Minutes  
BOARD OF COMMISSIONERS – GRAYS HARBOR COUNTY  
REGULAR MEETING  
December 11, 2017

The Commissioners met in regular session in the Large Commissioner’s Meeting Room, Administration Building, Montesano, Washington, on Monday, December 11, 2017, at 2:00 p.m. Commissioners present were Wes Cormier, Vickie Raines and Randy Ross. Jenna Amsbury, Clerk of the Board, was present to record the meeting.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

BIDS:  
None

HEARINGS:

1. Supplemental Budget, General Fund Various Departments, $670,286: There was a public hearing December 4, 2017 to consider a Resolution authorizing an extension in the budget of the Grays Harbor County Miscellaneous Fund Election Reserve Fund in the amount of $26,650. Notice of hearing was published in The Montesano Vidette on November 30, 2017 and December 7, 2017. Jenna Amsbury, Clerk of the Board, reported this resolution records additional revenue received in the Sheriff, Corrections, Superior Court, WSU Extension, Emergency Management and General Revenue Departments. Appropriations are increased in each of the departments for the corresponding expenditures.

Commissioner Ross called for public comment. There were no comments and the hearing was closed.

ACTION: A motion was made, seconded and passed to approve Resolution No. 2017-133 authorizing a supplemental extension in the budget of the Grays Harbor County General Fund Various Departments in the amount of $670,286.

PUBLIC COMMENT:  
None

CONSENT AGENDA:

Minutes:  
Morning/Regular meetings: December 4, 2017
Auditor:  
Month-End Expenditures – November 2017: Claims $3,749,656.28; Salary $2,794,069.30
Commissioners:  
Public Services:  
Surplus Vehicles: (1) 1999 Ford Taurus, (1) 2001 Chevrolet Silverado, (1) 1996 Ford F-150  
Refund ER&R replacement fees to Solid Waste for litter van #113, $23,329.87
ACTION: A motion was made, seconded and passed to approve the consent agenda.

COMMISSIONERS:

1. **Contract with Council of Governments from July 1, 2017 through December 31, 2018:** A motion was made, seconded and passed to approve the contract with Grays Harbor Council of Governments for providing service, specialized skills and other supportive capabilities from July 1, 2017 through December 31, 2018.

DEPARTMENTS:

Auditor:

1. **Request Approval, Approval of Purchase and execution of Clear Ballot Software License and Service Agreement for election software system, $145,000:** A motion was made, seconded and passed to approve the purchase and execution of Clear Ballot Software License and Service Agreement for an election software system in the amount of $145,000.

Fair and Events:

1. **Request Approval, Execute contract for the 2018 Greater Grays Harbor, Inc., Visitor Information Center Major Tourism Project Grant as recommended by the Lodging Tax Advisory Committee, $20,000:** A motion was made, seconded and passed to approve execution of the contract for the 2018 Greater Grays Harbor, Inc., Visitor Information Center Major Tourism Project Grant as recommended by the Lodging Tax Advisory Committee in the amount of $20,000.

Management Services:

1. **Request Approval, Resolution – Budget Transfer, Cumulative Reserve for Construction Fund, $800:** A motion was made, seconded and passed to approve Resolution No. 2017-134 transferring items in the Grays Harbor County Cumulative Reserve for Construction Fund in the amount of $800. This resolution transfers budget from ending cash to interest expense. Adequate funds are available in ending cash to allow this transfer.

2. **Request Approval, Resolution – Budget Transfer, General Fund, $157,500:** A motion was made, seconded and passed to approve Resolution No. 2017-135 transferring items in the Grays Harbor County General Fund in the amount of $157,500. This resolution transfers budget from general fund grant revenue to property taxes. This adjustment is based upon actual year-to-date activity in these accounts.

3. **Request Approval, Resolution – Budget Transfer, General Fund, $25,000:** A motion was made, seconded and passed to approve Resolution No. 2017-136 transferring items in the Grays Harbor County General Fund in the amount of $25,000. This resolution transfers expenditure budget from one general fund department to another. The Juvenile Department had
some unused budget due to a vacant position. A portion of this savings is being transferred to
jury fees in the Superior Court.

4. **Request Approval, Resolution – Budget Transfer, Management Services, $20,000:**
A motion was made, seconded and passed to approve Resolution No. 2017-137 transferring
items in the Grays Harbor County Miscellaneous Fund Management Services in the
amount of $20,000. This resolution authorizes additional budget in salaries, benefits, supplies,
professional services and miscellaneous based upon actual year-to-date activity.

5. **Request Approval, Resolution – Budget Transfer, Stadium, $8,000:** A motion was
made, seconded and passed to approve Resolution 2017-138 transferring items in the Grays
Harbor County Miscellaneous Fund Management Services in the amount of $8,000. This
Resolution authorizes additional budget for a transfer to the fairgrounds to compensate for lost
revenue and additional utility expenses directly related to the extended length of the hearing
system upgrade project.

**Public Services:**

1. **Request Approval, Change Order #1 with Rognlin’s Inc., for six additional weeks to
complete Seabrook Pump Station Project:** A motion was made, seconded and passed to
approve Change Order #1 with Rognlin’s Inc., for six additional weeks to complete the Seabrook
Pump Station Project. The project was delayed due to the County’s inability to provide a “notice
to proceed” until Seabrook’s funding was received. The new substantially complete date will be
April 11, 2017. This is a no-cost change order.

2. **Request Approval, 2018 Voluntary Stewardship Program Facilitation Contract
renewal with John Kliem, Creative Community Solutions for planning services, term of
contract January 1, 2018 through December 31, 2018, funded by Washington State
Conservation Commission:** A motion was made, seconded and passed to approve the 2018
Voluntary Stewardship Program Facilitation Contract Renewal with John Kliem, Creative
Community Solutions for planning services, term of contract January 1, 2018 through December

**Sheriff:**

1. **Request Approval, Extension of First Addendum to Employment Agreement with
Susan Bradbury for traffic safety coordinator services, from June 30, 2019 to September
30, 2020 and inclusion of medical benefits:** A motion was made, seconded and passed to
approve the Extension of First Addendum to Employment Agreement with Susan Bradbury for
traffic safety coordinator services from June 30, 2019 to September 30, 2020 and inclusion of
medical benefits.

2. **Request Approval, Resolution – Authorizing the emergency purchase through
ABSCO and installation of security devices in the Grays Harbor County Jail:** A motion
was made, seconded and passed to approve Resolution No. 2017-139 of the Grays Harbor
County Board of Commissioners authorizing the emergency purchase and installation of
security devices in the Grays Harbor County Jail.
ANNOUNCEMENTS: None

PUBLIC COMMENT:

Vicki Cummings – Executive Director, Council of Governments – Thanked the Commission for rejoining the agency. It is important to have County leadership involved.

Commissioner Ross recessed the meeting to the media session at 2:11 p.m.

Media Session:

Commissioner Ross reopened the meeting at 2:15 p.m. in Conference Room No. 1. Commissioners present were Wes Cormier, Randy Ross and Vickie Raines. The media and Commissioners exchanged comments and questions on County business.

RECAP OF APPROVED RESOLUTIONS, ORDINANCES, AND INTERGOVERNMENTAL AGREEMENTS:

RESOLUTIONS:

No. 2017-133  Authorizing a supplemental extension in the budget of the Grays Harbor County General Fund Various Departments in the amount of $670,286

No. 2017-134  Transferring items in the Grays Harbor County Cumulative Reserve for Construction Fund in the amount of $800

No. 2017-135  Transferring items in the Grays Harbor County General Fund in the amount of $157,500

No. 2017-136  Transferring items in the Grays Harbor County General Fund in the amount of $25,000

No. 2017-137  Transferring items in the Grays Harbor County Miscellaneous Fund Management Services in the amount of $20,000

No. 2017-138  Transferring items in the Grays Harbor County Miscellaneous Fund Management Services in the amount of $8,000
No. 2017-139

Authorizing the emergency purchase and installation of security devices in the Grays Harbor County Jail

ORDINANCES:
None

INTERGOVERNMENTAL AGREEMENTS:
None

At 2:28 p.m. Commissioner Ross adjourned the meeting.

BOARD OF COMMISSIONERS
For Grays Harbor County

This ______ day of ____________________, 2017

________________________________________
Randy Ross, Chairman

________________________________________
Wes Cormier, District 1

________________________________________
Vickie Raines, District 3

ATTEST:

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Jenna Amsbury, Clerk of the Board