

# MINUTES

## GRANT COUNTY BOARD OF COMMISSIONERS

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### MONDAY, FEBRUARY 3, 2020

The Grant County Commissioners session began at 8:30 a.m. with Commissioners Carter and Stevens in attendance. Commissioner Taylor was out and excused.

8:30 a.m. – 9:00 a.m. Elected Official Roundtable

9:00 a.m. – 9:20 a.m. B Rang, ASC Update and Misc BOCC Action (Items 1 through 11)

A motion was made by Commissioner Stevens, seconded by Commissioner Carter, to approve items 1, and 5 through 11 on the agenda as presented. Item 2 was denied and items 3 and 4 were held for further review. The motion passed with 2 Commissioners in attendance.

1. Possible vouchers for insurance, legal services, grant administration, etc. **(Approved)**
2. *Held from January 28<sup>th</sup> Agenda:* Request from Coulee City asking for reconsideration of the contingency placed upon them on November 18, 2019 that required a Letter of Support from the Soap Lake Hospital District for Strategic Infrastructure Program SIP Project #2019-12: Port of Coulee City – Coulee City Medical Clinic for approval of \$169,000 grant funding. **(This request was denied)**
3. **“Anticipating”** Purchasing Policy for Goods and Services – for approval. **(Item held)**
4. **“Anticipating”** Letter of Intent for the New Mattawa building. **(Item not read)**
5. Memorandum of Agreement with Washington State University to provide an extension program. Term dates are January 1, 2020 to December 30, 2020 with a cost of \$104,728.00 through non-federal funding. **(Approved)**
6. Memorandum of Understanding with HopeSource through New Hope to make an application for Office on Violence against Women (OVW) Transitional Housing Assistance Grants for Victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking grant. Responsibilities would conclude with the grant period, anticipated to be October 1<sup>st</sup>, 2020 through September 30, 2023. **(Approved)**
7. Change order #1 request from Yellow Jacket Drilling Services for additional drilling work at the Grant County Landfill related to the Remedial Investigation/Feasibility Study project. The existing contract between Yellow Jacket and the Board of County Commissioners was executed in August 2019. The Change Order has been reviewed by Pacific Groundwater Group with regard to its fidelity to the project and found to be an appropriate change order for additional per diem days and supply wooden core boxes. **(Approved)**
8. Professional Services Agreement with Ellen Goodman for the purpose of completing the Adult Drug Court Discretionary Grant and consultation for Superior Court. Term dates are from February 3<sup>rd</sup>, 2020 to April 30<sup>th</sup>, 2020 or when County has submitted the 2020 grant application for a flat fee of \$10,000.00. **(Approved)**
9. Interlocal cooperation agreement with Adams County for Engineering services for the Public Works Department. Term shall expire March 31<sup>st</sup>, 2020 and extensions shall not exceed July 31<sup>st</sup>, 2020. **(Approved)**

**Grant County Commissioners Minutes  
Week of February 3, 2020**

10. **Resolution No. 20-015-CC** Authorizing Executing of Interlocal Agreement with Adams County for Engineering Services for the Public Works Department. **(Approved)**
11. Pursuant to RCW 18.43, notice to the County Road Administration Board (CRAB) stating that Adams County shall be serving as the licensed professional civil engineer to perform all professional civil engineering functions during the interim period of February 1<sup>st</sup>, 2020 to no later than July 31<sup>st</sup>, 2020. **(Approved)**

9:30 a.m. – 10:20 a.m.            T Gaines, Central Services Update

- Technology Services: Normal update, budget, personnel, tech issues
- Facilities and Maintenance: Normal update, budget, personnel, maintenance issues
- Interfund Communications: Normal update, NSTR
- Fairgrounds: Normal update, updates on fairgrounds projects
- Central Services: Normal Update, New position update, ERP Update

10:30 a.m. – 10:45 a.m.            Citizen Public Comment Period **(No public in attendance)**

11:00 a.m. – 11:20 a.m.            S Fode, New Hope/Kids Hope Update

- Shelter update
- Staff Specialties—SA Accreditation Requirement for Board Training, Trisha Glenn presented an overview of forensic interviewer duties
- Open House for Kids Hope
- Foreign Language opportunity for employees
- Facility Dog Update
- Grant to do outreach to gather Census data in Adams County through Innovia Foundation

12:00 p.m. – 1:00 p.m.            Commissioner’s Training Lunch

1:30 p.m. – 2:20 p.m.            J Boyd, Quincy School District discussion on White Trail Road

2:30 p.m. – 3:00 p.m.            C Carter, Finance Committee Meeting

**MISCELLANEOUS ITEMS**

The Commissioners approved and signed the Public Works County Payroll Salary Fund for their January 31, 2020 payroll.

The Chair of the Board was authorized to sign the Aaron and Jaclyn Harwood (A&J Short Plat) File # P 18-0390 (preliminary P 18-0335); and the Eduardo Santacruz (Santacruz Short Plat) File # P 19-0407 (preliminary P 19-0043) Final Plat Submission and Reviews.

**Grant County Commissioners Minutes  
Week of February 3, 2020**

**TUESDAY, FEBRUARY 4, 2020**

The session was continued to 8:45 a.m. with all Commissioners in attendance.

8:45 a.m. – 9:00 a.m.                    Z Kennedy / Potts and Associates, Legislative Session Update

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

**Calendar Items**

*01/28/20 – No HR Update Meeting Held*

*02/05/20 – Work in Ellensburg*

*02/06/20 – GrIS Teamsters Negotiations*

**Discussion Items**

1. Health Update
2. Public Works Leadership Discussion

**Authorization Requests**

3. PAR – Kevin Schmidt (2019)
4. PAR – Kevin Schmidt (2020)
5. PMA – CS Administrative Assistant
6. PAR – Sam Dart

**Priority Items**

7. PERC 130683-P-18 Award & Settlement
8. NOVAtime Upload Completion
9. Auditor’s Office

**Compensation, Benefits, & Payroll**

10. HWC Meeting Update
11. Building Official
12. Road Supervisor
13. Admin Asst/Payroll Clerk
14. Accountant Lead

**Employee & Department Issues**

15. GrIS
16. Auditor’s Office

**Policy & Procedure**

17. Policy Update Process for Joint Ownership Policies

**Recruitment / Civil Service**

18. Prothman Update
19. Public Works Director
20. County Engineer
21. Chief Financial Officer
22. Director of Behavioral Health

**Grant County Commissioners Minutes  
Week of February 3, 2020**

Labor Relations/ Legal Actions

23. Labor & Legal Report Review

2 -Personnel Action Request (PAR) for the salary, wage and/or position changes for Kevin Schmidt, Facilities and Maintenance; and Samuel Dart, Public Works Department. **(Approved)**

Position Management Approval (PMA) for an Administrative Assistant position within Central Services. **(Approved)**

10:30 a.m. – 10:50 a.m. L Stoltman, Conservation District Update

11:00 a.m. – 11:50 a.m. D Hooper, Development Services Update

- Workload Report
- Courthouse Association Grievance
- Landfill
- Electric City/Grand Coulee Merger
- Personnel Needs

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 (Items 1 through 4)

A motion was made by Commissioner Stevens, seconded by Commissioner Taylor, to approve items 1 through 4 on the agenda as presented. The motion passed unanimously.

1. Contract Award: As a prerequisite to the contract award of Fuel Management System 2019 held on January 28, 2020, Public Works staff met with a representative from Fleet Data Systems for an in-depth review of their proposed fuel management system, including review of its hardware requirements, system capabilities, service requirements and service staff. Based on that review and a prior review of the second low bidder, I believe it is not in the public's best interest to award the contract to the low bidder. Instead I recommend award the contract to the second low bidder meeting specifications, Mascott Equipment Company, to supply materials and installation of a Fuel Management System in the amount of \$90,207.99 not including sales tax. **(Approved)**
2. Request to purchase 250 gallons of HMWM resin system from Kwik Bond Polymers, LLC though an Extended Purchase Option of the 2019 HMWM in the amount of \$11,548.49 not including sales tax. **(Approved)**
3. Request to purchase for New Hope one (1) 2020 Ford F150 Extended Cab 4WD in the amount of \$34,777.97 including sales tax from Columbia Ford through a Department of Enterprise Services contract #05916. **(Approved)**
4. Request to purchase for Public Works one (1) Polartek Dual AC Machine in the amount of \$12,867.80 not including sales tax from Snap-on Industrial through a Department of Enterprise Services NASPO Agreement #05316. **(Approved)**

**Grant County Commissioners Minutes  
Week of February 3, 2020**

2:30 p.m. – 2:50 p.m.

Consent Agenda (Items 1 through 9)

A motion was made by Commissioner Taylor, seconded by Commissioner Stevens, to approve items 1 through 4, item 5 in part, and 6 through 9 on the agenda as presented. The motion passed unanimously.

**COMMISSIONERS OFFICE**

1. Commissioner's Office and Public Defense Vouchers. **(Approved)**
2. Commissioners October 1, 2018 Minutes REVISED and December 9, 2019 Minutes for approval. **(Approved)**
3. Proclamation recognizing February 17, 2020 as Random Acts of Kindness Day and the week of February 16 – 23, 2020 as Random Acts of Kindness Week in Grant County. **(Approved)**
4. Letter of reappointment to Ken Enns to the Water Conservancy Board for another six (6) year term beginning January 28, 2020 to January 27, 2026. **(Approved)**

**FAIRGROUNDS**

5. *Items that were held from the December 31, 2019 Consent Agenda:* Request to purchase the following capital expenditure items that were approved in their 2020 budget:
  - a. Folding rental chairs in the amount of \$2,635.98 from Belnick Company **(Approved)**
  - b. Stacking rental chairs in the amount of \$4,003.76 from Belnick Company **(Approved)**
  - c. Resin rental chairs in the amount of \$5,082.76 from Belnick Company **(Approved)**
  - d. Rental Table Carts (3 rectangular and 4 round) in the amount of \$3,396.73 from Belnick Company. This is over their budgeted amount but request to use funds from another purchase. **(Approved)**
  - e. Qty. 18 - Picnic tables in the amount of \$13,125.67 from Pilot Rock. This is over their budgeted amount but request to use funds from another purchase. **(Approved)**
  - f. Qty. 16 - Stall structures in the amount of \$75,839.67 from Pearson Farm and Fence Nobel Structure. **(Withdrawn)**
  - g. 30 - Rectangular rental tables and carts in the amount of \$3,396.73 from Belnick Company. **(Approved)**
  - h. Qty. 40 – Round rental tables in the amount of \$4,314.09 from Belnick Company **(Approved)**
  - i. Qty. 200 – Corral Panels in the amount of \$24,453.20 from Peason Farm and Fence. This is over their budgeted amount but request to use funds from another purchase. **(Approved)**
  - j. Ardell LED Reader board in the amount of \$44,930.00 from Ramsey Signs of Spokane **(Withdrawn)**
6. Request the use of Tourism Commission funding to make the following purchases: **(Approved)**
  - \$40,000.00 for 2020 Fair Entertainment
  - \$30,000.00 for Barn 46 Floor Rebuild
  - \$20,000.00 for campground signage

**Grant County Commissioners Minutes  
Week of February 3, 2020**

7. Request for a budget transfer in the amount of \$15,000.00 from Fair and Park Charges for Services Fund #116.159.00.0000.347400000 to Fair and Park General, Charges for Services Fund #116.159.9702.2474. If approved, the \$15,000.00 will be combined with \$3,000 that was previously budgeted for a new total budget amount of \$18,000.00. **(Approved)**

**GRANT INTEGRATED SERVICES**

8. Request to create two (2) new change funds (108.111.71) in the total amount of \$150.00: \$75.00 for their Mattawa office and \$75.00 for their Royal City office. **(Approved, Resolution No. 20-009-CC)**

**DISTRICT COURT**

9. Surplus request form for a Garret Metal Detector CS5000 (Asset #100260) which is no longer functioning and will be disposed of at the landfill. **(Approved)**

3:30 p.m. – 4:00 p.m. R Stevens w/ the Kings re: Building Permit Discussion (R Stevens Office)

4:00 p.m. – 5:30 p.m. S C Carter at Royal REACH Meeting (Royal High School Library)

**MISCELLANEOUS ITEMS**

The Chair of the Board was authorized to sign the Steven Franks (Steven Franks Short Plat) File # P 19-0400 (preliminary P 19-0324); and the ZSP Farms (Denise Stocks) (ZSP Farms Short Plat (F.U. 201)) File # P 19-0356 (preliminary P 19-0285) Final Plat Submission and Review.

**WEDNESDAY, FEBRUARY 5, 2020**

4:00 p.m. – 5:00 p.m. VETERAN'S ADVISORY BOARD

6:00 p.m. – 8:00 p.m. T Taylor at WSAC Legislative Steering Committee Reception (Water Street Cafe, Olympia)

**Grant County Commissioners Minutes  
Week of February 3, 2020**

**THURSDAY, FEBRUARY 6, 2020**

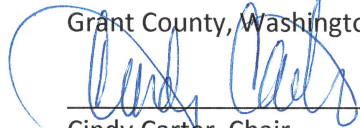
- 8:00 a.m. – 1:00 p.m. T Taylor at WSAC Legislative Steering Committee Meeting (Washington Room – Pritchard Bldg, Olympia)
- 10:00 a.m. – 12:00 p.m. C Carter at Columbia Basin Domestic Violence and Sexual Assault Consortium Meeting (Samaritan Hospital, Moses Lake)
- 6:00 p.m. – 7:00 p.m. FAIR ADVISORY COMMITTEE MEETING (Fairgrounds)

**FRIDAY, FEBRUARY 7, 2020**

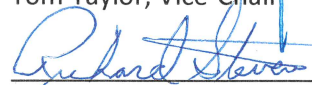
No meetings held

Signed this 10<sup>th</sup> day of March, 2020.

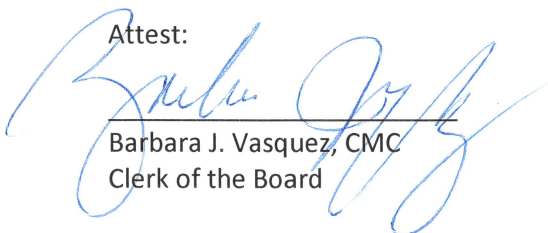
BOARD OF COUNTY COMMISSIONERS  
Grant County, Washington

  
\_\_\_\_\_  
Cindy Carter, Chair

  
\_\_\_\_\_  
Tom Taylor, Vice-Chair

  
\_\_\_\_\_  
Richard Stevens, Member

Attest:

  
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Barbara J. Vasquez, CMC  
Clerk of the Board