

# Cowlitz 911 Public Authority Board of Directors

## Meeting Agenda

Wednesday July 10, 2024 @ 10:00 AM

Hybrid – Cowlitz 911 & Zoom

**1. Call to Order and Introductions**

**2. Approval of the Agenda**

**Recommended Action:** A motion to approve the agenda as presented.

**3. Approval of Meeting Minutes**

**A. 06/27/24 – Special Meeting Minutes**

**Recommended Action:** A motion to approve the meeting minutes from 06/27/24

**4. Public Comment**

**A.** The public comment period allows any member of the public to speak to any item that is not on the regular agenda. There is a time-limitation of 3 minutes. All comments should be directed to the Chair.

**5. Payables**

**The following transactions are approved as presented**

<b>ACCOUNT</b>	<b>TRANS NUMBER</b>	<b>AMOUNT</b>
Payroll 07/05/24	617 – 650	\$131,331.87
Claims 06/28/24	661 – 681	\$85,906.80
<b>TOTAL</b>		<b>\$217,238.67</b>

**Recommended Action:** Motion to approve the payables as presented

**6. Amending Cowlitz 911 Small Works Roster and Purchasing Resolution 2019-004**

**Recommended Action:** Motion to approve the Amended Resolution

**7. Board Comments/Board Committee Reports**

**A.** LAW TAC Update

**B.** FIRE TAC Update

**C.** Executive Director Recruitment Update

**8. Director's Report**

**A.** Staffing Update

**9. Old Business**

**10. Executive Session: If necessary**

**11. Adjournment**

# Cowlitz 911 Public Authority Board of Directors

## Meeting Minutes

Thursday June 27<sup>th</sup>, 2024 @ 10:00 AM

Hybrid – Cowlitz 911 & ZOOM

### Attendance

**Board Members:** Erik Halvorson; Andy Hamilton; Scott Goldstein; Bill LeMonds; Brad Thurman; Charlie Worley; Rick Dahl; Robert Huhta

**Staff:** Frank Randolph (general counsel); Briana Harvill; Don Turrentine; Bob Gregory; Jerry Jensen

**Guests:** Brandon Poff; Brandi Ballinger; Seth Hart; Lance Hollandsworth; Rob Castro; Troy Brightbill; Michelle Arrowsmith; Spencer Salley

**Board Members Absent and No Alternate:** Jim Duscha

### 1. Call to Order and Introductions

Thurman called the meeting to order at 10:01 AM.

### 2. Approval of the Agenda

**Recommended Action:** A motion to approve the agenda as presented.

Halvorson made a motion to approve the agenda as presented. Hamilton seconded; all in favor, motion carried.

### 3. Approval of Meeting Minutes

A. April 22, 2024, Special Meeting Minutes

B. May 15, 2024, Meeting Minutes

C. May 29, 2024, Special Meeting Minutes

**Recommended Action:** A motion to approve the meeting minutes from April 22, 2024, May 15, 2024, and May 29, 2024.

Huhta requested there be a change to the May 29, 2024 meeting minutes to reflect that he recused himself from voting for the final Collective Bargaining Agreement. Huhta made a motion to approve the 04/22/2024, 05/15/2024, & 05/29/2024 meeting minutes with the amendment to the May 29, 2024 meeting minutes. Halvorson seconded; all in favor, motion carried.

### 4. Public Comment

The public comment period allows any member of the public to speak to any item that is not on the regular agenda.

### 5. Payables:

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 05/20/24	617 – 650	\$121,575.21
Payroll 06/05/24	690 – 725	\$164,203.45
Payroll 06/20/24	761 – 795	\$164,041.32
Claims 05/23/24	661 - 681	\$342,161.99
Claims 06/13/24	729 – 757	\$155,991.58
Claims 06/19/24	798	\$398.42
TOTAL		\$948,371.97

**Recommended Action:** Motion to approve the payables as presented.

Dahl made a motion to approve payables as presented. Huhta seconded; all in favor, motion carried.

### 6. Approval for Employment Agreement with Deanna Wells

**Recommended Action:** Motion to approve the Employment Agreement with Deanna Wells as presented.

Huhta made a motion to approve the Employment Agreement with Deanna Wells as presented. Halvorson seconded; all in favor, motion carried.

#### **7. Approval of Public Records Policy**

**Recommended Action:** A motion to approve the Public Records Policy as presented.

The board would like a section added about training staff on the records process and would like research to be done on charging for records. Will bring back a revised policy to a future board meeting.

#### **8. Clarification for Radio Project Purchases**

**Recommended Action:** Motion to authorize preparation of a Resolution providing Executive Director authority to approve future expenditures for the short-term radio stabilization project, not to exceed the budgeted amount in the Cowlitz 911 2024 budget for the radio and microwave system including equipment procurement, installation, and services, subject to federal, state, and local bidding and procurement requirements.

Huhta made a motion to bring back a resolution to the July 10<sup>th</sup> special meeting that provides the Executive Director the authority to approve future expenditures for the short-term radio stabilization project, not to exceed the budgeted amount in the Cowlitz 911 2024 budget for the radio and microwave equipment procurement, installation, and services, subject to federal, state and local bidding and procurement requirements. Halvorson seconded; all in favor, motion carried.

#### **9. Board Comments/Board Committee Reports**

**A. LAW TAC Update:** Met with Bob Gregory to discuss procedural issues and dispatching BHU units. There will be a joint Law and Fire TAC meeting on July 9<sup>th</sup>.

**B. FIRE TAC Update:** No report.

#### **10. Director's Report**

**A. Staffing Update:** 18 dispatchers; including 1 trainee. We had 6 interviews earlier this month; 4 conditional offers – 2 are laterals. They are currently in the background stage. All 6 candidates were good, but training limited the number of people we could hire at this time. The supervisor position has been posted internally. We have 4 open positions and 9 internal staff applied. We will have an assessment center for this with the help of Reinke & Associates and it is tentatively scheduled for July 18<sup>th</sup>.

**B. Executive Director Search Update:** Executive Session for this.

#### **11. Old Business:**

#### **12. Executive Session:** RCW 42.30.110(1)(g)

Board entered executive session for 10 minutes at 10:32 AM and ending at 10:42 AM. Board came out of executive session at 10:42 AM. No action was required.

#### **13. Closed Session:** N/A

#### **14. Adjournment:** Meeting adjourned at 10:44 AM.

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Brad Thurman, Board Chair

Attest:

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Briana Harvill, Clerk of the Board

# CHECK REGISTER

Cowlitz 911

Time: 08:41:14 Date: 07/09/2024

07/05/2024 To: 07/05/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
848	07/05/2024	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	22,014.13	941 Deposit for Pay Cycle(s) 07/05/2024 - 07/05/2024
843	07/05/2024	Payroll	1	13159	MICHELLE SIMS	3,730.11	
849	07/05/2024	Payroll	1	13160	KAISER PERMANENTE MEMBERSHIP ADMIN	2,838.34	Pay Cycle(s) 07/05/2024 To 07/05/2024 - MEDICAL-KAISER
850	07/05/2024	Payroll	1	13161	WASHINGTON STATE DEPT OF RETIREMENT	14,250.65	Pay Cycle(s) 07/05/2024 To 07/05/2024 - PSERS2; Pay Cycle(s) 07/05/2024 To 07/05/2024 - PERS2; Pay Cycle(s) 07/05/2024 To 07/05/2024 - PERS3
851	07/05/2024	Payroll	1	13162	WCIF	11,279.78	Pay Cycle(s) 07/05/2024 To 07/05/2024 - MEDICAL-WCIF; Pay Cycle(s) 07/05/2024 To 07/05/2024 - LIFE INS BUYUP; Pay Cycle(s) 07/05/2024 To 07/05/2024 - AD-D BUYUP
823	07/05/2024	Payroll	2	EFT	JONATHAN C AGUIRRE	2,197.11	
824	07/05/2024	Payroll	2	EFT	DANNYKA BAKER	1,214.23	
825	07/05/2024	Payroll	2	EFT	SUZANNE DEISHER	2,045.95	
826	07/05/2024	Payroll	2	EFT	JOSHUA EVALD	2,839.58	
827	07/05/2024	Payroll	2	EFT	MISTI GIBBS	2,463.53	
828	07/05/2024	Payroll	2	EFT	MARIA GILBERT	2,659.36	
829	07/05/2024	Payroll	2	EFT	ROBERT J GREGORY		
830	07/05/2024	Payroll	2	EFT	BRIANA HARVILL	2,167.42	
831	07/05/2024	Payroll	2	EFT	KATHRYN HOWE	2,423.25	
832	07/05/2024	Payroll	2	EFT	TARA HUHTA	2,493.27	
833	07/05/2024	Payroll	2	EFT	JERRY JENSEN	3,152.84	
834	07/05/2024	Payroll	2	EFT	ANNA LAUDENSCHLAGER	3,244.45	
835	07/05/2024	Payroll	2	EFT	JULIA MARTIN	2,412.84	
836	07/05/2024	Payroll	2	EFT	EMILY A MCGREGOR	2,845.13	
837	07/05/2024	Payroll	2	EFT	TRACEY MORSE	2,704.92	
838	07/05/2024	Payroll	2	EFT	ASHLYN MUNSON	1,883.10	
839	07/05/2024	Payroll	2	EFT	TRISTA OJALEHTO	2,273.06	
840	07/05/2024	Payroll	2	EFT	SAMANTHA PERRY	2,742.80	
841	07/05/2024	Payroll	2	EFT	KAYLEE SCHAEFER	3,080.10	
842	07/05/2024	Payroll	2	EFT	ROBERT SCHAEFER	2,627.11	
844	07/05/2024	Payroll	2	EFT	BRANNON STARR	2,509.16	
845	07/05/2024	Payroll	2	EFT	REBECCA SWANSON	2,339.31	
846	07/05/2024	Payroll	2	EFT	DON TURRENTINE	4,401.40	
847	07/05/2024	Payroll	2	EFT	JESSICA M WEYGANDT	2,332.39	
852	07/05/2024	Payroll	2	EFT	CAPSCO	47.50	Pay Cycle(s) 07/05/2024 To 07/05/2024 - ASSN FEE
853	07/05/2024	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	780.00	Pay Cycle(s) 07/05/2024 To 07/05/2024 - UNION DUES; Pay Cycle(s) 07/05/2024 To 07/05/2024 - INITIATION FEE
854	07/05/2024	Payroll	2	EFT	EMPOWER TRUST COMPANY, LCC	9,464.05	Pay Cycle(s) 07/05/2024 To 07/05/2024 - DEF COMP
855	07/05/2024	Payroll	2	EFT	HRA VEBA	7,350.00	Pay Cycle(s) 07/05/2024 To 07/05/2024 - VEBA
856	07/05/2024	Payroll	2	EFT	REHN AND ASSOCIATES	525.00	Pay Cycle(s) 07/05/2024 To 07/05/2024 - HSA

001 OPERATIONS

131,331.87

**CHECK REGISTER**

Cowlitz 911

Time: 08:41:14 Date: 07/09/2024

07/05/2024 To: 07/05/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
						131,331.87	Payroll: 131,331.87

**CERTIFICATION:**

I, the undersigned, do hereby certify under penalty of perjury that the information listed has been provided to me as described herein and that I have issued payment as directed and received by Cowlitz 911.

\_\_\_\_\_  
 Brandi Ballinger, Signature                        C2FR   Agency                      \_\_\_\_\_ Date

**CERTIFICATION/AUTHORIZATION:**

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against Cowlitz 911, and that I am authorized to authenticate and certify to said claim. We have reviewed the claims listed above totaling \$ \_\_\_\_\_, and we approve payment with our signatures below.

\_\_\_\_\_  
 Budget Finance Manager, Signature                      \_\_\_\_\_ Date

\_\_\_\_\_  
 Executive Director, Signature                      \_\_\_\_\_ Date

\_\_\_\_\_  
 Board Chair, Signature                      \_\_\_\_\_ Date

# CHECK REGISTER

Cowlitz 911

Time: 08:41:48 Date: 07/09/2024

06/28/2024 To: 06/28/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
801	06/28/2024	Claims	1	13137	ADCOMM ENGINEERING LLC	46,336.93	INV# 16712
		Invoices	Amount	PO	For		
		16712	46,336.93		0524 CRP2 - RADIO SYSTEMS UPGRADE ENGINEERING SERVICES		
802	06/28/2024	Claims	1	13138	ADVANCED ELECTRICAL TECHNOLOGIES	662.65	INV# 218523
		Invoices	Amount	PO	For		
		218523	662.65		KEYED HOA ON FUEL CONTROL BOX @ OB HWY		
803	06/28/2024	Claims	1	13139	COLUMBIA RIVER PUD	383.00	ACCT# 64779
		Invoices	Amount	PO	For		
		64779/0624	383.00		05/06/24-06/05/24 POWER AT 73281 NEER CITY RD		
804	06/28/2024	Claims	1	13140	COMCAST BUSINESS	4,878.62	INV# 203986575
		Invoices	Amount	PO	For		
		203986575	4,878.62		0624 DEDICATED ETHERNET AND CYBERSECURITY AT 2790 OBH AND 312 SW 1ST		
805	06/28/2024	Claims	1	13141	COWLITZ COUNTY PURCHASING SERVICES	4.40	INV# 290-2024
		Invoices	Amount	PO	For		
		290-2024	4.40		0524 PHONE SERVICES AT 312 SW 1ST		
806	06/28/2024	Claims	1	13142	COWLITZ PUD	319.49	ACCT# 4745063; ACCT# 5156128
		Invoices	Amount	PO	For		
		4745063/0624	288.09		05/06/24-06/04/24 POWER AT 160 BAYSWATER RD		
		5156128/0624	31.40		05/0/24-06/10/24 POWER AT 200 GREEN ACRES DR		
807	06/28/2024	Claims	1	13143	JERRY JENSEN	164.08	INV# 2024WAAPCO
		Invoices	Amount	PO	For		
		2024WAAPCO	164.08		JENSEN MILEAGE FOR APCO-NENA JUNE FORM IN VANCOUVER ON 6/11-6/13		
808	06/28/2024	Claims	1	13144	LOWE'S	293.40	ACCT# 9900 572237 8
		Invoices	Amount	PO	For		
		9900 572237 8/06;	293.40		SUPPLIES FOR BLDG MAINT		
809	06/28/2024	Claims	1	13145	MORE POWER TECHNOLOGY- NONPROJECT	1,851.16	INV# 16318; INV# 16290
		Invoices	Amount	PO	For		
		16318	1,811.76		06/23/24-07/22/24 MICROSOFT MONTHLY SUBSCRIPTION		
		16290	39.40		COPPER WIRES & TERMINALS		
810	06/28/2024	Claims	1	13146	REINKE & ASSOCIATES	9,000.00	PHASE 1; PHASE 2 & SUP (1/3)
		Invoices	Amount	PO	For		
		PHASE 1	4,500.00		PHASE 1 OF RECRUITMENT FOR ED		
		PHASE 2 & SUP (1	4,500.00		PHASE 1 OF RECRUITMENT FOR ED & SUPERVISOR ASSESSEMENT (1/3)		
811	06/28/2024	Claims	1	13147	SESSIONS PLUMBING & HEATING INC	421.59	INV# 24-5703
		Invoices	Amount	PO	For		

# CHECK REGISTER

Cowlitz 911

Time: 08:41:48 Date: 07/09/2024

06/28/2024 To: 06/28/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		Invoices	Amount	PO	For		
	24-5703		421.59		BACKFLOW INSPECTION @ 2790 OB HWY		
812	06/28/2024	Claims	1	13148	SHI INTERNATIONAL CORP	4,716.19	INV# B18410123
		Invoices	Amount	PO	For		
	B18410123		4,716.19	711141	CONTROL PROTECTIN PLATORM & CONTROL CLOUD WORKLOAD SECURITY		
813	06/28/2024	Claims	1	13149	SIGNMASTERS AWARDS 'N MORE, INC.	69.18	INV# 7274A
		Invoices	Amount	PO	For		
	7274A		69.18		UPDATE RETIRED DISPATCHERS PLAQUE		
814	06/28/2024	Claims	1	13150	SUBURBAN PROPANE, L.P.	2,941.42	INV# 1731-106678; INV# 1731-113423
		Invoices	Amount	PO	For		
	1731-106678		2,149.19		PROPANE @ BAYSWATER RD (SPEELYAI)		
	1731-113423		792.23		PROPANE @ NEER CITY RD (RAINIER)		
815	06/28/2024	Claims	1	13151	TELECOMUNNICATION SYSTEMS, INC	4,626.68	INV# 04INV-000044637
		Invoices	Amount	PO	For		
	04INV-000044637		4,626.68		0624 BACKUP IGN AT 312 SW 1ST		
816	06/28/2024	Claims	1	13152	US BANK (VISA)	4,664.44	ACCT# 4484 7345 5001 2810
		Invoices	Amount	PO	For		
	2810/0624		4,664.44		VISA CHARGES		
817	06/28/2024	Claims	1	13153	VERIZON WIRELESS	587.80	INV# 9965538809
		Invoices	Amount	PO	For		
	9965538809		587.80		05/02/24-06/01/24 CELL PHONES AND IPADS		
818	06/28/2024	Claims	1	13154	WALTER E NELSON COMPANY	40.08	INV# 1874630
		Invoices	Amount	PO	For		
	1874630		40.08		PAPER TOWELS FOR STOCK		
819	06/28/2024	Claims	1	13155	WASHINGTON CITIES INSURANCE AUTHORITY	60.00	INV# 200251
		Invoices	Amount	PO	For		
	200251		60.00		NO SHOW FEE FOR TRAINING (JOHN DIAMOND)		
820	06/28/2024	Claims	1	13156	WASTE CONNECTIONS OF WASHINGTON	11.56	INV# 20598676S010
		Invoices	Amount	PO	For		
	20598676S010		11.56		0524 SHREDDING SERVICES		
821	06/28/2024	Claims	1	13157	WAVE	3,624.13	INV# 134902801-0010856
		Invoices	Amount	PO	For		
	134902801-0010856		3,624.13		0624 DARK FIBER CONNECTIONS 312 SW 1ST TO 2790 OBH		



# CHECK REGISTER

Cowlitz 911

Time: 08:41:48 Date: 07/09/2024

06/28/2024 To: 06/28/2024

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
822	06/28/2024	Claims	1	13158	WIRELESS CONNECTION LLC	250.00	INV# INV829459
		Invoices	Amount	PO	For		
		INV829459	250.00		FCC CALL SIGN RENEWAL KC4088		
		001 OPERATIONS				35,013.31	
		003 RADIO OPERATIONS				3,893.91	
		004 RADIO REPLACEMENT				46,336.93	
		300 BUILDING PROJECT				662.65	
						<hr/>	Claims: 85,906.80
						85,906.80	

### CERTIFICATION:

I, the undersigned, do hereby certify under penalty of perjury that the information listed has been provided to me as described herein and that I have issued payment as directed and received by Cowlitz 911.

\_\_\_\_\_  
Brandi Ballinger, Signature

\_\_\_\_\_  
C2FR  
Agency

\_\_\_\_\_  
Date

### CERTIFICATION/AUTHORIZATION:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against Cowlitz 911, and that I am authorized to authenticate and certify to said claim. We have reviewed the claims listed above totaling \$ \_\_\_\_\_, and we approve payment with our signatures below.

\_\_\_\_\_  
Budget Finance Manager, Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director, Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair, Signature

\_\_\_\_\_  
Date



# Cowlitz 911 Agenda Summary Sheet

2790 Ocean Beach Highway  
Longview, WA 98632  
www.cowlitz911.org

**Introduced by:** Bob Gregory, Interim Executive Director

**Date:** July 3, 2024

**For Agenda of:** July 10, 2024

**SUBJECT TITLE:** Resolution 2024-???? Amending Cowlitz 911 Small Works Roster and Purchasing Resolution 2019-004

**ATTACHMENT:** Yes  No

Resolution 2024-???? in redline format

### SUMMARY STATEMENT:

Cowlitz 911 Resolution 2019-004 establishes the policies for public works projects, consulting and professional services, and procurement of supplies and equipment. The Executive Director has authority to approve expenditures under \$50,000, but all contracts and procurement's above \$50,000 requires Cowlitz 911 Board approval. On August 22, 2022, the Board approved the radio replacement equipment procurement not to exceed \$1,000,000, however, to provide further clarity, it is recommended that the Board amend Resolution 2019-004 to clarify the intent for the Executive Director to award equipment and installation services for the radio stabilization project in accordance with federal, state, and local public works, professional services, and equipment purchase requirements.

Note the proposed amendments are to facilitate expedited procurement of equipment and services for the radio stabilization project and to reflect recent changes in the RCW for public works projects. The other provisions of the current resolution remain the same except for a change in Section 3.6.b. which increases the minimum public works project award authority to the Executive Director in the amount of \$75,500, as established by revised State RCW.

**RECOMMENDED ACTION:** Motion approve Resolution 2024-???

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**Expenditure Required:** N/A

**Amount Budgeted:** Equipment - \$2.179  
Installation - \$1.332 million

**Appropriation Required:** N/A

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## Cowlitz 911 Public Authority

### Resolution 20~~24-001~~~~XXX19-004~~

A RESOLUTION OF THE COWLITZ 911 BOARD OF DIRECTORS OF COWLITZ COUNTY, WASHINGTON, ON THE SUBJECTS OF ESTABLISHING A SMALL PUBLIC WORKS ROSTER PROCESS TO AWARD PUBLIC WORKS CONTRACTS, A CONSULTING SERVICES ROSTER FOR ARCHITECTIURAL, ENGINEERING, AND OTHER PROFESSIONAL SERVICES, AND A VENDOR ROSTER FOR GOODS AND SERVICES NOT RELATED TO PUBLIC WORKS CONTRACTS.

WHEREAS, RCW 39.04.155 and other laws regarding contracting for public works by municipalities, allow certain contracts to be awarded by a small works roster process; and

WHEREAS, Ch. 39.80 RCW and other laws regarding contracting for consulting services by municipalities allow certain contracts to be awarded by a consultant roster process; and

WHEREAS, RCW 39.04.190, regarding purchase of materials, supplies, or equipment not connected to a public works project, allows certain purchasing contracts to be awarded by a vendor roster process; and

WHEREAS, Cowlitz 911 has secured Award I.D. 15JCOPS-23-GG-04004-TECP, a federal grant on December 29<sup>th</sup>, 2023, for the Cowlitz 911 radio system replacement and upgrade project, and the grant expires on December, 31, 2024, thus requiring an expedited procurement and installation process; and

WHEREAS, Cowlitz 911 has approved an amended- 2024 budget to include the federal grant award of \$2,179,000.00, and at the May 15<sup>th</sup>, 2024 board meeting approved an amended budget and radio equipment expenditure of \$1,332,000.00 of obligate Cowlitz 911 funding for the installation of the equipment purchased by said federal grant; and

WHEREAS, it's the experience of the Board and authority leadership that due to increasing costs of necessary the urgency for the radio upgrades relays in the Cowlitz 911 area of operations that the Board needs to adopt expedited procurement and purchasing procedures for the radio project itself and should be authorized to increase expedited purchaseseosts- by the Executive Director up to \$500,000350,000, as opposed to the previous limit of \$50,000, if it so desires;

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**NOW, THEREFORE, THE COWLITZ 911 BOARD OF DIRECTORS OF COWLITZ COUNTY, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

- Section 1. MRSC Rosters.** The Cowlitz 911 Public Authority wishes to contract with the Municipal Research and Services Center of Washington (MRSC) to have their official rosters hosted in the online database for Cowlitz 911 Public Authority use for small public works contracts, consulting services, and vendor services developed and maintained by MRSC through MRSC Rosters and authorizes Cowlitz 911 Public Authority Staff to sign that contract.
- Section 2. Small Public Works Roster.** The following small works roster procedures are established for use by the Cowlitz 911 Public Authority pursuant to RCW 39.04.155:
1. **Cost.** The Cowlitz 911 Public Authority need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property where the estimated cost does not exceed the sealed bids required limit set by local, state, or federal law, which includes the costs of labor, material, equipment, sales, or use taxes as applicable. Instead, the Cowlitz 911 Public Authority may use the Small Public Works Roster procedures for public works projects as set forth in this resolution. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.
  2. **Publication.** At least once a year, MRSC shall, on behalf of the Cowlitz 911 Public Authority, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the small works roster and solicit the names of contractors for the small works roster. MRSC shall add responsible contractors to the small works roster at any time that a contractor completes the online application provided by MRSC, and meets minimum State requirements for roster listing.
  3. **Telephone, Written, or Electronic Quotations.** The Cowlitz 911 Public Authority shall obtain telephone, written, or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to a contractor who meets the mandatory bidder responsibility criteria in RCW 39.04.350(1). The Cowlitz 911 Public Authority may establish supplementary bidder criteria under RCW 39.04.350 (2) to be considered in the process of awarding a contract.
    - a) A contract awarded from a small works roster will not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.
    - b) Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. "Equitably distribute" means that the Cowlitz 911 Public Authority may not favor certain contractors on the appropriate small

works roster over other contractors on the appropriate small works roster who perform similar services.

The Cowlitz 911 Public Authority may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought based on the limits set by local, state, or federal law. The Cowlitz 911 Public Authority has the sole option of determining whether this notice to the remaining contractors is made by:

- (i) publishing notice in a legal newspaper in general circulation in the area where the work is to be done;
  - (ii) mailing a notice to these contractors; or
  - (iii) sending a notice to these contractors by facsimile or email.
- c) At the time bids are solicited, the Cowlitz 911 Public Authority representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project;
- d) A written record shall be made by the Cowlitz 911 Public Authority representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

4. **Limited Public Works Process.** If a work, construction, alteration, repair, or improvement project is estimated to cost less than the limited public works limit set by local, state or federal law, the Cowlitz 911 Public Authority may award such a contract using the limited public works process provided under RCW 39.04.155 (3). For a limited public works project, the Cowlitz 911 Public Authority will solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined under RCW 39.04.010. After an award is made, the quotations shall be open to public inspection and available by electronic request.

For limited public works projects, the Cowlitz 911 Public Authority may waive the payment and performance bond requirements of chapter 39.08 RCW and the retainage requirements of chapter 60.28 RCW, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, material men, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project. However, the Cowlitz 911 Public Authority shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

The Cowlitz 911 Public Authority shall maintain a list of the contractors contacted and the contracts awarded during the previous 24 months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.

5. **Determining Lowest Responsible Bidder.** The Cowlitz 911 Board of Directors shall award the contract for the public works project to the lowest responsible bidder provided that, whenever

there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the Cowlitz 911 Board of Directors may call for new bids. A responsible bidder shall be a registered or licensed contractor who meets the mandatory bidder responsibility criteria established by Chapter 133, Laws of 2007 (SHB 2010) and who meets any supplementary bidder responsibility criteria established by the Cowlitz 911 Public Authority.

6. **Award.** All of the bids or quotations shall be collected by the Executive Director or designee.
  - a) The Executive Director or designee shall then present all bids or quotations and their recommendation for award of the contract to the Cowlitz 911 Board of Directors. The Cowlitz 911 Board of Directors shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or
  - b) If the Cowlitz 911 Board of Directors delegates the authority to award bids to an Executive Director of the Cowlitz 911 Public Authority for public works projects costing less than or equal to \$75,500.00, the Executive Director shall have the authority to award public works contracts without Cowlitz 911 Board of Directors approval, provided that the Cowlitz 911 Board of Directors shall ratify the Executive Director's approval at the next scheduled Cowlitz 911 Board of Directors meeting by means of the meeting agenda. For public works projects costing more than \$75,500.00, the Cowlitz 911 Board of Directors shall award all public works contracts.
  - c) For the Cowlitz 911 Authority Radio Project, the Cowlitz 911 Board of Directors delegates the authority to award bids to an Executive Director of the Cowlitz 911 Public Authority for materials, supplies, or equipment costing less than or equal to \$350,000, the Executive Director shall have the authority to award public works contracts without Cowlitz 911 Board of Directors approval, provided that the Cowlitz 911 Board of Directors shall ratify the Executive Director's approval at the next scheduled Cowlitz 911 Board of Directors meeting by means of the meeting agenda. For materials, supplies, or equipment costing more than \$350,000, the Cowlitz 911 Board of Directors shall award all public works contracts.

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**Section 4. Consulting Services Roster.** The following consulting services roster procedures are established for use by the Cowlitz 911 Public Authority pursuant to RCW 39.80.030:

1. **Consulting Services.** Consulting services are professional services that have a primarily intellectual output or product and include architectural and engineering services as defined in RCW 39.80.020.
2. **Publication.** At least once a year, MRSC shall, on behalf of the Cowlitz 911 Public Authority, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the consulting services roster and solicit the names of consultants for the consulting services roster. MRSC shall add responsible consultants to the consulting services roster at any time that a consultant completes the online application provided by MRSC, upload a Statement of Qualifications, and meets minimum State requirements for roster listing.
3. **Review and Selection of the Statement of Qualifications Proposals.** The Cowlitz 911 Public Authority shall use the following process to select the most highly qualified Architectural or Engineering firm off of the Consulting Services Roster to provide the required services:

- a) The Cowlitz 911 Board of Directors shall establish criteria that the Executive Director, or designee, must consider in evaluating Architectural or Engineering firms for a given project. Such criteria shall include a plan to insure that minority and women-owned firms and veteran-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for architectural or engineering services. The level of participation by minority and women-owned firms and veteran-owned firms shall be consistent with their general availability within the jurisdiction of the County.
- b) The Executive Director, or designee, shall evaluate the written statements of qualifications and performance data on file with the County at the time that architectural or engineering services are required;
- c) Such evaluations shall be based on the criteria established by the Cowlitz 911 Board of Directors; and
- d) The Executive Director, or designee, shall conduct discussions with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services.
- e) The firm deemed most highly qualified by the agency to do the project will be selected.

**4. Award.**

- a) The Cowlitz 911 Board of Directors considers the proposal received and awards the contract; or
- b) If the Cowlitz 911 Board of Directors delegates the authority to award projects to an Executive Director of the Cowlitz 911 Public Authority for consulting services costing less than or equal to ~~\$50,000~~75,500, the Executive Director shall have the authority to award contracts for consulting services without Cowlitz 911 Board of Directors approval, provided that the Cowlitz 911 Board of Directors shall ratify the Executive Director's approval at the next scheduled Cowlitz 911 Board of Directors meeting by means of the meeting agenda. For consulting services costing more than ~~\$500,000~~75,500, the Cowlitz 911 Board of Directors shall award all contracts for consulting services.

**Section 5. Vendor List Roster.** The following vendor list roster procedures are established for use by the Cowlitz 911 Public Authority pursuant to RCW 39.04.190:

- 1. Purchase of materials, supplies, or equipment not connected to a public works project. The Cowlitz 911 Public Authority is not required to use formal sealed bidding procedures to purchase materials, supplies, or equipment not connected to a public works project where the cost is between \$75,500 and will not exceed \$500,000~~\$150,000.00~~. The Cowlitz 911 Public Authority will attempt to obtain the lowest practical price for such goods and services.
- 1. For the purchase of materials, supplies, or equipment for Cowlitz 911 Radio project, the Cowlitz 911 Public Authority is not required to use formal sealed bidding procedures and may, in lieu of bidding, procure materials, supplies, or equipment through federal, state, and local

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interlocal agreements with the lead bidding agency, cooperative purchasing ~~that options that were secured through federal, state, and local competitive purchasing procedures. Purchases for the radio project~~ procedures. The Executive Director shall have the authority to award contracts for services, and authorize procurements for equipment or supplies without Cowlitz 911 Board of Directors approval, provided that the Cowlitz 911 Board of Directors shall ratify the Executive Director's approval at the next scheduled Cowlitz 911 Board of Directors meeting by means of the meeting agenda.

2. **Publication.** At least twice per year, MRSC shall, on behalf of the Cowlitz 911 Public Authority, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the vendor list roster and solicit the names of vendors for the vendor list roster. MRSC shall add responsible vendors to the vendor list roster at any time when a vendor completes the online application provided by MRSC, and meets minimum State requirements for roster listing.
3. **Telephone, Written, or Electronic Quotations.** The Cowlitz 911 Public Authority shall use the following process to obtain telephone or written quotations from vendors for the purchase of materials, supplies, or equipment not connected to a public works project:
  - a) A written description shall be drafted of the specific materials, supplies, or equipment to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, and any other significant terms of purchase;
  - b) The Executive Director, or designee, shall make a good faith effort to contact at least three (3) of the vendors on the roster to obtain telephone or written quotations from the vendors for the required materials, supplies, or equipment;
  - c) The Executive Director, or designee, shall not share telephone or written quotations received from one vendor with other vendors soliciting for the bid to provide the materials, supplies, or equipment;
  - d) A written record shall be made by the Executive Director, or designee, of each vendor's bid on the material, supplies, or equipment, and of any conditions imposed on the bid by such vendor;
4. **Determining the Lowest Responsible Bidder.** The Cowlitz 911 Public Authority shall purchase the materials, supplies, or equipment from the lowest responsible bidder, provided that whenever there is reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the Cowlitz 911 Public Authority may call for new bids.
5. **Award.** All of the bids or quotations shall be collected by the Executive Director or designee. The Executive Director, or designee, shall create a written record of all bids or quotations received, which shall be made open to public inspection or telephone inquiry after the award of the contract. Any contract awarded under this subsection need not be advertised.
  - a) The Executive Director, or designee, shall then present all bids or quotations and their recommendation for award of the contract to the Cowlitz 911 Board of Directors. The Cowlitz 911 Board of Directors shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or



b) If the Cowlitz 911 Board of Directors delegates the authority to award bids to an Executive Director of the Cowlitz 911 Public Authority for materials, supplies, or equipment costing less than or equal to ~~\$75,500.00~~, the Executive Director shall have the authority to award public works contracts without Cowlitz 911 Board of Directors approval, provided that the Cowlitz 911 Board of Directors shall ratify the Executive Director's approval at the next scheduled Cowlitz 911 Board of Directors meeting by means of the meeting agenda. For materials, supplies, or equipment costing more than ~~\$350,000~~, the Cowlitz 911 Board of Directors shall award all vendor contracts.

b)c) For the Cowlitz 911 Authority Radio Project, the Cowlitz 911 Board of Directors delegates the authority to award bids to an Executive Director of the Cowlitz 911 Public Authority for materials, supplies, or equipment costing less than or equal to \$350,000, the Executive Director shall have the authority to award public works contracts without Cowlitz 911 Board of Directors approval, provided that the Cowlitz 911 Board of Directors shall ratify the Executive Director's approval at the next scheduled Cowlitz 911 Board of Directors meeting by means of the meeting agenda. For materials, supplies, or equipment costing more than \$350,000, the Cowlitz 911 Board of Directors shall award all vendor contracts.

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6. **Posting.** A list of all contracts awarded under these procedures shall be posted at Cowlitz 911 Public Authority main administrative offices once every two months. The list shall contain the name of the vendor awarded the contract, the amount of the contract, a brief description of the items purchased, and the date it was awarded.

ADOPTED, by the Cowlitz 911 Board of Directors, at a regular open public meeting of such Board on the ~~28<sup>th</sup>~~ day of ~~August 2024~~ and becomes effective immediately upon adoption and signature as provided by law.

#### COWLITZ 911 BOARD OF DIRECTORS

Chair of the Board, Brad Thurman, Sheriff ~~Joe Gardner~~

ATTEST:

APPROVED AS TO FORM:

Executive Assistant/HR Administrator  
Briana Harvill

General Counsel, Frank Randolph