

March 25, 2024

The Board of Garfield County Commissioners met in regular session on Monday March 25th, 2024, at 9:00 a.m. in the Commissioners' Chambers at the Garfield County Courthouse.

Present were Chairman Justin Dixon, Member Jim Nelson, Member Larry Ledgerwood, 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.

Road Supervisor Steve Gormsen gave the Board the weekly maintenance report. The crew broomed roads Gould City-Mayview and Kirby Mayview and are working to get intersections cleaned up from sand and chips. Chairman Dixon recommended the broom be ran on mountain road due to gravel being on the road. The following roads were graded; Weimer Hill, Breakdown, Willow Gulch, Elsonshon, Howell Grade, Malon, Armstrong, Beale, Raines, Hutchins, Rickman, Ball Grade, Browns Gulch, Lewis, and Freeburn. Steve stated that farmers are starting to run so the crew is trying to get to the closed roads. They extended a culvert on Willow Gulch because it was too narrow to get big equipment across. They have been dipping ditches on Gould City Mayview. The crew also performed vegetation control on Meadow Creek, Breakdown, Lower Deadman, and Blachly Grade. In the shop, they worked on graders E120 and E127 and are working on putting a new motor in pickup E218. Steve stated that he met with Adam Hodges, County Risk Manager, to look at risk mitigation items, such as preventative maintenance on electrical. He also informed the Board that there have been a few people reaching out requesting bid packets for the rock, oil, hot mix bid advertisement. The bids will be open April 8th at 9:30 a.m.

Steve informed the Board that he would like to look at outsourcing the magnesium chloride (mag) services the County provides due to the costs the county is eating. He stated that the County's truck that is used to provide these services is getting dated and the County is paying \$20,000-\$30,000 a year to put mag on driveways and road sections in front of residents' homes. He added that the county is liable if the customer doesn't like the mag, which requires the crew to go back out and those costs come out of County Road's budget. Steve stated that the crew would still do the prep work, but he would like to pay someone else to come and put down the mag. HE stated that this is how the County used to do it, but within the last 5 years they started putting the mag down themselves. He will get numbers together and present them to the Board. Chairman Dixon stated that he thought this was a wise decision. The crew will be dipping ditches, hauling gravel, putting a couple culverts in, and blading this week. Steve will be out on vacation next week.

Chairman Dixon stated that the Board was notified by CRAB that they need to appoint a position to oversee day-to-day activities while they are without an engineer. The Board reviewed Resolution 2024-07 in regard to appointing Steve Gormsen to supervise the day-to-day non-

engineering county engineer duties with the county engineer position vacancy. Commissioner Nelson made a motion and Commissioner Ledgerwood seconded it. The motion passed unanimously, and the Board signed the resolution.

Rebecca (Becky) Couch, Director of Palouse RTPO (Regional Transportation and Planning Organization), and Jeff Ruchert board member of RTPO, joined the Board to discuss the County's recent vacancy on the Board. The Garfield County Engineer was the County's representative on the RTPO Board, and with the recent resignation, it left this position vacant for both the Policy Board as well as the Transit Board. Jeff is the Secretary on the Policy Board. Becky gave an overview of the RTPO, stating that an interlocal agreement was signed back in 2015 when all the agencies agreed to become a member of the RTPO. These agencies include the following counties and all the municipalities and transit agencies located within those counties, Asotin, Columbia, Garfield, and Whitman. Becky stated that RTPO are state mandated and are put in place to coordinate and plan the transportation projects within the region. Becky stated that her position helps oversee the completeness of plans and helps get projects funding. She's been working on getting all agencies representation on the board, so everyone has a voice. She stated that the regional transportation plan needs to be updated soon and it's important that everyone gets represented during that process. Jeff stated that a representative from WSDOT also attends the meetings, so they are aware of what's important to this area. Becky stated that the Technical Advisory Board is comprised of mostly engineers vs the transit board. Becky stated that for projects to get federal funding, they must be on the state transportation improvement plan, as well as, on the regional transportation improvement plan so it's important for the next engineer to be involved. Commissioner Ledgerwood asked what projects the RTPO were working on that would impact Garfield County. Becky stated that they are working on the coordinated HSTP which is state funding. They are also working on getting public input from each transit community so they can study the needs and make adjustments. She stated that this will take place in 2026. She stated that most grant funding comes through that study. Becky stated that they just completed the regional transportation plan but it is continually updated. She continued that the regional transportation plan will be the big one coming up in the next few years. She stated that RTPO is focusing on completing street plans for the small towns who have highways that travel through them, because this is something that is generally needed if there are any changes made to the highway. Jeff added that this plan includes plans for sidewalks, crosswalks, etc. Commissioner Nelson asked about speed reader boards and if there is funding available for that. Becky stated that there is probably funding available for that, and she would investigate it.

Mayor of Pomeroy, Jack Peasley, asked when the meetings were held for RTPO and Becky stated that meetings are all virtual with one annual in-person meeting. She stated that the city and the county each have a seat on RTPO. There was discussion on whether the engineers were voting members or not, and Becky stated that they were voting members. She stated that the Policy Board meetings are quarterly, and the TAC meetings occur every two months. Mayor Peasley stated that he was very intrigued by the reader boards and the possibility of funding them. Becky stated that the funding came through RTPO from the state which can be applied for through RTPO. Becky asked about the vacant engineer position and if the county has had much interest. Chairman Dixon stated that the Board is in negotiations with an interim. He added that it's been challenging to find a candidate for the fulltime position. The Board thanked Becky for her time.

Mayor Peasley joined the Board to discuss multiple items. He updated them on the project at the park, stating that they got the bid for the project. He continued that there are three parts to the project; concrete repair, the light repair, and the painting part which will be resurfacing the court with color and then painting lines. The bid for the lighting came in at \$17,000. They are still trying to find someone to do the painting portion of the project. 2 Cannon River Construction is going to do concrete work. Mayor Peasley asked for the Board's input and if they had any funds they could provide to help with the project. The bid from 2 Cannon River Construction was \$15,500 which includes the concrete, the fencing, and erosion control due to being on the creek side. Mayor Peasley stated that the project is government funds, and they have to pay prevailing wage for everything. Commissioner Nelson asked if they had a number for the paint, and Mayor Peasley said they did not have a number at this time, but he was guessing it would cost between \$30,000-\$40,000. Chairman Dixon asked if the City had available funds and Mayor Peasley stated that the city has \$56,000 allocated to the project. Chairman Dixon asked what the lighting was going to entail, and Mayor Peasley stated that there will be lighting installed around the courts as well as three other lights will be repaired that aren't currently working. The lighting bid includes putting in two new poles and putting in a new drop. They will be putting the power lines in the ground, but the city will do the trenching for the lines. Chairman Dixon stated that there might be funding available, but it would have to be allocated towards the concrete portion of the project. The Board is going to review fund balances this week and revisit this discussion next week.

There was a discussion regarding a golf course project. Mayor Peasley stated that the city has \$12,000 set aside that can help fund the project. The proposed project is located to the east side of number nine t-box towards the county shop. He stated that the project would consist of fixing the washed-out area. He was unsure of what the total cost would be but stated that he thought Grant and Ron were working on this before they left. Chairman Dixon stated that Grant and Ron wanted to put cement blocks in to create a retaining wall, but it would require renting an excavator and possibly a telehandler. There was discussion regarding using county and city forces for the city project. Chairman Dixon stated that there was a rough estimate on a spreadsheet of what the project was going to cost at public works and stated that they can revisit it. Commissioner Ledgerwood asked if they could use Path and Trails funds for the golf course project and Chairman Dixon stated that he believed that would be an allowable expense. Chairman Dixon asked about the timeframe on the park project and Mayor Peasley stated they would get started on it right away. The Board will get back to Mayor Peasley by next week's meeting.

Chairman Dixon asked about the progress on the city looking into putting a pump station on the east side of Pomeroy. Mayor Peasley said they received confirmation from Keller and Associates after looking into the possibility of the pump station and the funding available via a loan as well as a grant. The city is waiting for the federal budget to be finalized and then the state will get the money to fund the project. Mayor Peasley stated that Patty Murray's office has made it very clear that the money is there, they are just waiting to see when the money comes in. Mayor Peasley stated that he would get Keller and associates started on the project.

Mayor Peasley stated that May 18th is City/County cleanup day. Rachel Peasley, Rachel Herres, and Lillian Heytvelt are working on creating a flyer for this event. Mayor Peasley stated that the city is going to start paying very close attention to the nuisance orders after this cleanup date. He continued that the city is going to use a couple trucks and trailers, and a couple of them are going to volunteer their time to help clean up the community. The rock pit will be open to everyone to dump their disposables, Mayor Peasley reiterated that the city just wants everyone to cleanup around their property. They will be discussing this more next Tuesday at the city council meeting. In April they will be mailing flyers, putting an ad in the paper, posting on social media, etc. to get the word out. Chairman Dixon asked if there is going to be someone stationed at the rock pit to oversee the dumping of debris. He stated that it would be great to have an employee on site. Commissioner Ledgerwood said he thought Amy Van Vogt might be there managing it. Commissioner Ledgerwood spoke about the possibility of having a county loader there for items that can't be lifted into the pit. The Board is going to coordinate with Public Works and Amy. Mayor Peasley said that he will continue coordinating with the Board.

Mayor Peasley provided a copy of an Agreement for Collection of Special Taxes, Fees, and Assessments. This is the agreement that has previously been discussed between the city and the County Treasurer. He stated that Diane put this together and he was very happy with how it turned out. He informed the Board that there is a maximum of \$2000 that can be levied against the property. The Board will pass the agreement on to Prosecutor Newberg for review.

Mayor Peasley stated that at the Innovia meeting last week, they informed everyone that they have put together a program called 'Heart and Soul'. He stated that they have been running the program in the Midwest, but it's similar to the 'Main Street' program that has taken place in communities near Pomeroy. It's designed to provide direction for getting the community together in deciding what to do and then helping with how to execute those ideas. Mayor Peasley stated that there is funding out there, but Innovia put together their own grant, which will open in April. The money will be disbursed in September and the amount of the grant is \$10,000. He stated that the city is planning on applying for the Innovia grant. Mayor Peasley stated that he was thinking about how SEWEDA, Innovia, the City of Pomeroy, Garfield County, and the Port District could all work together to fund a county promotions position to try to get grants to make things better in the community. By September the City might have \$10,000 to put towards funding this position. He added that events are important, and promoting the community is important and that's what this position would do. Nolan from Innovia has indicated that Pomeroy and Dayton are both going to be recipients of the grant.

Katie Magill, District Court Administrator, joined the Board to discuss quotes for jury systems. She stated that she was having a hard time getting a quote from a third vendor. She stated that the first quote she received was from Jury Systems. This vendor is used by Columbia and Asotin Counties and has been for about 10 years. The quote for Jury Systems' software was \$44,309 up front and \$6,124 due annually. She stated that she spoke with Greg Sharp, County IT Coordinator, and he indicated that he thought if there is a requirement for the server to be upgraded to be compatible with the software, that it would cost around \$1,000, but it would be a one-time cost. Katie presented the Board with the second quote from vendor Tyler Technologies. The quote was for \$67,195 up front and then \$22,130 annually. Katie stated that Tyler Technologies product is a great system, but probably isn't needed due to the lack of trials here.

Commissioner Nelson asked if the counties that are currently using the Jury Systems software were happy. Katie stated they were happy with it. Chairman Dixon asked if the court has any funds available through AOC or any other funding source to help pay for this. Katie stated that AOC doesn't have anything available at this time. She said there are court improvement funds and the DUI funds that might be able to be used for annual costs. Chairman Dixon stated that the Board would put some numbers together this week and would discuss it again next week. Commissioner Nelson asked how quickly the software would be up and running and Katie stated that she thought it would be quick, but she would double check and make sure everything is compatible.

Commissioner Ledgerwood stated that there was a fair board meeting they had received the match funds for the water and the electrical upgrades that were done at the fairgrounds a couple years ago. There was discussion on whether the fair owes the county ARPA funds back. McKenzie stated that the Board transferred those funds to the fair and that this was not a loan. Commissioner Ledgerwood stated that there was discussion regarding the keys at the fairgrounds as there were new locks installed on the Dick Brown Building. He stated that the fair board voted that the elected board members get keys for 12 months at a time. Commissioner Ledgerwood stated that he informed the fair board that he thought the Board of County Commissioners would support them on this decision. Commissioner Ledgerwood stated that a major discussion point during the key discussion was that there has been use of the facilities without prior approval and payment of the facilities, but it seems that this has been remedied. Commissioner Ledgerwood also added that there will be an Innovia Foundation meeting on Wednesday the 27th at 6 p.m. at the High School.

Commissioner Ledgerwood informed the Board that the fairgrounds received 3 bids for new bleachers; two companies bid three 21 ft sections of bleachers and the third company bid 15 ft sections. Shaniece was wondering what the next steps were; two of the companies want to go through a cooperative agency to handle all procurement paperwork. Chairman Dixon stated that he thinks the county should hire the cooperative agency to make sure all the paperwork is completed. There was discussion regarding the number of bleachers needed. Commissioner Ledgerwood said he was in favor of cutting some of the bleacher space and leaving it open for other things that need covered. Commissioner Nelson agreed. Monica Bartlow, WSU Extension Agent, said the grant was for \$101,589.60 with the County match being \$35,000.

The following voucher payments were approved for payment:

Claims Clearing Fund

Numbers: 71554	Through: 71584	Totaling: <u>\$36,219.72</u>
Numbers: 71585	Through: 71607	Totaling: <u>\$54,531.69</u>
Numbers: 71608	Through: 71608	Totaling: <u>\$1,762.58</u>

Payroll Clearing Fund

Numbers: 23356	Through: 23356	Totaling: <u>\$1,500.00</u>
----------------	----------------	-----------------------------

Electronic Payments

Dated: 3/25/2024 Number of Payments: 22 Totaling: \$24,743.92

The Commissioners regular meeting adjourned at 10:22 a.m. with the next regular meeting set for Monday, April 1st, 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

Adopted