

**BOARD OF COUNTY COMMISSIONERS  
LEWIS COUNTY, WASHINGTON  
BOARD MEETING MINUTES  
February 3, 2014**

The Board of County Commissioners for Lewis County, Washington, met in regular session on Monday, February 3, 2014 at 10:00 a.m. **Commissioners F. Lee Grose, Edna J. Fund, and Bill Schulte** were in attendance. **Chairman Grose** determined a quorum, called the meeting to order and proceeded with the flag salute. **Commissioner Fund** moved to approve the minutes from the 10:00 a.m. meeting held on Monday, January 27, 2014. **Commissioner Schulte** seconded the motion.

**Motion Carried 3-0**

<b>Public Comment</b>
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**Ron Averill, Centralia**, stated when County employees quit their jobs in Lewis County. Their insurance continues even though they cannot use it. The State will not cover the cost of medication because the County's insurance shows as active. This is a problem that needs to be corrected.

<b>NOTICE</b>
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**Commissioner Schulte** made a motion to approve the Notice Agenda items one and three. **Commissioner Fund** seconded the motion.

- 1. Call for Bids: Regarding the 2014 Lewis County Legal Publications. Bids are due to the Clerk of the Board on March 24, 2014 no later than 9:30 am. Resolution No. 14-040**

**Karri Muir, Clerk of the Board**, stated per RCW 36.72.05 requires that the County go out to bid each year for legal publication. This bid will be awarded at the first BOCC Meeting in April.

- 2. Notice: Regarding the temporary closure of Sturdevant Road to all through traffic from February 10, 2014 to February 21, 2014. Resolution No. 14-041**

**Tim Elsea, Public Works Director**, stated Burlington Northern Santa Fe Railway Company needs to repair a railroad crossing located at mile post 0.386 on Sturdevant Road and will necessitate closing the road between Bishop Road and Ribelin Road to through traffic during the period of work. The closure will be from February 10, 2014 through February 21, 2014, starting at 6:00 A.M. on the first day of closure and ending 6:00 P.M. on the last day of the closure. Sturdevant Road will be open from either side up to the point of closure and there are alternate routes around the area of closure.

**3. Notice: Publishing Lewis County's On-Call Consultant Roster. Resolution No. 14-042**

**Tim Elsea, Public Works Director**, stated this Resolution will allow the opening of the On-Call Consultant Roster to obtain applications from businesses interested in having their business placed on one or more of the rosters. The On-Call Consultant Roster allows the County to consider consultants for projects requiring architectural, engineering and/or professional services. On-Call Consultant projects shall be awarded from the On-Call Roster in accordance with the requirements of RCW 39.80.

**Motion Carried 3-0**

<b>CONSENT</b>
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**Commissioner Fund** made a motion to approve the Consent Agenda items four through ten. **Commissioner Schulte** seconded the motion.

**4. Resolution No. 14-043 Approval of warrants for payment.**

**Chairman Grose** stated this Resolution approves 261 regular warrants be approved for a total payment against the County in the amount of **\$612,072.94**.

**5. Resolution No. 14-044 Cancellation of warrants.**

**Chairman Grose** stated from time to time warrants that have been issued by the Auditor's office have been pulled and voided. This resolution pulls 6 warrants.

**6. Resolution No. 14-045 Approving a contract between the Lewis County Coroner and Cattermole Funeral Home for removal services.**

**Warren McCloud, Lewis County Coroner**, stated this Resolution is regarding a Public Service Agreement between the Lewis County Coroner's Office and Cattermole Funeral Home. This agreement is for the removal of decedents within Lewis County. The Coroner's office does not provide removal services for decedents and has always relied upon rotating mortuary system to perform these services. The past few years the contract for the removal has gone out to bid and Cattermole Funeral Home has been the only mortuary submitting the bid. This has allowed the Lewis County Coroner's office to control an otherwise unpredictable cost. Under this PSA the removals of decedents will be made for an annual cost of \$13,190 to be paid in monthly instalments.

**7. Resolution No. 14-046 Setting the hours for transaction of business of the departments and offices of Lewis County.**

**David Fine, Prosecutor's Office** stated RCW 36.16.100 obliges the County Commissioners to set hours of which the public can transact business at various County

locations. The proposed Resolution would have you delegate the setting of hours to individually elected County Officials for the various county offices. This is in keeping with the principle of Washington State Constitutional Law providing the power at the local government level is to be diffused among independently elected officials. When you are charged by statute to carry out a function, one has to determine whether the function is legislative. If it is then you and only you can carry out that function. The setting of hours for a particular office is not a legislative function. The congress of the United States does not set the hours for the Chehalis Post Office. That is delegated to competent managers and administrators. The setting of hours is an administrative function.

**Commissioner Schulte** stated what this is saying is we are setting the times that the front door will be open and the individual elected officials will put office hours for their individual offices. We are not dictating to any other elected official.

#### **8. Resolution No. 14-047 Approving the amended bylaws of the Lewis County Veterans Advisory Board.**

**Danette York, Public Health and Social Services**, stated the Veterans Advisory Board has discussed the revision at two consecutive meetings and made a motion which was unanimously approved for adoption to amend the bylaws. The rest of the bylaws will remain without change. Approve revision of the bylaws for the Veterans Advisory Board. The revised bylaws will state:

- 1) The LCVAB shall have no less than seven regular members and no less than two alternate members;
- 2) Two alternate members shall be appointed and may attend meetings but shall not vote except in the absence of a regular board member;
- 3) The term of appointment for Lewis County Veterans Advisory Board members shall be two years, however, only for up to three consecutive terms;
- 4) Membership on the LCVAB shall be considered vacated by a member following three unexcused absences during a one year period between July 1 and June 30th;
- 5) For the purpose of conducting official business, a quorum shall be a minimum of four members.

#### **9. Resolution No. 14-048 Approving a reduced fee for multiple users in a single event for the Twin Cities Rotary Taste of Lewis County.**

**Danette York, Director of Public Health and Social Service**, stated this approves a reduced fee for multiple users in a single event for the Twin Cities Rotary Club's Taste of Lewis County. This resolution will approve a change in permitting costs for the Twin Cities Rotary Club's Taste of Lewis County food sampling event for 2014. Rather than charge a permit fee for each food operation participant, this would require a flat rate fee of \$200 to be paid by the Rotary club. This is a one-time charge that applies to the event occurring on January 26, 2014.

**10. Resolution No. 14-049 Approving the Shared Service inter-local agreement.**

**Lee Napier, Director of Community Development**, stated in response to the 2013 Resolutions passed by Lewis County and all cities within Lewis County to pursue collaboration and consider potential cost savings, a “technical committee” was formed. This “technical committee” developed a Shared Services Inter-local Agreement. The Shared Services Inter-local Agreement was presented to the Mayors -City Managers group during their September meeting. This group approved the agreement, than subsequently presented the document to their respective councils for consideration and action. At this time, a final document is presented to the Board of County.

**Motion Carried 3-0**

<b>RFP</b>
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RFP Opening: Chehalis Basin Floodplain Management Analysis

**Lee Napier, Director of Community Development**, stated we received one proposal from French and Associates. The deadline to receive proposals was Friday January 31, 2014 at 9:00 am. She will forward this onto the consultants to schedule interviews. Once the interview process is complete we will go back to the Flood Authority for feedback. If this is a proposal that the Flood Authority is willing to approve it will come back before the BOCC in a form of a contract. This RFP is to complete a Flood Plain Management Analysis Report.

There being no further business, the Commissioners’ public meeting adjourned at 10:20 a.m. on February 3, 2014. The next public meeting will be held Monday, February 10, 2014.

Please note that minutes from the Board of County Commissioners’ meetings are not verbatim. A recording of the meeting may be purchased at the Commissioners’ office.

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

**ATTEST:**

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F. Lee Grose, Chairman

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

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Edna J. Fund, Commissioner

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P.W. Schulte, Commissioner