

# MINUTES

## GRANT COUNTY BOARD OF COMMISSIONERS

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### MONDAY, JANUARY 13, 2014

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

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

9:00 a.m. – 9:50 a.m.                      J Strickler, ASC Update and Misc. BOCC Action

A motion was made by Commissioner Carter, seconded by Commissioner Stevens, to approve items 1 through 7, and 9 through 15 on the ASC Agenda as presented. Item 8 did not arrive for signature. The motion passed unanimously.

1. Possible vouchers for Interfund Communications, insurance, and/or grant administration. **(Approved)**
2. Request for extension to deadline on Strategic Infrastructure Project (SIP) #2012-10, City of Soap Lake Main Avenue Improvement Project, from January 14, 2014 to August 31, 2014 by the City. Project delay is due to discovery of extensive damage to sewer main under Main Avenue; funding for repair is in place and repair and project is ready to go out for bid. **(Approved)**
3. Request for extension to deadline on Strategic Infrastructure Project (SIP) #2012-08, Port of Coulee City Marina Dock Expansion, from January 14, 2014 to October 31, 2014 by Gray & Osborne, Inc. on behalf of the Port. Project delay is due to length of time in obtaining various environmental permits and clearances to construct the project. **(Approved)**
4. \$150,000 payment to Port of Moses Lake for Industrial Waste Water Treatment Facility at the Port of Moses Lake (pursuant to Resolution No. 99-47-CC for twenty-year period of January 1, 1999 to January 1, 2019); payment is made through Economic Enhancement Rural County account #133184.00.9931.535904907. **(Approved)**
5. \$50,000 payment to Port of Moses Lake for Interlocal Industrial Process Water Systems Agreement between Port of Moses Lake and Grant County (comprised of annual payments of \$50,000 for twenty-year period: January 1, 1999 to January 1, 2019); payment is made through Economic Enhancement Rural County account #133184.00.9931.531105110. **(Approved)**
6. Lease Agreement (Commercial Premises) between Grant County and Robert and Barbara Valentine for the ground level floor and lower level of the building located at 238 West Division, Ephrata, Washington 98823. Term is January 1 through December 31, 2014. **(Approved)**
7. Contract between Grant County and Engineered Control Systems, Inc. for an upgraded security/door control system for Grant County Youth Services' detention facility in Ephrata, Washington. **(Approved)**

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8. **Anticipating:** Professional Services Agreement for Legal Representation of Indigent Individuals in Grant County Superior Court (Adult Felony Only), Conflicts/Overflow, between Grant County and Dovie Sigle. Term is January 1, 2014 through December 31, 2015. **(Did not arrive for signature)**
9. 2014 Professional Services Agreement, Conflict and Overflow Investigator, between Grant County and Marc Doney, aka Citadel Investigations. Term is January 1, 2014 through December 31, 2014. **(Approved)**
10. Update to Board of County Commissioners' Policy Memo 05-02, Mileage Reimbursement Rate. This changes the rate from 56.5 cents per mile to 56.0 cents per mile, to match the new IRS rate. **(Approved)**
11. Grant County Ending Family Homelessness Match Certification signature page for 2014-2015 Match Requirement for 2014-2015 Consolidated Homeless Grant (CHG) with the Department of Commerce and administered through the Grant County Housing Authority (HAGC). Grant match amount is \$78,769 and will derive from existing TANF, TEBRA, 2163, and/or other existing funding on eligible programs with the HAGC and will require no monetary changes. **(Approved)**
12. Grant County Payment Request #24 to Washington State Department of Commerce on Consolidated Homeless Grant (CHG) No. 12-46108-10, administered through the Grant County Housing Authority, in the amount of \$31,085.97. **(Approved)**
13. Grant County's Request for Reimbursement #6-FY14 on Washington State Department of Commerce Housing and Essential Needs (HEN) Grant No. 11-46204-511, administered through the Grant County Housing Authority, in the amount of \$18,149.11. **(Approved)**
14. Grant County Payment Request #17 to Washington State Department of Commerce on Emergency Solutions Grant (ESG) No. 13-46107-008, administered through the Grant County Housing Authority, in the amount of \$1,070.00. **(Approved)**
15. Amendment #11 to DSHS Contract No. 1163-27300 between the State of Washington Department of Social and Health Services (DSHS) and Grant County, by and through Grant Integrated Services. The amendment modifies the term to January 1, 2014 through June 30, 2015 and increases the amount by \$1,130,913.00 for a total maximum program agreement amount of \$3,723,018.00. **(Approved)**

10:00 a.m. – 10:15 a.m.	Commissioners Office Safety Meeting
10:30 a.m. – 10:45 a.m.	Citizen Public Comment Period <b>(No public in attendance)</b>
11:00 a.m. – 11:45a.m.	R Stevens and C Carter at Road Supervisor Meeting (Public Works)
1:30 p.m. – 1:50 p.m.	L Grammer, Assessor's Office Update
2:00 p.m. – 2:50 p.m.	T Hechler, Human Resources Update

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3:00 p.m. – 3:20 p.m. Interim Official Control – Emergency Amendment to the Unified Development Code

Ordinance amending Ch 23.08 of the Grant County Unified Development Code re: Outdoor Recreational Development. **(Approved, Ordinance / Resolution No. 14-002-CC. Per RCW and the Planning Director, a public hearing will be scheduled within 60 days.)**

**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 amounts of 64.78, \$138,726.25, \$156,654.56, \$776,419.54, and \$353,719.43, as recorded on a listing and made available to the Board.

The Commissioners approved and signed the Grant County Payroll Authorization form for the January 10, 2014 payroll.

**TUESDAY, JANUARY 14, 2013**

The session was continued to 10:00 a.m. with Commissioners Stevens and Carter in attendance. Commissioner Swartz was out and excused.

10:00 a.m. – 10:20 a.m. D Firebaugh, Accounting Update

10:30 a.m. – 10:50 a.m. R Schneider, Emergency Management Update

1. Grant County facilities security, planning, organization, equipment, training, and exercise (POETE) and Scope of Work. **(Approved, this scope of work for Joy Reese was signed on January 22, 2014.)**

11:00 a.m. – 11:20 a.m. T Gaines, Facilities and Maintenance Update

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

1. **Resolution No. 14-003-CC** initiating CRP Numbers for numerous construction projects (CRP Nos. 14-014060 through 14-104069) **(Approved)**
2. Authorization to Call for Bids: Equipment Contract 2014-03 for (1) Walker/Roller 90" and (1) Incline Conveyor 10' x 25'. The proposed bid opening date is February 4, 2014 at 1:45 pm. **(Approved)**
3. Recommendation to award the Herbicide Application Program to Basin Tree Service and Pest Control, Inc. of Ephrata, Washington for the bid amount of \$177,150.00.00. **(Approved)**

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2:30 p.m. – 2:50 p.m. D Lee, Prosecuting Attorney's Office Update

3:00 p.m. – 3:15 p.m. Consent Agenda (Items 1 through 15)

**COMMISSIONERS OFFICE**

1. Commissioners Office and Public Defense Vouchers. **(Approved)**
2. Commissioners December 23 and 31, 2013 Minutes for Approval. **(Approved)**

**WSU COOPERATIVE EXTENSION**

3. Out of state travel for Andy McGuire to attend an OSU Workshop from February 23-25, 2014 in Madras, OR. **(Approved)**

**GRANT INTEGRATED SERVICES**

4. Held from the January 7, 2014 Consent Agenda: Request to decline payment of Technology Services eleven (11) invoices received in their office December 30, 2013 totaling \$4,207.71 for products and services received between March 25, 2013 and September 10, 2013. GrIS is grant funded and the time period for the bills recently received has been closed and the grants are unable to pay for these late invoices. **(After review and discussion, the Board decided that GrIS will have to pay for the 3 computers purchased in the amount of \$2,217.35; and that Technology Services will pay for the remaining invoices.)**
5. Out of state travel for Norma Whitney to attend a Mental Health First Aid Instructor Certification Training from April 29-May 3, 2014 in National Harbor, MD. **(Approved)**

**SHERIFF'S OFFICE**

6. Request to declare surplus miscellaneous and obsolete radio equipment and transfer it to the Grant County Amateur Radio Emergency Services and the Brookline, Massachusetts Police Department. **(Approved, Resolution No. 14-004-CC)**

**HUMAN RESOURCES**

7. Personnel Action Request Recommendation regarding a request from the Prosecuting Attorney's Office for an exception to the hiring freeze to hire 1-Legal Secretary I due to the anticipated retirement of an existing Legal Secretary. The Director recommends approval. **(Approved)**
8. Personnel Action Request Recommendation regarding a request from District Court for an exception to the hiring freeze to hire 2-Deputy Clerk II's due to recent separations. The Director recommends approval. **(Approved)**

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9. Held from the January 7, 2014 Consent Agenda: Personnel Action Request Recommendation regarding a request from Superior Court to re-band the Assistant Administrator Position from a Band 7, Step 4 to a Band 11, Step 3; and to re-band the Jury Administrator Position from a Band 8, Step 1 to a Band 12, Step 3. The Director does not recommend approval for either of the above requests, however, is able to recommend re-banding the Jury Administrator Position from a Band 8, Step 1 to a Band 10, Step 1. **(This item is once again being held. The Board has requested Human Resources to perform a Responsibility Study)**
10. Personnel Action Request for the salary, wage, and/or position changes for Armando Villa, PARC. **(Approved)**
11. Memo for approval establishing the 2014 County Compensation Plan and Salary Structure reflecting the 2.5% increase that was negotiated and ratified. This applies also to all non-bargained employees contained within the structure. **(Approved)**
12. Memo for approval establishing the 2014 salaries for those not on the County Compensation Plan and Salary Structure, specifically the Sheriff's Deputies, Sheriff's Corrections Officers, Department of Public Defense, the Prosecuting Attorney's Office, Directions in Community Living, Grant Integrated Services Medical Team, and the Youth Services Relief Detention Monitors. **(Approved)**
13. Memo for approval regarding a request from PARC to remove them from the County Compensation Plan and Salary Structure due to the severe budgetary constraints placed upon them from their budget sources. **(Approved)**
14. Memo for approval regarding Step Increases for selected employees negatively impacted by steps being frozen. **(Approved)**
15. CORRECTED Personnel Action Request Recommendation regarding the Sheriff's Office request to place one newly promoted employee at Step 10, Band 5, instead of Band 10, Step 4 as originally requested. **(Approved)**

6:00 p.m. – 7:30 p.m.

FAIR ADVISORY COMMITTEE MEETING (Fairgrounds)

**MISCELLANEOUS ITEMS**

From Facilities and Maintenance, declaration of emergency regarding an underground water line that burst at the Juvenile Court and Youth Services facility and the need to waive the regularly competitive bidding requirements to hire a repair company. **(Approved)**

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 \$177,747.42, as recorded on a listing and made available to the Board.

The Chair of the Board was authorized to sign the Health District Voucher listing in the amount of \$10,370.95.

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**WEDNESDAY, JANUARY 15, 2013**

C Swartz, Out

9:00 a.m. – 12:00 p.m. TOURISM BOARD MEETING

10:00 a.m. – 11:00 a.m. R Stevens and C Carter at Moses Lake Irrigation and Rehabilitation District Meeting (MLIRD Office, Moses Lake)

**THURSDAY, JANUARY 16, 2013**

8:30 a.m. – 9:30 a.m. Central Safety Committee Meeting (3<sup>rd</sup> Floor Conference Room)

12:00 p.m. – 1:00 p.m. C Carter at Columbia Basin Domestic Violence and Sexual Assault Consortium Meeting (Samaritan Hospital, Moses Lake)

2:00 p.m. – 3:00 p.m. C Swartz at Health District Meeting (Ephrata Office)

4:00 p.m. – 5:00 p.m. VETERANS ADVISORY BOARD MEETING

6:00 p.m. – 7:30 p.m. C Swartz at Grant Transit Authority Board Meeting (Moses Lake Facility)

**SATURDAY, JANUARY 18, 2013**

6:00 p.m. – 8:00 p.m. R Stevens and C Carter at Cattlemen's and Women's Annual Banquet (St Rose of Lima, Ephrata)

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Signed this 28<sup>th</sup> day of Jan., 2014.

BOARD OF COUNTY COMMISSIONERS  
Grant County, Washington

Carolann Swartz  
Carolann Swartz, Chair

Richard Stevens  
Richard Stevens

Cindy Carter  
Cindy Carter

Attest:

Barbara J. Vasquez  
Barbara J. Vasquez  
Clerk of the Board