

September 18th, 2023

The Board of Garfield County Commissioners met in regular session on Monday September 18th, 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 Supervisor, Steve Gormsen, gave the road report for the two-week period of September 4th through September 14th. The graders ran on the following roads; Falling Springs, Heaton Gulch, Weimer Hill, Breakdown, Chapel Hill, Sullivan, Wawawai Grade, Connell Hill, Legg, Darland, Mckee, Tramway Road, Hagen, New York, and Owens Road. The crew helped out at the fairgrounds by constructing a dry well, they mowed both sides of the road to the fairgrounds, and they sprayed for bees at the fairgrounds. The crew finished putting in a new culvert on Sky Hawk. There is another culvert that needs replaced on Sky Hawk as well but the crew is going to wait for a later date before putting that in so the farmers are able to move their equipment and get back to work. Steve stated that there were two operators (Kyle Landkammer and Brian Smith) who were going to start training in the graders at the end of this week or beginning of next week. The crew did broom the roads in preparation for striping and are finishing up crack sealing. In the shop they worked on the backhoe (E238), there was fabrication work done on the snowplow (E259), and they worked on the vplow (E128). Steve stated the crew is putting delineators on the Mountain Road.

The Board discussed their meeting schedule and whether to continue meeting every two weeks or go back to meeting every week. They decided on keeping the schedule of every other week until the first week of October when budget hearings will be held with department heads.

Katie Magill, District Court Administrator/Courtroom Coordinator spoke with the Board about Pacific Office Automation/VECA Contract. This contract is for the courthouse badge security project that Katie previously advertised an RFP for a few months ago. The contracts she presented to the Board were from Pacific Office Automation in the amount of \$64,063.82 and a contract with VECA Electric and Technologies in the amount of \$78,023.00 for a total of \$142,086.82. Katie stated that she previously requested funds from the AOC Security Grant and received confirmation back that Garfield County was awarded \$92,650.00. The AOC Security Grant does require the county to match 15%. Katie stated that she did not receive the whole amount that she requested, but that the Washington State Administrative Office of the Courts (AOC) had capped requests in order to allow each requestor to receive funds. The Board expressed their gratitude to Katie for the time she spent on submitting this project for additional funding. Up to \$5,000 of the AOC grant will go towards upgrades to the judge's bench and the remaining amount of the grant will go towards the courthouse security badge project. The county will use LATC funds as matching funds for the rest of the costs. Commissioner Nelson made a motion to approve the contracts from Pacific Office Automation and VECA and Commissioner

Ledgerwood seconded the motion. The motion passed unanimously. There was discussion that there would be additional costs for dutch doors to be installed in the District Court office and Auditor's office. Commissioner Nelson requested that the Assessor's office also get a dutch door so there is a security barrier there as well. Katie stated that she would reach back out to the contractor and let them know that we are adding a door and request a quote.

The Board reviewed Resolution 2023-17 in the matter of Fourth Amended: 2023 Salary and Wage Schedule which increased the schedule hours for the Information Specialist position from 1,976 hours per year to 2,080 hours per year. The resolution states that this position's hourly rate will stay the same and the change to the salary for this position is reflected in the accompanying updated Salary and Wage Schedule. Commissioner Ledgerwood made a motion to approve the resolution and Commissioner Nelson seconded the motion. The motion passed unanimously.

At 9:30 a.m. the Board held a public hearing for Supplemental Budgets. Chairman Dixon stated that the major reason for the supplemental budget was due to additional funding from the state for VSP services. Chairman Dixon stated that the additional funding was passed through the county to the conservation district for grower projects. McKenzie stated that the majority of the supplemental budget for the fair fund was due to the power upgrade that occurred last year, but there were expenditures that weren't turned in and paid until fiscal year 2023. There were additional expenditures for the fair fund that needed increased as well. The final fund that needed a supplemental budget was the Burn Permit fund. McKenzie stated that the county acts as a pass through for the conservation department for burn permits and we base our expenditures on historical data, however, more burn permits were issues this year than previous years so we just needed to increase our expenditures accordingly. Commissioner Nelson made a motion to approve Resolution 2023-18 in the matter of 2023 Supplemental Budgets and Commissioner Ledgerwood seconded the motion. The motion passed unanimously.

The Board reviewed a Memorandum of Agreement between Nez Perce County and Garfield County. Chairman Dixon stated this agreement is an agreement that we have in place for Nez Perce County to hold our juveniles in the event that one needs detained. He stated that the Prosecutor had reviewed the contract and that there were not changes to the rates that were previously set in place. Commissioner Nelson made a motion to approve the MOA and Commissioner Ledgerwood seconded the motion. The motion passed unanimously and the Board signed the agreement.

The Board discussed Emergency Management Services. Commissioner Nelson stated that he spoke to the Fire Chief and they are no longer interested in pursuing a contract to provide these services for the County. The Board discussed the next steps for this and stated that they will put together job duties for this position and then draft an advertisement to hire on a contractual basis. Chairman Dixon is the point of contact for the Emergency Management Contracts and will talk to the Fire Chief about getting the Emergency Management documents back from the Fire district so the County can maintain them.

There was brief discussion regarding the DSHS contract and the ALTC contract that Rachel Anderson had brought to the previous Board meeting. McKenzie informed the Board that the Prosecutor had reviewed the contracts and was fine with the Board signing it. The Board had

previously made a motion to sign the contracts pending the Prosecutor's review. The Board signed the contracts.

The Board recessed from 9:50 a.m. until 10:00 a.m.

The Board met with the Public Health Department from 10:00 a.m. until 10:53 a.m.

The Board met with the County Transportation Authority from 11:00 a.m. until 11:13 a.m.

The Board resumed regular session at 11:25 a.m.

Engineer Wege joined the Board. He stated that he has been working on a fuel card policy and the draft is almost ready to be sent to the Prosecutor for review. There was discussion regarding the format of the resolutions that have accompanying policies. He stated that he used the current credit card policy to draft the fuel card policy. He also informed the Board that he wasn't able to work on the cell phone policy yet, but would get to that. He also informed the Board that he found a Memorandum of Understanding between the County and the City for engineering services. He stated that he thought it was from 2014, and asked if there needs to be specific MOU's for different operations since they just did a chip sealing job for the City and that didn't seem to be outlined in the MOU he found. Chairman Dixon stated that he didn't think the Memorandum needed to be specific for each project, but that it include a composite rate that takes into account the labor and overhead.

Jim McKeirnan joined the Board to discuss a ewe that was injured from a cougar attack that occurred on Saturday night. Chairman Dixon asked if Washington Department of Fish and Wildlife (WDFW) was informed of the incident so they could come out and investigate. Jim stated that historically they haven't had much luck with WDFW getting a solution to these issues. Jim stated that he's called WDFW a couple times and nothing is ever done and that's why he called the sheriff's office. He stated that he had a vet out a couple weeks ago for unrelated reasons and the vet mentioned some marks on the sheep looked like they could be cougar attacks. Jim stated the most recent attack on Saturday was very clearly a cougar attack and that the ewe had her belly cut open from its claws. Jim stated that his family is concerned with letting young kids play in their yard due to these incidents and he is also concerned that the cougar will travel up the creek and potentially hurt a child in town. Commissioner Nelson asked if the most recent attack had been reported to anyone and Jim stated that his son, Shane, had called and talked to someone at WDFW. Chairman Dixon stated that the Board needs to have reports made so they are able to work with the Sheriff's and Prosecutor's offices to deem this a public safety issue and pursue the cougar. Chairman Dixon stressed that recording and documenting these situations is crucial in being able to create a solution. Jim expressed his dissatisfaction with previous interactions with WDFW and there not being any solutions found in the past and Chairman Dixon stated that the County is able to bypass WDFW and take control of the situation when there's a public safety issue to handle, but everything has to be documented in order for them to take action. Chairman Dixon recommended that Jim talk to the Sheriff's office to come out and take pictures of the animal before he has to take care of it due to the severity of it's wounds. The Board requested that the East Washingtonian post a notice regarding calling the

Sheriff's office for cougar sightings and to not just post these things on social media so they can start getting it documented.

The Board reviewed two service contracts with BigGreen IT and a quote for Microsoft licensing and Office 365 migration. Commissioner Ledgerwood stated that the Prosecutor had reviewed the contracts, and although he wasn't fond of some of the language and terms in the agreements, he stated that he didn't think it was likely that BigGreen IT would change it and that they have contracts with other municipalities as well so he doesn't think it will be a problem. Commissioner Ledgerwood made a motion to sign the contracts and quote and Commissioner Nelson seconded the motion. The motion passed unanimously and the Board signed the contracts and quote.

Commissioner Ledgerwood stated that during the fair he heard comments regarding the need to have fans in the "open" beef barn, and due to the heat a lot of the animals were being tied outside. He suggested that the fair board look into grants to cover the costs of this improvement. He also stated that Jessica Nelson, the Health Inspector, informed him that there were improvements that needed to be made to the food booths. There was discussion regarding making improvements to the current booths and additional conversation about how the master plan would remedy these issues. Commissioner Ledgerwood pointed out that it might be helpful to get the fairgrounds maintenance person additional help a month prior to the fair instead of just the week before, because there were still items that could be improved upon including the weeds around the rodeo arena and under the grand stands of the rodeo arena. He also brought up discussion regarding the need for more free activities and that the free temporary tattoo booth was a big hit. Chairman Dixon stated that he was informed that the Pony Punchers group continues to have rising costs for the rodeo, but does not get any of the gate fees that the fair receives. Commissioner Ledgerwood questioned if the fair fund pays for the rodeo. There was additional discussion regarding this, as part of the Fair Fund's supplemental budget included an additional \$2,000 being added to the fair fund rodeo expenditure line raising the total budget to \$12,000 for the rodeo. There was not a definitive answer as to whether there were additional costs that the Pony Punchers were covering that were not run through the County's Fair Fund. Rachel Anderson stated that everything looked great at the fair grounds and she appreciated everyone's hard work and she was pleased with how smoothly everything ran.

Commissioner Ledgerwood brought up discussion regarding flood maps, stating that drafts are available for the public's view through the Board of County Commissioners.

The following voucher payments were approved for payment:

Claims Clearing Fund

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| Numbers: 69819 | Through: 69867 | Totaling: <u>\$48,917.55</u> |
| Numbers: 69868 | Through: 69895 | Totaling: <u>\$116,354.91</u> |
| Numbers: 68986 | Through: 69896 | Totaling: <u>\$700.00</u> |

Payroll Clearing Fund

Numbers: 22775 Through: 22783 Totaling: \$16,714.29

Electronic Payments

Dated: 09/08/2023 Number of Payments: 57 Totaling: \$148,938.32

The Commissioners regular meeting adjourned at 11:56 a.m. with the next regular meeting set for Monday, October 2nd, 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