

Agenda
Board of Wahkiakum County Commissioners
Regular Meeting
August 23, 2011
9:30 a.m.

Next Resolution No.
Next Ordinance No. 152-11

9:30 a.m. **Call to Order**
9:31 a.m. **Flag Salute**
9:32 a.m. **Approval of Regular Meeting Agenda**

9:33 a.m. **Consent Agenda**
All matters listed within the Consent Agenda have been distributed to each member of the Board of Wahkiakum County Commissioners for reading and study, are considered routine, and will be enacted by one motion of the Board with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

- A. **Minutes of August 16, 2011**
- B. **Resolution No. 121-11**
- C. **Vouchers**
- D. **Labor Day Closure**

9:35 a.m. **Public Comment** (*public comment is limited to three minutes per person*)

Review Commissioners' Calendars

9:40 a.m. **New Business**

1. Board of Equalization – Approval to Reconvene (action)
2. Amendment to August 9, 2011 Regular Meeting Minutes (action)

9:45 a.m. **Unfinished Business**

1. E-911 Contract ~ Joannie Bjorge (action)

9:50 a.m. **Health and Human Services**

1. WSDOT Contract – Chris Holmes (discussion/review only)
2. HUD Contracts – Chris Weiler (discussion/review only)

10:00 a.m. **Auditor ~ Diane Tischer**

1. Census (discussion)
- 2.

10:10 a.m. **Assessor ~ Bill Coons**

1. Request for Extra Help, Professional Fees & Staffing 2011 & 2012 (discussion)

10:20 a.m. **Public Works ~ Pete Ringen**

1. Notice of Work by County Forces – Elochoman Valley Road (discussion)
2. Resolution Closing East Bound Lane of Steamboat Slough Road (action)

Commissioners Reports

Unfinished/Other Business

RECESS

1:00 p.m. **Work Session ~ Seal Slough**

Work Sessions are an opportunity for Board members to discuss issues informally with staff and invited guests. The Board encourages members of the public to attend Work Sessions and listen to the discussion, but there is generally no opportunity for public comment. Members of the public wishing to address the Board are welcome to do so during the Board's regularly scheduled meetings held weekly.

Executive Session

(The Board may recess into Executive Session to consider employment or dismissal of personnel, to review the performance of a public employee, to consult with legal counsel, to consider the position to be taken in collective bargaining, to consider acquisition or sale of real estate, or other matters per RCW 42.30.110)

Adjournment

Complete copies of the current Board of Commissioners Meeting agenda packets can be viewed at the Board of Commissioners Office.

This meeting is accessible to persons with disabilities. Please call 360-795-8048 if you require special accommodations to participate in this meeting.

Marsha LaFarge

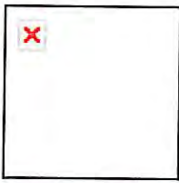
From: Chris Holmes
Sent: Thursday, August 18, 2011 9:21 AM
To: Marsha LaFarge
Subject: RE: Approved Minutes

Marsha, small note.....we were talking about 16-20 units of housing not that many individual houses. I realize it probably can't change now. Thanks Chris

Chris Holmes, MS
Wahkiakum County
Human Services Manager
(Phone) 360 795-8630
(Fax) 360 795-6224
(email) holmesc@co.wahkiakum.wa.us

From: Marsha LaFarge
Sent: Tuesday, August 16, 2011 10:55 AM
Subject: Approved Minutes

Attached are the approved minutes from the August 9 BOCC meeting.



Marsha LaFarge
Clerk of the Board
Wahkiakum County
P. O. Box 586
Cathlamet WA 98612
360-795-8048

All e-mail sent to this address will be received by the Wahkiakum County e-mail system and may be subject to Public Disclosure under Chapter 42.56 RCW and is subject to archiving and review by someone other than the recipient.

Please Note: Your email is important to us. Our email system uses an aggressive SPAM filter. If you have not received a reply to my email, please call our office and we will add you to our SPAM filter.

Operation Manager position vacant while Weiler fills the new position. Bright will continue to oversee issues at policy level, prepare for the next Public Health Standards Site Visit, supervise the HHS management team and public health staff, and continue her development of community and state relationships. Bright pointed out that by reducing her hours to 89.5 per month, the county will save \$45,232. Bright also asked the board to set the annual salary of the Deputy Director at \$64,850 which is \$10,000 over Weiler's current salary. Weiler's additional duties will include filling in for her during her absences, the day-to-day emergency preparedness and response activities, and HHS strategic planning as they relate to the department's goals and objectives. It was M/S by Commissioners Brady and Cothren authorizing the reduction of the HHS Director position to 89.5 hours a month and creating a HHS Deputy Director position setting the salary at \$64,840 annually effective September 1, 2011 for 18 months. Carried. Marsyla stressed to Bright that should she return to full-time, the position of Deputy Director would terminate and Weiler, should he choose, would return to his previous position and salary.

Continuity of Care Housing Group

Present: HHS Manager Chris Holmes, Community Outreach Coordinator Jackie Jones, Suzanne Holmes, TRSN Director Bill Hardy, Town Councilman Steve McNicholas, Mike Reardon from SW Washington Agency on Aging and Disabilities, and Dan Freedman from Longview Housing Authority.

HHS Manager Chris Holmes presented a background on the Affordable Housing Bill created in 2006 by the Washington Legislature. This bill was aimed at increasing the stock of safe affordable housing for the very low income population with the particular focus on the disabled. This model was expanded in 2005 with the Ending Homelessness Bill allowing an additional recording fee to be placed into the Wahkiakum Housing Fund. The goal was to establish a 10 year plan to decrease homelessness by 50% by 2015. Development of strategies for achieving this goal was left to the local communities. Wahkiakum County formed a loose coalition around housing issues in the late 1990's to assess the local needs. This coalition found the most pressing need currently was to significantly increase the stock of affordable housing accessible to county residents with low income, and particularly those with disabilities. In 2010 the Department of Commerce began transitioning to a new way of contracting for housing services. In the new more flexible funding contracts, there will be a requirement for dollar for dollar cash match with local funds. This match can be paid from the County's Affordable and Homeless Housing Fund which has a current balance of \$100,939.60.

The committee feels this is a good time for our community to explore the beginning phases of a project as property costs are low and asked the board for their consensus to allow the committee to negotiate a non-binding agreement for the purchase of a piece property on which 16 to 20 affordable houses could be built. The board agreed by consensus to allow the negotiating of a non-binding agreement for real property for future use, but stressed the need to hold public discussions before they would consider the purchase of any property.



Washington Counties Risk Pool

Vyrle Hill, Executive Director and David Goldsmith, Member Services Manager, discussed with the board the possibility of Wahkiakum County joining the Washington Counties Risk Pool. Goldsmith stated the pool's mission is to provide comprehensive and economical risk coverage, reduce the frequency and severity of losses; and decrease costs incurred in the managing and litigation of claims.

Board of Wahkiakum County Commissioners

Date: August 10, 2011

By: Joannie Bjorge

Issue:

The E911 Contract for 2011-2013 needs to be signed.

Background Information:

In the past this has been a yearly contract, but for budgetary reasons, all the State contracts have been changed to biennial contracts, therefore the monetary value of the contract has doubled. All else appears the same as past years.

Recommendation:

Sign the contract

Alternatives:

- 1) n/a
- 2)
- 3)

Financial Impact:

Revenue for county E911 services

Funds Available:

n/a

**Washington State Military Department
CONTRACT FACE SHEET**

1. Contractor Name and Address: Wahkiakum County Post Office Box 586 Cathlamet, Washington 98612	2. Contract Amount: \$1,093,419	3. Contract Number E12-127 (Revised)
4. Contractor's Contact Person, phone number: Joannie Bjorge / 360.795.3242 bjorgej@co.wahkiakum.wa.us	5. Contract Start Date July 1, 2011	6. Contract End Date September 15, 2013
7. MD Program Manager/phone number: Lorri Gifford/253.512.7013 l.gifford@emd.wa.gov	8. Data Universal Numbering System (DUNS #): 114749216	9. UBI # (state revenue): 351-000-421

10. Funding Authority: **Washington State Military Department and State Enhanced 911 Funds**

11. Funding Source Agreement #: RCW 38.52.510, .540, .545 Chapter 118-66 WAC	12. Program Index# & Obj/SubObj: 73281 and 73282 NZ	13. CFDA # & Title: NA	14. TIN or SSN: 91-6001377
--	--	----------------------------------	--------------------------------------

15. Service Districts: (BY LEGISLATIVE DIST): 19 (BY CONGRESSIONAL DIST): 3	16. Service Area by County(ies): Wahkiakum County	17. Women/Minority-Owned, State Certified?: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> NO <input type="checkbox"/> YES, OMWBE #
---	---	--

18. Contract Classification: <input type="checkbox"/> Personal Services <input type="checkbox"/> Client Services <input checked="" type="checkbox"/> Public/Local Gov't <input type="checkbox"/> Collaborative Research <input type="checkbox"/> A/E <input type="checkbox"/> Other	19. Contract Type (check all that apply): <input checked="" type="checkbox"/> Contract <input type="checkbox"/> Grant <input type="checkbox"/> Agreement <input type="checkbox"/> Intergovernmental (RCW 39.34) <input type="checkbox"/> Interagency
---	--

20. Contractor Selection Process: <input checked="" type="checkbox"/> "To all who apply & qualify" <input type="checkbox"/> Competitive Bidding <input type="checkbox"/> Sole Source <input type="checkbox"/> A/E RCW <input type="checkbox"/> N/A <input type="checkbox"/> Advertised? <input type="checkbox"/> YES <input type="checkbox"/> NO	21. Contractor Type (check all that apply): <input type="checkbox"/> Private Organization/Individual <input type="checkbox"/> For-Profit <input checked="" type="checkbox"/> Public Organization/Jurisdiction <input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> VENDOR <input type="checkbox"/> SUBRECIPIENT <input checked="" type="checkbox"/> OTHER
---	---

22. BRIEF DESCRIPTION:
To provide reimbursement to the Contractor (County) for certain approved incurred eligible Coordinator Professional Development and Operational expenses as described in WAC 118-66-050 and E911 policies incorporated herein by reference in the amounts described in the Budget attached as Exhibit C.

IN WITNESS WHEREOF, the Department and Contractor acknowledge and accept the terms of this contract and attachments hereto and have executed this contract as of the date and year written below. This Contract Face Sheet, Special Terms and Conditions, General Terms and Conditions (Exhibit A), Statement of Work (Exhibit B) and Budget (Exhibit C) govern the rights and obligations of both parties to this contract.

In the event of an inconsistency in this contract, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:

- (a) **Applicable Federal and State Statutes and Regulations**
- (b) **Statement of Work**
- (c) **Special Terms and Conditions**
- (d) **General Terms and Conditions, if attached, and**
- (e) **any other provisions of the contract incorporated by reference.**

This contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or to bind any of the parties hereto.

WHEREAS, the parties hereto have executed this contract on the day and year last specified below.

FOR THE DEPARTMENT:	FOR THE CONTRACTOR:
_____ Signature James M. Mullen, Director Emergency Management Division Washington State Military Department	_____ Signature Lisa Marsyla, Chairman Board of County Commissioners
_____ Date	_____ Date
APPROVED AS TO FORM: Chad C. Standifer (signature on file) 11/22/10 Assistant Attorney General	for Wahkiakum County

BUDGET

	FY12		FY13	
	WIRELINE	WIRELESS	WIRELINE	WIRELESS
Coordinator Professional Development	\$14,200	\$ 21,300	\$ 14,200	\$ 21,300
Operational	\$210,985	\$322,447	\$193,159	\$295,828
Totals for Wireline and Wireless	\$225,185	\$343,747	\$207,359	\$317,128
FISCAL YEAR TOTALS Not to Exceed	\$ 568,932		\$524,487	
TOTAL CONTRACT NOT TO EXCEED	\$1,093,419			

Funding Source: RCW 38.52.510, .540, .545/Chapter 118-66 WAC, and PI# 73281 Wireline/73282 Wireless

Board of Wahkiakum County Commissioners

Date: 8/16/2011

By: C Holmes

Issue: Signature of contract GCA6858 between WCHHS and WSDOT for operating funds for the Wahkiakum on the Move project between 7/11 and 7/13.

This cover page can be used to explain an issue, recommend action, give alternatives and identify budget source and budget amounts. This cover sheet is a good resource to use when one is requesting action by the board. It can be found on the county's shared drive on the server. It is named Cover Page.doc

Background Information : This is a renewal of operating grant funding, with a slight increase overall from last years original grant. (Last year we budgeted approx. \$178,000 in state / federal funds, this agreement allows for \$187,500.) This increase along with our contribution from project earnings will allow us to increase routing to add one extra round trip to Longview from Cathlamet per day and one additional round trip from Naselle to Longview per week. Our request for capital funds to cover purchase of a replacement bus was not granted and that purchase has been put on hold.

Recommendation: Sign the contract as provided.

Alternatives:

- 1)
- 2)
- 3)

Financial Impact: No Current Expense dollars are involved. WCHHS contributions will be from funds on hand earned by Medicaid and Reserve a Ride transport services.

Funds Available: \$179,684 of state/federal money budgeted for 2011 County budget year.

file:cover page

Federal/State Operating Grant Agreement								
Washington State Department of Transportation Public Transportation Division 310 Maple Park Avenue SE PO Box 47387 Olympia, WA 98504-7387 WSDOT Contact: Shamus Misek 360-705-7346	Contractor: Wahkiakum County Health & Human Services 42 Elochoman Valley Road Cathlamet, WA 98612 Contact Person: Christopher Weiler 360-795-8630							
Term of Project: July 1, 2011 through June 30, 2013	Federal ID #: 91-6001377							
Scope of Project: Scope of Project as set forth in Exhibit I, Scope of Work and Budget.	Project Title: Operating funding assistance as described in Exhibit I, Scope of Work and Budget							
	CFDA: 20.509 (5311)							
Service Area: As defined in attached Exhibit I	Project Costs:							
	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">Federal Funds</td> <td style="text-align: right;">\$93,750</td> </tr> <tr> <td style="text-align: center;">State Funds</td> <td style="text-align: right;">\$187,500</td> </tr> <tr> <td style="text-align: center;">Contractor Funds</td> <td style="text-align: right;">\$55,942</td> </tr> <tr> <td style="text-align: center;">Total Project Cost</td> <td style="text-align: right;">\$337,192</td> </tr> </table>	Federal Funds	\$93,750	State Funds	\$187,500	Contractor Funds	\$55,942	Total Project Cost
Federal Funds	\$93,750							
State Funds	\$187,500							
Contractor Funds	\$55,942							
Total Project Cost	\$337,192							
Agreement Number: GCA6858								

THIS AGREEMENT, entered into by the Washington State Department of Transportation, hereinafter "WSDOT," and the above Contractor, hereinafter "CONTRACTOR," individually the "PARTY" and collectively the "PARTIES," WITNESSETH THAT:

WHEREAS, Federal funding is authorized under 49 USC chapter 53; Title 23 USC (Highways); the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) enacted as Public Law 109-59, August 10, 2005; as amended by SAFETEA-LU Technical Corrections Act, 2008, Pub. L. 110-244, June 6, 2008; the Transportation Equity Act for the 21st Century (TEA-21) enacted as Public law 105-178, June 9, 1998, as amended, the National Capital Transportation Act of 1969, D.C. Official Code, §§ 9-1111.01 et seq.; or other Federal laws the Federal Transit Administration (FTA) administers to the extent FTA so determines;

WHEREAS, the State of Washington in its Sessions Laws of 2011, chapter 367, section 220 provides Rural Mobility, Paratransit/Special Needs, and other special proviso funding through the multi-modal transportation account and rural mobility grant program account, as identified in the budget through its 2011-2013 biennial appropriations to WSDOT;

WHEREAS, funding is authorized under 49 USC § 5311; and any subsequent amendments and resolutions thereto;

WHEREAS, WSDOT's Public Transportation Division administers the Paratransit/Special Needs Grant Program funds to provide assistance for transportation related support of persons with special needs;

NOW, THEREFORE, in consideration of the terms, conditions, performances and mutual covenants herein set forth and the attached Exhibit I, "Scope of Work and Budget," IT IS MUTUALLY AGREED AS FOLLOWS:

Section 1

Purpose of Agreement

The purpose of this AGREEMENT is for WSDOT to provide operating funds to the CONTRACTOR for

Exhibit I
SCOPE OF WORK AND BUDGET

Total Project Cost	
Federal Funds	\$93,750
State Funds	\$187,500
Contractor Funds	\$55,942
Total Project Cost	\$337,192

Funding by Project

PROJECT A

Scope of Work: Provide operating funding assistance to sustain ‘Wahkiakum on the Move’, a route-deviated transportation service connecting Wahkiakum County to Pacific and Cowlitz counties along the State Route 4 corridor and open to the general public and persons with special needs.

Funding	Percentage	Current 2011-2012	Projected 2012-2013	Totals
FTA 5311	28%	\$93,750	\$93,750	\$187,500
Paratransit Special Needs Nonprofit	56%	\$187,500		\$187,500
Contractor Funds	16%	\$55,942		\$55,942
Total Project Cost	100%	\$337,192		\$430,942

Budget: *Funding and percentages identified reflect current project funds for 2011-2012. 2012-2013 Projected funds are subject to renegotiation based on availability of funds and will be added by amendment when available.*

Board of Wahkiakum County Commissioners

Date: August 4, 2011
By: Christopher Weiler

Issue:

There is a current Housing Assistance Payment Agreement in place between Wahkiakum County and the U.S Department of Housing and Urban Development (HUD). This contract provides a rent subsidy on behalf of low income clients living in 2-two bedroom apartments at 25 River Street in Cathlamet. The current contract is set to expire October 2011. Attached is the contract extending the services though October, 31, 2016.

Background Information:

Health & Human Services manages 2-two bedroom apartments located at 25 River Street in Cathlamet. The apartments are intended for low income AND disabled individuals. Each apartment comes with two separated bedrooms and bathrooms and a shared kitchen and living room. The Longview Housing Authority (LHH) administers this project-based voucher program on behalf of HUD. This contract helps Wahkiakum maintain fixed rent revenue based on the project rather on the apartment occupancy rate. As a result, this contract provides approximately \$753.00 each month in subsidized rental income that Health & Human Services uses to maintain and manage the 2-two bedroom apartments.

Recommendation:

Approve the contract as written.

Alternatives:

- 1) Do not approve the contract and attempt to use current expense or other housing assistance monies to help subsidize the cost of maintaining and managing the apartments.

Financial Impact:

By approving the contract, approximate payments of \$753.00 a month will be received unless the occupancy rate drops below 50%. Should the occupancy rate drop to 25% the payments would drop to approximately \$375 a month. The project based subsidy is based on a renter's income. Therefore, the subsidy can increase or decrease over time depending on the renters income. In general between the monthly HUD subsidy and direct renter payments, Wahkiakum County collects \$1,134 each month in rental payments for 2-two bedroom apartments. The money is used to pay for staff time to manage the apartment and pays for apartment maintenance and electric utility costs.

Funds Available:

Not applicable

file:cover page

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

PROJECT-BASED ASSISTANCE
HOUSING CHOICE VOUCHER PROGRAM

HOUSING ASSISTANCE PAYMENTS CONTRACT

EXISTING HOUSING

PART 1 OF HAP CONTRACT

1. CONTRACT INFORMATION¹

a. Contents of contract

This is a housing assistance payments contract (HAP contract) between the PHA and the owner. The HAP contract consists of Part 1, Part 2 and the contract exhibits listed in paragraph b.

b. Contract exhibits

The HAP contract includes the following exhibits:

EXHIBIT A. DESCRIPTION OF CONTRACT UNITS

2 2-bedroom units at 25 River St., Cathlamet WA 98612

Contract rent is \$567 per month.

EXHIBIT B. SERVICES, MAINTENANCE AND UTILITIES TO BE PROVIDED BY THE OWNER

1. Owner provides maintenance and supportive services
2. Owner provides range and refrigerator
3. Owner pays electricity and water/sewer/trash

ADDITIONAL EXHIBITS:³

Attachment #1 Addendum to the Section 8 Project-based Voucher Housing Assistance Payment (HAP) Contract for Existing Housing

c. Effective date and term of HAP Contract

i. Effective date

- 1) For all contract units, the effective date of the HAP contract is: **11/01/2011**.
- 2) The term of the HAP contract begins on the effective date.

ii. Length of Term

- 1) Subject to paragraph (2), the length of the term of the HAP contract for all contract units is: 5 years. The term of **this Contract ends on 10/31/2016**.
- 2) Notwithstanding paragraph (1), the length of the term of the HAP contract may not be less than one year, nor more than ten years.

Board of Wahkiakum County Commissioners

Date: 8/23/11

By: Pete Ringen, PWD/County Engineer

Issue: Advertisement regarding County Road Force work on Elochoman Valley Road milepost 10.7 to 11.2

Background Information :

The Legislature amended law in 2009 which requires advertisement in our paper of record when the Board makes a determination to have County forces complete work over \$10,000 in value. This plan for Elochoman Valley Road was first set out in the Annual Construction Program for 2011 which was adopted last fall.

Although the hearing for the Annual Construction Program was advertised, and a public hearing was held during which any member of the public could comment on the plan to use County forces to work on the Elochoman Valley Road project, the interpretation of the law is that a separate advertisement is required.

Recommendation:

Pass Motion authorizing advertisement of Notice of Work by County Forces for the Elochoman Valley Road project from Milepost 10.7 to 11.2 .

Alternatives:

- 1) None recommended
-

Financial Impact:

Minimal cost of the advertisement.

Funds Available:

There are sufficient funds available in the Road Fund for the Notice of Work advertisement.

Board of Wahkiakum County Commissioners

Date: 8/23/11

By: Pete Ringen, PWD/County Engineer

Issue: Resolution to close east bound lane of Steamboat Slough Road at milepost 2.1.

Background Information :

The US Army Corps constructed a rock revetment to protect the dike adjacent to the Julia Butler Hansen Refuge for the Columbian Whitetail Deer in the mid-1970's. In the late 1990's this revetment was compromised, and a section of the revetment was reinforced with additional rip-rap placed at a flatter slope. That project was funded through a supplemental disaster appropriation to U.S Fish and Wildlife Service and was associated with the 1996 flood event.

A new area of failure in the rock revetment was discovered this spring, beginning just downstream from the area that was reinforced in the late '90s. The rock protection along a length of the dike at milepost 2.1 is no longer in place, subjecting the dike to the erosive forces of the Columbia River, ship wakes, and wave action. Steamboat Slough Road is supported by the dike, and the east bound or water-ward lane is now compromised due to lack of support because of continuing erosion. For safety of the traveling public, it is necessary to close this lane.

Funding assistance from FEMA and from the Portland District of the US Army Corps has been sought, however to date they indicate the problem does not fit within their program parameters or funds have not been appropriated that can address the issue. Public Works plans to team with U.S. Fish and Wildlife Service and Diking District No. 4 to hire coastal engineering specialists to assist with conceptual plans for options and development of cost estimates.

Recommendation:

Pass Resolution closing the east bound lane of Steamboat Slough Road at milepost 2.1.

Alternatives:

- 1) None recommended
-

Financial Impact:

There will be a relatively small cost for Public Works personnel to deploy barricades and signing. The cost of repairs to the dike is yet to be determined, but is expected to cost hundreds of thousands of dollars.

Funds Available:

There are sufficient funds available in the Road Fund for the deployment of the barricades and signing.