

COMMISSIONERS’ PROCEEDINGS

March 20, 2023

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

MINUTES Minutes of the March 6, 2023 meeting were approved as presented.

CLAIMS Claims were examined and ordered paid in the total amount of \$212,915.91.

CLAIM	WARRANT	WARRANT	TOTAL
Current Expense	1377616	1377691	82,145.98
Current Expense	1377692	1377692	540.00
Current Expense	1377538	1377544	527.72
Current Expense- Special Issue	1377537	1377537	951.48
Current Expense- Special Issue	1377693	1377694	10,600.34
LC Noxious Weed Board	1377551	1377554	1,857.34
County Road	1377555	1377615	22,253.50
Solid Waste Management	1377555	1377615	27,574.92
Equipment Rental/Revolving	1377555	1377615	63,975.18
Pits & Quarries	1377555	1377615	2,489.45
		TOTAL:	212,915.91

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

FUND	TOTAL	FUND	TOTAL
Current Expense	62,931.87	County Fair	1,341.20
Enhanced 911	3,153.02	Elections	3,081.10
LC Noxious Weed Board	1,857.34	Emergency Communication	3,226.62
County Road	22,253.50	Self-Funded Employee Benefits	8,616.38
Solid Waste Mgmt	27,574.92	Law Library	2,057.94
Eq Rental & Rev	63,975.18	Public Defense Services	1,387.50
Pits & Quarries	2,489.45	Public Health	4,678.15
Alcohol/Drug Services	537.67	Public Safety	673.88
Auditor's M&O	110.67	REET & Property Admin	2,969.52
		TOTAL:	212,915.91

PAYROLL CHANGE NOTICES Payroll Change Notices were approved as presented.

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COMMISSIONER’S ORDER 23-07 The Commissioners, by Order 23-07, established the Salary Ranges for Appointed Positions within the Department of Public Works effective January 1, 2023.

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COMMISSIONER’S ORDER 23-08 The Commissioners, by Order 23-08, awarded the PWB Archaeological Monitoring Plan proposal to Plateau Archaeological Investigations, LLC, at the request of the EDC Director.

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COMMISSIONER’S ORDER 23-09 The Commissioners, by Order 23-09, awarded the WSBO Archaeological Monitoring Plan proposal to Westland Engineering & Environmental Consultants, at the request of the EDC Director.

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RESOLUTION 23-11 The Commissioners, by Resolution 23-11, set a policy that all non-statutory services rendered by the Lincoln County Clerk be charged, including, but not limited to, postage, envelopes, other supplies and handling costs, to be codified and included in Title 2 of the Lincoln County Code, at the request of the Clerk.

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RESOLUTION 23-12 The Commissioners, by Resolution 23-12, amended Title 3, Chapter 3.25 – Purchasing Policy of the Lincoln County Code.

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RESOLUTION 23-13 The Commissioners, by Resolution 23-13, rescinded resolution 11-05 and implemented a Fully-Insured medical program for certain exempt, courthouse and public works employees.

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OPEN SPACE AGREEMENT The Open Space/Timber Taxation Agreement was presented for Chair signature for Monastery of Mary Mother of the Word. Once signed, the document is recorded in the Auditor’s Office.

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

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AGREEMENT Non-Disclosure Agreement between HMA and Lincoln County for preventing unauthorized use and disclosure of Confidential Information was provided for Chair Signature. The agreement allows the County to receive an SOC report for the Annual Report for Self-Insurance in 2022.

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

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LETTER A letter from the Office of Economic Development & Competitiveness was presented with an Associate Development Organization Certification/Designation Form, requesting the designation of an ADO.

MOTION By unanimous vote, the Commissioners authorized the Chair to designate the Lincoln County Economic Development Council and sign the Certification/Designation Form.

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MARIJUANA LICENSE RENEWAL A marijuana license renewal notification was received from the Washington State Liquor & Cannabis Board for P&E Productions, LLC in Wilbur.

MEETING Chairman Hutsell discussed the Broadband Office formation, and the need for an appointed Director to manage the office, and the CERB, PWB and WSBO Broadband projects. After several months of searching, the Chairman had a meeting with Margie Hall, the former EDC Director in Lincoln County, who expressed an interest in taking on the position. The Chairman recommended that a formal order be issued to appoint Ms. Hall.

MOTION Commissioner Coffman moved to appoint Margie Hall as the Broadband Office Director, with a Commissioner's Order to be prepared and signed out of session. Commissioner Gilchrist seconded the motion and it passed unanimously.

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COMMISSIONER'S ORDER 23-10 The Commissioners, by Order 23-10, appointed Margie Hall as Director of the Lincoln County Broadband Office.

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AFFIDAVIT OF PUBLICATION Verification of the publication of a Notice of Invitation to Bid for the Lincoln County Broadband CERB FTTX Almira, Creston, Harrington project was provided by The Lincoln County Record-Times.

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BID OPENING Five (5) timely bids were received from: 1) Blue Mountain, Walla Walla, WA, 2) Skyview Construction, Post Falls, ID, 3) Robinson Brothers, Vancouver, WA, 4) Paramount Communications, Richland, WA, and 5) Zero dB Communications, Spokane, WA. Bid opening closed. No Public Comment neither verbal nor written, was submitted.

MOTION Commissioner Coffman moved to refer the bids to the Economic Development Council Director and Petrichor Broadband Consultant, for review and recommendation. Commissioner Gilchrist seconded the motion and it passed unanimously.

Meeting Recessed to hold a Finance Committee Meeting at 9:15 a.m.

MEETING The Finance Committee met to discuss investments, revenues, and a request for a budget extension and loan from Special Funded Services for the Broadband budget.

Meeting Reconvened at 9:30 a.m., with all members present.

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MEETING Sue Hatten, Interim Executive Director, Lincoln County Drug and Alcohol Center, met to review the February Day Sheet, and estimated March Day Sheet, and the ending balances for each month.

TELECONFERENCE Zak Kennedy, Legislative Lobbyist, met with the Commissioners via Zoom to give an update on current Legislative activity.

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MEMO/PROPOSAL Chairman Hutsell requested permission to sign the FMS Proposal for Upgrades. The five (5) upgrades are included in the annual maintenance expense. The proposal includes training for the staff as the upgrades are extensive and consuming. Funding for the training will be covered in the IS budget and is a one-time expense.

MOTION Commissioner Coffman moved to allow the Chairman to sign the proposal for FMS upgrades. Commissioner Gilchrist seconded the motion and it passed unanimously.

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MEETING Dave Orvis, Public Works Director, met to present a departmental update that included a maintenance update; in personnel, an update on the part-time engineer position; a request to have the funding for the Hawk Creek Project transferred over to the County Road fund; in project updates, some of the offers have begun to arrive for the Miles Creston Projects; and in other information, the liquid asphalt bid renewal prices were set for the 2023 oiling season, and a copy was provided to the board.

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LETTER The WSDOT Title VI Plan along with the Standard Title VI Assurances was presented for Chair signature.

MOTION Commissioner Coffman moved to allow the Chairman to sign the WSDOT Title VI Plan documents. Commissioner Gilchrist seconded the motion and it passed unanimously.

MEETING Adam Walser, Prosecuting Attorney met with the board to provide an update on the request made by the Superior and District Court Judges to maintain a Public Defender list for conflict purposes. The Prosecutor will arrange for the current Public Defender, Dave Hearrean to compile a list to be used in the event that there is a conflict and Attorney Hearrean is unable to provide defense.

COMMISSIONER REPORTS The Commissioners presented their various committee reports. Commissioner Coffman presented a draft letter and a copy of the S.W.E.A.T. Pledge, and requested the boards support to add the letter to the new employee packet as a statement of the Commissioner’s moral and ethical values. The letter and pledge will be reviewed by the Prosecuting Attorney prior to its adoption as part of the new employee packet.

MOTION Chairman Hutsell moved to allow Commissioner Coffman to testify on behalf of the Board and Lincoln County against HB 1240. Commissioner Gilchrist seconded the motion and it passed unanimously.

Meeting Recessed to reconvene on at 1:00 p.m. for further business.

Meeting Reconvened The meeting reconvened at 1:00 p.m. with all members present.

MEETING The Board of Health met to discuss and approve the Consolidated Contract amendment #11, DSHS General Terms and Conditions, School Health & Safety Program, On-Site Sewage Rule Update, a Building Update, the Back in the Swing Health Event, Smile Mobile, and reports from the Health Officer, Chair and Board of Health Members.

Meeting Reconvened at 2:10 p.m., with all members present.

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CONTRACT AMENDMENT Contract Amendment No. 11 to the Consolidated Contract (CLH31018) with the Lincoln County Public Health Department and State Department of Health was presented, after approval from the Lincoln County Board of Health, for electronic Chair signature to allow for funding of public health programs.

MOTION Commissioner Coffman moved to allow the Chairman to electronically sign the Consolidated Contract amendment #11. Commissioner Gilchrist seconded the motion and it passed unanimously.

With no further business, the meeting was adjourned to meet again in Regular Session on April 3, 2023.

The preceding pages AA. – AA. are a correct summary of all business transacted by the Board of Lincoln County Commissioners this 20th day of March 2023.

CLERK OF THE BOARD – Tara Holden

CHAIRMAN – Scott M. Hutsell
