

# MINUTES

## GRANT COUNTY BOARD OF COMMISSIONERS

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### MONDAY, MARCH 21, 2016

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

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 Stevens, seconded by Commissioner Swartz, to approve items 3 through 7 on the agenda as presented. The motion passed unanimously.

1. Possible vouchers for Interfund Communications, insurance, legal services, grant administration, etc.
2. **Anticipating:** BOCC signature on Appointment and Oath of Office of Special Deputy Prosecuting Attorney between Garth Dano, Prosecuting Attorney, and Anthony Menke of Menke Jackson Beyer, LLP to serve as a Special Deputy Prosecuting Attorney to perform and render legal assistance and counsel regarding labor law, employment law and personnel matters, and such other matters and proceedings as required by the Prosecuting Attorney or designee. Term is from final signature through December 31, 2016. **(Not ready for signature)**
3. **Resolution No. 16-025-CC** Authorizing Execution of Interlocal Agreement between PARC and the Moses Lake Police Department, regarding participation in the Moses Lake Prevention Coalition (ASC Action Item #4, below). **(Approved)**
4. Interlocal Agreement between PARC [Grant County, by and through Grant Integrated Services] and the Moses Lake Police Department for participation in the Moses Lake Prevention Coalition and enforcement strategies identified within the Strategic Prevention Framework Grant concerning underage drinking laws. Term is January 1, 2016 to June 30, 2016. **(Approved)**
5. **Resolution No. 16-023-CC** Regarding RCW 42.56.070(3) of the Public Records Act Pertaining to Maintaining Current Index/Indices of County Records. **(Approved)**
6. Grant County District Court General Court Rule 31.1 Memorandum of Understanding (MOU) between a court or judicial agency and an executive office/department or state agency. The MOU is between District Court and Grant County regarding public records requests related to Grant County District Court and/or its employees. **(Approved)**
7. 2016 Spirituous Liquor Agreement between Grant County, by and through the Grant County Sheriff's Office, and Legends Music, LLC, and Live National Worldwide, Inc. for events at the Gorge Amphitheater. Term is March 21, 2016 through December 31, 2016. **(Approved)**

**Grant County Commissioners Minutes  
Week of March 21, 2016**

9:30 a.m. – 9:40 a.m. Open Record Public Hearing, Ordinance Amending CH. 2.72 of the Grant County Code titled “Public Records”

The Commissioners held an Open Record Public Hearing to consider an Ordinance amending the Grant County Code by the repealing of chapter 2.72, Public Records, originally adopted by Ordinance/ Resolution No. 01-75-CC, and replacing it in full with rewritten Chapter 2.72, Public Records, relating to rules for the county to implement the provisions of Chapter 42.56 RCW relating to public records of Grant County and to provide guidance to the public in obtaining access to public records.

Jim Mitchell, Civil Deputy Prosecuting Attorney, discussed the changes being proposed and stated RCW 42.56 is the State’s statute. This new Ordinance established procedures for the public, updated the fee schedule, and gave a roadmap for the public to follow.

Commissioner Swartz asked if the charge of .15 per page is spelled out in this Ordinance. Mr. Mitchell stated it is. Commissioner Swartz mentioned there is current discussion on this issue in the state legislature along with Body Cameras. Commissioner Swartz feels there may be changes that need to be made to the Ordinance in coming years. Mr. Mitchell stated this Ordinance is generic enough in the Body Cameras section that RCW 42.56 will control and we will not have to adapt the Ordinance.

Commissioner Stevens moved to close the public comment portion of this hearing. Commissioner Swartz seconded and the motion passed with 2 Commissioners in attendance. Commissioner Stevens moved to adopt the Ordinance 16-024-CC as presented. Commissioner Swartz seconded and the motion passed with 2 Commissioners in attendance. The hearing adjourned. **(Approved, Ordinance No. 16-024-CC)**

10:00 a.m. – 10:20 a.m. Commissioners Office Safety Meeting

10:30 a.m. – 10:45 a.m. Citizen Public Comment Period **(No public in attendance)**

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

Items discussed were:

- Technology Services: VoIP Phones; Terra Scan Update; and Buying and using software at home.
- Facilities and Central Services: Parking Lots; Coolers; Tunnels; 3<sup>rd</sup> Floor; Monday; Juvenile; and Fairgrounds Sewer Update.

**Grant County Commissioners Minutes  
Week of March 21, 2016**

1:15 p.m. – 1:30 p.m.

Open Record Public Hearing, 2016 Community Development Block Grant (CDBG) Public Services Grant Application and 2015 Performance Report

The Commissioners held an Open Record Public Hearing 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, particularly from lower income persons residing in the Grant and Adams County areas. Grant County intends to apply for two types of CDBG funding in 2016: (1) CDBG Public Services Grant funding; and (2) CDBG General Purpose Grant funding.

June Strickler, Administrative Services Coordinator, discussed the project stating 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, particularly from lower income persons residing in the Grant and Adams County areas;

Comments on the County's intention to apply for 2016 CDBG Public Services Grant funding in the amount of \$125,080 will also be received in addition to its closeout of the 2015 Public Services Grant No. 15-62210-005 and possible application for 2016 CDBG General Purpose funds in an amount up to \$1 million dollars.

Available were the following handouts 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.

A Spanish interpreter was also present.

Candi Jaeger, Director of the Prosperity Center, a division of the OIC of Washington, stated they assisted 1009 people and their families in 2015 with financial education, and one-on-one counseling for budget, housing, foreclosure and business issues. They are now teaching classes at the Moses Lake High School, BBCC, and Job Corp.

Isidra Sanchez, Director for the Energy Assistance Program in the OIC of Washington. They served over 1800 people within Grant and Adams County, by providing them a benefit which offsets their cost of energy assistance and conservation education giving them tips to do within their household. They analyze their energy usage within their home.

Those reports conclude the portion of the hearing on the Public Services Grant.

**Grant County Commissioners Minutes  
Week of March 21, 2016**

June Strickler stated Grant County has received a request to submit an application for 2016 CDBG General Purpose grant funds from Community Services of Moses Lake through Belsby Engineering of Spokane, Washington. This is a competitive funding application process and the County may only submit one application per year for this funding track. The County's deadline for as close to "signature ready" grant application(s) for a General Purpose Grant will be May 1<sup>st</sup>, 2016.

Should the County pursue an application and obtain funding, it will be in an amount no higher than \$1 million dollars. Representative(s) on behalf of Community Services of Moses Lake are here to share about CSML's desire for County application to Commerce for this funding for a new food bank distribution facility and warehouse in Moses Lake. The CSML's involvement in this hearing does not constitute the County's acceptance of its anticipated draft application as meeting the requirements set by the County.

Brian Belsby with Belsby Engineering has been retained by CSML to help them in the application process for the CDBG application. CSML serves approximately 13,000 people across 5 counties through 17 different food banks. They are trying to get funding for a food distribution facility to construct to serve this network. They were given 6.4 acres to build the facility on.

Penny Archer, Operations Manager for CSML, says there is a large number of families that use their services at the food bank. Farmers in the area donate food but they do not have the facilities to store the food currently.

Scott Kilpatrick, Financial Manager for CSML, stated the new facility would house the Moses Lake Food Bank and the distribution center.

Commissioner Stevens moved to close the public comment portion of this hearing. Commissioner Swartz seconded and the motion passed with 2 Commissioners in attendance. Commissioner Stevens moved to approve the County's submittal of an application to the Department of Commerce for 2016 CDBG Public Services Grant funds; to accept closeout of Public Services Grant No. 15-62210-005; and the County's possible submittal of an application to Commerce for 2016 CDBG General Purpose Funds, as presented. Commissioner Swartz seconded and the motion passed with 2 Commissioners in attendance. The hearing adjourned.  
**(Approved, Resolution No. 16-026-CC)**

2:00 p.m. – 2:20 p.m. D Nelson, Building Department and Fire Marshal's Office Update

Items discussed were: Current activity and reports; Dal Porto / CBI; and Hiring Status.

3:00 p.m. – 3:30 p.m. Department Head Review

4:00 p.m. – 4:20 p.m. B Smith, District Court Update

**Grant County Commissioners Minutes  
Week of March 21, 2016**

**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 \$937,975.22, \$5,887.58, \$788,484.22, and \$181,496.03, as recorded on a listing and made available to the Board.

The Commissioners approved and signed the Grant County Payroll Authorization form for the March 18, 2016 payroll.

The Commissioners approved and signed the Grant Public Works County Payroll Salary Fund for the March 18, 2016 payroll.

Pursuant to RCW 42.30.110(1)(i) Commissioner Swartz called an Executive Session to order at 9:04 a.m. to go until 9:12 a.m. to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation. In attendance were Commissioners Stevens and Swartz, and Jim Mitchell, Civil Deputy Prosecuting Attorney. Commissioner Swartz closed the session at 9:12 a.m.

Commissioner Stevens was authorized to sign the Health District Voucher listing in the amount of \$18,318.74.

**TUESDAY, MARCH 22, 2016**

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

9:00 a.m. – 9:50 a.m.                      S Wellein, McKay Healthcare/Hospital District #4 Update (**Cancelled**)

10:00 a.m. – 10:20 a.m.                Open Record Public Hearing, Adoption of a Planned Action Ordinance for the Port of Moses Lake – Grant County International Airport Employment Center pursuant to the State Environmental Policy Act

The Commissioners held an Open Record Public Hearing to consider an Ordinance establishing a Planned Action for the Grant County International Airport (GCIA) Employment Center, Pursuant to the State Environmental Policy Act.

Damien Hooper, Planning Director, stated that back in late 2014/early 2015, Grant County, the Port of Moses Lake, and the City of Moses Lake entered into an agreement to prepare a Planned Action Ordinance and EIS for an employment center that was being contemplated east of the Port, between the Airport and Stratford Road. The general area includes all undeveloped properties between those 2 sections.

**Grant County Commissioners Minutes  
Week of March 21, 2016**

The proposed ordinance identifies the projected scope of development within the project boundary. There is a series of thresholds for trip generation , employment numbers, square footage of structure which all play together to give them an idea of on the ground impacts based on developments in the project area. It establishes review criteria for those wanting to do projects in that boundary and lets them know their environmental review is done provided they are consistent with the uses provided in the EIS. They also know what kinds of mitigation could be required. This also establishes a monitoring program for what level of construction is taking place, trips being taken, and number of employees in the area.

Finally, the ordinance develops a unique environmental checklist for those who want to build within the project area, will have to fill out so they can verify if they are consistent with the Planned Action Ordinance.

Commissioner Stevens moved to close the public comment portion of this hearing. Commissioner Swartz seconded and the motion passed with 2 Commissioners in attendance. Commissioner Stevens moved to adopt the Ordinance as presented. Commissioner Swartz seconded and the motion passed with 2 Commissioners in attendance. The hearing adjourned.  
**(Ordinance No. 16-028-CC)**

- 10:30 – 10:50 a.m. W Swanson, Juvenile Court and Youth Services Update
- 11:00 a.m. – 11:50 a.m. G Goodwin, Discussion on Chelan/Douglas/Grant County Behavioral Health Organization – Conference Call
- 12:00 p.m. – 1:00 p.m. Commissioners at PUD Commissioner Luncheon (PUD Office, Ephrata)
- 1:30 p.m. – 2:20 p.m. J Tincher, Public Works Update

A motion was made by Commissioner Stevens, seconded by Commissioner Swartz, to approve items 1 and 2 on the agenda as presented. The motion passed with 2 Commissioners in attendance.

1. Execution of Contract(s) with PacWest Machinery for the Miscellaneous Equipment 2-2016 project. **(Approved)**
2. Request to the County Road Department for Reimbursable Work between with the Town of Wilson Creek to fill cracks on bike/pedestrian trail (.67 miles) to a maximum of \$2,000.00. **(Approved)**

1:30 p.m. – 1:40 p.m. Bid Opening, Asphalt Materials 2016

The following bids were received:

Item No	Descript	Albina Asphalt	Central WA Asphalt	Granite Construction	Idaho Asphalt	McAsphalt Industries	Western States
1A	HFE-150	\$425/ton	No bid	No bid	\$305/ton	\$270/ton	\$269/ton
1B	HFE-90	\$425/ton	No bid	No bid	\$285/ton	\$289/ton	\$269/ton
2A	HMA Class ½"	No bid	\$44/ton	\$50.01/ton	No bid	No bid	No Bid

**Grant County Commissioners Minutes  
Week of March 21, 2016**

2B	HMA Class 3/8"	No bid	\$45/ton	\$52.01/ton	No bid	No bid	No bid
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A motion was made by Commissioner Stevens, seconded by Commissioner Swartz, to turn over the bids to Public Works for their review and recommendation. The motion passed with 2 Commissioners in attendance.

2:00 p.m. – 2:10 p.m.                      Open Record Public Hearing, Declaring Surplus Qty. 4 Grant County Vehicles and Ordering the Sale Thereof

The Commissioners held an Open Record Public Hearing to declare surplus qty. 4 vehicles with the intent to sell at public auction through the Washington State Department of Enterprise Services:

- Vehicle No. 0744, a 2006 Ford Crown Vic
- Vehicle No. 7019, a 2010 Ford Crown Vic
- Vehicle No. 7033, a 2011 Ford Crown Vic
- Vehicle No. 7036, a 2011 Ford Crown Vic

Jeff Tincher, Public Works Director, stated he recommends approval.

Commissioner Stevens moved to close the public comment portion of this hearing. Commissioner Swartz seconded and the motion passed with 2 Commissioners in attendance. Commissioner Stevens moved to approve the surplus of the vehicles as presented. Commissioner Swartz seconded and the motion passed with 2 Commissioners in attendance. The hearing adjourned. **(Approved, Resolution No. 16-027-CC)**

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

3:00 p.m. – 3:15 p.m.                      Consent Agenda (Items 1 through 14)

A motion was made by Commissioner Stevens, seconded by Commissioner Swartz, to approve items 1 through 13 on the agenda as presented. The Board denied item 14. The motion passed with 2 Commissioners in attendance.

**COMMISSIONERS OFFICE**

1. Commissioner’s Office and Public Defense Vouchers. **(Approved)**
2. Commissioners March 7, 2016 Minutes for approval. **(Approved)**
3. Proclamations recognizing the following school sport achievements: **(Approved)**
  - a. Almira, Coulee, Hartline High School Warriors Boys Basketball Team and their 2016 State 1B 2<sup>nd</sup> Place Title;
  - b. Almira, Coulee, Hartline High School Warriors Girls Basketball Team and their 2016 State 1B 4<sup>th</sup> Place Title; and
  - c. Moses Lake High School Chiefs Girls Basketball Team and their 2016 State 4A 4<sup>th</sup> Place Title.

**Grant County Commissioners Minutes  
Week of March 21, 2016**

4. Assumption liquor license application for Kenice's Café (Denice and Keith Spross) 906 Willard St., Hartline, WA 99135, from the Washington State Liquor and Cannabis Board. **(Approved)**
5. Special occasion liquor license applications for: Columbia Basin Hospital Foundation, to be held at Vic Meyers Golf Course at Sun Lakes Resort, 34228 Park Lake Rd NE, Coulee City, WA; and Hoops Association, to be held at 12088 Rd 11-SW, Royal City, WA, from the Washington State Liquor and Cannabis Board. **(Approved)**

**HUMAN RESOURCES**

1. Personnel Action Requests for the salary, wage and/or position changes for Erin Allen and Rachel Rice, Assessor's Office. **(Approved)**
2. Recommendation Memorandums to initiate the County sick leave donation policy for the following employees: **(Approved)**
  - a. Recipient 16-07 who is an employee of the Sheriff's Office – Corrections (the Director recommends approval)
  - b. Recipient 16-01 (2<sup>nd</sup> request) who is an employee of District Court (The director recommends approval)

**AUDITOR'S OFFICE – ACCOUNTING DEPARTMENT**

3. Budget amendment/extension request for multiple county funds, due to a system error in the budget software, several Special Revenue fund budgets were approved at a lower than desired amount: **(Approved, the public hearing was set for April 18, 2016 at 1:30 p.m.)**
  - a. Law and Justice Fund #121 in the amount of \$11,991.00
  - b. Prosecuting Attorney's Office Crime Victim's fund #120 in the amount of \$12,960.00
  - c. Grant Integrated Services / CityView Residential fund #108 in the amount of \$558,571.00

**CENTRAL SERVICES**

4. Recommendation to award the Architectural and Engineering (A&E) for the Multi-Use Building Project (CSD1608) and the Storage Facility Project (CSD1609) to ZBA Architecture. **(Approved)**

**FACILITIES AND MAINTENANCE**

5. Request to release the retainage for the Records Storage Building project to MC Construction in the amount of \$4,457.47. **(Approved)**

**FAIRGROUNDS**

6. Request to charge food vendors participating at the Grant County Fair, an electrical and waste service fee in the amount of \$50.00 per space. **(Approved)**
7. Request to charge display and sales vendors participating at the Grant County Fair, an electrical and waste service fee in the amount of \$20.00 per booth. **(Approved)**

**Grant County Commissioners Minutes  
Week of March 21, 2016**

8. Request to purchase herbicide for their annual weed spraying from Wilbur-Ellis in the amount of \$6,246.46 utilizing the Washington State Department of Enterprise Services Vegetation Management Contract #04611. **(Approved)**
9. Request from Mrs. Columbia Basin 2016, Susanne Paterson, to hold a fund raiser for New Hope Domestic Violence and Sexual Assault Services at the Fairgrounds 4H Building and receive a reduced rental rate. **(The Board approved a 25% non-profit discount for her event)**
10. Request from the Ephrata/Moses Lake Kennel Club to keep their 2016 rental rates at the 2015 levels. **(This request was denied)**

**WEDNESDAY, MARCH 23, 2016**

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

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| 8:30 a.m. – 9:20 a.m.   | R Gonzales, Mental Health Court Discussion          |
| 9:30 a.m. - 9:50 a.m.   | B Hill, Public Defense Update                       |
| 10:00 a.m. – 10:30 a.m. | Department Head Review                              |
| 10:30 a.m. – 10:50 a.m. | T Jones, Sheriff's Office Update <b>(Cancelled)</b> |
| 11:00 a.m. – 11:20 a.m. | K Allen, Clerk's Office Update                      |
| 11:30 a.m. – 12:00 p.m. | C Swartz, Finance Committee Meeting                 |

Items discussed were: Approval of 2/24/16 minutes, Investment activity – purchases and maturities; registered warrant balances review; revenues comparisons for prior month or year ago; and new/old business.

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| 12:00 p.m. – 3:00 p.m. | R Stevens at PCC Rail Authority Meeting (Loncoln County Public Works) |
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**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 amount of \$119,951.78, as recorded on a listing and made available to the Board.

Page 10 of 10  
Grant County Commissioners Minutes  
Week of March 21, 2016

THURSDAY, MARCH 24, 2016

No Meetings Scheduled

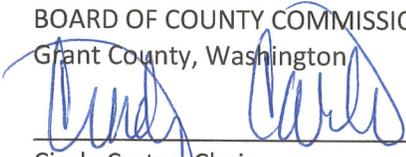
FRIDAY, MARCH 25, 2016

11:00 a.m. – 2:00 p.m.

R Stevens at Eastern Washington Council of Governments – EW COG Meeting (Lincoln County Courthouse)

Signed this 5<sup>th</sup> day of April, 2016.

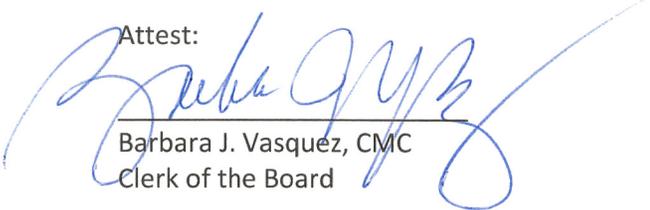
BOARD OF COUNTY COMMISSIONERS  
Grant County, Washington

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

  
\_\_\_\_\_  
Carolann Swartz, Vice-Chair

  
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Richard Stevens, Member

Attest:

  
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Barbara J. Vasquez, CMC  
Clerk of the Board