

August 7, 2023

The Board of Garfield County Commissioners met in regular session on Monday August 7, 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; 7/23-8/3. Brian Smith did some fabrication work in the shop and built a water tank for the roller. There were dust holes on Bratcher, Ping Gulch, and Willow Gulch that the crew hauled water and gravel to so they could fix them. Multiple roads throughout the county were graded including; Bell Plain, North Meadow, Gimlin, Fairview, Legg, Howell Grade, Darland, Smith Gulch, Columbia Center, Peola, Fitzgerald Road, Blind Grade, Linville Ridge, Rickman, and Kuhl Ridge. There were also multiple roads that were rock raked including; Story, Rickman, Upper Hutchens, Oliphant, Hagen, Owens, and Jackson Road. Steve stated that some of the heavily traveled roads won't hold even though they were graded due to weather. Steve continued stating that they are borrowing Asotin County's bucket truck to trim trees on the roads on the north side of the County that are hanging over the road. In return for using Asotin County's equipment during chip sealing and right now with trimming trees, Garfield County sends various equipment over when they need it, as well as, employees. Steve stated that Arnie is going over to Asotin County to help them chip seal. They chip sealed an area in Asotin County that was high traffic so they waited to do it until Sunday to have the smallest impact on traffic, because of this Arnie had to work Sunday.

Steve stated that in the shop they are working on E251, E257, pickup 215, and servicing grader E121. Steve has been working on budgets throughout the last couple of weeks, as well as, handling any complaints about road conditions. He informed the Board that they did receive a call regarding the Valentine. He sent a grader operator to Valentine to evaluate the conditions this morning. Commissioner Nelson brought up discussion regarding a couple roads in Columbia County and the road condition being dramatically improved with use of Magnesium Chloride. Steve stated that they've used it on some roads in Garfield County that are notorious for getting bad with summer traffic, but the downfall is that the roads can get very slick in the winter time where the Mag. is used. Chairman Dixon stated that Columbia County also uses rollers behind their graders where we run rippers, and if the conditions are good then it works great. Steve agreed, but also stated that it's not feasible for the county since we run three graders but only have one roller. He did state that they're hoping to work the mag into a regular schedule moving forward because it is cost affective.

Ashlyn Deatherage, County Road Business Manager, joined Steve and the Board to discuss the County Road budget. Steve gave the Board a copy of the Maintenance Preservation Budget. He informed them that he has changed costs of materials based on the current market. There was

discussion regarding the CAPP budget which included conversation about price increases of supplies and the expected revenue for the CAPP program. Steve spoke about some errors on the current Budget Report that were showing overages in the spray budget and the sign budget; the errors were caught and the bills have been categorized correctly, which has reduced the overage of those two budgets. Ashlyn stated that they are working on the budgets this week. She reached out to Lillian to see what to do regarding the Solid Waste Management budget, as she was unsure if she should produce a preliminary budget or if Lillian would. She continued that they had spoken with Brendan and have decided to wait to put an engine in the 2018 Ford pickup until next year. Ashlyn spoke about raising the rock prices, as well as, the rental rates as of September 1<sup>st</sup>. There was discussion regarding the rental rates and how it will impact other budgets. There was further discussion regarding the process of changing those; only the Board has the authority to change the rental rates. The Board expressed their gratitude with the hard work of Ashlyn and Steve on the budgets. With the change in leadership, they understand there's a learning curve.

Steve informed the Board that when County Road hired for the last vacant operator position, there was a second candidate that he felt was very qualified and would be a good addition to the crew. With the previous retirements of County Road employees, and upcoming retirements, Steve stated that they have a vacant position in the budget. He would like to offer this position to the candidate that they previously interviewed. Commissioner Nelson stated that he agrees that it would make the most sense to offer this individual the position since he is qualified. Steve stated that the potential start date would be in November. County Engineer James Wege stated that the candidate is outstanding and he would like to hire him as well. Commissioner Nelson and Commissioner Ledgerwood agreed that they should move forward with the offer to this candidate. Ashlyn presented the Board with an estimate for 2024 wages to show where the retirees will come off and where this potential candidate would fit in. Steve stated that there are culverts that need put in, guardrail that needs replaced, and regular maintenance that is scheduled for next year but nothing really large. They will start crack sealing in September.

The Board recessed from 9:27 a.m. until 9:30 a.m.

Greg Sharp, Garfield County IT Coordinator, came to the Board to discuss a budget for the IT Department, as well as, the Office 365 Migration. He is currently working on bringing the number of county email addresses down. He stated that the count is down to 69 email accounts from 90. He began discussing the migration to Office 365. There is a monthly cost per user (which is per email address) which he believes to be around \$40 for the email license but with that comes 5 downloadable versions of the latest Office 365 so they are no longer having to pay for the office subscription separately because it will be included. Chairman Dixon stated that that's roughly \$3,500 a month. Greg stated that the County would be paying \$20 for an office 365 subscription which can't be beat, and the remaining portion of the monthly costs is the email license. Commissioner Nelson asked if this would satisfy the cyber security requirements for the County's cyber insurance. Greg confirmed that it would satisfy those requirements and stated that this does come with multi-authentication. The Board questioned if there was a plan on funding this migration. Shanda Wolf, Chief Deputy Auditor, came to the Board to discuss an election security grant that has the potential to help fund the Office 365 Migration. There is \$80,000 available this year, as well as, an additional \$80,000 for next year to cover election security improvements. Greg brought up an additional security improvement that he has also

been looking into, which is the Cisco Umbrella. It is a filtration system that blocks malicious sites. Greg is working on getting a quote. Shanda stated that they have been working together on creating a submission for the election security grant and that the Cisco Umbrella might also be an allowable expenditure. As soon as the final numbers are available for both security upgrades, Greg will get that information to Shanda and they will submit a request for the grant. Commissioner Ledgerwood said that as soon as they hear the final number they are ready to move forward.

Greg brought up discussion about software he would like to update for the County. The current software, Hyper-V, is not user friendly, and the new software, vSphere, is user friendly and more efficient. He is getting a quote for this and will bring it to the Board as soon as it's available. He also wanted to discuss creating an IT budget. Chairman Dixon asked what kind of timeline he is hoping to implement the new budget in. Greg stated that he wants to do it sooner rather than later. Commissioner Ledgerwood state that right now they feel like they're micro-managing him without having his own budget. Auditor McKenzie Lueck stated that this will be more complicated than just creating an IT budget because there is currently an ERR Computer Budget. Each department pays monthly or quarterly for their portion of the internet, their department computers, printers, software, etc. There was further discussion regarding the ERR Computer Budget. McKenzie recommended that Greg work with County Road to review the ERR Computer budget and then McKenzie will help Greg with a preliminary budget.

Shanda came to the Board to discuss a Memorandum of Understanding with CSC. Shanda informed the Board that the Auditor's office is working on getting e-recording which would allow certain documents to be electronically recorded. This would also allow a public facing platform that allows people to access the recorded documents over the web and pay for copies electronically. This is beneficial to the public by making the recorded documents more accessible. Shanda explained that CSC is the vendor that will be the 'middle man' between the County and the customer that uses e-recording services from Garfield County. The customer will pay their recording fee or copy fee to CSC and CSC will deposit those funds with the County. CSC's services will not cost the County. Commissioner Ledgerwood made a motion to have the Chairman of the Board sign the MOU, pending the Prosecutor's approval. Commissioner Nelson seconded the motion.

There was discussion regarding each county department get Narcan to keep on hand in the event of an emergency. There have been a few incidents in other counties where election officials have received threatening mail, one of which was laced with fentanyl. Because of this, Commissioner Nelson asked Shanda to take the lead on getting Narcan for each department. Commissioner Nelson said there is an online training on the use of Narcan that he would like circulated to each department as well.

Previously, Monica Bartlow, Garfield County WSU Extension Office Manager, requested to purchase a laptop for fair use, as the one she was using completely stopped working last year during the fair. The Board previously requested that Monica wait to purchase the laptop. As fair is fast approaching, she requested to purchase a laptop through the County's IT Coordinator. The quote given to the Board was in the amount of \$1359.99. This quote is for a Dell laptop but is not a model of laptop that we would typically buy, however, Greg was told the budget was \$1,700.00

and this laptop is capable of the things needed for the job and was within the amount Monica told him. McKenzie stated that the laptop was not budgeted for in the current year's budget. The Commissioner Ledgerwood asked if the fair funding that came from the state was higher than prior years. Monica confirmed that they did receive more money than anticipated from the state, and Commissioner Ledgerwood asked if there were requirements for those funds or if they could use it for anything. Monica stated that she didn't think there were any requirements. The Board stated that they would get an answer regarding the laptop purchase to Monica and Greg by the next meeting. Greg said no additional software would be needed for the new laptop because the fair software and Quicken will transfer.

Treasurer Tereasa Summers informed the Board that the second trench of LATCF came today. It is in the amount of \$243,777.61.

The Board met with the Deputy's Association. Representing the Deputy's Association were; Deputy Kris Taylor (President of the Deputy's/Dispatch's Association), Dispatcher Emily Jentz (Vice President Deputy's/Dispatch's Association) Deputy Keegan Clark (member), and Deputy Adam Jolly (member). Commissioner Ledgerwood started the discussion stating that the Board thought the information of where they currently stood on the agreement between the County and the union had been communicated from the previous President of the Association, Deputy Morgan Maddess, to the current union members, but when the Board received the letter from the union it became evident that there was not communication. Commissioner Nelson said the current hang up with the agreement is the county's personnel policy. He stated that has finally been drafted. Prosecuting Attorney, Matt Newberg, is going to review the policy and, then he will give it to the Board for their review. After their approval it will go to the department heads. Commissioner Nelson continued that there is already a draft for the Deputy's Association agreement. He stated that the previous union representative had informal communication with the Board on the status of the agreement, but per the Deputy's letter, it has become apparent that the communication was not translated. Commissioner Nelson continued that the Board and the union share the same goal in mind and they both want to get this resolved, and have drafted the agreement with that in mind, including that it would be relevant for a three-year period. Commissioner Nelson stated that he thinks the personnel policy will be done within the next few weeks. Deputy Taylor asked the Board when they think the personnel policy will be done. Commissioner Nelson said he hopes before the end of September, potentially even mid-September. Deputy Taylor stated that the union would like a date of when to expect the agreement per their lawyer. The Board stated per their lawyer they could not give a date at this time. Deputy Taylor said their goal is to go through the agreement with their lawyer and work together on any revisions they would like to have done. Deputy Taylor continued, stating the union's main goal is fixing the retention issue in the Sheriff's office. Commissioner Ledgerwood stated that Sheriff Hyer drafted a lot of the originally requested items of the Deputy's Association in his budget last year and the Board had reviewed them. Chairman Dixon stated that the Board's goal is to give the Deputy's Association a draft that they like so it is not a long drawn out process going back and forth. Deputy Taylor informed the Board that dispatch has now joined the union and that dispatcher, Emily Jentz, is the Vice President of the union. He stated that dispatch will bring their own agreement to the Board. Deputy Jolly stated that their lawyers are pretty heated up right now with how long the agreement has taken. He continued that words such as 'hope' are not legally accepted terms, and when a CEO steps down from a

company then previous items that were being worked on and discussed are not thrown out with the change in leadership. Commissioner Nelson stated that the Board had to hire a labor attorney to work on this agreement. Commissioner Ledgerwood also stated that Prosecuting Attorney, Matt Newberg, contracted with an outside deputy prosecutor to draft the personnel policy because he didn't have the time available that it would require.

Treasurer Tereasa Summers stated that the company helping facilitate the e-recording process for the Auditor's office is same company that the Treasurer's office will work with in the future after they get their new tax program.

Treasurer Summers stated that there was a Veteran that was in her office for other assistance and she became aware of the potential need for veteran's relief fund assistance. Chairman Dixon stated that he sits on the Veteran's Relief Board with three other community members who are veterans. Treasurer Summers asked if there was a way to get that information out in the community. Commissioner Ledgerwood asked if the Veteran's Relief Board was listed on the County's Services page on the County website. Rachel Anderson, Information and Assistance Specialist, said BMAC has assistance for a lot of different things so she always tries to push people towards that because they would provide more than the county can typically. Chairman Dixon stated that the Board is active and when they receive requests they address them, but they haven't had a request in a few years. He continued that if anyone is aware of veterans that need assistance to send them to him or McKenzie. He included that requests don't go through public meetings- they understand the discretion that's needed. Treasurer Summers said that there is about \$14,000 in the Veteran's Relief fund right now. She stated that this is funded by an investment that earns interest, and the County is able to levy for funds in the event that it gets depleted, or as they see fit.

The Board recessed from 10:11 a.m. until 10:21 a.m.

McKenzie gave the Board a brief overview of the courthouse security badge project. She stated that VECA and Pacific Office Automation came and did a walkthrough of the courthouse last week and are currently working on getting a final quote back to her and Katie. She continued that they checked all the boxes on the scoring sheet that her and Katie were rating the three vendors on for the project, they were the cheapest, and their warranty was far superior compared to the competition. They are expecting to get a final quote early this week, and she requested that the Board be ready to make a decision at the next meeting.

Rachel Anderson, Information and Assistance Specialist, came to the Board to discuss the ADRC Services Assessment that requires a signature from an authorized representative of the County. Rachel stated that this is her annual review. She said that everything is going well, but the assessment did set expectations for a set number of minorities and 'live alone' individuals that she needs to serve next year based on the most recent census data. She stated that she didn't have enough surveys completed last year, so she will hand them out to her Medicare clients as she is helping them this year to help increase that number. Chairman Dixon signed the ADRC Services Assessment.

The Board reviewed a Memorandum of Understanding between Garfield County and Pomeroy Partners for Healthy Families Coalition regarding funding from the opioid settlements. Commissioner Nelson stated that the County received \$2,643.30 last week. This brings the total opioid settlement funds received by the County in 2023 to \$7,801.75. Commissioner Nelson stated that Prosecuting Attorney, Matt Newberg, has reviewed the MOU and did not have any reservations with the Board signing it. He stated that this is the last step in the process of receiving these funds and being able to disburse them to the Coalition so they can be used to for the purpose of mitigating the effects of the opioid epidemic in Garfield County. Commissioner Ledgerwood asked if the Coalition would bring requests to the County and the Board would approve them. The MOU is written to state that when the County receives funds from the opioid settlements the County then passes it on to the Coalition for them to use as they see fit in regards to mitigating the effects of the opioid pandemic as previously stated. The MOU does state that either party can terminate at any time with 30 days written notice. Commissioner Nelson made a motion to sign the MOU with Pomeroy Partners for Healthy Families Coalition and Commissioner Ledgerwood seconded the motion. The motion passed unanimously and Chairman Dixon signed the MOU.

The Board reviewed and discussed an Addendum to the Memorandum of Understanding of Policy Coordinating Group and Operational Work Group for the Garfield County Recovery Navigator Program. The addendum concerned selecting/appointing members to the work group. Commissioner Nelson made a motion to sign the addendum and Commissioner Ledgerwood seconded the motion. The motion passed unanimously and Chairman Dixon signed the addendum.

The Board reviewed an Addendum to Agreement for Professional Services (Hearings Examiner). Engineer Wege stated that it this addendum was to update the rates, as they have not been updated since 2008. Prosecutor Newberg has reviewed the addendum and signed it. Commissioner Ledgerwood made a motion to sign the addendum and Commissioner Nelson seconded. The motion passed unanimously and the Board signed the addendum.

Engineer Wege informed the Board that he is in the middle of working on the budget. He stated the only real question mark for him is the contract stuff. Chairman Dixon asked if he is advertising for a consultant. Engineer Wege stated that he's been working with the state and there are a few more hoops to jump through, such as separating out the federal stuff, before he can start advertising. Commissioner Ledgerwood stated that it was no surprise that the ERR budget was low because the County went without a mechanic for a few years and there were a lot of things that needed fixed when they hired one. Chairman Dixon asked if they had measured the rock piles. Engineer Wege stated that he and Steve went and measured rock and there's more than they previously expected. Engineer Wege stated that he spoke with Grant about rock screens that the County might be able to use as well, but Steve isn't sure that it financially makes sense to screen the rock to get the last of it with the cost of labor. Commissioner Ledgerwood asked if County Road was still thinking about a rock crushing project for next year as it has previously been discussed. Engineer Wege said they are no longer pursuing a crushing project for next year after reviewing the budget. They are planning to do a crushing operation the year after next.

Mike Cassetto came to the meeting to thank Engineer Wege and the county crew for helping the City of Pomeroy chip seal.

The Board had an executive session for an employee review from 10:43 a.m. to 11:33.

The following voucher payments were approved for payment:

**Claims Clearing Fund**

Numbers: <u>69463</u>	Through: <u>69507</u>	Totaling: <u>\$48,589.41</u>
Numbers: <u>69508</u>	Through: <u>69509</u>	Totaling: <u>\$112.44</u>
Numbers: <u>69510</u>	Through: <u>69537</u>	Totaling: <u>\$47,108.40</u>

The Commissioners regular meeting adjourned at 11:33 a.m. with the next regular meeting set for Monday, August 21<sup>st</sup>, 2023, at 9:00 a.m. in the Commissioner's Chambers at the Garfield County Courthouse.

/s/ McKenzie Lueck  
Attest: Clerk of the Board

/s/ Justin Dixon  
Chairman, Board of Garfield County Commissioners

Adopted