

COMMISSIONERS' PROCEEDINGS

April 17, 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 April 3, 2023 meeting were approved as presented.

**CLAIMS** Claims were examined and ordered paid in the total amount of \$288,814.68.

CLAIM	WARRANT	WARRANT	TOTAL
Current Expense/Small Funds	1378085	1378154	143,023.55
Current Expense- Special Issue	1378009	1378009	266.98
Current Expense- Special Issue	1378020	1378021	802.23
LC Noxious Weed Board	1378155	1378160	2,554.01
County Road	1378022	1378084	43,882.54
County Road - Special Issue	1378181	1378181	375.00
Solid Waste Management	1378022	1378084	34,880.58
Equipment Rental/Revolving	1378022	1378084	59,728.41
Pits & Quarries	1378022	1378084	3,301.38
		TOTAL:	288,814.68

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

FUND	TOTAL	FUND	TOTAL
Current Expense	114,328.51	Election	35.00
Enhanced 911	3,153.02	Emergency Communication	9,768.78
LC Noxious Weed Board	2,554.01	Employee Self Ins. Fund	1,115.98
County Road	44,338.50	Law Library	2,057.94
Solid Waste Mgmt	34,880.58	Prof Building	388.80
Eq Rental & Rev	59,728.41	Public Health	6,075.92
Pits & Quarries	3,301.38	Public Safety	1,906.13
Alcohol/Drug Services	1,157.02	REET & Property Administration	166.66
Auditor's M&O	2,447.83	Veterans Assistance	117.98
County Fair	1,292.23	TOTAL:	288,814.68

**PAYROLL CHANGE NOTICES** Payroll Change Notices were approved as presented.

Book AA-2023 Page

**COMMISSIONER'S ORDER 23-12** The Commissioners, by Order 23-12, awarded the 2023-2024 County Printing Bid to Free Press Publishing, Inc.

Book AA-2023 Page

**RESOLUTION 23-16** The Commissioners, by Resolution 23-16, declared as surplus certain county owned office equipment at the request of the Alcohol & Drug Center Director.

Book AA-2023 Page

**AGREEMENT** The Second Addendum to the Interlocal Agreement creating the 911 PSAP Consortium #1 to provide shared 911 equipment and services among Skagit 911, Skamania and Okanogan Counties, and Lincoln, San Juan and Ferry Counties, municipal corporations of the state of Washington that desire to become parties to the Agreement, and establishing the 911 PSAP Consortium #1, effective November 19, 2021 was presented for signature.

Book AA-2023 Page

**AGREEMENT** An agreement between Spokane County Emergency Management and Lincoln County in Conjunction with FY 2022 Homeland Security Grant Program, from 09/01/2022 to 3/31/2024, Grant ID# SCEM-2216, Original Grant ID# E23-093, Federal Funds EMW-2022-SS-00056-S01, was presented for Chairman Signature.

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

Book AA-2023 Page

**ORDER GRANTING FRANCHISE** The Order Granting Franchise 22-02 was signed for Sprint Communications Company L.P., renewing Franchise No. 12-02 and was then recorded in the Auditor's Office.

Book AA-2023 Page

**CONFLICT ATTORNEY LIST** Dave Hearrean, Contracted Public Defender submitted the Lincoln County Superior Court Felony Attorney Conflict List, Juvenile Court/At Risk & Child in Need Conflict Attorney List, and District Court Misdemeanor Attorney Conflict List, per the requirements of GR 42.

Book AA-2023 Page

**WEIGHT CHART WORKSHEET** Dave Hearrean, Contracted Public Defender submitted the weight chart worksheets ending December 30, 2022 and March 30, 2023.

**COMMISSIONER REPORTS** The Commissioners presented their various committee reports.

**MEETING** Chandra Schumacher, Auditor met to discuss an increase to the Divco proposal signed during the April 3, 2023 meeting. A new proposal was submitted for approval to sign out of session after review by the Prosecuting Attorney. The Auditor also reviewed the proposal for cleaning the interior windows by Countryside Cleaners, the current janitorial service for the County.

**MOTION** By unanimous vote, the Commissioners authorized the Chair to sign the Divco proposal and project terms and conditions, out of session, after review by the Prosecuting Attorney.

Book AA-2023 Page

**PROPOSAL** Divco proposal #2022-241 providing labor and material to perform the replacement of the digital controls in the Public Safety Building with the installation of a Schneider Electric brand system, and Project Terms and Conditions.

Book AA-2023 Page

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

**TELECONFERENCE** Zak Kennedy, Legislative Lobbyist, met with the Commissioners via Zoom to give the final update on the Legislative session.

Book AA-2023 Page

**MEETING** Dave Orvis, Public Works Director, and Dave Sanford, Road Operations Manager, met to present a departmental update that included a maintenance update; notification of the purchase of a Truck and Tanker (6,000 gallon) from WSDOT to be utilized in the Southern half of the county in the Sprague and Odessa Shops; an update on the Miles Creston right-of-way paperwork; a request to schedule 2 (two) public hearings for Franchise applications by K & L Schafer Family and Highline Grain Growers on May 16<sup>th</sup>; the police report on the Highway 174 accident that led to the detour damage on Hesseltine Road; the hot mix asphalt bid renewal prices were presented as received from vendors on April 6<sup>th</sup>. Also discussed by the board was a payroll change notice for part time extra help by a former employee at a higher rate than authorized in the policy and procedures manual.

**MOTION** By unanimous vote, the Commissioners authorized the \$50.00 hourly rate for Debbie Orvis, in the part-time extra help position, and the chairman initialed the approval on the Payroll Change Notice as presented.

**MEETING** Chandra Schumacher, Auditor met to discuss the need for a Human Resources Consultant, to advise the County on human resource policies, explore and pinpoint weaknesses in our current policies, and create improved county specific policies and plans. Additionally, an HR Consultant would bring with them the legal knowledge the County needs to effectively carry out those policies within the scope of the current Labor Laws. The Auditor expressed that the need for a full-time employee is not warranted at this time, however, having a contracted consultant dedicating 20 hours a week to any issues arising would be invaluable, and offers a more cost-effective option for the County. The cost should reasonably be shared between current expense and public works funds. The Auditor gave an update on the replacement or repair of the exterior doors of the Courthouse. The mechanisms are failing, and need replacing, or the entire set of doors for each entrance should be replaced. Coupled with the need to complete the final phase of the sidewalk projects and the impending replacement of the roof, it was decided that repairing and replacing the mechanisms would be the most cost effective.

**Meeting Recessed** to hold a Finance Committee Meeting at 11:00 a.m.

**MEETING** The Finance Committee met to discuss investments and revenues.

**Meeting Reconvened** at 11:30 a.m., with all members present.

Book AA-2023 Page

**MEETING** Emily Hansen, Treasurer, met to propose a change to the banking process from the outdated Reverse Positive Pay to the improved and more secure Positive Pay.

**MOTION** By unanimous vote, the Commissioners authorized the Treasurer to sign the Mitchell Humphrey Proposal to add the Positive Pay File module, and the Technical Services Agreement with WSIPC, to move forward with changing the current banking process.

Book AA-2023 Page

**PROPOSAL** FMS Proposal for Services to utilize the Positive Pay functionality offered by its primary financial institution enabling Mitchel Humphrey & Co. to create a Program Generator program to generate a file in the required banking format including all School, Hospital and PDS warrants, for a total estimated cost of \$3,000.00, was received.

Book AA-2023 Page

**AGREEMENT** The WSIPC Technical Services Agreement No. 2023-077 between Washington School Information Processing Cooperative and Lincoln County Treasurer, to create a custom Crystal Report for the creation of a csv file for a Payee Positive Pay file for the school district warrants issued, was received.

- MEETING**

Chandra Schumacher, Auditor met to discuss the policies and procedures for Sick Leave donation, because a request was received for an employee who has not completed their evaluation period, and the policy did not speak to the specific situation.
- MOTION**

By unanimous vote, the Commissioners authorized Sick Leave donations for an employee who has not completed their evaluation period.

With no further business, the meeting was adjourned to meet again in Regular Session on May 1, 2023.

The preceding pages AA. – AA. are a correct summary of all business transacted by the Board of Lincoln County Commissioners this 17<sup>th</sup> day of April 2023.

<hr/> CLERK OF THE BOARD – Tara Holden	<hr/> CHAIRMAN – Scott M. Hutsell
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