

COMMISSIONERS' PROCEEDINGS

November 6, 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.

PUBLIC COMMENT The Chairman opened the meeting; no members of the public were present to comment.

Book AA-2023 Page

PRELIMINARY BUDGET MEETINGS The following Department Heads met to discuss the 2024 preliminary budgets for their departments: Farren Reinbold, Weed Board; Keith Nelson, Information Services; Ed Dzedzy, Public Health; Margie Hall, Broadband Office; Dan Johnson, District Court; Courtney Thompson, Planning Department; Dave Orvis and Dave Sanford, Public Works; Adam Walser, Prosecuting Attorney; Bill Dehler, Juvenile Court Services; J Scott Liebing, Assessor; Jeffrey S. Barkdull, Superior Court Judge; Traci Gants, Clerk; Emily Hansen, Treasurer; Don Llewellen, WSU Extension, Dawn Canfield, Fair Board Secretary; and Gabe Gants, Sheriff. Chandra Schumacher, Auditor, Rhonda Luiten, Chief Accountant, and Accounts Payable Deputy Michaela Holden were also present for all meetings.

Book AA-2023 Page

MEETING Keith Nelson, IS Director presented a summary of budget increases to the 2024 Informaiton Services budget, emphasizing that software costs are escalating. The Director requested moving an hourly employee to Full Time with benefits.

Book AA-2023 Page

MEETING Ed Dzedzy, Public Health Director, present the 2024 Revenues and Expenditures for the Health Department, and discussed the 2024 Opioid Settlement Funding Budget Proposal. The director also discussed the possibility that the department may need another vehicle to accommodate the additional field employees now on staff.

Book AA-2023 Page

MEETING Margie Hall, Broadband Office Director, requested permission to submit a special issue for expenses related to CERB Grant #S21-96401-016 upon receipt of a pending payment from the Washington State Department of Commerce.

MOTION By unanimous vote, the Commissioners authorized the Special Issue, in the amounts as presented on the memo.

Book AA-2023 Page

CONTRACT AMENDMENT Amendment 1 to the Colocation Construction Contract – CERB1 between Lincoln County and Legacy Power was submitted to extend the project completion date from December 31, 2023 to September 30, 2024 due to a generator backorder.

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

Book AA-2023 Page

CONTRACT AMENDMENT Amendment 1 to the Colocation Construction Contract – LC2023-CERB1 between Lincoln County and Zero DB Communications LLC was submitted to extend the project completion date from October 31, 2023 to January 31, 2024.

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

Book AA-2023 Page

MEETING Renee Honey, District Court Administrator, presented the case load history, and totals for 2016 through 2023 in District Court. Dan Johnson, District Court Judge joined the Court Administrator, and briefly discussed the request he submitted in October to increase the Court Administrator's salary in 2024.

Book AA-2023 Page

MEETING Courtney Thompson, Planning, met to request returning to Full Time with 100% salary. The board discussed that returning to full time would require the planner to physically be in the office for 40 hours a week.

MEETING Dave Orvis, Public Works Director, Dave Sanford, Road Operations Manager, and Michelle Larson, Accountat, met to discuss the Public Works preliminary budget. A department update included a request to approve and sign a request to hire a part-time scale house attendant to replace an employee who resigned, and two (2) on-call snow removal operators in Sprague and Wilbur with an hourly wage of \$30. Dave Sanford presented the Maintenance Update.

MOTION By unanimous vote, the Commissioners approved both requests to hire and the request to hire at \$30/hour.

Book AA-2023 Page

AGREEMENT An Agreement for the improvement of Lincoln County Road No 6171 (Thorpe Rd.) between Lincoln County and Jason Gray was signed by the board to allow Mr. Gray to make improvements as noted on the agreement.

MEETING Jeff Barkdull, Superior Court Judge, requested an increase to the salary scale of his court administrator. A discussion was held on an alternative pay scale for the administrator. The Judge also requested permission to hire an hourly wage position, as needed, to cover vacation and sick leave for the court administrator.

MOTION By unanimous vote, the Commissioners approved the request to hire an hourly wage employee at \$20 per hour.

Meeting Recessed for the lunch hour.

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

MEETING Emily Hansen, Treasurer, requested a part-time employee to shadow an employee who will be retiring in 2025. Certain duties performed by the retiring employee are only done twice a year.

MEETING Gabe Gants, Sheriff, Denise Liebing, Chief Civil Deputy and Brad Sweet, 911 Coordinator met to review the 2024 Preliminary Budget of the Sheriff’s office.

MEETING Chandra Schumacher, Auditor discussed the remainder of the budgeted current expense items.

DISCUSSION The board discussed the requests by departments for wage and hiring adjustments. They approved amending the preliminary budget to include the IS Department increasing Lau Olesen to full time with benefits, Courtney Thompson’s request to move to a full-time 40 hour in office position, the Treasurer’s office Part-Time position, and moving the Superior Court Administrator to a different wage scale with opportunity for step increases. The request to adjust the wage scale for the District Court Administrator was tabled for further discussion later.

REPRESENTATION LETTER The Representation Letter to conclude the 2022 accountability audit was presented for Chair Signature.

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

TELECONFERENCE Commissioner Coffman received a phone call from Dave Sanford, Public Works Road Operations Manager, who requested the board’s permission to hire an applicant for the open Mechanic position, with a background at CAT, at the Mechanic 2 wage scale, Step 5.

MOTION By unanimous vote, the Commissioners approved the Road Operations Manager’s request.

AGREEMENT The VoteWA Data Sharing Agreement between the Washington Office of the Secretary of State, Elections Division and Lincoln County was presented by the Auditor, who requested permission to sign the agreement.

MOTION Commissioner Gilchrist moved to authorize the Auditor to sign the agreement; seconded by Chairman Hutsell, the motion carried.

MINUTES Minutes of the October 16, 2023, meeting was approved as presented.

CLAIMS Claims were examined and ordered paid in the total amount of \$1,650,643.82.

CLAIM	WARRANT	WARRANT	TOTAL
Current Expense/Small Funds - Broadband	1380186	1380187	285,029.40
Current Expense/Small Funds	1380188	1380188	100.88
Current Expense/Small Funds	1380250	1380327	234,990.49
Current Expense/Small Funds	1380373	380373	23,229.41
LC Noxious Weed Board	1380229	1380242	22,836.50
County Road	1380329	1380372	109,793.33
County Road	1380328	1380328	1,188.01
Solid Waste Management	1380329	1380372	954.32
Solid Waste Management	1380328	1380328	1,456.31
Equipment Rental/Revolving	1380329	1380372	32,319.27
Equipment Rental/Revolving	1380328	1380328	922.13
Pits & Quarries	1380329	1380372	12,035.71
Pits & Quarries	1380328	1380328	105.60
Payroll 8/31/2023	230831001A	230831170A	925,682.46
		TOTAL:	1,650,643.82

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

FUND	TOTAL	FUND	TOTAL
Current Expense	161,955.19	Educ & Grant Funded Projects	148.89
Enhanced 911	4,202.95	Election	318.54
LC Noxious Weed Board	22,836.50	Emergency Communications	43.63
County Road	110,981.34	Lincoln County Broadband	285,029.40
Solid Waste Mgmt	2,410.63	Professional Building	5.44
Eq Rental & Rev	33,241.40	Public Health	8,937.80
Pits & Quarries	12,141.31	Public Safety	487.35
Auditor's M&O	42.76	Rural County Development	40,000.00
Auditor's Trust	910.82	Sex Offender Registration	116.22
Capital Improvements	1,830.15	Treasurer's M&O	7,413.82
County Fair	31,363.52	Trial Court Improvement	154.90
DARE	388.80	Payroll 8/31/2023	925,682.46
		TOTAL:	1,650,643.82

Book AA-2023 Page

RESOLUTION 23-36 The Commissioners, by Resolution 23-36, approved and authorized the 2024 Martin Hall Juvenile Budget.

Book AA-2023 Page

CONTRACT A service level agreement between the Office of the Secretary of State and Lincoln County for document preparation and imaging for archival purposes was presented by the Auditor, requesting permission to sign the agreement.

MOTION By unanimous vote, the Commissioners approved the contract and authorized the Auditor to sign.

Book AA-2023 Page

SERVICE AGREEMENT The PDS Professional Services Estimate (No. 13271) for 8 hours of ACA assistance in PDS Vista was presented for consideration.

MOTION By unanimous vote, the Commissioners approved the proposal and authorized the Chair to sign.

Book AA-2023 Page

AGREEMENT An Agreement for ACA Filing and Printing Services between Lincoln County and Personnel Data Systems, Inc., was presented for consideration.

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

Book AA-2023 Page

CJTA PLAN The Criminal Justice Treatment Account (CJTA) Plan for Ferry, Lincoln & Stevens Counties for 2023 - 2024, having been approved by all the members of the Lincoln County CJTA panel and as required by statute (RCW 71.24.580 (6)), was presented for consideration and approval.

MOTION By unanimous vote, the Commissioners approved the plan, and authorized it to be forwarded to the Washington Health Care Authority in fulfillment of the contractual requirement.

Book AA-2023 Page

AGREEMENT An Interlocal Agreement between Stevens County and Lincoln County to purchase Cicso Telephones that have been declared as surplus by the Stevens County Board of County Commissioners, at \$5.00 each.

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

Book AA-2023 Page

CONTRACT AMENDMENT Contract Amendment No. 16 to the Consolidated Contract (CLH31018) with the Lincoln County Public Health Department and State Department of Health was presented, for electronic Chair signature to allow for funding of public health programs.

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

Book AA-2023 Page

AGREEMENT A Right of Access Agreement between the City of Harrington and Lincoln County for a colocation facility in the City of Harrington was presented for consideration.

MOTION By unanimous vote, the Commissioners approved the document as signed by the Chairman.

Book AA-2023 Page

AGREEMENT A Right of Access Agreement between the Almira School District #17 and Lincoln County for a colocation facility in the Almira School was presented for consideration.

MOTION By unanimous vote, the Commissioners approved the document as signed by the Chairman.

Book AA-2023 Page

APPOINTMENT & OATH OF OFFICE Appointment and Oath of Office was received for Curtis P. Templin, as Deputy Assessor.

Book AA-2023 Page

APPOINTMENT & OATH OF OFFICE Appointment and Oath of Office was received for Darren B. Olson, as Deputy Assessor.

Book AA-2023 Page

REVOCAION OF APPOINTMENT A revocation of appointment was received for Ryan M. Shafer, as Deputy Assessor.

Book AA-2023 Page

REVOCAION OF APPOINTMENT A revocation of appointment was received for Krysta L. Matthews, as Deputy Assessor.

Book AA-2023 Page

CURRENT USE APPLICATION Courtney Thompson, Planner, submitted a memo and current use application, recommending certain property for timber reclassification within the current use program.

MOTION By unanimous vote, the Commissioners reviewed the memo from the planner and the application and set the date of the public hearing for November 20, 2023 at 11:00 a.m.

Book AA-2023 Page

MARIJUANA LICENSE ASSUMPTION APPLICATION A marijuana license assumption application was received from the Washington State Liquor and Cannabis Board for USA Cannabis Holdings LLC, Odessa.

MOTION By unanimous vote, the Commissioners chose not to sign the application, but to forward the notification of the assumption application to the Sheriff's Office, and Planning Department for review of illegal activity and status of Conditional Use for the facility.

Book AA-2023 Page

LIQUOR LICENSE CHANGE APPLICATION A liquor license change of corporate officers/stockholders application was received from the Washington State Liquor and Cannabis Board for The Maverick, Deer Meadows. Notification of the change application was provided to the Sheriff's Office.

MOTION By unanimous vote, the Commissioners chose not to sign the application, but to forward the notification of the corporate officers/stockholders application to the Sheriff's Office, to verify the address and for review of any illegal activity.

Meeting Recessed to reconvene on November 13, 2023, at 11:00 a.m. for further budget hearings.

Meeting Reconvened The meeting was reconvened on November 13, 2023, at 11:01 a.m. with all members present.

MEETING Representative Scott Davies of the Council 2 Union met to bargain the medical benefits with the bargaining teams and members. No public comment was heard or received. The board agreed to discuss the proposal and respond.

Book AA-2023 Page

MEETING Margie Hall, Broadband Director met to request permission to go out to bid for the FTTx in Davenport and Wilbur and mid-mile from Harrington to Sprague Project.

MOTION By unanimous vote, the Commissioners approved the request from the director.

PRELIMINARY BUDGET MEETINGS The Board continued with additional budget hearings, reviewing the budget requests submitted during the hearings with the Auditor and Chief Accountant. The Superior Court Administrator wage scale, having remained the same for many years, and not being adjusted during 2021 or 2022, when all other offices adjusted their scales, was approved for adjustment with a Senior Superior Court Administrator wage scale added. The board discussed that this would be the last wage scale adjustment, concluding that they would not approve a wage scale adjustment for the District Court Administrator, as the adjustments in 2021 began with a request from the District Court Judge to increase the same wage scale. No request for wage scale adjustments will be considered until budget hearings in 2024 for the 2025 budget. If requests are made at that time, all scales will be adjusted by a percentage, in one motion, if such adjustments can be accommodated within the 2025 budget.

The Planner's request to be moved from 80% to 100% was considered by the board. The board approved the Planner's request; stipulating that the Planner will have office hours of Monday through Thursday from 7:30 to 4:30 and 4 hours remotely on Fridays with the Planning phone number being forwarded to the Planner's cell phone on Fridays.

The Clerk of the Board requested a budget line of \$10,000 within the Commissioner's Budget for updating the County Code and contracting with either Municode or Civic Plus for the update, legal review, and having the Code posted online within the next 18 months. The board approved the request.

The Board discussed a counterproposal to the Union request during the medical bargaining and instructed the Clerk to send an email to Mr. Davies.

MEETING The board met with Eric Johnson, Executive Director and Mary Kuney, President of the Washington State Association of Counties for a Courthouse Briefing.

With no further business, the meeting was adjourned to meet again in Regular Session on November 20, 2023.

The preceding pages AA. – AA. are a correct summary of all business transacted by the Board of Lincoln County Commissioners this 6th and 13th days of November 2023.

CLERK OF THE BOARD – TARA HOLDEN

CHAIRMAN – SCOTT M. HUTSELL
