

MINUTES

GRANT COUNTY BOARD OF COMMISSIONERS

MONDAY, NOVEMBER 2, 2015

The Grant County Commissioners session began at 8:30 a.m. with all Commissioners in attendance.

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

9:00 a.m. – 9:20 a.m. J Strickler, ASC Update and Misc. BOCC Action

A motion was made by Commissioner Swartz, seconded by Commissioner Carter, to approve items 1 through 3, and 5 through 7 on the agenda as presented. Item 4 did not arrive for signature. The motion passed unanimously.

1. Possible vouchers for Interfund Communications, insurance, legal services, grant administration, etc. **(Approved)**
2. Stationary Guard Agreement between Grant County and Moon Security Services for the provision of guard service at portions of the Grant County Courthouse (District Court) premises, 35 C St. NW in Ephrata, or as more specifically directed within the Grant County Courthouse by the County. Term is December 31, 2015 through December 31, 2017. **(Approved)**
3. Professional Service/Consultant Agreement between Grant County and Century West Engineering for engineering services on the County's Department of Commerce Community Development Block Grant (CDBG) General Purpose Grant *Royal Water District Rehabilitation Project*. Engineering services will encompass design, construction inspection, and management of the project. Term is from effective date of signature to December 31, 2016 in the amount of \$148,200 with an additional \$5,000 available for environmental review costs. **(Approved)**
4. **Anticipating:** Rental Agreement (Residential Premises) Grant County, Grant Integrated Services' New Hope Domestic Violence and Sexual Assault Services (Emergency Shelter Renewal). **(Did not arrive for signature)**
5. 2016 Grant County Sheriff Towing Contract between Grant County, by and through the Sheriff's Office, and DJ's Auto Wrecking. Term is January 1, 2016 through December 31, 2016. **(Approved)**
6. Vendor Agreement between Grant County, by and through Grant Integrated Services' Developmental Disabilities department and Moses Lake Community Health for education and information services and Birth to Three Child Development Services. Term is July 1, 2015 through June 30, 2016. **(Approved)**
7. Request for County purchasing to incorporate Purchasing Cooperatives, such as U.S. Communities, National Joint Powers Alliance (NJPA), NASPO National Association of State Procurement Officials (NASPO), and the Government Services Administration (GSA) and adoption of *Grant County Purchasing, Bidding Guidelines*, a working Excel document. **(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 **(No public in attendance)**

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11:00 a.m. – 11:20 a.m. T Gaines, Central Services Update

Items discussed were:

- Technology Services – Computech and the AS400; Terra-scan Update; Email Issues; and Windows 10?
- Facilities and Maintenance – Internal Projects (Hearing Room Equipment/Courtroom Layout); Furniture/Updating Facilities with project; Juvenile; New Building/Storage; and Facilities Assessment Capital Forecast.
- Interfund Communications – No more billing for SCAN Lines to the respective departments; Health District to get their own billing account; Fax lines directly to Century Link, billed direct to the department; billing will be postage only.
- Central Purchasing – Future Building Considerations and Purchasing Guidelines/Cooperatives.

12:00 p.m. – 1:00 p.m. Elected Official and Department Head Monthly Luncheon

1:15 p.m. – 1:55 p.m. B Warren, Grant Integrated Services Update

2:00 p.m. – 2:50 p.m. K Eslinger, Human Resources Update

Items discussed were: GrIS Management Training – Discipline; Sheriff’s Mediation; Comp Banding Medical Records Assistant and PCAP Program Case Manager; Lick Leave Donation Program 15-03; Chief Operating Officer and Fairgrounds Director postings; Bargaining Direction; Deputy Sheriff’s 2015 Mediation; District Court ULP Training; EO Wage Comps Update; Catch-up steps for Association; Comp Plan Audit; Goodwin Stipend; Disciplinary Policy; Sick leave Donation Policy; APS Healthcare Renewal; Menke Renewal, Mercer Renewal; Discussion Items: 2016 Training Calendar Surveys; ACA Reporting; Comp Plan Audit; EO Wage Comps Update; Equal Opportunity Plan Update; and GrIS Leadership Job Descriptions.

3:00 p.m. – 3:20 p.m. D Hooper, Planning Update

Items discussed were: Wilson Creek Building Permit/Enforcement Interlocal Agreement ILA; Code Question; and Planning Commission.

3:30 p.m. – 4:20 p.m. J Gingrich, Fairgrounds Transition Meeting

MISCELLANEOUS ITEMS

The Commissioners approved and signed the Grant County Payroll Authorization form for the October 30, 2015 payroll.

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 \$474,312.04, \$225.37, \$386,244.76, and \$109,413.75, as recorded on a listing and made available to the Board.

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The Commissioners approved and signed the Grant Public Works County Payroll Salary Fund for the October 30, 2015 payroll.

TUESDAY, NOVEMBER 3, 2015

The session was continued at 10:00 a.m. with all Commissioners in attendance.

- 10:00 a.m. – 10:20 a.m. G Goodwin, Discussion on Chelan/Douglas/Grant County Behavioral Health Organization – Conference Call
- 10:30 a.m. – 10:50 a.m. L Stoltman, Conservation District Update
- 11:00 a.m. – 11:50 a.m. Senator Parlette Legislative Update Conference Call
- 12:00 p.m. – 1:30 p.m. C Carter at North Central Workforce Development Council Meeting for Grant/Adams Counties (WorkSource Building, Moses Lake) **(Cancelled)**
- 1:30 p.m. – 2:20 p.m. J Tincher, Public Works Update

A motion was made by Commissioner Carter, seconded by Commissioner Swartz, to approve item 1 on the agenda as presented. The motion passed unanimously.

1. Right of Way Procedures: Adopting of Procedures to acquire Real Property with Grant County Public Works Department being responsible for real property acquisition and relocation activities on projects administered by the Agency (Grant County Board of County Commissioners). **(Approved)**

Items discussed were: Adams/Airway/Valley Roads Updates; ATV/UTV Petition; ER&R Rental Rates; and Road District 1 Supervisor.

- 2:30 p.m. – 2:50 p.m. G Dano, Prosecuting Attorney’s Office Update

Items discussed were: PacifiClean; Election Day; Fairgrounds; and Mental Health and Justice.

- 3:00 p.m. – 3:15 p.m. Consent Agenda (Items 1 through 10)

A motion was made by Commissioner Carter, seconded by Commissioner Swartz, to approve items 1 through 3, and 5 through 10 on the agenda as presented. Item 4 is being denied. The motion passed unanimously.

COMMISSIONERS OFFICE

1. Commissioners Office and Public Defense Vouchers for approval. **(Approved)**
2. Commissioners October 19, 2015 Minutes for approval. **(Approved)**

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3. Letters of re-appointment for Beverly Shuford, Tim Alling, Debbie Doran-Martinez, Kevin Danby, and Marilyn Meseberg to the Grant County Lodging Tax Advisory Committee. **(Approved)**
4. Petition and request received from Gene Reed requesting the Commissioners pass an ordinance that would allow the use of off-road (ORV) vehicles on certain county roads, per HB1632. **(Denied)**

TREASURER'S OFFICE

5. Request to declare property surplus: Grant County owned Parcel No. 110029000 located in Moses Lake within S 21, T 19, R 28 (Old Canal R/W) request. The Treasurer received a letter of interest to purchase this land from Hayden-Homes. If approved, the Treasurer will begin the process of selling the property via public auction or silent bid. **(Approved, Resolution No. 15-064-CC and a minimum value was set at \$1,200.00)**

CENTRAL SERVICES

6. Recommendation to approve and move forward with the Department of Enterprise Services / McKinstry Grant County Courthouse Complex building renewal and historic preservation project, in the amount of \$8,707,143.00. **(Approved but contingent on securing Bond funding)**
7. Request to have a full Grant County Facilities Assessment conducted that would allow for planning of accurate long range facilities goals. The assessment would be performed by EMG Field Services, a partner of Facility Dude, for the amount of \$15,657.00. **(Approved)**

HUMAN RESOURCES

8. Recommendation Memorandum regarding a request from Grant Integrated Services for a Compensation Review of their Medical Records Assistant Position. The Director recommends approval of creation of a tiered job family: Medical Records Assistant I (at band 4) and Medical Records Assistant II (at band 6). **(Approved)**
9. Recommendation Memorandum regarding a request from Grant Integrated Services for a Compensation Review of their Parent Child Assistance Program Case Manager Position. The Director recommends approval of re-banding to band 10. **(Approved)**

AUDITOR'S OFFICE – ACCOUNTING DEPARTMENT

10. Request to create a new Accounting/Budgeting, Special Revenue Fund #118 titled "INET Criminal Charges". This fund would be administered by the Sheriff's Office in accordance with RCW 10.01.220 and be used exclusively to track the resources collected and expenditures allowed for the operations of INET. **(Approved, Resolution No. 15-063-CC)**

MISCELLANEOUS ITEMS

The Chair of the Board was authorized to sign the James Jonson (Laush, Dillman, & Keller) Jonson Short Plat, File #15-5980-01; and the Vincent and Carol Bryan (Bryan Short Plat) File #P15-0071 (P15-0117).

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Recommendation Memorandum from the Human Resources Director to initiate the County sick leave donation policy for a Public Works employee, Recipient 15-03, for a medical condition that restricts him/her from the workplace and could experience ongoing physical damage if treatment is not sought. The Director recommends approval. **(Approved)**

Assumption marijuana license application for Columbia Basin Buds (Jimmy and Karen Cobb) and El Rey De La Kush (Juan Penalosa), 4499 Road L Ne, Ste B, Moses Lake, WA 98837 (Producer Tier 1 and Processor). **(Approved)**

WEDNESDAY, NOVEMBER 4, 2015

The session was continued at 1:30 p.m. with Commissioners Carter and Swartz in attendance. Commissioner Stevens was out until 3:30 p.m.

1:00 p.m. – 3:30 p.m. R Stevens, Out

1:30 p.m. – 2:00 p.m. Adoption of the 2016 Grant County Preliminary Budget

The Commissioners met to adopt the 2016 Grant County Preliminary Budget. Jacob Taylor, Chief Accountant stated the Preliminary Budget amount is \$124,476,284.00. The General Fund budget amount is \$44,063,921.00 and the Road Fund amount is \$29,170,700.00. Initial Capital Outlay requests total \$2,222,921.00. Mr. Taylor also stated the Preliminary Budget is 18.2 percent higher than last year's initially approved budget and the projected revenues to the General Fund are 10 percent higher. Commissioner Swartz moved to adopt the Preliminary 2016 budget as presented. Commissioner Carter seconded and the motion passed with 2 Commissioners in attendance. **(Resolution No. 15-065-CC)**

2:30 p.m. – 3:30 p.m. Sheriff's Office and Jail Budget Meeting

3:30 p.m. – 4:00 p.m. Treasurer's Office Budget Meeting

4:00 p.m. – 5:00 p.m. 2016 Budget Discussion

THURSDAY, NOVEMBER 5, 2015

The session was continued at 9:00 a.m. with Commissioners Stevens and Carter in attendance. Commissioner Swartz was out and excused until 10:30 a.m.

8:00 a.m. – 10:30 a.m. C Swartz, Out

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7:00 a.m. – 8:00 a.m.	C Swartz at Moses Lake Chamber Response Team Meeting (Moses Lake Chamber Office) (Cancelled)
9:00 a.m. – 9:30 a.m.	Tourism Commission Budget Meeting
9:30 a.m. – 10:00 a.m.	Building Department and Fire Marshal’s Office Budget Meeting
10:30 a.m. – 11:00 a.m.	Public Defense and Law Library Budget Meeting
11:00 a.m. – 11:30 a.m.	Juvenile Court and Youth Services Budget Meeting
1:30 p.m. – 2:00 p.m.	Clerk’s Office Budget Meeting
2:30 p.m. – 3:00 p.m.	Public Records Budget Meeting
3:00 p.m. – 3:30 p.m.	Facilities and Maintenance Budget Meeting
3:30 p.m. – 4:00 p.m.	Fairgrounds Budget Meeting
4:00 p.m. – 5:00 p.m.	2016 Budget Discussion

FRIDAY, NOVEMBER 6, 2015

The session was continued at 9:00 a.m. with Commissioners Carter and Swartz in attendance. Commissioner Stevens was out and excused until 11:00 a.m.

9:00 a.m. – 11:00 a.m.	R Stevens at WRCIP Renewal Committee and All Board Sit Down Meeting (Clear Risk Solutions, Ephrata)
9:00 a.m. – 9:30 a.m.	WSU Cooperative Extension Budget Meeting
9:30 a.m. – 10:00 a.m.	Auditor’s Office Budget Meeting
10:00 a.m. – 10:30 a.m.	Technology Services Budget Meeting
10:30 a.m. – 11:00 a.m.	Coroner’s Office Budget Meeting
11:00 a.m. – 11:30 a.m.	District Court Budget Meeting
1:00 p.m. – 4:00 p.m.	2016 Budget Discussion

**Grant County Commissioners Minutes
Week of November 2, 2015**

Signed this 16th day of Nov, 2015.

BOARD OF COUNTY COMMISSIONERS
Grant County, Washington



Richard Stevens, Chair

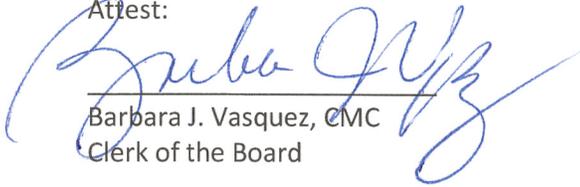


Cindy Carter, Vice-Chair



Carolann Swartz, Member

Attest:



Barbara J. Vasquez, CMC
Clerk of the Board