

BOCC Minutes-06/29/20

083134 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, June 29, 2020 at 9:00 a.m.** Michael Largent, Chairman, Arthur D. Swannack (Remotely) and Dean Kinzer Commissioners (remotely), Maribeth Becker, CMC, Clerk of the Board (remotely) and Connie Ellis, Deputy Clerk of the Board attended.

9:00 a.m. - Call to Order/Board Business/BOCC Workshop.

Remotely: Jessica Jensema, Ellary Holliday, Chris Nelson, Whitman County, Sharron Cunningham, Bailey Wiedmer, Mark Storey, Annie Pillers, Tom Handy, Bill Tensfeld, Kelli Campbell, Lance Bishop, Telephone, Jacob Jones, Dean Cornelison, Brandy Dean and Bill Spence (9:00 a.m.).

083135-083136 1-2. The following items were discussed but no action was taken.

- Pullman-Moscow Trail Outhouses
- Budget Amendment #2
- Request/Deceased Indigent Veterans
- WC Colfax Hillside Property Survey
- PSB Engineering Update
- Conservation Commission
- Public Records/ADA Requirement
- Network Security
- Zoom Meeting Requirements
- Sales Tax Revenue
- Autopsy Cost
- Steptoe/Rosalia Roads Overlay
- Administrative Services Position

9:45 a.m. - Recess.

10:15 a.m. - Flag Salute.

Remotely: Jody Opheim, Lance Bishop, Ellary Holliday, Bailey Wiedmer, Tom Handy, Sharron Cunningham, Kelli Campbell, Whitman County, Telephone, Paull, Annie Pillers, and Garth Meyer.

D083136A 3. Pledge of Allegiance.

Consent Agenda:

083137 4. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to accept the consent agenda as presented.

083138 5. Treasurer's Wire Transfers and Check Report in the amount of **\$1,261,676.44** and General Claims/Veterans' Relief warrants numbered **349680-349734** for **\$362,269.56** approved.

083139 6. June 15, 2020 minutes approved.

083140-083142 7. Personnel change orders approved.

083143 8. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to authorize the chairman to sign a letter approving an extension thru August 5, 2021 for the Port of Whitman's 2019 Public Facilities (.09) grant.

083144 9. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to increase the TimeClock Plus implementation hours by 30 hours as presented.

083145 10. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to authorize the IT Director to purchase 40 new Lenovo laptops in response to the COVID-19 outbreak.

083146 11. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to sign a resolution adopting the updated Whitman County Workplace Violence Prevention Policy as presented.

Resolution No. 083146

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF revising policy POL-0100-40-HR PREVENTING & RESPONDING TO WORKPLACE VIOLENCE POLICY AND PROGRAM;

WHEREAS, County policy requires an annual review and update of the Preventing & Responding to Workplace Violence policy and program; and

WHEREAS, this action is necessary and in the best interest of Whitman County and its employees;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Whitman County Board of Commissioners that policy POL-0100-40-HR PREVENTING & RESPONDING TO WORKPLACE VIOLENCE POLICY AND PROGRAM are approved and adopted as attached and are effective June 29, 2020.

Dated at Colfax, WA this 29th day of June 2020.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

ATTEST:

Michael Largent, Chairman

Maribeth Becker, CMC
Clerk of the Board
BY: Connie Ellis
Deputy Clerk of the Board

Arthur D Swannack, Commissioner

Dean Kinzer, Commissioner

PREVENTING & RESPONDING TO WORKKPLACE VIOLENCE

Policy: POL-100-40-HR - Effective Date: June 29, 2020
Res. #083146 - Cancels: Res. #081598 - Reference: None

This policy applies to all non-elected Whitman County employees while on official county business or on county property.

Definitions:

Weapon - An implement or instrument which has the capacity to injure, kill or intimidate others. Weapons may include Blackjack, sling shot, billy club, sand club, sandbag, metal knuckles, dirk, dagger, firearm, knife with a blade longer than three inches, razor with an unguarded blade, metal pipe or bar used or intended to be used as a club, explosives, illnesses (with the intention to infect others) and poisonous or injurious gas.

Workplace Violence - Threats and/or acts of violence against an employee, client, or visitor. Includes threats to inflict physical harm, damages to property, or any purposeful or knowing behavior that would cause a reasonable person to feel threatened with physical harm committed by an employee or non-employee in the workplace. Does not include reasonable force in the defense of oneself or others

and actions taken by public safety personnel and County employees while performing their duties as they are trained and required to do.

WVPP - Workplace Violence Prevention Program

1. Whitman County Will Not Tolerate Violence in the Workplace

Whitman County is concerned and committed to employee safety and health. The County does not tolerate any type of workplace violence committed by or against County employees, clients, or visitors. It will make every effort to prevent violent incidents from occurring by implementing a WVPP.

2. Whitman County will Provide Authority and Resources

Whitman County will make every reasonable effort to provide adequate authority and budgetary resources to responsible parties so its goals and standards are met. The program will be annually reviewed and updated as needed by the Whitman County Incident Team.

3. Supervisors and Employees Implement and Maintain the WVPP

Whitman County encourages employee participation in designing and implementing the WVPP. Supervisors and managers are responsible for ensuring all safety and health policies and procedures involving security are clearly communicated and understood by all employees, all incidents and hazards are accurately and promptly reported, and all rules are enforced fairly and uniformly.

4. Whitman County Prohibits the Making of Threats or Violent Actions

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on County premises will be reported to the proper authorities and fully prosecuted. This list of behaviors, while not comprehensive, provides examples of conduct that is prohibited.

- Causing physical injury to another person
- Making threatening remarks
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person
- Intentionally damaging County or another employee's property
- Possession of a weapon while on County property or while on County business.

Exceptions:

- (1) Commissioned Law Enforcement
- (2) Juvenile Services Staff (Chemical Spray) as approved by the Department Head
- (3) Park Rangers (Multi-purpose tool)
- (4) Facilities Maintenance (Multi-purpose tool)
- (5) Road and Solid Waste Staff (Multi-purpose tool)

- Committing acts motivated by, or related to, sexual harassment or domestic violence

5. All Employees Must Follow Safe Work Practices

As of July 1, 2001 and periodically thereafter, all employees will have training and instruction on general and job-specific workplace security practices. Each employee is responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe and secure work environment. All employees will adhere to work practices that are designed to make the workplace more secure, and will not engage in verbal threats or physical actions that create a security hazard for others in the workplace.

6. Employees Must Immediately Report Violent or Potentially Dangerous Situations

The County requires prompt and accurate reporting of all violent incidents, whether or not physical injury has occurred, by using the Violent Act/Threat Reporting Form available from all supervisors or Human Resources. The County will not discriminate against victims of workplace violence.

Any potentially dangerous situations must be reported immediately to a supervisor or the HR Department. All reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be contacted and the results of investigations will be discussed with them. The County will actively intervene at any indication of a possibly hostile or violent situation.

Whitman County Workplace Violence Prevention Program

Introduction

Whitman County is concerned and committed to employee safety and health. The County does not tolerate violence in the workplace and will make every effort to prevent violent incidents from occurring by implementing the following Workplace Violence Prevention Program (WVPP).

Each manager, supervisor, and employee is responsible for implementing and maintaining the WVPP and is encouraged to participate in designing and implementing the program. All employees must adhere to work practices that are designed to make the workplace more secure, and must not make verbal threats or physical actions that create a security hazard for others in the workplace.

All employees will have training and instruction on general and job-specific workplace security practices. Training and instruction will be provided when the WVPP is first established and periodically thereafter. Training is provided to all new employees and to other employees for whom training has not previously been provided. Additional training and instruction will be provided to all personnel whenever the employer is made aware of new or previously unrecognized security hazards.

Every employee is required to promptly and to accurately report all violent incidents or potentially dangerous situations whether or not physical injury has occurred. If an actual threat or act has taken place, the victim must complete the Violent Act/Threat Reporting Form available from all departmental supervisors or Human Resources. Also any potentially dangerous situations must be reported immediately to a supervisor or to the HR Department for investigation and remedy.

A copy of County Policy: **POL-0100-40-HR PREVENTING & RESPONDING TO WORKPLACE VIOLENCE** is readily available to all employees through Human Resources and from each manager and supervisor. Whitman County's WVPP document is available for review in the Human Resources office.

Workplace Violence Prevention Program Responsibility

The WVPP Administrator is the Whitman County Human Resources Manager and he/she has the authority and responsibility for implementing the provisions of this program for Whitman County.

All managers, supervisors and employees are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the program. Supervisors and managers are responsible for ensuring that all safety and health policies and procedures involving security are clearly communicated and understood by all employees, all incidents and hazards are accurately and promptly reported, and all rules are enforced fairly and uniformly. Each employee is responsible for using safe work

practices, following all directives, policies and procedures, and assisting in maintaining a safe and secure work environment.

In addition, the Whitman County Incident Team will assess the vulnerability to workplace violence and reach agreement on preventative actions to be taken. This group will be responsible for reviewing employee training programs in violence prevention and plans for responding to acts of violence. They will also audit the overall WVPP compliance annually and recommend changes as needed.

Program Compliance

Whitman County has established the following policy to ensure compliance with its rules on workplace security. County management is committed to ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by employees. All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

The County's system ensures that all employees, including supervisors and managers, comply with work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard. It includes:

- Informing employees, supervisors, and managers about our WVPP
- Evaluating the performance of all employees in complying with our workplace security measures
- Recognizing employees who perform work practices that promote security in the workplace
- Providing training and/or counseling to employees who need to improve work practices designed to ensure workplace security
- Disciplining employees for failure to comply with workplace security practices
- Reviewing the performance of departments in providing appropriate employee training on a regular basis

Whitman County recognizes that to maintain a safe, healthy and secure workplace there must be open, two-way communication between all employees, including managers and supervisors, on all workplace safety, health and security issues. A communication system designed to encourage a continuous flow of safety, health, and security information between management and our employees without fear of reprisal and in a form that is readily understandable is vital. Our communication system consists of the following items:

- New employee orientation on the County's workplace security policies, procedures and work practices
- Periodic review of our WVPP with all personnel
- Training programs designed to address specific aspects of workplace security unique to Whitman County
- Regularly scheduled safety meetings that include workplace security discussions
- A system to ensure that all employees, including managers and supervisors, understand the workplace security policies
- Posted or distributed workplace security information
- A system for employees to inform management about workplace security hazards or threats of violence
- Procedures for protecting employees that report threats from retaliation by the person making the threats

Hazard Assessment

The Implementation Workplace Violence Committee completed an initial hazard assessment in May 2000. Beginning in 2001, the Whitman County Incident Team periodically performs, a workplace hazard assessment for workplace security in the form of record keeping and

review, and may include a workplace survey. The assessment group will identify workplace violence and security issues and make recommendations to management and employees.

Record Keeping and Review

Periodic updates and reviews of the following workplace violence reports and records will be made:

- Occupational Safety and Health Administration (OSHA) 300 logs
- Workplace violence incident reports
- Information compiled for recording assault incidents or near-assault incidents (i.e. Threat & Assault Log)
- Insurance Records
- Police Reports
- Workplace Survey
- Accident Investigations
- Training Records
- Grievances
- Inspection Information
- Other relevant records or information

The WC Incident Team will complete the report and record review by the end of July each year.

Workplace Security Inspections

Periodic inspections to identify and evaluate workplace security hazards and threats of workplace violence will be coordinated by the WC Incident Team and Safety Committee. Periodic inspections are performed according to the following schedule:

- When we initially established our Workplace Violence Prevention Program
- When new, previously unidentified security hazards are recognized
- When occupational injuries or threats of injury occur
- Whenever workplace security conditions warrant an inspection

Workplace hazards are best identified by the department working in each location. For this reason each department submits an annual hazard survey to the Incident Team. The concerns and ideas are then reviewed by the Team for possible action. Periodic inspections for security hazards consist of identification and evaluation of workplace security hazards and changes in employee work practices, and may require assessing for more than one type of workplace violence. The County performs inspections for each type of workplace violence by using the methods specified below to identify and evaluate workplace security hazards.

Inspections for workplace security hazards from violence by strangers (Type 1) include assessing:

- The exterior and interior of the workplace for its attractiveness to robbers
- The need for security surveillance measures, such as mirrors or cameras
- Position of signs notifying the public that limited cash is kept on the premises
- Procedures for employee response during a robbery or other criminal act
- Procedures for reporting suspicious persons or activities
- Posting of emergency telephone numbers for law enforcement, fire and medical services where employees have access to a telephone with an outside line
- Limiting the amount of cash on hand
- Staffing levels during evening hours of operation and at other high risk times
- The use of work practices such as "buddy" systems, as appropriate, for identified risks (e.g., walking employees to their cars or mass transit stops at the end of the work day)
- Adequacy of lighting and security for designated parking lots or areas
- Electronic firewalls, anti-virus software, anti-spam software, etc.

Inspections for workplace security hazards from violence by customers or clients (Type 2) include assessing:

- Access to, and freedom of movement within, the workplace
- Adequacy of workplace security systems, such as door locks, security windows, physical barriers and restraint systems
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment
- Employee's skill in safely handling threatening or hostile service recipients
- Effectiveness of systems and procedures to warn others of a security danger or to summon assistance, e.g. alarms or panic buttons
- The use of work practices such as "buddy" systems, as appropriate, for identified risks (e.g., walking employees to their cars or mass transit stops at the end of the work day)
- Adequacy of lighting and security for designated parking lots or areas
- The availability of employee escape routes
- Electronic firewalls, anti-virus software, anti-spam software, etc.

Inspections for workplace security hazards from violence by co-workers (Type 3) include assessing:

- How well the anti-violence policy has been communicated to employees, supervisors and managers
- How well management and employees communicate with each other
- How well employees, supervisors and managers know the warning signs of potential workplace violence
- Access to, and freedom of movement within, the workplace by non-employees, specifically recently discharged employees
- Frequency and severity of employee-reported threats of physical or verbal abuse by managers, supervisors or other employees
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace
- Employee disciplinary and discharge procedures
- Electronic firewalls, anti-virus software, anti-spam software, etc.

Inspections for workplace security hazards from violence by personal relations (Type 4) include assessing:

- Access to, and freedom of movement within, the workplace by non-employees, specifically personal relations with whom one of our employee's is having a dispute
- Frequency and severity of employee-reported threats of physical or verbal abuse which may lead to violent acts by a personal relation
- Adequacy of workplace security systems, such as door locks, security windows, and physical barriers
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs
- The use of work practices such as "buddy" systems, as appropriate, for identified risks (e.g., walking employees to their cars or mass transit stops at the end of the work day)
- Adequacy of lighting and security for designated parking lots or areas
- Warning or police involvement to remove personal relations of employees from the work site and effectiveness of restraining orders
- Electronic firewalls, anti-virus software, anti-spam software, etc.

Workplace Survey

The Whitman County Incident Team may periodically distribute a survey among employees to identify security issues

Workplace Hazard Control and Prevention

In order to reduce the risk of workplace violence and based on the record/report review and workplace security inspections, the Incident Team performs the following measures:

Engineering Controls and Building or Work Area Design:

A list of possible safety projects and tasks is annually compiled and updated. Please see appendix A.

Workplace Practices:

Training/instruction of staff, reporting procedures for possible/actual violent acts or threats, County POL-0100-40-HR, enforcement policy, and monitoring, maintenance, and improvement of the County's WVPP.

Workplace Hazard Control and Prevention - Adoption

The Board of County Commissioners reviewed and adopted each of the above policies and procedures developed and recommended by the Implementation Workplace Violence Prevention Group as of July 1, 2000.

Training and Instruction

The County has established the following policy on training all employees with respect to workplace violence and security.

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace security practices. Initial training and instruction will be provided after the WVPP is first established and periodically thereafter. Training shall be provided to all new employees and to other employees for whom training has not previously been provided. It shall also be provided to all employees, supervisors, and managers given new job assignments for which specific workplace security training for the job assignment has not previously been provided. Additional training and instruction will be provided to all personnel whenever the employer is made aware of new or previously unrecognized security hazards.

General workplace violence and security training and instruction includes, but is not limited to, the following:

- Explanation of the WVPP including measures for reporting any violent acts or threats of violence
- Recognition of workplace security hazards including the risk factors associated with the four types of violence
- Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to managers and supervisors
- Ways to defuse hostile or threatening situations
- Measures to summon others for assistance
- Employee routes of escape
- Notification of law enforcement authorities when a criminal act may have occurred
- Emergency medical care provided in the event of any violent act upon an employee
- Post-event trauma counseling for those employees desiring such assistance
- The availability of an employee assistance program(s) to access pre and/or post incident services

In addition, the County provides specific instructions to all employees regarding workplace security hazards unique to their job assignment, to the extent that such information was not already covered in other training. We have chosen the following items for training and instruction for managers, supervisors and employees:

- Crime awareness
- Location and operation of alarm systems, panic buttons and other protective devices.
- Communication procedures
- Proper work practices for specific workplace activities, occupations or assignments, such as law enforcement, health care, public transportation, etc.
- Self-protection
- Dealing with angry, hostile or threatening individuals
- Using the "buddy" system or other assistance from co-employees
- Awareness of indicators that lead to violent acts by service recipients
- Employee assistance programs
- Review of anti-violence policy and procedures
- Managing with respect and consideration for employee well-being
- Pre-employment screening practices
- Role playing a violent incident

Incident Investigation

Procedures for investigating incidents of workplace violence - threats and physical injury - include:

- Reviewing all previous incidents
- Visiting the scene of an incident as soon as possible
- Interviewing threatened or injured employees and witnesses
- Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator
- Determining the cause of the incident
- Taking corrective action to prevent the incident from recurring
- Recording the findings and corrective actions taken

Proposed Security Projects As of April 2019		Appendix A	
Training	Handling Difficult Customers Hazardous Devices Safety Committee Incident Team Using panic buttons Field Safety (home visits, etc.) Self Defense Handling threatening customers Training for reporting suspicious persons		
Lighting			
Surveillance	Public Service Bldg & Courthouse District Court	Cameras One entrance with security screening	

		<p>Juvenile Services Prosecutor Courthouse building</p> <p>Public Service Building</p> <p>District Court BOCC/Admin/HR Public Service Building Public Works PW Landfill</p> <p>Pullman Health Department Colfax Health Department Auditor BOCC/Admin/HR Juvenile Services</p> <p>Administrative Services Treasurer Fair/Facilities Superior Court</p>	<p>One entrance with security screening Cameras Outside cameras Camera in hallway of building Camera at front counter, Probation and courtroom Intercom to suite door Cameras in parking lot Camera in reception area Cameras Cameras at office and building doors Camera in reception area Cameras Camera delay More cameras Cameras in building and parking lots Cameras at tills More cameras Cameras</p>	
Barriers		<p>BOCC/Admin/HR</p> <p>Prosecutor</p> <p>Public Works</p> <p>BOCC/Admin/HR</p> <p>Prosecutor Auditor Colfax Health Department</p> <p>Public Works Juvenile Services Courthouse</p> <p>Courthouse</p> <p>Auditor</p> <p>Auditor</p>	<p>Restricted entrance/barrier</p> <p>Bolt reception desk to the floor Lock/secure the swinging gate in the reception area Locked door with intercom system Locked door with key card entrance only Glass service windows Better secured from windows Locked door between reception and offices Barriers/security windows Better door locks Screening process for entrance Gate @ south end of Recording Gate @ north end of Licensing</p>	<p>In Progress (Scope Change)</p> <p>In Progress</p>
Escape Routes		<p>Probation Juvenile Public Works Probation Courthouse and Public Service Building</p> <p>Assessor</p>	<p>Change door to swing in to the hallway An escape door Escape door for recycling Escape door Improve traction on escape route stairs Escape route can be slick; provide carpet</p>	

		<p>Prosecutor; Public Works; Auditor; BOCC/Admin/HR; Pullman Health Department; Assessor</p> <p>Courthouse courtyard</p> <p>Emergency Management</p> <p>Courthouse</p> <p>Pullman and Colfax Health Department</p> <p>PW Landfill</p> <p>PW Landfill</p> <p>Public Works</p> <p>PW Landfill</p> <p>PW Landfill Juvenile; BOCC/Admin/HR; PW Landfill; Auditor; Public Works; Colfax and Pullman Health Department Prosecutor</p> <p>District Court</p>	<p>Escape windows Remove landscaping providing hiding places for assailants Escape Route needed; provide more than one way in or out Additional escape windows: added ladders</p> <p>Panic buttons/buzzers in the exam rooms Scale House Drop Safe for Large Bills Scale House Lock for Cash Drawer A conference area away from the work space Panic button between buildings Security tools at the bathroom</p> <p>Bomb threat cards needed Panic buttons may not work Specific panic buttons for DC were never installed</p> <p>Phones are installed but do not work Better key control</p>	<p>mostly completed (ground Floor offices to receive window breaking tools)</p> <p>In Progress</p>
Tools				<p>It can run ethernet then person can take their own phone</p>
Signage		<p>Courthouse</p> <p>Prosecutor</p> <p>Pullman Health Department</p> <p>BOCC/Admin/HR</p> <p>Auditor District Court Courthouse</p>	<p>Larger signs banning weapons "We prosecute robbers" sign "No drugs, limited cash" "No cash on premise" outside suite "Limited cash on hand" at the cash drawers "Limited cash" Better alert system</p>	
Policy		<p>Make WVPP material available in all locations Courthouse</p>	<p>Security patrols</p>	

	Courthouse	A move to make all court offices on the second floor with a security barrier
	Courthouse	A move to make all non-judiciary offices on the main floor
	Courtrooms	A bailiff or officer present during all court proceedings
	Courthouse	Reserves act as security
	Courts	Bailiff in all court proceedings
	Courthouse	Don't unlock Mill Street door until 9:00 a.m.
	Public Works	Emergency phone numbers beside phones

Whitman County - Colfax

County Courthouse

400 N. Main Street
Colfax, WA 99111
(509) 397-5240

Public Service Building

310 N. Main Street
Colfax, WA 99111
(509) 397-4622

IT Building

301 N. Mill Street
Colfax, WA 99111
(509) 397-5195

Fair/Facilities

310 North Main St.
Colfax WA 99111
Phone: (509) 397-6263

Sheriff/Corrections Facility

411 N. Mill Street
Colfax, WA 99111
(509) 397-5355

Elections Building

304 Main Street
Colfax WA 99111
(509) 397-6263

In Case of Emergency

- Step I:** Dial 911
- Step II:** Inform Your Supervisor
- Step III:** Contact an Incident Team Member

Whitman County Incident Team

Report any event that may cause death or significant injuries, disrupt or shut down operations, cause physical or environmental damage, or threaten the financial standing or public image of the county, its employees, customers or the general public to a member of the Incident Team:

- Lance Bishop, Information Technology x5181 or x5186
- Kelli Campbell, Human Resources x5243 or x5242
- Troy Henderson, Public Health x5377 or x5375
- Mark Storey, Public Works x5204 or x5200
- Brett Myers, Sheriff's Office x5357 or x5355
- Administrative Services Director x5241 or x5240
- Bill Tensfeld, EM, PDS, Fair x5605 or x5606
- Brandy Dean, Facilities Management x5391 or x5394
- Ginger Devorak, Superior Court x5345
- BOCC x5246 or x5240

After Hours Parking Lot Escort x5355

For an escort to your car after hours, please contact the jail facility at extension 5355 for scheduling.

Local Resources - Non-Emergency

City of Colfax

City Hall (509) 397-3861
 Police (509) 397-4616
 Fire/Ambulance (509) 397-3416

Employee Assistance Program First Choice Health 1-800-777-4114 *Free and Confidential

Whitman County - Outside Colfax

Location	Address	City, State, Zip	Phone
District Court-Pullman	SE 325 Paradise St.	Pullman, WA 99163	(509) 332-2065
Kamiak Butte	Fugate Road	Whitman County, WA	(509) 878-1869
Klemgard Park	Union Flat Road	Whitman County, WA	(509) 397-2684
Wawawai Park	Wawawai Road	Whitman County, WA	(509) 334-3774
Fairgrounds	322 Fairgrounds Rd, SR 26	Whitman County, WA	(509) 397-3753
County Landfill	252 Landfill Road	Whitman County, WA	(509) 334-2400
Oakesdale Shop	801 W. Steptoe St.	Oakesdale, WA 99158	(509) 285-4301
Colfax Shop	201 Duncan Springs Rd	Colfax, WA 99163	(509) 397-4733
St. John Shop	7 South Main St.	St. John, WA 99171	(509) 648-3946
Palouse Shop	230 E. Union	Palouse, WA 99161	(509) 878-1451
Colton Shop	708 Broadway	Colton, WA 99113	(509) 229-3427
Pullman Shop	2041 Country Club Road	Pullman, WA 99163	(509) 332-2328
LaCrosse Shop	320 N. Clark	LaCrosse, WA 99143	(509) 549-3946

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 Kelli Campbell, Human Resources (509) 397-5243
 Troy Henderson, Public Health (509) 397-5377
 Mark Storey, Public Works (509) 397-5204
 Brett Myers, Sheriff's Office (509) 397-5357
 Administrative Services Director (509) 397-5241
 Bill Tensfeld, EM, PDS, Fair (509) 397-5605
 Brandy Dean, Facilities Management (509) 397-5391
 Ginger Devorak, Superior Court (509) 397-5345
 BOCC (509) 397-5246

Local Resources - Non-Emergency

City	City Hall	Police	Fire/Ambulance
Pullman	(509) 334-4555	(509) 334-0802	(509) 332-8172
St. John	(509) 648-3905	(509) 648-3905	(509) 648-3950
Oakesdale	(509) 285-4020	(509) 285-5333	(509) 285-4020
Colton	(509) 229-3887	(509) 229-3887	(509) 229-3887
Palouse	(509) 878-1811	(509) 878-1611	(509) 878-1811
LaCrosse	(509) 549-3330	(509) 549-3330	(509) 549-3330

Employee Assistance Program: First Choice Health 1-800-777-4114 *Free and Confidential

Whitman County - Pullman Health

Whitman County Public Health - Pullman Office

1205 SE Professional Mall

Pullman, WA 99163

(509) 332-6752

In Case of Emergency

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- Brandy Dean, Facilities Management (509) 397-5391
- Ginger Devorak, Superior Court (509) 397-5345
- BOCC (509) 397-5246

Local Resources - Non-Emergency

City of Pullman

- City Hall** (509) 334-4555
- Police** (509) 334-0802
- Fire/Ambulance** (509) 332-8172
- Employee Assistance Program** First Choice Health 1-800-777-4114 *Free and Confidential
- Commissioner's Office (509) 397-5246
- Information Technology (509) 397-5195
- Human Resources (509) 397-5242
- Parks/Developmental Services. (509) 397-6238
- Public Health (509) 397-6280
- Public Works (509) 397-4622
- Sheriff's Office (509) 397-5355
- Fair/Facilities Maintenance (509) 397-6263

083147 12. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to adopt a resolution for Whitman County's capitalized assets as of December 31, 2019 as presented.

RESOLUTION NO. 083147

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

WHEREAS, R.C.W. 36.32.210 requires that the Board of County Commissioners shall each year file with the Auditor of the County a statement verified by oath showing for the twelve months period ending December 31st of the preceding year, a full and complete inventory of all capitalized assets kept in accordance with standards established by the State Auditor; and,

WHEREAS, a listing of Whitman County's capitalized assets as of December 31, 2019, was circulated to all county elected officials and department heads for review and certification; and,

WHEREAS, all county elected officials and department heads have reviewed and certified their respective inventories as of December 31, 2019.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Whitman County Commissioners, that the attached listing(s) of Whitman County's capitalized assets as of December 31, 2019, to be correct, as we verily believe.

BE IT FURTHER RESOLVED that the Clerk of the Board is directed to file said resolution and Attachment A with the County Auditor.

BE IT FURTHER RESOLVED that we, Arthur D. Swannack, Dean Kinzer and Michael Largent, the Commissioners of Whitman County, State of Washington, DO HEREBY CERTIFY that we have examined the inventories as of December 31, 2019, as duly prepared and certified by the heads of various departments of Whitman County and find the same to be correct, as we verily believe.

Dated this 29th day of June 2020.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

ATTEST:

Michael Largent, Chairman

Maribeth Becker, CMC
Clerk of the Board
BY: Connie Ellis
Deputy Clerk of the Board

Arthur D Swannack, Commissioner

Dean Kinzer, Commissioner

Capital Asset List as of 12/31/2019																
		Auditor	BoCC	DS	EC	EM	Ext.	Facilities	Fair	IT	Juvenile	Parks	Sheriff	Public Health	PW	
Land/Right-of-Ways/Easements	3,070,069		2,940,269									129,800				
Infrastructure	66,155,922							502,382	1,500,000			2,190,326				61,893,215
In Progress	3,708,026															3,708,026
Machinery	2,286,579					100,000		5,000	86,479			60,109	56,823			1,949,543
Vehicles/Trailers	3,000,624						5,967				46,675		368,587	29,602		2,549,793
Heavy Equipment	13,209,365															13,209,365
Office Equipment	274,763	274,763														

BOCC Minutes-06/29/20

Revenue was collected by the Clerk and Commissioners. Ms. Jensema recommended looking at other revenues which may need to be adjusted such as District Court's (due to a reduction in fines and fees).

There were a couple departments who submitted salary adjustments as a result of the 2019 negotiations. There are still more departments which need to. The Information Technology Department had a significant increase in salaries approved in response to the new overtime rules.

Moving to Non-Current Expense funds, the Fair Department gave back \$54,961 in unused funds for the fair grandstands. Elections received two HAVA grants. 1.5 million needs to be transferred for the approved McKinstry projects. Ms. Jensema ended by stating departments still need to budget for what they expect to spend in response to COVID-19 with CARES Act funding.

The hearing was opened to public comment. There being no further comments the hearing was adjourned and the regular meeting reconvened at 10:35 a.m.

083151 **16.** Chairman, Michael Largent, stated he did not feel ready to move ahead and make a decision on Whitman County's Budget Amendment #2. Several departments who earlier made commitments to reduce their budgets did not follow through. With CARES Act funding, other revenues still need to be incorporated, as well as consideration of loss of revenue with District Court due to students leaving. The other commissioners agreed. No motion was made. They agreed workshops with department heads would be scheduled. Budget Amendment #2 Resolution will be considered at a later date.

083152 **17.** There were no COVID-19 related decisions.

D083152A **17A.** Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to amend the agenda adding Item #17B.

083153 **17B.** Whitman County's CARES Act consultant, Jody Opheim, provided a brief power point presentation regarding Coronavirus Relief Funds (CRF) for local governments. These funds are provided from the state to counties and cities with populations under 500,000. Whitman County received \$2,757,150 (towns/cities are to receive a minimum distribution of \$25,000). This reimbursement funding is to help cover the county's cost incurred in response to the COVID-19 public health emergency beginning March 1 through October 31, 2020. Ms. Opheim explained what uses may be covered with these funds. She ended her presentation by stating the county is working on eligibility criteria and an application website so to begin coordinating with other entities throughout the county which are involved in distributing aid to the business and non-profit sectors. The expectation is the application will be open for submissions in late August.

CORRESPONDENCE:

D083153A **18.** The following correspondence was received:

083154 **18A.** A letter, addressed to Whitman County Emergency Communications, was received from Inland Telephone Company notifying Whitman County will have 30 days to vacate the premises and remove any and all Whitman County attachments on the Bald Butte tower. Enclosed were two invoices for rent due.

083155 **19.** Commissioners' pending list reviewed.

10:45 a.m. - Public Works.

Present: Mark Storey and Dean Cornelison (10:45 a.m.).
Remotely: Jody Opheim, Lance Bishop, Jessica Jensema, Paul Spencer, Kelli Campbell, Ellary Holliday, Tom Handy, Sharron Cunningham, and Garth Meyer (10:45 a.m.).

083156 19A. The following Public Works related issues approved/updated:

ACTION ITEMS:

083157 20. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to approve the resolution initiating the Glorfield Quarry Crushing project as presented.

**RESOLUTION NO. 083157
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

In the matter of initiating a County Road Crushing Project designated as Glorfield Quarry, C.R.C.P. No. 172, Project No. XFC2000.

IT IS HEREBY RESOLVED that the County Road Crushing Project be completed as follows:

This contract provides for the stockpiling of aggregate for county road maintenance purposes.

This project is hereby declared to be a public necessity and the County Engineer is hereby ordered and authorized to report and proceed thereon as by law provided (RCW 36.75.050, 36.80.030, 36.80.070).

IT IS FURTHER RESOLVED that an appropriation from the official adopted E.R. & R. fund budget and based on the County Engineer's estimate is hereby made in the amounts and for the purposes shown:

PURPOSE	AMOUNT OF APPROPRIATION
Engineering	\$ 1,000.00
Inspection	\$ 15,000.00
Crushing & Stockpiling	<u>\$483,500.00</u>

IT IS FURTHER RESOLVED that the crushing and stockpiling is to be accomplished by contract in accordance with RCW 36.77.020 et seq.

ESTIMATED date of commencing work: June 29, 2020
ESTIMATED date of completing work: November 1, 2020

DATED this 29th day of June, 2020.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

ATTEST:

Michael Largent, Chairman

Maribeth Becker, CMC
Clerk of the Board
BY: Connie Ellis
Deputy Clerk of the Board

Arthur D Swannack, Commissioner

Dean Kinzer, Commissioner

083158 21. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to approve the publishing the Notice to call for bids on the Glorfield Quarry Crushing project.

11:00 a.m. - Public Works/Bid Awards

Present: Mark Storey and Dean Cornelison (11:00 a.m.).

BOCC Minutes-06/29/20

Remotely: Jody Opheim, Lance Bishop, Jessica Jensema, Paul Spencer, Kelli Campbell, Ellary Holliday, Tom Handy, Sharron Cunningham, and Garth Meyer (11:00 a.m.).

083159 22. Public Works' Director, Mark Storey, stated he felt more comfortable recommending only awarding the Steptoe overlay project versus Steptoe and Rosalia area roads due to COVID related budget concerns (decreased gas tax revenue for local projects). Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to award the Steptoe Road overlay project to Inland Asphalt Company for the bid amount of \$179,740.60.

083160 23. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to award the Moderate Risk Waste remodel project to Mangum Construction for the bid amount of \$812,278.00 before tax.

083161 24. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to sign the contract for electrical services on the Moderate Risk Waste remodel project as presented.

DIVISION UPDATES:

D083161A 25. The following division updates provided by Public Works staff.

Engineering Division:

D083161B 25A. Dean Cornelison reported Almota Road is still closed to the general public. The contractor pulled his trucks and took them to another project which has caused a delay. It will most likely be closed through the 4th of July weekend. However, the road is open to local traffic. The project remains on schedule. The road will be open by the end of July and paving is expected to happen sometime in August.

Maintenance Division:

D083161C 25B. Chip seal work for the county was finished last week. There is still some work to do in towns and cities.

D083161D 25C. Mark Storey reported the Seltice-Warner Bridge was tore out last week. The crew finished driving all the pile last Thursday. The tie-backs are due to be delivered on July 15 and will be installed shortly after.

Solid Waste Division:

D083161E 25D. A temporary employee has been asked to fill in for a long term vacancy as scale shack clerk. It may turn into a permanent hire.

D083161F 26. Approved documents signed.

11:10 a.m. - Adjournment.

D083161G Commissioner Swannack **moved** to adjourn the **June 29, 2020** meeting. Motion **seconded** by Commissioner Kinzer and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **July 6, 2020**. The foregoing action made this **29th** day of **June 2020**.

ss/ DEAN KINZER, COMMISSIONER
ss/ ARTHUR D SWANNACK, COMMISSIONER

CONNIE ELLIS, Deputy

MICHAEL LARGENT, CHAIRMAN

