

**BOARD OF COUNTY COMMISSIONERS  
LEWIS COUNTY, WASHINGTON  
BOARD MEETING MINUTES  
June 30, 2014**

The Board of County Commissioners for Lewis County, Washington, met in regular session on Monday, June 30, 2014, at 10:00 a.m. Commissioners F. Lee Grose, Edna J. Fund, and P.W. "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, June 23, 2014. Commissioner Schulte seconded the motion.

**Motion Carried 3-0**

**Employee Recognition**

**Chairman Grose** stated we have an individual who has been with Lewis County for over 28 years who is retiring. We would like to recognize Barbara Glenn from 911 Communications for her dedicated service to Lewis County.

**Flood Authority Presentation**

**Scott Boettcher, Flood Authority**, provided handouts and updated the BOCC on what the Flood Authority's status is today.

**NOTICE**

**Commissioner Schulte** made a motion to approve the Notice Agenda item one through three. Commissioner Fund seconded the motion.

- 1. Call for Bids: Material purchase of a 120-foot single-span prefabricated steel bridge. Bids are due to the Clerk of the Board by 11:00 a.m. on July 22, 2014. Resolution No. 14-196**

**Tim Elsea, Public Works Director**, stated this Resolution will give notice that a Call for Bids has been issued for the material purchase of a 120-foot single-span prefabricated modular steel bridge, Project No. 06F7019C. Sealed bids for the material purchase shall be submitted to the Clerk of the Board of Lewis County Commissioners (351 N.W. North Street, Room 210, CMS-01, Chehalis, Washington 98532), by or before 11:00 a.m. on Tuesday, July 22, 2014 and will be opened on or after 11:30 a.m. on July 22, 2014. The Davis Creek Road Bridge (MP 1.07) was destroyed during the November 2006 flood event in east Lewis County. Bridge replacement options, appeals to Federal Emergency

Management Agency (FEMA) for replacement value, and alternate project proposals for this US Highway 12 loop route were discussed at a Public Hearing on February 6, 2012. After further clarification from FEMA and no opposition from local residents, the Board of County Commissioners applied for and received Alternate Project Funding from FEMA (PW 716) in-lieu of replacing Bridge No. 181 at MP 1.07 Davis Creek Road. This material purchase contract will allow Lewis County to purchase a prefabricated modular steel bridge for use in future emergencies and planned detour routes for county culvert/bridge replacements. The configuration of this structure will allow for bridge deployment as two independent structures (45-ft span and 75-ft span) or as a 120-ft single span structure to maximize versatility during emergency situations. This structure will incorporate a 16-ft driving surface for one-lane, one-way alternating traffic. Additionally, this structure could be fully installed to restore legal load traffic within three days of a flood event or other emergency. Modular bridge components will be stored at the Area 5 Maintenance Shop (Ethel), due to the central location in Lewis County.

**2. Notice: Regarding the temporary closure of Pe Ell McDonald Road to all through traffic. Resolution No. 14-197**

**Tim Elsea, Public Works Director**, stated a base stabilization project located between mile post 2.94 and 6.35 on Pe Ell McDonald Road will necessitate closing the road between Mauerman Road and Boistfort Road to through traffic during the period of work. The closure will be from July 7, 2014 through August 11, 2014, starting at 7:00 A.M. on the first day of closure and ending 5:00 P.M. on the last day of the closure.

**3. Notice of Hearing: To terminate timber land classifications and consolidate timber land classifications with the designated forest land program. Hearing will be held on or after 10:00 a.m on Monday July 14, 2014. Resolution No. 14-198**

**Dianne Dorey, Lewis County Assessor**, stated the Notice of hearing is to terminate timber land classification and consolidate timber land classification with the designated forest land program. During the 2014 legislative session, Senate Bill 6180 was passed by the Washington State Legislature which provided the county legislative authority the option to merge its timber land classification with its designated forest land program.

**Motion Carried 3-0**

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

**4. Resolution No. 14-199 Approval of warrants for payment.**

**Chairman Grose** stated this Resoluton approves 277 regular warrants be approved for a total payment against the County in the amount of \$601,141.74.

**5. Resolution No. 14-200 Cancellation of warrants.**

**Chairman Grose** stated this is a cancellation of warrants. This warrant was to Del's Farm Supply dated December 19, 2013 in the amount of \$1,499.99. This warrant will be voided and will be reissued to Del's.

**6. Resolution No. 14-201 An order annexing additional property to Fire District No. 8.**

**Commissioner Schulte** stated the Fire District Commissioner of Lewis County No. 8 (Salkum) concur with the proposed annexation of the property. 100% of the property owners have signed and agreed to the annexation.

**7. Resolution No. 14-202 Adopting updates and modifications to the hiring policy.**

**Archie Smith, Human Resources**, stated the last revision to Lewis County's Hiring Policy was made in June 2001. This update is to address issues that have arisen over the course of time. These changes to the policy will allow an elected or director the ability to select the best recruiting method they see fit. This update is to address issues that have arisen over the course of time, including:

- Internal Office/Division/Department posting
- Internal county posting
- Outside posting

This resolution will supersede the Hiring Policy under the Employee Handbook along with other policy attachments.

**8. Resolution No. 14-203 Updating the Lewis County Employee Handbook.**

**Archie Smith, Human Resources**, stated since the last revision of the Employee Handbook in April 2014, State law and court rulings have impacted the polices in the handbook. Revisions, updates, changes, and modifications include:

Unpaid Holidays for reason of faith or conscience.  
-Allows employees to take two unpaid Holiday for such activities  
Family Medical Leave Act  
-Abuse provision  
Removed Job Share  
Deleted a duplicated paragraph under the Workers  
Compensation section  
Addition of the “Distracted Driver” provision  
Family Care Act  
-Clarification of employee’s eligible use  
Clarified bereavement leave  
Courthouse hours reflect most recent resolution  
Rescinding the Managers Manual (Resolution 01-314)  
Basic house keeping

**9. Resolution No. 14-204 Assigning the City of Vader rights and obligations under the Drinking Water State Revolving Fund Loan agreement.**

**Tim Elsea, Director of Public Works**, stated this Resolution will assign the City of Vader rights and obligations under Washington State Dept. of Commerce Loan Agreement/Contract No. 00-65120-034 to Lewis County. The purpose of this Assignment is to assign the City of Vader rights and obligations under Drinking Water State Revolving Fund Loan Agreement/Contract No. 00-65120-034 to Lewis County. City of Vader holds Loan Number 00-65120-034 which is being transferred to Lewis County. The original contract amount was \$1,015,049.00. The assigned amount to Lewis County is \$496,339.28.

**10. Resolution No. 14-205 Approving an agreement with the Department of Housing and Urban Development to provide funds for the McKinney Transitional Housing Program.**

**April Kelley, Social Services**, stated this approves an Agreement between Lewis County and the Department of Housing and Urban Development to provide funds for the McKinney Transitional Housing Program in the amount of \$108,922.

**11. Resolution No. 14-186 Approving a contract with the Lewis County Shelter Program for the Transitional Housing Program.**

**April Kelley, Social Services**, stated this Resolution approves a contract between Lewis County and the Lewis County Shelter Program for the Transitional Housing Program in the amount of \$106,329

**Motion carried 3-0**

**Hearing: 2014 Budget Amendment**

**Chairman Grose** announced the hearing and asked for a staff report.

**Steve Walton, Budget Administrator**, stated copies of the budget amendment are available at the front of the room. We are requesting approval of the 2nd 2014 budget amendment for Current Expense and various funds. Notice of this hearing was published in the East County Journal on June 18 and 25. The total budget amendment for all funds was noticed as an increased expenditure \$2,888,288.00; a Revenue increase of \$1,399,755; and a use of fund balance in the amount of \$1,488,533.00. Changes since the noticed amount resulted in a total increase in budget and expenditures in the amount of \$137,199.00 and an increase of \$64,812.00 in Revenue. The total budget amendment for Current Expense and other funds after changes is an increase and expenditures of \$3,025,487.00 with a revenue offset in the amount of \$1,464,567.00 and decreasing fund balance in the amount of \$1,560,920. The portion of this budget that affects the Current Expense Fund is an increase in expenditures in the amount of \$98,517.00, an increase in revenue of \$22,993.00, and a use of fund balance in the amount of \$75,524.00.

**Commissioner Grose** asked if there were any questions. There were none. He closed the question and answer portion of the hearing and opened the formal hearing.

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

**Commissioner Grose** asked if anyone else would like to testify. There was none. He closed the hearing and asked for a motion.

**Commissioner Fund** moved to approve Resolution No. 14-206. **Commissioner Schulte** seconded the motion.

**Resolution No. 14-206 Lewis County 2014 Budget, Emergency and Supplemental Appropriations to and Transfers within Current Expense and Other Funds.**

**Motion Carried 3-0**

**There being no further business, the Commissioners' public meeting adjourned at 10:37 a.m. on June 30, 2014. The next public meeting will be held Monday, July 7, 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