

**BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON
BOARD MEETING MINUTES
April 23, 2012**

The Board of County Commissioners for Lewis County, Washington met in regular session on Monday, April 23, 2012 at 10:00 a.m. **Commissioners F. Lee Grose, Bill Schulte, and Ron Averill** were in attendance. **Chairman Grose** determined a quorum, called the meeting to order and proceeded with the flag salute. **Commissioner Averill** moved to approve the minutes from the 10:00 a.m. meeting held on Monday, April 16, 2012. **Commissioner Schulte** seconded the motion.

Motion Carried 3-0

NOTICE

Commissioner Schulte moved to approve Notice Agenda items one through three. **Commissioner Averill** seconded the motion. Candace Hallom read the items into the record.

- 1. Call for Bids: Material Purchase for the Lewis County Road Safety Project - Phase 1. Bids are due to the Clerk of the Board on or before 11:00 am on Tuesday, May 15, 2012. Resolution No. 12-126**

Tim Elsea, Director of Public Works, stated Lewis County previously applied for and was awarded \$1,525,000 for safety improvements to major collector and minor arterial roadways countywide. This grant is 100% federally funded through FHWA's Surface Transportation Program. This project will be completed in two phases. Phase 1 construction will include flexible guide post installation by contract along with regulatory, guidance, warning signs, and pavement marking materials installed with Agency force work. Phase 2 construction will include installation of guardrail at locations on roadways and intersections identified by accident data and guardrail warrants. Phase 2 construction will be authorized by a separate Federal Aid Project number. Phase 1 construction has been authorized by WSDOT Local Programs and this bid call will allow Public Works to solicit sealed bids for a material purchase to upgrade signage and improve pavement markings for approximately 171 miles of roadway, and other work that will be completed with Lewis County labor and equipment. This project is listed as number 17 on Lewis County's 2012 Six Year Transportation Improvement Program. Sealed bids for a Material Purchase of signs, hardware and pavement markings for the Lewis County Road Safety Project – Phase 1 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, May 15, 2012. Bids submitted after 11:00 AM will not be considered for this project.

- 2. Notice of Hearing: Regarding a non-exclusive franchise to National Frozen Foods Corporation to construct, operate and maintain irrigation water facilities on Airport Road right of way. Hearing will be held on or after 10:00 am, on Monday, May 14, 2012. Resolution No. 12-127**

Larry Unzelman, Public Works, stated National Frozen Foods Corporation has requested a franchise for the construction, operation and maintenance of irrigation water system facilities on a portion of Airport Road, Chehalis. The Company is relocating their irrigation line, due to the Airport Road reconstruction project, and to reach a parcel of land they recently acquired from the Airport. The franchise is proposed for a 5 year term. This resolution will set May 14, 2012 as the date for hearing on the franchise and call for required postings and publications by RCW 36.55.040.

Commissioner Averill stated this is a very important project that we are doing as we start the Mellen Street interchange process and within that project we will be connecting Louisiana Avenue with Airport Road. This has meant that we have had to take easements on the property that National Frozen Foods uses.

3. Notice of Hearing: Granting of Tax Relief under the Open Space Program for two properties within Lewis County. Hearing will be held on or after 10:00 am, on Monday, May 14, 2012. Resolution No. 12-128

Robert Johnson, Director of Community Development, stated under RCW 84.34 and LCC 17.140 the County is authorized to receive applications from property owners who meet the criteria for potential open space designation and tax reduction. The application was reviewed by the Lewis County Public Benefit Rating Advisory Committee with their recommendation presented to Lewis County Planning Commission. After a duly advertised public hearing the Planning Commission adopted a set of findings and conclusions and transmitted their recommendation to approve the application to the BOCC. Notice is provided that a public hearing will be held on May 14, 2012 to consider approving a resolution to approve open space designation and assessed value reduction for the property owners.

Motion Carried 3-0

CONSENT

Commissioner Averill asked to pull item nine and moved to approve Consent Agenda items four through eight and ten. **Commissioner Schulte** seconded the motion. Candace Hallom read the items into the record.

4. Resolution No. 12-129 Approval of Warrants for payment.

Commissioner Averill stated this Resolution approves 245 warrants issued by the Auditor's Office totaling \$727,725.57. Also approves 257 warrants for net withdrawal on payroll totaling \$229,727.00.

5. Resolution No. 12-130 Adoption of the Lewis County Purchase Card Policy.

Commissioner Averill stated this Resolution approves a Lewis County Policy on Purchase Cards (IAW RCW 43.09.2855). The RCW authorizes counties to issue a

purchase card for payment of business related expenses. The BOCC was concerned that issuance of purchase cards would create opportunities for fraud. This policy, formulated with the assistance of the Lewis County Prosecutor's Office, will provide an opportunity for County Elected Offices and County Departments to purchase business-related equipment, supplies, materials and services at the lowest cost, but also provides the County appropriate protection from fraudulent use of the card. It is anticipated that the purchase card will be issued to the Office/Department and not a particular employee. Application for and use of a Purchase Card is subject to compliance with this policy.

6. Resolution No. 12-131 Approving local government redistricting, altering precincts within the City of Chehalis

Commissioner Averill stated this Resolution approves and adopts new City of Chehalis voting precinct legal descriptions as adopted by the City Council. Due to the 2010 Federal Census it is necessary to change the boundaries of the nine voting precincts in the City of Chehalis. The Lewis County Auditor's Office and the County Public Works GIS Division worked with the city to determine appropriate new boundaries. This resolution memorializes the new legal descriptions.

7. Resolution No. 12-132 Approving quitclaim deed for property located at 411 Mineral Creek Road, Mineral Washington.

Larry Unzelman, Public Works, stated Lewis County acquired a house and 1.88 acres located at 411 Mineral Creek Road, Mineral, WA in 2011. The property was acquired to settle a claim for potential damages by the property owner. Resolution 11-338, passed by the Board of County Commissioners on October 17, 2011, declared the property surplus to the needs of the County. Resolution 12-018, passed by the Board of County Commissioners on January 23, 2012, called for sealed bids on the Mineral Creek property, but no acceptable bids were received. LCC 3.30.400 specifies that where no acceptable bid is received, the County may withdraw the property from sale, and thereafter negotiate the sale of the withdrawn property, providing the public is given two weeks' notice by advertisement and an opportunity to compete for a more favorable price on terms negotiated. An offer of \$80,000 for the property was received by Timothy D. and Jonni M. Courner. On March 26, 2012 Resolution 12-096, passed by the Board of County Commissioners accepted the offer and authorized an agreement with Mr. and Mrs. Courner for the sale of the property, subject to the conditions of LCC 3.30.400. All conditions have now been met and the \$80,000 has been paid to Lewis County in the form of a cashier's check. The attached resolution approves the transfer of property located at 411 Mineral Creek Road by Quitclaim Deed from Lewis County to Timothy D. and Jonni M. Courner.

8. Resolution No. 12-133 Approving inter-local agreement with Wahkiakum County for bridge inspection services by Lewis County staff members.

Tim Elsea, Director of Public Works, stated RCW 39.34 and RCW 47.28.140 permits governmental entities to contract between each other for bridge inspection duties. Wahkiakum County has an occasional need of inspection services of the bridges on its county roads for the purpose of safety and maintenance. Lewis County has the personnel capable of providing the inspection services. It appears to be in the best public interest to authorize the execution of said Inter-local Agreement in order to allow Wahkiakum County to request Lewis County personnel to inspect bridges on its county roads for the purpose of safety and maintenance. Wahkiakum County will compensate Lewis County for this service on an hourly rate plus benefits for the time spent traveling to and from Wahkiakum County, performing inspections, and additional expenditures as necessary.

~~9. Resolution No. 12-134 Bid Award for the 2012 USFS Crushed Screening and Crushed Surfacing Top Course (CSTC) Proposal. (Withdrawn)~~

10. Resolution No. 12-135 Agreement with HomeWav, LLC for a Computer Jail Video Visitation and Arraignment Network System.

Michael Strozyk, Director of Central Services, stated this project has been in the works for about nine months. In 2011 we went out for a Request for Qualifications (RFQ) for a system and received three bids. Through negotiations we were unable to come to a resolution and acceptable contract with the first company selected and the other two were not chosen due to the cost involved. On March 9, 2012 we put it back out for RFQ and received one bid from HomeWav, LLC. After an extensive negotiation period with that company, Jail Administrator Kevin Hanson was able to come to a satisfactory contract. There is no upfront cost to the County for the equipment.

Kevin Hanson, Jail Administrator, stated the implementation of this contract will be done in two stages. The first stage is replacing the video visitation piece in the jail allowing families and friends to visit from home. The second stage is video arraignment which is not mandated. We have two municipal entities willing to participate in the video arraignment.

Motion Carried 3-0

HEARING

Hearing: 2nd 2012 Budget Amendment.

Chairman Grose announced the hearing and asked for a Staff Report.

Dawna Truman, Budget Director, stated the 2nd 2012 budget amendment has been published in the East County Journal on April 11th and 18th. Below is a summary of the changes affected by this budget amendment resolution.

CURRENT EXPENSE:

Revenue: \$54,298.00

Expenditures: \$260,504.00

Fund balance: \$(206,206.00)

- **Clerk 001-107:** Increasing expenditures and use of fund balance for the cost associated with a PERS 1 employee retiring. The sick and vacation payout will be approximately \$14,460.00 and the excess compensation payment to the WS Department of Retirement Systems is estimated at \$10,446.00.
- **Prosecutor 001-110:** Increasing expenditures and revenue, unused Victim/Witness grant funding to be carried forward from 2011.
- **Budget/Fiscal Services 001-121:** Increasing expenditures and use of fund balance, increased cost for the sick and vacation payout for two employees.
- **Sheriff 001-201:** \$1,132.00 Increasing expenditures and revenue, the Lewis County Sheriff's Office was given two Polaris ATV's for search & rescue and drug eradication and there is a need to purchase a trailer to haul the donated equipment.
- **Weed 001-302:** Increasing expenditures and revenue, Grant agreement with the WS Department of Ecology for aquatic noxious weed management in Plummer Lake located in Centralia. Increasing extra help, supplies, transportation and professional services costs for this project.
- **Animal Shelter 001-304:** Increasing expenditures and use of fund balance, increased cost for the sick and vacation payout for an employee.
- **Coroner 001-601:** Increasing expenditures and revenue \$12,150.00, budgeting unused grant funding that was not expended in 2011 for the Paul Coverdell Forensic Science Grant. Increasing expenditures for the equipment travel and training associated with the grant.
- **WSU Extension 001-701:** Increasing expenditures and revenue \$8,750.00, an interdepartmental agreement with Solid Waste to allow an employee of the WSU Extension Office to provide services for Solid Waste associated with a grant through the WS Department of Ecology.
- **Transfers 001-901:**
 - \$80,000.00 Increasing expenditures and use of fund balance for a transfer out to Fund 410 Water/Sewer.
 - \$75,000.00 Increasing expenditures and use of fund balance for a transfer out to Fund 310 for a project at the Fairgrounds, this project will remodel and repair the kitchen and bathroom in the Blue Pavilion building.

OTHER FUNDS:

Revenue: \$517,502.00

Expenditures: \$656,276.00

Fund balance: \$(138,774.00)

- **Social Services Fund 104:** Increasing expenditures and revenue for funding from the Northwest High Intensity Drug Trafficking grant, these are funds that were budgeted in 2011 and not completely spent at the end of 2011.
- **CD-MH-TC Fund 110:** Increasing expenditures and use of fund balance, increase in cost for the new Therapeutic Courts, funding is from the Mental Health Tax.
- **Chehalis River Basin Flood Authority Fund 122:** Increasing expenditures and revenue for additional funding and expenditure authority from the Office of Financial Management (OFM) for a contract with Anchor QEA for additional work related to fish studies. Also an increase in intergovernmental professional services for State audit costs.
- **Forest Counties Fund 123:** Increasing expenditures, use of fund balance and change in line items to correct coding. Resolution #12-058 approved funding to Fire District #10 in the amount of \$134,898.00, the final 2012 budget was \$132,979.00 based on projections at year end. (Commissioner Averill clarified on 4/30/12 that in 2012 we budgeted \$132,979.00, we had more money than we originally thought so we increased the amount to \$134,897.00. The way it is stated in the minutes it is not clear of where that increase was.)
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- **Chehalis River Basin Subzone District 125:** Increasing expenditures and use of fund balance for consultant costs.
- **Cowlitz River Basin Subzone Fund 126:** Increasing expenditures and use of fund balance for consultant costs.
- **E-Reet Fund 132:** Increasing expenditures and use of fund balance for 2012 Information Technology M&S Fee.
- **Gambling & Fraud Enforcement Fund 165:** Increasing expenditures and use of fund balance, remaining fund balance to be allocated by the Sheriffs and Prosecutors Office for gambling and fraud related expenditures.
- **Public Health Fund 190:** Increasing expenditures and revenues due to multiple program changes:
 - **\$(37,818.00)** reducing the Public Health Admin program due to the WS Department of Health (DOH) requiring that Local Capacity funds be used for assessment functions.
 - **\$(1,580.00)** Consolidated Contract Amendment #1 reduces WIC funding.
 - **\$20,989.00** Consolidated Contract Amendment #1 increases funding for the Youth Tobacco Prevention program.
 - **\$29,096.00** Consolidated Contract Amendment #1 decreases funding for Healthy Communities in the amount of \$(47,500.00). Increase in funding in the amount of

- \$76,596.00 for the Community Transformation Grant, these grant funds will be passed through Grays Harbor County.
 - \$67,836.00 Increasing expenditures and revenue in the Assessment program due to the DOH requiring that Local Capacity funds be used for assessment functions.
 - **\$(30,000.00)** reducing funding in Environmental Services, DOH is requiring that Local Capacity funds be used for assessment functions.
 - \$40,508.00 Coordination Prevention Grant carryover from 2011.
- **Vader Water System Improvement Fund 306:** Change in line items for coding correction.
- **Capital Facilities Plan Fund 310:**
 - \$75,000.00 Increasing expenditures and transfer in from Current Expense for a project that will consist of remodeling the bathroom and kitchen and also adding an awning over the entryway at the Blue Pavilion building located at the Fairgrounds. *Change to noticed amount*
 - \$15,000.00 Increasing expenditures and use of fund balance for the repair of the soffit at the Lewis County Jail, damage was caused during the snow and ice storm and is need of repair. *Change to noticed amount*
- **Water/Sewer Fund 410:**
 - \$10,000.00 Increasing expenditures and revenue, grant carryover from 2011 for CDBG grant award contract # 11-64100-047, a planning only grant to assist the Packwood Working Group with technical assistance from the county for application and oversight of grant funding.
 - \$80,000.00 Increasing expenditures and transfer in from Current Expense for water studies.
- **Pits & Quarries Fund 506:** Increasing expenditures and revenue, additional chipseal rock products that will need to be purchased for the addition of Mossyrock and US Forest Service road improvements, funding will come from the sale of materials to Public Works, Road Fund 117.
- **Chehalis/Centralia Airport Fund 621:** Increasing expenditures and revenue, costs associated with tracking credit card processing fees.

ALL FUNDS: FINAL AMOUNT

REVENUE: \$571,800.00

EXPENDITURES: \$916,780.00

FUND BALANCE: **\$(344,980.00)**

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

Dawna Truman asked that her previous comments be adopted into the record.

Chairman Grose asked if there were any other statements for public testimony. There were none. He closed the hearing and asked for a motion.

Commissioner Averill moved to approve Resolution No. 12-136. **Commissioner Schulte** seconded the motion. Candace Hallom read the item into the record.

Resolution 12-136 Lewis County 2012 Budget, Emergency and Supplemental Appropriations to and Transfers within Current Expense and Various Funds.

Motion Carried 3-0

There being no further business, the Commissioners' public meeting adjourned at 10:44 am on April 23, 2012. The next public meeting will be held Monday, April 30, 2012, at 10:00 a.m.

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:

F. Lee Grose, Chairman

Clerk of the Board
Lewis County Commissioners

P.W. Schulte, Commissioner

Ron Averill, Commissioner