

# MINUTES

## GRANT COUNTY BOARD OF COMMISSIONERS

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### MONDAY, SEPTEMBER 18, 2017

The Grant County Commissioners session began at 8:30 a.m. with all Commissioners in attendance.

10:00 a.m. – 10:15 a.m.            Commissioners Office Safety Meeting

10:30 a.m. – 10:45 a.m.            Citizen Public Comment Period

Christian Daugherty came in to submit a petition to vacate and abandon current county owned property and/or right of way for a portion of Road A.5 from the beginning of Parcel No. 160914038 / 160914026 / 160914016 to the county Road 12.8 NW which is boarded by Parcel No. 313408000 / 313407000.

The Commissioners accepted the petition informing Mr. Daugherty that he will have to pay the \$125.00 fee directly to Public Works.

11:00 a.m. – 11:20 a.m.            D Nelson, Building Department and Fire Marshall's Office Update

Items discussed were: Current activity and reports; Credit card sales/computer; Personnel issues; Code Enforcement; Conference going digital.

Request to proceed with a six month step increase for Jerry Bessett. **(Approved)**

11:30 a.m. – 11:50 a.m.            District Court Update

1:30 p.m. – 2:20 p.m.            Grant Integrated Services Update

- Systems Change Update
- Reserve funds request to BHO for Electronic Health Records
- Financial Manager Position
- ACH Update
- PCAP Update
- Signatory Authority

2:30 p.m. – 2:50 p.m.            J Hammond, Deputy Clerk of the Board Update

Items discussed were: 2018 BOCC budget preparation; Board of Equalization Status; Board Appointments; Performance Evaluation Schedules; Emergency Food and Shelter – Documents for Cindy to approve.

**Grant County Commissioners Minutes  
Week of September 18, 2017**

**MISCELLANEOUS ITEMS**

The Commissioners approved and signed the Grant County Public Works Payroll Salary Fund for the September 15, 2017 payroll.

As of this date, the Board, by a majority vote, does approve for payment those 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, in the amount of \$735,363.13, as recorded on a listing and made available to the Board.

**TUESDAY, SEPTEMBER 19, 2017**

The session was continued at 9:00 a.m. with Commissioners in attendance.

8:00 a.m. – 9:30 a.m.                    T Taylor, Out

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

Discussion Items

- 1. Benefits Broker Review
- 2. HR Services Restructure

Recommendations

- 3. PAR for Tifini Fairbanks

Compensation , Benefits, & Payroll

- 4. Change in Payroll Schedule

Employee & Department Issues

- 5. District Court Recruitment Grievance – Step 3
- 6. Building Department

Recruitment / Civil Service

- 7. Director – Financial Services

Labor Relations

- 8. Association – *CH; DC; PW; SW; YS*  
*Negotiation:* Solid Waste Addendum Under Union Review

*Other:* Assessor’s Office MOU

**Grant County Commissioners Minutes**  
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The Commissioners signed a Memorandum of Understanding -Leave Adjustment for Penny Womack.

Personnel Action Request for the salary, wage and/or position changes for Tifini Fairbanks, District Court. **(Approved)**

10:00 a.m. – 10:50 a.m. M Webb, Fairgrounds Update

- 2017 County Fair Numbers
- 2018 County Fair Discussion
- Fairgrounds Fall Projects
- Rodeo Arena Bleacher RFP and Capital Request drafts

11:00 a.m. – 11:20 a.m. ASC Update and Misc BOCC Action (Items 1 through 10)

A motion was made by Commissioner Taylor, seconded by Commissioner Stevens, to approve items 2 through 4 and 6 through 10 on the agenda as presented. Item 5 was not ready for signature. The motion passed unanimously.

1. Possible vouchers for insurance, legal services, grant administration, etc.
2. Reimbursement Request #2 on Washington State Department of Commerce on Consolidated Homeless Grant (CHG) No. 17-46108-10, administered through the Grant County Housing Authority, in the amount of \$27,317.97. **(Approved)**
3. Reimbursement Request (A-19) for contract #1763-95998 for work performed by Grant County, by and through Grant Integrated Services, during July of 2017 on Washington State Department of Social & Health Services' Division of Behavioral Health and Recovery *Parent-Child Assistance Program (PCAP)* in the amount of \$13,710. **(Approved)**
4. Reimbursement Request (A-19) for contract #1763-95998 for work performed by Grant County, by and through Grant Integrated Services, during August of 2017 on Washington State Department of Social & Health Services' Division of Behavioral Health and Recovery *Parent-Child Assistance Program (PCAP)* in the amount of \$13,710. **(Approved)**
5. **Anticipating:** Letter of Agreement for Grant County Tourism Kiosk between Jesse Shergill of Shergill Enterprises, LLC and Grant County, Washington, for the administration and maintenance of a Grant County Tourism Commission kiosk to be placed on property located at Big Wally's, 9944 N. Hwy 2 in Coulee City, Washington. Agreement will be in effect until August 21, 2022. **(Not ready for signature)**
6. Memorandum of Agreement between Grant County and the Grant County Public Employees' Association, representing the recognized employees of the Grant County Solid Waste Department. The MOA identifies unique elements agreed to for this unit only; otherwise, the unit will conform to the collective bargaining unit for the Public Works unit. **(Approved)**
7. **Resolution No. 17-086-CC** Authorizing Execution of Interlocal Agreement Between Grant County, By and Through Grant Integrated Service, and the Moses Lake School District Regarding Counseling Services (Action Item #8, below). **(Approved)**
8. Interlocal Agreement between Grant Integrated Services and the Moses Lake School District Regarding Counseling Services. Term is September 8, 2017 through June 30, 2018. **(Approved)**



**Grant County Commissioners Minutes  
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9. Proposal Agreement setting forth the Master Terms and Conditions between Karpel Computer Systems, Inc. and Grant County, by and through its Prosecuting Attorney, regarding licensing/usage of its copyrighted software program known as "PROSECUTORbyKarpel". This document is entitled "County Attorney's Office, Grant County, WA Contract for ProsecutorbyKarpel". **(Approved)**
10. Agreement between Karpel Computer Systems, Inc. and Grant County, by and through its Prosecuting Attorney, for the provision of internet based software hosting through HOSTEDbyKarpel of the copyrighted software program known as PROSECUTORbyKarpel. Term is for one year, beginning upon Karpel Solutions' receipt of the County's full payment of the applicable fees for a year. The term shall be perpetual and automatically renew for subsequent terms of equal length, unless either party gives 30 days' notice to the other. This document is entitled "County Attorney's Office, Grant County, WA HOSTEDbyKarpel Agreement for PROSECUTORbyKarpel". **(Approved)**

11:30 a.m. - 11:50 a.m. J Gingrich, Veterans Services Coordinator Update

Open Items:

- WDVA Certification Update
- County Veteran Service Officer location
- VAB By-Laws
- Veterans Assistance Fund Policy and Procedures
- Job Description with HR

New Items:

- Monthly Expense Update
- Budget Update

Upcoming Events

- Veteran Service Officer Information Session – Tacoma
  - September 20, 2017
- American Legion Service Officer Training – Moses Lake
  - September 29, 2017

1:30 p.m. – 2:20 p.m. J Tincher, Public Works Update

A motion was made by Commissioner Stevens, seconded by Commissioner Taylor, to approve item 2 on the agenda as presented. Item 1 was not ready for signature. The motion passed unanimously.

1. Execution of Contracts: 3-NE Overlay Project awarded to Granite Construction Co. of Moses Lake, WA for the bid amount of \$422,090.30. **(Not ready for signature)**
2. Recommendation to award the Scrap Metal Crushing project to Moses Lake Iron and Metal of Moses Lake, WA to crush and remove scrap metal in the amount of \$76.00 per ton. **(Approved)**

2:30 p.m. – 2:50 p.m. G Dano, Prosecuting Attorney's Office Update

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3:00 p.m. – 3:20 p.m. Consent Agenda (Items 1 through 9)

A motion was made by Commissioner Stevens, seconded by Commissioner Taylor, to approve items 1 through 9 on the agenda as presented. The motion passed unanimously.

**COMMISSIONERS OFFICE**

1. Commissioner's Office and Public Defense Vouchers. **(Approved)**
2. Commissioners August 21 and 28, 2017 Minutes for approval. **(Approved)**
3. Re-appointment letter for Melanie Beck to the Grant County Tourism Commission for another 3 year term. **(Approved)**
4. Multi-Agency Communications Center MACC Bond Claims Payment Request (Batch 01-39) in the amount of \$2,866.94. **(Approved)**

**VETERANS SERVICES COORDINATOR**

5. Recommendation to approve the new Grant County Veterans Advisory Board Bylaws. **(Approved)**

**TREASURER'S OFFICE**

6. Request to transfer the Trial Court Improvement monies from the Law and Justice Fund per SSB 5454. The amount is \$17,451.00. **(Approved)**

**AUDITOR'S OFFICE**

7. Request to hire their open budgeted position for an Accounting Clerk. **(Approved)**

**SHERIFF'S OFFICE**

8. Budget extension request in the amount of \$10,500.00 to purchase a new Carrier 5 ton package heat pump to replace the failed one at their Work Release Facility. **(Approved)**

**FACILITIES AND MAINTENANCE**

9. Request to purchase a 2008 Genie S-65 boom lift from United Rentals for the amount of \$32,346.00 (including tax). This purchase was approved in their 2017 Capital Outlay budget. **(Approved)**

3:30 p.m. – 4:30 p.m. K Eslinger, District Court Grievance Meeting

6:00 p.m. – 7:30 p.m. Commissioners at Grant County 2017 Fair Debriefing Meeting  
(Fairgrounds 4-H Building)

**Grant County Commissioners Minutes  
Week of September 18, 2017**

**MISCELLANEOUS ITEMS**

Commissioner Richard Stevens was authorized to sign the Health District Voucher listing in the amount of \$8,137.27.

The Chair of the Board was authorized to sign the Sotero Zuniga (Zuniga Short Plat) File# P 17-0169 (preliminary 17-0021); and the Lila Mofford (Lila Mofford Short Plat) File# P 17-0175 (preliminary P 17-0049) Final Plat Submission and Review.

**WEDNESDAY, SEPTEMBER 20, 2017**

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|------------------------|--|
| 7:00 a.m. – 8:00 a.m.  | T Taylor at Grant County Economic Development Council Board Meeting (ATEC, BBCC)                         |
| 9:00 a.m. – 10:30 a.m. | Commissioners at Grant County Juvenile Court and Youth Services – Facilities Tour (Ephrata)              |
| 1:00 p.m. – 2:00 p.m.  | T Taylor, Courthouse Security Follow-up Meeting  |
| 4:00 p.m. – 6:00 p.m.  | R Stevens at Columbia Basin Development League (CBDL) Board Meeting (ATEC, BBCC) <b>(Did not attend)</b> |

**MISCELLANEOUS ITEMS**

As of this date, the Board, by a majority vote, does approve for payment those 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, in the amount of \$80,477.56, as recorded on a listing and made available to the Board.

**THURSDAY, SEPTEMBER 21, 2017**

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|-------------------------|--|
| 9:00 a.m. – 9:30 a.m.   | R Stevens, WRCIP Fiscal Committee Conference Call  |
| 10:00 a.m. – 12:00 p.m. | C Carter at QUADCO Meeting (Public Works)  |
| 2:00 p.m. – 5:00 p.m.   | R Stevens at Transportation Improvement Board Meeting (Courtyard Marriot, Walla Walla) <b>(Did not attend)</b> |

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- 6:00 p.m. – 8:00 p.m. C Carter at Sheriff's Town Hall Meeting (Fire District No. 7, Lakeview/Soap Lake) **(Did not attend)**
- 6:30 p.m. – 8:00 p.m. T Taylor at Grant Transit Authority (GTA) Board Meeting (Multi Modal Transportation Center, Moses Lake)

**MISCELLANEOUS ITEMS**

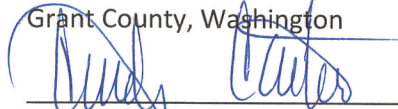
As of this date, the Board, by a majority vote, does approve for payment those vouchers certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified by the auditing officer as required by RCW 42.24.090, in the amount of \$29,348.33, as recorded on a listing and made available to the Board.

**FRIDAY, SEPTEMBER 22, 2017**

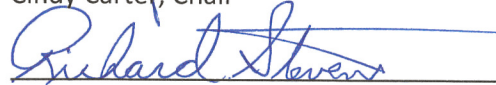
- 9:00 a.m. – 11:00 a.m. R Stevens at Transportation Improvement Board Meeting (Courtyard Marriot, Walla Walla) **(Did not attend)**
- 1:00 p.m. – 4:30 p.m. C Carter at Legislative Steering Committee Meeting (Kittitas County Event Center – Armory Main Hall)

Signed this 3rd day of October, 2017.

BOARD OF COUNTY COMMISSIONERS  
Grant County, Washington

  
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Cindy Carter, Chair

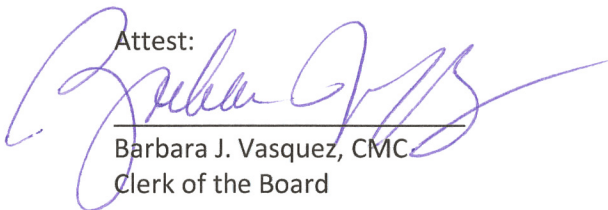
  
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Richard Stevens, Vice-Chair

  
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Tom Taylor, Member

Attest:

  
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Barbara J. Vasquez, CMC  
Clerk of the Board