

July 24, 2023

The Board of Garfield County Commissioners met in regular session on Monday July 24, 2023, at 9:00 a.m. in the Commissioners' Chambers at the Garfield County Courthouse.

Present were: Chairman Justin Dixon, Member Larry Ledgerwood, Member Jim Nelson, Clerk of the Board McKenzie Lueck and the public.

The Board started the meeting with the Pledge of Allegiance.

The Board opened the meeting for public comments. There were no public comments.

Road Superintendent Steve Gormsen gave the road report. The report was for the past two weeks; 7/10-7/20. The graders ran on Washboard, Bratcher, Hutchens, Sullivan, Wild Horse, Bell Plain, Freeburn, and Upper New York Gulch. The crew also did some blade patching for the City of Pomeroy. Gravel was hauled to Gimlin, Washboard, Bratcher, and Lynn Gulch Road. The crew was able to trim trees and spray on Bell Plain, Deadman, New York, and Lower New York. In the shop the water tanker, roller, two trucks, and a pickup were worked on. Signs were inspected throughout the County; Steve stated that there has been an issue throughout the County with signs being shot. This is a costly issue for County Road as the signs are not cheap to replace. Prosecuting Attorney advised Steve to work with the Sheriff's office and have his crew take detailed inventory of the signs that are being shot and a timeline of when it is happening to help the Sheriff's office solve the issue. The crew chip sealed for the City of Pomeroy for three days last week. This week the crew will be trimming trees, grading the Blind Grade, and working on dust holes. Steve stated that some of the crew is gone this week due to harvest. There was discussion regarding the price of Magnesium Chloride which is priced at \$1.06 per linear foot at this time.

Katie Magill, the District Court Administrator/Courtroom Coordinator, joined the Board to give court updates. She stated that the legislature failed to fund the Court External Equipment Replacement Program which would have provided \$5,170 to Superior Court and \$4,600 to District Court this year. She stated that this funding typically comes in every couple of years and was used for the judge's rotating laptop. Katie stated that the laptop will need to be added to the ERR budget since it is no longer being funded.

Katie informed the Board that the Courthouse Security Badge Project would be allowable through the Court Security Grant and asked if they wanted her to include it in her request. The Board agreed to including the project as a submission in the Court Security Grant, and whatever is not covered will be paid with LATC funds. Katie stated that she planned on requesting funding from the Court Security Grant for a bullet proof judge's bench as well. This grant has a match requirement which means the County would have to provide a percentage of the total funds submitted in the request. Katie stated that previously there was talk about including a request to fund a part time security person, but believes that they are going to hold off on that request for now. Commissioner Ledgerwood asked if we could request funds from the Court Security Grant for the whole court house or if it could only include the portion for the court room. Katie stated that the whole project could be submitted for. Katie also gave an update on the proposals

received for the Courthouse Security Badge Project; she stated that she and McKenzie Lueck (County Auditor) met with Matt Newberg (Prosecuting Attorney) last week. Mr. Newberg suggested creating a score sheet to use while comparing the vendors and their proposals. She gave the Board a brief review of each vendor and their quote; Camtek was \$112,804.47 plus tax, Fisher was \$132,168.70, and Pacific Automation was \$103,996.40 plus tax. Chairman Dixon suggested reviewing the lowest bid and making sure that it met all of the criteria on the scoresheet. There was further discussion regarding monthly fees for each of the vendors. Katie mentioned that the Court Security Grant could potentially cover software/license fees in the coming years. Mr. Newberg stated that since there are items that are subjective to the Board's discretion (such as the difference in the invasiveness of installment, as well as the overall functions for each vendor) then the Board can make a decision between the vendors and not have to select the vendor solely based upon price. There was discussion regarding the historical value of the building and not wanting to impede on that. Commissioner Ledgerwood asked Katie to move forward with requesting funds in the Court Security Grant for the security badge system. Katie and McKenzie are going to work on scoring the vendors according to the score sheet and will update the Board.

The Board reviewed an application for a county credit card for a new employee and signed it.

There was discussion regarding the Collective Bargaining Agreement. Commissioner Nelson asked Mr. Newberg to give an update. Mr. Newberg stated that the Board would draft a letter to the union stating that the draft of the Collective Bargaining Agreement is ready, however, he is waiting on the updated personnel policy. Mr. Newberg stated that the agreement will modify portions of that personnel policy. Mr. Newberg has received a draft of the personnel policy but still needs to review it. He will also send it to the Board for their review. The Board will reach out to the union representative to meet during the next board meeting.

The Board reviewed Resolution 2023-14 regarding a transfer from the County Road fund to the Garfield County Fire District fund. McKenzie explained that County Road accepted FEMA grant funds in the amount of \$14,760.72 in 2022, however, those funds actually belonged to the Fire District. The mistake was made due to both districts expecting a similar amount of FEMA funds during the same time frame. Commissioner Ledgerwood made a motion to sign the resolution and Commissioner Nelson seconded it. The motion passed unanimously and the resolution was signed.

The Board reviewed Resolution 2023-15 regarding a transfer from the Current Expense Fund (emergency management department) to the County Road Fund in the amount of \$15,065.58. McKenzie explained that this was another FEMA grant that belonged to County Road but the Emergency Management accepted those funds because they were also expecting funds in a similar amount during the same time frame. Commissioner Nelson made a motion to sign the resolution and Commissioner Ledgerwood seconded it. The motion passed and the resolution was signed.

The Board reviewed Ordinance 2023-16 regarding the Shoreline Master Program Periodic Review. The Board previously reviewed the program update. Chairman Dixon stated that Asotin County was also approving the updated program during their Board meeting today.

Commissioner Ledgerwood made a motion to approve the ordinance and Commissioner Nelson seconded the motion. The motion passed and the ordinance was signed.

The Board reviewed four requests to transfer expenses from one fund to another. These transfers included the following;

Incorrect Fund	Correct Fund	Amount	Reason
CE- Building Inspector	Building Inspector	\$4,129.75	These expenses were incorrectly coded to the previous sub-fund, but need to be moved to the Building Inspector Fund.
CE- Treasurer Travel	REET	\$357.63	The Treasurer's Annual Conference included REET training. The REET Fund will pay for its portion of the conference.
Fair Fund	CE- Agent	\$75.87	There was a keying error when entering this into accounts payable.
SWM	CR	\$100.00	Flagging class for the Litter Crew was not covered through their grant, so this expense needs moved to County Road's fund.

Commissioner Ledgerwood made a motion to have the Chairman sign the requests and Commissioner Nelson seconded the motion. Chairman Dixon signed the requests.

The Board reviewed an Interagency Agreement between the Housing Division Homelessness Assistance Unit of the Washington State Department of Commerce and Garfield County for Local Document Recording Fees Support. This agreement is so the County can allocate funds in the amount of \$2,070 for local housing assistance. Commissioner Nelson made a motion, Commissioner Ledgerwood seconded, the motion.

The Auditor informed the Board of the need for a fuel credit card policy. She stated that she would work with the department heads that use the fuel cards to draft the policy.

County Engineer James Wege joined the Board to give them an update on his past week. He invited a vendor to come do a safety review of the shop. There were two items that were identified during the review that would benefit the county to purchase; an eye wash/shower station, and a cabinet for flammables. They have been looking at easy ways to accommodate these needs. The cabinet for flammables would be replacing an open shelf where they are currently stored. Engineer Wege stated that it would cost approximately \$1,500 a piece for a shower and for the cabinet. Patti Weeks stated that the Ag Museum just purchased a cabinet for flammables and she didn't think it was as costly so recommended checking additional vendors.

She said she would share with him where they got theirs. Engineer Wege said that he is working on the paving project at the Ag Museum which has included collecting the paperwork required by the state.

Engineer Wege gave an update on gravel; he has reached out to Ron Weeks (previous Garfield County Assistant Engineer) to see if he has time to help or if they need to hire someone to do topographical measurements. Chairman Dixon asked if County Road could calculate the measurements. He stated that he knows that the County has done rock tabulations before but no one has taken into consideration the slope of the ground beneath the piles. He thinks an estimated calculation would be appropriate; the Board unanimously agreed.

There was discussion regarding building permits. Engineer Wege stated that Columbia County hired an individual who is performing inspections for Garfield County, but not the City of Pomeroy, all of Columbia County, and the City of Walla Walla, but not Walla Walla County. Engineer Wege asked if the Board wanted to keep outsourcing this or if the Board would like to bring it in house. Commissioner Ledgerwood asked if the current building inspector was experienced. Commissioner Ledgerwood stated that there's been discussion about funding that position with building funds, as well as, funds from the health district. Engineer Wege expressed interested as it was within his wheel house, he also stated that he has spoken with Don Brigham, who is the Zoning Official for Garfield County, and he is going to be cutting back in the future so the County needs to plan accordingly. Engineer Wege stated that he has been looking at vehicles that are nearing the end of their useful life, but also looking at the fund balances and doesn't have any ideas at this time on how to upgrade the fleet. He stated that he will brainstorm with the Board. There was additional discussion regarding an issue with signs throughout the County being shot. Mr. Newberg suggested that the crew starts keeping track of the signs so there is a timeline of when the signs are getting shot. He also stated that it would be a good idea to work with the Sheriff's office and make a report to Ricky Delp (Fish and Game officer), as well. There was discussion regarding a reward program to help mitigate the loss of signs throughout the County.

The Board recessed from 9:55 a.m. until 10:00 a.m.

The Board met with the Public Health District from 10:00 a.m. until 10:58 a.m.

The Board resumed regular session at 10:58 a.m. They met with Garfield County Fire Chief, James Cleveland, and EMT/Firefighter Kyson Fruh to discuss the Emergency Management contract. Chief Cleveland stated that the original contract between Garfield County and the Fire District for Emergency Management Services was terminated due to the state not funding a contractor. He continued that it looks like the state will fund a contractor and he will look at the contract and work on getting it updated. Chairman Dixon asked how the funds will be allocated; if they will come before the Board for approval or go to the Fire District for approval. Chief Cleveland stated that they will be coming to the Board for approval still and he will be the Director, however, they still need approval from the governing body. Fire Chief Cleveland stated that once he was done with the contract he would bring it to both the Fire Board and the Board of County Commissioners for their review and approval. Chairman Dixon stated if there is a need

for the Board to attend a fire meeting he is happy to do so. Chief Cleveland stated that he hopes to have a draft in a couple of weeks.

The Board met with the County Transportation Authority from 11:03 a.m. until 11:37 a.m.

The Board resumed regular session at 11:43 a.m. Commissioner Ledgerwood stated that the IT Coordinator, Greg Sharp, is giving him a weekly update on the County's possible transition to Office 365 and email security. Greg presented Commissioner Ledgerwood for a quote from BigGreen IT for an email migration to implement Office 365. The quote was in the amount of \$7,128.00. Commissioner Ledgerwood proposed that LATC funds pay for the conversion cost, but each department should budget for the monthly or annual cost for the licenses needed in their department. If the conversion takes place this year, it was proposed that LATC funds be used to cover the monthly/annual costs for the remainder of the year.

Commissioner Nelson brought up discussion regarding the Civil Service Examiner and the need for a laptop. McKenzie mentioned that there is an iPad that is not currently being used by the Clerk of the Board and offered that. This will be discussed once a Civil Service Examiner is hired and see if that will meet the needs, if not there will be additional conversation about purchasing a laptop.

Commissioner Nelson stated that he has a Legislative Steering Committee meeting next Monday and asked the Board to bring any items to him that they'd like him to address or bring up during the county tours. Commissioner Ledgerwood stated that commuting in a school bus or one of CTA's buses might be a good option during the county tour as it allows for networking during travel and can facilitate great discussion. Commissioner Nelson agreed, and stated that he plans on touring lower granite dam and some windmill farms. He plans on adding a few other destinations to the tour to help show Garfield County's resources, as well as, the challenges we face as a rural county. He stated that there will be seven county commissioners as well as WSAC (Washington State Association of Counties) personnel.

There was mention that there would be interviews this afternoon for the WSU Extension 4H Coordinator position.

There was discussion regarding the allocation of LATC funds. Commissioner Ledgerwood stated that he believes County Road needs to move forward with purchasing an air compressor since the current one is no longer efficient or effective for the shop. Commissioner Nelson agreed, stating that it is a pretty important piece of equipment for the county shop.

Engineer Wege brought up ERR Funds and no hard and fast rules. He spoke about the 4 door pickup that's been an issue since day one. He stated that it would need a new engine which would cost between \$10,000-\$12,000. The book value of the pickup is only \$20,000. He stated that it's a 2018, 4-door, 4X4 Ford 150. Engineer Wege stated that he thinks if it's sold as is they could get \$10,000 on a state surplus auction. Chairman Dixon stated that he would like them to put a motor in it and then sell it. Engineer Wege stated that Brendan (County Road Shop Manager/Mechanic) was confident that a long block would fix the problem, but Engineer Wege was not. He stated that they also have three SUV's that are all the same size, one of which was

driven by the previous assistant engineer and is no longer being used. He asked if there was an excess of vehicles. He continued that there were plans to purchase two pickups, but asked if they were needed. He asked for clarification on replacing vehicles that are surplus and asked if it has to be for like vehicles, stating that they have four service body pickups but only need two. Chairman Dixon requested that Engineer Wege speak with Steve and Brendan on what they need, look at their budget, and then come to the Board with a plan.

The Board went into executive session from 12:04 p.m. until 12:44 p.m. for an employee review.

The following vouchers/warrants/electronic payments were approved for payment:

Claims Clearing Fund

Numbers: <u>69398</u>	Through: <u>69435</u>	Totaling: <u>\$82,574.07</u>
Numbers: <u>69436</u>	Through: <u>69437</u>	Totaling: <u>\$57,879.97</u>
Numbers: <u>69438</u>	Through: <u>69462</u>	Totaling: <u>\$170,521.67</u>

Payroll Clearing Fund

Numbers: <u>22696</u>	Through: <u>22696</u>	Totaling: <u>\$1,500.00</u>
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Electronic Payments

Dated: <u>7/25/2023</u>	Number of Payments: <u>22</u>	Totaling: <u>\$24,943.92</u>
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The Commissioners regular meeting adjourned at 12:44 p.m. with the next regular meeting set for Monday, July 7th, 2023, at 9:00 a.m. in the Commissioner’s Chambers at the Garfield County Courthouse.

<u>/s/ McKenzie Lueck</u>	<u>/s/ Justin Dixon</u>
Attest: Clerk of the Board	Chairman, Board of Garfield County Commissioners