

# 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 25, 2021

The Grant County Commissioners session began at 9:30 a.m. with all Commissioners in attendance.

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. – 9:30 a.m.	R Jones, Public Works Management Team Meeting – Conference Call <b>(Cancelled)</b>
9:30 a.m. – 10:00 a.m.	J Flynn, Administrative Services Coordinator Update
10:00 a.m. – 10:30 a.m.	Commissioners Office Staff Meeting
10:30 a.m. – 11:00 a.m.	T Gaines, Central Services Update
11:00 a.m. – 11:30 a.m.	Budget and Finance Update
11:30 a.m. – 12:00 p.m.	C Carter, Finance Committee Meeting
12:00 p.m. – 1:00 p.m.	Meeting between Grant County / District Court and the City of Moses Lake for the Provision of Court Services

Allison Williams, City Manager for Moses Lake, state that the Grant County Civil Deputy Prosecuting Attorney Kevin McCrae has reached out to Moses Lake's Attorney Katherine Kenison to discuss a possible solution. Ms. Kenison gave 3 possible options:

- Use existing Interlocal Agreement (ILA) and expand for cities to pay for a District Court Clerk;
- Cities fund and house a separate clerk
- (Grand Coulee example): each city to hire a municipal court clerk.

The ILA could be terminated, they could follow RCW 3.50, but Moses Lake is not interested in that option, its expensive. Discussions will continue until a resolution can be found.

1:00 p.m. – 2:00 p.m.                    D Anderson, Grant Integrated Services Update

- Executive Director Report
- Overview of Services
- Executive Session

**Grant County Commissioners Minutes  
Week of January 25, 2021**

Pursuant to RCW 42.30.110 (1)(b) Commissioner Carter called an Executive Session to order at 1:19 p.m. to go until 1:30 p.m. regarding Real Estate Acquisition. In attendance were Commissioners Carter, Stone and Jones, and Dell Anderson, Grant Integrated Services Executive Director. Commissioner Carter closed the session at 1:30 p.m.

2:00 p.m. – 2:30 p.m.                    B Hill, Public Defense Update

2:30 p.m. – 3:00 p.m.                    K Foster, ASPI Group / Horizon discussion on the I-90 Connector project

**TUESDAY, JANUARY 26, 2021**

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

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

**Calendar Items**

*01/26/21 – Dental Surgery (& Recovery)*

*01/28/21 – HWC Meeting*

**Discussion Items**

1. COVID Situation Update
  - a. Federal COVID-Related Leave
  - a. COVID Vaccine Policy Development
  - b. Board Instruction re COVID
2. CivicPlus Implementation
  - a. CivicHR Applicant Tracking
  - b. CivicHR Onboarding
  - c. CivicHR Performance Management
  - d. CivicPlus Website Hosting

**Authorization Requests**

3. PAR – Scott Ponozzo
4. PAR – Jean Adamson

**Priority Items**

5. Pending Finalization:
  - a. Annual Leave Carryover for 2021
  - b. PARs for Elected Officials
  - c. Stipends for Commissioners' Staff
6. Items Not Addressed in 2020

**Employee & Department Issues**

7. Public Works

**Recruitment / Civil Service**

8. Exceptions to Hiring Freeze:
  - a. District Court Clerk (1)
  - b. Public Defender (1)

**Labor Relations/ Legal Actions**

9. Labor & Legal Report Review

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- a. Association Arbitration Settlement
- b. Corrections CBA 2020-2021
- c. Corrections MOU

HR Overview & Process			
X	HR Department Overview	X	Self-Insured Health Benefits
X	HR Staffing Model		

**Executive Session**

Pursuant to RCW 42.30.140(4)(a) Commissioner Carter called an Executive Session to order at 9:54 a.m. to go until 9:59 a.m. regarding negotiations. In attendance were Commissioners Carter, Stone and Jones, and Kirk Eslinger, Human Resources Director. Commissioner Carter closed the session at 9:59 a.m.

Personnel Action Request (PAR) for the salary, wage and/or position change for Jean Adamson, Prosecuting Attorney’s Office. **(Approved)**

The Commissioners approved the listing of employees who wish to carryover unused annual leave remaining as of December 31, 2020. **(Approved)**

Arbitration Settlement Agreement by and between Grant County, Grant County Assessor’s Office, Grant County Public Employees Association – Courthouse Unit, and Sabrina Strong. **(Approved)**

- 10:00 a.m. – 10:30 a.m. WA State Auditor’s Office – 2019 Accountability Audit Entrance Conference
- 10:30 a.m. – 11:00 a.m. K Allen, Clerk’s Office Update
- 11:00 a.m. – 11:30 a.m. S Palacios, Juvenile Court and Youth Services Update

- Financial
- Intakes
- Courts: COVID-19 Operation
  - Offender/Diversion:
  - Truancy:
  - Dependency:
- Martin Hall
- Administration

- 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 3)

A motion was made by Commissioner Stone, seconded by Commissioner Jones, to approve items 1 and 3 on the agenda as presented. Item 2 was withdrawn. The motion passed unanimously.

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1. Request to purchase cutting edges for snowplows and graders for 2021 through State Contract #03014 for a total amount including sales tax, of \$25,334.32. **(Approved)**
  - District 1:
    - o 10 - 7853 Kennametal TC Blade, PB736H-1011883.....\$1,680.00
    - o 15 - 7854 Kennametal TC Blade, PB748H - 1011885.....\$3,330.00
  - District 2:
    - o 24 - 7854 Kennametal TC Blade, PB748H - 1011885.....\$5,328.00
    - o 2 - 11' FCS 5/8 PB - Face Blade.....\$370.00
    - o 7 - 12' FCS 5/8 PB - Face Blade.....\$1,330.00
    - o 4 - 3' Face Blade.....\$220.00
    - o 4 - 4' Face Blade.....\$280.00
  - District 3:
    - o 6 - 7853 Dual TC Blade.....\$4,134.00
    - o 6 - 7854 Dual TC Blade.....\$5,514.00
    - o 10 - 3' Face Blade.....\$550.00
    - o 10 - 4' Face Blade.....\$700.00
2. Request to purchase equipment on the 2021 Equipment Expense Program through State Contracts for a total of \$320,730.67. **(Withdrawn)**
  - o One (1) each 2021 Chevrolet Tahoe Police Pursuit Vehicle for the Sheriff Department detective in the amount of \$49,828.23 from Department of Enterprise Services contract #05916.
  - o One (1) each 2021 Chevrolet Tahoe Police Pursuit Vehicle for the Sheriff Department K9 unit in the amount of \$52,749.61 from Department of Enterprise Services contract #05916.
  - o Four (4) each 2021 Chevrolet Tahoe Police Pursuit Vehicle for the Sheriff Department Patrol unit in the amount of \$218,152.83 Department of Enterprise Services contract #05916.
3. Authorization to call for bids for Asphalt Materials 2021. Bid date to take place February 9, 2021 at 9:00 A.M. at Grant County Public Works. **(Approved)**

2:00 p.m. - 2:30 p.m. Consent Agenda (Items 1 through 18)

A motion was made by Commissioner Stone, seconded by Commissioner Jones, to approve items 1 through 11, and 13 through 18 on the agenda as presented. Item 12 was held for further review. The motion passed unanimously.

**COMMISSIONERS OFFICE**

1. Commissioners Office and Public Defense Vouchers for approval. **(Approved)**
2. Letter of appointment for Kenneth Weston to the Grant County Veterans Advisory Board representing the American Legion Post 209 for a 4-year term beginning March 1, 2021 through February 28, 2025. **(Approved)**
3. Letter of re-appointment for Marilyn Meseberg to the Grant County Mosquito Control District No. 1 for another 2-year term beginning February 1, 2021 through January 31, 2023. **(Approved)**

**Grant County Commissioners Minutes**

**Week of January 25, 2021**

4. Amendment A to the Washington State Military Department SECO County Coordinator Professional Development (CPD) Contract No. E21-018 for SFY2021 with Grant County/Multi Agency Communications Center (MACC) for State Enhanced 911 Funds. The amendment increases the grant by \$8,646.00 to a new total of \$53,335.00. **(Approved)**
5. Face Sheet to Washington State Department of Commerce, Local Government Division, Community Assistance and Research Unit CDBG-Coronavirus (CDBG-CV1) Contract No. 20-6221C-111 in the amount of \$575,518.00 with a term of March 27, 2020 through January 31, 2023. This will make funds available to the subrecipient Opportunities Industrialization Center (OIC) of Washington. **(Approved)**
6. Subrecipient agreement for CDBG-CV1 Public Services between Grant County and the OIC of Washington for the Washington State Department of Commerce, Local Government Division, Community Assistance and Research Unit CDBG-Coronavirus (CDBG-CV1) Contract No. 20-6221C-111 in the amount of \$575,518.00 with a term of March 27, 2020 through January 31, 2023. **(Approved)**
7. Reimbursement request No. 3 from the City of Moses Lake on the Washington State COVID-19 Outbreak Emergency Housing Grant from the Washington State Department of Commerce Grant No. 316-46108-10, in the amount of \$49,604.99. **(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 \$1,044,524.04 and \$56,438.94)**

**FAIRGROUNDS**

9. Request to amend a previously requested Barrier Trailer (12/22/20 consent agenda). The price of the trailer increased by \$400.00 so the request is amended to purchase the item at the new price of \$3,929.27. **(Approved)**
10. Request to reduce the non-profit food booth commissions from 15% to 10% from March 1 - April 30, 2021. **(Approved)**
11. Request for an exception to the travel policy for out of state and county travel for Jim McKiernan, Chris Turner, Ken White, Tom Gaines and Lori Halliday to tour several other facilities including Spokane Fairgrounds, North Idaho Fairgrounds, Silverwood Theme Park and Bonner County Fairgrounds. **(Approved)**

**SHERIFF'S OFFICE**

12. Request to an exception to the bidding laws to purchase the equipment needed to facilitate a new radio system for their Corrections Division, from Clearline Engineering in the amount of \$62,564.00 for the Emergency Responder Radio System. **(This item was withdrawn)**

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**PUBLIC WORKS**

13. Change Order No. 1 from Parametrix, Inc. on the Ephrata Landfill Phase 3 project to purchase and replace the inoperable condensate pump at the Flare Facility, in the amount of \$16,662.80. **(Approved)**

**FACILITIES AND MAINTENANCE**

14. Recommendation to enter into a 1-year contract with TPC Training and purchase online computer-based training for staff, in the amount of \$8,225.00. **(Approved)**

**CENTRAL SERVICES**

15. No Build Easement for Window Installation between Grant County and Country Lawyer Holdings, LLC for certain unoccupied space used as a parking lot located at 264 W Division St, Ephrata (Parcel No. 13-0303-000). **(Approved)**

**TECHNOLOGY SERVICES**

16. Purchase Order No. 346 to Dude Solutions for their Annual Software Maintenance Renewal for Contract No. 090320-SDI in the amount of \$19,078.20. **(Approved)**

**GRANT INTEGRATED SERVICES**

17. Supported Living/Group Home Exhibit C, Revision No. 210400, on Washington State Department of Social & Health Services (DSHS) Contract No. 1963-57191 with Grant Integrated Services' Developmental Disabilities Department. **(Approved)**
18. *Held from the January 19, 2021 Consent Agenda:* 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. **(Approved)**

2:30 p.m. – 3:00 p.m.

C Sears, McKay Healthcare / Hospital District #4 Update

Discussion was held about the financial assistance need because of significant loss of income caused by the recent COVID-19 event at McKay. In November 2020 the virus swept through their facility and because of this outbreak their facility census declined by 75%. They are requesting a one-time grant of \$500,000.00 to offset from losses due to COVID. McKay also submitted a letter to the Commissioners from the 12<sup>th</sup> and 13<sup>th</sup> Districts Legislative Representatives in support to increase their registered warrant limit.

3:15 p.m. – 3:45 p.m.

HB 1406 Funds - Discussion

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**MISCELLANEOUS ITEMS**

Grant County, Calendar Year 2021, Digital Submittal Certification for Forms due February 1<sup>st</sup> from the Washington State County Road Administration Board (CRAB) – Road Levy Certification for 2021.

The Chair of the Board was authorized to sign the Rod and Rita Luce (Luce Short Plat (FU 56 BLK 75) File # P 20-0373 (preliminary P 20-0259) Final Plat Submission and Review.

**WEDNESDAY, JANUARY 27, 2021**

10:00 a.m. – 11:00 a.m.	R Jones at Point in Time County - Training
11:00 a.m. – 12:00 p.m.	R Jones, Grant County Leadership Weekly COVID Call (Zoom)
1:00 p.m. – 3:00 p.m.	R Jones at Tour of Moses Lake Sleep Center (Moses Lake)
3:30 p.m. – 4:30 p.m.	C Carter, Emergency Food and Shelter Program (EFSP) Phase 38 Meeting (Zoom)

**MISCELLANEOUS ITEMS**

The Chair of the Board was authorized to sign the James Eddie (Eddie Short Plat) File # P 18-0261 (preliminary P 18-0010); and the Roberta Litchfield (BNL Farm Unit 107 Block 81) File # P 20-0392 (preliminary P 20-0264) Final Plat Submission and Reviews.

The commissioners wrote a letter of support, along with Grant Integrated Services, to apply for the 2021 Mental Health Training Grant through SAMHSA to expand mental health promotion and suicide prevention within Grant County.

**THURSDAY, JANUARY 28, 2021**

7:30 a.m. – 11:00 a.m.	R Jones at Point in Time County - Training (Moses Lake)
9:00 a.m. – 10:00 a.m.	D Stone, Introduction Meeting with Health District
2:00 p.m. – 4:00 p.m.	D Stone, Newly Elected Officials Training Part 1
7:00 p.m. – 8:00 p.m.	R Jones, Moses Lake School District Board Meeting (Zoom)

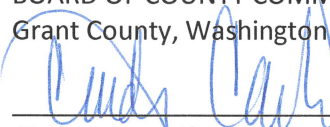
**Grant County Commissioners Minutes  
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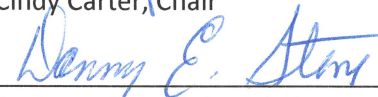
**FRIDAY, JANUARY 29, 2021**

9:00 a.m. – 10:00 a.m. R Jones, Introduction Meeting with Health District  
11:00 a.m. – 1:00 p.m. D Stone, Legislative Steering Committee (LSC) Meeting with Speakers  
1:00 p.m. – 2:00 p.m. D Stone, Eastern Washington Council of Governments Meeting

Signed this 20<sup>th</sup> day of April, 2021.

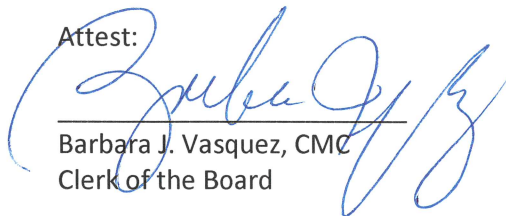
BOARD OF COUNTY COMMISSIONERS  
Grant County, Washington

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

  
\_\_\_\_\_  
Danny E. Stone, Vice-Chair

  
\_\_\_\_\_  
Rob Jones, Member

Attest:

  
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Barbara J. Vasquez, CMC  
Clerk of the Board