input type="checkbox"/> AUD	<input type="checkbox"/> CS	<input type="checkbox"/> CLERK	<input type="checkbox"/> DCD	<input type="checkbox"/> DPW	<input type="checkbox"/> EMA
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<input type="checkbox"/> SDC	<input type="checkbox"/> PCSO	<input type="checkbox"/> SUPR CT	<input type="checkbox"/> TRSR	<input type="checkbox"/> VEG	<input type="checkbox"/> WSU	<input type="checkbox"/> 367C

AGENDA ITEM REQUEST

Attach all required documentation

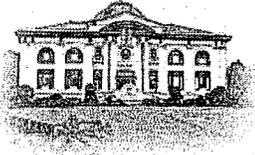
Department/Office DPW Roads Date 5-6-20

Name & Title Clinton Baze, Operations Mgr Signature _____

NARRATIVE OF REQUEST:
 Request to purchase new Honda GX630 steam cleaner with single axle trailer. Three bids were solicited and the low bid of \$8,647.99 incl. tax was returned by Northern Tool and Equipment. This will be purchased by the Road Fund-104 and then a request to transfer the steam cleaner into the ER&R Fund - 502 will follow after the invoice has been paid.

RECOMMENDED MOTION [To be completed by Clerk of the Board/Deputy Clerk of the Board]

I move to approve the purchase of a Honda GX630 steam cleaner from Northern Tool and Equipment in the amount of \$8,647.99 including tax, to be paid from Road Fund 104 and authorize transfer of the equipment to ER&R Fund 502 in a monthly amount not to exceed \$100, all subject to adequate budget appropriations



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REQUESTED MEETING DATE:
 5/12/2020

AGENDA REQUEST FORM

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

ACTION: <input type="checkbox"/> Approved/Confirmed <input type="checkbox"/> Denied <input type="checkbox"/> Subject to adequate budget appropriations <input type="checkbox"/> No action taken/withdrawn <input type="checkbox"/> Deferred/Continued to meeting of _____ time _____	Agenda Item # _____ Initial _____ Date _____	11 <input type="checkbox"/> Tracking				
DISTRIBUTION LIST: <input type="checkbox"/> RF <input type="checkbox"/> CF <input type="checkbox"/> SEA OTHER _____						
<input type="checkbox"/> ASSR	<input type="checkbox"/> AUD	<input type="checkbox"/> CS	<input type="checkbox"/> CLERK	<input type="checkbox"/> DCD	<input type="checkbox"/> DPW	<input type="checkbox"/> EMA
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AGENDA ITEM REQUEST

Attach all required documentation

Department/Office <u>DPW ER&R - 502</u>	Date <u>5-6-20</u>
Name & Title <u>Andi Harland, Accounting Mgr.</u>	Signature

NARRATIVE OF REQUEST:
 Request to transfer Vermeer BC-1000XL chipper into ER&R from Road Fund-104. The value of the equipment including projected replacement cost is \$46,000.00. This equipment has a 10year life and using a straight line deprecation schedule the monthly ER&R rate will be \$400.00 per month.

RECOMMENDED MOTION [To be completed by Clerk of the Board/Deputy Clerk of the Board]

I move to approve the transfer of the Vermeer chipper into ER&R Fund 502 in the monthly amount of \$400, subject to adequate budget appropriations



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 REQUESTED MEETING DATE:
 5/12/2020

AGENDA REQUEST FORM

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

ACTION: <input type="checkbox"/> Approved/Confirmed <input type="checkbox"/> Denied <input type="checkbox"/> Subject to adequate budget appropriations <input type="checkbox"/> No action taken/withdrawn <input type="checkbox"/> Deferred/Continued to meeting of _____ time _____	Agenda Item # <u>12</u> Initial _____ Date _____ <input type="checkbox"/> Tracking
DISTRIBUTION LIST: <input type="checkbox"/> RF <input type="checkbox"/> CF <input type="checkbox"/> SEA OTHER _____	
<input type="checkbox"/> ASSR <input type="checkbox"/> AUD <input type="checkbox"/> CS <input type="checkbox"/> CLERK <input type="checkbox"/> DCD <input type="checkbox"/> DPW <input type="checkbox"/> EMA <input type="checkbox"/> FAIR <input type="checkbox"/> HLTH <input type="checkbox"/> IT <input type="checkbox"/> JUV <input type="checkbox"/> NDC <input type="checkbox"/> PACCOM <input type="checkbox"/> PROS <input type="checkbox"/> SDC <input type="checkbox"/> PCSO <input type="checkbox"/> SUPR CT <input type="checkbox"/> TRSR <input type="checkbox"/> VEG <input type="checkbox"/> WSU <input type="checkbox"/> 367C	

AGENDA ITEM REQUEST

Attach all required documentation

Department/Office <u>DPW ER&R - 502</u>	Date <u>5-6-20</u>
Name & Title <u>Andi Harland, Accounting Mgr.</u>	Signature

NARRATIVE OF REQUEST:
 Request to transfer DXI Harding MicroComm equipment. This equipment controls the jail's intercom system. The value of the equipment including projected replacement cost is \$80,000. This equipment has a 15year life and using a straight line deprecation schedule the monthly ER&R rate will be \$460.00 per month. Upon approval of the equipment transfer the Sheriff's department will also apply the surplus revenue that was received from the sale of the old equipment to the reserves of this new equipment.

RECOMMENDED MOTION [To be completed by Clerk of the Board/Deputy Clerk of the Board]

I move to approve the transfer of the Jail's DXI Harding MicroComm equipment into ER&R Fund 502 in the monthly amount of \$400, subject to adequate budget appropriations



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 REQUESTED MEETING DATE:
 5/12/2020

AGENDA REQUEST FORM

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

ACTION: Approved/Confirmed Denied Agenda Item # 13

Subject to adequate budget appropriations Initial _____ Date _____

No action taken/withdrawn Tracking

Deferred/Continued to meeting of _____ time _____

DISTRIBUTION LIST: RF CF SEA OTHER _____

<input type="checkbox"/> ASSR	<input type="checkbox"/> AUD	<input type="checkbox"/> CS	<input type="checkbox"/> CLERK	<input type="checkbox"/> DCD	<input type="checkbox"/> DPW	<input type="checkbox"/> EMA
<input type="checkbox"/> FAIR	<input type="checkbox"/> HLTH	<input type="checkbox"/> IT	<input type="checkbox"/> JUV	<input type="checkbox"/> NDC	<input type="checkbox"/> PACCOM	<input type="checkbox"/> PROS
<input type="checkbox"/> SDC	<input type="checkbox"/> PCSO	<input type="checkbox"/> SUPR CT	<input type="checkbox"/> TRSR	<input type="checkbox"/> VEG	<input type="checkbox"/> WSU	<input type="checkbox"/> 367C

AGENDA ITEM REQUEST

Attach all required documentation

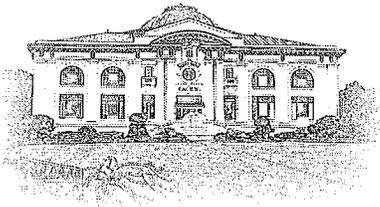
Department/Office ASSESSOR'S OFFICE Date 5/6/2020

Name & Title BRUCE WALKER, ASSESSOR Signature 

NARRATIVE OF REQUEST:
 Assessor is requesting to purchase two laptop computers with funds available in current budget. Dell estimate from IT dept of \$1,547.72 each is attached. This will replace two older desktop units and prepare us for future needs.

RECOMMENDED MOTION [To be completed by Clerk of the Board/Deputy Clerk of the Board]

I move to approve the purchase two laptop computers from Dell in an amount not to exceed \$3,100, including tax, subject to adequate budget appropriations



Pacific County **COMMISSIONERS**

Lisa Olsen, District #1
Frank Wolfe, District #2
Mike Runyon, District #3

May 4, 2020

To Whom It May Concern:

Re: West Fork Grays River Conservation Project

Columbia Land Trust staff have provided Pacific County with an overview of their Washington Coast Restoration and Resilience project to acquire the West Fork Grays-Schmand Property. This letter is to express that the Pacific County Commissioners are supportive of Columbia Land Trust assessing the possibilities to pursue this acquisition.

This letter is to express that the Board of Pacific County Commissioners has no objection to the Columbia Land Trust assessing the possibilities to pursue this acquisition.

Thank you for your consideration.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

Frank Wolfe, Chair

Lisa Olsen, Commissioner

Mike Runyon, Commissioner

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

RESOLUTION NO. 2020-_____

**IN THE MATTER OF AMENDING THE PACIFIC COUNTY POLICY MANUAL
AND ESTABLISHING THE REMOTE WORK POLICY**

WHEREAS, Pacific County is dedicated to protecting the lives of their employees and providing a safe work environment; and

WHEREAS, a policy manual has been created seeking to provide the protection and provision of a safe work environment for all employees; and

WHEREAS, the policy manual needs to be periodically reviewed, modified, and occasionally updated; and

WHEREAS, due to COVID-19 and Governor Inslee's Stay Home Stay Healthy Order, there is a need to establish a Remote Work Policy; and

NOW THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, THE LEGISLATIVE AUTHORITY OF AND FOR THE COUNTY OF PACIFIC, STATE OF WASHINGTON, that the attached Remote Work Policy, Procedures and Agreement is approved, adopted and shall be effective the 1st day of May, 2020.

PASSED by the Board of Pacific County Commissioners the 12th day of May, 2020, meeting in regular session at South Bend, Washington, by the following vote, then signed by its membership and attested to by its Clerk in authorization of such passage.

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

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

Frank Wolfe, Chair

Lisa Olsen, Commissioner

ATTEST:

Marie Guernsey
Clerk of the Board

Mike Runyon, Commissioner

PACIFIC COUNTY

Remote Work Policy

Section 1. Policy Statement

Pacific County recognizes the potential benefit of teleworking, and remote working to the county and individual employees.

Remote Work is a workplace strategy that enables an employee to have the capability and flexibility to shift to and from different modes of work to maximize productivity and to be effective and efficient regardless of their location. Pacific County uses remote working as a business strategy to help achieve organizational goals like recruiting and retaining employees, enabling increased productivity and performance, fostering an engaging work environment, supporting health and wellness, ensuring continuity of operations, and reducing facilities costs and our environmental footprint.

For represented employees the collective bargaining agreements (CBA) supersede specific provisions of agency policies with which it conflicts.

Section 2. Definitions

Remote Work is the overarching term that includes each of the specific way's employees may work outside of the County office.

Remote Work Agreement is the document outlining the agreement between the employee and the supervisor regarding the terms allowing the employee to work remotely. ([Attachment B](#))

Telework is the use of telecommunications and computer technologies to allow employees to perform assigned duties at other than the assigned duty station during identified work hours. Telework means working from the employee's home or alternate worksite near the employee's home, rather than from their assigned duty station at least once every two weeks resulting in fewer commute trips by the employee.

Duty Station: The location where the employee's worksite is located or work is performed on a permanent basis. An employee's official duty station is designated by the agency.

Remote computing is occasional ad hoc remote access from an alternate site, such as while traveling on business or working out of the employee's primary personal residence. Remote access may connect to THE COUNTY information services as authorized by the immediate supervisor.

Section 3. Framework

Remote Work Agreements should be approved or denied by the supervisor within ten (10) business days of receipt. The maximum term of Remote Work Agreements is twelve (12) months and must be renewed on an annual basis. Any agreements are subject to business needs, customer service needs and employee performance or attendance and may be denied or rescinded for any of these reasons. Remote Work Agreements must be approved by the Appointing Authority or designee and in place prior to the employee starting the arrangement. The term(s) of the arrangement will be stated in the signed Remote Work Agreement.

Additionally, such arrangements may be designated by the Appointing Authority or designee to cover critical functions during a natural disaster, building closure, pandemic or as part of an agency emergency response plan.

Remote Work options for telework are limited to locations in Washington State or in adjacent communities bordering the state.

Section 4. Eligibility and Other Requirements or Considerations

All COUNTY positions are eligible for Remote Work, with the focus for employee approval/denial being based on specific job tasks. All employees (which includes permanent, non-permanent, project, employees in review periods, etc.) have the opportunity to request participation with consideration being given to the following requirements or considerations:

- An employee's salary, job duties and responsibilities, work schedule and county-provided benefits do not change as a result of an approved Remote Work Agreement. Employees currently involved in corrective or disciplinary action may not be eligible to participate, which will be assessed on a case-by-case basis.
- Managers should consider cost-benefit as part of the proposed Remote Work Agreement. The nature of the job, equipment requirements, additional agency costs, and expected results are considerations for individual determinations.
- Costs associated with Remote Work should be documented as part of the final agreement.
- Existing Civil Service Rules, Collective Bargaining Agreements (CBA) regarding leave, hours of work and scheduling work; Fair Labor Standards Act (FLSA) rules on overtime; Office of Financial Management (OFM) and COUNTY travel policies and regulations shall apply to everyone working with an approved Remote Work Agreement. When staff is teleworking in a Remote Work Agreement, the alternate worksite is the official duty station for travel expense voucher purposes except that travel to and from the employee's regular county office shall not be a reimbursable expense.

Section 5. Work Hours/Accessibility

While a Remote Work Agreement may facilitate employees' working around family responsibilities; it is not intended to be a substitute for family care. The employee shall not have the primary responsibility for child care, dependent adult care, or other duties not ordinarily part of his or her job duties during working hours.

Employees will remain accessible to their supervisor, co-workers and customers, as agreed upon and as stated in the approved Remote Work Agreement.

Section 6. Review and Approval

The County, will be responsible for coordinating any updates or rescinding of this policy or its associated procedure(s) ([Attachment A](#)).

ATTACHMENT A

Procedure(s) for Remote Work Policy

Key Function	Activity	Person(s) Involved
Complete Remote Work Agreement	Use the Remote Work Agreement form to request, review and approve or deny request. Supervisors should approve/deny requests within ten (10) business days from receipt of form.	Employee Supervisor
Coordinate computer services and support	Computer systems need to be organized and arrangements made for adequate equipment and support. Submit an IT request to arrange for access to appropriate software.	Employee Supervisor IT
Set expectations and follow-up	Ensure all expectations about job responsibilities and accomplishments are documented in writing, shared with the employee, and will be monitored by the supervisor.	Supervisor Employee
Review agreement	Review the Remote Work Agreement for current applicability and update at least once a year, or as needs change.	Supervisor Employee

PROCESS: Request or update a Remote Work Agreement		
Steps	Activity or Event(s)	Person(s) Involved
1	Employee completes the Remote Work Agreement form and forwards to supervisor.	Employee
2	Supervisor reviews: <ul style="list-style-type: none"> <input type="checkbox"/> Approves request – first discusses work assignments and identifies expectations and documents in the appropriate section of the agreement. Signs and files in employees personnel file. <input type="checkbox"/> Denies request – returns to employee Supervisors should approve/deny requests within 10 business days from receipt of form.	Supervisor Employee
4	Supervisor keeps copy of approved/denied Remote Work Agreement form in employee's personnel file, gives copy to employee, and forwards original to Board of County Commissioners for processing and filing.	Supervisor Employee Board of County Commissioners
5	Original Remote Work Agreement is processed and filed.	Board of County Commissioners

6	After approval from the supervisor, the employee completes request to IT to set up remote access services, attaches the approved Remote Work Agreement.	Employee
7	<p>IT checks if there is an approved Remote Work Agreement attached and coordinates setup of remote access services with employee.</p> <p>If no approved Remote Work Agreement is attached, the IT will reach out to employee's supervisor before setting up remote access services.</p> <p>If the supervisor denies the request, no access is granted.</p>	IT
8	Supervisor monitors arrangement and works with employee to adjust or update as applicable.	Supervisor Employee

ATTACHMENT B

**Pacific County Mobile Work Agreement
between Pacific County and _____**

This memorandum shall serve as an agreement between the employee named above and the Department of _____ through which the employee will be designated as a Remote Worker under the Remote Work Policy and allowed to perform the duties and responsibilities of his/her position from a location other than the primary departmental office located at _____. This agreement shall be referred to as the "remote worker agreement" and is authorized by the department on a) a trial basis, or b) for the period designated below. As the employee approved for mobile work, it is important for you to understand that we, as the employer, may change any of the conditions or requirements of the agreement at any time during the period of the agreement. Also, management reserves the right to cease this arrangement altogether at any time.

1. **DURATION:** This agreement will be valid beginning on _____ and ending on _____. (Not to exceed one year, but renewable in one-year increments). Thirty (30) days prior to the end of the period, or at any time during the period, both parties will participate in a review, which can result in the reactivation or termination of the agreement.

2. **WORKING LOCATION:** As an employee approved for remote work, you agree to maintain an office or adequate work space at your residence located at _____. Unless your work location is specified in your official job description as being regularly assigned to a remote location/site, you will not be reimbursed for mileage associated with traveling to the primary office.

3. **WORKING HOURS:** You are expected to be productive and actively engaged in work for all hours (indicated below) with a minimum of ½ hour break for lunch, while working from your home office during the period of this agreement.

Day	Start time	Lunch Break	End time	Worksite (home/or office)
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

When necessary, we may inform you in person, via email or telephone of work that will require your presence in person at the office or other assigned site. We will do our best to give you at least 24 hours' notice but shorter notice is possible and acknowledged. As an employee approved for mobile work, you agree and understand that being a mobile worker requires that you be able to devote 100% commitment to working during the regular work hours specified above and that you will make arrangements to ensure that household duties, including child care, do not interfere with work time or are not conducted or performed during the normal work time.

4. **TELEPHONE/COMPUTER/NETWORK & EQUIPMENT ACCESS & USE:** As an employee approved to be a remote worker, you agree and understand that you will be expected to be accessible by telephone and thus will maintain a telephone line that can be used for phone calls at your own expense. You agree and understand that there may be times when you will incur telephone charges in the performance of your duties and will do so at your own expense, without expectation of reimbursement. As a County employee, you will be issued

the appropriate access in order to access the Information Technology network for work related assignments and responsibilities. Access to other systems will be authorized by your supervisor based on your specific job duties and responsibilities and your supervisor will coordinate with IT on such access as necessary.

During the period of this telecommuting agreement, the county will provide you with a County computer for your use in carrying out the duties and responsibilities of your position. You are authorized to use this computer and the network access referenced above in accordance with all applicable County computer use and information technology policies. Failure to adhere to institutional computing and IT use policies may result in revocation of use privileges, revocation of this telecommuting agreement, and possibly termination of employment. You will be required as a condition of employment to maintain internet access from your home office. The specific list of equipment provided to you for use under this agreement includes: _____

It will be your responsibility to ensure the appropriateness and safety of the equipment at all times. The equipment must be protected against damage and unauthorized use. County owned equipment will be serviced and maintained by the County. Equipment provided by the employee will be at no cost to the County, and will be maintained by the employee. You agree not to use County equipment for personal purposes.

5. **WORK ASSIGNMENTS:** You will receive your work assignments from your immediate supervisor on a daily basis at the beginning of the work week or as necessary. Work assignments may also be communicated by phone or sent by email. If there are any questions or concerns about your assignments, you are expected to inform your immediate supervisor of them at the time of receipt.
6. **PHYSICAL HOME OFFICE SPACE, LIABILITY:** You agree to have a designated work area in your home. If there are any injuries while you are working, the workers' compensation coverage will be limited to occurrences in the designated work space (or during work-related travel). Also, if such an injury were to occur, it will be investigated in accordance with the standard workers' compensation procedures. If there is an illness or injury, which is a result from the condition of this home office arrangement, the County is released from any possible liability. The County will not be liable for damages to the employee's property that results from participation in the telecommuting program. The County will not be responsible for visitors or family injured at the work site. Under the terms of this agreement, you are responsible for setting up an appropriate work environment within your home. The County will not be responsible for any cost associated with the setup of a home office.

Upon your request, the County will consult with you on any modifications or requirements to operate County owned equipment at the home office. By signing this agreement, you acknowledge that your home work area meets reasonable standards to include health and safety requirements (including an ergonomically sound workstation) and promise to maintain it in the condition for the duration of the telecommuting period.

7. **CURTAILMENT OF THE AGREEMENT:** The employee's supervisor may terminate participation in this agreement at any time. Management also reserves the right to remove the employee from the program at any time. The employee agrees to limit performance of officially assigned duties to the work location specified in paragraph 2. Failure to comply with this provision may result in termination of the Remote Work Agreement, and other appropriate disciplinary action.

During the period of this agreement, the employee agrees that he/she shall be covered by all County policies and procedures surrounding employment. The dates shown in the duration section are not to be construed as a contract and do not guarantee continuation of employment during the period.

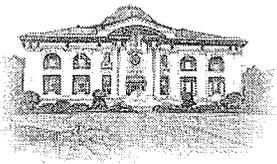
By signing below, I _____, accept the terms and conditions of this agreement, as provided to me by the County. I understand what is expected of me during the period of this Remote Work Agreement. If there are any concerns regarding this arrangement, I will immediately alert my supervisor, for clarification and resolution.

Employee signature

Date

Supervisor Signature, Title

Date



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

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

REQUESTED MEETING DATE:

12
 5/14/2020

AGENDA REQUEST FORM

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

ACTION: Approved/Confirmed Denied Agenda Item # 18

Subject to adequate budget appropriations Initial _____ Date _____

No action taken/withdrawn Tracking

Deferred/Continued to meeting of _____ time _____

DISTRIBUTION LIST: RF CF SEA OTHER _____

<input type="checkbox"/> ASSR	<input type="checkbox"/> AUD	<input type="checkbox"/> CS	<input type="checkbox"/> CLERK	<input type="checkbox"/> DCD	<input type="checkbox"/> DPW	<input type="checkbox"/> EMA
<input type="checkbox"/> FAIR	<input type="checkbox"/> HLTH	<input type="checkbox"/> IT	<input type="checkbox"/> JUV	<input type="checkbox"/> NDC	<input type="checkbox"/> PACCOM	<input type="checkbox"/> PROS
<input type="checkbox"/> SDC	<input type="checkbox"/> PCSO	<input type="checkbox"/> SUPR CT	<input type="checkbox"/> TRSR	<input type="checkbox"/> VEG	<input type="checkbox"/> WSU	<input type="checkbox"/> 367C

AGENDA ITEM REQUEST

Attach all required documentation

Department/Office Board of County Commissioners Date April 28, 2020

Name & Title Marie Guernsey, Clerk of the Board Signature _____

NARRATIVE OF REQUEST:

Section 4.16 Leave Credit Transfer Program of the Personnel Policy allows for a maximum of 16 hours of donated vacation hours during a 12 month period and the employee must be on FMLA with a qualified and approved event. We have found that some employees have limited leave available to use during the Governor's Stay Home Stay Healthy Order due to COVID-19 and will not have a qualified and approved FMLA event. Allowing this exception will provide some relief to employees.

RECOMMENDED MOTION [To be completed by Clerk of the Board/Deputy Clerk of the Board]

I move to approve an exception to Section 4.16 Leave Credit Transfer Program of the Personnel Policy as follows: 1) authorize the transfer of either sick leave or annual leave hours and 2) remove the requirement of a qualified and approved FMLA event.

Any employee donating leave and those employees receiving donated leave, may not draw down their annual leave bank below 40 hours, nor may they draw their sick leave bank below 40 hours. This exception is effective April 1, 2020 through August 31, 2020. The assigned expiration date of the donated leave will be August 31, 2020.

RCW 42.30.110

Executive sessions.

(1) Nothing contained in this chapter may be construed to prevent a governing body from holding an executive session during a regular or special meeting:

(a)(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.