

**BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON
BOARD MEETING MINUTES
December 7, 2015**

The Board of County Commissioners (BOCC) for Lewis County, Washington, met in regular session on Monday, December 7, 2015, at 10:00 a.m. **Commissioners Edna J. Fund, Gary Stamper, and P.W. “Bill” Schulte** were in attendance. **Chair Fund**, called the meeting to order, determined a quorum, and proceeded with the flag salute. **Commissioner Stamper** moved to approve the minutes of the 10:00 a.m., Monday, November 30, 2015 Business Meeting. **Commissioner Schulte** seconded the motion.

Motion carried 3-0.

Notice

Commissioner Schulte moved to approve Notice Agenda item one. **Commissioner Stamper** seconded the motion.

- 1. Notice of Hearing: Regarding 2015 year end budget amendment. Hearing will be held on or after 10:00 a.m., Monday, December 21, 2015. Resolution No. 15-349**

Steve Walton, Budget Administrator, stated notice is given that a public hearing will be held before the Lewis County Board of County Commissioners (BOCC) in the Historical Courthouse, 351 NW North Street, Chehalis, Washington, on December 21, 2015. The hearing will be held on or after 10:00 a.m. to consider an amendment to departments within the 2015 budget for Current Expense and various funds. The total amendment for all funds is an increase in expenditures in the amount of \$2,234,161, with offsetting revenue in the amount of \$1,947,183, resulting in a use of reserves in the amount of \$286,978. The Current Expense portion of this budget amendment is, an increase of \$237,318 in expenditures, an increase of \$452,000 in revenue resulting in an increase to reserves in the amount of \$214,682.

Motion carried 3-0.

Consent

Commissioner Schulte moved to approve the Consent Agenda items two through eight. **Commissioner Stamper** seconded the motion.

- 2. Resolution No. 15-350 Approval or warrants and payroll for payment.**

Suzette Smith, Auditor’s Office, stated this Resolution approves 360 regular warrants for a total payment against the County in the amount of \$3,247,655.49. This also approves 178 payroll warrants and 472 automatic deposits dated December 4, 2015 for a total payment against the County in the amount of \$3,389,583.58.

3. Resolution No. 15-351 Approving a grant agreement with the City of Chehalis to accept funding under RCW 82.14.370 “Distressed Counties Fund” for the Childrens Museum Project.

Commissioner Schulte stated this Resolution approves funding in support of the Discover Childrens Museum in the amount of \$300,000.

Larry McGee thanked the BOCC and provided an update on Discover Childrens Museum.

Commissioner Stamper stated there have been others who have raised the question about if this is economic development. To him it is economic development.

4. Resolution No. 15-352 Stepping up to reduce the number of people with mental illness in jails.

Kevin Hanson, Sheriff’s Office, stated this Resolution pertains to the National Stepping up initiative. This is a commitment to address mentally ill people in our community and keep them out of the county jail. Lewis County has contracted with three full time mental health employees. They have made a significant impact with getting these people a place to stay. We have also started a mental health alternative program which is a post sentence program to keep inmates out of the jail in the future.

5. Resolution No. 15-353 Designating the proper officers of the Lewis County Public Works Department in conjunction with the statutory provisions regarding road closures.

Tim Elsea, Director of Public Works, stated RCW 47.48.020 provides that in case of emergency or conditions in which the maximum time the road closure will be in effect is twelve hours or less. The proper officers may, without publication or delay, close a county road temporarily by posting notices at each end of the closed portion thereof, and at all intersecting state highways, city streets and county roads. Resolution 02-098 designates the proper officers who have the authority to close a county road in cases of emergency or conditions in which the maximum time the road closure will be in effect is twelve hours or less. Due to administrative changes within the Lewis County Public Works Department it appears to be in the best public interest to re-designate the proper officers within the department, clearly defining the proper officer for closing roads under RCW 47.48.020 and establishing a clear order of succession in the event of absences. The County Engineer is designated the “proper officer” as said term is used within RCW 47.48.020, and if unavailable, the proper officer shall be the Assistant County Engineer and if unavailable, the proper officer shall be the Maintenance and Traffic Engineer, and if unavailable, the proper officer shall be the Road Maintenance Lead Supervisor.

6. Resolution No. 15-354 Approving the Applicant Agent and the Alternate Applicant Agent/Contact for open federally declared disasters and any future declarations that may occur December 31, 2015-December 31, 2016.

Tim Elsea, Director of Public Works, stated the Emergency Management Division of the State of Washington requires Lewis County to designate an Applicant Agent and Alternate Applicant Agent/Contact. There is a need to designate an Applicant Agent/Contact for Lewis County in all open, federally declared disasters, and for any disasters that may occur between December 31, 2015 and December 31, 2016. Lewis County Engineer, Tim Elsea, will serve as the Applicant Agent, and Robin Saline, Administrative Assistant/Grants Administrator, will serve as Alternate Applicant.

7. Resolution No. 15-355 Approving a Project Memorandum of Agreement with the Federal Highway Administration, Western Federal Lands Highway Division for the Cispus Road Improvement Project.

Tim Elsea, Director of Public Works, stated th Cispus Road Improvements Project is listed as a priority on Lewis County's 2016-2021 Six Year Transportation Improvement Program. This project qualified for funding through Federal Lands Access Program in the amount of \$660,129. The Cispus Road Improvements Project includes engineering and construction of improvements to 9.53 miles of Cispus Road from the intersection of Cispus Road and SR 131 (MP 0.0), near Randle, and terminates at the intersection Forest Service Road 76 (MP 9.53). Proposed improvements include stream bank stabilization, culvert replacement, pavement repair, and an asphalt prelevel course to repair spot locations as necessary.

8. Resolution No. 15-356 Approving an Administrative Agreement for the acquisition of additional right of way for Hwy 603.

Tim Elsea, Director of Public Works, stated Resolution 14-066, passed by the Board of County Commissioners (BOCC) on February 24, 2014, instructed the County Engineer to acquire right of way for the Highway 603 Stabilization Project. The County made an offer to property owners, Roy E. and Sara E. Fenstermaker (Property Owner), dated July 24, 2014, agreeing to pay \$2,400.00 for 0.23 acre of land for the project. During negotiations the Property Owner expressed concerns regarding removal of trees for the stormwater pond potentially increasing railroad noise at their home as well as their perceived unattractiveness of the pond. Furthermore, an open drainage ditch will be closer to the Property Owner's home and is perceived by them as a nuisance and to resolve those concerns they are willing to participate in additional costs to pipe the drainage. To resolve concerns of the Property Owner, the County agrees to install a hedge and pipe the drainage with some participation from the Property Owner. Additionally as part of the project the County would remove a grove of trees on the Property Owner's land adjacent to the right of way.

Motion carried 3-0.

Hearing

Hearing: Franchise to Boistfort Valley Water

Chair Fund, called for staff report and went over the hearing process.

Tim Elsea, Director of Public Works, stated Lewis County Code 12.20 and RCW 36.55 require that all utility installations on county road rights of way be authorized by a franchise/license from the County. An application for a license has been received from Boistfort Valley Water to construct, operate, and maintain water system facilities within county rights of way.

Chair Fund, asked if there were any questions. She closed the question and answer portion of the hearing and opened the formal hearing.

Tim Elsea asked that his previous comments be adopted into the record.

Chair Fund, asked if there was anyone who would like to speak for or against . There was no one. She closed the hearing and asked for a motion.

Commissioner Schulte moved to approve Resoluton No. 15-357. **Commissioner Stamper** seconded the motion.

Resolution No. 15-357 A non-exclusive franchise to Boistfort Valley Water to construct, operate, and maintain water system facilities in Lewis County rights-of-way; and setting forth conditions accompanying a grant of a non-exclusive franchise; and providing for County administration and regulation of the non-exclusive franchise.

Motion carried 3-0.

Hearing: 2016 Budget Hearing

Chair Fund, called for staff report and went over the hearing process.

Steve Walton, Budget Administrator, providing the staff report relating to Resolution #15-358, Adoption of the 2016 Budget and Resolution #15-359, Establishing the 2016 Property Tax Budget and Levy for both the Current Expense and the Road Funds. Copies of the Resolutions are available at the front of the room. RCW Chapter 36.40 provides requirements for the budget process for counties. The preliminary budget was submitted to the BOCC and the Auditor on September 1st 2016. Budget meetings were held in September and October which allowed each elected official and department director to discuss their individual budgets with the Commissioners. These meetings concluded on October 19th. A notice of this hearing was published on November 11th, 18th and 25th in the East County Journal and November 10th and 17th in the Chronicle. Copies of the Preliminary budget were placed at the Centralia College locations in Morton and Centralia as well as Timberland libraries in Chehalis, Centralia, Winlock, Salkum and Packwood on September 24th. The Preliminary budget has also been posted on the Lewis County website. his is the second of two hearings to take public comment and questions on next year's budget. The first budget hearing was held on

Monday, October 5th. There was also an evening presentation of the preliminary budget on November 16th at 5:30 pm here in the courthouse. The Final budget sets the General Fund/Current Expense revenue at **\$33,606,787** and expenditures at **\$36,134,414**. The budget for the General Fund is balanced using \$2,527,627 of reserves. The total revenue for all funds is budgeted at **\$104,509,006** and expenditures are budgeted at **\$106,668,626**. Also attached to this resolution is the 2016 salary grid for non-union employees. During the collective bargaining process this 2016 salary grid may also be adopted for union employees. **Resolution #15-359**, Establishing the 2016 Property Tax Budget and Levy for both the Current Expense and the Road Funds, creates two action items:

1. It sets a budget amount, and
2. Increases the County General levy and the Roads levy by 0.251% over the previous year

For action #1, the budget amount sets a limitation that will allow the county to only collect up to the amount set by this resolution. For this reason the budget amount is set higher than anticipated revenue in case new information is received after the adoption of this resolution. This resolution sets the County's regular levy budget at \$12,200,000 and the County Road levy budget at \$11,500,000. Regarding action #2, this resolution sets an increase of 0.251% for both the County General levy and County Road levy over the previous years certified levy collections. This is an increase of \$29,767.11 for the County General levy and an increase of \$27,900.60 for the County Road levy. These dollar amounts are calculated using the previous year's certified levy amount times 0.251%. By law, the rate can only be increased by 1% over the previous year or the Implicit Price Deflator (IPD), whichever is less. This year the IPD is less than 1% so .251 is the limit. The Board could have declared a "substantial need" via resolution which would have permitted the rate to be increased by the full 1%. However, the Board opted not to declare substantial need and go with the .251% increase instead. The recommendation is to adopt the 2016 Final Budget and approve the 2016 Property Tax Budget and Levy for both the Current Expense and the Road Funds.

I'll conclude this report by saying this action culminates 5 months of collective work by all departments and elected offices in Lewis County. It has truly been a team effort and, for the record, I'd like to thank my staff, Becky Butler and Cheryl Millman and everyone involved in making the 2016 budget process go as smoothly as it did.

Chair Fund, asked if there was anyone who would like to speak for or against the franchise. There was no one. She closed the hearing and asked for a motion.

Steve Walton asked that his previous comments be adopted into the record.

Ron Averill, Centralia, commented on the budget and the economy. He made recommendation to do a study of how our excess funds are distributed and fences so that we have a better understanding of the economic health in the County.

Commissioner Schulte stated he agreed with Mr. Averill. It is always scary to look at it and say we are going to use \$2.5 million in current expense reserve. Last year we

predicted around \$3.5 million in reserve and we did not use that reserve and added around \$160,000 back to the reserve.

Commissioner Schulte moved to approve Resolution No. 15-358 and 15-359.
Commissioner Stamper seconded the motion.

Resolution No. 15-358 Adopting the Annual Budget of Lewis County for the Calendar Year of 2016

Resolution No. 15-359 Property Tax Budget and Levy for both the Current Expense and Road Funds.

Motion carried 3-0.

Recorder: Candy Hallom

There being no further business, the BOCC's business meeting adjourned at 10:47 am on December 7, 2015. The next public meeting will be held Monday, December 14, 2015. Please note that minutes from the BOCC's meetings are not verbatim. A recording of the meeting may be purchased at the BOCC's Office.

**BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON**

ATTEST:

Edna J. Fund, Chair

**Karri Muir, CMC, Clerk of the Board
Lewis County Commissioners**

P.W. Bill Schulte, Vice-Chair

Gary Stamper, Commissioner