

Agenda
Board of Wahkiakum County Commissioners
Regular Meeting
March 3, 2026
9:30 a.m.

Zoom - Meeting ID: **880 972 233** and Passcode: **Aux4SY**
<https://us02web.zoom.us/j/880972233?pwd=Zk93bUUwWGJEVnV5WXk3YlM4RDlFZz09>
Audio only via phone: 1-253-215-8782 / Meeting ID: **880 972 233** and Passcode: **721021**

Next Resolution No. 35-26

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. Tentative: Excuse Commissioner Dan Cothren
 - B. Regular Meeting Minutes of February 24, 2026
 - C. Resolution No. 35-26 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 \$392.62
 - D. Resolution No. 36-26 a resolution authorizing the expenditure of \$202.90 from the Contingent Liabilities Cumulative Reserve Fund for the payment of claims related to medical expenses for a LEOFF member
 - E. Voucher Approval - \$61,321.45
-

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. **New Business**
1. Appointments to the Health & Human Services Advisory Board

9:45 a.m. **Opening of Sealed RFPs for Spare Parts for Emergency Radio Repeater System**

9:50 a.m. **Board of Health**
1. Teen Prevention Program: Stacy Wynn & Suzanne Mackey

10:00 a.m. **Sheriff's Office ~ Beau Renfro, Emergency Technology Coordinator**
1. Court house generator replacement project

10:05 a.m. **Commissioner Reports**

10:10 a.m. **Tentative - Recess**

- 10:10 a.m. **Executive Session per RCW 42.30.110(1)(i) ~ Dan Bigelow, Prosecuting Attorney**
To discuss with legal counsel litigation or potential litigation when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

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.*



Wahkiakum Board of County Commissioners

District No. 1 Commissioner: Lee Tischer

District No. 2 Commissioner: Daniel L. Cothren, Chair

District No. 3 Commissioner: Mark Letham

MINUTES

Board of Wahkiakum County Commissioners

Regular Meeting

February 24, 2026

Chair Dan Cothren called the regular meeting of the Board of Wahkiakum County Commissioners to order on February 24, 2026, 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 Dan Cothren, Commissioner Mark Letham, Commissioner Lee Tischer, Clerk of the Board Beth Johnson. Assessor Andrew Jenkins, Deputy Treasurer Marissa Longtain, DEM Coordinator Austin Smith, HHS Operations Manager Duncan Cruickshank, County Engineer Paul Lacy, Public Works Director Chuck Beyer.

Flag Salute

Chair Dan Cothren led the flag salute.

Regular Meeting Agenda

It was **M/S/A** by Commissioners Letham and Tischer approving the regular meeting agenda for February 24, 2026. Vote: Aye – Tischer, Letham and Cothren. Unanimously approved.

Consent Agenda

It was **M/S/A** by Commissioners Letham and Tischer approving the consent agenda for February 24, 2026. Vote: Aye – Tischer, Letham and Cothren. Unanimously approved. The consent agenda contained the following items:

- A. Regular Meeting Minutes of February 17, 2026
- B. Resolution No. 30-26 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 \$47.30
- C. Resolution No. 31-26 a resolution authorizing the expenditure of \$529.90 from the Contingent Liabilities Cumulative Reserve Fund for payment of claims related to medical expenses for a LEOFF member
- D. Resolution No. 32-26 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 \$880.00
- E. Resolution No. 33-26 a resolution authorizing the expenditure of funds from the Criminal Justice Cumulative Reserve Fund for transfer to the Current Expense Fund and for payment of criminal justice expenses, in the amount of \$800,000.00

- F. Voucher Approval - \$51,310.55
- G. Voucher Approval – Transfer Batch - \$800,000.00

Public Comment

Kay Walters, Fair Foundation member, commented on the Fair Foundation’s successful dinner fundraiser.

Treasurer

Resolution Authorizing an Interlocal Agreement with Fire District No. 3 for a Loan

It was **M/S/A** by Commissioners Tischer and Cothren to adopt Resolution No. 34 -26, a resolution authorizing the execution of an Interlocal Governmental Agreement between Wahkiakum County and Fire District No. 3 of Wahkiakum County for the purpose of borrowing funds. Vote: Aye – Tischer and Cothren; Commissioner Letham recused himself from the vote. Motion passes.

Public Works

Certification of County Road Levy to the County Road Administration Board (CRAB)

It was **M/S/A** by Commissioners Letham and Tischer to authorize the Chair’s signature on the County Road Levy Certification to the County Road Administration Board for 2026. Vote: Aye – Tischer, Letham and Cothren. Unanimously approved.

Sheriff

Personal Services Agreement with Incident Management Partners, LLC for update of CEMP

It was **M/S/A** by Commissioners Tischer and Letham to approve of the Personal Services Agreement between Wahkiakum County and Incident Management Partners, LLC for the update of the Comprehensive Emergency Management Plan. Vote: Aye – Tischer, Letham and Cothren. Unanimously approved.

Health & Human Services

Laboratory Services Agreement with Millenium Health, LLC

It was **M/S/A** by Commissioners Tischer and Letham to approve of the Laboratory Services Agreement with Millenium Health, LLC. Vote: Aye – Tischer, Letham and Cothren. Unanimously approved.

Commissioners

Animal Service Agreement with Wahkiakum Animal Advocates Group (WAAG)

Amy Coleman, WAAG President, and Jenny Martin, Vice President, were present to provide an update. The year 2025 was their busiest year yet, with 360 calls from the community: an increase of 50% from 2024. In addition, 16 calls were received from the Sheriff’s Office last year, a 33% increase. WAAG acquired 28 animals from the Sheriff’s Office last year, only 6 of which required holds; the rest required long-term foster homes and adoption services. This was a 367% increase from 2024.

Other topics of discussion included pet food donations, financial aid program for spay, neuter and medical assistance and the trap-neuter-release program. Overall, demand for animal welfare services in the county is increasing rapidly. To continue serving the community, in 2026 WAAG will shift towards more preventative focused programs, such as financial aid for spays and neuters, the trap-neuter-return program and community education.

A Cathlamet resident spoke in support of WAAG and commented on the increasing number of abandoned animals in the county over the years.

It was **M/S/A** by Commissioners Tischer and Letham to approve of the Chair’s signature on the Animal Service Agreement with the Wahkiakum Animal Advocates Group, that provides \$2,000 in funding in 2026. Vote: Aye – Tischer, Letham and Cothren. Unanimously approved.

Commissioner Reports

The Board provided their weekly reports. Commissioner Tischer provided updates on the legislative session and the status of pending bills. He also commented on the Town of Cathlamet’s new stormwater treatment charges. Following discussion, Commissioner Mark Letham will now serve as the liaison to the Johnson Park Board. Commissioner Cothren discussed the upcoming Board of Natural Resources meeting where Wahkiakum County’s timber sale will be on the agenda, and he has registered to provide testimony at the meeting. Cothren continued to discuss timber related issues.

Adjournment

With no further business to come before the board, the meeting was adjourned at 10:12 a.m.

Attest: _____
Elizabeth Johnson
Clerk of the Board

Approved: _____
Daniel L. Cothren
Chair of the Board

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BOARD OF WAHKIAKUM COUNTY COMMISSIONERS

Meeting Date: 3-6-2Date Here

Presenter:

Subject	Appointments to the Health & Human Services Advisory Board
Background Information	
Recommendation	
Alternatives	
Financial Impact	
Funds Available	
Action (Motion)	Move to appoint Victoria Bussee to the HHS Board, replacing Justin ____ to represent the Family Health Center and move to appoint Dr. Ralph Watkins, replacing Brent Freeman, as school superintendent.

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BOARD OF WAHIAKUM COUNTY COMMISSIONERS

Meeting Date: 03/03/2026 9:30am

Presenter: Beau Renfro, Emergency Technology Coordinator

Subject	Open bids for the list of "Spare Parts" for the Wahkiakum County Emergency Radio Repeater System.
Background Information	<p>This is equipment that Communications NW has recommended we have on hand in the event of a system failure. Having this equipment provisioned and standing by will help us to rectify an equipment failure as quickly as possible.</p> <p>Our SLA with Communications NW requires us to have this equipment on standby.</p>
Recommendation	Open and read publicly any BIDs submitted, then allow me to return next week with a recommendation for which one to select.
Alternatives	N/A
Financial Impact	Nothing at this point.
Funds Available	Fund 127 - the Radio Communications Fund
Action (Motion)	N/A

Wahkiakum County Sheriff's Office

Sheriff John Mason



P. O. Box 65/64 Main Street, Cathlamet, WA 98612

360-795-3242 or 360-465-2202 Fax: 360-795-3145

Undersheriff Gary Howell

Chief Civil Deputy Joannie Kuhlmeier

February 9, 2026

Request For Proposal (RFP) to provide the attached list of "Spare Parts" for the Wahkiakum County Emergency Radio Repeater System.

Wahkiakum County is pleased to announce the opportunity to submit sealed proposals to provide Wahkiakum County with the attached list of spare parts for the Wahkiakum County Emergency Responder Radio System. The goal is to have these items on site in the event of an equipment emergency to expedite the restoration of the system.

Who:

- 1) Any qualified individual or business is welcome to make a response to this solicitation.

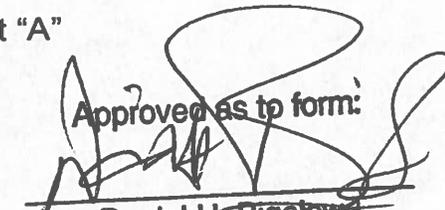
What:

There is an equipment list included in attachment "A"

Where:

Wahkiakum County Sheriff's Office

64 Main Street, Cathlamet, Washington 98612

Approved as to form:

Daniel H. Bigelow
Prosecuting Attorney
2/10/26

When: Projected timeline as follows:

- 1) Solicitation approved to be published by Wahkiakum BOCC: 2/17/2026.
- 2) Solicitation posted on Wahkiakum County webpage 2/17/2026.
- 3) Intent for RFP printed in Wahkiakum County Eagle: 2/18/2026
- 4) Responses due: 3/3/2026 9:30AM
- 5) Public response opening: 3/3/2026 9:30 AM
- 6) Anticipated selection by BOCC: 3/10/2026
- 7) Anticipated contract signing: 3/17/2026.

Wahkiakum County Primary Contact and Project Manager:

Beau Renfro, Emergency Technology Coordinator, 64 Main Street, Cathlamet, WA 98612. Phone: 360-795-3242 Option 0. Email: renfrob@co.wahkiakum.wa.us

I. Summary of the Work.

A. Wahkiakum County is requesting sealed proposals to provide the radio system spare parts listed on Attachment "A"

II. RFP Timeline

For a proposal to be considered responsive, it must comply with the following:

A. Sealed proposals must be received by: 3/3/2026 at 9:30 AM PST.

B. Mailing address (USPS only): Wahkiakum County Sheriff's Office, ATTN: Beau Renfro, PO BOX 65, Cathlamet, WA 98612

C. Shipping Address (FedEx, UPS, etc.): Wahkiakum County Sheriff's Office, ATTN: Beau Renfro, 64 Main Street, Cathlamet, WA 98612

D. Sealed proposals must be marked "Emergency Responder Radio System Spare Parts BID."

E. All submissions must be in hardcopy. No writing and/or marks on the outside of the sealed envelope, except for the printed name of the project, will be considered as part of the proposal or as an amendment to the contents inside the envelope.

F. Sealed proposals must include a proposal that addresses the scope of work and attached specifications. The sealed proposal must also include the following information:

1. **An itemized list of the items requested in Attachment "A" and a price for each item.**
2. **Sales taxes must be included in the price sheet.**
3. **Delivery costs must be included in the price sheet.**
4. **Any other costs associated with the project.**
5. **Any provisioning costs.**

III. Right to Reject Proposals

Wahkiakum County reserves the right to reject any or all proposals or to accept the proposal judged by Wahkiakum County as most satisfactory. Wahkiakum County reserves the right to waive any informality in any proposal.

IV. Objections to Specifications.

Written objections to specifications or proposal procedures must be received by Wahkiakum County at least three (3) business days before the due date and time for proposal submission.

V. Requirements for Signing Proposals.

The following requirements must be observed in the signing of Proposals:

1. Proposals that are not signed by the person or firm making them shall have attached thereto a power of attorney evidencing authority to sign the proposal in the name of the person or firm for whom it is signed.

Proposals that are signed for a partnership shall be signed by all of the general partners or by an attorney-in-fact. If signed by an attorney-in-fact, there shall be attached to the proposal a power of attorney evidencing authority to sign the proposal, executed by the general partners.

2. Proposals that are signed for a corporation shall have the correct corporate name thereof and the signature of the president or other authorized officer of the corporation, manually written below the corporate name following the word "By (insert the officer's name)". If an official other than the president of the corporation manually signs such a proposal, a document evidencing the authority of such official to sign the proposal shall be attached to it. All corporate proposals shall also bear the attesting signature of the secretary of the corporation.

3. Proposals that are signed for a limited liability company shall have the correct company name thereof and the signature of the manager(s), member(s), or other authorized official(s) manually below the company name following the word "By (insert the official's name)", If such a proposal is manually signed by someone other than the manager(s) or member(s), as listed on the Washington Secretary of State's website, a document evidencing the authority of such person to

sign the Proposal shall be attached to it.

VI. Explanation to Respondent and Addenda.

A. Neither Wahkiakum County, Wahkiakum County's representatives, nor the Engineer will give verbal answers to any inquiries regarding the meaning of drawings and specifications or provide verbal instructions prior to the award of the project contract. Any verbal statement regarding the same by any person, prior to the award, is unauthorized and shall not be relied upon.

B. Any explanation desired by respondents must be submitted via email to renfrob@co.wahkiakum.wa.us, and received no later than February 29, 2026 at Noon (PST). If explanation is necessary, a reply will be made and posted on the project information web page (<https://www.co.wahkiakum.wa.us/270/Public-Notices-of-Bid-or-Proposal-Solici>)

C. Examination and Selection of Proposals. The sealed proposals shall be opened at 9:30AM (PST) on March 3th, 2026. Proposals will then be referred to the evaluation committee, as described below, for review, scoring, and recommendation to the Board of County Commissioners.

VII. RFP Scoring

A. Wahkiakum County will use the below criteria to select the successful respondent based on qualification and response:

1. First, respondent proposal must comply with the minimum RFP technical specifications, instructions, and requirements in this document; and

2. Second, respondent must supply information regarding the below areas of qualifications, which will be evaluated as follows:

a) Ability to meet product specifications, quality of products proposed, and warranty options: 50 points.

b) Demonstrated ability to meet the timeline for delivery of the items described in Attachment A: 50 points.

c) Overall cost proposal for project: 100 points.

B. Evaluation Committee:

1. A County Evaluation Committee (CEC) will evaluate and score responsive proposals. The CEC will be composed of county staff and other parties that may have relevant expertise or experience. The CEC will score and recommend proposals in accordance with the evaluation criteria set forth in this document. Evaluation of the recommendation of the CEC shall be within the sole judgment and discretion of the Wahkiakum Board of County Commissioners.

C. Award of Proposal.

1. The proposal shall be deemed as having been awarded when the proposal has been accepted by formal motion made by the Board of Wahkiakum County Commissioners. Commencement of the project shall be contingent on the execution by the parties of a mutually agreeable contract.

VIII. Schedule of Payments and Time for Completion.

A. Unless otherwise negotiated between Wahkiakum County and the successful respondent, the payment schedule for the project will be as follows:

1. **One hundred percent (100%) Within 30 days of acceptance of the final delivery.**

IX. Time for Completion of the Project

The timing for completion of the project is not negotiable and must be completed and accepted no later than 30 days after final acceptance of the bid.

Attachment A (List of items)

Item	Description	Quantity
Notes/ part number	**SECURESYNC GPS TIMING CLOCK**	
2402-413	SecureSync 2400 Time & Frequency synchronization system, Single fixed 24/48 VDC power, OCXO oscillator, and L1 GNSS reference	1
1204-1C	SecureSync Option Card with 3 x 10 MHz Outputs. Limit 4 per system. (Includes ancillary kit and installation guide if purchased uninstalled)	1
Custom Project Materials	1204-08 SecureSync Option Card with (3) 5 MHz Outputs	1
Notes	**SPARE ANTAIRA SWITCH**	
LMX-2602G-SFP	Antaira LMX-2602G-SFP (-T) 26-Port Managed Gigabit Ethernet Switch with 2 SFP Slots	1
Notes	**RECOMMENDED AVTEC SPARE DISPATCH CONSOLE PARTS **	
ACCUSB-FSW-WIDE	USB Wide Treadle PTT Footswitch Accessory, Software Media Workstation	1
ACCUSB-HJB-NENA	Avtec USB Headset/handset jack box (single jack), Integrates NENA phone at the operators position with Scout. Requires Scout version 4.9 or later running Software Media Workstation.	1
Notes	**RECOMMENDED TAIT SITE EQUIPMENT**	
T01-01103-BAAA	TB9400 Reciter 136-174MHz	2
T01-01121-BBBA	TB94 Linear PA 136-174M 100W	2
T01-11140-ADAA	TB9 Stocker PMU TD440-ACDC48 Aux12/24/48	2
Shipping Note	Shipping and Handling	
Sales Tax	Sales Tax	

Attachment B (The BID response Form)

Item	Description	Quantity	Price Each	Total:
Notes/ part number	**SECURESYNC GPS TIMING CLOCK**			
2402-413	SecureSync 2400 Time & Frequency synchronization system, Single fixed 24/48 VDC power, OCXO oscillator, and L1 GNSS reference	1		
1204-1C	SecureSync Option Card with 3 x 10 MHz Outputs. Limit 4 per system. (Includes ancillary kit and installation guide if purchased uninstalled)	1		
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T01-11140-ADAA	TB9 Stocker PMU TD440-ACDC48 Aux12/24/48	2		
	Any Provisioning costes			
	Any additional costs please explain:			
Shipping Note	Shipping and Handling		\$	
Sales Tax	Sales Tax		\$	
	Total BID		\$	

Are you able to deliver the above items within 30 days of contract signing? Yes: ___ No: ___

Bidding Company: _____

Name of contact person: (Print) _____ (Sign) _____

Phone # of Contact person: _____ Email: _____

Complete Mailing address: _____

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BOARD OF WAHKIAKUM COUNTY COMMISSIONERS

Meeting Date: 03/03/2026

Presenter: Beau Renfro, Emergency Technology Coordinator

Subject	Courthouse Power Generator discussion.
Background Information	<p>Our current power generator is showing significant signs of instability. The fuel tank is eroding, and the top is beginning to cave in. This backup power system provides emergency power to the Sheriff's Office, our 911 phone system, Jail, radio communication system and the County computer network. We have an obligation to the community to keep our emergency services up and running during times of power failure. We have been awarded a grant from Washington State 911 in the amount of \$40,000 to help pay for this replacement. The Generator replacement is on the County's Capital Improvements Plan for 2026.</p> <p>What I am looking for is the BOCC's Blessing to begin the procurement process for the County power generator system.</p>
Recommendation	Recommend allowing Beau Renfro to begin the County purchasing process by building a BID document to solicit Public bids for the replacement project.
Alternatives	There are no alternatives, but to allow 911 and all these essential services to go dark during a power failure.
Financial Impact	Nothing at this point
Funds Available	\$40,000.00 from State 911 Grant \$80,000.00 From the County Capital Improvement plan. (Should only need about \$50,000)
Action (Motion)	Move to support Beau Renfro in the creation of the public BID document to solicit BIDS for the replacement of the Courthouse Power Generator.