

MINUTES

GRANT COUNTY BOARD OF COMMISSIONERS

MONDAY, MARCH 9, 2020

The Grant County Commissioners session began at 9:00 a.m. with all Commissioners in attendance.

8:45 a.m. – 8:55 a.m. Open Record Public Hearing, Central Services, Auditor's Office and New Hope Budget Extensions

The Commissioners held an Open Record Public Hearing to consider the following budget extension requests:

- Central Services Fund #001, Department #141 in the amount of \$268,000.00 for a consultant contract to Soft Resource Software Consultants for the selection of an Enterprise Resource Platform to replace our current system, GP.
- Auditor's Office Fund #001, Department #104 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.
- Auditor's Office Fund #001, Department #108 in the amount of \$6,381.44 to receive Secretary of State Grant funds that will be used for an advertising campaign to educate voters about changes to election laws.
- New Hope Fund #128, Department #170 in the amount of \$5,000.00 to receive a foundation grant from Innovia Foundation to provide assistance in community outreach and the 2020 Census count.

Madeline Prentice, Chief Accountant, discussed the requests. She stated that the \$268,000 and \$10,250 funding will need to come from Current Expense.

Joe Carter, Technology Services, discussed the Quartermaster purchase and how TS and the Sheriff's Office is currently using the product.

A motion was made by Commissioner Taylor, seconded by Commissioner Stevens to close the public comment portion of the hearing. The motion passed unanimously. Commissioner Stevens moved to approve the budget extensions as presented. Commissioner Taylor seconded and the motion passed unanimously. The hearing adjourned. **(Resolution No. 20-022-CC)**

9:00 a.m. – 9:20 a.m. B Rang, ASC Update and Misc BOCC Action (Items 1 through 8)

A motion was made by Commissioner Taylor, seconded by Commissioner Stevens, to approve items 1 through 4, 6 and 7 on the agenda as presented. Item 5 was held for cost review. The motion passed unanimously.

1. Possible vouchers for insurance, legal services, grant administration, etc. **(Approved)**

**Grant County Commissioners Minutes
Week of March 9, 2020**

2. Request to approve Personnel Policy 512 – Use of County Resources changes regarding Asset Inventory process and credit card utilization to reflect current processes and asset value levels. **(Approved)**
3. Request to approve Personnel Policy 1503 –Procedure under General Financial Policies regarding the changing the threshold for secondary approvals for purchases from \$2,500.00 to \$5,000.00. **(Approved)**
4. Request for waiver of the current Personnel Policy 1104.4.3 – Fire/Emergency Procedures for New Hope Offices. Property owner, Mario Padilla, supports this request with specifications regarding size and the inclusion of the auto-off safety feature if tipped over. **(Approved)**
5. Request to increase the number of guards at Youth Services from one (1) guard and one (1) on call guard to two (2) guards for Monday’s and Tuesday’s. This will be included on the amendment to the current contract which will include the new cost of \$XXXX and the updated post orders. **(Item held for financial review)**
6. Correction of scrivener’s errors to Grant County Personnel Policy No. 1202 titled Travel Authorization & Expense Reimbursement. **(Approved)**
7. New Hope Policy and Procedure Update. **(Approved)**
8. Website Update discussion.

9:30 a.m. – 9:50 a.m. C Morrison, Coroner’s Office discussion on County Morgue Options

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

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

Michele Kiesz, farmer in Adams County and owns property in Grant County as well. She is coming to discuss the assessment of her 500 acres located in Grant County.

Glen Stockwell came in to discuss the Columbia Basin Project and asked if Richard could contact Bob Koch from Franklin County asking for a letter of support for the Columbia Basin Project.

11:00 a.m. – 11:45 a.m. Commissioners at Public Works Road Supervisor Meeting (Public Works, Ephrata)

12:00 p.m. – 1:00 p.m. T Jones, Law and Justice 3/10% Sales and Use Tax – Initial Stakeholder / Law and Justice Council Meeting

1:00 p.m. – 1:20 p.m. M McKnight, Assessor’s Office Update **(Cancelled)**

1:30 p.m. – 2:20 p.m. J Nelson, D.A. Davidson – Criminal Justice 3/10% Sales and Use Tax Funding Discussion

TUESDAY, MARCH 10, 2020

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

**Grant County Commissioners Minutes
Week of March 9, 2020**

9:00 a.m. – 9:50 a.m.

K Eslinger, Human Resources Update

Calendar Items

03/05/20 – GrIS Negotiations

03/12/20 – 2019 Payroll Audit (Corrections & Support)

03/12/20 – Corrections Negotiations

03/13/20 – GrIS Negotiations

Discussion Items

1. GrIS CFO Recruitment
2. HR Staffing Discussion
3. Policy Update Process
4. COVID-19
5. Payroll Issues

Authorization Requests

6. PAR – Building Official
7. PMA – DCL Trainer
8. PMA – DCL Supervisor

Priority Items

9. NOVAtime
10. Laserfiche Projects
11. Department Coverage

Labor Relations/ Legal Actions

12. Labor & Legal Report Review

Pursuant to RCW 42.30.140(4)(a) Commissioner Carter called an Executive Session to order at 9:47 a.m. to go until 9:55 a.m. regarding negotiations. In attendance were Commissioners Taylor, Carter and Stevens, and Kirk Eslinger, Human Resources Director. Commissioner Carter continued the session to 9:58 a.m. Commissioner Carter closed the session at 9:58 a.m.

10:00 a.m. – 10:50 a.m.

T Gaines, Central Services Update

11:00 a.m. – 11:10 a.m.

Open Record Public Hearing, CDBG Public Services and General Purpose Grant Application(s)/Closeout

The Commissioners held an Open Record Public Hearing to seek public comment on its intention to submit an application to the State of Washington for 2020 Community Development Block Grant (CDBG) Public Services Grant funding, to prepare for closeout the 2019 Public Services Grant.

Brittany Rang, Administrative Services Coordinator, stated the purpose of the public hearing is to review community development and housing needs, inform citizens of the availability of funds and eligible uses of the state Community Development Block Grant (CDBG) funds, and receive comments on proposed activities and funded activities that are nearing closeout, particularly from lower income persons residing in the Grant and Adams County areas.

**Grant County Commissioners Minutes
Week of March 9, 2020**

Comments on the County's intention to apply for 2020 CDBG Public Services Grant funding in the estimated amount of \$120,648.00 and will also be received in addition to performance reporting and its closeout of the 2019 Public Services Grant No. 19-62210-005.

The following handouts were available in both English and Spanish:

- Grant County's CDBG Public Participation Plan;
- The Department of Commerce's Community Development Block Grant Program Public Hearing Handout; and
- The Federal Citizen Participation Requirements for Local Government Applicants to the State CDBG Program.

Present at the hearing is Isidra Sanchez from the OIC of Washington who is today's Spanish interpreter; and Frank Rowland of the OIC of Washington.

It was communicated that individuals interested in or requiring technical assistance to become knowledgeable with the CDBG program or who desire to contribute ideas to solving some of the community's needs will be provided assistance upon request to the County's CDBG Citizen Participation Coordinator.

Public Services Grant

Isidra Sanchez, OIC of Washington, which administers the County's Public Services Grant, provided a report of program activities that were undertaken with 2019 funds and a report on the planned use of 2020 funds.

Ms. Sanchez reported on their 3 programs that were assisted with CDBG funds in 2019. The Prosperity Center provides financial education and credit counseling services. It help 89 first time home buyer classes; 462 people had 1 on 1 credit/budget counseling sessions; 840 counseling hours; 263 financial education students (high school and college); and 511 free tax preparation services. They also assisted with the 2020 Point in Time count in Mattawa.

The Weatherization Program served 24 homes this past year: Adams County – 14 homes for \$191,492 and Grant County – 10 homes for \$107,108.00.

Energy Assistance: Grant County served 1066 clients and awarded \$422,600.00; and Adams County served 670 clients and awarded \$246,700.00.

A motion was made by Commissioner Taylor, seconded by Commissioner Stevens, to close the public comment portion of this hearing. The motion passed unanimously. Commissioner Stevens moved to approve:

- The County's submittal of an application to the Department of Commerce for 2020 CDBG Public Services Grant funds
- To accept closeout of the CDBG Public Services Grant No. 19-62210-005

**Grant County Commissioners Minutes
Week of March 9, 2020**

- The County’s possible submittal of an application to Commerce for 2020 CDBG General Purpose Funds.

Commissioner Taylor seconded and the motion passed unanimously. The hearing adjourned.
(Resolution No. 20-025-CC)

11:30 a.m. – 11:50 a.m. B Walters, North Central Regional Library Update

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

Pursuant to RCW 42.30.110(1)(i) Commissioner Carter called an Executive Session to order at 1:08 p.m. to go until 1:15 p.m. regarding Litigation. In attendance were Commissioners Taylor, Carter and Stevens, and Kevin McCrae, Civil Deputy Prosecuting Attorney. Commissioner Carter closed the session at 1:15 p.m.

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. **Resolution No. 20-023-CC** Notice of Hearing: Declaring Certain County Owned Property Surplus and Ordering the Sale thereof with a hearing date of March 31, 2020 at 1:30 pm: **(Approved)**

<u>VEHICLE or EQUIPMENT#</u>	<u>YEAR</u>	<u>MAKE</u>	<u>MODEL</u>	<u>SERIAL NUMBER</u>	<u>MILEAGE or HOURS</u>
7007	2009	FORD	EXPLORER 4X4	1FMEU73809UA 33165	123,855
7008	2009	FORD	EXPLORER 4X4	1FMEU73829UA 33166	113,785
7029	2010	FORD	CROWN VICTORIA	2FABP7BV4AX13 1219	109,529
7061	2013	CHEVROLET	TAHOE 4X2	1GNLC2E0XDR31 0674	131,313
7064	2013	CHEVROLET	TAHOE 4X4	1GNSK2E00DR31 3615	144,600
7065	2013	CHEVROLET	TAHOE 4X4	1GNSK2E05DR30 8474	111,523
7081	2015	DODGE	CHARGER AWD	2C3CDXKT7FH82 0134	146,781

2. Washington State Department of Transportation Local Agency Agreement for Flashing LED Stop Signs – Phases 1 and 2 projects – county wide. **(Approved)**
 3. Local Agency A & E Professional Services Negotiated Hourly Rate Consultant Agreement with Nicholls Kovich Engineering, PLLC for On Call Engineering Support – Engineering Approval of Final Plat Mylars and Bridge Engineering Support on an as-needed basis for a maximum payable of \$15,000.00. **(Approved)**
 4. Request to the County Road Department for Reimbursable Work with the City of Quincy for removal of excess dirt and silt from the tail water ditches up to a maximum of \$7,000.00. **(Approved)**
- The Commissioners signed a 28 Year Dedicated Service Award for James Kemp.

**Grant County Commissioners Minutes
Week of March 9, 2020**

2:30 p.m. – 2:50 p.m.

Consent Agenda (Items 1 through 7)

A motion was made by Commissioner Stevens, seconded by Commissioner Taylor, to approve items 1 through 7 on the agenda as presented. The motion passed unanimously.

COMMISSIONERS OFFICE

1. Commissioner's Office Vouchers. **(Approved)**
2. Commissioners February 3 and 10, 2020 Minutes for approval. **(Approved)**
3. Resolution No. 20-024-CC calling for the Washington State Legislature to fully fund The Washington State Patrol Crime Laboratory and Toxicology Laboratory. **(Approved)**

AUDITOR'S OFFICE – ACCOUNTING DEPARTMENT

4. 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. **(Approved in the amount of \$718,978.72)**

NEW HOPE

5. Out of state travel request for Carmen Aguila to attend the Nuestras Voces-National Bilingual Sexual Assault Conference from May 27 – 30, 2020 in Phoenix, AZ. **(Approved)**

FAIRGROUNDS

6. Request to purchase lighting for the Commercial Building in the amount of \$2,637.80 from Amazon. This was approved in their capital outlay budget. **(Approved)**
7. Request to purchase portable bleachers in the amount of \$25,838.92 from Kay Park Recreation. This was approved in their capital outlay budget. **(Approved)**

WEDNESDAY, MARCH 11, 2020

10:00 a.m. – 11:00 a.m.

R Stevens, Disability Board Meeting

6:00 p.m. – 7:30 p.m.

R Stevens at Health Board Meeting (Public Works, Ephrata)

THURSDAY, MARCH 12, 2020

- 9:00 a.m. – 10:00 a.m. T Taylor at Multi Agency Communications Center (MACC) Board Meeting (Moses Lake)
- 10:00 a.m. – 12:00 p.m. R Stevens at Columbia River Caucus “Commissioners” Meeting (Holiday Inn Express, Moses Lake) **(Cancelled)**
- 1:30 p.m. – 3:00 p.m. C Carter at Area Aging / Council of Governments Meeting (E Wenatchee Office) **(Cancelled)**

FRIDAY, MARCH 13, 2020

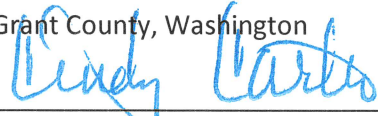
No meetings held

MISCELLANEOUS ITEM

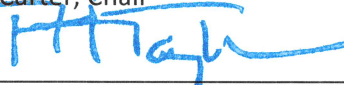
Commissioner Stevens signed and Commissioners Carter and Taylor authorized the Clerk of the Board to stamp their signature of approval to **Resolution No. 20-026-CC** in the matter of the declaration of an emergency for the COVID-19 Pandemic response in Grant County.

Signed this 7th day of April, 2020.

BOARD OF COUNTY COMMISSIONERS
Grant County, Washington



Cindy Carter, Chair

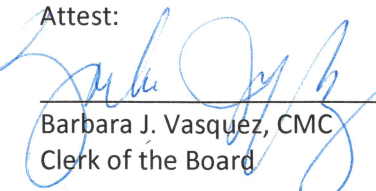


Tom Taylor, Vice-Chair



Richard Stevens, Member

Attest:



Barbara J. Vasquez, CMC
Clerk of the Board