AGENDA

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

Call to Order

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

Public Comment (limited to three minutes per person)

CONSENT AGENDA (Items A-C)

A) Approve regular meeting minutes of October 24, 2017
B) Approve Rainbow Valley Landfill Claims Vouchers
   City of Raymond - $280
   Royal Heights Transfer Station, Inc. - $614.88
   Dragon Analytical Laboratory - $2,657
   PUD #2 - $35.27
C) Approve Amendment #4 to Rainbow Valley Landfill Post Closure Funding Agreement

CLOSE MEETING
MINUTES

9:00 AM 1216 W. Robert Bush Drive
Tuesday, October 24, 2017 South Bend, Washington

CALLED TO ORDER – 9:00 AM

ATTENDANCE

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

Marie Guernsey, Clerk of the Board
Kathy Spoor, County Administrative Officer
Paul Plakinger, Management & Fiscal Analyst
Mike Collins, Public Works Director/County Engineer
Eric Weston, Chief Civil Prosecutor
James Worlton, Public Records Coordinator
Tim Crose, Community Development Director

GENERAL PUBLIC IN ATTENDANCE - None

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

CONSENT AGENDA (Item A)

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

Approve minutes of October 10, 2017 meeting

MEETING CLOSED – 9:01AM

PACIFIC COUNTY
LOCAL BOARD OF HEALTH

Lisa Ayers, Chairperson

ATTEST:

Lisa Olsen, Commissioner

Marie Guernsey
Clerk of the Board

Frank Wolfe, Commissioner

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

City of Raymond
230 2nd Street
Raymond, WA 98577

VOUCHER # 2017-43
APPROVAL DATE 11/14/17

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

<table>
<thead>
<tr>
<th>Invoice #</th>
<th>Date</th>
<th>Description</th>
<th>Fund</th>
<th>Ops</th>
<th>Base Sub</th>
<th>Sub Obj</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>103</td>
<td>10/6/17</td>
<td>LEACHATE DISPOSAL</td>
<td>660</td>
<td>000</td>
<td>537</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL $280.00

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.

[Signature]
Title
Date 10/24/17

Reviewed by:
[Signature]
Deputy Chair of the Board
Date 10/24/17

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]
Chairperson, Local Board of Health
Pacific County, Washington
Date 10/24/2017

RECEIVED PACIFIC COUNTY
OCT 24 2017
GENERAL ADMINISTRATION
BOARD OF COMMISSIONERS
CLAIMS VOUCHER
Rainbow Valley Landfill Trust Fund: Post-Closure Account

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

VOUCHER # 2017.44  
APPROVAL DATE 11/14/17

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

<table>
<thead>
<tr>
<th>Invoice #</th>
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<th>Base</th>
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<td>10</td>
<td>41</td>
<td></td>
<td>$614.88</td>
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</table>

**TOTAL** $614.88

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

**Signature**

Larry Bahe  
Title  
Date 11/2/17

Reviewed by:

**Signature**

Manda Bennett  
Title Deputy Rey of Fine  
Board  
Date 11/2/17

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**

Lisa Ayers  
Chairperson, Local Board of Health  
Pacific County, Washington  
Date 11/6/17

RECEIVED
PACIFIC COUNTY

NOV - 2 2017

GENERAL ADMINISTRATION
BOARD OF COMMISSIONERS
**ROYAL HEIGHTS TRANSFER STATION, INC.**
114 AIRPORT RD.
RAYMOND, WA 98577

**RAINFOREST VALLEY LANDFILL, INC.**
114 Airport Rd.
Raymond, WA 98577

<table>
<thead>
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<th>P.O. NUMBER</th>
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<th>DUE DATE</th>
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<th>AMOUNT</th>
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<td>10/31/2017</td>
<td>48,000</td>
<td>Gallons - Wastewater Hauling (LEACHATE) @ $12.81/1000</td>
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**Balance Due**

$614.88
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<th>Loads</th>
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</tr>
<tr>
<td>2</td>
<td></td>
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<tr>
<td>3</td>
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<tbody>
<tr>
<td>TOTAL</td>
<td>$614.88</td>
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</table>
# CITY OF RAYMOND

**230 2ND STREET**  
**RAYMOND, WA. 98577**  
360-942-4100 fax 360-942-4137

---

## INVOICE

**Customer**

<table>
<thead>
<tr>
<th>Name</th>
<th>RAINBOW VALLEY LANDFILL, INC.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>114 AIRPORT ROAD</td>
</tr>
<tr>
<td>City</td>
<td>RAYMOND</td>
</tr>
<tr>
<td>State ZIP</td>
<td>WA. 98577</td>
</tr>
<tr>
<td>Date</td>
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</tr>
<tr>
<td>Order No.</td>
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<tr>
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<td>ROAD MAINTENANCE</td>
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**Payment Details**

- [ ] Cash
- [X] Check
- [ ] Credit Card

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<td>State Taxes</td>
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<tr>
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</tbody>
</table>

---

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

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

VOUCHER # 2017-45
APPROVAL DATE 11/14/17

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

<table>
<thead>
<tr>
<th>Invoice #</th>
<th>Date</th>
<th>Description</th>
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<th>Base</th>
<th>Sub</th>
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<td>176928-14</td>
<td>10/23/17</td>
<td>QRT WATER TESTING</td>
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<td>10</td>
<td>41</td>
<td></td>
<td>$2,657.00</td>
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</tbody>
</table>

TOTAL $2,657.00

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.

[Signature]
Title
Date 11/2/17

Reviewed by:
[Signature]
Title
Date 11/2/17

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]
Chairperson, Local Board of Health
Pacific County, Washington

Date 11/2/17

RECEIVED
PACIFIC COUNTY

NOV – 2 2017

GENERAL ADMINISTRATION
BOARD OF COMMISSIONERS
## Invoice

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

<table>
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<tr>
<th>Service Date</th>
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<th>Item</th>
<th>Description</th>
<th>Rate</th>
<th>Amount</th>
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<td>Tot Organic Carbon</td>
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<td>Total Coliform</td>
<td>Total Coliform</td>
<td>26.00</td>
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<td>Metals, Prep</td>
<td>Heavy Metals, Extraction</td>
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<td>30.00</td>
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<td>156.00</td>
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<tr>
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<td>Oil &amp; Grease</td>
<td>Oil &amp; Grease (FOG) HEM</td>
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<td>70.00</td>
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</table>

**Total**

Thank you for your order, we appreciate your business.

www.dragonanalyticalaboratory.com

Page 1
# Dragon Analytical Laboratory, Inc.

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

---

## Invoice

**Invoice #**: 170928-14

**Date**: 10/23/2017

---

**Bill To**

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

---

### Service Details

<table>
<thead>
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<th>Service Date</th>
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<th>Item</th>
<th>Description</th>
<th>Rate</th>
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<td>Tot Organic Carbon</td>
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<td>Sulfate</td>
<td>Sulfate SO4</td>
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<td>78.00</td>
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Thank you for your order, we appreciate your business.

**Total**: $2,657.00

---

[www.dragonanalyticalaboratory.com](http://www.dragonanalyticalaboratory.com)
CLAIMS VOUCHER
Rainbow Valley Landfill Trust Fund: Post-Closure Account

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

VOUCHER # 2017.46
APPROVAL DATE 11/14/17

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

<table>
<thead>
<tr>
<th>Invoice #</th>
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TOTAL $35.27

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.

Lambele  PRES.  11/2/17
Signature  Title  Date

Reviewed by:

MARK BURT  Department of the Board  11/2/17
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.

Lester George  11/2/17
Chairperson, Local Board of Health  Date
Pacific County, Washington

RECEIVED PACIFIC COUNTY

NOV - 2 2017
GENERAL ADMINISTRATION
BOARD OF COMMISSIONERS
PUBLIC UTILITY DISTRICT NO. 2
of PACIFIC COUNTY

PO Box 472
Raymond WA 98577
raycustserv@pacificpud.org
(360)942-2411
(360)484-7454 (Naselle)

***************AUTO**SCH 5-DIGIT 98531
LARRY BAILE
DBA RAINBOW VALLEY LANDFILL
114 AIRPORT RD
RAYMOND WA 98577-9233

Account Number 19983
Statement Date 10/26/2017

Billing Summary

Previous Balance 30.91
Payment Received 10/10/17 30.91 CR
Balance Forward 0.00
Current Charges Due By 11/21/17 35.27
Total Due 35.27

Messages
Pay By Phone 844-829-1962

Meter #: A34390  LOC: 14000804-1  Addr: RAINBOW VALLEY LANDFILL  Rate Class: 020

Meter Reading Details

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<th>A34390</th>
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<td>Previous KWH Reading</td>
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Detail of Charges

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MO Usage

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Return This Portion With Your Payment

PLEASE INDICATE CHANGE OF ADDRESS HERE:

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

Account Number 19983
Due Date 11/21/2017
Amount Due 35.27
Warm Heart Donation
Amount Paid

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

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

DEPARTMENT/OFFICE: Community Development
DIVISION (if applicable): Solid Waste

OFFICIAL NAME & TITLE: Shawn Humphreys, Deputy Director
PHONE / EXT: x2651

SIGNATURE:
DATE: 10/31/2017

NARRATIVE OF REQUEST
The Department requests approval of Amendment #4 to the Rainbow Valley Landfill-Post Closure Funding Agreement. This amendment extends the expiration date of the agreement to December 31, 2022. The previous amendment expires on December 31, 2017.

RECOMMENDED MOTION (To Be Completed by the Clerk/Deputy Clerk of the Board)
RAINBOW VALLEY LANDFILL – POST CLOSURE FUNDING AGREEMENT

Amendment No. 4

This amendment is made as of the _____ day of ________________, 201__, among Larry Bale, individually, Rainbow Valley Landfill, Inc., its shareholders and officers, hereinafter called “RVL”, and Pacific County, a municipal corporation and political subdivision of the State of Washington, by and through the Board of Pacific County Commissioners, constituting the Pacific County Board of Health, hereinafter called “BOH” and together called the “Parties”.

The amendment should become effective on the 1st day of January, 2018, and contain the following amendments.

I. Section B shall read as follows:
   a. The term of this Agreement shall be deemed to be effective as of April 1, 1997, and shall terminate December 31, 2022, or at termination of post closure status, whichever occurs sooner.

II. Section I shall read as follows:
   a. Upon giving no less than thirty-days advance written notice to the Parties, Northern Pacific Council of Governments, Peninsula Sanitation, Inc., and Pacific Solid Waste Disposal, Inc., this Agreement may be modified by mutual agreement among the Parties at any time prior to its expiration date of December 31, 2022.

IN WITNESS WHEREOF, the Parties have caused this amendment to the RAINBOW VALLEY LANDFILL – POST CLOSURE FUNDING AGREEMENT to be executed by their duly authorized officers or representatives and which is effective as of January 1st, 2018.

BOARD OF COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

Lisa Ayers, Chair

Frank Wolfe

Lisa Olsen

ATTEST:

Marie Guernsey
Clerk of the Board

RAINBOW VALLEY LANDFILL

Larry Bale, President

Date

PROSECUTORS OFFICE
WSBSA#
BEFORE THE BOARD OF COMMISSIONERS
PACIFIC COUNTY, WASHINGTON
1216 W. Robert Bush Drive
South Bend, Washington

Tuesday, November 14, 2017
9:00AM
or as soon thereafter as possible
The Board of County Commissioners meeting will be called to order following the business of the Local Board of Health

AGENDA

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

PUBLIC HEARINGS (held in the Commissioners Meeting Room unless otherwise noted)
10:00 AM  Consider approval of Open Space Application from Columbia Land Trust

Call to Order

Public Comment (limited to three minutes per person)

PRESENTATION
Cheryl Heywood-State of the Library Address

CONSENT AGENDA (Items 1-8)

Department of Public Works
1)  Acknowledge 2017 Annual Bridge Report

Department of Community Development
2)  Approve Amendment #6 to the Lead Entity 2015-2017 Project Agreement #15-1385P with WA State Recreation and Conservation Office and Amendment #3 with Pacific Conservation District

Health & Human Services Department
3)  Approve Amendment #1 to Contract #1763-96209 with WA State Dept. of Social & Health Services for developmental disability services

General Business
4)  Approve Amendment #1 to Contract for Services with the City of Ilwaco pertaining to the Fire Station Reconstruction project
5)  Approve Amendment #1 to Contract for Services with the City of Ilwaco pertaining to the Community Building Renovation #2 project
6)  Approve regular meeting minutes of October 24, 2017

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

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

Pacific County is an Equal Opportunity Employer and Provider
7) Approve Vendor Claims
   Warrants Numbered 139285 thru 139401 in the amount of $389,041.14
   Warrants Numbered 139402 thru 139480 in the amount of $148,385.67
8) Approve October, 2017 payroll
   total # of employees: 180; total payroll: $755,109.32

ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS
9) Consider award of the Courthouse Basement Renovation Project
10) Consider adoption of Resolution 2017-______ establishing the Functional
    Organization Chart; authorize Chair to sign chart
11) Consider approval of request to utilize Small Works Roster for
    repair/replacement of septic system

ITEMS REGARDING HEALTH & HUMAN SERVICES DEPARTMENT
12) Consider approval of request for Family Medical Leave and Leave Credit
    Transfers

ITEMS REGARDING NORTH DISTRICT COURT
13) Acknowledge appointment of Lisa Ariss, Deputy District Court Clerk,
    1.0 FTE; consider approval of request to post, advertise and fill Deputy
    District Court Clerk, 0.7 FTE position

ITEMS REGARDING SUPERIOR COURT
14) Consider approval of request to purchase additional computer license

ITEMS REGARDING COUNTY FAIR
15) Consider approval of Winter Storage Agreements

ITEMS REGARDING GENERAL BUSINESS
16) Consider adoption of Resolution 2017-______ setting fees for Current Use
    Assessment Applications
17) Consider approval of setting public hearing pertaining to recommendations
    from Planning Commission for Development Permit Application submitted
    by Doug Knutzen
18) Consider approval of Facility Use Application with Pebbles Williams;
    authorize Chair to sign
19) Consider approval of request to issue Request for Proposals for Collection
    Agency Services
20) Consider adoption of Proclamation establishing Family Caregiver Month
21) Confirm Chair’s signature on Long-Term Strategy letter pertaining to the
    marbled murrelet
EXECUTIVE SESSION
22) To discuss anticipated litigation, pending litigation or any matter suitable for Executive Session under RCW 42.30.110

PUBLIC HEARING – 10:00AM
23) Consider approval of Open Space Application from Columbia Land Trust
**AGENDA REQUEST FORM**

**BOCC ACTION:**  
☐ APPROVED  
☐ DENIED  
☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS  
☐ NO ACTION TAKEN/Withdrawn  
☐ DEFERRED TO:  
☐ CONTINUED TO DATE:  
☐ OTHER:  

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<th>Date</th>
<th>Review</th>
<th>Time</th>
<th>Subject</th>
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**DISTRIBUTION LIST:**  
☐ RF  
☐ CF  
☐ SEA  
☐ Assessor  
☐ DPW  
☐ PACCOM  
☐ Superior Court  
☐ Auditor  
☐ PCEMA  
☐ PC Fair  
☐ Treasurer  
☐ Clerk  
☐ Health  
☐ Prosecutor  
☐ Veg Mgmt  
☐ Civil Service  
☐ Juvenile  
☐ SDC  
☐ WSU Ext.  
☐ DCD  
☐ NDC  
☐ Sheriff  
☐ Other

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

**DEPARTMENT/OFFICE:** DPW  
**DIVISION (if applicable):** Roads  
**OFFICIAL NAME & TITLE:** Mike Collins, Director/County Engineer  
**PHONE / EXT:** 3368

**SIGNATURE:**  

**DATE:** 11-08-17

**NARRATIVE OF REQUEST**  
Attached for your review is the 2017 Annual Bridge Report in accordance with WAC 136-20-060.

**RECOMMENDED MOTION**  
(To Be Completed by the Clerk/Deputy Clerk of the Board)  
Acknowledge 2017 Annual Bridge Report
This annual bridge report is prepared by Pacific County Department of Public Works to fulfill the requirements of the Washington Administrative code (WAC) 136-20-060.

PACIFIC COUNTY
DEPARTMENT OF PUBLIC WORKS

Submitted by: Michael W. Collins, P.E., PLS, Director/County Engineer
# TABLE OF CONTENTS

## Bridge Report 2017

<table>
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<tr>
<th>Section</th>
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<td>Cover Sheet and Signature Page</td>
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<td>Bridge Terminology and Acronyms</td>
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<tr>
<td>Introduction</td>
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<td>Bridge Inspections</td>
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<td>Map identifying Bridges</td>
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<td>Map Identifying Locations of Restricted Bridges</td>
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BRIDGE TERMINOLOGY
AND ACRONYMS

The following acronyms are used in bridge inspection along with definitions of terminologies mentioned.

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tr>
<td>WSDOT</td>
<td>Washington State Department of Transportation</td>
</tr>
<tr>
<td>WSBIS</td>
<td>Washington State Bridge Inventory System</td>
</tr>
<tr>
<td>FHWA</td>
<td>Federal Highway Administration</td>
</tr>
<tr>
<td>SID</td>
<td>Structure Identification Number</td>
</tr>
<tr>
<td>SF</td>
<td>Sufficiency Rating</td>
</tr>
<tr>
<td>SD</td>
<td>Structurally Deficient</td>
</tr>
<tr>
<td>FO</td>
<td>Functionally Obsolete</td>
</tr>
<tr>
<td>ADT</td>
<td>Average Daily Traffic</td>
</tr>
<tr>
<td>BRP</td>
<td>Bridge Replacement Program</td>
</tr>
<tr>
<td>HBRRP</td>
<td>Highway Bridge Replacement and Rehabilitation Program</td>
</tr>
<tr>
<td>BRAC</td>
<td>Bridge Replacement Advisory Committee</td>
</tr>
<tr>
<td>UBIT</td>
<td>Underwater Bridge Inspection Truck</td>
</tr>
<tr>
<td>WAC</td>
<td>Washington Administrative Code</td>
</tr>
<tr>
<td>WSBIM</td>
<td>Washington State Bridge Inspection Manual</td>
</tr>
<tr>
<td>HBRRP</td>
<td>Highway Bridge Replacement and Rehabilitation Program</td>
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</tbody>
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**SF – Sufficiency Rating** a qualitative value that measures the bridge’s relative capability to serve its intended purpose. The value is generated from a formula that uses inspection data required by the National Bridge Inventory System (NBIS) program. A sufficiency rating will vary from 0 to 100, with a smaller value indicating a higher need for replacement/repair.

**SD – Structurally Deficient** defined as a bridge that required repair or replacement of a certain component. Being termed structurally deficient does not imply that the bridge is in danger of collapse or unsafe, but means that the condition of a major component is compromised so the structure is no longer able to carry its intended traffic load or is weight restricted.

**FO – Functionally Obsolete** defined as a bridge that does not meet current standards. A bridge can be categorized FO for such items as; low vertical clearance, substandard bridge width, and flooding potentials.
INTRODUCTION

This report is prepared to fulfill the requirements of WAC 136-20-060—"each county engineer shall furnish the county legislative authority with a written resume of the findings of the bridge inspection effort. This resume shall be made available to said authority and shall be consulted during the preparation of the proposed six-year transportation program revision. The resume shall include the county engineer’s recommendations as to replacement, repair or load restriction for each deficient bridge. The resolution of adoption of the six-year transportation program shall include assurances to the effect that the county engineer’s report with respect to deficient bridges was available to said authority during the preparation of the program."

The Annual Bridge Report is prepared under the direction of the County Road Engineer and submitted to the Pacific County Board of Commissioners during preparation and adoption of the Six Year Transportation Program.

Bridges are critical transportation links and the inspection/maintenance of the structure is the responsibility of the owner.

This report summarizes the County’s 2017 bridge program. The goal of the bridge program is to keep the bridges open, preserve the infrastructure, safety for public use, and to maximize the useful life of the structure.
BRIDGE INSPECTIONS

The United States Department of Transportation requires all bridge owners to inspect their jurisdictional bridges and report the information including the bridge condition using their requirements in the National Bridge Inventory Standards.

The Washington State Bridge Inspection Manual, Chapter 2 page 6 states “In general, a structure that is subject to NBIS and must be reported to the NBI when it meets all the following:

- Carries highway traffic
- Is owned by a public agency or built on public right of way for a public agency. Bridges owned by road associations or individual property owners on private right of way do not qualify.
- Is open to the public. Bridges posted “no trespassing” or otherwise clearly identified that they are privately owned or restricted to authorized users are not considered public. Bridges behind locked gates are also not considered public.
- Has a clear span along centerline of roadway greater than 20 feet.

All states must perform periodic inspections of structures 20 feet or greater in span at least biannually. Inspection personnel must be qualified with continued periodic training ensured.

The purpose of routine inspections is to evaluate and record the current condition of the bridge, determine the degree of wear and deterioration, and recommend repairs. The inspector uses the National Bridge Inspection Standards (NBIS) to conform to 23 CFR 650.3 and inspects elements coding them with degree in deterioration in three primary elements; (1) deck, (2), superstructure, and (3) substructure. As deterioration shows the coding values drop and recommendations for replacement, rehabilitation, and repairs.

Updated inspection results are coded in the Washington State Bridge Inventory System (WSBIS) with results forwarded to WSDOT through the database. A copy of the Inspection Reports are available for inspection in the appropriate bridge file in the Department of Public Works at the Pacific County Courthouse.

New bridge inventory shall be added within 90 days of the structure being opened to the public.

Pacific County received guidance from WSDOT Bridge Unit in regards to the Federal Highway Administration requirements for all structures to be load rated for the new Specialized Hauling Vehicles (SHV). Based upon FHWA criteria, all structures must have these findings completed by December 31, 2017.

Pacific County has been vigilant in inspecting bridges for the safety of the traveling public.
In 2013-14 Scour Evaluations were updated for all bridges and in 2014-15 Pacific County had all bridges Load Rated for the specialized hauling vehicles.

The Inspection Frequency for each structure along with pertinent data for each is included in the 2017 Pacific County Bridges listing later in this report.
BRIDGE INVENTORY

Pacific County incorporates 352 miles or road system which encompass 63 bridges. The bridges are identified in this report.

Pacific County maintains 50 concrete bridges, 4 luten arch concrete bridges, 6 timber bridges and inspects an additional bridge located within the city limits of South Bend.

During the 2017 construction season 2 additional bridges were constructed through the funding offered by the Washington State Legislature through the Washington Coast Restoration Initiative (WRCI) and through the Washington State Recreation and Conservation Office (RCO). The Pacific Conservation District (Tom Kollasch) oversaw construction of a concrete structure on Rue Creek Road No. 47510 at MP 2.01 while the Pacific County Anglers (Key McMurray) oversaw construction of an aluminum box culvert on Hyland Stringer Road No. 48030 at MP 0.61.

These structures are added at this time to the inventory although not all pertinent information has been received to inspect the bridges. When the load ratings and scour information is provided by the consultants, these structures will be given a structure identification number from WSDOT and added to the Washington State Bridge Inventory System (WSBIS).
The timber bridges are as follows:

**TIMBER BRIDGES**

<table>
<thead>
<tr>
<th>Name</th>
<th>Number</th>
<th>Road Name</th>
<th>Year Built</th>
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<tbody>
<tr>
<td>Davis Creek</td>
<td>176901</td>
<td>Knappton Road - Naselle</td>
<td>1963</td>
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<tr>
<td>Surfside</td>
<td>318501</td>
<td>315th Street – Surfside</td>
<td>1967</td>
</tr>
<tr>
<td>South Nemah</td>
<td>401201</td>
<td>Lynn Point Road – Nemah</td>
<td>1959</td>
</tr>
<tr>
<td>Niawiaquam</td>
<td>419401</td>
<td>South Bend Palix Road -- Bay Center</td>
<td>1965</td>
</tr>
<tr>
<td>Huber</td>
<td>492101</td>
<td>Falls Creek Road – Frances</td>
<td>1949</td>
</tr>
<tr>
<td>Fall River</td>
<td>612401</td>
<td>Falls River Road – Brooklyn</td>
<td>1953</td>
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Fall River Bridge on North River Road
The Luten Arch Bridges were constructed in 1916-17 during the Roosevelt administration. Though structurally sound, the bridges are functionally obsolete due to their lane width.

<table>
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<tr>
<td>Green Creek</td>
<td>479701</td>
<td>Stauffer Road – Menlo</td>
<td>1917</td>
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<tr>
<td>Lebam</td>
<td>484401</td>
<td>Lebam Road – Lebam</td>
<td>1917</td>
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<tr>
<td>Heckard</td>
<td>695501</td>
<td>Heckard Road – Raymond</td>
<td>1916</td>
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<tr>
<td>Fern Creek</td>
<td>947001</td>
<td>Elk Prairie Road – Frances</td>
<td>1916</td>
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Lebam Bridge on Lebam Road
The concrete bridges (39 of these reconstructed between 1980-1999) are of similar design.

<table>
<thead>
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<th>Name</th>
<th>Number</th>
<th>Road Name</th>
<th>Year Built</th>
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</thead>
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<tr>
<td>Nyberg</td>
<td>175201</td>
<td>Nyberg Road – Naselle</td>
<td>1996</td>
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<td>Tienhaara</td>
<td>190601</td>
<td>Tienhaara Road – Naselle</td>
<td>1980</td>
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<td>Alanen</td>
<td>198101</td>
<td>Alanen Road – Naselle</td>
<td>1989</td>
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<td>Nemah Valley</td>
<td>404201</td>
<td>Nemah Valley Road – Nemah</td>
<td>1981</td>
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<td>Church</td>
<td>408201</td>
<td>Trask Road – Bay Center</td>
<td>1992</td>
</tr>
<tr>
<td>Bay Center</td>
<td>412701</td>
<td>2nd Street – Bay Center</td>
<td>1981</td>
</tr>
<tr>
<td>Menlo So. Fork #1</td>
<td>467301</td>
<td>South Fork Road – Raymond</td>
<td>1960</td>
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<td>Menlo So. Fork #2</td>
<td>467302</td>
<td>South Fork Road – Raymond</td>
<td>1991</td>
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<td>Pehl</td>
<td>468101</td>
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<td>Rue Creek</td>
<td>475101</td>
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<td>Hyland Stringer</td>
<td>481001</td>
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<td>Walville</td>
<td>499101</td>
<td>Walville Road – Frances</td>
<td>1981</td>
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<td>Jacobson</td>
<td>513201</td>
<td>Jacobson Road – North Cove</td>
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<td>Larkin</td>
<td>515101</td>
<td>Larkin Road – North Cove</td>
<td>1986</td>
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<td>Hebish</td>
<td>596001</td>
<td>Dixon Road – Raymond</td>
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<td>604401</td>
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<td>Soule</td>
<td>604402</td>
<td>Smith Creek Rd – Raymond</td>
<td>1993</td>
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<td>Elkhorn</td>
<td>606201</td>
<td>Elkhorn Road – Raymond</td>
<td>1996</td>
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<tr>
<td>North River</td>
<td>964003</td>
<td>North River Road – Brooklyn</td>
<td>1992</td>
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<tr>
<td>Raimie Creek</td>
<td>964004</td>
<td>North River Road – Brooklyn</td>
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<td>623601</td>
<td>Overmeyer Road – Raymond</td>
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<td>Wilson Creek</td>
<td>675101</td>
<td>Wilson Creek Rd- East Raymond</td>
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<td>Wesley King</td>
<td>697101</td>
<td>Wesley King Road – Raymond</td>
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<td>Mill Creek</td>
<td>698001</td>
<td>Mill Creek Road – Raymond</td>
<td>1977</td>
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<td>Moose</td>
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### PERMANENT WEIGHT RESTRICTED BRIDGES

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ROUTINE MAINTENANCE

Maintenance is vital to preservation of the bridge structures in Pacific County. Each year routine maintenance is performed on Pacific County bridges to include: clearing the deck of debris, clearing the bridge drains, removing blackberry briars and tall grasses from the bridge abutments for a clearer sight distance at a minimum. The following photographs depict routine maintenance completed by county personnel:

Surfside Bridge prior to routine maintenance repairs.

Surfside Bridge after routine maintenance – railing and deck
Huber Bridge before maintenance

Huber Bridge After Deck Replacement – railing repair and deck replacement
BRIDGE FILES AND DOCUMENTATION

Pacific County maintains permanent individual bridge files in the Department of Public Works in the basement of the Courthouse in South Bend. These files are stored in fireproof cabinets. The files include:

- Completed Checklist from Chapter 34 of the WSBIM
- Signed Bridge Inspection Reports both current and historical to include noted repairs/maintenance
- Copies of the Washington State Structural Inventory and Appraisal both current and historical
- Bridge Scour Evaluation
- Repair recommendations both current and historical
- Historical maintenance/repairs
- Photographs
- Historical plans and specifications
- Load Ratings
- Contracts for both replacement and maintenance/repairs to include the permanent construction documentation
- Notes/correspondence
- Pile Book
- Other Environmental or Structural documentation
- A notebook for each bridge load rating with calculations to include the 2017 mandate for Single Unit Trucks (back up copy on CD). This includes the Load and Resistance Factor Rating (LRFR) method.
- A notebook with cross section drawing of each scour evaluation
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### NEW STRUCTURES

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<tr>
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<td>48030</td>
<td>Hyland Stringer</td>
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**2017 PACIFIC COUNTY BRIDGE REPORT – PAGE 14**
Amendment #3 to the Interlocal is also attached for your approval.

Approve Amendment #6 to the Lead Entity 2015-2017 Project Agreement #15-1385P with WA State Recreation and Conservation Office and Amendment #3 with Pacific Conservation District

AGENDA REQUEST FORM

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

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

DISTRIBUTION LIST:

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

AGENDA ITEM REQUEST

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

<table>
<thead>
<tr>
<th>DEPARTMENT/OFFICE:</th>
<th>DCD</th>
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<tbody>
<tr>
<td>DIVISION (If applicable):</td>
<td>Planning</td>
</tr>
<tr>
<td>OFFICIAL NAME &amp; TITLE:</td>
<td>Shawn Humphreys</td>
</tr>
<tr>
<td>PHONE / EXT:</td>
<td>875-9356</td>
</tr>
</tbody>
</table>

SIGNATURE: Shawn Humphreys
DATE: 11/6/2017

NARRATIVE OF REQUEST

The Department requests that the Board approve amendment No. 6 to project No. 15-1385P with the Recreation and Conservation Office (RCO). This work is focused on restoration and maintaining salmon recovery.

This amendment will extend the term to June 30, 2018.

This work is performed by the Conservation District through an Interlocal Agreement with the County. Amendment #3 to the Interlocal is also attached for your approval.

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

Approve Amendment #6 to the Lead Entity 2015-2017 Project Agreement #15-1385P with WA State Recreation and Conservation Office and Amendment #3 with Pacific Conservation District
Name of Contractor: Washington State Recreation and Conservation Office

Name of Contract/Agreement/Grant/Amendment #: (If amendment, provide copy of those pages being amended):

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

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

Please indicate appropriate Tax Id #, Uniform Business Identification #, or Social Security # on Page 3 of this form.

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

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

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

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

To be located at: __________________________

Exceptions to Bidding (Please provide appropriate documentation):
- [ ] Insurance/Bonds
- [ ] Single (Sole) Source Purchase*
- [ ] Emergency Event (Purchases/Public Works)
- [ ] Special Facilities/Market Conditions
*Resolution Required

PURCHASE UNDER ANOTHER AGENCY’S CONTRACT (“Piggybacking”)
Please attach the following:
- Copy of Intergovernmental Agreement with other agency
- Confirmation that vendor agrees to participation
- Documentation that contract was awarded in compliance with bidding laws
- Documentation that Agency posted bid/solicitation notice on its website or provided access link to the notice

☐ RFP ☐ RFQ ☐ Franchise ☐ Annexation ☐ Ordinance ☐ Resolution
☐ Appeal ☐ Inventory Acquisition/Disposal ☐ Tort Claim ☐ Call for Bids
☐ Open Space/Timber Classification ☐ Post, Advertise, Fill Position (New Employee Form Required)
☐ Other (please describe): __________________________

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

TOTAL COST/AMOUNT (include sales & use tax): $20,000.00

TOTAL TAX: __________________________

TOTAL SHIPPING/HANDLING: __________________________

EXPENDITURE FUND #: __________________________

EXPENDITURE BUDGETED? ☐ Yes ☐ No

Will supplemental be required? ☐ Yes ☐ No

IN-KIND MATCH REQUIRED? ☐ Yes ☐ No

MATCHING FUNDS REQUIRED? ☐ Yes ☐ No

AMOUNT OF MATCHING FUNDS: __________________________

Revised 2/2015
Exhibit A to Resolution No. 2010-013
Amendment to Project Agreement

Project Sponsor: Pacific County
Project Title: Pacific County Lead Entity 2015-2017
Project Number: 15-1385 P
Amendment Number: 6

Amendment Type:
Time Extension

Amendment Description:
Pursuant to a request from Pacific County the Project Agreement identified above is amended to extend the end date of this agreement. The project period of 07/01/2015 to 12/31/2017 is extended to allow the contracting party until 06/30/2018 to complete the project.

Agreement Terms
In all other respects the Agreement, to which this is an Amendment, and attachments thereto, shall remain in full force and effect. In witness whereof the parties hereto have executed this Amendment.

State Of Washington
Recreation and Conservation Office

BY: ____________________________
Kaleen Cottingham

TITLE: Director
DATE: 10/31/17

Pre-approved as to form:
By: ____________________________
/IS/
Assistant Attorney General
Amendment Special Conditions

Project Sponsor: Pacific County
Project Title: Pacific County Lead Entity 2015-2017

Project Number: 15-1385 P
Amendment Number: 6

Special Conditions
None
## Amendment Milestone Report

**Project Number:** 15-1385 P  
**Project Name:** Pacific County Lead Entity 2015-2017  
**Sponsor:** Pacific County of  
**IAC Project Manager:** Sarah Gage

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<th>Comments/Description</th>
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X = Milestone Complete  
! = Critical Milestone
INTERAGENCY AGREEMENT  
Between  
Pacific County  
and the  
Pacific Conservation District  
Amendment #3 (Lead Entity)

WHEREAS, the interagency agreement between Pacific County and the Pacific Conservation District, effective the 22nd day of December, 2015, allows for amendment to the general scope of the Agreement and the services to be performed; and

WHEREAS, the Pacific Conservation District has made significant progress in providing the contractual services and products identified within the Agreement, and has, due to good management of resources, performed required tasks; and

WHEREAS, the amendment to the Interagency Agreement will enhance the services provided to the County, to the betterment of the residents of Pacific County;

NOW, THEREFORE, the following Amendment shall replace Section 3 of the original agreement:

3. TERM/TERMINATION. This Agreement shall be retroactive to July 1, 2015, and shall terminate automatically on June 30, 2018, unless extended by mutual agreement for one (1) additional year. Either party may terminate the Agreement at any time. The party terminating the agreement shall provide written notice to the other party at least 30 days prior to termination as per the requirements within Section 6. Notices.

All other terms and conditions within the Agreement shall remain the same.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed
This ___ day of __________ 2017.

BOARD OF COUNTY COMMISSIONERS  PACIFIC CONSERVATION BOARD

PACIFIC COUNTY, WASHINGTON

LISA AYERS, CHAIR  CHAIR

FRANK WOLFE, COMMISSIONER  DATE

LISA OLSEN, COMMISSIONER

ATTEST:

MARIE GUERNSEY, CLERK OF THE BOARD  DATE
AGENDA ITEM REQUEST

DEPARTMENT/OFFICE: Health & Human Services

OFFICIAL NAME & TITLE: Katie Lindstrom, Deputy Director

PHONE/EXT: 2648

SIGNATURE: [Signature]

DATE: 10/23/2017

NARRATIVE OF REQUEST

Requesting approval and signature of amendment #1 to contract #1763-96209. This contract is with DSHS - Division of Developmental Disabilities for the supported employment program. Amendment #1 provides a 2% budget increase, raising our total budget for SFY 18 up to $270,804. All other contract terms remain the same. I will amend this increase into the subcontract with CCAP (the provider of these services) at their next amendment. Please contact me at ex 2648 with any questions. Thank you!

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

Approve Amendment #1 to Contract #1763-96209 with WA State Dept. of Social & Health Services for developmental disability services and authorize Chair to sign
Name of Contractor: DSHS - Division of Developmental Disabilities

Name of Contract/Agreement/Grant/Amendment #: (If amendment, provide copy of those pages that are being amended):
1763-96209 amendment #1

☐ W-9 Attached for all vendors/contractors (County issuing payment to)  ☐ Certificate of Insurance Attached (if required)
Indicate type
☐ Intergovernmental/Interagency  ☐ Employment/Special Services Agreement  ☐ Federal Contract
☐ Memorandum of Understanding/Agreement  ☐ Interoffice/Interdepartmental  ☐ State Contract

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

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

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

☐ Small PW Process <$300,000)  ☐ PW Project >$300,000)

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

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

To be located at:

Exceptions to Bidding (Please provide appropriate documentation):
☐ Insurance/Bonds  ☐ Emergency Event (Purchases/Public Works)
☐ Single (Sole) Source Purchase*  ☐ Special Facilities/Market Conditions
*Resolution Required

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

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

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

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

TOTAL COST/AMOUNT (include sales & use tax):  TOTAL TAX:

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

EXPENDITURE BUDGETED?  ☐ Yes  ☐ No  SUPPLEMENTAL REQUIRED?  ☐ Yes  ☐ No

IN-KIND MATCH REQUIRED?  ☐ Yes  ☐ No  DESCRIBE MATCH:

MATCHING FUNDS REQUIRED?  ☐ Yes  ☐ No  AMOUNT OF MATCHING FUNDS:

Revised 8/2015
Exhibit A to Resolution No. 2010-013

Page 2
## CONTRACT AMENDMENT

**DDA County Services**

This Contract Amendment is between the State of Washington Department of Social and Health Services (DSHS) and the Contractor identified below.

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<tr>
<th>CONTRACTOR NAME</th>
<th>CONTRACTOR doing business as (DBA)</th>
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<td>Pacific County</td>
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<table>
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<td>PO Box 26</td>
<td>254-000-662</td>
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<th>CONTRACTOR FAX</th>
<th>CONTRACTOR E-MAIL ADDRESS</th>
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<tbody>
<tr>
<td>Katie Oien-Lindstrom</td>
<td>(360) 875-9300</td>
<td>(360) 875-9323</td>
<td><a href="mailto:koien@co.pacific.wa.us">koien@co.pacific.wa.us</a></td>
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<td>Division of Developmental Disabilities</td>
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<th>DSIS CONTACT ADDRESS</th>
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<tr>
<td>Wendi Winchel</td>
<td>PO BOX 45315</td>
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<tr>
<td>Regional Business Manager</td>
<td>Olympia, WA 98504-5315</td>
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<th>DSIS CONTACT TELEPHONE</th>
<th>DSIS CONTACT FAX</th>
<th>DSIS CONTACT E-MAIL ADDRESS</th>
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</thead>
<tbody>
<tr>
<td>(360) 725-4264</td>
<td>(360) 586-6502</td>
<td><a href="mailto:wincwha@dshs.wa.gov">wincwha@dshs.wa.gov</a></td>
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**IS THE CONTRACTOR A SUBRECIPIENT FOR PURPOSES OF THIS CONTRACT?**

No

<table>
<thead>
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<th>CONTRACT END DATE</th>
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**REASON FOR AMENDMENT; CHANGE OR CORRECT MAXIMUM CONTRACT AMOUNT**

**ATTACHMENTS.** When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract Amendment by reference:

- Additional Exhibits (specify): Exhibit B1-Program Agreement Budget

This Contract Amendment, including all Exhibits and other documents incorporated by reference, contains all of the terms and conditions agreed upon by the parties as changes to the original Contract. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract Amendment shall be deemed to exist or bind the parties. All other terms and conditions of the original Contract remain in full force and effect. The parties signing below warrant that they have read and understand this Contract Amendment, and have authority to enter into this Contract Amendment.

<table>
<thead>
<tr>
<th>CONTRACTOR SIGNATURE</th>
<th>PRINTED NAME AND TITLE</th>
<th>DATE SIGNED</th>
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<tbody>
<tr>
<td>Lisa Ayers, Chair</td>
<td></td>
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<table>
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<th>DSIS SIGNATURE</th>
<th>PRINTED NAME AND TITLE</th>
<th>DATE SIGNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melissa Diebert, Contracts Manager</td>
<td></td>
<td></td>
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</table>
This Contract between the State of Washington Department of Social and Health Services (DSHS) and the Contractor is hereby amended as follows:

A. Contract maximum amount is increased by $4739 for a new contract maximum total of $270,804.
B. Exhibit B, Program Agreement Budget, is revised and replaced by Exhibit B-1, Program Agreement Budget, which is attached hereto and incorporated herein.

All other terms and conditions of this Contract remain in full force and effect.
# Program Agreement Budget

## REVENUES

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<td>$134,716</td>
<td>$137,115</td>
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<td>Medicaid Match to Local</td>
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## COUNTY FY 18 SPENDING PLAN

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<td>$137,115</td>
<td>$133,689</td>
<td>$270,80</td>
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DSHS Central Contract Services
6624PF Contract Amendment (3-31-06)
AGENDA REQUEST FORM

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

BOCC ACTION:  ☐ APPROVED  ☐ DENIED

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN  ☐ DEFERRED TO:

☐ CONTINUED TO DATE:  ☐ TIME:

☐ OTHER:

Agenda Item#: 4

Initial: ______________________ Date: ______________________

Review ☐ Clerk of the Board

☐ Risk Mgmt

☐ Legal Required

DISTRIBUTION LIST:

☐ RF  ☐ Assessor  ☐ DPW  ☐ NDC  ☐ Superior Court

☐ CF  ☐ Auditor  ☐ EMA  ☐ PACCOM  ☐ Treasurer

☐ SEA  ☐ Clerk  ☐ Fair  ☐ Prosecutor  ☐ Veg Mgmt

☐ Civil Service  ☐ Health  ☐ SDC  ☐ WSU Ext.

☐ DCD  ☐ Juvenile  ☐ Sheriff  ☐ Other

AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: General Administration

DIVISION (if applicable): .09 Public Facilities

OFFICIAL NAME & TITLE: Kathy Spoor, CAO

PHONE / EXT:

SIGNATURE: Kathy Spoor  DATE: 11/6/17

NARRATIVE OF REQUEST

Attached for your consideration is an amendment to the .09 Public Facilities contract with the City of Ilwaco. At the summer PCOG meeting the board recommended extending this long term contract for an additional two years through 2024. This contract is for reimbursement of expenses associated with the reconstruction of the Ilwaco fire station.

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

Move to approve Amendment #1 to the Contract for Services with the City of Ilwaco for Fire Station Reconstruction extending the term of the contract through 2024, and increasing the annual payments of $25,000 from fifteen to seventeen years.
Name of Contractor: City Of Ilwaco

Name of Contract/Agreement/Grant/Amendment #: (if amendment, provide copy of those pages that are being amended):
Contract for Services bwn Pac Co and The City of Ilwaco, Fire Station Reconstruction, Amendment #1

☐ W-9 Attached for all vendors/contractors (County issuing payment to) ☐ Certificate of Insurance Attached (if required)
Indicate type ☑ Intergovernmental/Interagency ☐ Employment/Special Services Agreement ☐ Federal Contract
☐ Memorandum of Understanding/Agreement ☑ Interoffice/Interdepartmental ☐ State Contract

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

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

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

☐ Small PW Process (<$300,000) ☑ PW Project (>=$300,000)

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

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

To be located at: .09 Public Facilities Long Term Contract

Exceptions to Bidding (Please provide appropriate documentation):

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

*Resolution Required

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

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

☐ RFP ☑ RFQ ☐ Franchise ☐ Annexation ☐ Ordinance ☐ Resolution
☐ Appeal ☐ Inventory Acquisition/Disposal ☐ Tort Claim ☐ Call for Bids
☐ Open Space ☐ Post, Advertise, & Fill Position

☐ Other (please describe):

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

TOTAL COST/AMOUNT (include sales & use tax):

TOTAL TAX:

TOTAL SHIPPING/HANDLING: EXPENDITURE FUND #:126 ____XXX.XXX.XXX.XX

EXPENDITURE BUDGETED? ☑ Yes ☐ No SUPPLEMENTAL REQUIRED? ☑ Yes ☐ No

IN-KIND MATCH REQUIRED? ☐ Yes ☑ No DESCRIBE MATCH:

MATCHING FUNDS REQUIRED? ☐ Yes ☑ No AMOUNT OF MATCHING FUNDS:

Revised 8/2015
Exhibit A to Resolution No. 2010-013
CONTRACT FOR SERVICES
Between
PACIFIC COUNTY, WASHINGTON
And
THE CITY OF ILWACO
FIRE STATION RECONSTRUCTION
AMENDMENT No.1

THIS AMENDMENT No. 1 formally amends that certain Contract for Services made and entered into the 10th of June, 2008, by and between Pacific County (the "COUNTY"), and the City of Ilwaco ("RECIPIENT"), by replacing in its entirety Section 1, Funding, Section 5, Payment Provisions, Section 15, Contract Period, and revising Section 21, Administration as follows:

1. FUNDING
Funding has been increased from Three Hundred Seventy Five Thousand dollars ($375,000) to Four Hundred Twenty Five Thousand dollars ($425,000) within Pacific County Public Facilities Improvement Fund No. 126 to assist the RECIPIENT with this "public facilities" improvement. Said amount shall constitute the maximum reimbursement the RECIPIENT is eligible to receive from the COUNTY under this CONTRACT. These funds are to be dispersed for an additional two years, increasing from fifteen to seventeen equal payments of $25,000 per year from 2008 through 2024.

5. PAYMENT PROVISIONS
The COUNTY, from the Pacific County Public Improvement Fund (No. 126) has increased the amount pledged from Three Hundred Seventy Five Thousand dollars ($375,000) to Four Hundred Twenty Five Thousand dollars ($425,000) to assist the RECIPIENT to complete this project. These funds shall be disbursed to the RECIPIENT as per the terms listed within Section 1.

15. CONTRACT PERIOD
The terms of this CONTRACT and the performance of the parties hereto shall be deemed to have commenced on the 10th day of June, 2008. It will continue in effect through the 15th day of December, 2024 unless sooner terminated or extended as provided herein.

21. ADMINISTRATION
For the COUNTY: County Administrative Officer
For the RECIPIENT: Treasurer
City of Ilwaco

ALL OTHER PROVISIONS of the CONTRACT FOR SERVICES remain in full force and effect as per the CONTRACT dated June 10th, 2008.
IN WITNESS WHEREOF, the parties hereto have set their hands and the day so noted.

RECIPIENT  
CITY OF ILWACO

[Signature]
Mike Cassinelli, Mayor

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

[Signature]
Lisa Ayers, Chair

[Signature]
Lisa Olsen, Member

[Signature]
Frank Wolfe, Member

APPROVED AS TO FORM:

Prosecuting Attorney's Office  WSBA #

ATTEST:

[Signature]
Marie Guernsey, Clerk of the Board
AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: General Administration
DIVISION (if applicable): .09 Public Facilities

OFFICIAL NAME & TITLE: Kathy Spoor, CAO

SIGNATURE: Kathy Spoor
DATE: 11/6/17

NARRATIVE OF REQUEST

Attached for your consideration is an amendment to the .09 Public Facilities contract with the City of Ilwaco. At the summer PCOG meeting the board recommended extending this long term contract for an additional two years through 2024. This contract is for reimbursement of expenses associated with the renovation of the community building in Ilwaco.

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

Move to approve Amendment #1 to the Contract for Services with the City of Ilwaco for Community Building Renovation #2 extending the term of the contract through 2024, and increasing the annual payments of $18,979 from fifteen to seventeen years.
Name of Contractor: City Of Ilwaco

Name of Contract/Agreement/Grant/Amendment #: (if amendment, provide copy of those pages that are being amended):
Contract for Services b/t Pac Co and The City of Ilwaco, Community Bldg Renovation #2, Amendment #1

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

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

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

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

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

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

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

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

To be located at: .09 Public Facilities Long Term Contract

Exceptions to Bidding (Please provide appropriate documentation):

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

*Resolution Required

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

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

☐ RFP
☐ RFQ
☐ Franchise
☐ Annexation
☐ Ordinance
☐ Resolution

☐ Appeal
☐ Inventory Acquisition/Disposal
☐ Tort Claim
☐ Call for Bids
☐ Open Space
☐ Post, Advertise, & Fill Position

☐ Other (please describe):

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


TOTAL COST/AMOUNT (include sales & use tax):

TOTAL TAX:

TOTAL SHIPPING/HANDLING:

EXPENDITURE FUND #: 126 XXX.XXX.XX

EXPENDITURE BUDGETED? ☑ Yes ☐ No
SUPPLEMENTAL REQUIRED? ☑ Yes ☐ No

IN-KIND MATCH REQUIRED? ☐ Yes ☑ No

MATCHING FUNDS REQUIRED? ☐ Yes ☑ No

AMOUNT OF MATCHING FUNDS:

Revised 8/2015
Exhibit A to Resolution No. 2010-013
CONTRACT FOR SERVICES
Between
PACIFIC COUNTY, WASHINGTON
And
THE CITY OF ILWACO
COMMUNITY BUILDING RENOVATION #2
AMENDMENT No.1

THIS AMENDMENT No. 1 formally amends that certain Contract for Services made and entered into the 10th of June, 2008, by and between Pacific County (the “COUNTY”), and the City of Ilwaco (“RECIPIENT”), by replacing in its entirety Section 1, Funding, Section 5, Payment Provisions, Section 15, Contract Period, and revising Section 21, Administration as follows:

1. FUNDING
Funding has been increased from Two Hundred Eighty Four Thousand Six Hundred Eighty Five dollars ($284,685) to Three Hundred Twenty Two Thousand Six Hundred Forty Three dollars ($322,643) within Pacific County Public Facilities Improvement Fund No. 126 to assist the RECIPIENT with this “public facilities” improvement. Said amount shall constitute the maximum reimbursement the RECIPIENT is eligible to receive from the COUNTY under this CONTRACT. These funds are to be dispersed for an additional two years, increasing from fifteen to seventeen equal payments of $18,979 per year from 2008 through 2024.

5. PAYMENT PROVISIONS
The COUNTY, from the Pacific County Public Improvement Fund (No. 126) has increased the amount pledged from Two Hundred Eighty Four Thousand Six Hundred Eighty Five dollars ($284,685) to Three Hundred Twenty Two Thousand Six Hundred Forty Three dollars ($322,643) to assist the RECIPIENT to complete this project. These funds shall be disbursed to the RECIPIENT as per the terms listed within Section 1.

15. CONTRACT PERIOD
The terms of this CONTRACT and the performance of the parties hereto shall be deemed to have commenced on the 10th day of June, 2008. It will continue in effect through the 15th day of December, 2024 unless sooner terminated or extended as provided herein.

21. ADMINISTRATION

For the COUNTY: County Administrative Officer

For the RECIPIENT: Treasurer
City of Ilwaco
ALL OTHER PROVISIONS of the CONTRACT FOR SERVICES remain in full force and effect as per the CONTRACT dated June 10th, 2008.

IN WITNESS WHEREOF, the parties hereto have set their hands and the day so noted.

RECIPIENT               BOARD OF COUNTY COMMISSIONERS
CITY OF ILWACO         PACIFIC COUNTY, WASHINGTON

Mike Cassinelli, Mayor

Lisa Ayers, Chair

Lisa Olsen, Member

Frank Wolfe, Member

APPROVED AS TO FORM:

Prosecuting Attorney’s Office       WSBA #

ATTEST:

Marie Guernsey, Clerk of the Board
MINUTES

9:00 AM  1216 W Robert Bush Drive
Tuesday, October 24, 2017  South Bend, Washington

CALLED TO ORDER – 9:01 AM

ATTENDANCE

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

Marie Guernsey, Clerk of the Board
Kathy Spoor, County Administrative Officer
Paul Plakinger, Management & Fiscal Analyst
Mike Collins, Public Works Director/County Engineer
Eric Weston, Chief Civil Prosecutor
James Worlton, Public Records Coordinator
Tim Crose, Community Development Director

GENERAL PUBLIC IN ATTENDANCE - None

PUBLIC COMMENT - None

YEARS OF SERVICE

10 Years
Amber Kaech (Public Works)
Amber Rye (911)

25 Years
Kim Hamilton (South District Court)

CONSENT AGENDA (Items 1-6)

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

Department of Public Works

Approve Contract Revision to License Agreement No. NA-17701.00 with
Pacific West Timber Company for use of Alanen Road and authorize Chair
to sign
Health & Human Services Department

Approve Amendment #1 to County Program Agreement #1763-94264 with Department of Social & Health Services-Division of Behavioral Health and Recovery and authorize Chair to sign

Prosecutor’s Office

Confirm hire of Don Richter, Senior Deputy Prosecutor, Grade 18 Step 8 effective October 9

Boards and Commissions

Approve the reappointment of Katie Auble and C. J. Poellnitz to another three-year term on the Fair Advisory Board

General Business

Approve Vendor Claims, Warrants Numbered 139056 thru 139178 in the amount of $271,794.88

Approve regular meeting minutes of October 10, 2017

ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS

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

Approve purchase of a Dell domain server and an operating system in an amount not to exceed $6,774.22, plus tax, subject to adequate budget appropriations

Approve hire of Shawn Pence, RMT II-South County, at a rate of $19.05/hour, effective October 25, 2017, and Jared Jones, RMT II-South County effective November 7, 2017, at a rate of $19.05, subject to adequate budget appropriations

Award the 2017 Guardrail Repair Project to Petersen Brothers, Inc., of Sumner, WA for a total of $30,540.91 including sales tax, subject to adequate budget appropriations (one other bid was received from Dirt & Aggregate Interchange, of Fairview, OR; total bid: $44,900)

Consider award of the Courthouse Basement Renovation Project –DEFERRED to November 14, 2017
ITEMS REGARDING HEALTH & HUMAN SERVICES DEPARTMENT

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

Approve purchase of Dell laptop computer in an amount not to exceed $1,700, and note that a supplemental for this expenditure will be needed

Approve out of class pay for Sheena Humphreys for performing 108 hours of Human Services Specialist duties at a Grade 13 Step 1, subject to adequate budget appropriations

ITEMS REGARDING COUNTY FAIR

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

Approve 2017-18 Winter Storage Agreement with Dale & Sandy Laird, Steven Moffitt, Gary Robinson (2 agreements), Gary Spray and Britt & Kimberly Swartz and authorize Chair to sign

ITEMS REGARDING SHERIFF’S OFFICE

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

Adopt Resolution 2017-052 in the matter of waiving competitive bidding requirements in accordance with RCW 39.04.080 and confirm the purchase of a Harding SAC computer from CTG Security Electronics in an amount not to exceed $6,712.20 from Fund 197, subject to adequate budget appropriations

Approve FY17 Justice and Mental Health Collaboration Program: Implementation and Expansion Grant Award #2017-MO-BX-0037 with US Department of Justice and authorize Sheriff to sign

ITEMS REGARDING GENERAL BUSINESS

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

Approve 30th Annual Derald D. Robertson Safety Awards to be presented at the October 25, 2017 ceremony

Adopt Resolution 2017-054 in the matter of amendments to the fiscal year 2017 budget by appropriation transfer pertaining to the Equipment Rental & Revolving Fund 502

Approve Vendor Claims, Warrants Numbered 139194 thru 139284 in the amount of $277,773.83, subject to adequate budget appropriations
ITEMS REGARDING DEPARTMENT OF COMMUNITY DEVELOPMENT

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

Approve the hire of Benjamin Hutter, Environmental Health Specialist, Grade 14, Step 1, effective November 1, 2017, subject to the successful completion of a background check and adequate budget appropriations.

EXECUTIVE SESSION – None held

RECESS – 9:14AM

RECONVENE – 10:02AM

PUBLIC HEARING – 10:02AM
ATTEND: Chair Ayers, Commissioner Olsen, Commissioner Wolfe, Management & Fiscal Analyst Paul Plakinger
(No members of the general public were in attendance)

Chair Ayers opened the public hearing to consider adoption of resolutions adopting the Six-Year (2018-2023) Transportation Improvement, 2018-2023 Parks & Recreation Capital Improvements Plan and the 2018-2023 Capital Improvement plan for Pacific County Flood Control Zone District #1 (Board of Supervisors).

Chair Ayers continued the public hearing to Tuesday, November 28, 2017, at 10:00AM or as soon thereafter as possible.

PUBLIC HEARING – 10:03AM
ATTEND: Chair Ayers, Commissioner Olsen, Commissioner Wolfe, Management & Fiscal Analyst Paul Plakinger
(No members of the general public were in attendance)

Chair Ayers opened the public hearing to consider adopting the fiscal year 2018 budget and to make tax levies, including consideration of possible increases in property tax revenues for county general purpose and county road purposes.

Chair Ayers continued the public hearing to Tuesday, November 28, 2017, at 10:00AM or as soon thereafter as possible.

PUBLIC HEARING – 10:03AM
ATTEND: Chair Ayers, Commissioner Olsen, Commissioner Wolfe, Management & Fiscal Analyst Paul Plakinger
(No members of the general public were in attendance)

Chair Ayers opened the public hearing to consider adoption of recommendations received from the Pacific Council of Governments pertaining to the Pacific County Project List referred to as the WA-CERT list.
No public comment was received.

Chair Ayers closed the public hearing.

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

**Adopt Resolution 2017-053** establishing the Pacific County Project List referred to as the WA-CERT List

**ITEMS REGARDING DEPARTMENT OF PUBLIC WORKS**

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

**Adopt Resolution 2017-055** in the matter of extending the temporary road closure of Rue Creek Road at MP 2.01 (west of State Route 6 at McCorkle B Line) for culvert replacement to October 27, 2017

**MEETING CLOSED – 10:06AM**

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

**OTHER BUSINESS FOR FILING**

Notice dated September 27, 2017, from the WA State Liquor and Cannabis Board regarding Special Occasion License for Friends of Chinook School.


Letter dated October 6, 2017, from Karen Stephens, Secretary of the Ocean Park Area Chamber of Commerce regarding permit fees, Rod Run, sales tax, and lodging tax.

Notice dated October 11, 2017, of liquor license application for the North Cove Grill.
Email dated October 20, 2017, to Robert Kraft regarding the Willapa Harbor Health and Rehab in Raymond.

**BOARD WORKSHOPS/MEETINGS HELD**
*(This listing does not include those workshops/meetings attended by an individual Commissioner)*

**October 2, 2017**
- Public Hearing - Filing of preliminary fy0218 budget
- Workshop w/ Dennis Long, Duane Hagstrom, and Tom Downer
- Departmental Briefings

**October 3, 2018**
- Public Works budget workshop
- **ATTEND:** BOCC, Kathy Spoor, Paul Plakinger, Mike Collins, Andi Harland,

**October 9, 2017**
- Workshop re: medical insurance
- Board of Equalization meeting
- Meeting Agenda Review

**October 10, 2017**
- BOH/BOCC meetings
- Public Hearing-Willapa Valley Water District franchise application
- Elected Officials meeting

**October 16, 2017**
- Workshop re: Smarsh & draft Social Media Policy
- Workshop re: solid waste & abandoned vehicles
- Departmental Briefings
- Workshop w/ Virginia Leach re: staffing

**October 23, 2017**
- Workshop w/ K. Lindstrom re: document recording fees
- Meeting Agenda Review

**October 24, 2017**
- BOH/BOCC meetings
- Public Hearings
  - adoption of the 2018-2023 Transportation Improvement Program; 2018-2023 Capital Improvements Plan for Parks & Recreation and FCZD #1, and consider increased property tax revenues
  - adoption of the final fy2018 county budget
  - adoption of Overall Economic Develop Plan project list
- Workshop re: Fund 522 & medical insurance
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, November 14, 2017, 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

139285  thru  139401  $ 389,041.14

Warrants Dated:  October 27, 2017

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

AUDITED:

[Signature]
Auditor/Deputy Auditor

ATTEST:

[Signature]
Clerk of the Board

Chairman

[Signature]
Commissioner

[Signature]
Commissioner

RECEIVED
PACIFIC COUNTY

OCT 27 2017
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, November 14, 2017, 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

139402 thru 139480 $148,385.67

Warrants Dated: November 3, 2017

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

AUDITED:

Auditor/Deputy Auditor

ATTEST:

Clerk of the Board

Chairman

Commissioner

Commissioner

RECEIVED
PACIFIC COUNTY

NOV - 3 2017

GENERAL ADMINISTRATION
BOARD OF COMMISSIONERS
COUNTY OF PACIFIC - STATE OF WASHINGTON

BOARD OF COUNTY COMMISSIONERS

SUMMARY OF APPROVAL OF MONTHLY PAYROLL

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

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

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

MONTH OF: OCTOBER, YEAR OF 2017
TOTAL EMPLOYEES: 180
TOTAL PAYROLL: $755,109.32

Approve payroll subject to adequate budget appropriations.

BOARD OF PACIFIC COUNTY COMMISSIONERS

Dated this 14th day of NOVEMBER 2017

__________________________
Chairperson

__________________________
Commissioner

__________________________
Commissioner

Attest: ____________________________
Clerk of the Board

RECEIVED
PACIFIC COUNTY

NOV - 6 2017

GENERAL ADMINISTRATION
BOARD OF COMMISSIONERS
AGENDA ITEM REQUEST

DEPARTMENT/OFFICE: Department of Public Works

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

SIGNATURE: ____________________________ DATE: 9/28/2017

NARRATIVE OF REQUEST

Award the 2017-06 Pacific County Courthouse Basement Renovation Project, bids to opened October 23, 2017.

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

Award the Courthouse Basement Renovation Project to ____________________________ in the amount of $_________________

(bid opening held October 23, 2017)
Board of Pacific County Commissioners  
P O Box 187 * 1216 W Robert Bush Dr * South Bend, WA  
98586 Phone 360/875.9337 * Fax 360/875.9335

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

REQUESTED MEETING DATE:  
11/14/17

AGENDA REQUEST FORM

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

Agenda Item #: 10  
Initial: Date:

BOCC ACTION:  
☑ APPROVED  ☐ DENIED

☑ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN  ☐ DEFERRED TO: __________________________

☐ CONTINUED TO DATE: ______________________  TIME: ______________________

☐ OTHER: ____________________________________________

DISTRIBUTION LIST:

☐ RF  ☐ Assessor  ☐ DPW  ☐ PACCOM  ☐ Superior Court

☐ OF  ☐ Auditor  ☐ PCEMA  ☐ PC Fair  ☐ Treasurer

☐ SEA  ☐ Clerk  ☐ Health  ☐ Prosecutor  ☐ Veg Mgmt

☐ Civil Service  ☐ Juvenile  ☐ SDC  ☐ WSU Ext.

☐ DCO  ☐ NDC  ☐ Sheriff  ☐ Other

☐ Other

AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: DPW  
DIVISION (if applicable):Roads

OFFICIAL NAME & TITLE: Mike Collins, Director/County Engineer  
PHONE / EXT: 3368

SIGNATURE: DATE:

NARRATIVE OF REQUEST

Attached is the 2017 Functional Organization Chart for the Department of Public Works along with the adopting Resolution. This action satisfies WAC 136-50-051.

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

Adopt Resolution 2017-_______ establishing the Functional Organization Chart and authorize Chair to sign chart

Revised 2/2015
Exhibit A to Contract/Agreement/Grant Review Policy
BEFORE THE BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON  
RESOLUTION 2017 -___________

IN THE MATTER OF ESTABLISHING A POLICY REGARDING ORGANIZATION OF THE DEPARTMENT OF PUBLIC WORKS

WHEREAS, it is the authority and the responsibility of the Board of County Commissioners in compliance with WAC 136-50-051 to establish a policy regarding organization for the administration and management of the Pacific County Department of Public Works; and

WHEREAS, periodic review and revision of the policies and organizational responsibilities is necessary to provide the efficient and timely delivery of service to the public; and

WHEREAS, copies of such charts must be prominently posted in the office of the County Road Engineer and Road Department shops in such a manner that it will be readily available to all road department employees and the general public.

BE IT IS HEREBY RESOLVED that the attached Functional Organizational Chart delineating the divisions (work areas), programs, and the primary functional responsibilities of the various personnel is hereby adopted for the Pacific County Department of Public Works; and

BE IT FURTHER RESOLVED that all previous conflicting resolutions are hereby rescinded; and

BE IT STILL FURTHER RESOLVED that the Organization Chart is approved and the chart be prominently placed as described above; and

NOW, THEREFORE, the Director of Public Works is hereby directed to administer, manage, and certify compliance with the attached Functional Organization Chart.

PASSED BY THE BOARD OF PACIFIC COUNTY COMMISSIONERS in regular session at South Bend, Washington, by the following vote, then signed by its membership and attested to by its Clerk in authorization of such passage this ______ day of ____________, 2017.

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

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

________________________________________________________________________
Lisa Ayers, Chair

ATTEST:  
________________________________________________________________________
Frank Wolfe, Commissioner

________________________________________________________________________
Marie Guernsey  
Clerk of the Board

________________________________________________________________________
Lisa Olsen, Commissioner
PACIFIC COUNTY, WASHINGTON
2017 FUNCTIONAL ORGANIZATION CHART FOR THE DEPARTMENT OF PUBLIC WORKS

BOARD OF COUNTY COMMISSIONERS

DEPARTMENT OF PUBLIC WORKS

ENGINEERING SERVICES DIVISION

GEOGRAPHIC INFORMATION SERVICES

OPERATIONS DIVISION

EQUIPMENT MAINTENANCE & REPAIR SECTION

FACILITIES & SERVICES DIVISION

ROADS AND BRIDGES

DEVELOPMENT REVIEW

WATER & WASTE SERVICES

FLOOD CONTROL

OFFICE ADMINISTRATION

SOUTHERN REGION

COUNTY ENGINEER

ENGINERNG SERVICES TECHNICIAN

ADMINISTRATIVE ASSISTANT II

TELECOMMUNICATIONS & COMPUTER SERVICES SECTION

BULDING SERVICES SECTION

PACIFIC COUNTY NURSERIES

NORTH COUNTY WASTE & DISPOSAL

SOUTHERN COUNTY WASTE & DISPOSAL

NORTH COUNTY PARKS & RECREATION

SOUTHERN COUNTY PARKS & RECREATION

FINANCE & ACCOUNTING

CASHIERING

ACCOUNTING

TELECOMMUNICATIONS & COMPUTER SERVICES

BUILDING SERVICES

NURSERIES

Approved by Board of County Commissioners:

Lisa Ayers, Chair

Approval Recommended:

Michael W. Collins, Director/County Engineer

2017 Functional Organization Chart

10/24/2017

Notes:

(1) Environmental Permitting is included as an element within Engineering Design, and Construction Administration.
(2) Includes Revenue Administration, Design Standards, Small Works Consulting, P&Z Services, Financial Reporting, Six Year Program, and Public Involvement.
(3) Includes DivA Transportation Element, KIPO Planning, and Inter-Agency Planning.
(4) Includes Establishment, Acquisition, Leasing, Transfers, and Personal Use Permits.
(5) Includes Pavement Management (PMS), Creek Sealing, & Paint Striping, Bridge Maintenance (BAVIS, & Drain Evaluation), Safety Management (Traffic Control, Speed Limits, Accident Reporting, Intersection Control, and FI Grade Crossing), Road Log Data and Mapping, Drainage Structure Inventory, and Sign Inventory.
(6) Includes facility development and management, leases and contract management, UST management, environmental permitting, and site closure & reclamation of gravel pits, stockpiles, and disposal sites.
(7) Provides support and/or another work function.
11
Approve utilization of the Small Works Roster for repair and replacement of septic system, subject to adequate budget appropriations
Approve intermittent Family Medical Leave for a qualifying event, effective December 1, 2017 and authorize Leave Credit Transfers and assign an expiration date of November 30, 2018.

AGENDA ITEM REQUEST

DEPARTMENT/OFFICE: Health
OFFICIAL NAME & TITLE: Mary P. Goetz, Director
SIGNATURE: [Signature]
DATE: 11-7-2017

NARRATIVE OF REQUEST

Requesting the approval of intermittent Family Medical Leave (FMLA) for . This request is for intermittent leave beginning December 1, 2017. There is no set schedule of days she will need off at this point nor set date for determining she will no longer need to use FMLA. She will have exhausted her sick and vacation days by the end of November. She is currently working with her supervisor to assure required work is being completed. The medical certification will be forwarded once received from her provider.

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

Approve intermittent Family Medical Leave for a qualifying event, effective December 1, 2017 and authorize Leave Credit Transfers and assign an expiration date of November 30, 2018.
Acknowledge appointment of Lisa Ariss, to fill vacant 1.0 FTE Deputy District Court Clerk position, effective November 1, 2017 and approve request to post, advertise and fill vacant 0.7 FTE Deputy District Court Clerk position, subject to adequate budget appropriations.
Approve purchase of an additional computer license in the amount of $1,500 annually, plus hardware costs, subject to adequate budget appropriations.
Josh Sedy

From: Andy Seaman
Sent: Monday, October 30, 2017 12:38 PM
To: Josh Sedy
Cc: Doug Goelz; Kathy Spoor
Subject: FW: Surface pro 2

Josh,
We can replace the desktop in chambers with the Surface (or a laptop,) similar to what Judge Sullivan did. Or maybe he could use Odyssey Portal from his home computer. We are tightly controlling computer counts and licensing with the current budget constraints and this would be an addition system at $1,500.00 per year plus hardware costs. At a minimum you would need BOCC approval for an additional system. But one of these alternate solutions would be preferred.
Thanks,

Andy Seaman
Computer Services Supervisor
(360) 875-9300 x2271

From: Levi Sheryl
Sent: Monday, October 30, 2017 11:24 AM
To: Andy Seaman <aseaman@co.pacific.wa.us>
Subject: FW: Surface pro 2

From: Josh Sedy
Sent: Monday, October 30, 2017 11:23 AM
To: Levi Sheryl <isheryl@co.pacific.wa.us>
Subject: Surface pro 2

Levi, I notice on our inventory we have a Surface Pro 2 that your currently holding? Judge is looking for a computer to take home an access his court documents via Odyssey. Is this something that can be set up?

Josh Sedy
Assistant Court Administrator
Pacific and Wahkiakum Superior Courts
(360) 875-9328 ext. 2

NOTICE: Judicial communications in the course of business are most likely not subject to public disclosure. However, non-public disclosure is not guaranteed. Therefore, you should assume this e-mail may be subject to public disclosure and appropriate discretion should be used when replying. If you are not the intended recipient, please be advised that you are legally prohibited from retaining, using, copying, distributing, or otherwise disclosing this information in any manner. Instead, please reply to the sender that you have received this communication in error, and then immediately delete it. Thank you in advance for your cooperation.
Approve the 2017-18 Winter Storage Agreements with Sam & Kari Adams, Nick Ancich, Bannish Painting and Drywall, Eric Carlson, Travess Forbush, Tom and Sue Gradt, Gary Burns, Thomas Graves, John and Vickie McNamara (two agreements), Jeff Reamer, Brett & Nancy Salme and Bob Yerex, subject to receipt of all required insurance certificates and authorize Chair to sign.
This Storage Rental Agreement is made this_______ day of______________ , 201__ by and between PACIFIC COUNTY, a Municipal Corporation (LANDLORD) and
(RENTER)

Sam + Kari Adams (360) 249-0884
Print Name Contact Phone #

1207 E Park Ave Montesano WA 98563
Mailing Address City State ZIP

VEHICLE/EQUIPMENT BEING STORED:

2017
Vehicle Year

Forest River Cruise Lite
Vehicle Make

1989AA WA
Vehicle License State

17.5 Black/Silver
Length Color

PROOF OF INSURANCE RECEIVED: [YES] [NO]

EXTRA SET OF KEYS LEFT WITH FAIR OFFICE: [YES] [NO]

BUILDING STORED: Commensial Bldg

Subject to the following terms and conditions:

1. RENTER hereby rents from LANDLORD storage space at the premises of LANDLORD for the term and at the rental provided for in this Rental Agreement.

2. PREMISES RELOCATION OF STORED PROPERTY
   A. The following described real property will be made available by LANDLORD for temporary storage: portion of Pacific County Fairgrounds located in Menlo, Washington.
   B. RENTER agrees that, during the term of the Rental Agreement, LANDLORD shall have the right to relocate RENTER’s stored property to other locations within the premises, at LANDLORD’s sole discretion. If the stored property is a motor vehicle, RENTER agrees to deposit with LANDLORD an ignition key for the vehicle, in order to allow LANDLORD to relocate the stored vehicle.

3. TERM
   The term of this Rental Agreement shall commence on October 1, 2017 and shall end on April 30, 2018.
4. ALTERATION/MAINTENANCE
RENTER shall not make any alteration to the premises without written consent of LAN DLORD. RENTER shall keep and maintain the premises in a clean and sanitary condition and shall not permit the accumulation of rubbish, liquid waste including oil on the premises. RENTER shall not store any animals, explosives, gasoline, other hazardous or flammable materials, or illegal substances on the premises except that gasoline stored in conjunction with the storage of motor vehicles (not in separate container) is expressly authorized by LAN DLORD. RENTER shall, at the termination of this Rental Agreement, leave the premises in a clean condition. (Please note specific condition for storage of gasoline)

5. USE
RENTER shall use the premises only for the storage of goods or commodities stored for any lawful purposes and in the possession of LAN DLORD through lawful means. RENTER shall expressly not have the right to store any items that RENTER obtains illegally or which are items that are unlawful to be possessed by RENTER, nor shall RENTER store any flammable, explosive, or dangerous materials or illegal drugs on the premises, except gasoline as may be permitted by Section 4 of this Rental Agreement. Further, RENTER agrees that RENTER shall not maintain any business, operate any machinery, or use the premises for any commercial, industrial, retail or wholesale sales or promotional efforts or as a manufacturing or distributing facility. RENTER shall not use the premises to repair or otherwise maintain any stored property including repairs to motor vehicles, boats and recreational vehicles. The premises are intended for the sole and exclusive use of the storage of property owned or lawfully in the possession of RENTER.

6. LIEN
A. LAN DLORD shall have a lien for storage charges and for monies necessarily expended in and about the care, preservation and keeping of the property stored.
B. RENTER hereby gives and grants to LAN DLORD a lien upon all personal property of every kind and description now or hereafter to be placed or installed on the rented premises. RENTER agrees that in the event of any failure on the part of RENTER to comply with each and every condition of this Rental Agreement, LAN DLORD may take possession of and sell the property in any manner provided by law, and may credit the Rental Agreement or against any judgment obtained in an unlawful detainer proceeding, including costs and reasonable attorney’s fees.

7. ABANDONMENT
In the event that RENTER fails, at the end of the Rental Agreement Term, to remove any personal property placed on the premises by RENTER, RENTER agrees that the items will be deemed to have been abandoned by RENTER. LAN DLORD may remove the abandoned property from the premises, place the property in an alternative storage site, and arrange for the sale, after public notice, of the abandoned property. LAN DLORD may credit the proceeds of such sale against the costs of storage and sale of the abandoned property as well as any lien created by Section 6 of this Rental Agreement.

8. CONDITION OF PREMISES
RENTER represents that RENTER has inspected and examined the leased premises and accepts as satisfactory for RENTER’s needs.
9. ACCESS TO PREMISES
A. The parties agree that LANDLORD shall maintain sole possession and control of the premises and may reasonably limit access to the premises by RENTER. RENTER shall be permitted periodic access to the premises and to the stored property as follows: The premises will be open to access by persons with stored items at the discretion of the Maintenance Manager.
B. LANDLORD, as its sole discretion, may also permit RENTER to remove stored items from the premises and replace the items on the premises during the term of the Rental Agreement. However, each removal and replacement of stored items shall be subject to a service charge of $50.00 for each removal and replacement of stored items.

10. PAYMENT SCHEDULE
RENTER agrees to pay LANDLORD rent for the storage of items on the premises for the term of the Rental Agreement based on the following scheduled:

☐ Rent for Off-Season Storage shall be paid in accordance with Pacific County User Group Fees as adopted by Resolution 2015-019 (or its replacement), which is attached to this Agreement. Additionally, the full rental amount is to be paid upon signing of the Rental Agreement with proof of insurance.

11. LIABILITY INSURANCE
A. This Rental Agreement is made upon the express condition that the LANDLORD shall be free from all liability and claims for damages by reason of injuries of any kind to any persons, including RENTER, or any property of any kind whatsoever, and to whosoever belonging, including RENTER, from any cause or causes whatsoever, while in, upon, or in any way connected with the premises, during the term of this Rental Agreement or any occupancy under the Rental Agreement. LANDLORD shall not be responsible for the theft or damage, if any to such property caused by fire, water or from any cause whatsoever.
B. RENTER agrees to save and hold LANDLORD harmless from any liability, loss, cost, or obligation on account of or arising out of any such injuries or losses however occurring.
C. RENTER agrees to waive any rights of subrogation that any third party may assert as a result of damage to the stored property. In the event RENTER suffers loss or damage for which LANDLORD could be held liable and carries a policy or policies of insurance covering such loss or damage, RENTER expressly waives any rights of subrogation that the insurance carrier may assert against LANDLORD as a result of such damage.
D. RENTER shall, at RENTER’s sole expense maintain insurance coverage in the amount acceptable to LANDLORD on the property stored on the premises, and shall provide LANDLORD with a certificate of insurance documenting such coverage.

12. CASUALTY
In the event the premises shall be damaged by fire or other casualty during the term of the Rental Agreement, whereby the premises shall be rendered untenantable, either LANDLORD or RENTER may cancel this Rental Agreement by written notice delivered to the other. On such cancellation rent shall be prorated and paid only to the date of the fire or casualty, and RENTER shall be held harmless by LANDLORD for damage to the premises occasioned by the fire or casualty, except such fire or casualty as may be the result of the acts or conduct of RENTER, RENTER’s licensees or invitees.
13. DEFAULT
The failure of RENTER to comply with any of the conditions of this Rental Agreement shall constitute a default. In the event that a default shall have occurred, LANDLORD may, at LANDLORD’s option, take any of the following actions:

A. Give the RENTER written notice of the intention to terminate the Rental Agreement on a specified date, which shall not be earlier than thirty (30) days after the notice is given.
B. Give the RENTER notice of the default and give the RENTER an opportunity to cure the default prior to the termination of the Rental Agreement. The RENTER shall have thirty (30) days from the date of the notice to cure the default.
C. If the RENTER has stored dangerous, hazardous, illegal or stolen property on the premises, LANDLORD may immediately terminate the Rental Agreement, take possession of the items, remove them from the premises to an alternative storage site and notify RENTER of the action taken. The RENTER shall be liable to the LANDLORD for the costs of such relocation. The LANDLORD shall not be responsible for any damage to the RENTER’s property during the relocation. The LANDLORD shall not be responsible for any theft or damage to the property incurred at its new location.

14. ATTORNEY’S FEES
In the event any action of law is instituted to enforce any condition contained in this Rental Agreement or to recover any rent due or to recover possession of the premises for any default or breach of the Rental Agreement by RENTER, RENTER shall pay such reasonable attorney’s fees as may be determined by the court.

15. GOVERNING LAW AND VENUE
It is agreed that this Rental Agreement shall be governed by, construed and enforced with the Laws of the State of Washington, and that any lawsuit arising out of this agreement shall be commenced only in a court of competent jurisdiction in Pacific County, Washington.

16. WAIVERS
Waivers by LANDLORD of any breach of any covenant or duty of RENTER under this Rental Agreement is not a waiver or a breach of any other covenant or duty of RENTER or of any subsequent breach of the same covenant of duty.
17. SERVERABILITY
In the event any provision or any portion thereof contained in this Agreement is held to be unconstitutional, invalid or unenforceable, then said provision(s) or portion(s) thereof shall be deemed severed and the remainder of this Agreement shall not be affected and shall remain in full force and effect. Furthermore, if such an event occurs, the parties agree to negotiate a modification to replace the unacceptable provision(s) as soon as possible.

RENTER DATE

LANDLORD:
BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

CHAIRMAN DATE

<table>
<thead>
<tr>
<th>SEE ATTACHED RECEIPT OF THE FOLLOWING PAYMENT</th>
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<tbody>
<tr>
<td>Receipt No.</td>
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<tr>
<td>Insurance Certificate Received</td>
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<td>Total Paid</td>
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<td>Building Stored</td>
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WINTER STORAGE RENTAL AGREEMENT
PACIFIC COUNTY FAIRGROUNDS

Revised 11/10/2015
**AGENDA REQUEST FORM**

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

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<th>□ APPROVED</th>
<th>□ DENIED</th>
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- □ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS
- □ NO ACTION TAKEN/WITHDRAWN
- □ DEFERRED TO: __________________________
- □ CONTINUED TO DATE: _____________________
- □ OTHER: ________________________________

**DISTRIBUTION LIST:**

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

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**AGENDA ITEM REQUEST**

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

<table>
<thead>
<tr>
<th>DEPARTMENT/OFFICE:</th>
<th>Commissioners' Office</th>
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<tbody>
<tr>
<td>OFFICIAL NAME &amp; TITLE:</td>
<td>Marie Guernsey, Clerk of the Board</td>
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<td>PHONE / EXT:</td>
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<th>DATE: 10/25/2017</th>
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**NARRATIVE OF REQUEST**

---

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

Adopt Resolution 2017-______ in the matter of setting fees for Current Use Assessment Applications and repealing Resolution No. 2017-043
BEFORE THE BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

RESOLUTION NO. 2017-_________

IN THE MATTER OF SETTING FEES FOR CURRENT USE ASSESSMENT APPLICATIONS AND REPEALING RESOLUTION NO. 2017-043

WHEREAS, in accordance with RCW 84.34.030, the county legislative authority may establish a processing fee structure for current use assessment applications; and

WHEREAS, by law, the legislative authority has the obligation to process applications for Open Space and Timberland Classifications and the County Assessor to process applications for Farm and Agricultural classifications; and

BE IT HEREBY RESOLVED that a fee of $945.00 be charged for processing Open Space, Farm and Agricultural Current Use Assessment applications, as outlined in Attachment A to this resolution, filed for processing by the county legislative authority, the county assessor and/or the Department of Community Development; and

BE IT FURTHER RESOLVED the Board of Pacific County Commissioners, working with the Department of Community Development, has determined that $945.00 is no more than the actual cost to the County of processing such applications; and

BE IT STILL FURTHER RESOLVED that this resolution shall become effective the 1st day of _____________, 2017; and

BE IT STILL FURTHER RESOLVED that Resolution No. 2017-043 is hereby repealed.

PASSED by the following vote this _______ day of _____________, 20____ by the Board of Pacific County Commissioners meeting in regular session at South Bend, Washington, then signed by its membership and attested to by its Clerk in authorization of such passage:

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

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

________________________________________
Lisa Ayers, Chair

________________________________________
Lisa Olsen, Commissioner

ATTEST

________________________________________
Frank Wolfe, Commissioner

________________________________________
Marie Guernsey, Clerk of the Board
ATTACHMENT A

OPEN SPACE TAXATION ACT APPLICATION FEES

Open Space Land Classification - $945.00 (non-refundable)

$695 Department of Community Development
Open Space fee, application fee, technology fee, public notice

$250 Board of County Commissioners’
review, publication of legal notice, public hearing,
recording of documents
AGENDA REQUEST FORM

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

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Agenda Item #: 17

Initial: Date: Review:

Clerk of the Board
Risk Mgmt
Legal Required

DISTRIBUTION LIST:

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

AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Commissioners' Office

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

SIGNATURE: DATE: 10/25/2017

NARRATIVE OF REQUEST

The Pacific County Planning Commission has submitted their recommendations regarding Development Permit Applications submitted by Douglas Knutzen and the Planning Commission. In accordance with Processing Ordinance No. 177, the Commissioners...shall at its next public meeting set a date for a public hearing to consider recommendation”. This hearing is a Type IV and will be a closed record hearing.

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

Approve the public hearing date of December 12, 2017 at 10:00AM, or as soon thereafter as possible for considering the Planning Commission recommendations regarding Development Permit Application submitted by Douglas Knutzen
AGENDA REQUEST FORM

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

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

AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: General Administration

DIVISION (if applicable):

OFFICIAL NAME & TITLE: Amanda Bennett, Confidential Secretary

PHONE / EXT: 875-9334 x334

SIGNATURE: Amanda Bennett

DATE: 10/31/2017

NARRATIVE OF REQUEST

We have received a Facility Use Application for use of the Courthouse Rotunda on December 31, 2017 for a wedding ceremony.

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

Pebbles Williams

Approve the Facility Use Application with the following details for use of the Courthouse Rotunda on December 31, 2017 for a wedding ceremony, and authorize Chair to sign
ATTACHMENT B

Facility Use Application (FUA)

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

If your interest is in reserving one of our county parks for:

- [ ] day use private (by invitation only) events with less than 50 attendees and no alcohol, the FUA is not required.
  - Reservations are to be made directly with the park hosts for Bruceport, Chinook, and Bush Pioneer
  - Reservations for Morehead Park are to be made with the Park Manager

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

- [ ] day use public events, the FUA is required.
  - The FUA is to be submitted to the Commissioners' Office

- [ ] multi-day use private or public events, the FUA is required.
  - This does not apply to multi-day family camping
  - The FUA is to be submitted to the Commissioners' Office

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

PLEASE TYPE OR PRINT CLEARLY IN INK

1. Name of event: Gilbert wedding

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

3. Description of event: wedding ceremony

4. County owned park, facility or property to be reserved: Pacific County Courthouse

5. Date(s) of event: 12-31-17 Hour(s) of operation: 10:00 - 2:00

6. Has the event been held previously? [ ] Yes [ ] No Date(s): ____________________________
   If yes, location held: ______________________________________________________________

7. Estimated attendance: 35

8. Name of Event Representative: Whitley Gilbert

9. Home Phone: 253-341-1618 Cell Phone: same

10. Event Representative email address: _____________________________________________

11. Event Representative address: ________________________________________________

12. Emergency contact name and phone number: Pebbles Williams 360-942-8031

ATTACHMENT B-REVISED 8/22/2017
FACILITY USE APPLICATION PROCESS
<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
<th>NA</th>
<th>NOTE: All required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will there be alcohol served at the event?</td>
<td></td>
<td>X</td>
<td></td>
<td>If yes, complete Attachment C (Alcohol Use Policy), Attachment D (Security Requirements) and attach required permit from the WA State Liquor Control Board</td>
</tr>
<tr>
<td>Will County staffing be requested at the event? May be required by the County.</td>
<td></td>
<td>X</td>
<td></td>
<td>If yes, attach a list of those services and outline specific duties.</td>
</tr>
<tr>
<td>Is your event is open to the public?</td>
<td></td>
<td>X</td>
<td></td>
<td>If yes, complete Attachment D (Security Requirements)</td>
</tr>
<tr>
<td>Will food and beverage be served at your event and last beyond 8 pm</td>
<td></td>
<td>X</td>
<td></td>
<td>If yes, complete Attachment D (Security Requirements)</td>
</tr>
<tr>
<td>Will you have Emergency Medical Services (EMS) on site during the event?</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will there be music, sound amplification or any other noise impacts?</td>
<td></td>
<td>X</td>
<td></td>
<td>If yes, the County has a noise ordinance in effect (see County Code for details)</td>
</tr>
<tr>
<td>Will the event obstruct, interfere or require the closure and free use of any public road, street or Right-of-Way?</td>
<td></td>
<td>X</td>
<td></td>
<td>If yes, attach adequate traffic and detour plans.</td>
</tr>
<tr>
<td>Will you have traffic control?</td>
<td></td>
<td>X</td>
<td></td>
<td>If yes, indicate how the traffic control will be addressed.</td>
</tr>
<tr>
<td>Will off-site parking be needed?</td>
<td></td>
<td>X</td>
<td></td>
<td>If yes, attach parking plan.</td>
</tr>
<tr>
<td>Will there be shuttle buses provided for attendees?</td>
<td></td>
<td>X</td>
<td></td>
<td>If yes, attach a map of their route.</td>
</tr>
<tr>
<td>Will there be tickets sold to attend the event?</td>
<td></td>
<td>X</td>
<td></td>
<td>If yes, please note the cost of the event.</td>
</tr>
<tr>
<td>Do you have an informational flyer advertising the event?</td>
<td></td>
<td>X</td>
<td></td>
<td>If yes, please attach a copy.</td>
</tr>
<tr>
<td>Will there be food served?</td>
<td></td>
<td>X</td>
<td></td>
<td>If yes, contact Community Development 360/875-9356 to determine if a food permit is required</td>
</tr>
<tr>
<td>Will additional bathroom facilities be used?</td>
<td></td>
<td>X</td>
<td></td>
<td>If yes, please provide specific information related to the # of sani-cans provided. Please include the location on a diagram of the event.</td>
</tr>
<tr>
<td>Do you have a plan for garbage and recycling? Will be removed by applicant</td>
<td></td>
<td>X</td>
<td></td>
<td>If yes, attach your plan, and indicate if you will need assistance from County Solid Waste.</td>
</tr>
<tr>
<td>Will a temporary structure be erected for this event?</td>
<td></td>
<td>X</td>
<td></td>
<td>If yes, attach a drawing including the dimensions. The structure may require inspection prior to the event.</td>
</tr>
<tr>
<td>Have you obtained a Certificate of Insurance specifically naming Pacific County?</td>
<td></td>
<td>X</td>
<td></td>
<td>A copy of the Certificate of Insurance must be attached or the application will not be considered.</td>
</tr>
</tbody>
</table>
WRITTEN PERMISSION TO ENTER EVENT SITE FOR INSPECTION

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

SWORN STATEMENT OF COMPLIANCE

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

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

Signature of Applicant/Representative 10-22-17
Date

Raymond  wa
City & State where signed

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

Name: Reynolds Williams  Contact #: 360-942-8031

Name: ____________________________  Contact #: ____________________________

Name: ____________________________  Contact #: ____________________________

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

Fair/Park Manager Review:  __________  __________  Approved:  Yes  No
Initials  Date

Comments:
________________________________________________________________________

________________________________________________________________________

Administrative/Risk Review:  __________  __________  Approved:  Yes  No
Initials  Date

Comments:
________________________________________________________________________

________________________________________________________________________

Board of Pacific County Commissioners Approval:

PACIFIC COUNTY
BOARD OF COUNTY COMMISSIONERS

__________________________________________
Chairperson

ATTEST:

__________________________________________
Clerk of the Board  Date

Conditions of Approval:
________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
AGENDA REQUEST FORM

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

BOCC ACTION:  ■ APPROVED  □ DENIED

Agenda Item #:  19
Initial: ____________ Date: ____________

□ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

□ NO ACTION TAKEN/WITHDRAWN  □ DEFERRED TO: __________________________

□ CONTINUED TO DATE: __________________________  TIME: __________________________

□ OTHER:

DISTRIBUTION LIST:

□ RF  □ Assessor  □ DPW  □ NDC  □ Superior Court

□ CF  □ Auditor  □ EMA  □ PACCOM  □ Treasurer

□ SEA  □ Clerk  □ Fair  □ Prosecutor  □ Vet Mgmt

□ Civil Service  □ Health  □ SDC  □ WSU Ext.

□ DCD  □ Juvenile  □ Sheriff  □ Other

AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE:  Commissioners' Office

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

SIGNATURE: __________________________  DATE:  10/31/2017

NARRATIVE OF REQUEST

Our current Collection Agency Services Agreement with McDonald Credit Services will be expiring January 31, 2018. We are required to issue a Request for Proposal for these services. Attached is a draft RFP for your consideration.

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

Approve request to issue a Request for Proposal for Collection Agency Services in accordance with RCW 36.18.190 for use by all county offices/departments

Revised 8/2015

Exhibit A to Contract/Agreement/Grant Review Policy
Pacific County, Washington

REQUEST FOR PROPOSAL
COLLECTION AGENCY SERVICES

I. INTRODUCTION

Pacific County is issuing this RFP, to invite prospective collection agencies that are interested in providing their services.

While attempting to maximize the County’s collections, it is critical this objective be achieved without negative exposure to the County and with careful consideration of consumer’s rights. Furthermore, the County’s commitment to a consumer-focused process must be honored throughout the collection cycle.

II. TIME SCHEDULE

<table>
<thead>
<tr>
<th>Event</th>
<th>DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Issued</td>
<td>November 15, 2017</td>
<td></td>
</tr>
<tr>
<td>RFP Due</td>
<td>December 15, 2017</td>
<td>4:00PM</td>
</tr>
<tr>
<td>Selection of finalist(s)</td>
<td>December 21, 2017</td>
<td></td>
</tr>
<tr>
<td>Interviews (if necessary)</td>
<td>January 3, 2018</td>
<td></td>
</tr>
<tr>
<td>Award of RFP</td>
<td>January 9, 2018</td>
<td></td>
</tr>
<tr>
<td>Approval of Contract</td>
<td>January 23, 2018</td>
<td></td>
</tr>
</tbody>
</table>

(These dates are estimates and subject to change by the County.)

III. SUBMISSION REQUIREMENTS

All proposals must be submitted in a sealed envelope and clearly marked “Confidential-RFP for Collection Agency Services”. All proposals must be received by the County by 4:00p.m.on December 8, 2017. The original and four (4) copies of all required bid documents must be presented. No faxed, e-mailed, or telephone proposals will be accepted. Submit all proposals either by mail to: P O Box 187, South Bend, WA  98586; or in person at: 1216 W Robert Bush Drive, South Bend, WA  98586

IV. QUESTIONS

All questions regarding the RFP process or the scope of work or evaluation process should be addressed to Marie Guernsey, Clerk of the Board, at mguernsey@co.pacific.wa.us. All answers and the questions will be sent via email to all respondents.

V. SCOPE OF WORK

The successful bidder may be involved in the collection of various county services such as: Community Development fees, miscellaneous receivables, NSF checks, delinquent court fines, restitution payments, and other fees owed to the County.
VI. BIDDER’S OBJECTIVES

Bidders shall submit a detailed operational plan which demonstrates understanding of, and capability to assume responsibility for, collecting delinquent revenue for the county. The plan shall provide all details of the methods to be used to maximize successful collections, including initiating and continuing collection attempts within the guidelines set forth by Federal and State regulations regarding fair debt collection practices. Please respond to each question outlined in Sections VII, VIII and IX.

VII. REQUIREMENTS

For consideration, agencies are required to submit the following:

A. Company overview
   1) How long has your company been in business?
   2) Provide the history of your agency, key members of management/collection team, including the makeup of the agency and experience with municipal accounts, if any.
   3) In what geographic territories do you collect?
   4) Where is the nearest physical location of your office in relationship to our jurisdiction?
   5) Where would the account representative be located?
   6) Provide a statement of your firm’s background and experience in providing collection services to both governmental organizations and the private sector. Be very specific about relevant Washington experience in collection services.
   7) Provide a listing of five municipal governments in Washington that your firm has provided services to over the last five years. Indicate each organization’s name and address, contact person, reference telephone number, nature of services provided and dates of the engagement. The County may contact each of these municipalities as references.
   8) Provide a listing of other private sector businesses in Washington that your firm has provided services to over the last five years. Indicate each organization’s name and address, contact person, reference telephone number, nature of services provided and dates of the engagement. The County may contact each of these businesses as references.

B. Work Plan and Staffing
   1) How many collectors do you currently employ? How many can you comfortably expand to? Please describe your requirements and procedures for hiring new collectors.
   2) Describe training for collectors including initial training program and any ongoing training/monitoring.
   3) Describe collector compensation and incentive programs.
   4) Specify your office/collection hours. Are you available for customer inquiries on Saturdays and evenings?
   5) Do you have a toll free number for collection customers to call?
   6) Describe the normal method used to collect accounts, including specific work standards based on balance ranges. Include number of both written and telephone attempts.
   7) Detail skip tracing procedures for skip accounts, include dollar thresholds for different levels of efforts.
8) Describe the procedures for accounts that will be pursued through legal action and any parameters for these accounts, such as minimum balance for suit, etc. If fees differ for legal accounts, detail when the increase takes place (at in-house legal, when sent to attorney, when suit filed, etc.).
9) Describe your policy or procedure on complaint handling.
10) Provide samples of all forms/correspondence to be used for collection.

C. Reporting / Processing
1) How often do you provide a collection status report?
2) In what format do you provide the report?
3) Please provide a complete sample of all reports.
4) What online information/reporting is available?
5) What would be the process for the County to forward an account to you?
6) How are collected funds transmitted?
7) What is the process for canceling an account submitted for collection?
8) What payment options are provided for customers?

D. Narrative outlining the agency’s general collection process, including:
1) How the agency will successfully achieve reasonable collection targets, while balancing a heightened sensitivity of public and elected officials
2) Specify the dollar threshold where various levels of follow-up occur (e.g. small balance accounts)

E. List of available services for handling bankruptcies

F. Overview of customer service training and complaint resolution process

G. Overview of client relations with department/staff
1) How will the County communicate requests or issues?
2) What is the expected turn-around time for responses?
3) What types of back-up resources are available if the County’s main contact person is away?

H. Information system requirements to send and receive account information electronically

I. Overview of security processes to ensure protection of any confidential information

J. Ability to split, manage and accurately report accounts submitted under RCW 19.16.500 or non-RCW accounts

K. Proposed collection fee structure, to include:
1) Collection rates for RCW and non-RCW accounts
2) NSF Check Collection
3) Interest

L. Schedule for remitting payments to the County
VIII. PROPOSED FEES

Pacific County intends to award this contract to the Agency that is deemed to be the best and most responsive and will provide the most comprehensive and high quality service to the County.

The County reserves the right to accept other than the lowest price offer and to reject all proposals that are not responsive to this request.

Fee information is to include the following:
1) The basis of the fee (such as flat fee per account assigned, percentage of revenue collected and so forth).
2) The fee for each of the major categories listed in Scope of Work.
3) The fee or manner in which a fee would be negotiated for any other accounts or indebtedness not specifically listed in this RFP the County may assign for collection.
4) The fee for any accounts referred by the Agency for legal action to their in-house or to an attorney the Agency contracts with for legal services.

IX. ADDITIONAL SERVICES

Please list any additional services available through your company that supplements the collection process. For example, details regarding any time payment services or other pre-collection receivable management processes managed by your company.

X. TERMS AND CONDITIONS

1) The County reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
2) The County reserves the right to request clarification of information submitted, and to request additional information on any proposal.
3) The County reserves the right to award any contract to the next most qualified agency, if the successful agency does not execute a contract within 30 days of being notified of selection.
4) Any proposal may be withdrawn up until the date and time set above for selection of successful candidate. The contract resulting from acceptance of a proposal by the County shall be in a form supplied or approved by the County, and shall reflect the specifications in this RFP. A sample of the County’s standard Professional Services Agreement is available for review (see attachment A). The County reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP and which is not approved by the County Attorney’s office. The County shall not be responsible for any costs incurred by the agency in preparing, submitting or presenting its response to the RFP.
XI. PUBLIC RECORDS ACT

The Public Records Act, RCW 42.56, requires the County to release copies of certain documents to the public upon request. Bids and associated documents submitted to the County may be subject to a public records request. If the Bidder in good faith believes that any of these documents contain trade secrets or other confidential information that are exempt from public disclosure, the Bidder shall notify the County with the submission of the document. The County will also independently make a good faith review of documents subject to a public records request for statutory exemptions. If there is a request for a document submitted by the Bidder that the County believes contains potentially exempt material, the County will notify the Bidder before its release. However, by submitting any bid, the Bidder agrees to hold the County harmless and that the County is not liable for improper or illegal release of confidential information if the Bidder did not notify the County of the confidential nature of the information prior to its release or if the release is conducted in accordance with the Public Records Act. The Bidder agrees to hold harmless and to indemnify to the fullest extent of the law the County from third-party claims (such as from a subcontractor or others) for improper or illegal release of exempt information pursuant to a public records request for documents supplied by a bidder.
AGENDA REQUEST FORM

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

BOCC ACTION:  [ ] APPROVED  [ ] DENIED

Agenda Item#:  20

Initial:  ___________________________  Date:  ___________________________

[ ] SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

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

[ ] CONTINUED TO DATE:  ___________________________  TIME:  ___________________________

[ ] OTHER:  __________________________________________________________

DISTRIBUTION LIST:

[ ] RF  [ ] Assessor  [ ] DPW  [ ] NDC  [ ] Superior Court

[ ] CF  [ ] Auditor  [ ] EMA  [ ] PACCOM  [ ] Treasurer

[ ] SEA  [ ] Clerk  [ ] Fair  [ ] Prosecutor  [ ] Veg Mgmt

[ ] Civil Service  [ ] Health  [ ] SDC  [ ] WSU Ext.

[ ] DCD  [ ] Juvenile  [ ] Sheriff  [ ] Other

AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Commissioners' Office

DIVISION (if applicable):

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

PHONE / EXT:

SIGNATURE:  ___________________________  DATE:  11/6/2017

NARRATIVE OF REQUEST


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

Adopt Proclamation recognizing the month of November, 2017 as Family Caregiver Month

Revised 8/2015

Exhibit A to Contract/Agreement/Grant Review Policy
PROCLAMATION

Family Caregiver Month

WHEREAS, during the month of November, Washington State honors unpaid family and kinship caregivers for providing countless hours of assistance to loved ones, friends and neighbors with chronic illness, disabilities and/or special needs; and

WHEREAS, approximately 4,675 family caregivers in Pacific County are the backbone of our long term services and support system and are estimated to provide 4,330,000 hours and $62 million annually in unpaid essential services; statewide there are more than 830,000 caregivers delivering 770 million hours of services and supports valued at $11 billion dollars annually; and

WHEREAS, Washington State is recognized nationally for its unique approach to providing services to support family caregivers and is ranked by the American Association of Retired Persons (AARP) as first in the nation for long term services and supports including programs carried out by the Washington State Department of Health and Social Services’ Aging and Long Term Support Administration and by thirteen Area agencies on Aging, and

WHEREAS, services that are provided at the local level are coordinated by the Olympic Area Agency on Aging working under the governance of the county commissioners from Clallam, Grays Harbor, Jefferson and Pacific Counties; and

WHEREAS, Olympic Area Agency on Aging is currently able to provide support to a small portion of unpaid family caregivers through the state’s Family Caregiver Support Program, which provides training and encourages these heroes to utilize respite and other self-care strategies so they can continue to provide exceptional care to loved ones; and

WHEREAS, Washington’s new, innovative Medicaid Demonstration Programs, Medicaid Alternative Care and Tailored Support for Older Adults will expand the reach of supports and services for unpaid family caregivers and older adults without a caregiver; and

WHEREAS, hundreds and thousands of family members are caring for individuals with memory loss or Dementia and the Washington State Plan to address Alzheimer’s Disease and other Dementias recognizes the impact of providing such care and is calling on public and private partners to work collectively to improve services and supports for this growing population; and
WHEREAS, the theme for this year’s observance is “Caregiving Around the Clock,” acknowledging that caregiving is a rewarding experience but is one that requires significant sacrifices and can cause burdens and stress for the caregiver, making it imperative that caregivers must take care of themselves before they can effectively care for someone else; and

NOW, THEREFORE, we the Board of County Commissioners, of Pacific County, State of Washington, do hereby proclaim the month of November, 2017, to be

Family Caregiver Month

and call upon residents of Pacific County to join us in recognizing and expressing their appreciation for the dedication and service by the individuals who serve as Family Caregivers.

DATED this __________ day of __________________, 2017.

BOARD OF COMMISSIONERS
PACIFIC COUNTY

ATTEST:

Lisa Ayers, Chair

Lisa Olsen, Commissioner

Frank Wolfe, Commissioner

Marie Guernsey
Clerk of the Board
AGENDA REQUEST FORM

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

AGENDA ITEM #: 21

BOCC ACTION:  [ ] APPROVED  [ ] DENIED

[ ] SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

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

[ ] CONTINUED TO DATE: ________________  TIME: ________________

[ ] OTHER: ____________________________

Agenda Item #: 21

Initial: ____________________________ Date: ____________________________

Review  [ ] Clerk of the Board

[ ] Risk Mgmt

[ ] Legal Required

DISTRIBUTION LIST:

[ ] RF  [ ] Assessor  [ ] DPW  [ ] NDC  [ ] Superior Court
[ ] CF  [ ] Auditor  [ ] EMA  [ ] PACCOM
[ ] SEA  [ ] Clerk  [ ] Fair  [ ] Prosecutor  [ ] Treasurer

[ ] Civil Service  [ ] Health  [ ] SOC

[ ] DCD  [ ] Juvenile  [ ] Sheriff  [ ] Veg Mgmt

[ ] WSU Ext.

[ ] Other

AGENDA ITEM REQUEST

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

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

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

SIGNATURE: ____________________________ DATE: 11/6/2017

NARRATIVE OF REQUEST


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

Confirm Chair's signature on the Long-Term Conservation Strategy letter for the marbled murrelet as part of the State Trusts Lands Habitat Conservation Plan

Revised 8/2015

Exhibit 8 to Contract/Agreement/Grant Review Policy
November 7, 2017

Board of Natural Resources
c/o Commissioner Hilary Franz – Chair
MS 47000 Olympia, WA 98504-7000

RE: MM LTCS and Selection of a Preferred Alternative

Commissioner Franz and members of the Board,

We write today to express our strong interest in the process to develop and implement a Long-Term Conservation Strategy (LTCS) for the marbled murrelet as part of the State Trusts Lands Habitat Conservation Plan (HCP). We understand it is the intention of the Board of Natural Resources (BNR) to select a preferred alternative for the LTCS and the Board’s November 7th meeting. This decision will have a significant economic impact on rural economies and the trust beneficiaries - the counties, schools and junior taxing districts who rely on timber revenues from state trust lands. It is critical the Board and DNR staff select an alternative that complies with its trust mandates.

The Draft Environmental Impact Statement (DEIS) for the Marbled Murrelet Long-Term Conservation Strategy included five alternatives, in addition to the “No Action” Alternative. These Alternatives range from the minimum approach expected to comply with the DNR’s 1997 HCP (“Alternative B”) to an approach that would dedicate in excess of 100,000 additional acres to marbled murrelet conservation (“Alternative F”). This latter approach at a significant impact and cost to the beneficiaries – in direct conflict with the DNR’s trust mandates.

We understand there have been four additional alternatives have been developed since mid-August. Three at the Board’s direction and one an effort by staff to combine the concepts the Board has discussed into one “staff proposed” alternative. We appreciate the significant effort the Board has dedicated to this effort, but we do have serious concerns about the current process. To date the Board and the public have only seen a conceptual framework for the “staff” alternative, so the ability for the beneficiaries, the Board, and the public to review the impacts has been severely limited. Moreover, we believe that the Board still lacks clear guidance on DNR’s minimum legal obligation under the 1997 HCP – information that is essential to complying with the DNR’s paramount trust obligations.

Throughout this process extensive public comment has been provided to the Board noting that its trust mandates require it to select an alternative that meets, but does not exceed, its minimum legal threshold obligation under the 1997 HCP. Despite numerous requests by Board members and the public, there exists significant uncertainty about this foundational threshold question. At the October Board meeting, DNR staff sought to address this question about the “baseline” for Endangered Species Act (ESA) compliance within the Trust Lands HCP by presenting four specific supposed requirements – some of which exceeded the specific obligations found in the 1997 HCP. We urge the Board to clearly define this baseline as its legal threshold for complying with the ESA and its trust obligations. Selecting an alternative that unnecessarily exceeds this threshold will come at a direct cost to the trust beneficiaries and would expose the state to significant legal risk.
As you know, county governments, junior taxing districts and other trust beneficiaries continue to struggle due to reduced timber harvests and revenue from state trust lands - negatively impacting the citizens of these rural communities both economically and socially. Unfortunately, there is significant uncertainty about the impacts of the staff proposed alternative, which is a serious concern. It is critically important that any LTCS alternative that the Board is seriously considering be thoroughly analyzed and subjected to public review and comment, so we can fully understand its likely impacts.

The beneficiaries contributed over 42 percent of our trust asset to conservation when the 1997 HCP was adopted. We urge you to honor our trust mandates and ensure that any preferred alternative does not exceed what was agreed to in the 1997 HCP. Thank you for your diligent work on this challenging issue.

Sincerely,

Matt Comisky
Washington Manager
American Forest Resource Council

Bryon Monohon
Mayor
City of Forks

Lisa Ayers
Commissioner, District #3
Pacific County
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.
NOTES:

Intent—2014 c 174: See note following RCW 28B.50.902.


Severability—Effective date—1987 c 389: See notes following RCW 41.06.070.
AGENDA REQUEST FORM

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

BOCC ACTION: □ APPROVED □ DENIED

Agenda Item #: 23
Initial: __________________ Date: __________________

☐ SUBJECT TO ADEQUATE BUDGET APPROPRIATIONS

☐ NO ACTION TAKEN/WITHDRAWN ☐ DEFERRED TO: __________________

☐ CONTINUED TO DATE: __________________ TIME: __________________

☐ OTHER: __________________

Distribution List:

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

AGENDA ITEM REQUEST

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

DEPARTMENT/OFFICE: Commissioners' Office DIVISION (If applicable):

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

SIGNATURE: __________________ DATE: 10/25/2017

NARRATIVE OF REQUEST

Open public hearing
Swear in those wishing to testify/comment
Close hearing

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

Approve Open Space Taxation Agreement with Columbia Land Trust pertaining to Assessor's Parcel #121032221004, further described as PTN Tax 1 32-12-10 and authorize Chair to sign
Name of Contractor: Columbia Land Trust

Name of Contract/Agreement/Grant/Amendment #: (If amendment, provide copy of those pages that are being amended):

Open Space Taxation Agreement

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

Indicate type ☐ Intergovernmental/Interagency ☐ Employment/Special Services Agreement ☐ Federal Contract

☐ Memorandum of Understanding/Agreement ☐ Interoffice/Interdepartmental ☐ State Contract

Contractor Type (check all that apply): ☑ For-Profit ☑ Private Organization/Individual

☐ Non-Profit ☐ Public Organization/Jurisdiction

☐ State ☐ Sub-Recipient

☐ Federal ☐ Other

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

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


☐ Small PW Process (<$300,000) ☐ PW Project (>=$300,000)

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

Services / Leases: ☐ Architectural & Engineering ☐ Personal Services

☐ Lease (Personal Property i.e. copier, printer) ☐ Lease (Real)

☐ Telecomm & Data Processing ☐ Other (Describe):

To be located at:

Exceptions to Bidding (Please provide appropriate documentation):

☐ Insurance/Bonds ☐ Emergency Event (Purchases/Public Works)

☐ Single (Sole) Source Purchase* ☐ Special Facilities/Market Conditions

*Resolution Required

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

Please attach the following:

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

☐ RFP ☐ RFQ ☐ Franchise ☐ Annexation ☐ Ordinance ☐ Resolution

☐ Appeal ☐ Inventory Acquisition/Disposal ☐ Tort Claim ☐ Call for Bids

☐ Open Space ☐ Post, Advertise, & Fill Position

☐ Other (please describe):

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

TOTAL COST/AMOUNT (include sales & use tax):

TOTAL TAX:

TOTAL SHIPPING/HANDLING: n/a

EXPENDITURE FUND #: _____XXX.XXX.XX.XX

EXPENDITURE BUDGETED? ☐ Yes ☐ No

SUPPLEMENTAL REQUIRED? ☐ Yes ☐ No

IN-KIND MATCH REQUIRED? ☐ Yes ☐ No

DESCRIBE MATCH:

MATCHING FUNDS REQUIRED? ☐ Yes ☐ No

AMOUNT OF MATCHING FUNDS:

Revised 8/2015

Exhibit A to Resolution No. 2010-013
OPEN SPACE TAXATION AGREEMENT
CH. 84.34 RCW

(To be used for "Open Space", "Timber Land" Classification or "Reclassification" Only)

Grantor(s) Pacific County
Grantee(s) Columbia Land Trust
Legal Description -- PTN Tax 1 32-12-10.
Assessor's Property Tax Parcel or Account Number 12103221004
Reference Numbers of Documents Assigned or Released
This agreement between Columbia Land Trust
hereinafter called the 'Owner', and Pacific County
hereinafter called the 'Granting Authority'.

Whereas the owner of the above described real property having made application for classification of that property under
the provisions of CH 84.34 RCW.

And whereas, both the owner and granting authority agree to limit the use of said property, recognizing that such land
has substantial public value as open space and that the preservation of such land constitutes an important physical,
social, aesthetic, and economic asset to the public, and both parties agree that the classification of the property during
the life of this agreement shall be for:

Open Space Land

Now, therefore, the parties, in consideration of the mutual covenants and conditions set forth herein, do agree as follows:

1. During the term of this agreement, the land shall be used only in accordance with the preservation of its classified
   use.
2. No structures shall be erected upon such land except those directly related to, and compatible with, the classified
   use of the land.
3. This agreement shall be effective commencing on the date the legislative body receives the signed agreement
   from the property owner and shall remain in effect until the property is withdrawn or removed from classification.
4. This agreement shall apply to the parcels of land described herein and shall be binding upon the heirs,
   successors and assigns of the parties hereto.
5. Withdrawal: The land owner may withdraw from this agreement if, after a period of eight years, he or she files
   a request to withdraw classification with the assessor. Two years from the date of that request
   the assessor shall withdraw classification from the land, and the applicable taxes and interest
   shall be imposed as provided in RCW 84.34.070 and 84.34.108.

REV 64 0022-1 (06/24/2011)
6. **Breach:** After the effective date of this agreement, any change in use of the land, except through compliance with items (5), (7), or (9), shall be considered a breach of this agreement, and shall be subject to removal of classification and liable for applicable taxes, penalties, and interest as provided in RCW 84.34.080 and RCW 84.34.108.

7. A breach of agreement shall not have occurred and the additional tax shall not be imposed if removal of classification resulted solely from:

   a) Transfer to a governmental entity in exchange for other land located within the State of Washington;

   b) A taking through the exercise of the power of eminent domain, or sale or transfer to an entity having the power in anticipation of the exercise of such power and having manifested its intent in writing or by other official action;

   c) A natural disaster such as a flood, windstorm, earthquake, or other such calamity rather than by virtue of the act of the landowner changing the use of such property;

   d) Official action by an agency of the State of Washington or by the county or city where the land is located disallowing the present use of such land

   e) Transfer of land to a church when such land would qualify for exemption pursuant to RCW 84.36.020;

   f) Acquisition of property interests by State agencies or agencies or organizations qualified under RCW 84.34.210 and 84.04.130 (See RCW 84.34.108(6)(f));

   g) Removal of land classified as farm and agricultural land under RCW 84.34.020(2)(f).

   h) Removal of land from classification after enactment of a statutory exemption that qualifies the land for exemption and receipt of notice from the owner to remove the land from classification;

   i) The creation, sale or transfer of forestry riparian easements under RCW 76.13.120;

   j) The creation, sale, or transfer of a fee interest or a conservation easement of private forest lands within unconfined channel migration zones or containing critical habitat for threatened or endangered species under RCW 76.09.040;

   k) The sale or transfer of land within two years after the death of the owner of at least fifty percent interest in the land if the land has been assessed and valued as forest land under chapter 84.33 RCW, or under chapter 84.34 RCW continuously since 1993. The date of death shown on the death certificate is the date used; or

   l) The discovery that the land was classified in error through no fault of the owner.

8. The county assessor may require an owner to submit data relevant to continuing the eligibility of any parcel of land described in this agreement.

9. The owner may apply for reclassification of the land if reclassification is permissible under RCW 84.34.70.

This agreement shall be subject to the following conditions:

REV 64 022e(w) (8/24/11)
It is declared that this agreement specifies the classification and conditions as provided for in CH 84.34 RCW and the conditions imposed by this Granting Authority. This agreement to tax according to the use of the property is not a contract and may be annulled or canceled at any time by the Legislature (RCW 84.34.070).

Dated: November 14, 2017

Granting Authority:

Board of Pacific County Commissioners

As owner(s) of the herein described land I/we indicated by my/our signature(s) that I am/we are aware of the potential tax liability and hereby accept the classification and conditions of this agreement.

Dated: ________________________________

Owner(s)

(Must be signed by all owners)

Dated signed agreement received by Legislative Authority:

Prepare in triplicate with one completed copy to each of the following: Owner, Legislative Authority, County Assessor

To inquire about the availability of this form in an alternate format for the visually impaired, please call (360)755-3217. Teletype (TTY) users may call (800)451-7685.

REV 64 0022-2a (w) (06-24-2011)
FINDINGS OF FACT REGARDING APPROVAL OF:

Open Space Open Space Land filed by Columbia Land Trust

Legal Description -- PTN Tax 1 32-12-10. Assessors Parcel Number -- 12103221004.

Findings of Fact:

( ) 1. The benefits of preserving the current use of the parcel of land in question override the revenue impact that will result from granting the application;

( ) 2. Preservation of the land in its current use will:
   ( ) Conserve or enhance natural or scenic resources.
   ( ) Protect streams, stream corridors, wetlands, natural shorelines, and aquifers.
   ( ) Protect soil resources and critical wildlife and native plant habitat.
   ( ) Promote conservation principles by example or by offering education opportunities.
   ( ) Enhance the value to the public of abutting or neighboring parks, forests, wildlife preserves, natural reservations or sanctuaries or other open spaces.
   ( ) Enhance recreation opportunities.
   ( ) Preserve historic and archaeological sites.
   ( ) Preserve visual quality along highway, road and street corridors or scenic vistas.
   ( ) Affect any other factors relevant in weighing benefits to the general welfare of preserving the current use of such land.

( ) 3. No mining issues exist. (If mining exists, explain how concerns affect the merit of the application).

( ) 4. Conditions: 

DATED: November 14, 2017

ATTEST: PACIFIC COUNTY
BOARD OF COMMISSIONERS

______________________________  ______________________________
Clerk of the Board           Chair