

**Minutes**  
**BOARD OF COMMISSIONERS – GRAYS HARBOR COUNTY**  
**REGULAR MEETING**  
**June 19, 2017**

The Commissioners met in regular session in the Commissioners’ Meeting Room, Administration Building, Montesano, Washington, on Monday, June 19, 2017, at 2:00 p.m. Commissioners present were Vickie Raines, Wes Cormier and Randy Ross. Jenna Amsbury, Clerk of the Board, was present to record the meeting. Norma Tillotson, Deputy Prosecuting Attorney was also present.

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**BIDS:**

1. **Seabrook Sewage Pump Station:** It was advertised on June 1 and 8, 2017 that bids would be accepted for the Seabrook Sewage Pump Station. The following bids were received with bid bond attached:

<b><u>Bidder Name</u></b>	<b><u>Bidder Location</u></b>	<b><u>Bid Amount</u></b> (Including Sales Tax)
Rognlin’s Inc.	Aberdeen, WA	\$1,345,400
Quigg Bros. Inc.	Aberdeen, WA	\$1,323,700

The bids will be forwarded to the Utilities Department for review.

**HEARINGS:**

1. **Supplemental Budget, Software Replacement Reserve Fund, \$164,330:** There was a public hearing June 19, 2017 to consider a Resolution for a supplemental budget in the Software Replacement Reserve Fund in the amount of \$164,330. Notice of hearing was published in *The Montesano Vidette* on June 8, 2017 and June 15, 2017. This resolution increases revenue for transfers in from the general fund and adds an appropriation for the purchase of software for the Treasurer’s Office. Ending cash will be increased by the difference.

Commissioner Cormier called for public comment. There was no public comment and the hearing was closed.

**ACTION: A motion was made, seconded and passed to approve Resolution No. 2017-055 authorizing a supplemental extension in the budget of the Grays Harbor County Software Replacement Reserve Fund in the amount of \$164,330.**

2. **Supplemental Budget, General Fund – Advanced Expenditures, \$50,000:** There was a public hearing June 19, 2017 to consider a Resolution for a supplemental budget in the General Fund – Advanced Expenditures in the amount of \$50,000. Notice of hearing was published in *The Montesano Vidette* on June 8, 2017 and June 15, 2017. This resolution records budget for an additional \$50,000 loan to the County Fair and the repayment of this short-term loan. Previously budgeted amounts coded as an advance are being reclassified as an interfund loan.

Commissioner Cormier called for public comment. There was no public comment and the hearing was closed.

**ACTION: A motion was made, seconded and passed to approve Resolution No. 2017-056 authorizing a supplemental extension in the budget of the Grays Harbor County General Fund – Advanced Expenditures in the amount of \$50,000.**

**3. Supplemental Budget, ORV Park Fund, \$40,000:** There was a public hearing June 19, 2017 to consider a Resolution for a supplemental budget in the miscellaneous (dedicated) fund, ORV Park in the amount of \$40,000. Notice of hearing was published in *The Montesano Vidette* on June 8, 2017 and June 15, 2017. This resolution records budget for an additional transfer in from the Stadium Fund and repairs to facilities. Several structures at the park need repairs in order to remain functional.

Commissioner Cormier called for public comment. There was no public comment and the hearing was closed.

**ACTION: A motion was made, seconded and passed to approve Resolution No. 2017-057 authorizing a supplemental extension in the budget of the Grays Harbor County miscellaneous dedicated fund, ORV Park in the amount of \$40,000.**

**PUBLIC COMMENT:**

Vigil McGuire, Elma – The Fraely abatement property is continuing to collect more junk and he wants to make the Commissioners aware of this. There are no toilet facilities on-site and would like this taken care of. The property owner is going to continue doing this until someone stops him. Commissioner Raines stated the issue is being handled through the proper channels in court.

**CONSENT AGENDA:**

Minutes:

Morning/Regular meetings: June 12, 2017  
Special Meeting: June 13, 2017

Public Services:

Set Bid Date – July 17, 2017 - Big Creek Bridge Replacement and CRP Resolution

Correspondence:

Claim: C. Plush, C-729-17 and M. Martinez, L-724-17

**ACTION: A motion was made, seconded and passed to approve the consent agenda with the exception of changing the bid date to July 17, 2017 and including the CRP Resolution.**

**COMMISSIONERS:**

**1. Rescind Economic Development Funding Agreement with Greater Grays Harbor approved on April 3, 2017 and authorize a new contract:** A motion was made, seconded and passed by Commissioner Raines and Commissioner Ross to approve rescinding the Economic Development Funding Agreement with Greater Grays Harbor approved on April 3, 2017 and authorizes a new contract with a different reporting requirement and the addition of .09 duties. Commissioner Cormier opposed this motion. An Economic Development Funding Agreement

with Greater Grays Harbor, Inc., was adopted on April 3, 2017. The Board of Commissioners would like to rescind the Agreement and authorize a new contract. The new Agreement will provide \$88,000 to fund personnel in the associate development organization as defined in RCW 43.330.10, which promotes economic development purposes within the County. RCW 82.14.370 authorizes this expenditure from the County's distressed area capital fund (310) fund, to promote economic development and job creation within the County. Greater Grays Harbor, Inc., will annually report to the County its efforts in bringing new development and jobs to Grays Harbor County.

## **DEPARTMENTS:**

### **Fair and Events:**

- 1. Request Approval, Resolution, Amendment to Policy #12 – Fairgrounds ATM Policy and Procedures specifying ATM system reviews will be performed by a departmental employee:** A motion was made, seconded and passed to approve **Resolution No. 2017-058 amending Resolution 2014-068 approving changes to the Fairgrounds ATM Policies and Procedures.** The Fairgrounds has been operating under such policies, but wishes to add language to policy #12 that specifies that the monthly ATM system reviews will be performed by a departmental employee other than one of the two ATM account custodians.
- 2. Request Approval, Resolution, removing Tiara Wagar as ATM System Custodian and replacing with Shannon Johnson, department employee:** A motion was made, seconded and passed to approve **Resolution No. 2017-059 amending Resolution 2012-055 to change names of ATM fund custodians.** Ms. Wagar is no longer employed by the County, and it was necessary to replace her with a current employee of the department.
- 3. Request Approval, Authorization for the Fairgrounds and Tourism Manager to sign and execute the 2017 Grays Harbor County Tourism and Fairgrounds Insert Order Agreement with Food Traveler Magazine Summer 2017, \$1,750:** A motion was made, seconded and passed to authorize the Fair and Tourism Manager to sign and execute the 2017 Grays Harbor County Tourism and Fairgrounds Insert Order Agreement with Food Traveler Magazine Summer 2017 in the amount of \$1,750. This advertising would be paid out of the Grays Harbor Tourism Advertising budget line item. Grays Harbor Tourism was offered a significant discount for this full page ad. Normally, the cost for such advertising would be \$19,500.00, but due to another advertiser backing out of their agreement, Grays Harbor Tourism was offered the discounted rate of \$1,750.00 for a full page ad in this international magazine featuring coastal cuisine.
- 4. Request Approval, Authorization for the Fairgrounds and Tourism Manager to sign and execute the 2017 Grays Harbor County Tourism and Fairgrounds Advertising Agreement with Grays Harbor Talk for Vancouver Market Advertising, \$3,500:** A motion was made, seconded and passed to authorize the Fair and Tourism Manager to sign and execute the 2017 Grays Harbor County Tourism and Fairgrounds Advertising Agreement with Grays Harbor Talk for Vancouver Market Advertising in the amount of \$3,500. This advertising would be paid out of the Grays Harbor Tourism Advertising budget line item.

**5. Request Approval, 2017 Grays Harbor Tourism Grant Fund Allocations as submitted by LTAC for Alder Creative Fall Digital Marketing Campaign in the amount of \$60,000 and Westcoast Jet Sports Foundation Grayland Open Media & TV Coverage in the amount of \$8,570:** A motion was made, seconded and passed to approve the Tourism Grant Allocations as submitted by LTAC for Alder Creative Fall Digital Marketing Campaign in the amount of \$60,000 and Westcoast Jet Sports Foundation Grayland Open Media & TV Coverage in the amount of \$8,570.

**Public Services:**

**1. Request Approval, Authorization to negotiate contract with Landau Associates, Olympia, Washington, for On-Call Geotechnical Engineering Services:** A motion was made, seconded and passed to approve authorization to negotiate a contract with Landau Associates from Olympia, Washington for on-call geotechnical engineering services. Their firm has assembled a team that we feel is most appropriate for the on-call contract. They are adequately staffed with qualified personnel who can be on-site in a timely manner.

**2. Request Approval, Resolution, Authorization to purchase software under the “Sole Source Vendor” and “Market Conditions” exemptions to the public bidding requirements:** A motion was made, seconded and passed to approve **Resolution No. 2017-060 authorizing the purchase of software for the Grays Harbor County Environmental Health Department under the “Sole Source Vendor” and “Market Conditions” exemptions to the public bidding requirements.** The driver behind the purchase request is a grant in which the funding allocation for investments in new data management systems is capped. The only vendor that can provide a comprehensive data management solution specifically tailored for environmental public health programs in Washington State without exceeding the funding cap is Healthspace. Additionally, the data management systems currently used were largely developed in-house and are now antiquated. Central Services has advised that a secure solution be sought out as the other systems will be retired.

\*\*Added Agenda item

**3. Request Approval, Memorandum of Understanding (MOU) with the Housing Authority of Grays Harbor (HAGH) to assist as the “Responsible Entity” to review its compliance with HUD-NEPA Environmental Reviews:** A motion was made, seconded and passed to approve the Memorandum of Understanding (MOU) with the Housing Authority of Grays Harbor (HAGH) to assist as the “Responsible Entity” to review its compliance with HUD-NEPA Environmental Reviews. HAGH has been granted federal funding to construct or renovate ten (10) properties for the purpose of providing low-income housing to the Grays Harbor County community. The County has the expertise and willingness to assist in its endeavor by verifying the HUD-NEPA Environmental Reviews. HAGH will pay the County a special study review fee in the amount of \$262 per study for each of the ten projects.

**Sheriff:**

**1. Request Approval, Employment Agreement extension with Susan Bradbury to provide Traffic Safety Coordinator services, contract end date June 30, 2017:** This item was postponed one week for more information.

**ANNOUNCEMENTS:**

None

**PUBLIC COMMENT:**

None

Commissioner Cormier announced a recess at 2:14 p.m. to move to Conference Room No. 1 for the Media Session.

**Media Session:**

Commissioner Cormier reopened the meeting at 2:16 p.m. in Conference Room No. 1. Commissioners present were Wes Cormier, Vickie Raines and Randy Ross. The media and Commissioners exchanged comments and questions on County business.

**RECAP OF APPROVED RESOLUTIONS, ORDINANCES, AND  
INTERGOVERNMENTAL AGREEMENTS:**

**RESOLUTIONS:**

- |                     |  |
|---------------------|--|
| <b>No. 2017-055</b> | <b>Authorizing a supplemental extension in the budget of the Grays Harbor County Software Replacement Reserve Fund in the amount of \$164,330</b>      |
| <b>No. 2017-056</b> | <b>Authorizing a supplemental extension in the budget of the Grays Harbor County General Fund – Advanced Expenditures in the amount of \$50,000</b>    |
| <b>No. 2017-057</b> | <b>Authorizing a supplemental extension in the budget of the Grays Harbor County miscellaneous (dedicated fund, ORV Park in the amount of \$40,000</b> |
| <b>No. 2017-058</b> | <b>Amending Resolution 2014-068 approving changes to the Fairgrounds ATM Policies and Procedures</b>   |
| <b>No. 2017-059</b> | <b>Amending Resolution 2012-055 to change names of ATM fund custodians</b>   |

**No. 2017-060**

**Authorizing the purchase of software for the  
Grays Harbor County Environmental  
Health Department under the “Sole Source  
Vendor” and “Market Conditions”  
exemptions to the public bidding  
requirements**

**ORDINANCES:**

None

**INTERGOVERNMENTAL AGREEMENTS:**

None

At 2:25 p.m. Commissioner Cormier adjourned the meeting.

BOARD OF COMMISSIONERS  
For Grays Harbor County

This \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
Wes Cormier, Chairman

\_\_\_\_\_  
Randy Ross, District 2

\_\_\_\_\_  
Vickie Raines, District 3

ATTEST:

\_\_\_\_\_  
Jenna Amsbury, Clerk of the Board