

February 12, 2024

The Board of Garfield County Commissioners met in regular session on Monday, February 12th, 2024, 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 (remote), Clerk of the Board McKenzie Lueck and the public.

The Board started the meeting with the Pledge of Allegiance.

The Board reviewed and approved the minutes for the previous meeting.

Chairman Dixon called for public comment. There was none.

Chairman Dixon stated that Commissioner Nelson is remote today.

Engineer Wege stated that Road Supervisor Steve Gormsen was out sick today, so he'd be giving the maintenance report. Last week, the crew trimmed trees on Casey Creek and returned the bucket truck to Asotin County. In the shop they worked on the chipper, replaced the heater fan on one of the graders, and finished putting the transmission together on another grader. Both graders have returned to work. The crew is working on replacing all the seals on the garage doors in the shop.

Engineer Wege gave his weekly update, stating that he has placed the ads for consultants for upcoming projects. He is working on coordinating interviews with the interview panel he previously put together for another project. Commissioner Ledgerwood asked if they have to interview for each project or if they can interview once and use that consultant for multiple projects. Engineer Wege stated that he chose to break up the advertisements so they can go with different consultants on each project if it's needed, but he's hoping to do one set of interviews. He informed the Board that he received an updated scope and fee from Keller and Associates which changed the quote from \$601,000 to \$420,000. This was due to all the previous work that Grant and Ron had completed on the project. He is going to send the updated scope to DOT for their review. Chairman Dixon asked what the process will be after DOT reviews it and Engineer Wege stated that the advertisement will be posted by the end of the year to avoid the 10% match by the county. There was discussion regarding the intent to post the advertisement for the project in the fall of 2024, so it meets the end of year deadline and gives construction companies time to plan this project. Engineer Wege informed the Board that there is an opportunity to negotiate the price: the current scope includes a 23% profit for the consultant and that's negotiable. Engineer Wege continued on his weekly update, telling the Board that he computed the rock pile quantities for inventory. He is still working on the insurance recommendations, but they are making progress: the flammables cabinet has been ordered, and the shower for the spray room is in progress. He informed the Board that he had successfully withdrawn from the Shorelands grant and shared with them the letter he sent Department of Ecology. He stated that he is going to be working on DOT Title 6 reporting for the spring of 2022 to 2023 because there were federal funds expended.

The Board reviewed Resolution 2024-04 regarding issuing a number to the Kirby-Mayview County Road project so it will be eligible for funding. Chairman Dixon explained that this project is on the six-year plan, and that this is just part of the formal process. Commissioner Ledgerwood made a motion to adopt Resolution 2024-04 and Commissioner Nelson seconded the motion. The motion passed unanimously, and the Board signed the resolution.

Anne Walsh with Puget Sound Energy came to discuss the Wayfinder Sign Project. She stated that she was presenting to the Board on behalf of Pomeroy Chamber of Commerce on a project that they have been working on for the last three years. Anne stated that they are modeling this project after a similar project that took place in Dayton. The project consists of placing 19 signs, 9 decorative posts, and 1 light post mount. The purpose of these signs is to provide visitors with identifiable information to help locate community resources such as the golf course, track and football fields, schools, fire departments, parks, pool, etc. Anne described the signs that would be placed during this project and stated that they have met with DOT and DOT stated that they have no authority due to the location of the signs being located in the city. Anne stated that they have presented this project to the city, and the city was in support of it and even provided funding to help with the project. Anne informed the Board that although they are not required to, the chamber is following DOT's guidelines and requirements. Anne stated that they are getting really close to moving forward with the project: they are in the process of updating the quote and are looking for additional funding. They are hoping to install the project by this April. Sign Crafters, Inc. in Lewiston is who is doing the work on the project. This company did business with Puget Sound Energy in the past and they did a good job. Anne stated that their estimate (excluding tax, permits, and engineering if required) is \$41,400. Their goal is to raise \$45,000. They currently have funding secured from the following organizations: Shepherd Foundation (\$15,000), SEWEDA (\$10,000), Chamber of Commerce (\$7,500), City of Pomeroy (\$4,000) and Puget Sound Energy (\$5,000). Commissioner Ledgerwood recommended that they present to the city again, as 4 of the 5 city council members are new as well as the mayor. Commissioner Ledgerwood requested that they add the football field to the sign located on 18th Street. Chairman Dixon stated that he thinks the project is a great idea and he thinks they could provide economic development funds to support the project. Chairman Dixon stated that he would like the updated quote when it's available so the Board can make a decision on an amount to provide in support of the project. Anne will inform the Board of the new costs in an email.

Anne and Chairman Dixon reminded the public that there is an open house on February 21st from 4:30 p.m.-7:00 p.m. at Spinners Maple Hall in Pomeroy. Commissioner Ledgerwood and Commissioner Nelson are planning on attending the event.

Chairman Dixon stated that last week he received a call from Potts and Associates. They are asking for support on HB 1835-Frontier Counties. This bill establishes frontier counties as counties with less than 50 people per square mile. The intention of this bill is to get more funding to the 'frontier counties'. Commissioner Ledgerwood stated that he is in favor of supporting the bill because of the potential benefit to Garfield County. The Board unanimously agreed to sign a letter of support.

Chairman Dixon reminded everyone that the next regularly scheduled meeting will be next Tuesday, February 20th, as Monday is a holiday.

Auditor McKenzie Lueck came to the Board to request funds to pay a CPA to review the annual report prior to submission. She stated that this is not something she budgeted for this year, so she is requesting LATCF to cover the expenditure this year but plans on adding this to her budget moving forward. She continued that many counties have a CPA review their annual report, or prepare it all together, prior to submission to the State Auditor's Office. This acts as a security blanket for the county to help mitigate the risk of findings in the annual report. The annual report impacts the entire county. She has selected a specific CPA that has a lot of experience working with small municipalities and local governments and was recommended by the finance committee chair of WSACA (Washington State Association of County Auditors). The CPA estimates the cost to review the annual report to be just under \$3000. McKenzie continued that if the Board decides to move forward, the next step would be getting a contract from Tara (the CPA) to move forward. Commissioner Ledgerwood stated that he didn't have any issues with the request and thought it was a good use of funds. Commissioner Nelson agreed. The Board will sign the contract at the next meeting.

Chairman Dixon stated that he will be meeting with the Superior Court Judge today in Asotin to discuss the payment of the Superior Court Administrator Salary.

Commissioner Nelson stated that he and Rachel Anderson, Civil Service Examiner, had interviews last week to fill the vacancy on the Civil Service Board. He recommended the position be filled by applicant Rebecca Freelin. He stated that she has good work experience, including union negotiations, and would be a great fit for the position. Commissioner Nelson made a motion to appoint Rebecca Freelin and Commissioner Ledgerwood seconded it. The motion passed unanimously. There was discussion and Commissioner Nelson stated that this term will be moved to a six-year term effective today. Commissioner Nelson stated that there was discussion about numbering the Civil Service positions to make tracking easier and that Rebecca's position will be number three. Rachel will call and notify Rebecca and notify the other subject of the outcome and thank them for their interest.

Sheriff Hyer joined the Board to ask for a status update on the emergency management vacancy and Chairman Dixon stated that there have been no applicants. Sheriff Hyer also asked about the Walla Walla Jail contract and Chairman Dixon stated that it is with Walla Walla's Board of County Commissioners for their review. Sheriff Hyer will call Walla Walla and see where they're at in the review process.

The following voucher payments were approved for payment:

Claims Clearing Fund

Numbers: 71031	Through: 71065	Totaling: <u>\$6,809.49</u>
Numbers: 71066	Through: 71170	Totaling: <u>\$134,579.13</u>
Numbers: 71172	Through: 71210	Totaling: <u>\$298,237.34</u>

Payroll Clearing Fund

Numbers: 23207 Through: 23213 Totaling: \$10,907.40

Electronic Payments

Dated: 2/9/23 Number of Payments: 59 Totaling: \$165,798.54

The Commissioners regular meeting adjourned at 9:48 a.m. with the next regular meeting set for Tuesday, February 20th, 2024, 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