

# AGENDA

## GRANT COUNTY BOARD OF COMMISSIONERS

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### MONDAY, FEBRUARY 10, 2020

### TUESDAY, FEBRUARY 11, 2020

C Carter, Out

9:00 a.m. – 9:50 a.m. K Eslinger, Human Resources Update

10:00 a.m. – 10:50 a.m. T Gaines, Central Services Update

11:00 a.m. – 11:20 a.m. Administrative Services Coordinator Update and Misc. BOCC Action (Items 1 through 15)

1. Possible vouchers for insurance, legal services, grant administration, etc.
2. *Held from February 3<sup>rd</sup> Agenda:* Grant County Personnel Policy: Purchasing Policies & Procedures – for approval.
3. Recommendation from the Strategic Infrastructure Program (SIP) Advisory Committee to approve SIP project #2020-01: City of Soap Lake – Division Street South Sewer Main Extension. Request is for \$105,000 in SIP grant funding and \$45,000 in SIP loan funding.
4. BOCC Resolution in RE: Strategic Infrastructure Program (SIP) Advisory Committee Recommendation for Funding (SIP #2020-01) (See #3 above)
5. Grant County Personnel Policy: Travel Authorization & Expense Reimbursement – for approval.
6. Reimbursement Request #20-7 on Washington State Department of Commerce on Consolidated Homeless Grant, (CHG) No. 20-46108-10, administered through the Grant County Housing Authority, in the amount of \$32,598.58
7. Agreement with the Washington State Department of Agriculture Fairs Program for a Capital Projects Grant for Central Services including Attachment II certifying availability of \$30,000.00 in non-state matching funds.
8. Contract with Stan's Construction & Son LLC through the Central Services Department for the Grant County Residential Treatment Facility Renovation Project CSD 2001GR. Term is February 10<sup>th</sup>, 2020 through project completion and the total sum of the contract if \$169,430.54.
9. Amendment 1 to the Ednetics One Contract No. EO-WAGRCO-02012019-1 through the Technology Services department for a one year renewal of the Data Center, Network and IP Video surveillance support contract. Term is February 1, 2020 to January 31, 2021 and the contract amount is \$25,314.77. *\*Original Contract was not signed by the BOCC.*
10. Technology Services (TS) request to purchase & authorization for terms and conditions for additional modules and professional services from Collective Data for the Quartermaster software to be utilized for all inventory needs throughout the county. Total cost of the additional services is \$13,750.00 for the first year, \$3,500.00 to be paid out the TS budget & \$10,250.00 to be paid from the Auditors Budget. Recurring annual cost is \$10,250.00. *\*Original Contract was not signed by the BOCC.*

NOTE: ALL TIMES ARE ESTIMATES TO ASSIST IN SCHEDULING AND MAY BE CHANGED SUBJECT TO THE BUSINESS OF THE DAY AT THE BOARD'S DISCRETION. THE BOARD MAY ADD AND/OR DELETE AND TAKE ANY ACTION ON ANY ITEM NOT INCLUDED IN THE ABOVE AGENDA. ANY SUBJECT PLACED ON THE AGENDA REGARDLESS OF HOW THE MATTER IS STATED ON THE AGENDA, MAY BE ACTED UPON BY THE BOARD. AMERICANS WITH DISABILITIES ACT (ADA) ACCOMODATIONS PROVIDED UPON REQUEST.

**Grant County Commissioners Agenda**

**Week of February 10, 2020**

11. Personal and Professional Services Agreement with Unruh Management and Consulting LLC DBA Oregon Beverage Services through the Fairgrounds for the exclusive right and privilege to conduct all alcoholic beverage concessions and services at the Fairgrounds. Term is from February 10<sup>th</sup>, 2020 through February 10<sup>th</sup>, 2023. Financial arrangement is based on a percentage of the gross sales per event.
12. Central Services request to award the consultant contract to Soft Resource Software Consultants for the selection of an Enterprise Resource Platform to replace our current system, GP. Contract would have a "Not to Exceed" amount of \$268,000.00 and would require a budget extension.
13. Cooperative Purchasing agreement with King County for various supplies, materials, equipment and services using Grant County's competitively awarded contracts, specifically Grant County's current Laserfiche Contract with CDI, INC (Cities Digital). Term is February 10<sup>th</sup>, 2020 until canceled.
14. Resolution authorizing executions of Interlocal Agreement with King County for various supplies, materials, equipment and services using Grant County's competitively awarded contracts. (See #13 above)
15. *Anticipating*: Recommendation from the Strategic Infrastructure Program (SIP) Advisory Committee to approve the request from the Port of Royal Slope to disperse the previously awarded \$133,000 grant in 5 1-year increments of \$26,600.

1:00 p.m. – 1:20 p.m.                      G Dano, Prosecuting Attorney's Office Update

1:30 p.m. – 2:20 p.m.                      Public Works Update (1 Item)

1. Request to the County Road Department for Reimbursable Work with the City of George for Grant County structural engineer consultant (Nicholls Kovich Engineering to review plans to attach guardrail to Bridge 426 bridge rail. To be completed no later than June 1, 2020 to a maximum of \$2,500.00.

2:30 p.m. – 2:50 p.m.                      Consent Agenda (Items 1 through 11)

**COMMISSIONERS OFFICE**

1. Commissioners Office and Public Defense Vouchers for approval.
2. Commissioners December 16 and 23, 2019 Minutes for approval.

**AUDITOR'S OFFICE – ACCOUNTING DEPARTMENT**

3. Payment of vouchers certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified by the auditing officer as required by RCW 42.24.090, as recorded on a listing and made available to the Board.
4. Request for budget extension in the amount of \$10,250.00 for the purchase of Quartermaster software from Collective Data to track all capital assets and inventory including QUAD and all small and attractive assets.

**Grant County Commissioners Agenda**

**Week of February 10, 2020**

**FAIRGROUNDS**

5. Request to purchase rental tables in the amount of \$7,684.82 from CTC Event Furniture (Belnick Company). This is \$84.82 over the budget and will be paid for out of another project fund.
6. Request to purchase rabbit and goat barn signage in the amount of \$744.51 from Marshall Signs.
7. Request to surplus the following items:
  - 101405 Air Conditioner (Window mount) purchased in 1971
  - 101406 Air Conditioner (Window mount) purchased in 1973
  - 101407 Compressor – Meat Cooler) Long removed from the former cooler in the sale barn
  - 101410 – Utility Sprayer – Location unknown, purchased in 1985
  - 101419 Aerator – Location unknown, purchased in 1992
  - 101451 – Bush Hog Mower – surplus last year
  - 102636 – Bush Hog Mower – surplus last year
  - 102704 – Mack Dump Truck – surplus last year
  - 104467 – Desk – No location known
  - 105046 – Desk – No location known

**DEVELOPMENT SERVICES**

8. Request for budget extension in the amount of \$5,069.15 to purchase a new workstation cubicle from Contract Design Associates. Funding is being requested from current expense.

**FACILITIES AND MAINTENANCE**

9. Request to surplus from inventory the following items that need to be removed from their inventory asset list as they cannot be located:
  - 100263 Desk - St. Johns Workstations \* ST JOHNS
  - 100264 Desk - St. Johns Workstations \* ST JOHNS
  - 100266 Desk - St Johns Workstations \* ST JOHNS
  - 100268 Desk - St Johns Workstations \* ST JOHNS
  - 100271 Desk - St Johns Workstations \* ST JOHNS
  - 100272 Desk - St Johns Workstations \* ST JOHNS
  - 100273 Desk - St Johns Workstations \* ST JOHNS
  - 100274 Desk - Kimball Executive \* KIMBALL \* USE
  - 100314 Desk - Florense Desk Set
  - 100318 Desk - Computer
  - 101043 Desk - Computer w/Hutch DESK
  - 102341 FILE - 4 DRAWER LAT FILE CABINET
  - 102696 DESK WORKSTATIONS ST JOHNS SBBF281 A243O
  - 105614 BROWN L SHAPED DESK 77 X 60
  - 105613 CHERRY COLORED L DESK 82.5 X 70
10. Request to surplus from inventory the following items that were given to DelSol custodial services in trade for services in 2018:
  - 100498 EQUIPMENT - REAM-A-MATIC \*RAM4-60
  - 100500 EQUIPMENT - AQUACLEAN CARPET SHAMPOOER

**Grant County Commissioners Agenda  
Week of February 10, 2020**

102343 EQUIPMENT - CARPET EXTRACTOR TM607186  
 105594 Equip - Sanitaire SC6001 Floor Machine  
 105612 CARPET EXTRACTOR  
 105688 Black Max Hot Water Carpet Extractor

**SHERIFF’S OFFICE**

11. **“Anticipating”** Held from the January 21, 2020 Consent Agenda: Surplus request for the following equipment:

| Asset ID | Description             | Class           | Acquisition cost | Location | Serial #               |
|----------|-------------------------|-----------------|------------------|----------|------------------------|
| 102640   | Sony Handy Cam          | INET Drug Tools | 661.22           | INET     | 416349                 |
| 102641   | Sony Handy Cam          | INET Drug Tools | 661.22           | INET     | 364786                 |
| 102715   | Sony Handy Cam          | INET Drug Tools | 661.22           | INET     | 416946                 |
| 102820   | Body wire & Equip       | CE Equip        | 15382.84         | INET     | None on inventory list |
| 102944   | Motorola Portable Radio | INET Drug Tools | 2900.99          | INET     | 407CKF22936            |
| 102945   | Motorola Portable Radio | INET Drug Tools | 2900.98          | INET     | 407CKF2937             |
| 102946   | Motorola Portable Radio | INET Drug Tools | 2900.98          | INET     | 407CKF2938             |
| 102947   | Motorola Portable Radio | INET Drug Tools | 2900.98          | INET     | 407CKF2939             |
| 102948   | Motorola Portable Radio | INET Drug Tools | 2900.98          | INET     | 407CKF2940             |
| 102950   | Motorola Portable Radio | INET Drug Tools | 2900.98          | INET     | 407CKF2941             |
| 104073   | Sony Handy Cam          | INET Drug Tools | 661.22           | INET     | 425566                 |

**WEDNESDAY, FEBRUARY 12, 2020**

C Carter, Out

6:00 p.m. – 7:30 p.m. R Stevens at Health Board Meeting (Public Works, Ephrata)

**THURSDAY, FEBRUARY 13, 2020**

C Carter, Out

9:00 a.m. – 10:00 a.m. T Taylor at Multi Agency Communications Center (MACC) Board Meeting

**FRIDAY, FEBRUARY 14, 2020**

C Carter, Out

1:30 p.m. – 3:30 p.m. T Taylor, WSAC Legislative Steering Committee Meeting - Webinar