

**Agenda**  
**Board of Wahkiakum County Commissioners**  
**Regular Meeting**  
**January 6, 2026**  
**9:30 a.m.**

**Zoom** - Meeting ID: **880 972 233** and Passcode: **Aux4SY**  
<https://us02web.zoom.us/j/880972233?pwd=Zk93bUUwWGJlEVhV5Wxk3YlM4RDlFZz09>  
Audio only via phone: 1-253-215-8782 / Meeting ID: **880 972 233** and Passcode: **721021**

---

**Next Resolution No. 001-26**

9:30 a.m. **Call to Order & 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. Regular Meeting Minutes of December 23, 2025
- B. Resolution No. 01-26 an amended resolution authorizing the expenditure of \$2,320.09 from the Contingent Liabilities Cumulative Reserve Fund for payment of accumulated annual leave to Justin Moriarty and for payment of county share of FICA/Medicare
- C. Resolution No. 02-26 a resolution authorizing the expenditure of funds from the Emergency Medical Services Cumulative Reserve Fund for the payment of vouchers properly chargeable to said fund in the amount of \$20,000.00
- D. Resolution No. 03-26 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 \$1,722.43
- E. Resolution No. 04-26 a resolution authorizing the expenditure of funds from the Electronic Communications Cumulative Reserve Fund for the payment of vouchers properly chargeable to said fund in the amount of \$56,642.40
- F. Voucher Approval - \$ 1,090,466.30
- G. Holiday Closure: Martin Luther King Jr. Day – Monday, January 19, 2026

---

9:35 a.m. **Public Comment**

*(Per RCW 42.30.240, public comments on agenda topics, county programs and topics of concern are welcome during this portion of the meeting. Comments may be made in person or remotely via the Zoom platform. Please limit comments to three minutes per person.)*

**Review Commissioners' Calendars**

- 9:40 a.m. **Auditor's Department ~ Nicci Bergseng, Auditor**  
1. Service Contract with Evergreen Septic Pumping, LLC for services at Johnson Park
- 9:45 a.m. **IT Committee ~ Beau Renfro, Emergency Technology Coordinator/IT Committee**  
1. Bid acceptance for the Microsoft 365 Migration Project
- 9:50 a.m. **Public Works ~ Chuck Beyer, Director**  
1. Review of the Capital Improvement Plan Project List

RECESS

10:00 a.m. **Public Hearing: Rate increases for the KM Solid Waste Transfer Site**

RECONVENE

10:05 a.m. **Health & Human Services ~ Chris Bischoff, Director**

1. Contract with Area Agency on Aging and Disabilities of Southwest Washington for Wahkiakum Community Health & Wellness Support services

10:10 a.m. **Board of Health**

1. Mentoring Program ~ Julie Johnston, Community Services Manager

10:20 a.m. **Commissioner Reports**

10:25 a.m. **Executive Session per RCW 42.30.110(1)(h)**

**To evaluate qualifications of candidates for vacancy in County Commissioner, Dist. 3**

Any interview of such candidates and final action appointing a candidate to elective office shall be in a meeting open to the public.

10:30 a.m. **Commissioners**

1. Resolution appointing a successor to Wahkiakum County Commissioner Gene Strong, Commissioner District No. 3
2. Assign Chair and Vice Chair for 2026
3. Discussion – Begin to review Board/Committee/Liaison Assignments for 2026

### Adjournment

*Complete copies of the current Board of Commissioners meeting agenda packet can be viewed at the Board of Commissioners' office.  
Partial agenda packets are posted on the county's website at <https://www.co.wahkiakum.wa.us/AgendaCenter>*

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

### Closed Session

#### Collective Bargaining/Professional Negotiations/Grievance/Mediation/Review Proposals RCW 42.30.140(4)(b)

Following adjournment of their regular Open Public Meeting, the Board of County Commissioners will meet in a Closed Session per RCW 42.30.110(4)(b), during which the governing body will plan or adopt the strategy or position to be taken during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or to review the proposals made in the negotiations or proceedings while in progress.



## Wahkiakum Board of County Commissioners

*District No. 1 Commissioner: Lee Tischer*

*District No. 2 Commissioner: Daniel L. Cothren*

*District No. 3 Commissioner: Gene Strong, Chair*

### MINUTES

#### Board of Wahkiakum County Commissioners

#### Regular Meeting

December 23, 2025

Chair Gene Strong called the regular meeting of the Board of Wahkiakum County Commissioners to order on December 23, 2025, at 9:30 a.m. in the third-floor public meeting room of the Wahkiakum County Courthouse located at 64 Main Street in Cathlamet, Washington.

Present: Chair Gene Strong, Commissioner Dan Cothren, Commissioner Lee Tischer, Clerk of the Board Beth Johnson, Sheriff John Mason, Chief Civil Deputy Joannie Kuhlmeier, Undersheriff Gary Howell, Treasurer Tammy Peterson, Deputy Treasurer Marissa Longtain, Auditor Nicci Bergseng, Assessor Drew Jenkins, Sheriff's Administrative Assistant Raedyn Grasseh, Corrections Sergeant Dave Davis, Corrections Officer Aric Cothren, Emergency Technology Coordinator Beau Renfro.

#### Flag Salute

Chair Gene Strong led the flag salute.

#### Regular Meeting Agenda

It was **M/S/A** by Commissioners Cothren and Tischer approving the regular meeting agenda for December 23, 2025. Vote: Aye – Strong, Tischer and Cothren. Unanimously approved.

#### Consent Agenda

It was **M/S/A** by Commissioners Tischer and Cothren approving the consent agenda for December 23, 2025. Vote: Aye – Strong, Tischer and Cothren. Unanimously approved. The consent agenda contained the following items:

- A. Regular Meeting Minutes of December 16, 2025
- B. Resolution No. 190-25 a resolution authorizing payment of interfund loan
- C. Resolution No. 191-25 a resolution authorizing the expenditure of \$1,895.23 from the Contingent Liabilities Cumulative Reserve Fund for payment of accumulated annual leave to Justin Moriarty and for payment of county share of FICA/Medicare
- D. Resolution No. 192-25 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 \$3,147.65
- E. Resolution No. 193-25 a resolution authorizing the expenditure of funds from the Inter Local Cooperation Cumulative Reserve Fund for the payment of vouchers properly chargeable to said fund in the amount of \$2,500.00

- F. Resolution No. 194-25 a resolution authorizing the expenditure of \$20,000.00 from the Public Works Fund for transfer to the Wahkiakum Solid Waste Fund
- G. Voucher Approval - \$ 101,554.82
- H. Voucher Approval – Transfer Batch - \$20,000.00

### **Public Comment**

A Puget Island resident left a bag of coal in the meeting room and made several comments regarding concerns with the future of the county, including that he thinks the county should work with Lewis County regarding coal production, that jobs are needed in the community, more options to purchase gas are needed and he also spoke in opposition to a proposed fiber optic line near his home in the state right of way.

### **New Business**

#### VFW Award Presentation

Bill Tawater, VFW Post, presented two Veterans of Foreign Wars (VFW) awards. The Emergency Dispatcher Award was present to Aric Cothren, and the Emergency Medical Technician Award was presented to Will Lutz. Both recipients received VFW national recognition this year, following the state VFW awards that they received the prior year. Chair Gene Strong and Sheriff Mason spoke in appreciation of their service to our community.

#### Special Occasion Liquor License

The American Legion Post #111 has applied for a Special Occasion Liquor License for their event on January 24, 2026 from 5:00 p.m. to 11:30 p.m. at the Rosburg Community Hall, located at 28 Rosburg Community Hall Road in Rosburg. The Board unanimously had no objections to this application.

#### Reappointments to the Real Property Rights Advisory Board

It was **M/S/A** by Commissioners Cothren and Tischer to re-appoint Lily Kolditz and Laurie Williams to new terms on the Real Property Rights Advisory Board, effective January 1, 2026 to December 31, 2028. Vote: Aye – Strong, Tischer and Cothren. Unanimously approved.

#### Reappointments to the Civil Service Board

It was **M/S/A** by Commissioners Tischer and Cothren to re-appoint Brad Moon and Jay Brightbill to new terms on the Civil Service Board, effective January 1, 2026 to December 31, 2031. Vote: Aye – Strong, Tischer and Cothren. Unanimously approved.

#### Reappointments to the Planning Commission

It was **M/S/A** by Commissioners Cothren and Tischer to re-appoint Bruce Craven and Randy Vogt to new terms on the Planning Commission, effective January 1, 2026 to December 31, 2029. Vote: Aye – Strong, Tischer and Cothren. Unanimously approved.

**Opening of Sealed Request for Proposals  
Microsoft 365 Migration Project**

At 9:49 a.m. the Clerk of the Board opened and read aloud the three sealed Request for Proposals that were received. They were as follows:

Name	Amount	Tax	Grand Total
More Power Technology Group	\$33,365.00	\$2,602.47	\$35,967.47
Golden Five, LLC	\$65,421.10	\$641.25	\$66,062.35
Consultadd Public Services	\$62,500.00		\$62,500.00

**Public Hearing  
Supplemental Appropriations to the 2025 County Budget**

Chair Gene Strong recessed the regular meeting at 9:59 a.m. to proceed into a public hearing.

Chair Strong called for public comment. There were no public comments, and the regular meeting was reconvened at 10:00 a.m.

**Auditor**

Resolution Supplementing the 2025 Budget

It was **M/S/A** by Commissioners Cothren and Tischer to adopt Resolution No. 195-25 a resolution supplementing the 2025 budget of Wahkiakum County, Washington. Vote: Aye – Strong, Tischer and Cothren. Unanimously approved.

Resolution Authorizing Line-Item Amendments and Revisions Within the 2025 Budget

It was **M/S/A** by Commissioners Tischer and Cothren to adopt Resolution No. 196-25 a resolution authorizing line-item amendments and revisions within the 2025 budget. Vote: Aye – Strong, Tischer and Cothren. Unanimously approved.

Resolution Adopting the Final 2026 Budget

It was **M/S/A** by Commissioners Cothren and Tischer to adopt Resolution No. 197-25 a resolution adopting the final budget of Wahkiakum County, Washington, for the fiscal and calendar year 2026. Vote: Aye – Strong, Tischer and Cothren. Unanimously approved.

Renewal Contract with the Association of Washington Cities for Workers' Compensation Claims / LNI

It was **M/S/A** by Commissioners Tischer and Cothren to approve of the renewal agreement of the AWC contract for 2026. Vote: Aye – Strong, Tischer and Cothren. Unanimously approved.

## Commissioners

### Notice of Public Hearing on an Ordinance to Create the Upper Grays River Community Forest PDA

It was **M/S/A** by Commissioners Tischer and Cothren to approve of the Notice of Public Hearing on an ordinance to create a Public Development Authority known as the Upper Grays River Community Forest, with the public hearing occurring at 10:00 a.m. on Tuesday, January 13, 2026. Vote: Aye – Strong, Tischer and Cothren. Unanimously approved.

### Resolution for the Sale of the Family Practice Clinic Building

It was **M/S/A** by Commissioners Cothren and Tischer to adopt Resolution No. 198-25 a resolution for the sale of the Family Practice Clinic Building located at 335 Una Avenue in Cathlamet. Vote: Aye – Strong, Tischer and Cothren. Unanimously approved.

### Lease Agreement with WHEELhouse for the Rental of the Johnson House

It was **M/S/A** by Commissioners Tischer and Cothren to approve of the Chair's signature on the Lease Agreement between the county and WHEELhouse for the Johnson House property, located at 80 Division Street. Vote: Aye – Strong, Tischer and Cothren. Unanimously approved.

### MOU with AFSCME for Paid Family Medical Leave

It was **M/S/A** by Commissioners Cothren and Tischer to approve of the Memorandum of Understanding with the American Federation of State, County and Municipal Employees regarding the Washington State Paid Family Medical Leave contribution. Vote: Aye – Strong, Tischer and Cothren. Unanimously approved.

### Replacement of Sign at the Grays River Covered Bridge

The Board discussed the need to replace the dilapidated sign at the Grays River Covered Bridge. It was noted that revitalizing the sign will help to attract visitors to the site. Following discussion, the Board was in consensus to pursue replacing the sign.

## Chair and Vice Chair

The Board tabled this topic until the next meeting on January 6.

## Commissioner Reports

The Board reviewed their work over the past week. Topics included the reorganization of the Johnson Park Board with new officers and the recent countywide power outage; the Board spoke in appreciation of the PUD's efforts during the event. Commissioner Strong spoke about the Grays Bay dredging project, including contacting Representative Marie Gluesenkamp Perez and Valerie Ringgold from the U.S. Army Corps of Engineers. Commissioner Strong advised that though he is retiring, he will continue to work on this project.

**Executive Session**  
**Per RCW 42.30.110(1)(h)**  
**Evaluate the Qualifications of Candidates for Appointment to Elective Office**  
**For County Commissioner Vacancy in District No. 3**

Present: Chair Gene Strong, Commissioner Lee Tischer, Commissioner Dan Cothren, Clerk of the Board Beth Johnson.

At 10:27 a.m. Chair Gene Strong announced that the board would enter an executive session to evaluate the qualifications of candidates for appointment to the County Commissioner District No. 3 vacancy, to reconvene at 10:50 a.m.

Chair Gene Strong reconvened the regular meeting at 10:51 a.m. and advised that no action will be taken.

**Adjournment**

With no further business to come before the board, the meeting was adjourned at 10:52 a.m.

Attest: \_\_\_\_\_  
Elizabeth Johnson  
Clerk of the Board

Approved: \_\_\_\_\_  
Gene Strong  
Chair of the Board

**Cover Page**

**BOARD OF WAHAKIYAKUM COUNTY COMMISSIONERS**

**Meeting Date:** 1/6/26

**Presenter:** Nicci Bergseng

<b>Subject</b>	Approval of Service Contract Evergreen Septic Pumping for Johnson Park
<b>Background Information</b>	Evergreen Septic Pumping has changed hands and has asked Johnson Park to sign a new service contract for service at Johnson Park.
<b>Recommendation</b>	Request Board approval for Evergreen Septic Pumping to continue service at Johnson.
<b>Alternatives</b>	Don't approve
<b>Financial Impact</b>	No financial impact to the County.
<b>Funds Available</b>	N/A
<b>Action (Motion)</b>	Move to approve the Board to sign new service contract for Evergreen Septic Pumping on behalf of Johnson Park.



## Evergreen Septic Pumping, LLC

5305 40th St. Seaview, Wash. 98644  
360-642-7272

PO Box 756 Long Beach, Wash. 98631  
EvergreenSepticPumpingLLC@Gmail.com

---

### Service Contract for Customer-Owned Unit;

1. We bill monthly. A credit card or EFT authorization is required for billing information to be kept securely on file within the Quickbooks Online payment system. Our fees are not pro-rated without prior authorized approval. A service interruption or removal of the unit will occur for past due accounts until the account is brought current.
2. We offer a variety of cleaning schedules to meet your needs. Choose from weekly, every other week, as-needed, and extra pumps.
3. Emergency service or tip-overs will result in a minimum \$50 additional charge, based on location and schedule.
4. Please advise our office where the unit is to be serviced and leave the location clear for weekly service.
5. Do not block access to the unit. If the unit is blocked and not available to be serviced, the unit will not be cleaned until the following scheduled weekly cleaning unless an additional cleaning is ordered at an additional cost.
6. If a unit needs to be moved within the same address, please verify with an Evergreen Septic Pumping employee that the new location is acceptable for servicing.
7. If your service address changes, please update your account by calling 360-642-7272 one week prior to your service address change to avoid being charged for an additional pump.
9. We are available 7 days per week for emergency services. You may reach us by phone at 360-642-7272 and by email at EvergreenPortableToilets@gmail.com

We will respond as quickly as possible. Evergreen Septic Pumping, LLC appreciates your business,

### Terms and Conditions SERVICE PROVIDER RESPONSIBILITIES

- c. If unit(s) are being serviced by the service provider, the customer agrees that the unit(s) will be serviced on the date(s) agreed upon by the service provider and customer. Additional or off-schedule services will be subject to additional fees.
- d. Weekly servicing is every 5-8 days.
- e. Service shall be discontinued on the date agreed upon by the service provider and customer INCLUDED MATERIALS
  - a. Unit(s) shall be stocked with paper, water and hand sanitizer as applicable..
  - b. Materials will be replaced as necessary at the time of service.
- c. Additional materials requested prior to the next scheduled service can be provided at an additional fee, CUSTOMER RESPONSIBILITIES
  - a. The customer is responsible for trash removal and disposal. If the service provider is required to remove trash from the site, the customer agrees to pay additional fees based upon the severity of trash contamination in the unit. We recommend placing garbage cans close to the units for diapers, feminine products, clothes, fast food wrappers, etc.
  - d. The customer acknowledges that moving a unit from the location on file without prior notice is subject to additional pump fees as the new address is considered an extra pump or off-route unless and until the location on file reflects the physical location of the unit needing to be serviced.

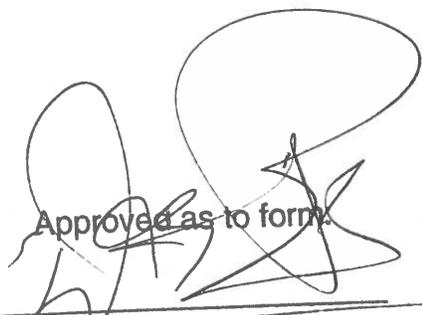
### BILLING/PAYMENTS

- a. Invoices are due within 30 days. Invoices 31 or more days old will be assessed a 1.5% service charge on monthly balance. If payments are not received by the next invoice due date, service will be discontinued.
- b. All month-to-month rentals are billed on a monthly calendar basis.
- c. No pro-rated adjustment is made for partial monthly use.
- d. Off-route cleanings will incur additional charges.
- e. Excessive cleaning, trash removal, or change of service address without approval will incur additional charges.
- f. Should the customer fail to make the agreed-upon payments, service provider may pursue all remedies, including:
  - i. Termination of agreement without notice
  - ii. Recovery of all monies owed. Customers will be responsible for all costs to recover payment including legal fees and expenses, time involved for service provider. etc.

By signing this contract, the customer acknowledges that he/she has read, understood and agreed to the terms and conditions of this contract. Your signature, initial and continued payment of your invoice constitutes acceptance of these terms. Customer Full Name (please print)

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved as to form



\_\_\_\_\_  
Daniel H. Bigelow  
Prosecuting Attorney  
12/26/25

**Cover Page**

**BOARD OF WAHIAKUM COUNTY COMMISSIONERS**

**Meeting Date: 1/06/2026**

**Presenter: Beau Renfro, Emergency Technology Coordinator, WCSO**

<b>Subject</b>	Request BOCC approval of the Lowest Responsible Bidder for the Migration from Microsoft Office 365 Commercial to Microsoft Office 365 Government Community Cloud.
<b>Background Information</b>	I was asked to assist the county in the purchasing process to solicit a vendor to facilitate this needed migration work. On 12/2/2025 the BOCC approved me publishing this BID and on 12/23/2025 3 bids were opened publicly.
<b>Recommendation</b>	<p>The review committee reviewed the three BIDS that where presented.</p> <ul style="list-style-type: none"><li>• More Power Technology Group \$35,967.47</li><li>• Consultadd in the amount of \$62,500.00</li><li>• Golden Five LLC in the amount of \$70,523.95</li></ul> <p>After reviewing them we have the following recommendation to accept More Power Technology Group's BID submitted in the amount of \$35,967.47 including tax.</p>
<b>Alternatives</b>	N/A
<b>Financial Impact</b>	I am recommending this be paid for out of the Electronic Cumulative reserve Fund.
<b>Funds Available</b>	
<b>Action (Motion)</b>	Move to approve accepting the Bid as presented by More Power Technology Group in the amount of \$35,967.47 including Tax, to be paid out of the Electronic Cumulative reserve fund and to authorize Beau Renfro to begin the contract negotiation process.

**Cover Page**

**BOARD OF WAHKIAKUM COUNTY COMMISSIONERS**

**Meeting Date:** January 6, 2026

**Presenter:** Chuck Beyer, Public Works Director

<b>Subject</b>	Capital Improvement Plan Project List review.
<b>Background Information</b>	The Capital Improvement Plan Project list is in need of being updated along with plan resolution.  The County adopted a resolution in 2005 defining capital projects.
<b>Recommendation</b>	Review project list and discuss.
<b>Alternatives</b>	
<b>Financial Impact</b>	None at this time
<b>Funds Available</b>	Capital Improvement Fund
<b>Action (Motion)</b>	Discussion on project list.

## Capital Improvement Projects 2026-2027

Capital Improvement Project	Budget	Fund
<b>Courthouse</b> <ul style="list-style-type: none"> <li>• Courthouse Interior Painting</li> <li>• Generator Upgrade</li> <li>• Parking Lot Project</li> <li>• Emergency Mechanical Repairs, HVAC, Plumbing, Structural repairs.</li> <li>• Computer UPS replacement.</li> </ul>	\$20,000.00  \$80,000.00  \$20,000.00	Capital Improvement Fund
<b>Grays River Valley Center &amp; Johnson Park:</b> <ul style="list-style-type: none"> <li>• Men's &amp; women's restroom ADA upgrade.</li> <li>• Accessible Ramp and Door Project.</li> <li>• Parking Area Surface Upgrade.</li> <li>• Interior Flooring Repair / Replacement</li> <li>• Gym Roof Replacement</li> </ul>	\$100,000.00  \$30,000.00  \$20,000.00  \$35,000.00  \$50,000.00	Capital Improvement Fund
<b>Health &amp; Human Services:</b> <ul style="list-style-type: none"> <li>• Paint Buildings at 42 Elochoman Valley Rd.</li> </ul>	\$20,000.00	Capital Improvement Fund
<b>70 Division Street</b> <ul style="list-style-type: none"> <li>• Security upgrade for Sheriff</li> </ul>		Capital Improvement Fund
<b>County Line Park</b> <ul style="list-style-type: none"> <li>• Water System</li> <li>• Utility line upgrade</li> </ul>	\$30,000.00	Capital Improvement Fund
<b>County Road Operations:</b> <ul style="list-style-type: none"> <li>• Road Projects</li> <li>• Major Ferry Boat Repairs</li> <li>• <b>Annual Road Plan Projects</b></li> </ul>		

**Capital Improvement Projects  
2026-2027**

<b>Fairgrounds</b> <ul style="list-style-type: none"> <li>• Upgrade Youth Building Doors</li> <li>• Horse Barn Lighting</li> </ul>	<p style="text-align: center;">\$10,000.00</p> <p style="text-align: center;">\$5,000.00</p>	<p style="text-align: center;">Capital Improvement Fund</p>
<b>Hanigan Bldg</b> <ul style="list-style-type: none"> <li>• Remove Dividing Wall</li> <li>• Paint Interior</li> <li>• New Reception Counter</li> <li>• Replace Ductless Heat Pump</li> </ul>	<p style="text-align: center;">\$5,000.00</p> <p style="text-align: center;">\$2500.00</p> <p style="text-align: center;">\$2000.00</p> <p style="text-align: center;">\$12000.00</p>	<p style="text-align: center;">Capital Improvement Fund</p>
<b>River Street Building</b> <ul style="list-style-type: none"> <li>• Replace Lower Level Windows</li> <li>• Repaint Exterior</li> <li>• HVAC Replacement</li> </ul>	<p style="text-align: center;">\$4000.00</p> <p style="text-align: center;">\$25,000.00</p>	<p style="text-align: center;">Capital Improvement Fund</p>
<b>Sheriff Department:</b> <ul style="list-style-type: none"> <li>• Sally Port Door Project</li> <li>• Remodel Jail Project</li> <li>• Emergency Jail Repairs</li> </ul>	<p style="text-align: center;">\$25,000.00</p> <p style="text-align: center;">\$55,000.00</p>	
<b>Wahkiakum Road Shop #1</b> <ul style="list-style-type: none"> <li>• Generator</li> <li>• Replace Gutters on Shop and Parking Garage</li> <li>• Seal / repaint Bldgs.</li> </ul> <b>Wahkiakum Road Shop #2</b> <ul style="list-style-type: none"> <li>• Building removal</li> </ul> <b>Wahkiakum Road Shop #3</b> <ul style="list-style-type: none"> <li>• Perimeter Fence</li> <li>• Emergency Generator</li> </ul>	<p style="text-align: center;">\$60,000.00</p> <p style="text-align: center;">\$45,000.00</p> <p style="text-align: center;">\$15,000.00</p> <p style="text-align: center;">\$20,000</p> <p style="text-align: center;">\$20,000.00</p>	
<b>Ferry Landing</b> <ul style="list-style-type: none"> <li>• Storage Shed</li> </ul>	<p style="text-align: center;">\$2500.00</p>	

**Capital Improvement Projects**  
**2026-2027**

<p>Emergency Management Service</p> <ul style="list-style-type: none"><li>• Wahkiakum High School emergency food storage; storage container; back-up power.</li><li>• Courthouse Generator</li></ul>	<p>\$50,000.00 estimated</p>	
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------	--

**PUBLIC NOTICE**

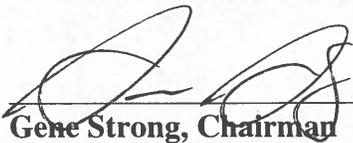
**NOTICE OF HEARING  
FOR**

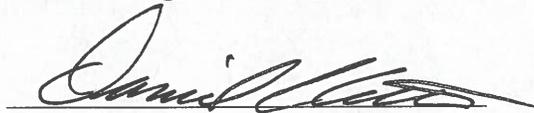
**ADJUSTING RATES FOR THE DISPOSAL OF SOLID WASTE  
AT THE KM TRANSFER STATION**

**NOTICE IS HEREBY GIVEN** that the Board of County Commissioners, Wahkiakum County, State of Washington, will hold a public hearing on Tuesday, January 6, 2026 at 10:00 AM, in the office of the County Commissioners, in the Public Meeting Room, 3rd floor, County Courthouse, Cathlamet, Washington, has been fixed as the time and place for the hearing, at which time any person may appear and be heard regarding the adjustment of rates for the disposal of solid waste at the KM Transfer Station.

Dated the 16<sup>th</sup> of December 2025

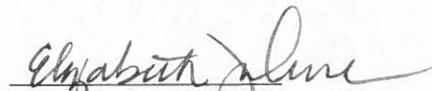
**BOARD OF COUNTY COMMISSIONERS  
WAHKIAKUM COUNTY, WASHINGTON**

  
Gene Strong, Chairman

  
Daniel Cothren, Commissioner

\_\_\_\_\_  
Lee Tischer, Commissioner

**ATTEST:**

  
Elizabeth Johnson  
Clerk of the Board

Publish: December 26<sup>th</sup> & January 2nd

## KM Rate Schedule

Garbage Can Rate \$6.00 per can

Volume of Garbage in lbs

1 - 140			\$ 15.00
141 - 200			\$ 19.00
201 - 250			\$ 23.00
251 - 300			\$ 27.00
301 - 350			\$ 31.00
351 - 400			\$ 35.00
401 - 450			\$ 39.00
451 - 500			\$ 43.00
501 - 550			\$ 47.00
551 - 600			\$ 51.00
601 - 650			\$ 55.00
651 - 700			\$ 59.00
701 - 750			\$ 63.00
751 - 800			\$ 67.00
801 - 850			\$ 71.00
851 - 900			\$ 75.00
901 - 950			\$ 79.00
951 - 1000			\$ 83.00
1001 - 1050			\$ 87.00
1051 - 1100			\$ 91.00
1101 - 1150			\$ 95.00
1151 - 1200			\$ 99.00
1200 - 1250			\$ 103.00
1251 - 1300			\$ 107.00
1301 - 1350			\$ 111.00
1351 - 1400			\$ 115.00
1401 - 1450			\$ 119.00
1451 - 1500			\$ 123.00
1501 - 1550			\$ 127.00
1551 - 1600			\$ 131.00
1601 - 1650			\$ 135.00
1651 - 1700			\$ 139.00
1701 - 1750			\$ 143.00
1751 - 1800			\$ 147.00
1801 - 1850			\$ 151.00
1851 - 1900			\$ 155.00
1901 - 1950			\$ 159.00
1951 - 2000			\$ 163.00

**Cover Page**

**BOARD OF WAHKIAKUM COUNTY COMMISSIONERS**

**Meeting Date: January 6, 2025**

**Presenter: Julie Johnston**

<b>Subject</b>	Authorization of signature for the contract by the Director of Health & Human Services.
<b>Background Information</b>	<p>This is a new contract with the Area Agency on Aging &amp; Disabilities of Southwest Washington. The funds budgeted for this contract will support enhanced services for seniors and adults with disabilities in our county. Some of the objectives include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Sustaining and expanding “Living Well” events</li><li>• Holding workshops and presentations focused on the needs of these populations.</li><li>• Expanding fitness classes</li><li>• Creating a volunteer-based program to handle a variety of needs for this population.</li></ul>
<b>Recommendation</b>	To authorize signature.
<b>Alternatives</b>	
<b>Financial Impact</b>	This will add \$80000 to our public health budget.
<b>Funds Available</b>	No match required
<b>Action (Motion)</b>	Move to authorize Chris Bischoff, Director of Health and Human Services, to sign contract 2025-052-00 between Area Agency on Aging & Disabilities of Southwest Washington and Wahkiakum County Health & Human Services for a budgeted amount of \$80,000.

A R E A A G E N C Y O N  
**Aging & Disabilities**  
O F S O U T H W E S T W A S H I N G T O N

**Contract Signature Page**

<b>Service:</b>	<b>Wahkiakum Community Health &amp; Wellness Supports</b>	<b>Contracted Provider:</b>	<b>Wahkiakum County Health and Human Services</b>
<b>Contract Type:</b>	<b>Cost Reimbursement with annual limit</b>	<b>Contact:</b>	<b>Julie Johnston</b>
<b>Contract Period:</b>	<b>January 1, 2026 through December 31, 2026</b>	<b>Address:</b>	<b>42 Elochoman Valley Rd. Cathlamet, WA 98612</b>
<b>Budget Period:</b>	<b>January 1, 2026 through December 31, 2026</b>	<b>E-mail:</b>	<b><a href="mailto:Johnston@co.Wahkiakum.wa.us">Johnston@co.Wahkiakum.wa.us</a></b>
<b>Budget Period Allocation:</b>	<b>\$80,000</b>	<b>Phone:</b>	<b>360-795-8630</b>
		<b>Fax:</b>	<b>360-795-6143</b>
<b>Funding Source(s):</b>	<b>AAADSW Discretionary Funds</b>	<b>Counties Served:</b>	<b>Wahkiakum</b>
		<b>Subrecipient or Vendor:</b>	<b>Vendor</b>
<b>HHS Awarding Agency:</b>	<b>N/A</b>	<b>Federal UEI:</b>	<b>NRKHJDK14KT9</b>
<b>Assistance Listing #:</b>	<b>N/A</b>	<b>WA UBI:</b>	<b>351000421</b>
<b>Required Match:</b>	<b>N/A</b>	<b>Federal Tax ID #:</b>	<b>91-16001377</b>

**AAADSW Contacts**

**Program:** [Willa.Evans@dshs.wa.gov](mailto:Willa.Evans@dshs.wa.gov)  
**Contract:** [AAADSWContracts@dshs.wa.gov](mailto:AAADSWContracts@dshs.wa.gov)  
[Whitney.Oswald@dshs.wa.gov](mailto:Whitney.Oswald@dshs.wa.gov)

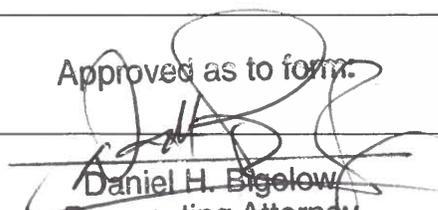
**Fiscal Invoices:** [AAADSWContractorInvoices@dshs.wa.gov](mailto:AAADSWContractorInvoices@dshs.wa.gov)

The terms of this Contract are set out in and governed by the following, which are incorporated herein by reference.

- |                                                                                                                                      |                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> <b>General Terms and Conditions</b>                                                              | <input checked="" type="checkbox"/> <b>Exhibit B: Client Data Security</b> |
| <input checked="" type="checkbox"/> <b>Statement of Work</b>                                                                         | <input checked="" type="checkbox"/> <b>Exhibit C: HIPAA Compliance</b>     |
| <input checked="" type="checkbox"/> <b>Special Terms and Conditions</b>                                                              |                                                                            |
| <input checked="" type="checkbox"/> <b>Exhibit A: Vulnerability Criteria, Disqualifying Crimes List, and Suitability Review Form</b> |                                                                            |

This contract, including all exhibits and other documents incorporated by reference, contains all of the terms and conditions agreed upon by the parties and supersedes all previous agreements. No other understandings or representations, verbal or otherwise, regarding the subject matter of this contract shall be deemed to exist or bind the parties. The parties signing below warrant they have read and understand all the terms of the contract, and have the authority to enter into this contract.

SUBCONTRACTOR	AAADSW
X	X
<b>Name:</b>	<b>Name: Lori Zoller, Commissioner Chair, AAADSW COG</b>
<b>Date:</b>	<b>Date:</b>

Approved as to form:  
  
 Daniel H. Bigelow  
 Prosecuting Attorney  
 12/31/25

**Wahkiakum Community Health & Wellness Supports Statement of Work  
Wahkiakum County Health and Human Services (Contractor)**

---

**A. Service Description**

Wahkiakum County Health and Human Services (WCHHS) will expand access to supportive services, education, wellness activities, and community connections for older adults and adults with disabilities through the following initiatives:

1. Living Well Events
2. Workshops & Presentations
3. Fitness Classes
4. Volunteer Based Support Programs

**B. Contractor Service Obligations**

1. Living Well Events

- a. Sustain and expand the “Living Well” event by hosting two “Living Well” events before 12/31/26.
- b. One event should take place in Cathlamet and another in the West End of Wahkiakum County.
- c. The purpose of these events is to bring essential services, resources, and information into the community. WCHSS will ensure vendors are available who can provide the following resources to event attendees:
  - i. Medicare information and assistance
  - ii. Health screenings
  - iii. Flu and COVID-19 information and vaccinations
  - iv. Local regional non-profit and government resource providers

2. Workshops & Presentations

- a. Organize an educational speaker series for Wahkiakum County residents focused on the unique needs of older adults and adults with disabilities living in the county.
- b. Host a minimum of 1 workshop or presentation each quarter that are designed to empower individuals, increase self-sufficiency, promote safety, and increase well-being. Session topics may include but are not limited to:
  - i. Financial literacy and security
  - ii. Fall prevention and home safety
  - iii. Emergency preparedness
  - iv. Avoiding scams and fraud
  - v. Basic technology training and access

### 3. Fitness Classes

- a. Expand the SAIL program in the following ways:
  - i. Recruit and train at least one additional instructor to expand the frequency at which the SAIL class is offered.
  - ii. Begin offering at least one SAIL class per week in the West End of the County.
  - iii. Expand community awareness of the program

### 4. Volunteer Based Support Programs

- a. Build a volunteer network that offers supports for adults age 60+ or adults with a disability including: phone-check ins for vulnerable adults, home and yard maintenance, transportation, and other activities that help increase social engagement.
- b. Have a directory containing a minimum of 12 volunteers by 12/31/26.
- c. The contractor will do the following:
  - i. Contractor may provide the following non-medical services and supports to older adults, adults with disabilities, and family caregivers. Personal care tasks are outside of the scope of this work and are not to be provided in any capacity under this contract.
    1. Volunteer Phone Check-In - phone calls for conversation and companionship to reduce social isolation.
    2. Volunteer Home & Yard Assistance – provide indoor minor home repair, maintenance (handyman services), light housework, yard work, errands, and transportation services. Repairs and projects that require a permit or license are expressly prohibited.

Minor indoor home repairs may include but are not limited to:

- Changing lightbulbs
- Installing and replacing batteries in smoke detectors
- Securing loose rugs
- Assembling or installing simple assistance devices such as shower chairs or raised toilet seats
- Winterizing homes (wrapping pipes, sealing gaps, etc.)
- Minor leak repair
- Installing grab bars, handrails, and key boxes
- Light housework

Minor indoor home repairs not included in this scope of work may include but are not limited to:

- Heavy housework
- Painting
- Installation of wheelchair ramps
- Bathroom modifications

Outdoor yard maintenance may include but is not limited to:

- mowing/edging lawn
- brush trimming
- weeding
- cleaning and removing leaves and yard debris
- gutter cleaning
- snow or ice removal

Outdoor yard maintenance not included in this scope of work includes and is not limited to:

- Exterior home cleaning and maintenance involving roofs, pressure washing, or painting
- planting flowers, shrubs, or trees

3. Volunteer Transportation Support – provision of transportation support for people unable to drive themselves. Transportation support can include trips where the volunteer performs essential errands on behalf of the older adult, or trips where a volunteer transports the older adult to another location.

Essential errands completed by a volunteer on behalf of an older adult included in this scope of work may include but are not limited to:

- essential shopping pick-up (including groceries and household items)

Essential errands completed by a volunteer on behalf of an older adult not included in this scope of work may include but is not limited to:

- Prescription medication pick-up where the older adult is not present

Transportation of clients may include but is not limited to:

- medical appointments (including preventive care, treatment, therapy, dental care, or mental health care)
- essential errands (including grocery store, pharmacy, bank, or post office)

- recreational activities (including fitness centers, senior centers, square dancing, BINGO)
- other locations that support social activity and interaction

4. Volunteer Community Support - Promotion and coordination of senior friendship groups and community events that support social engagement.

- d. Provide orientation and training to all volunteers
  - e. Ensure volunteers refer clients in need of additional support to WCHSS's Information & Assistance team for further screening.
  - f. All volunteer network staff and volunteers are mandatory reporters of abuse and neglect of vulnerable adults and children in accordance with state law. Contractor shall report any conditions or circumstances which place a person or the household in imminent danger as outlined in this Contract's General Terms and Conditions.
  - g. Contractor will purchase all equipment, supplies, and tools needed for the services provided in the contract.
  - h. Contractor will provide a grievance procedure to clients and documentation of receipt of said procedure will be kept in client's files.
  - i. Contractor will maintain the following documentation for each volunteer who transports clients
    - i. Evidence of a valid driver's license
    - ii. Evidence of current automobile liability insurance covering the vehicle to limits outlined in General Terms and Conditions, while providing transportation to clients.
    - iii. Evidence the volunteer has had no moving traffic violations and has not been involved in any at-fault accidents within the past two years.
    - iv. Training of volunteer drivers should include orientation to the sponsoring agency and the purpose of the program, role of volunteers, rights and responsibilities, reimbursement, reporting requirements and evaluation.
    - v. The provider should investigate any accident involving a driver's agency-sponsored activities immediately. A report of the accident and its outcomes should be provided to AAADSW within one business day of occurrence.
5. Comply with reporting requirements listed in this Statement of Work.
6. Contractor will provide services at no cost to clients.
7. Subject to client consent, all clients who appear to meet the vulnerability criteria listed in Exhibit A of this contract shall be referred to the local Aging & Disability Resource Center (ADRC) for screening to determine the need for Case Management Services. ADRC contact information for service area:

<i>County</i>	<i>Email</i>	<i>Phone</i>
Cowlitz	CowlitzADRC@dshs.wa.gov	360-501-8399

### C. Eligibility and Target Population

1. WCHSS will serve older adults (age 60 and above) and adults with functional disabilities (age 18-59). Target population includes low-income individuals living in Wahkiakum County.

### D. Reporting Requirements

Contractor shall collect the following client information and service data monthly. Contractor may use internal processes to record, maintain, and supply client information and service data on individual clients in a reportable manner and will make the individual-level data available upon request. Contractor will report aggregate data points in Community Living Connections (CLC), the State of Washington data system used to track program enrollments. Access to and training on CLC data entry will be provided by AAADSW staff.

1. Sustain and expand the “Living Well” event
  - a. The number of “Living Well” events hosted each month and number of people in attendance at each event using the following service set:
    - i. Non-Registered. Service Name: Health Promotion & Disease Prevention, Service Detail: Living Well-1 Session
2. Offer educational workshops and presentations
  - a. The total number of educational workshops or presentations each month, number of clients in attendance at each session, and number of unduplicated clients served per month using the following service set:
    - i. Non-Registered. Service Name: Health Promotion & Disease Prevention, Service Detail: Living Well-1 Session
3. Expanding SAIL (Stay Active and Independent for Life) classes
  - a. The number of SAIL sessions held per month, number of clients in attendance at each session, and number of unduplicated clients served per month using the following service set:
    - i. Non-Registered. Service Name: Health Promotion & Disease Prevention, Service Detail: SAIL-1 Session
4. Development of volunteer based support programs
  - a. A count of clients served using the following service set.
    - i. Phone Check-in: Other-Socialization-Service detail is Volunteer-1 contact
    - ii. Home and Yard assistance: Other—Other In-Home Services and Miscellaneous Grants and Other Funding-Service Detail is Volunteer- 1 hour
    - iii. Volunteer Transportation Support: Transportation, Service Detail is Volunteer-1 one-way trip
    - iv. Promotion and coordination of senior friendship groups and community events: Outreach: service detail is 1 contact

Required reporting must be completed by the 10th day of each month following the time period in which services are provided.

-END-

A R E A A G E N C Y O N  
**Aging & Disabilities**  
 O F S O U T H W E S T W A S H I N G T O N

**Wahkiakum Community Health & Wellness Supports  
 Special Terms and Conditions  
 Wahkiakum County Health and Human Services (Contractor)**

**A. Purpose**

The purpose of this contract is to establish, through provision of an Area Agency on Aging and Disabilities of Southwest Washington (AAADSW) Area Plan Grant, Wahkiakum Community Health & Wellness Supports.

These resources and supports will expand access to supportive services, education, wellness activities, and community connections for older adults, adults living with a disability, and family caregivers living in Wahkiakum County.

**B. Parties**

<i>Funder</i>	Area Agency on Aging and Disabilities of Southwest Washington (AAADSW)
<i>Contractor</i>	Wahkiakum County Health and Human Services (WCHHS)

**C. Contract Period of Performance**

The Period of Performance is January 1, 2026, through December 31, 2026, provided neither party elects to terminate this Contract per the terms outlined in this Contract's General Terms and Conditions.

**D. Service Area**

The geographic service area in which the Contractor shall provide services is Wahkiakum County.

**E. Minimum Service Levels**

1. Contractor shall employ and/or contract an adequate number of qualified personnel to assure satisfactory delivery of services to clients. Contractor shall have written descriptions of roles and responsibilities to ensure that all necessary functions are performed.
2. Any services requiring licensure or certification will be provided by individuals with the appropriate licensing and certifications that are current and in good standing throughout the Period of Performance.
3. Contractor shall provide the following service levels, at minimum:

Initiative	# of Persons Served	# of Annual Events
Living Well Events	140	2

		(one in Cathlamet and one in County's West End)
<b>Initiative</b>	<b># of Persons Served</b>	<b># of Annual Events</b>
Workshops & Presentations	40	4

<b>Initiative</b>	<b># of Unduplicated Persons Served</b>	<b># of Classes</b>
Fitness Classes	17	84

<b>Initiative</b>	<b># of Persons Served</b>	<b># of Volunteers</b>
Volunteer Based Support Programs	150	12

**F. Contractor Programmatic Requirements**

1. Maintain internal controls that provide reasonable assurance that Contractor is managing federal awards in compliance with laws, regulations, and provisions of contracts or grant contracts that could have a material effect on each of its federal programs.
2. Prepare appropriate financial statements, including a Schedule of Expenditures of Federal Awards.
3. Ensure that audits are performed by a Certified Public Accountant or the State Auditor's Office. Contractor is responsible for the cost of the audit(s).
4. Submit copies of the required audit report and any management letters issued by the auditor to AAADSW within nine (9) months after the close of Contractor's fiscal year.
5. Comply with any future amendments to 2 CFR Part 200 and any successor or replacement Circular or regulation.
6. Comply with the applicable requirements of 2 CFR Part 200 and any future amendments, successor or replacement Circular, or regulation thereof.
7. Maintain a complete set of financial records sufficient to withstand a full audit during this Contract's Period of Performance and for the full Record Retention Period thereafter as outlined in this Contract's General Terms and Conditions.
8. Permit AAADSW or its auditor to have access to the records and financial statements necessary for AAADSW to comply with 2 CFR Part 200.

9. Comply with the Omnibus Crime Control and Safe Streets Act of 1968, Title VI of the Civil rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, The Age Discrimination Act of 1975, and the Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G, and 28 CFR Part 35 and Part 39.
10. Maintain documentation for bi-annual inventory tallies for fixed assets, including any discrepancies.
11. Obtain property insurance if government funds are used to purchase assets.
12. Participate in monitoring processes as described in relevant OMB circulars and CFRs, the General Terms and Conditions of this Contract, ALTSA Management Bulletins, and AAADSW Program Instructions. Contractor shall comply with required corrective actions listed in monitoring reports.
13. Maintain written Fiscal Policies and Procedures for the following (in addition to the policies listed in Section F13 of this Contract's General Terms and Conditions):
  - a. Fixed Assets
  - b. Petty Cash
  - c. Internal Control (in a separate section)
  - d. Private Client Payments
  - e. Cash Disbursements (approvals)

**G. Use of Government Funds**

Contractor is not identified as a Subrecipient of federal assistance funds for purposes of 2 CFR Part 200.

If Contractor elects to investigate a report or suspicion of theft, fraud, or misuse of government funds, Contractor shall submit to AAADSW a description of the situation immediately upon Contractor's decision to investigate.

**H. Consideration**

Total consideration payable to Contractor for satisfactory performance of the work under this Contract is:

<i>Service Period</i>	<i>Consideration Payable</i>	<i>Funding Source(s)</i>
January 1, 2026 through December 31, 2026	\$80,000	AAADSW Discretionary Funds

**I. Consistent Level of Service**

Funds awarded under this Contract are intended to provide a consistent level of service throughout this Contract's Period of Performance. Contractor agrees that if funds are depleted prior to the Contract end date, Contractor will continue to provide services for the

duration of this Contract at the average monthly level of service for the previous three (3) months, unless otherwise approved in writing by AAADSW.

**J. Basis for Reimbursement**

This is a Cost Reimbursement Contract with an annual limit. Monthly aggregate service reporting must be submitted by the 10th day of each calendar month following the calendar month of service provision, as detailed in the Statement of Work. Contract payment requests will not be processed until reporting is complete.

**K. Billing and Payment**

Contractor shall not bill and AAADSW shall not pay for the delivery of additional services not authorized by AAADSW or for services that have not already been provided.

Contractor shall request payment for reimbursable services by submitting invoices to AAADSW by the 10th calendar day of the calendar month following the calendar month in which services are provided as outlined in this Contract’s General Terms and Conditions. Contractor may mail or email invoices to:

<i>Mail</i>	AAADSW Attn: Contractor Invoices 201 NE 73rd Street Vancouver WA 98665
<i>Email</i>	AAADSWContractorInvoices@dshs.wa.gov

**L. AAADSW Contacts**

<i>Mailing Address</i>	
AAADSW Attn: [Department or Individual] 201 NE 73rd Street Vancouver WA 98665	
<i>Contacts</i>	
Program Coordinator	Willa Evans Willa.evans@dshs.wa.gov 360-735-5764
Contracts Manager	Whitney Oswald whitney.oswald@dshs.wa.gov 360-992-4073
Contracting and Annual Monitoring	Contracts AAADSWContracts@dshs.wa.gov
Invoicing and Monthly Reporting	Contractor Invoices AAADSWContractorInvoices@dshs.wa.gov
Remittance	Accounts Payable AAADSWAccountsPayable@dshs.wa.gov

# Executive Session Script

The date is January 6, 2026 at \_\_\_\_\_ a.m.

The Board will now meet in executive session to evaluate the qualifications of a candidate for appointment to elective office per RCW 42.30.110(1)(h).

To reconvene at \_\_\_\_\_ a.m.

## EXTENDED - Executive Session Script

The Board is extending the executive session, until \_\_\_\_\_ a.m.

## Back in Session

I call the regular meeting back to order at \_\_\_\_\_ a.m.

(Take any action in open meeting or adjourn if no action is needed)

## RCW 42.30.110

### Executive sessions.

(1) Nothing contained in this chapter may be construed to prevent a governing body from holding an executive session during a regular or special meeting:

(a)(i) To consider matters affecting national security;

(ii) To consider, if in compliance with any required data security breach disclosure under RCW 19.255.010 and 42.56.590, and with legal counsel available, information regarding the infrastructure and security of computer and telecommunications networks, security and service recovery plans, security risk assessments and security test results to the extent that they identify specific system vulnerabilities, and other information that if made public may increase the risk to the confidentiality, integrity, or availability of agency security or to information technology infrastructure or assets;

(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;

(c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public;

(d) To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;

(e) To consider, in the case of an export trading company, financial and commercial information supplied by private persons to the export trading company;

(f) To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;

(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;

(h) To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public;

(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

This subsection (1)(i) does not permit a governing body to hold an executive session solely because an attorney representing the agency is present. For purposes of this subsection (1)(i), "potential litigation" means matters protected by RPC 1.6 or RCW 5.60.060(2)(a) concerning:

(i) Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party;

(ii) Litigation that the agency reasonably believes may be commenced by or against the agency, the governing body, or a member acting in an official capacity; or

(iii) Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency;

(j) To consider, in the case of the state library commission or its advisory bodies, western library network prices, products, equipment, and services, when such discussion would be likely to adversely affect the network's ability to conduct business in a competitive economic climate. However, final action on these matters shall be taken in a meeting open to the public;

(k) To consider, in the case of the state investment board, financial and commercial information when the information relates to the investment of public trust or retirement funds and when public knowledge regarding the discussion would result in loss to such funds or in private loss to the providers of this information;

(l) To consider proprietary or confidential nonpublished information related to the development, acquisition, or implementation of state purchased health care services as provided in RCW 41.05.026;

(m) To consider in the case of the life sciences discovery fund authority, the substance of grant applications and grant awards when public knowledge regarding the discussion would reasonably be expected to result in private loss to the providers of this information;

(n) To consider in the case of a health sciences and services authority, the substance of grant applications and grant awards when public knowledge regarding the discussion would reasonably be expected to result in private loss to the providers of this information;

(o) To consider information regarding staff privileges or quality improvement committees under RCW 70.41.205;

(p) To consider proprietary or confidential data collected or analyzed pursuant to chapter 70.405 RCW;

(q) To consider greenhouse gas allowance auction bidding information that is prohibited from release or disclosure under RCW 70A.65.100(8).

(2) Before convening in executive session, the presiding officer of a governing body shall publicly announce the purpose for excluding the public from the meeting place, and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the presiding officer. The announced purpose of excluding the public must be entered into the minutes of the meeting required by RCW 42.30.035.

[ 2024 c 277 s 2. Prior: 2022 c 153 s 13; 2022 c 115 s 12; 2019 c 162 s 2; 2017 c 137 s 1; 2014 c 174 s 4; 2011 1st sp.s. c 14 s 14; 2010 1st sp.s. c 33 s 5; 2005 c 424 s 13; 2003 c 277 s 1; 2001 c 216 s 1; 1989 c 238 s 2; 1987 c 389 s 3; 1986 c 276 s 8; 1985 c 366 s 2; 1983 c 155 s 3; 1979 c 42 s 1; 1973 c 66 s 2; 1971 ex.s. c 250 s 11.]

## NOTES:

**Findings—Intent—2024 c 277:** "The climate commitment act requires some publicly owned natural gas and electric utilities and other government agencies to obtain greenhouse gas allowances to cover a portion of emissions. Because the allowance auctions must be carefully regulated to guard against market interference, market participants are strictly prohibited from disclosing any information about how they plan to participate in a specific auction. Investor-owned utilities, which are governed by a private board of directors, are able to keep this information confidential. In contrast, many public agencies are overseen by governing boards that are subject to the open public meetings act, which requires that deliberations be conducted in public. This act allows the governing body of a public agency to meet in executive session to consider the information necessary to comply with the climate commitment act's protection of all information necessary to participate in the greenhouse gas allowance market." [ 2024 c 277 s 1.]

**Findings—Intent—2022 c 115:** See note following RCW 42.30.230.

**Intent—2014 c 174:** See note following RCW 28B.50.902.

**Severability—Effective date—1987 c 389:** See notes following RCW 41.06.070.

Cover Page

BOARD OF WAHKIAKUM COUNTY COMMISSIONERS

Meeting Date: 1-6-26  
Presenter: BOCC

<b>Subject</b>	Appointing a Successor to a Vacant Elected Office – County Commissioner, District No. 3 Commissioner Gene Strong has retired from his position, effective 1-1-26. This is an unexpired four-year term that goes through 12-31-26.
<b>Background Information</b>	<p>Per Article II, Section 15 of the Washington State Constitution: "Such vacancies as may occur in either house of the legislature or in any partisan county elective office shall be filled by appointment by the county legislative authority of the county in which the vacancy occurs: Provided, That the person appointed to fill the vacancy must be from the same legislative district, county, or county commissioner or council district and the same political party as the legislator or partisan county elective officer whose office has been vacated, and shall be one of three persons who shall be nominated by the county central committee of that party, and in case a majority of the members of the county legislative authority do not agree upon the appointment <b>within sixty days</b> after the vacancy occurs, the <b>governor shall within thirty days</b> thereafter, and from the list of nominees provided for herein, appoint a person who shall be from the same legislative district, county, or county commissioner or council district and of the same political party as the legislator or partisan county elective officer whose office has been vacated, and the person so appointed shall hold office until his or her successor is elected at the next general election, and has qualified..."</p> <p><b>Officials without a party affiliation:</b> If a vacant partisan office was previously filled by an independent official who did not declare a party affiliation, the state constitution and applicable statutes do not provide guidance.</p> <p><b>There are no laws governing the process to fill a vacancy and there are no requirements to conduct interviews.</b> Per RCW 42.30.110, the BOCC may evaluate the qualifications of a candidate for appointment to elective office in <b>executive session</b>. If the legislative body chooses to interview applicants or nominees, the <b>interviews must take place in open public meetings</b>. The legislative body can ask the candidates to <i>voluntarily</i> leave the room while other candidates are being interviewed, but since it is an open public meeting the other candidates cannot be <i>required</i> to leave (<u>RCW 42.30.030</u>).</p> <p>Candidates are: Mark Letham, Brian McClain, Cindy Langston, Blair Brady, Kay Walters, Garrett Miller, Krist Novoselic, and Robert Reid.</p>
<b>Action (Motion)</b>	Move to adopt Resolution No. _____-26 a resolution appointing _____ as successor to Wahkiakum County Commissioner Gene Strong.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25

**RESOLUTION NO. \_\_\_\_-26**

**A RESOLUTION APPOINTING SUCCESSOR TO  
WAHIAKUM COUNTY COMMISSIONER GENE STRONG**

**WHEREAS**, the Wahkiakum Board of County Commissioners has a vacancy due to the retirement of Commissioner Gene Strong, District No. 3; and

**WHEREAS**, RCW 36.16.110 empowers and requires the Board of Commissioners of the County of Wahkiakum to fill vacant offices at the next regular or special meeting after having been apprised of such vacancy; and

**WHEREAS**, this date of \_\_\_\_\_, is the next meeting held after the Board was apprised of the vacancy on the Wahkiakum Board of County Commissioners, and therefore it is proper to fill the vacancy on the Board on this day; and

**WHEREAS**, \_\_\_\_\_ is qualified to fill the position of Wahkiakum County Commissioner, District No. 3, and the Board finds this candidate is the most qualified to fill the office at this time;

**NOW THEREFORE BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF WAHIAKUM AS FOLLOWS:**

**EFFECTIVE IMMEDIATELY**, \_\_\_\_\_ is appointed Wahkiakum County Commissioner, District No. 3. Pursuant to RCW 36.16.110, the new commissioner shall continue through the remainder of the term in 2026; and is qualified as provided RCW 29A.04.133 and any other applicable law.

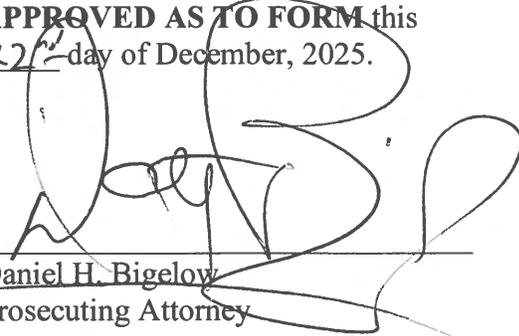
1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25

DULY PASSED AND ADOPTED this \_\_\_\_ day January, 2026.

**BOARD OF COUNTY COMMISSIONERS  
OF WAHAKIYAKUM COUNTY, WASHINGTON**

**ATTEST:**

\_\_\_\_\_  
Elizabeth Johnson  
Clerk of the Board

**APPROVED AS TO FORM** this  
22<sup>nd</sup> day of December, 2025.  
  
\_\_\_\_\_  
Daniel H. Bigelow  
Prosecuting Attorney

\_\_\_\_\_  
Lee Tischer, Commissioner

\_\_\_\_\_  
Daniel L. Cothren, Commissioner

## **SECTION 15. VACANCIES IN LEGISLATURE AND IN PARTISAN COUNTY ELECTIVE OFFICE**

Such vacancies as may occur in either house of the legislature or in any partisan county elective office shall be filled by appointment by the county legislative authority of the county in which the vacancy occurs: *Provided*, That the person appointed to fill the vacancy must be from the same legislative district, county, or county commissioner or council district and the same political party as the legislator or partisan county elective officer whose office has been vacated, and shall be one of three persons who shall be nominated by the county central committee of that party, and in case a majority of the members of the county legislative authority do not agree upon the appointment within sixty days after the vacancy occurs, the governor shall within thirty days thereafter, and from the list of nominees provided for herein, appoint a person who shall be from the same legislative district, county, or county commissioner or council district and of the same political party as the legislator or partisan county elective officer whose office has been vacated, and the person so appointed shall hold office until his or her successor is elected at the next general election, and has qualified: *Provided*, That in case of a vacancy occurring after the general election in a year that the office appears on the ballot and before the start of the next term, the term of the successor who is of the same party as the incumbent may commence once he or she has qualified and shall continue through the term for which he or she was elected: *Provided*, That in case of a vacancy occurring in the office of joint senator, or joint representative, the vacancy shall be filled from a list of three nominees selected by the state central committee, by appointment by the joint action of the boards of county legislative authorities of the counties composing the joint senatorial or joint representative district, the person appointed to fill the vacancy must be from the same legislative district and of the same political party as the legislator whose office has been vacated, and in case a majority of the members of the county legislative authority do not agree upon the appointment within sixty days after the vacancy occurs, the governor shall within thirty days thereafter, and from the list of nominees provided for herein, appoint a person who shall be from the same legislative district and of the same political party as the legislator whose office has been vacated. [AMENDMENT 96, 2003 House Joint Resolution No. 4206, p 2819. Approved November 4, 2003.]

### **NOTES:**

*Governmental continuity during emergency periods: Art. 2 Section 42.*

*Vacancies in county, etc., offices, how filled: Art. 11 Section 6.*

## Vacancies in Local Elected Offices

This page provides an overview of council, commission, and executive vacancies for local governments in Washington State—including resignations, unexcused absences, and other causes of vacancies; effective dates; and the process for appointing new officials to fill the remainder of the terms for the vacant offices.

**Important:** Some jurisdictions may have adopted local charters or policies that go beyond the minimum requirements in state law, such as establishing additional causes of vacancy or laying out more detailed procedures for filling the vacancy. Always consult your local procedures.

**What this page does *not* cover:** This page does not address judicial vacancies, conservation district vacancies, or vacancies in districts requiring property ownership to vote—such as irrigation districts, diking/drainage districts, or weed control districts—which have their own unique requirements.

**New legislation:** Effective July 27, 2025, [SB 5288](#)  repeals two statutes pertaining to the process for filling county commissioner vacancies. The two repealed statutes ([RCW 36.32.070](#)  and [RCW 36.32.0558](#) ) did not exactly mirror the procedures in [Article II, Section 15](#)  of the state constitution.

We have updated this page to remove reference to those statutes.

[On this Page \[hide\]](#) 

[Overview](#)

[Resignations](#)

[Loss of Residency](#)

[Unexcused Absences](#)

[Other Causes of Vacancy](#)

[Effective Date of the Vacancy](#)

[Filling a City or Town Vacancy](#)

[Filling a County Vacancy](#)

[Filling a Special Purpose District Vacancy](#)

[Who Can Apply/Be Nominated to Fill a Vacancy?](#)

[General Process for Filling a Vacancy](#)

[Assuming Office](#)

[How Long Will the Appointee Serve?](#)

[Examples of Vacancy Policies and Procedures](#)

[Examples of Vacancy Announcements & Application Forms](#)

---

## Overview

A local elective office—such as the office of mayor, councilmember, county elected official, or special purpose district commissioner—can become vacant for a number of reasons. The reasons for vacancies, and the process for filling them, are generally spelled out in [chapter 42.12 RCW](#) (see the "Notes" section of that chapter for additional statutory references for specific agency types).

These reasons an office may become vacant include the following (all of which are listed in [RCW 42.12.010](#) unless otherwise noted):

- The death of the incumbent;
- The incumbent's resignation (discussed in more detail below);
- Their removal;
- Their ceasing to be a legally registered voter of the jurisdiction in which they have been elected or appointed (discussed in more detail below);
- Their conviction of a felony or any offense involving a violation of their official oath;
- Their refusal or neglect to take the oath of office or give/renew their official bond within the time prescribed by law;
- The decision of a competent tribunal declaring their election or appointment void;
- The judgment against the incumbent for breach of the condition of their official bond; and
- For some jurisdictions, an excessive number of absences (discussed in more detail below). This is not contained in [RCW 42.12.010](#) but is addressed separately in some agency statutes and/or local policies.

Sometimes, the causes and effective dates of a vacancy are clear, like in the case of an official's death. But in many other cases, there can be confusion over whether the office has indeed been vacated and when.

---

## Resignations

An elected official's resignation may be offered verbally or in writing, although the best practice would be to submit a written letter of resignation to the agency's governing body that includes the effective date of the resignation.

If the official does not specify a resignation date, then the resignation takes effect when it is delivered to the agency. The state court of appeals found that the mere announcement of a resignation meant to be effective immediately—such as a councilmember standing up and shouting "I quit!" during a council meeting—is enough to complete the resignation process ([State ex rel. Munroe v. Poulsbo](#) (2002)).

The governing body does not have to formally accept the resignation or take any action for it to take effect. But your agency may still want to adopt a policy that says you will acknowledge a resignation in writing.

Once the specified resignation time is reached, the resignation automatically takes effect. If the official resigned effective immediately, they may not withdraw or extend the resignation because they have already vacated the office. However, if the effective date has not yet arrived and the official still holds office, they may rescind or extend the resignation.

---

## Loss of Residency

While the technology for connecting from remote places has become widespread, state law still requires elected officials to reside in the jurisdiction they represent.

[RCW 42.12.010](#) (4) says an elected position becomes vacant when the official is no longer a legally registered voter of that jurisdiction—or, for those jurisdictions with districts or wards, the district/ward that they represent. (The exception cited in [RCW 3.50.057](#) only applies to municipal court judges.)

State voter registration laws define "residence" as "a person's permanent address where he or she physically resides and maintains his or her abode" ([RCW 29A.04.151](#)). Over time this has been distilled to two tests: (1) the physical location of a residence, and (2) where the official intends their permanent residence to be.

Physical location is usually easy to establish. The official either lives in a rented or owned property in the jurisdiction, or they do not.

If an official owns or rents more than one property, then it becomes a question of where the official designates as their primary residence. The official's intent can be established by both direct and indirect evidence. In terms of direct evidence, it is simple enough to ask the official which location they consider to be their permanent residence. For indirect evidence, look at the address the official uses on their voter registration, driver's license, tax records, children's school enrollment forms, memberships in public parks and recreation programs, utility bills, and similar documents.

However, in some cases an official may be able to temporarily live outside the jurisdiction without vacating their office. Sometimes an official will temporarily move outside of the jurisdiction for reasons

such as military or civil service, divorce, the need to care for a family member, extended work assignments, or inability to find suitable temporary housing in the jurisdiction (such as a councilmember whose house burns down and who must find temporary accommodations while their house is being rebuilt).

Each of those events could indicate that the official intends to return to the jurisdiction in which they serve as an elected official, and if so, it might be difficult to prove that they have lost their residency within the jurisdiction. These scenarios depend heavily on the facts. Obviously, the longer the official lives outside the jurisdiction, the more difficult it becomes for them to prove intent to move back.

Other factors to consider include whether the official continues to perform their duties while they are temporarily living elsewhere—such as attending meetings in-person or by phone/video conference and continuing to engage with constituents and staff. The answers to these questions may inform the agency about the official's intent.

If an official no longer resides in their jurisdiction (and/or district or ward), they may resign voluntarily. If the official does not resign voluntarily, [RCW 7.56.010](#) provides for an action of *quo warranto* (literally, "what warrant") that can be filed in the county superior court against any person who "unlawfully" holds public office. This civil action can be filed by any person who has an interest in the office. Since ordinary citizens usually do not have standing to file, the county prosecuting attorney is directed to do so (see [RCW 7.56.020](#)) and a person can seek a *writ of mandamus*, asking the court to order the county prosecuting attorney to take action ([Kilduff v. San Juan County](#) (2019)). If the court finds that the official no longer resides in the jurisdiction, it can issue an order that the position is vacant.

## Unexcused Absences

[Chapter 42.12 RCW](#) does not address absences. However, some public agencies have specific statutes declaring an office vacant if the official has too many "unexcused" absences. Below are examples for common local government types; other agency types may have additional statutes not listed here:

Agency type	Office becomes vacant for:	RCW
Code city	Nonattendance at three consecutive regular meetings, unless excused	<a href="#">35A.12.060</a> (incorporated into <a href="#">RCW 35A.13.020</a> for council-manager code cities)
First-class or home rule charter city	Consult city charter	
Second-class city (applies to councilmembers only)	Absence from three consecutive regular meetings without permission	<a href="#">35.23.101</a>
Town (applies to councilmembers only)	Absence from three consecutive council meetings without council permission	<a href="#">35.27.140</a>
Non-charter county	N/A—we are not aware of any statute that addresses unexcused absences	

Agency type	Office becomes vacant for:	RCW
Home rule charter county	Consult county charter	
Fire protection district or regional fire authority	Absence from three consecutive regularly scheduled meetings, except by permission	<a href="#">52.14.050</a> (incorporated into <a href="#">RCW 52.26.080</a> (3)(a)(iii) for regional fire authorities)
Port district	Nonattendance at commission meetings for 60 days, unless excused	<a href="#">53.12.140</a>
Public hospital district (PHD)	Nonattendance at commission meetings for 60 days, unless excused	<a href="#">70.44.045</a>
Public utility district (PUD)	Nonattendance at commission meetings for 60 days, unless excused	<a href="#">54.12.010</a> (5)
Water-sewer district	Absence from three consecutive scheduled meetings, except by permission	<a href="#">57.12.020</a>

Note that some of the statutes above specifically refer to "regular" meetings, in which case missing a special meeting would not count toward the unexcused absences.

Some of these statutes provide for a specific process. In towns, for example, the council declares the position vacant. In water-sewer districts, the board must notify the commissioner in writing that a board member has two consecutive unexcused absences and that the position will be declared vacant if the commissioner is absent from the next regularly scheduled meeting without being excused.

What the statutes do *not* provide, however, is direction on how to define an "excused" versus an "unexcused" absence. This is left to the discretion of the agency's governing body. Most agencies require advance notice to the presiding officer and/or clerk stating the reason for a member's absence (unless there is an emergency). Some agencies automatically excuse the absence if the member has given advance notice (subject to a motion to not excuse it), while others require a motion and vote to excuse each absence.

If an elected official has an extended absence or illness, the position might not become permanently vacant. Some jurisdictions have the statutory authority to appoint someone to temporarily fill in for the absent member. [RCW 35A.12.065](#) allows this for councilmembers in code cities, but towns do not have the same authority under [chapter 35.27 RCW](#). There is no authority in [chapter 36.32 RCW](#) for county commissioners, but a charter (home rule) county probably has the authority to establish a procedure allowing for a temporary appointment. Most of the statutes related to special purpose districts refer to [chapter 42.12 RCW](#) on vacancies and do not appear to allow for temporary appointments, but be sure to double-check the specific enabling statute for your district.

Some jurisdictions have adopted policies providing for extended leaves of absence for elected officials. Examples of local policies regarding absences and leaves of absence can be found at the end of this page.

## Other Causes of Vacancy

While failure to take the oath of office or give official bond is grounds for creating a vacancy, MRSC is not aware of any instance where it has happened. Agencies pay for the bond ([RCW 48.28.040](#)). One question that we have been asked is whether the official must have a separate bond or if the agency's insurance policy is sufficient. MRSC has previously advised that while an agency's general insurance *may* meet the requirements for fidelity bonds, only the State Auditor's Office can decide whether your insurance coverage will meet its requirement under the statute.

Recall is the primary method by which elected officials can be removed from office against their will. The process for recall is set forth in [RCW 29A.56.110-.270](#). Voters can remove the elected official(s) for malfeasance, misfeasance, or violation of the oath of office.

Local elected officials may also be removed from office if they are convicted of felonies or any offenses involving violations of their official oaths, the decision of a competent tribunal declaring their election or appointment void, or for judgments against the incumbent for breach of their official bond.

---

## Effective Date of the Vacancy

As discussed earlier, resignations take effect on the date selected by the official or, if no date is specified, when the resignation is delivered to the agency.

Beyond that, there does not appear to be clear law on whether an elected position automatically becomes vacant if one or more of the statutory conditions are met, or if the agency has to take some kind of action to have the position declared vacant. If the incumbent does not agree that the position is vacant, MRSC believes that the governing body needs to take some kind of formal action to declare the position vacant and state the basis for the vacancy.

The reason for the vacancy will dictate the action that will need to take place. For example, since the governing body decides whether an absence is excused, it could make findings about whether the member has missed the required number of meetings and whether or not those absences were excused. It could then declare the position to be vacant.

On the other hand, some of the reasons for disqualification may be more fact-specific, such as a change in residency or whether the official has breached a condition of their official bond. In those cases, the local government may want to file a *quo warranto* action and have a court decide.

One tactical question for a local government to consider is whether to proactively file a court case to have the position declared vacant or to adopt a motion declaring the position vacant, which would require the incumbent to go to court to overturn that declaration. An agency should discuss available options with its attorney and risk manager.

For those reasons based on court orders, the vacancy is probably effective on the date the court enters the order declaring the position vacant, but there is an argument that it is not effective until all appeals have been exhausted.

In cases where the legislative body declares the vacancy, such as when a member has a certain number of unexcused absences, the vacancy is probably effective when the vote is taken. Again, because this vote is subject to a court action, it is possible that the effective date is after the time for filing a court action has passed.

---

## Filling a City or Town Vacancy

For all cities and towns other than first class or charter code cities, the city/town council must appoint a qualified replacement within 90 days of the vacancy. See [RCW 42.12.070](#) generally; also see [RCW 35A.12.050](#) for mayor-council code cities, [RCW 35A.13.020](#) for council-manager code cities, [RCW 35.23.101](#) for second-class cities, and [RCW 35.27.140](#) for towns.

If the city/town council fails to meet this deadline, it loses the authority to appoint a replacement, at which point the county legislative authority (board of county commissioners or county council) has an additional 90 days to make the appointment. If the county legislative authority does not make an appointment within 180 days of the vacancy, the city/town council, or the county legislative authority may petition the governor to make the appointment.

If there are multiple vacancies to fill, one position is filled first and then, with that added appointee, a vote is taken to fill the next vacant position, and so forth. If, due to vacancies, there is only one councilmember remaining or if all council positions are vacant, the county legislative authority appoints a qualified person or persons until the council has two members who can then begin the appointment of the remaining members.

Beyond these requirements, state law does not require a specific process to follow. See the section General Process for Filling a Vacancy (below) for more guidance.

**Home rule charter cities:** There is no statute that specifically applies to vacancies in cities that have adopted home rule charters (mostly first class cities). If the city charter does not provide for a process to fill vacancies, it would be reasonable to follow the process in [chapter 42.12 RCW](#).

## Mayoral Vacancies

If the office of mayor in a mayor-council city or town becomes vacant, the mayor pro-tem may fill in for a short period of time (see [RCW 35A.12.065](#) for code cities, [RCW 35.27.160](#) for towns, and [RCW 35.23.191](#) for second-class cities). However, the mayor's office is still considered vacant, and the council must fill the vacancy. The mayor pro-tem is only authorized to serve temporarily and cannot continue to serve indefinitely.

A mayoral vacancy is filled in the same manner as a vacant council seat. Anyone who is otherwise eligible to serve as mayor, including current councilmembers, may be appointed to fill the vacancy. If the council appoints a sitting councilmember to the mayor's office, that would create a vacancy on the council that would then need to be filled.

In council-manager cities, the mayor pro tempore or deputy mayor serves in the absence or temporary disability of the mayor, but only until council appoints a new mayor. The statute does not provide a specific timeline for "temporary," but the timelines in [RCW 42.12.070](#) are a good guide.

---

## Filling a County Vacancy

For partisan offices—all county officials except judicial offices and offices that have been made nonpartisan by home rule charter ([RCW 29A.04.110](#)(3))—the process for filling vacancies is set forth in the Washington State Constitution at [Article II, Section 15](#). It requires the county board of commissioners or council to appoint replacements from a list of three candidates nominated by the county political party to which the former official belonged. The board or council has 60 days from the date of vacancy to make the appointment from the list. If they do not, the governor has 30 days to make an appointment from the list.

For partisan county officials *other* than a member of the legislative authority—the county assessor, auditor, sheriff, etc.—the county legislative body may temporarily appoint an employee who was serving as deputy or assistant in that office as the acting official until the vacancy is filled. See [RCW 36.16.115](#).

**Officials without a party affiliation:** If a vacant partisan office was previously filled by an independent official who did not declare a party affiliation, the state constitution and applicable statutes do not provide guidance. Counties may want to check with the Secretary of State or the Attorney General if they find themselves in this situation.

There are two other statutes that also talk about filling vacancies in county offices: [RCW 36.16.110](#) (county officers generally) and [RCW 42.12.040](#) (partisan elective offices). However, those sections do not exactly mirror the requirements in the state constitution. The procedures in the constitution generally prevail over statutes, but counties should also try to follow the applicable provisions in these statutes.

Beyond these requirements, state law does not require a specific process to follow. See the section [General Process for Filling a Vacancy](#) (below) for more guidance.

**Home rule charter counties:** There is no statutory or constitutional process that specifically applies to vacancies in charter counties. If the county charter does not provide for a process, it would be reasonable to follow the process in [chapter 42.12 RCW](#).

## County Executive Vacancies

In non-charter counties, the commissioners exercise executive as well as legislative powers. If one of the commissioner positions is vacant, the remaining commissioners retain their executive authority but may have to temporarily reassign some of the duties of the vacant position.

If a county elected department head position, such as the county prosecutor or auditor, becomes vacant, their deputies can fill in temporarily until the board or council appoints a replacement.

If the legislative body appoints a sitting councilmember or commissioner to the vacant executive post, that would create a vacancy on the legislative body which would then need to be filled.

---

## Filling a Special Purpose District Vacancy

Special purpose districts—including but not limited to fire protection districts, port districts, water-sewer districts, park and recreation districts, public hospital districts (PHDs), and public utility districts (PUDs)—have separate provisions governing vacancies on their governing boards.

**Fire protection districts and regional fire authorities:** All "qualifying special purpose districts"—defined as fire protection districts or regional fire authorities with assessed values under \$5 billion—must follow the same requirements as cities and towns described earlier (see [RCW 42.12.070](#)). For fire protection jurisdictions with larger assessed valuations, see the "All other special purpose districts" requirements below.

**Conservation districts and special purpose districts where property ownership is required to vote:**

Consult your agency's statutes. For example, see [RCW 89.08.200](#) for conservation districts, [RCW 87.03.081](#) for irrigation districts, [RCW 17.04.070](#) for weed control districts, and [RCW 85.38.070](#)(5) for various diking, drainage, and flood control "special districts." (Note that [chapter 85.38 RCW](#) does *not* apply to all special purpose districts and only applies to those "special districts" defined in [RCW 85.38.010](#).)

**All other special purpose districts:** For all special purpose districts *other* than "qualifying" fire districts and districts where property ownership is required to vote, the general requirements are provided in [RCW 42.12.080](#); also consult your agency's enabling statutes.

The remaining members of the governing body must:

- Nominate at least one candidate during a meeting of the governing body;
- Post notice of the vacancy and the name of the nominee(s) in at least three public places (which may include the district's website if it has a website) for at least 15 days;
- Accept nominations from the district's registered voters during the 15-day notice period;
- Appoint a qualified person from the list of nominees at a meeting of the governing body after the 15-day notice period is over.

For information on candidate qualification, interviews (if any), and evaluating and voting on the candidates, see the section General Process for Filling a Vacancy (below) for more guidance.

The governing body must fill a vacancy within 90 days of the vacancy. If the governing body fails to meet this deadline, it loses the authority to appoint a replacement, at which point the county legislative body (board of county commissioners or county council) has an additional 90 days to make the appointment.

If there are multiple vacancies to fill, one position is filled first and then, with that added appointee, the governing body repeats the nomination process, and so on until all of the vacancies have been filled. If, due to vacancies, there is only one member of the governing body remaining or if all positions are vacant, the county legislative authority appoints a qualified person or persons until the governing body has two members who can then begin the appointment of the remaining members.

If the county legislative authority is tasked with making an appointment and does not do so within 180 days of the vacancy, the special purpose district's governing body or the county legislative authority may petition the governor to make the appointment.

---

## Who Can Apply/Be Nominated to Fill a Vacancy?

To be eligible for appointment, the applicants/nominees must meet the same eligibility requirements as someone elected to that office. These requirements are discussed on our page [Running for Local Elected Office](#). Applicants and local governments should also be aware of any potential conflicts of interest (also discussed on that page) and, if an applicant/nominee already holds another government position, the potential for [incompatible offices](#).

MRSC has been asked if agencies can adopt supplemental eligibility criteria when filling a vacancy. Finding no specific statutory guidance on this, and since it is the governing body's decision whom to appoint, MRSC believes that an agency could adopt additional criteria provided that it does not discriminate based on a protected class.

---

## General Process for Filling a Vacancy

While state law addresses certain basic timelines and requirements for filling a vacancy, as discussed earlier, there is little statutory guidance about what process the agency should use to make each appointment. Some guidance and considerations are provided below. Some agencies have adopted their own policies and procedures to follow, so always check your local requirements.

**Important:** Any records related to filling vacancies in elective office, including the names of applicants and their application materials, are subject to disclosure under the Public Records Act. While [RCW 42.56.250](#) (1)(b) exempts public employment applications from disclosure, this exemption specifically excludes applications for vacancies in elective office.

## Advertising the Position

For partisan county offices, the candidates will be nominated by the county political party to which the former official belonged. We suggest that you adopt a process to notify the county political party of the vacancy and remind them of the timelines for appointing someone to fill the vacancy.

For city and town positions, as well as most fire districts and regional fire authorities, state statutes do not require the agency to place a legal advertisement before considering candidates. However, wide dissemination of the opening—along with a clear statement of eligibility criteria and a deadline to

submit applications—will provide for a broader pool of applicants. Consider issuing press releases and publishing the notice on your agency's website.

Most other special purpose districts must nominate at least one candidate and then post public notice and accept nominations from registered voters as described earlier.

## Interviewing Candidates

The legislative body may—but is not required to—ask for written responses to questions and/or interview candidates. Examples of potential questions can be found in some of the application packet examples at the bottom of this page.

If the legislative body chooses to interview applicants or nominees, the interviews must take place in open public meetings. The legislative body can ask the candidates to *voluntarily* leave the room while other candidates are being interviewed, but since it is an open public meeting the other candidates cannot be *required* to leave ([RCW 42.30.030](#)).

## Evaluating and Voting Upon Candidates

When it is time to evaluate the qualifications of the candidate(s), the governing body can do so in executive session ([RCW 42.30.110](#)(1)(h)). This allows members of the governing body to freely express their opinions about the qualifications of the applicants without having the applicants or the general public listening to their evaluations.

However, the legislative body must be careful not to take any kind of preliminary vote in executive session, even to narrow the field of candidates or even if the vote is considered a nonbinding straw vote. (See [Miller v. City of Tacoma](#) (1999), which pertained to a planning commission appointment but whose reasoning would also apply to an elective office appointment.)

The appointment itself must be made during an open session, at which time the appointee must be confirmed by a majority vote of the legislative body. For mayor-council cities, the mayor can vote to break a tie. For other agencies, a tie means the legislative body has to try again to obtain a majority vote, otherwise the appointment decision may go to the county (if a city or special purpose district) or the governor.

There is no state law that specifically says a councilmember or commissioner may not vote for themselves to fill a vacancy in another agency office (such as a mayoral or county executive vacancy). However, MRSC believes that it is a best practice for a councilmember or commissioner to abstain from voting for themselves if the new appointment would result in a pay increase, because under Washington's common-law ethics doctrine the member now has a financial interest in the outcome of the vote.

If the legislative body has advance notice of an upcoming vacancy—such as a resignation that has been announced but has not yet taken effect—the legislative body may begin preparing for the vacancy while the current officeholder is still in office, such as advertising for interested candidates. However, the legislative body may not vote to fill the position until after the vacancy has occurred, because before that time there is technically no vacancy to fill. See [AGO 1978 No. 20](#). For instance, an official who

has announced their upcoming resignation could change their mind at the last minute and withdraw the resignation before the effective date.

Similarly, an outgoing member of the legislative body may participate in the vacancy preparation process, such as recruiting candidates or gathering background information, while still in office. However, the outgoing official may not vote on their own replacement because, technically, the vacancy does not exist yet. Once the vacancy has taken effect, the individual no longer sits on the governing body and may no longer vote on such matters. Whether the outgoing member can vote on who to *interview* while they still hold office (and effectively vote to exclude candidates from the pool) is a gray area and should be reviewed with legal counsel.

---

## Assuming Office

Once the governing body has voted to appoint a person to the vacant position, the appointee must post an official bond (if required by state law or local rules) and take the oath of office in order to officially assume office and begin their duties.

In practice, many local governments purchase blanket fidelity bonds that cover most or all of their employees and officials, rather than purchasing individual surety bonds. The agency will need to confirm whether the new appointee will be covered by a blanket fidelity bond and whether a separate surety bond will be required.

For more details on these topics, see our page on [Official Bonds and Oaths of Office](#).

## PDC Financial Disclosures

Within two weeks of assuming office, many officials must file an F-1 personal financial affairs statement with the state Public Disclosure Commission (PDC); for appointments made in December, the statement must be filed between January 1-15. See [RCW 42.17A.700](#) (3). The appointee also must file annual F-1 reports during their time in office, just like any elected official.

However, there are certain positions that are not required to file with the PDC, including officials representing very small jurisdictions, cemetery districts, and districts with special qualifications for voting (such as land ownership). See the PDC guidance on [Who Files the F-1 Report](#).

## Training Requirements

Within 90 days of assuming office, the appointee must take training on the Public Records Act (see [RCW 42.56.150](#)) and, for appointees serving on a governing body such as city council or a board of commissioners, training on the Open Public Meetings Act (see [RCW 42.30.205](#)).

Certain appointees may be required to take additional specialized trainings—for instance, coroners and medical examiners must have a certificate of completion of medicolegal forensic investigation training within 12 months of being elected or appointed to office ([RCW 36.24.205](#)). Similarly, sheriffs must have a certificate of completion of a basic law enforcement training program within 12 months of assuming office ([RCW 36.28.025](#)).

Agencies should document all trainings to demonstrate compliance with the relevant state laws.

---

## How Long Will the Appointee Serve?

The appointee will serve until the next required general election. How long that is will depend on the timing of the vacancy and whether the office is partisan or nonpartisan, as shown in the examples below, as well as any city/county charter provisions (if applicable).

The subsequent election winner will assume office *immediately* after the general election results are certified, as soon as they become "qualified" under [RCW 29A.04.133](#). The election winner will then serve the remaining "unexpired" term or "short and full" term.

An "unexpired" term means that the position was not originally scheduled to be on the ballot, but it has been added to the ballot because of the vacancy. The election winner will serve the remainder of the original regular/full term, which means that the unexpired term will be shorter than a regular/full term.

A "short and full" term means that the position was already scheduled to be on the ballot before the vacancy was created, and the winner will technically serve two terms—a "short" term starting immediately after the election is certified and ending about a month later on December 31, followed by a regular or "full" term. See [RCW 29A.04.169](#) and [RCW 29A.24.020](#).

### Charter Cities and Counties

First class cities, charter cities, and home rule charter counties will need to consult their charters regarding the timing of the next election to fill the remaining unexpired or short/full term.

### Cities, Towns, and Special Purpose Districts

For nonpartisan vacancies, the appointed official will serve until a qualified person is elected at the next general municipal election *at which a governing body seat is usually on the ballot*—which is typically the next odd-numbered year for cities and most special purpose districts. Cities, towns, and most special purpose districts are authorized to hold general elections in odd-numbered years under [RCW 29A.04.321-330](#). Public utility districts (PUDs) typically hold their general elections in even-numbered years.

See [RCW 42.12.070](#)(6) for cities, towns, and "qualifying special purpose districts," [RCW 42.12.080](#)(7) for other special purpose districts, and generally [RCW 29A.52.240](#) and [RCW 29A.24.171](#).

For example, assume a city councilmember is elected to a regular/full term in November 2025. The councilmember's term begins January 1, 2026 and is scheduled to end on December 31, 2029, with the position appearing on the ballot again in November 2029.

The next city general elections are scheduled for November 2027 and November 2029. The councilmember resigns, creating a vacancy. The timing of the resignation will determine how long the appointee serves and when the position appears again on the ballot, as shown below.

## Example: Filling a Nonpartisan Vacancy (4-Year Scheduled Term)

Vacancy occurs on or after:	But before:	Appointee will serve until:	Subsequent election winner will:
January 1, 2026	First day of regular candidate filing in 2027 (first Monday in May per <a href="#">RCW 29A.24.050</a> ↗)	2027 general election, when office will appear again on the ballot	Assume office immediately after election certification and serve the remaining 2-year "unexpired" term through December 31, 2029
First day of regular candidate filing in 2027	2029 general election	2029 general election, when office was originally scheduled to appear on the ballot	Assume office immediately after election certification and serve a 4-year "short and full" term through December 31, 2033
2029 general election	January 1, 2030	Consult your agency's legal counsel	

For a six-year nonpartisan term, as some special purpose district officials have, similar principles apply, as shown in the example below. Note that the timing would be different for PUDs since their elections typically occur in even-numbered years.

## Example: Filling a Nonpartisan Vacancy (6-Year Scheduled Term)

Vacancy occurs on or after:	But before:	Appointee will serve until:	Subsequent election winner will:
January 1, 2026	First day of regular candidate filing in 2027 (first Monday in May per <a href="#">RCW 29A.24.050</a> ↗)	2027 general election, when office will appear again on the ballot	Assume office immediately after election certification and serve the remaining 4-year "unexpired" term through December 31, 2031
First day of regular candidate filing in 2027	First day of regular candidate filing in 2029	2029 general election, when office will appear again on the ballot	Assume office immediately after election certification and serve the remaining 2-year "unexpired" term through December 31, 2031
First day of regular candidate filing in 2029	2031 general election	2031 general election, when office was originally scheduled to appear on the ballot	Assume office immediately after election certification and serve a 6-year "short and full" term through December 31, 2037
2031 general election	January 1, 2032	Consult your agency's legal counsel	

## County Partisan Vacancies

For partisan vacancies, the appointed official will serve until a qualified person is elected at the *next general election, regardless of whether county positions normally appear on the ballot at that election.*

Non-charter county elections are typically held in even-numbered years, but depending on the timing of the vacancy, the county may be required to hold an election to fill the remaining unexpired term in an odd-numbered year.

[Article II, section 15](#) of the state constitution says that the person appointed to fill a partisan county vacancy "shall hold office until his or her successor is elected *at the next general election*, and has qualified" [emphasis added]. Unlike nonpartisan vacancies, there is no language to indicate that the election is held at the next election when a governing body seat is usually on the ballot.

[RCW 29A.04.321](#)(1) specifically states that odd-year elections may be used for "the election of state and county officers for the remainder of any unexpired terms of officers created in or whose duties are described in Article II, section 15..." Also see [AGLO 1973 No. 69](#), which concludes that depending on the timing of a vacancy, counties may be required to hold odd-year elections to fill the remaining unexpired term. This AGLO is based on older statutes but relies on statutory language that is very similar to the current [RCW 29A.04.321](#).

Also see [RCW 42.12.040](#), [RCW 36.16.110](#), and [RCW 29A.24.171](#).

For example, assume a county commissioner for a non-charter county is elected to a regular/full term in November 2024. The commissioner's term begins January 1, 2025 and is scheduled to end on December 31, 2028, with the position appearing on the ballot again in November 2028.

The next county general elections are scheduled for November 2026 and November 2028. The county commissioner resigns, creating a vacancy. The timing of the resignation will determine how long the appointee serves and when the position appears again on the ballot, as shown below, and could require the county to hold an odd-year general election that was not previously scheduled.

### Example: Filling a Partisan County Vacancy (4-Year Scheduled Term)

Vacancy occurs on or after:	But before:	Appointee will serve until:	Subsequent election winner will:
January 1, 2025	First day of regular candidate filing in 2025 (first Monday in May per <a href="#">RCW 29A.24.050</a> )	2025 general election, when office will appear again on the ballot	Assume office immediately after election certification and serve the remaining 3-year "unexpired" term through December 31, 2028
First day of regular candidate filing in 2025	First day of regular candidate filing in 2026	2026 general election, when office will appear again on the ballot	Assume office immediately after election certification and serve the remaining 2-year "unexpired" term through December 31, 2028
First day of regular candidate filing in 2026	First day of regular candidate filing in 2027	2027 general election, when office will appear again on the ballot	Assume office immediately after election certification and serve the remaining 1-year "unexpired" term through December 31, 2028

Vacancy occurs on or after:	But before:	Appointee will serve until:	Subsequent election winner will:
First day of regular candidate filing in 2027	2028 general election	2028 general election, when office was originally scheduled to be on the ballot	Assume office immediately after election certification and serve a 4-year "short and full" term through December 31, 2032
2028 general election	January 1, 2029	Consult your agency's legal counsel	

## Examples of Vacancy Policies and Procedures

Below are selected examples of local policies and procedures related to vacancies in elected office.

### Cities and Towns

- [Bothell City Council Protocol Manual](#) (2023) – Council-manager code city; see:
  - Section 2.05 – *Election of Officers*; addresses permanent vacancies in ceremonial mayor's office
  - Section 7.13 – *Council Attendance Policy*
  - Section 10.01 – *Return of Materials and Equipment*
  - Section 10.02 – *Filling Council Vacancies*
- [Issaquah City Council Rules of Procedure](#) (2024) – Mayor-council code city; see:
  - Section 2.03 – *Council Vacancy*; includes applicant presentations rather than interviews
  - Section 3.01 – *Attendance*
- [Lacey City Council Policies-Procedures Manual](#) (2025) – Council-manager code city; see:
  - Section 2.08 – *Council Attendance*
  - Section 2.09 – *Council Vacancy*; includes resignation process
- [Poulsbo City Council Rules of Procedure](#) (2024) – Mayor-council city; see:
  - Section 1.3 – *Attendance, Excused Absences*
  - Chapter 8 – *Filling Council Vacancies and Selecting Deputy Mayor and Alternate Deputy Mayor*; includes mayor and councilmember pro tem appointments
  - Chapter 9 – *Filling a Vacancy in the Office of the Mayor*
- [Spokane Valley Governance Manual](#) (2025) – Council-manager code city; see:
  - Chapter 1, Section C.5 – *Attendance*; provides detailed procedures on excused and unexcused absences and allows councilmembers to request leave of absence up to 90 days for serious health or physical conditions
  - Chapter 2, Section B – *Filling Council Vacancies*
  - Appendix E – *City Interim Council Position Application Form* (also see other example application)

forms below)

- [Vancouver Procedure for Filling City Council Vacancies](#) (2021) – Detailed policy and procedures for first class charter city; still of interest to non-charter cities

## Counties

- [Pierce County Code Sec. 1.28.180](#) – Home rule charter county with a combination of partisan and non-partisan offices

## Special Purpose Districts

Some of these special purpose district examples predate [SB 5437](#) which took effect July 23, 2023; we will be adding more recent examples as they become available.

- [Garfield County Public Hospital District No. 1 Bylaws](#) (2020) – See Article II (Board Members)
- [Lake Whatcom Water and Sewer District Commissioner Protocol Manual](#) (2019) – See:
  - Section 2.05 – *Resignation of a Commissioner*
  - Section 6.09 – *Board Attendance Policy*
- [Port of Seattle Commission Bylaws](#) (2025) – See Section II.6 (*Vacancy in Office*)

---

## Examples of Vacancy Announcements & Application Forms

Below are selected examples of vacancy announcements, application forms, and supporting materials.

### Cities and Towns

- [Bonney Lake City Council Application Form](#) (2020) – Packet includes overview of eligibility requirements, duties, and compensation; written questions; and verbal interview questions.
- [Naches Town Council Application Form](#) (2016) – Simple application form
- [Oak Harbor City Council Application Form](#) (2022) – Packet includes application form, summary of city council duties and compensation, and verbal interview questions.
- [Shoreline City Council Application Form](#) (2019) – Packet includes overview of city council and appointment process as well as written questions for applicants to answer.
- [Spokane City Council Application Form](#) (2025) – Includes written questions for applicants
- [Spokane Valley City Council Application Form](#) (2016) – Includes written questions for applicants

### Special Purpose Districts

As noted earlier, most special purpose districts must nominate at least one candidate at a public meeting and then post notice of the vacancy for at least 15 days under [RCW 42.12.080](#).

The exceptions are "qualifying" fire districts and regional fire authorities which follow the requirements of [RCW 42.12.070](#), and districts where property ownership is required to vote, which must consult their enabling statutes.

- [King County Fire District No. 43 Fire Commissioner Application Form](#) (2021) – Simple one-page application form
- [Klickitat Valley Health Commissioner Vacancy Announcement](#) (2023) – Identifies three nominated candidates under RCW 42.12.080; additional interested applicants must submit resume and attached application form. Also includes district boundary map and commissioner job description
- [Lake Whatcom Water and Sewer District Commissioner Vacancy Announcement](#) (2019) – Instructs applicants to submit letter and resume; includes district map and information sheet describing commissioner responsibilities and compensation
- [Lincoln County Public Hospital District No. 3 Commissioner Vacancy Announcement](#) (2021) – Provides instructions for applicants; includes appointment timeline and criteria that board members will use to evaluate candidates
- [North Kitsap Fire & Rescue Commissioner Vacancy Announcement](#) (2024) – Identifies two nominated candidates under RCW 42.12.080; other interested applicants must submit cover letter and resume. Includes list of required and preferred qualifications.
- [Port of Camas-Washougal Port Commissioner Application Form](#) (2017) – District-based vacancy; includes overview of eligibility, duties, and compensation, as well as supplemental written questions
- [Port of Indianola Port Commissioner Application Form](#) (2013) – District-based vacancy; includes supplemental written questions

Last Modified: December 03, 2025

**Disclaimer:** MRSC is a statewide resource that provides general legal and policy guidance to support local government entities in Washington State pursuant to [chapter 43.110 RCW](#). MRSC website content is for informational purposes only and is not intended as legal advice, nor as a substitute for the legal advice of an attorney. You should contact your own legal counsel if you have a question regarding your legal rights or any other legal issue.

© 2025 Municipal Research and Services Center of Washington (MRSC). All rights reserved. [Privacy & Terms](#).

Follow us:

**Wahkiakum County Board of Commissioners  
Appointments to Boards and Committees**

**Year 2025**

Chair: Gene Strong  
Vice Chair: Dan Cothren

Board Member	Name of Board, Committee or Meeting	Meeting Date	Meeting Time	Meeting Location	Phone Number and Contract Person	Notes
Chair	<b>Law &amp; Justice Council</b>	Quarterly	TBA	3rd Floor Meeting Room	County Clerk, Jess Reddon	The BOCC Chair serves on this board.
Chair	<b>Finance Committee</b>	As set by the Treasurer, typically during a BOCC meeting		3rd Floor Meeting Room	Treasurer, Tammy Peterson	Develops the financial strategy and investment policy for the County. The committee consists of the Treasurer, Auditor and the BOCC Chair.
BOCC	<b>Board of Health</b>	1st Tuesday of the month at BOCC meeting	10:00 a.m.	3rd Floor Meeting Room	HHS Director, Chris Bischoff And/or the County Health Officer	Required by Law. BOCC is also the Board of Health. Occurs during a BOCC Meeting.
BOCC	<b>COG – RIF</b> Regional Information Forum of Cowitz Wahkiakum Council of Governments	Tuesday Bi-monthly or quarterly in Wahkiakum.	8:00 a.m. Before BOCC meeting	3rd Floor Meeting Room	Bill Fashing, COG Director	Occurs every other month or quarterly on a Tuesday morning before the regular BOCC meeting.

Gene Strong	<b>IT Committee</b>	4th Wednesday	2:00 p.m.	3 <sup>rd</sup> Floor Meeting Room	More Power	Internal County Committee that oversees the computer system policy and purchases	
Gene Strong	<b>Fair Board</b>	2nd Weds.	7:00 p.m.	Fairgrounds			
Gene Strong	<b>LEPC</b> Local Emergency Planning Committee	Approx. Quarterly		3rd Floor Meeting Room	Austin Smith 795-3242		
Gene Strong	<b>CAP</b> Lower Columbia Community Action - Board of Directors	4th Weds.	5:30 p.m.	1526 Commerce Avenue, 2 <sup>nd</sup> floor, Longview WA	Vickie Musgrove executiveassistant@lowercolumbiacap.org 360-425-3430		
Gene Strong	<b>GRFCD</b> Grays River Flood Control District	2 <sup>nd</sup> Weds.	5:30 p.m.	Johnson Park, Rosburg			
Gene Strong	<b>WCIF</b> WA Counties Insurance Fund (Medical Insurance)			Walla Wall & Seatac		Typically meets at Double Tree in Seattle; annual board meeting at Marcus Whitman in Walla Walla. <b>Alternate: Dan Cothren</b>	
Gene Strong	<b>WCRCG</b> WA Counties Risk Group			Clear Risk Solutions 451 Diamond Drive Ephrata, WA	Wes Crago – Clear Risk Diane Harding - Propel	Usually conference calls, sometimes requires traveling to Ephrata <b>Alternate: Dan Cothren</b>	
Gene Strong	Insurance Program / Liability Ins. Risk Pool				Clear Risk Solutions 509-754-2027		
Gene Strong	<b>GRBHO</b>				Trinidad Medina	Alternate: Dan Cothren	
Gene Strong (ALTERNATE)	<b>CWCOG, AAADSW SWCAA and HHS Advisory Board</b>					Commissioner Strong is the alternate to these boards.	

Dan Cothren	<b>Beach Nourishment / Army Corps of Engineers Liaison</b>						As needed for beach nourishment and other projects
Dan Cothren	<b>LEOFF</b> Law Enforcement and Fire Fighters Disability Board	Quarterly, or even less so.	TBA	3rd Floor Meeting Room	Auditor Nicci Bergseng		One member of BOCC must sit on this board. Clerk of the Board takes minutes.
Dan Cothren	<b>AAADSW</b> Area Agency on Aging and Disabilities of Southwest WA	4th Friday Every other month	1:00 p.m.	201 NE 73 <sup>rd</sup> Street, #201 Vancouver	Karen Wolfe <a href="mailto:wolfekm@dshs.wa.gov">wolfekm@dshs.wa.gov</a> 360-735-5721		Mike Reardon, Director <b>Alternate: Gene Strong</b>
Dan Cothren	<b>LCFRB</b> Lower Columbia Fish Recovery Board	1st Friday	1:00 p.m.	Cowlitz County Adm. Bldg. 207 4 <sup>th</sup> Avenue Kelso	Lorie Clark <a href="mailto:loriec@lcftrb.gen.wa.us">loriec@lcftrb.gen.wa.us</a> 360-425-1555		Meeting dates/agendas posted on LCFRB website.
Dan Cothren	<b>AFSCME</b> - American Federation of State, County and Municipal Employees				Mike Boyer		Union Negotiations
Dan Cothren	<b>Conservation District</b> Wahkiakum County	1st Monday	4:00	957 Steamboat Slough Road, Skamokawa	Darin Houpt 360-795-8242		Meeting dates posted on Conservation District website.
Dan Cothren	<b>Conservation &amp; Restoration Coordination</b> (WDFW / Columbia Land Trust/Cowlitz Tribe, etc.)	As needed/ Approximately Quarterly		3 <sup>rd</sup> Floor Meeting Room	David Howe, WDFW Ian Sinks, Columbia Land Trust, LCFRB, GRFD, Cowlitz Tribe and other entities.		Organized by Commissioner Cothren. Participants: WDFW, Columbia Land Trust, Cowlitz Tribe, Chuck Beyer and Grays River Flood District
Dan Cothren	<b>RPRAB</b> Real Property Rights Advisory Board	1st Weds.	3:00 p.m.	Rotates 3rd Floor & Grays River Fire Hall (last month of quarter)	Lily Kolditz, Chair		First two meetings of the quarter are in courthouse, last meeting of quarter is at Grays River.
Dan Cothren (ALTERNATE)	<b>GRBHO, WRICIP</b>						
Dan Cothren	<b>Community Forest Workgroup</b>	2 <sup>nd</sup> Weds.	1:00 p.m.	3 <sup>rd</sup> Floor Meeting Room	Cherie Kearney, Columbia Land Trust		This is a workgroup with Pacific County and the Columbia Land Trust to explore the potential of pursuing a Community Forest in the Grays River watershed.

Lee Tischler	<b>WSAC</b> WA State Association of Counties	Every other week during the session		Olympia & webinars	Eric Johnson, Executive Director <a href="mailto:eihnson@wacounties.org">eihnson@wacounties.org</a>	Legislative Steering Committee
Lee Tischler	<b>Timber Counties Committee (WSAC) / Encumbered Lands Committee</b>					A subcommittee of WSAC
Lee Tischler	<b>Public Works/Road Liaison</b>				Chuck Beyer, PW Director Paul Lacy, County Engineer	As needed
Lee Tischler	<b>HHS Liaison</b> Health & Human Svcs.				Chris Bischoff, Director	As needed
Lee Tischler	<b>HHS Advisory Board</b>	3rd Thursday	3:00 p.m.	Hope Center	HHS	<b>Alternate: Gene Strong</b>
Lee Tischler	<b>CWCOG</b> Cowlitz-Wahkiakum Council of Gov'ts.	Board Meeting: 4th Thursday	Noon	207 4 <sup>th</sup> Ave N, Kelso, WA	COG - 360-577-3041	Bill Fashing, CWCOG Director <b>Alternate: Gene Strong</b>
Lee Tischler	<b>SWRTPO</b> SW WA Regional Transportation Policy Organization	Approx. Quarterly	Typically, 10:00 to noon	Locations vary across the 5 counties	Organized by COG 360-577-2041	SWRTPO meetings are held sporadically throughout the region.
Lee Tischler	<b>SWRTPO - TAC</b> Technical Advisory Committee	Approx. every other month	10:00 a.m.	Cathlamet Fire Hall	Organized by COG 360-577-2041	The TAC meetings are usually for technical staff, however, in Wahkiakum the Commissioner may attend. Chuck Beyer and Paul Lacy also attend.
Lee Tischler	<b>CEDS (EDD)</b> Comprehensive Economic Development Strategy Committee	No set schedule	Typically 3:00 p.m.	Cowlitz Event Center	COG -- 360-577-3041	This is a subcommittee of the EDD Board
Lee Tischler	<b>SWCAA</b> Southwest Clean Air Agency	1st Thursday of each month	3:00 p.m.	1308 NE 134 <sup>th</sup> Street, Vancouver WA	Tina Hallock <a href="mailto:tina@swcleanair.org">tina@swcleanair.org</a> - 360-574-3058 Uri Papish, Director	Required by law. The county saves money on our annual fees to SWCAA by attending the meetings. Calling-in is usually an option. Meeting dates/agendas on SWCAA web.
Lee Tischler	<b>Chamber of Commerce</b>	2nd Wednesday	10:00 a.m.	River Street	Wahkiakum Chamber Director	

Lee Tischler	<b>Wahkiakum Community Network</b> Wahkiakum Community Network	2nd Tuesday	2:30 p.m.	Hope Center	Minette Smith, Coalition Coordinator 360-795-8630, ext. 236	
Lee Tischler	<b>WSW</b> Workforce Southwest WA EBOCC – Executive Board of County Commissioners	Quarterly Fridays	11:30 a.m.	McMenamin's in Kalama	Traci Williams <a href="mailto:twilliams@workforcesw.org">twilliams@workforcesw.org</a> 360-567-1070	Formerly known as SWWDC – Southwest WA Workforce Development Council. Required meetings; three commissioners attend – Wahkiakum, Cowlitz and Clark.
Lee Tischler	<b>WSW</b> Workforce of SW WA Board/Council Meetings	2nd Wednesday every other month	4:00 p.m.	Various locations in Cowlitz and Clark Counties	Traci Williams <a href="mailto:twilliams@workforcesw.org">twilliams@workforcesw.org</a> 360-567-1070	These meetings are optional, unless assigned.
Lee Tischler	<b>Johnson Park Board</b>	2nd Thursday	11:00 a.m.	Johnson Park		
Lee Tischler	<b>TOC Liaison</b> Town of Cathlamet	1st and 3rd Mondays	6:00 p.m.		Sarah Clark, Town Clerk	Meeting dates, agendas, etc. are posted on the TOC website.
Lee Tischler	<b>Noxious Weed Control Board</b>	Every other month	11:00 a.m.	River Street	Andy Lea, Weed Manager	Meeting dates, agendas, minutes posted on the county website.
Lee Tischler	<b>MIMP</b> Master, Mates & Pilots				Nick Sorber	Union Negotiations

## **RCW 42.30.140**

### **Chapter controlling—Application.**

If any provision of this chapter conflicts with the provisions of any other statute, the provisions of this chapter shall control: PROVIDED, That this chapter shall not apply to:

- (1) The proceedings concerned with the formal issuance of an order granting, suspending, revoking, or denying any license, permit, or certificate to engage in any business, occupation, or profession or to any disciplinary proceedings involving a member of such business, occupation, or profession, or to receive a license for a sports activity or to operate any mechanical device or motor vehicle where a license or registration is necessary; or
- (2) That portion of a meeting of a quasi-judicial body which relates to a quasi-judicial matter between named parties as distinguished from a matter having general effect on the public or on a class or group; or
- (3) Matters governed by chapter **34.05** RCW, the Administrative Procedure Act; or
- (4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

[ 1990 c 98 s 1; 1989 c 175 s 94; 1973 c 66 s 4; 1971 ex.s. c 250 s 14.]

### **NOTES:**

**Effective date—1989 c 175:** See note following RCW **34.05.010**.

*Drug reimbursement policy recommendations:* RCW **74.09.653**.

*Mediation testimony competency:* RCW **5.60.070** and **5.60.072**.