

**BOARD OF COUNTY COMMISSIONERS  
LEWIS COUNTY, WASHINGTON  
BOARD MEETING MINUTES  
February 1, 2016**

The Board of County Commissioners (BOCC) for Lewis County, Washington, met in regular session on Monday, February 1, 2016, at 10:00 a.m. **P.W. "Bill" Schulte Commissioners, Gary Stamper, and Edna J. Fund** were in attendance. **Chair Schulte**, 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, January 25, 2016 Business Meeting. **Commissioner Fund** seconded the motion.

**Motion carried 3-0.**

<b>Employee Recognition</b>
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The BOCC recognized the following employees for years of service to Lewis County

**10 Years**

Trisha Blake-Pense, Mike Gilk, Charlotte Garcia, and Juan Garcia.

**15 Years**

Kathy MacKenzie, Lauren Jessup, Rodney McAleny, Michelle Steepy, and Christopher Tawes.

**20 Years**

Teri Bryant, Rodney Lakey, and Linda Patton.

**25 Years**

Lisa Brockmueller

The BOCC announce 2015 4<sup>th</sup> Quarter Employees of the Quarter  
Jack White, JR Metzenberg, Fred Terry, Tim McCoy & Larry Bremgartner, Greg Cox,  
and Dave Jones.

The BOCC announce the 2015 4<sup>th</sup> Quarter Employee's Above and Beyond  
Grace Jimenez & Graham Gowing, Auditor's Office  
Steve Wohld, Amanda Price, Chris Brewer, & Gabe Anzelini

The BOCC then annound the 2015 Employee of the Year  
Don Carney

<b>Notice</b>
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**Commissioner Fund** moved to approve Notice Agenda items one through three.  
**Commissioner Stamper** seconded the motion.

- 1. Request for Qualifications: Regarding preparation and amendment of the Lewis County Road Standards. Resolution No. 16-038**

**Tim Elsea, Director of Public Works**, stated a Request for Qualifications (RFQ) is to be issued to retain a professional engineering consultant to assist Lewis County staff with an update and amendment to the current Road Standards. A need has been identified to update and amend the Lewis County Road Standards currently in Lewis County Code 12.60. A Request for Qualifications (RFQ) is to be issued to retain a professional engineering consultant to assist staff with this work. Approve the resolution to publish the notice of RFQ and allow Public Works to solicit professional engineering services. \$20,000 has been budgeted to complete the work.

**2. Notice: Publishing of On-Call Consultant Roster Resolution No. 16-039**

**Tim Elsea, Director of Public Works**, 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.

**3. Notice: Publishing the Small Works Resolution No. 16-040**

**Tim Elsea, Director of Public Works**, stated this Resolution allows for the publishing of the Lewis County Small Works Roster.

**Motion carried 3-0.**

<b>Consent</b>
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**Commissioner Stamper** moved to approve Consent Agenda items four through nine. **Commissioner Fund** seconded the motion.

**4. Resolution No. 16-041 Approval of warrants for payment.**

**Suzette Smith, Auditors Office**, stated this Resolution approves 268 regular warrants be approved for a total payment against the County in the amount of \$619,938.95.

**5. Resolution No. 16-042 Authorize initial placement of casual Fair Manager on the salary grid.**

**Archie Smith, Human Resources**, stated due to the management vacancy of the Fair, Human Resources is requesting to hire a casual Fair Manager. The Lewis County Salary Grid (13 Step M Grid) maximum pay for a casual employee would not be competitive to hire a skilled manager. The Administrator of Human Resources is requesting that the casual Fair Manager be placed at Grade 25 on the Lewis County Salary Grid.

**6. Resolution No. 16-043 Maintaining the time periods for cancellations, reductions, corrections and refunds of the tax rolls.**

**Arny Davis, Treasurer**, stated recent legislation has amended RCW 84.69.030, RCW 84.68.150, and RCW 84.48.065 permitting refunds, cancellations, or corrections of the tax rolls for a period beyond three years if authorized by the County Legislative Authority. It is recommended that the Board of County Commissioners approve the Resolution to maintain the time periods for cancellations, reductions, corrections, and refunds provided for in RCW 84.69.030, RCW 84.68.150, and RCW 84.48.065 to three years. This would continue the current policy for time periods for cancellations, reductions, corrections, and refunds provided for in RCW 84.69.030, RCW 84.68.150, and RCW 84.48.065 to no more than three years.

**7. Resolution No. 16-044 Approving the purchase of three new Ford Interceptors for the Sheriff's Department.**

**Tim Elsea, Director of Public Works**, stated this Resolution approves the purchase of three new Ford Interceptors from Columbia Ford. The Lewis County Public Works Department has determined that three vehicles in the Sheriff's department fleet are in need of replacement. These vehicles were scheduled, budgeted, and approved for replacement in 2016. Columbia Ford offers Ford Interceptors through the current Washington state contract (03713). The purchase of three new Interceptors in the amount of \$99,510.38.

**8. Resolution No. 16-045 Approving purchase of two new crew cab trucks for the Sheriff's Department.**

**Tim Elsea, Director of Public Works**, stated this Resolution approves the purchase of two new crew cab trucks from Corwin Ford. The Lewis County Public Works Department has determined that two vehicles in the Sheriff's department fleet are in need of replacement. These vehicles were scheduled, budgeted, and approved for replacement in 2016. Corwin Ford offers crew cab trucks through the current Washington state contract. The purchase of two new trucks in the amount of \$72,628.42.

**9. Resolution No. 16-048 Authorizing Cash Flow Loan from Current Expense fund No. 001.**

**Steve Walton, Budget Administrator**, stated due to reimbursement basis grants and the potential timing difference between incurring project expenditures and receiving anticipated revenues, the Communications Fund No. 107, will be in a negative cash balance during the initial phases of the projects. There is also a need to cover the projected negative cash position for E-911 dispatch, radio operations and related expenditures until anticipated rate revenues are received. It is requested an amount up to \$500,000 be available to be placed in the Communications Fund No. 107 on an as needed cash flow basis and that said loan will be repaid, as the anticipated revenues

are received, provided adequate cash balance remains in the Communications Fund No. 107 to cover subsequent period expenditures. Funds will be transferred from unencumbered Current Expense Funds to the Communications Fund No. 107 on an as-needed basis by the Treasurer's office. An interest rate of 0.25% will be charged based on the LGIP rate as of December 2015. Local governments are allowed to make loans between funds as long as they are authorized by the legislative body, are temporary in nature, and include a reasonable rate of interest to be paid to the lending fund.

**Motion carried 3-0.**

<b>Hearing</b>
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**Hearing: Approving a franchise to High Valley Country Club**

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

**Tim Elsea, Director of Public Works**, stated this Resolution approves a franchise to construct, operate and maintain water system facilities on County rights of way in Lewis County, Washington to High Valley Country Club, Inc. This resolution approves a franchise to High Valley Country Club, Inc. 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 High Valley Country Club, Inc. to construct, operate, and maintain water system facilities within county rights of way. A hearing was set by Resolution 16-004 on January 4, 2016 to give all required notices to the public.

**Chair Schulte**, asked if there were any questions. There were none. He 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 Schulte**, asked if there was anyone who would like to speak for or against the franchise. There was no one. He closed the hearing and asked for a motion.

**Commissioner Fund** moved to approve Resolution No. 16-046. **Commissioner Stamper** seconded the motion.

**Resolution No. 16-046 A nonexclusive franchise for High Valley Country Club, Inc. to construct, operate, and maintain water system facilities in Lewis County rights-of way; and setting forth conditions accompanying a grant of a nonexclusive franchise; and providing for County administration and regulation of the nonexclusive franchise.**

**Motion carried 3-0.**

**Hearing: Approving a franchise to Rainier Connect and Mashell Telecom, Inc.**

**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 franchise has been received from Mashell Telecom, Inc., dba Rainier Connect to construct, operate, and maintain telecommunication facilities within county rights of way.

Chair Schulte, asked if there were any questions. There were none. He 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 Schulte**, asked if there was anyone who would like to speak for or against the franchise. There was no one. He closed the hearing and asked for a motion.

**Commissioner Stamper** moved to approve Resolution 16-047. **Commissioner Fund** seconded the motion.

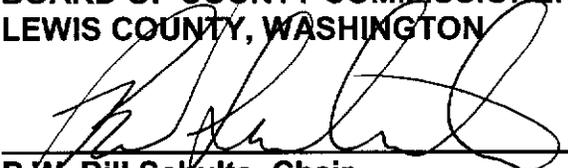
**Resolution No. 16-047 A nonexclusive franchise to Mashell Telecom, Inc., dba Rainier Connect, to construct, operate, and maintain water system facilities in Lewis County rights-of way; and setting forth conditions accompanying a grant of a nonexclusive franchise; and providing for County administration and regulation of the nonexclusive franchise.**

**Motion carried 3-0.**

Recorder: Candy Hallom

There being no further business, the BOCC's business meeting adjourned at 10:33 am on February 1, 2016. The next public meeting will be held Monday, February 8, 2016. 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.

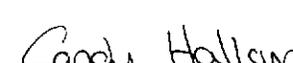
**BOARD OF COUNTY COMMISSIONERS  
LEWIS COUNTY, WASHINGTON**

  
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P.W. Bill Schulte, Chair

  
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Gary Stamper, Vice-Chair

  
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Edna J. Fund, Commissioner

**ATTEST:**

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