

**BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON
BOARD MEETING MINUTES
June 25, 2012**

The Board of County Commissioners for Lewis County, Washington met in regular session on Monday, June 25, 2012 at 10:00 a.m. **Commissioners F. Lee Grose, Bill Schulte and Ron Averill** 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, June 18, 2012. **Commissioner Schulte** seconded the motion.

Motion Carried 3-0

NOTICE

Commissioner Schulte moved to approve Notice Agenda item one. **Commissioner Averill** seconded the motion. Lorraine Elsea read the item into the record.

- 1. Notice: Pertaining to competitive bidding dispensing with advertisement and advertisement of Lewis County Vendor List and Solicitation. Resolution No. 12-214.**

Commissioner Averill explained this is the follow up to the policy passed last week on competitive bidding under \$25,000.00. The RCW requires that the County advertise what the rules are for competitive bidding and to open up the Vendor List for competitive bidding for items between \$5,000.00 and \$25,000.00. This resolution provides notice pertaining to competitive bidding, dispensing with advertisement and sealed bidding with respect to purchases and leases under \$25,000.00, and notice of the Lewis County Vendor List and Solicitation. RCW 39.04.190 sets the rules for exception to competitive bidding for items and services under \$25,000.00. The Lewis County Auditor's Office is required, at least twice annually, to advertise the rules in the County's legal publication and to open the Vendor List for Solicitation. Individuals seeking to be included on the Vendor List need to make application to the Lewis County Auditor's Office. This notice complies with the semi-annual requirement.

No public comment.

Motion carried 3-0.

CONSENT

Commissioner Averill moved to approve Consent Agenda items two through nine. **Commissioner Schulte** seconded the motion. Lorraine Elsea read the items into the record.

2. Resolution No. 12-215 Approval of warrants and payroll for payment.

Commissioner Averill stated this resolution approves 16 Special Purpose warrants for the Vader Water System for \$27,980.61 and 267 warrants issued by the Auditor's Office for \$748,870.14, both totaling \$776,850.75. It also approves 259 warrants for net withdrawal on payroll totaling \$233,144.00.

3. Resolution No. 12-216 Cancellation of Warrants.

Commissioner Averill stated this resolution approves the cancellation of three warrants that were issued by the Lewis County Auditor's Office which were lost or destroyed for a total of \$710.00 and authorizes reissuing one warrant for \$350.00.

4. Resolution No. 12-217 Acceptance of a Washington State Patrol Statewide Marijuana Eradication Program Agreement.

Gene Seiber, Chief Criminal Deputy from Lewis County Sheriff's Office, gave a briefing on this resolution. The Sheriff's Office is requesting authority to sign the 2012 Washington State Patrol (WSP) Statewide Marijuana Eradication Program Agreement, WSP Agreement No. C120818FED. Funds are made available each year from the WSP for the purpose of locating and eradicating marijuana by the Sheriff's Office personnel. The Sheriff's Office administers this program in accordance with WSP policy. This year's funding is \$1,000.00.

5. Resolution No. 12-218 Approving an agreement with Catholic Community Services of Western Washington in support of Senior Nutrition Meals distribution in Lewis County.

Michael Strozyk, Director of Central Services, stated Resolution 12-218 approves an agreement with Catholic Community Services of Western Washington (CCS) in support of Senior Nutrition Meal Distribution in Lewis County. On January 1, 2010, Lewis County entered into an agreement with CCS to take over the senior programs in Lewis County. This included the transportation, senior nutrition, and the enrichment programs. In February, 2012, CCS, in accordance with the current contract, served Lewis County with notice that they were wanting to discontinue the enrichment portion of their contract effective July 1, 2012. CCS did, however, want to keep the nutrition and senior transportation programs. This created a dilemma for both Lewis County and CCS regarding the distribution of the senior meals at the five senior centers in Lewis County. Through a series of negotiations, Lewis County has entered into an agreement with CCS for the next six months beginning July 1, 2012 through December 31, 2012 to allow CCS use of Lewis County Senior Centers for distribution of the senior nutrition meal program. In addition, the agreement also allows CCS to use the large walk-in cooler and freezer that are located at the Twin Cities Senior Center. This agreement has a one-year extension which safeguards against a break in the program for the

seniors. As part of this agreement, CCS will pay Lewis County \$2,300.00 per month for using the centers for the distribution of the program.

Michael Strozyk confirmed **Commissioner Averill's** questioning about CCS' use of freezer space. Commissioner Averill clarified that the nutrition program has two components: 1) the congregate part of the program, which is accomplished by CCS in the senior centers of Lewis County, whereby the Twin Cities Senior Center gets five meals per week and the other four centers get two meals per week in the nutrition program; and 2) Meals on Wheels, which is a home delivery of meals to shut-ins who are unable to travel to the senior centers. When there are meals served in the senior centers that are not on the CCS nutrition schedule, they are part of the enrichment program.

Commissioner Grose commented that the seniors support the enrichment part of the program partially on their own and that Lewis County has been supportive of the enrichment program in the past. He clarified that this agreement with CCS goes through the end of 2012 and that Lewis County is in negotiations with the Area Agency on Aging (AAA) to determine whether or not Lewis County can come back into the program or roll it over to CCS. He mentioned that Lewis County is unique in being one of only two counties in the state that provide General Fund revenue for senior citizen programs and that we are hoping to be able to be even more involved in and supportive of senior programs in the future.

Michael Strozyk clarified that the CCS agreement does not involve the senior transportation program or the Meals on Wheels program. These are separate contracts between CCS and AAA.

6. Resolution No. 12-219 Re-appointing members to the Veterans' Advisory Board.

Commissioner Averill stated this resolution provides for the reappointment of Roland Jones and Robert Terrell, both of Chehalis, to two year terms as regular members of the Lewis County Veterans' Advisory Board; and, the appointment of Harlan Thompson and William Gannon, both of Centralia, to two year terms as alternate members, all four for the period July 1, 2012 through June 30, 2014. This also appoints Jim Roses, currently an alternate member of the Board, to a regular member of the Board, filling the remaining year of a term ending June 30, 2013. All of the appointees have expressed an interest in serving on the board. The Veterans' Advisory Board advises the Board of County Commissioners on veteran affairs and develops policy for distribution of County funds to assist indigent veterans.

7. Resolution No. 12-220 Approving revisions to the Planning Commission Rules of Procedures and Bylaws.

Lynn Detrick, Senior Project Planner with Community Development, spoke about the revision request from the Planning Commission to revise the meeting start time from 7:00 pm to 6:00 pm for the regularly-scheduled meetings held on the second and fourth Tuesdays of each month. The Planning Commission discussed this change on January 24, 2012 and May 8, 2012 and has provided the change request herein. Staff concurs with the Planning Commission's proposal to change start time and, therefore, recommends approval of the request.

Also desired is ability for the Planning Commission to be able to adjust the start time as warranted. Procedures regarding a special meeting are still covered by the bylaws and are handled separately. Bylaws of the Planning Commission have to be approved by the County Commissioners.

8. Resolution No. 12-221 Approving a Collective Bargaining Agreement with Teamsters 252 representing Lewis County Supervisors' Group.

Archie Smith of Human Resources presented Resolution No. 12-221. This is a one-year collective bargaining agreement running January 1, 2012 to December 31, 2012. There is no COLA for the year, step increases are included, and the employer health/welfare contribution will change as of July 1, 2012 from \$857.97 to a maximum of \$865.88. There is a boot allowance of \$150.00 to be used at the Director's discretion. **Commissioner Averill** confirmed that the contract contains a payroll language change and Archie agreed to clarify. **Commissioner Schulte** inquired about additional contracts to be finished. Archie stated there are multiple outstanding contracts as 911 and Juvenile Detention voted down the offers made, so we are back to negotiations with them; the Interest Arbitration Group has pending negotiations with the Corrections Officers; meeting with the Operations Guild and Corrections Sergeants should occur within a month or so; and we still have the unit clarification with the Corrections Lieutenants.

9. Resolution No. 12-222 Transfer of accumulated annual and sick leave from the Solid Waste Fund 401 to the Road Fund 117.

Tim Elsea, Director of Public Works, spoke regarding this item. Loren Buckman, a Solid Waste Tech II, has accepted the position of RMT II within the Road Maintenance Division of Public Works.

When an employee transfers from one fund to another, such as Solid Waste to Roads, the new fund must be paid by the original fund for leave accumulations. This includes all annual leave, to a maximum of 240 hours, and half of sick leave, to a maximum of 360 hours (half of 720 booked hours). The employee still retains all hours booked to date of

transfer, including any current month's earnings eligible when the transfer occurs after the first of the month.

Loren Buckman has accumulated 39.1 hours of annual leave and 82.6 hours sick leave (half of which is being requested to transfer). This is a request for his leave balances to be transferred from Fund 401 to the Road Fund 117 for half the dollar value of his accumulated sick leave and for the entire value of his annual leave.

Commissioner Averill commented about the procedure regarding an employee's transferring to another department, whereby we carry each activity on a separate funding item; and, therefore, when an employee moves from one group to another, we have to move the person's accumulated leave or else it would be lost. Employees receive only half accumulated sick leave when leaving a position, so same applies in the circumstance of transferring as well.

Commissioner Grose called for the vote on the Consent Agenda.

Motion carried 3-0.

HEARING

- **Hearing: 3rd 2012 Budget Amendment Resolution No. 12-223**

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

Dawna Truman, Budget Director, spoke requesting approval of the third budget amendment. Notice of hearing was published in the East County Journal on June 13 and June 20, 2012. The County has over 50 different funds and this amendment affects 15 of them. Total budget amendment for all funds was noticed at revenue increase of \$418,944.00 and expenditure increase of \$1,704,785.00, which is a change in our fund balance of \$1,285,841.00. The change in fund balance uses previously received revenue that is not legally appropriated in the original 2012 budget. Changes since the noticed amount resulted in an increase in expenditures of \$104,711.00 for the total amendment. Of this change, \$4,711.00 affected Current Expense, which is our main operating fund for the County. All funds for the final amount are \$415,994.00 in new revenue, expenditures in the amount of \$1,809,496.00 and a change in our fund balances of \$1,393,502.00. Included in these totals are changes in the operating fund (or Current Expense fund). This amendment affects 7 of 30 departments in this fund. The total amount of Current Expense appropriation is changed by new revenue of \$39,300.00, increase in expenditures of \$382,401.00 and the change in the Current Expense fund balance of \$343,101.00.

Commissioner Averill commented on how budgets can be confusing, especially since we have so many different accounts. In talking about our budget, the Current Expense budget (often referred to as a 'discretionary fund') is the money collected through

property and sales taxes, grants, etc., which funds various departments of government, i.e., the courts, the Sheriff's Office, etc. All other funds are special funds, which include the Road Fund and DSHS. Other funds are business-type funds, such as the Solid Waste Fund, a.k.a. 'enterprise funds.' These are all separate funds, and amounts like \$1,393,502.00 are spread out across the 15 affected accounts. Of those accounts, the Current Expense balance is only \$343,101.00, which is primarily because of our picking up the enrichment program at the senior centers. One of the things gotten from enterprise funds and state and federal grants is a pre-paid status, which allows us to hold funding in an account and spend as needed. This allows for large fund balances in these accounts. On the other hand, other accounts are managed by spending and being reimbursed. Our Budget Office is tasked with keeping track of both pre-paid and post-paid accounts and ensuring we have enough in our fund balances to continue our operations.

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 comment period.

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

Chairman Grose asked if there were any other comments from either the Board or the public. There were none. He closed the hearing and called for a motion.

Commissioner Schulte moved to approve Resolution No. 12-223. **Commissioner Averill** seconded the motion. Lorraine Elsea read the item into the record.

Regarding the Lewis County 2012 Budget, Emergency and Supplemental Appropriations to and Transfers within Current Expense and Various Funds. Resolution 12-223.

Motion carried 3-0.

- **Hearing: 1st 2012 Budget Amendment for the Vader Water System. Resolution No. 12-224**

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

Dawna Truman spoke regarding this matter. Notice of this budget amendment was published in the East County Journal on June 13 and June 20, 2012. This amendment increases expenditures and the fund balance for the Drinking Water State Revolving Fund Loan (which is \$2,050.00, 25% of annual debt service payment). These funds are to be paid into the new debt service Fund No. 211 and remain in reserve until such time as the loan payment is made.

Commissioner Averill confirmed that this is the fund that was just established last week and that this is our first payment into that newly-created fund. He also confirmed these funds are coming out of the rate payers' fees.

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 comment period.

Don Iddings of Vader thanked every county employee who went the extra mile for Vader Water and thinks they did a great job. He really appreciates the newsletters included in the bill. **Commissioner Grose** asked who sends newsletter with the bills. **Dawna Truman** stated that Public Works includes the newsletter with the bills.

Commissioner Grose closed the hearing asked that his previous comments as well as Dawna Truman's be adopted into the record.

Commissioner Averill moved to approve Resolution No. 12-224. **Commissioner Schulte** seconded the motion. Lorraine Elsea read the item into the record.

Regarding the Vader Water System 2012 Budget, Emergency and Supplemental Appropriations. Resolution 12-224.

Motion carried 3-0.

There being no further business, the Commissioners' public meeting adjourned at 10:26 am on June 25, 2012. The next public meeting will be held Monday, July 2, 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