

# MINUTES

## GRANT COUNTY BOARD OF COMMISSIONERS

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Public meetings were held by the Grant County Commissioners via WEBEX Conference Call or Video only.

### MONDAY, JANUARY 11, 2021

The Grant County Commissioners session began at 10:00 a.m. with all Commissioners in attendance.

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|-------------------------|---|
| 8:30 a.m. – 9:30 a.m.   | D Stone, Grant County COVID-19 Healthcare and Public Health Briefing (ZOOM Meeting)                           |
| 9:00 a.m. – 10:00 a.m.  | C Carter, Public Works Management Team Meeting – Conference Call  |
| 10:00 a.m. – 10:20 a.m. | Commissioners Office Staff Meeting  |
| 10:30 a.m. – 10:50 a.m. | A Williams, Interlocal Agreement for the Provision of Court Services – Discussion with the City of Moses Lake |
| 1:00 p.m. – 1:20 p.m.   | M McKnight, Assessor’s Office Update  |
| 1:30 p.m. – 2:00 p.m.   | H Crose, Economic Impact Study on Moses Lake – Discussion   |

### TUESDAY, JANUARY 12, 2021

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

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|------------------------|------------------------------------|
| 9:00 a.m. – 10:00 a.m. | K Eslinger, Human Resources Update |
|------------------------|------------------------------------|

#### Calendar Items

*01/19/21- 01/21/21 – Vacation*

*01/26/21 – Next HR Update Meeting*

#### Discussion Items

1. COVID Situation Update
  - a. COVID-Related Leave
  - b. SharedWork Program (Furlough)
  - c. Board Instruction re COVID
2. CivicPlus Implementation
  - a. CivicHR Applicant Tracking
  - b. CivicHR Onboarding
  - c. CivicHR Performance Management
  - d. CivicPlus Website Hosting
3. Public Works Retro Compensation

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- 4. Conflict Resolution Model
- 5. Stipends for Commissioners' Staff

Authorization Requests

- 6. PMA – Secretary-Receptionist
- 7. Annual Leave Carryover

Recruitment / Civil Service

- 8. Exceptions to Hiring Freeze:
  - a. Administrative Support Manager (1)
  - b. Public Defender (1)

Labor Relations/ Legal Actions

- 9. Labor & Legal Report Review

HR Overview & Process

X	HR Department Overview
	HR Staffing Model

10:00 a.m. – 11:00 a.m. T Gaines, Central Services Update

- Technology Services: Current SitRep
- Interfund Communications: Nothing to Report
- Facilities and Maintenance: Project Updates
- Fairgrounds: Project Updates
- Central Services: Current SitRep; Annual Maintenance Department Review; Project Updates

11:00 a.m. – 11:30 a.m. A Williams, Grant County Plan to End Homelessness Implementation - Discussion

The Commissioners, the City of Moses Lake, and the Housing Authority of Grant County discussed HB 1406 and the City is requesting they receive a portion of this funding. Coordinated Entry was discussed.

1:00 p.m. – 1:30 p.m. G Dano, Prosecuting Attorney's Office Update

1:30 p.m. – 2:00 p.m. S Castro, Public Works Update (Items 1 through 4)

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

1. Authorization to purchase 100 tons of Category 8B Standard Gradation Road Salt in the amount of **\$15,000.00** delivered, excluding sales tax from LTI, Inc., Lynden, WA through Washington State Department of Enterprise Services Contract No. 02714. **(Approved)**
2. Memo requesting to hire an Assistant to the current Public Works Administrative Assistant/Payroll Clerk. **(This request was amended to *not* hire an Assistant position but to hire another Administrative Assistant/Payroll Clerk. The title of this position was then changed to Administrative Support Manager)**
3. Request to purchase two (2) each 2021 Towable Rock Rake model HT or equivalent on the 2021 Equipment Expense Program through and go out for requests for quotes. **(Approved)**

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4. Request to purchase equipment on the 2021 Equipment Expense Program through State Contracts. Equipment includes: **(Approved all)**
  - o **Public Works:**
    - Two (2) each (2) 2021 Ford F-150 ½ ton extended cab 4x4 pickup trucks with 6.5-foot beds for the Public Works Motor Pool in the amount of \$70,520.70 from Department of Enterprise Services contract #05916.
    - One (1) each (1) 2021 Ford F-350 1 ton extended cab 4x4 pickup truck with 6.5-foot bed for Road District #1 Foreman in the amount of \$41,459.75 from Department of Enterprise Services contract #05916.
    - One (1) each installation of Boss 7' 6" V-type snowplow on District #1 Foreman pickup in the amount of \$8,535.52 from Northend Truck Equipment through state contract #032119.
    - One (1) 2021 Ford F-250 ¾ ton extended cab 4x4 pickup truck with 8-foot bed for Road District #2 Foreman in the amount of \$39,881.44 from Department of Enterprise Services contract #05916.
    - Two (2) each 2021 Ford F-150 extended cab 4x4 pickup trucks with 8-foot beds for District #2 Area grader operator pickups in the amount of \$74,520.66 from Department of Enterprise Services contract #05916.
    - Two (2) each 2021 Chevrolet 2500 double cab 4x4 pickup truck with 8-foot beds for Solid Waste and Road District #3 in the amount of \$83,654.45 from Department of Enterprise Services contract #05916.
  - o **Development Services:**
    - One (1) each 2021 Ford F-250 ¾ ton extended cab 4x4 pickup truck with 8-foot bed for Development Services in the amount of \$41,185.50 from Department of Enterprise Services contract #05916.

2:00 p.m. – 2:30 p.m.

Consent Agenda AND Misc. ASC Action Items (Items 1 through 25)

A motion was made by Commissioner Stone, seconded by Commissioner Jones, to approve items 1 through 14, and 16 through 25 on the agenda as presented. Item 15 was held, awaiting the Hospital District's signature. The motion passed unanimously.

**COMMISSIONERS OFFICE**

1. Commissioners Office and Public Defense Vouchers for approval. **(Approved)**
2. Commissioners November 9, 2020 Minutes for approval. **(Approved)**
3. Letter of support for the Grant County Conservation District's proposal for the Bureau of Reclamation's Cooperative Watershed Management Program Phase I funding to support the Moses Lake Watershed Council. **(Approved)**
4. Letter of support of the Port of Mattawa's request for funding for Phase 4 of the Port of Mattawa's Wastewater Infrastructure Improvement project. **(Approved)**
5. Letters of re-appointment for Frank DeTrolio and Nathan Cox to the Grant County Mosquito Control District No. 1 for another 2-year term beginning January 12, 2021 through January 11, 2023. **(Approved)**
6. **Resolution No. 21-004-CC** in the matter of establishing the effective date of salaries and benefits for non-union and non-association personnel for the 2021 year. **(Approved)**

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7. Request #1 for September - Release of Funds on a Community Development Block Grant (CDBG) Public Services grant from the subrecipient, OIC of Washington, for Washington State Department of Commerce Department of Housing and Urban Development (HUD) grant funds Contract No. 20-62210-005 in the amount of \$1,328.77 for use in Energy Assistance. **(Approved)**

**AUDITOR'S OFFICE**

8. 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 2,852,667.31)**

**CENTRAL SERVICES**

9. Request to begin the emergency repair of an 8" cast iron rain leader that has failed and is leaking water into the tunnel under the annex and has caused numerous other problems. Pursuant to RCW 39.04.280, competitive bidding may be waived. **(Approved)**

**TECHNOLOGY SERVICES**

10. Purchase Order No. 340 for the 2021 Annual Maintenance cost of RiteTrack Software used by Juvenile Court and Youth Services in the amount of \$21,600.00 purchased from Handel Information Technologies, Inc. **(Approved)**
11. Purchase Order No. 341 for the Semi-annual Maintenance Fees of the Terra Scan Software used by the Assessor and Treasurer's Offices in the amount of \$62,363.60 purchased from Aumentum Technologies (division of Manatron, Inc.) **(Approved)**
12. Purchase Order No. 342 for the Annual Maintenance cost of GovQA software for the Public Records Officer in the amount of \$11,869.80 purchased from WebQA, Inc. **(Approved)**
13. Purchase Order No. 343 for the VMware yearly maintenance used by TS in the amount of \$13,143.50 purchased from ednetics. **(Approved)**

**SHERIFF'S OFFICE**

14. Amendment No. 6 to the State of Washington Department of Corrections Contract No. K9412 to extend the term of the agreement to December 31, 2021, increase the per diem rate of compensation to \$82.73 per offender, and update other terms and conditions. **(Approved)**

**GRANT INTEGRATED SERVICES**

15. Lease Agreement with Grant County Public Hospital District No. 5 dba Mattawa Community Medical Clinic to lease office and procedure room space located at the facility in the amount of \$800.00 per month. Term is January 1, 2021 through June 30, 2021. **(Item placed on hold, awaiting the Hospital District's signature)**
16. Interlocal Agreement with the Moses Lake School District regarding counseling services to provide district students counseling services. **(Approved)**

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17. **Resolution No. 21-005-CC** authorizing execution of Interlocal Agreement with the Moses Lake School District regarding counseling services (see above). **(Approved)**
18. Reimbursement Request (A-19) for contract work performed by Grant Integrated Services, during December 2020 in the amount of \$1,143.75 on Washington State Department of Corrections (DOSA) contract. **(Approved)**
19. Reimbursement Request (A-19) for contract work performed by Grant Integrated Services' Prevention and Recovery Center (PARC), during October 2020 – Supplemental #1, in the amount of \$648.00 on Washington State Health Care Authority Contract No. K3919. **(Approved)**
20. Reimbursement Request (A-19) for contract work performed by Grant Integrated Services' Prevention and Recovery Center (PARC), during November 2020, in the amount of \$16,888.48 on Washington State Health Care Authority Contract No. K3919. **(Approved)**

**FAIRGROUNDS**

21. Request to purchase 80 – 12x12 Horse Stalls for Barns 46 and 47 in the amount of \$145,204.40 from S&R Custom Panels. This was approved in their 2021 Capital Expenditure budget. **(Approved)**
22. Recommendation to amend some of the rates for the 2021 year. **(Approved)**

**PROSECUTING ATTORNEY'S OFFICE**

23. Settlement Agreement and General Release with Shellpoint Loan Servicing (NewRez, Ditech and Green Tree) in relation to its servicing of a mortgage loan with borrower Scott Forman and the property commonly known as 19535 Road A-NE, Soap Lake, in the amount of \$67,000.00. **(Approved)**

**SUPERIOR COURT**

24. Professional Services Agreement with Ellen Goodman for the purpose of completing the Adult Drug Court Discretionary Grant and of consultation. Term is upon signature through March 17, 2021 in the amount of \$10,000.00. **(Approved)**

**JUVENILE COURT AND YOUTH SERVICES**

25. Memorandum of Understanding No. K16529 with the Washington State Patrol to set forth the policy to ensure the protection of criminal history record information between Juvenile, WSP, and the Federal Bureau of Investigation (FBI). **(Approved)**

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|-----------------------|---|
| 2:30 p.m. – 3:00 p.m. | J Flynn, Administrative Services Coordinator Update                                 |
| 3:00 p.m. – 3:30 p.m. | Quincy Valley Medical Center – Registered Warrant Cap Discussion <b>(Cancelled)</b> |
| 3:30 p.m. – 4:00 p.m. | Public Hospital District # 4 / McKay Healthcare Update <b>(Cancelled)</b>           |

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**WEDNESDAY, JANUARY 13, 2021**

10:00 a.m. – 11:00 a.m.	D Stone, LEOFF-1 Disability Board Meeting
11:00 a.m. – 11:30 a.m.	D Stone, Congressman Newhouse – Grant/Adams Leaders Update <b>(Cancelled)</b>
11:30 a.m. – 2:00 p.m.	HEARINGS EXAMINER
4:00 p.m. – 5:00 p.m.	VETERANS ADVISORY BOARD MEETING
6:00 p.m. – 7:30 p.m.	D Stone, Health Board Meeting

**THURSDAY, JANUARY 14, 2021**

9:00 a.m. – 10:00 a.m.	R Jones, Multi Agency Communications Center (MACC) Board Meeting
10:30 a.m. – 11:30 a.m.	R Jones at Grant County Economic Development Council – Introduction (Moses Lake)
1:30 p.m. – 3:00 p.m.	C Carter, Area Aging / Council of Governments Meeting
6:00 p.m. – 7:00 p.m.	Fair Advisory Committee Meeting
7:00 p.m. – 8:00 p.m.	R Jones, Moses Lake School District Board Meeting (Zoom)

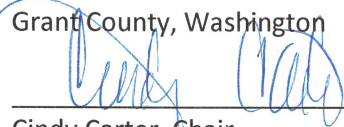
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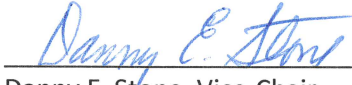
**FRIDAY, JANUARY 15, 2021**

No meetings held

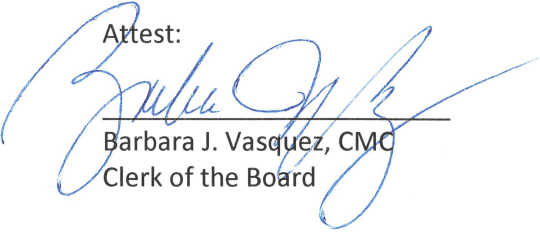
Signed this 6<sup>th</sup> day of April, 2021.

BOARD OF COUNTY COMMISSIONERS  
Grant County, Washington

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

  
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Danny E. Stone, Vice-Chair

  
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Rob Jones, Member

Attest:  
  
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Barbara J. Vasquez, CMC  
Clerk of the Board