

COMMISSIONERS' PROCEEDINGS

April 15, 2024

The Board of Lincoln County Commissioners met this day in Regular Session in their office with the following present: SCOTT M. HUTSELL Chairman, JO M. GILCHRIST and ROB COFFMAN, Commissioners and Tara Holden, Clerk of the Board.

MINUTES Minutes of the April 1, 2024, meeting were approved as presented.

CLAIMS Claims were examined and ordered paid in the total amount of \$377,118.97.

CLAIM	WARRANT	WARRANT	TOTAL
Current Expense	1384167	1384239	271,683.81
Current Expense	1384104	1384111	5,899.47
LC Noxious Weed Board	1384240	1384246	10,500.11
County Road	1384113	1384166	15,073.81
Solid Waste Management	1384113	1384166	29,545.77
Equipment Rental/Revolving	1384113	1384166	35,523.53
Pits & Quarries	1384113	1384166	8,892.47
		TOTAL:	377,118.97

The claims listed above were distributed to the various funds indicated below:

FUND	TOTAL	FUND	TOTAL
Current Expense	243,208.09	Emergency Communication	4,098.17
Enhanced 911	296.00	Self-Funded Insurance Fund	62.50
LC Noxious Weed Board	10,500.11	Law Library	2,285.28
County Road	15,073.81	Prof Building	430.92
Solid Waste Mgmt	29,545.77	Public Health	4,490.56
Eq Rental & Rev	35,523.53	Public Safety	3,750.12
Pits & Quarries	8,892.47	Seized/Forfeited Property	2,403.38
Auditor's M&O	178.21	Sex Offender Registration	2,403.39
County Fair	5,854.75	Treasurer's M&O	120.00
DARE	23.75	Trial Court Improvement	314.41
Drug Enforcement	2,403.38	Youth Program Co-op	852.38
Educ & Grant Funded Projects	4,407.99	TOTAL:	377,118.97

PAYROLL CHANGE NOTICES Payroll Change Notices were approved as presented.

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PERSONNEL POLICIES A Resolution to adopt the revised Lincoln County Personnel Policies & Procedures Guide was presented for consideration of approval. A request to clarify the board's position on Remote or Teleworking was received.

MOTION By unanimous vote, the Commissioners disallowed remote work or teleworking. As a public entity, the County Offices are open to serve the public, a task not able to be performed through remote work and teleworking situations. Additionally, most positions that are not public facing are responsible for sensitive or personal information that should be maintained within the county offices.

MOTION By unanimous vote, the Commissioners tabled the resolution to add a paragraph on Remote/Teleworking.

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TRAFFIC POLICING REPORT Sheriff Gants submitted the quarterly traffic policing report for January through March 2024.

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NOTICE OF AWARD The Notice of Award for the 2024-2025 County Printing Bid was submitted for signature, to award the bid to Cheney Free Press.

MOTION By unanimous vote, the Commissioners authorized the Chairman to sign the Notice of Award.

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PROCLAMATION 2024-01 The Commissioners, by Proclamation 2024-01, declared May 31, 2024, Washington State Association of Counties Executive Director Eric Brian Johnson Day.

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CORRESPONDENCE A formal request to hire a patrol deputy to replace Justin Gump, L31, who resigned effective April 10, 2024, was submitted by Sheriff Gants.

MOTION By unanimous vote, the Commissioners approved the Sheriff's request to hire a patrol deputy.

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CORRESPONDENCE Two quotes received for recodification of the Lincoln County code were presented, and a recommendation to proceed with Civic Plus, formerly Mathew Bender & Associates, to continue to serve the county was made.

MOTION By unanimous vote, the Commissioners approved the request, and the signing of a contract and Notice of Award for Civic Plus to be signed out of session once approved by the Prosecuting Attorney.

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STATEMENT OF WORK The Statement of Work with Recodification, Supplementation and Online Code Hosting Services between Civic Plus and Lincoln County was signed by the Chairman out of session.

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CORRESPONDENCE A notification of the hiring of Brittany Murray for the Cook/Janitor position effective April 15, 2024, was submitted by Sheriff Gants.

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LEASE A fully executed master optical fiber and facilities lease between Lincoln County and Spear Broadband, LLC, an ISP, was submitted by Broadband Director, Margie Hall.

MOTION By unanimous vote, the Commissioners approved the Chairman's signature on the lease.

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CHANGE ORDER A fully executed construction change order between Lincoln County and ZeroDb for fiber termination in Creston, due to the design not including customer connections, was submitted by Broadband Director, Margie Hall.

MOTION By unanimous vote, the Commissioners approved the Chairman's signature on the change order.

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CORRESPONDENCE A copy of a letter to the Civil Service Board, informing the board of the hiring of Geoffrey Connolly, effective April 15, 2024, replacing L23, McMullen, was submitted by Sheriff Gants.

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CORRESPONDENCE A copy of a letter to the Civil Service Board, informing the board of resignation of Justin Gump, effective April 10, 2024, was submitted by Sheriff Gants.

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LIQUOR LICENSE RENEWAL A liquor license renewal notification was received from the Washington State Liquor & Cannabis Board for Big Bend Golf and Country Club in Wilbur.

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MEETING Ed Dzedzy, Public Health Director, met to request the board approve a Payroll Change Notice for a terminated employee who did not pass their 6-month probationary period. The payroll change notice, having already been presented to the payroll office, and approved, was added to the consent agenda and approved by the board.

MEETING Chandra Schumacher, Auditor, met to present a contract for prepaid debit card issuance for fair awards and a change order for the Johnson Controls contract for updating the security systems throughout the county.

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AGREEMENT A disbursement agreement for Card Issuance between Rapid Financial Solutions, LLC, a subsidiary of Tyler Technologies, Inc. and Lincoln County was submitted for Chairman signature.

MOTION By unanimous vote, the Commissioners authorized the Chairman to sign the agreement.

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CHANGE ORDER A construction change order between Lincoln County and Johnson Controls was submitted for Chairman signature.

MOTION By unanimous vote, the Commissioners authorized the Chairman to sign the change order.

COMMISSIONER REPORTS Commissioner Gilchrist presented her various committee reports.

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MEETING Dave Hearrean, Contracted Public Defender met with the Board to give an update on public defense, and presented the quarterly weight chart worksheets ending April 2024.

MEETING Margie Hall, Broadband Office Director, met to provide an update on the Broadband office.

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PUBLICATION Verification of the publication of a Notice of Request for Qualification for the Design & Build, Fairgrounds Livestock and Equestrian Arena Project was made by visual inspection of the Lincoln County Record-Times. The affidavit of publication was not received until the afternoon mail was delivered.

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BID OPENING One (1) timely bid was received from: Halme Builders, Davenport, WA. Bid opening closed.

MOTION By unanimous vote, the Commissioners referred the bids to the Fair Secretary, for review and recommendation.

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MEETING Dawn Canfield, Fair Secretary, met to recommend awarding the Arena Lighting Project to Arctic Lighting & Electric, LLC. Funding from the Department of Agriculture and Friends of the Fair will be utilized to accomplish the project.

MOTION By unanimous vote, the Commissioners awarded the bid for the Arena Lighting Project to Arctic Lighting & electric, LLC, and authorized the Chairman to sign the Notice of Award and Notice to Proceed.

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MEETING Gabe Gants, Sheriff, met to request the board approve two (2) Payroll Change Notices for a Road Deputy and the Cook/Janitor. The payroll change notice will need to be presented to the payroll office, and approved, prior to being added to the consent agenda and approved by the board.

MOTION By unanimous vote, the Commissioners authorized the Chairman to sign the payroll change notice after payroll approval.

MEETING Dave Orvis, Public Works Director, met to present a departmental update, which included a maintenance update on the Redwine Canyon magnesium chloride application in preparation for the Miles Creston Project; in personnel, the director requested to hire a crusher operator at a Grade 2, Step 4 due to experience of the applicant. A draft contract for James Wege for County Engineer was presented for Board review. Notification of retirement was received for a Wilbur shop employee; the director requested permission to hire for the Equipment Operator position. In project updates, the Miles Creston G1034 and G1035 plans and specifications are being reviewed at headquarters; the director requested permission for the Chairman to sign the Local Agency Agreement Supplement and the Project Prospectus for G1034 and G1035 once it is ready; and also requested permission for the commissioners to sign the Project Drawings and specifications approval for G1034 and G1035 once approved by H&LP.

MOTION By unanimous vote, the Commissioners approved the request to hire a crusher operator at Grade 2, Step 4.

MOTION By unanimous vote, the Commissioners approved the request to hire a Equipment Operator for the Wilbur shop.

MOTION By unanimous vote, the Commissioners approved the Chairman to sign the Local Agency Agreement Supplement and the Project Prospectus for G1034 and G1035 out of session.

MOTION By unanimous vote, the Commissioners approved the signing of the Project Drawings and Specifications Approval for G1034 and G1035 once approved by H&LP, out of session.

COMMISSIONER REPORTS Commissioner Coffman presented his various committee reports and requested that County Engineer Walt Olsen be nominated for the Engineer Award again this year, instructing the Clerk to draft the nomination form.

MEETING Wes Crago, Program Administrator, Clear Risk Insurance, met to discuss last year's insurance renewal and presented updates for this year's renewal. Casy Haden, Account Executive at Libke Insurance Associates, also attended the meeting.

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MEETING Courtney Thompson, Land Services, met to request a 3-month moratorium for the zoning code update. Sue Lani Madsen, Chair of the Planning Commission also attended and gave a brief report on the commission's plan for setting up an advisory workgroup and explained the initial reasoning for the request for a moratorium. The Board requested the commission continue their work without a moratorium and expressed their gratitude for the commission and the advisory workgroup of citizens working together to update the zoning code. Ms. Thompson also informed the board of a public hearing scheduled for Tuesday, April 16 at 1:30 p.m. for The View at Deer Meadows. In Building, Ms. Thompson reported that it is steady and keeping the building inspector very busy.

COMMISSIONER REPORTS Commissioner Hutsell presented his various committee reports.

Meeting Recessed for the lunch hour, to reconvene at 1:00 p.m.

Meeting Reconvened at 1:00 p.m., with all members present.

MEETING Dawn Canfield, Fair Secretary met to request the board award the Livestock and Equestrian Arena Project to Halme Builders, the only timely bid received, as the best bid for Lincoln County.

MOTION By unanimous vote, the Commissioners authorized the Chairman to sign the Notice of Award for the Livestock and Equestrian Arena Project.

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NOTICE OF AWARD The Notice of Award for the Lincoln County Fair Livestock and Equestrian Arena Project Bid was submitted for signature, to award the bid to Halme Builders, Davenport, WA.

Meeting Recessed to hold the Board of Health meeting.

Meeting Reconvened at 2:48 p.m., with all members present.

With no further business, the meeting was adjourned to meet again in Regular Session on May 6, 2024.

The preceding pages AA. – AA. are a correct summary of all business transacted by the Board of Lincoln County Commissioners this 15th day of April 2024.

CLERK OF THE BOARD – TARA HOLDEN

CHAIRMAN – SCOTT M. HUTSELL
