

**Minutes  
Board of Wahkiakum County Commissioners  
Regular Meeting  
December 6, 2011**

**Call to Order**

Chair Lisa M. Marsyla called the regular meeting of the Board of Wahkiakum County Commissioners on December 6, 2011, at 9:30 a.m. in the public meeting room of the Wahkiakum County Courthouse.

Present: Commissioner Lisa M. Marsyla, Commissioner Daniel Cothren, Commissioner Blair Brady, Clerk of the Board Marsha LaFarge, Building and Planning Manager Chuck Beyer, Auditor Diane Tischer, Assessor Bill Coons, Treasurer Paula Holloway, Sheriff Jon Dearmore, Undersheriff Mark Howie, Emergency Management Coordinator Beau Renfro, Public Works Director Pete Ringen and Prosecuting Attorney Dan Bigelow.

Others Present: *Wahkiakum Eagle* Publisher Rick Nelson, Al George, Colleen Haley, Lynda Gerlach, Nicole Emery, Kay Walters and Jean Beerbower.

**Flag Salute**

Chair Lisa Marsyla led the flag salute.

**Regular Meeting Agenda**

It was M/S by Commissioners Brady and Cothren approving the regular meeting agenda for December 6, 2011. Carried.

**Consent Agenda**

It was M/S by Commissioners Cothren and Brady approving the consent agenda for December 6, 2011. Carried. The consent agenda contained the following items:

- A. Minutes of November 22, 2011 Regular Meeting
- B. Resolution No. 163-11. A resolution authorizing the expenditure of funds from the county properties cumulative reserve fund for the payment of vouchers properly chargeable to said fund in the amount of \$1,408.79
- C. Resolution No. 164-11. A resolution authorizing the expenditure of funds from the interlocal cooperation cumulative reserve fund for the payment of vouchers properly chargeable to said fund in the amount of \$2,186.80
- D. Voucher Approval - \$55,268.21

**New Business**

Proposal for in Courthouse Chair Massage Therapy

Nicole Emery, LMT, presented a proposal to provide on-site chair massages to county employees during their break and/or lunch times. Emery stated research has shown that treatment like this greatly improves wellness in the workplace. Emery proposes setting up in a private location of the courthouse on Wednesdays from 10 a.m. to 2 p.m. for employees interested in a 10 to 15 minute chair massage. The commissioners supported Emery's proposal, but first wanted to run the idea past the prosecuting attorney in the event there are any problems with allowing a private business in the courthouse. This service to employees would be at no cost to the county. Employees would be 100% responsible directly to Nicole Emery.

Liquor License Application

The board received notice that Logan Britt Enterprises has applied for a liquor license at the Duck Inn location. The board had no objections to the application.

East Birnie Slough Property

Building and Planning Manager Chuck Beyer reported he had the power and water services reconnected to the house that was confiscated by the Sheriff's office on East Birnie Slough Road. Beyer stated there is a need to keep a minimal amount of heat on to preserve the house and electricity to keep the engineered septic system functioning. Beyer stated that once the house is sold, these expenses can be reimbursed from the sale proceeds. Auditor Diane Tischer stated she would create a separate line item in current expense facilities in which to pay these utility bills. Sheriff Dearmore stated he has talked to one party who is interested in purchasing the real property and will work with the prosecuting attorney's office to take the necessary steps to sell this property.

**Auditor**Memorandum of Understanding – Deputy Auditor II

It was M/S by Commissioners Brady and Cothren approving the Memorandum of Understanding between Wahkiakum County and the American Federation of State, County and Municipal Employees amending the 2010 Working Agreement to provide for the transfer of the present Deputy Treasurer II to the position of Deputy Auditor II with certain benefits commensurate with her experience. Carried.

Leave Buy-Out for Jeffrey Fithen

It was M/S by Commissioners Brady and Cothren approving Resolution 165-11 a resolution authorizing the expenditure of \$3,068.08 from the contingent liabilities cumulative reserve fund for payment of accumulated annual leave to Jeffrey Fithen and for payment of county share of FICA/Medicare and retirement. Carried.

**Assessor**REET Fund

Assessor Bill Coons asked the board to modify the REET fund to allow him to hire a part time, limited duration Deputy Assessor I whose primary duty would be to input parcel data in order for his office to comply with the annual revaluation requirements in 2014. Treasurer Paula Holloway also requested funds to support her Foreclosure Deputy Treasurer position. Auditor Diane Tischer reported there is \$88,500 in the REET fund and Coons acknowledged there would be no additional funds coming into that account until 2014. Brady stated the county needed to be cautious about spending down this account because of the software maintenance agreements that need to come out of this account. It was M/S by Commissioners Marsyla and Brady authorizing an 89.5 hour position for a period of six months for the sole purpose of parcel data entry for preparation of annual revaluations in 2014 with this position to be funded out of the REET fund. Carried. Auditor Tischer stated a revised resolution and a new job description will need to be provided before Coons hires a part-time person. Marsyla also asked Coons to report to the board every two months to let them know how much work is being accomplished.

The board did not authorize additional funds for the Treasurer's position.

**Sheriff**Memorandum of Understanding – Dept. of Emergency Management Coordinator

The board noted the MOU for the DEM Coordinator had not been approved by the union. Auditor Diane Tischer stated the purpose for the MOU is to change the coordinator's hours from a 40 hour work week to 35 and that his hours will be flexible. Marsyla asked Sheriff Dearmore to present this matter to the union for their approval prior to the board taking action.

Deputy Sheriff Pay Class

Sheriff Dearmore announced he has hired a lateral deputy to replace Deputy Fithen. The new Deputy is Paul Carlson, a 14 year veteran. Dearmore asked the board to approve the hiring of Carlson at a Class 7, Step 3 pay class. It was M/S by Commissioners Cothren and Brady approving the hiring of a lateral deputy at Class 7, Step 3. Carried.

**Dept. of Emergency Management**Region IV Homeland Security Grant

It was M/S by Commissioners Brady and Cothren authorizing the chair's signature on the Region IV Homeland Security Grant #E11-108 in the amount of \$38,000. Carried. This grant is being used to fund the DEM Coordinator position.

Purchase of Sand Bags

It was M/S by Commissioners Brady and Cothren authorizing the acquisition of 5,000 sandbags, not to exceed \$1,500 including tax to be funded out of the flood control fund. Carried.

**Public Works**Engineering and Traffic Investigation – Elochoman Valley Road

Public Works Director Pete Ringen reviewed the engineering and traffic study performed on the Elochoman Valley Road between SR-4 and Family Camp Road. The study found the road width varies from 30 feet to 20 feet north of Kent's Bridge. Ringen noted the standard width for this road would be 22 feet. Ringen looked at the stopping sight distance on curves and determined there are three curves on the road that have sub-standard stopping sight distances. Ringen also evaluated the recorded accident history and found there were 19 accidents in the last 10 years. Another factor Ringen took into consideration, were the number of intersecting driveways. It was determined that this road has the characteristics in the category "suburban." A speed study was conducted at 4 different locations for a one week period and during this period, the 85<sup>th</sup> percentile speed was determined to be 51.2 miles per hour. Because of all the above, Ringen recommended a 45 mph speed limit between SR-4 and Family Camp Road.

Sheriff Dearmore concurred with Ringen's report and supports reducing the speed limit to 45 mph.

It was M/S by Commissioners Cothren and Brady approving the notice of hearing for reduction in speed limit on Elochoman Valley Road from 50 miles per hour to 45 miles per hour between SR-4 and Family Camp Road with said hearing to be held on the 10<sup>th</sup> day of January, 2012 at 11:00 a.m. in the Commissioners meeting room of the Wahkiakum County Courthouse. Carried.

**Unfinished Business**Fair Budget

Kay Walters inquired of the board how they reached the figures in the fair budget. Commissioner Brady explained the county will be receiving less money for fair premiums from the state. During the budget process the fair manager estimated they would receive \$12,000. It was the consensus of the board that the fair become self-supporting; therefore, it was agreed to designate one-half of the state's contribution to be spent on fair pari-mutuels and one-half to support the fair's expenses. It was also agreed to change the eligibility of fair pari-mutuels to 19 years and younger.

**Recess**

Chair Lisa M. Marsyla recessed the regular meeting at 10:55 a.m. to enter into an executive session to discuss a potential litigation issue for a period of 10 minutes.

**Executive Session***Potential Litigation*

Present: Chair Lisa M. Marsyla, Commissioner Daniel L. Cothren, Commissioner Blair H. Brady, Clerk of the Board Marsha LaFarge, Prosecuting Attorney Dan Bigelow and Public Works Director Pete Ringen.

### Reconvene

Chair Marsyla reconvened the regular meeting at 11:05 a.m. No action was taken as a result of the executive session.

It was M/S by Commissioners Brady and Cothren rejecting the current bid submitted by ABM Janitorial and putting the janitorial services back out for bid. Carried.

### Recess

Chair Lisa M. Marsyla recessed the regular meeting at 11:10 a.m. to enter into an executive session to discuss a potential litigation issue for a period of 10 minutes.

### Executive Session

#### Potential Litigation

Present: Chair Lisa M. Marsyla, Commissioner Daniel L. Cothren, Commissioner Blair H. Brady, Clerk of the Board Marsha LaFarge, Prosecuting Attorney Dan Bigelow and Assessor Bill Coons.

### Reconvene

Chair Marsyla reconvened the regular meeting at 11:20 a.m. No action was taken as a result of the executive session.

### 2012 Budget

Commissioners, Auditor and Assessor reviewed the budget and the suggested revisions as follows:

Fund	Explanation	Budget
Facilities - Current Expense	A new expense line item will be created for the utilities for the E. Birnie Slough house.	1,200
	Offset additional expense, reduce Public Utility line item	1,200
	Zero Net	
Unemployment Fund	Beg Net Cash/Investments (actual amount)	64,916
	Expenses	64,916
	Total Budget	64,916
CR Contingent Liabilities	Beg Net Cash	1,265,000
	Miscellaneous/Undesignated	1,234,923
	Total Budget	1,278,000
CR Interlocal Cooperative	Beg Net Cash	20,000
	Miscellaneous/Undesignated	19,500
	Total Budget	39,500
CR County Properties	Beg Net Cash	206,861
	DOR REET System	
	Reimb/Assessor	50,000
	Phone System (offset)	80,189
	Total Budget	508,433
Trial Court Improvement	Cash on Hand	9,600
	Misc/Undesignated	7,010
	Total Budget	20,310
Treasurers O&M	Cash on Hand	7,000

	Professional Fees increased by \$2,000	3,946
	Total Budget	14,100
Capital Improvement Fund	Beg Net Cash	620,000
	Capital Outlay Increased	56,930
	Total Budget	646,030
REET Fund	Net Beg Cash - REET Electronic Tech for Annual Reval \$20,000 will come in 2012	88,469
	Adjust Expenses for Part-Time data input position (salary and benefits)	To be determined
	Reduce Equipment	1,469
	Reduce Computer Equipment	4,500
	Professional Fees Reduced	46,469
	Total Budget	88,469
Flood Control	Due to an error that has been carried forward for several years, actual cash on hand	105,500
County Road Fund	Adjustment and Offsets: New Line Item: Transfer In Current Expense	100,000
	Construction/Capital Improvement (offset by 100,000)	1,199,696

Auditor Diane Tischer reminded the board they had not made a decision regarding funding for the library. It was moved by Commissioner Marsyla to fund \$3,000 to the library from the interlocal cooperation fund. The motion died for lack of a second.

Assessor Bill Coons asked for additional funds in his budget for over time; promoting his Deputy Assessor II to Chief Deputy Assessor II, and additional funds in his professional fee line item. Commissioner Marsyla reviewed the Assessor's non-labor line items that were converted back to the 2010 level. The Commissioners agreed no additional funds will be budgeted into the Assessor's budget. Marsyla suggested Coons move funds from some of his other line items to cover needed expenses.

It was M/S by Commissioners Cothren and Brady approving the 2012 budget with changes and corrections that have been identified throughout the budget process. Carried.

#### Adjournment

With no further business to come before the meeting, Chair Lisa Marsyla adjourned at 12:23 p.m.

Attest: Marsha LaFarge  
Marsha LaFarge  
Clerk of the Board

Approved: Lisa M. Marsyla  
Lisa M. Marsyla  
Chair of the Board