

Minutes for January 16, 2007

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066378 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **January 16, 2007** at **9:00 a.m.** Chairman Greg Partch, G.R. Finch and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Joe Reynolds (9:00 a.m.) and Eunice Coker (9:15 a.m.).

066379 1. Items discussed included Assessor and Auditor office staffing levels, meeting with Pullman, CIP rankings, Nathan Weller letter, Developmental Services reappointments, Planning Commission reappointment, financial report and revenue report. No action taken.

9:45 a.m. - Recess.

10:00 a.m. - Pledge of Allegiance.

Present: Adam Roberts, Josh Powers and Jana Davidson.

D066379A 2. Motion by Commissioner Largent to approve the consent agenda. Motion **seconded** by Commissioner Finch and **carried**.

066380 3. Claims/Payroll warrants numbered **199033-199066, 199093-199123,** and **199258-1994892** for **\$1,085,873.90** approved.

FUND	FUND NAME	AMOUNT	AMOUNT	AMOUNT
001	Current Expense	47,870.80	42,565.08	20,565.83
102	Building & Development	1,235.20		
103	Countywide Planning	2,332.80	227.52	
104	Developmental Services		281.88	
109	Homeless Housing		722.65	
110	County Roads	15,448.00	11,185.20	
111	CETC Building		28.61	
118	Inmate Welfare		95.64	
123	Paths & Trails		234.25	
125	Donations & Planned Giving		249.60	
127	Drug Enforcement-Quad City	400.00	15,519.72	
132	Auditor's Document Preservation		1,304.23	
135	Prosecutor's Stop Grant			141.16
136	Electronic Monitoring		143.75	
141	Washington Housing SHB 2060		1,811.39	
144	Emergency Communications-144.260.001		200.00	
300	Capital Projects Asset Acq.-300.010.001		225.29	
300	Capital Projects CIP-300.010.005		17,404.86	
400	Solid Waste	3,883.00	92,692.03	

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501	Equipment Rental & Revolving	5,021.60	81,769.86	
513	Communications Revolving		21,507.76	
660	Whitcom-General-660.911.000		522.70	20,113.00
660	Whitcom-Grant Funding-660.911.001		87,215.34	
690	Clearing Fund 690.002.000	204,087.48		
690	Clearing Fund 690.005.000		11,949.70	
ET	Electronic Transfer	376,918.12		

066381 4. January 8, 2007 minutes approved.

066382-066386 5. Personnel board orders approved.

10:25 a.m. - Bob Reynolds.

066387 6. Commissioner Largent **moved**, Commissioner Finch **seconded** the motion and it **carried** to reappoint Linda Jovanovich to a 4-year term on the Planning Commission. Ms. Jovanovich's term will expire 12/31/10.

066388 7. Commissioner Finch **moved**, Commissioner Largent **seconded** the motion and it **carried** to reappoint Tim Gavin, Mike Waite, Susan Schaeffer and Scott Cornelius to 3-year terms on the Developmental Services Advisory Board. All terms will expire 12/31/09.

066389 8. Commissioner Largent **moved**, Commissioner Finch **seconded** the motion and it **carried** to approve the appointments/reappointments as presented: Don Schmick, Whitman County Business Development Association Chairman, Bob Lothspeich, Bob Reynolds, Sharron Cunningham and Fran Martin to the CETC Advisory Committee. Terms range from 1-3 years.

066390 9. Commissioner Finch **moved**, Commissioner Largent **seconded** the motion and it **carried** to accept the 2007 CETC fee schedule.

RESOLUTION NO. 066390

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, met in regular session on Monday, January 16, 2007; and,

WHEREAS, the Whitman County Commissioners recognize the need to annually review the Community Education Training Center (CETC) fee schedule for use of the CETC building; and,

WHEREAS, charging for the rental of these facilities are a part of the responsibilities of the Community Education Training Center Advisory Committee (CETCAC); and

WHEREAS, these fees will allow for the appropriate billing of fees as a result of the services provided; and,

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WHEREAS, the CETCAC has reviewed the fee schedule and recommends its approval by the Whitman County Commissioners.

NOW, THEREFORE BE IT HEREBY RESOLVED by the Whitman County Commissioners that the attached Community Education Training Center fee schedule be adopted and is effective as of January 1, 2007.

PASSED, APPROVED AND ADOPTED this 16th day of January 2007.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

G.R. Finch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

**COMMUNITY EDUCATION AND TRAINING CENTER
2007 FEE SCHEDULE**

EDUCATIONAL AND BUSINESS EVENTS:

REGULAR CLASSROOM	\$25.00
COMPUTER CLASSROOM	\$25.00
LARGE ROOM	\$25.00 (25 persons or less) (26 persons or more \$ 1.00 additional per person)

Plus Minimum of 1 hour cleaning cost @ \$25.00 per hour.

EQUIPMENT USAGE \$10.00 per event

SOCIAL EVENTS LARGE:

LARGE ROOM	\$100.00
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Plus Minimum of 2 hour cleaning cost @ \$25.00 per hour.

KITCHEN \$25.00

If the facility needs set up time for a large decorated event a daily rate can be established.

066391 10. Commissioner Largent **moved**, Commissioner Finch **seconded** the motion and it **carried** to sign the 2007-08 cooperative agreement with Palouse-Rock Lake Conservation District.

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066392 11. Josh Powers presented a request for a new Konica Minolta copier from ABC Office Equipment for the Information Services building to be expended from the Photocopier Revolving fund in the amount of \$11,084.00. This copier would also be used as a printer reducing the cost of producing the large monthly reports. Adam Roberts added one of the oldest printers in the department would also be phased out. Commissioner Finch **moved**, Commissioner Largent **seconded** the motion and it **carried** to authorize this purchase.

066393 12. The Coroner has moved from part-time to full-time and is using his computer on a daily basis. Due to the age of the computer, it fails regularly. Therefore, Mr. Powers requested this Pentium II computer be replaced for \$1,381. Commissioner Finch **moved**, Commissioner Largent **seconded** the motion and it **carried** to authorize the purchase of a new computer for the Coroner.

066394 13. Adams Roberts presented a request to purchase a Docupen for use by all departments to scan bound books and other large documents. This expenditure would be deducted from the Commissioners' Document Management program fund in the amount of \$350 plus the cost of a memory card. Commissioner Finch **moved**, Commissioner Largent **seconded** the motion and it **carried** to authorize the purchase of the Docupen from the Document Management fund.

066395 14. Commissioner Largent **moved**, Commissioner Finch **seconded** the motion and it **carried** to approve a letter to all cities, towns and districts regarding the availability of 2007 public facilities funds (.08).

066396 15. The commissioners forwarded a letter to the City of Pullman regarding future planning.

066397 16. A listing of liquor licenses due to expire April 30, 2007 was received from the Washington State Liquor Control Board.

17. Executed copies of the following documents received:

066398 Whitman County Sheriff/Whitman County Public Health jail services

066399 Teamsters Welfare Trust Vision Subscription agreement

066400 18. Commissioners' pending list reviewed.

10:45 a.m. - Bob Reynolds, Fair/Facilities Management.

Present: Jana Davidson.

066401 Mr. Reynolds gave a report on energy cost savings in county buildings. Avista assisted with the Courthouse windows, lighting, HVAC system and a new Jail boiler. According to Rick Davis, Avista advisor on energy consumption and costs, comparing 2006 to 5 years prior, the county

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has saved 8000 therms, which translate into \$17,431. This is a real success story for the county.

The county also received rebates for the following expenses: \$50,000 for windows, 58,000 for HVAC/Jail boiler, \$3,500 for Jail hot water system plus the continuing savings. The county was very dollar-wise and is now reaping the benefits while keeping up with all the increases.

Mr. Reynolds is consulting with mechanical contractors hired to help maintain these large heating and cooling systems. They are being asked to work in conjunction with Avista and present a plan on how to update our other county buildings and their control devices. Pneumatic controls are currently being used in the Jail and Public Service buildings. The Courthouse has already transferred to a digital control system making it much easier to handle temperature differentials.

Mr. Reynolds is working with Jeff Jewhurst of Divco to tell us what we can do and what is Avista-approved for energy payment programs. He hoped to have some results in February.

Mr. Reynolds pointed out all newly installed equipment in the Courthouse is serviceable by any Whitman County heating and cooling professional.

Chairman Partch noted most of the consulting work for the above projects was done in-house and staff deserves much credit.

11:00 a.m. - Mark Storey, Public Works Director.

Present: Phil Meyer, Cindi Lepper and Joe Smillie.

ACTION ITEMS

Solid Waste Division:

066402 1. Commissioner Largent **moved**, Commissioner Finch **seconded** the motion and it **carried** that the sub-grant contract between Whitman County and the Town of Oakesdale for up to \$4,000 in reimbursement funding for basic recycling programs and related programs be signed as presented.

066403 2. The 2007 Spring Cleanup (April 16th-April 28th) at the reduced rate of \$20/ton and Tire Amnesty Day (April 7th) dates have been set to coincide with Earth Day (April 22nd).

066404 Letter to all Whitman County mayors about the above events.

D066404A 3. Commissioner Largent inquired and was briefly updated about e-waste.

Maintenance Division:

D066404B 3. Phil Meyer said all county roads are frozen and for that reason permits are being issued. Once the frost is out of the roads, no

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permits will be issued. This has been an extremely bad winter for county roads. There will be a period of time before the county is able to fill the inevitable potholes.

Finance Division:

066405 As required by the County Road Administration Board, the 2007 road levy certification was received from the Director.

11:25 a.m. - Recess.

11:30 a.m. - Sharron Cunningham, Administrative Services.

Present: Bev Welch, Joe Reynolds, Janet Schmidt, Kelli Campbell, Denis Tracy, Bob Lothspeich, Peggy Wright, Eileen Roe, Mark Storey and Joe Smillie.

The following individuals contacted the Clerk of the Board regarding their absence from today's meeting: Tim Myers, Fran Martin and Kim Kopf.

066406 The December 2006 ending financial report provided by Ms. Cunningham.

December 2006 Cash Balance - \$2,464,016

December 2005 Cash Balance - \$1,592,460

December 2006 Revenue - \$10,967,361 - 90.15% of budget.

December 2005 Revenue - \$9,438,661 - 94.14% of budget.

December 2006 Expenditures \$10,267,924 - 86.96% of budget.

December 2005 Expenditures \$9,394,779 - 92.49% of budget.

11:45 a.m. - Recess.

12:00 p.m. - Board Business Continued.

Present: Gary and Valerie Hunt and Kelli Campbell.

D066406A 19. Commissioner Partch **moved**, Commissioner Finch **seconded** the motion and it **carried** to go into executive session with the above individual(s) until 1:30 p.m. for negotiation matters.

2:00 p.m. - Board of Health.

Present: Fran Martin, John Skyles, Michael Baker and Jana Davidson.

Public Health Division:

D066406B 1. Fran Martin gave an overview of Public Health and all the areas it touches.

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2:20 p.m. - Robin Cocking and Dr. Moody.

066407 2. Commissioner Largent **moved**, Commissioner Finch **seconded** the motion and it **carried** to approve the contracted dietician's request for a 2006 payment in the amount of \$1,440.

D066407A 3. Dr. Moody reported the new year has begun with no major issues arising in Whitman County. There have been numerous cases of the stomach virus and influenza.

D066407A 4. John Skyles spoke about proposed developments in the corridor involving Hawkins, Garage Mahal and James Toyota.

D066407B 5. The Department of Ecology is watching storm run off and other water issues very closely in the corridor.

D066407C 6. Mr. Skyles indicated there has been no change with regard to the Harston solid waste issue in Thornton.

D066407D 7. Michael Baker said a strip mall known as Crimson Village is being developed in Pullman across from Denny's with at least one coffee shop/cafe.

D066407E 8. Joe Kline and Michael Baker are considering revising the food program and better defining the enforcement policies. According to Mr. Baker, there have not been any major rumblings about the new fee schedule.

D066407F 9. As part of the bioterrorism pandemic influenza planning, Mr. Baker is developing ID badges with BARS Codes for all staff and volunteers. In addition, they are continuing with the associated educational outreach portion of this program i.e. cover your cough, food preparation, oral presentation, etc.

D066407G 10. Ms. Martin spoke about the 4410 Public Health Legislative Committee that is trying to develop a stable system to fund public health jurisdictions. Their proposed formula is based on providing each health jurisdiction with enough money to fund 2 FTE's as follows:
30% from equalization taxes totaling \$15 million,
30% from per capita funding totaling \$15 million,
30% from local government matching funds totaling \$15 million, and
10% from innovative cross jurisdictional programs totaling \$1.5 million.

The Washington State Association Public Health Officials (WSAPHO) felt the Committee's formula might be equitable for larger jurisdictions. WSAPHO proposed a new formula based on \$155,000 for each jurisdiction plus a per capita amount. Using this formula, Whitman County would receive \$346,000 plus become eligible for a 10% pot to use on cross-jurisdictional issues with Columbia County. Ms. Martin preferred WSAPHO's formula.

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D066407H 11. The legislature is looking at reducing duplication in small areas by rewarding jurisdictions that find ways to reduce duplication.

D066407I 12. Ms. Martin gave a brief staffing update.

D066407J 13. The Director advised the Board wi-fi capable laptop computers were purchased with administrative matching funds received from DSHS for all staff to provide them with the means to do their work wherever they are stationed. A new time keeping system was established and Public Health will soon be going wireless with the assistance of Information Services.

D066407K 14. Progress has been made with the grant from the Secretary of State for scanning death and birth certificates. Once scanned, the paper records will go to the State Archives. In time the public will be able to look up the information themselves.

Emergency Management Division:

066408 15. Commissioner Largent **moved**, Commissioner Finch **seconded** the motion and it **carried** to sign a Homeland Security grant contract #E07-156 in the amount of \$56,329.53 as presented. This grant will be used for planning and administration for the period July 1, 2006-March 30, 2008.

066409 16. Commissioner Largent **moved**, Commissioner Finch **seconded** the motion and it **carried** to approve the grant application data form for the above referenced grant.

D066409A 17. The next Board of Health meeting is February 20th.

D066409B 18. Commissioner Finch **moved**, Commissioner Largent **seconded** the motion and it **carried** to go into executive session with Fran Martin, Dr. Moody, Michael Baker and Maribeth Becker from 3:00 p.m. to 3:10 p.m. for a potential legal issue.

3:10 p.m. - Return to Open Session/Chip Daly, Data Base Secure Records.

D066409C Mr. Daly met with the Board as the State of Washington vendor (6-year contract) for document destruction services. He is visiting all cities, counties and universities to assist in developing safeguard programs to protect the county from identity theft.

Data Base has 30 years experience in the information protection industry, previously storing data off-site for businesses.

Data Base is working with the Attorney Generals' Office to set up a 12-city destruction data day. In 2005, Washington state was ranked 8th in the country for identity theft. Since then, Washington has moved into 7th place. The state is trying to take a different approach to safeguarding Washington resident's information.

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Data Base feels a policy should be developed whereby all information is treated sensitive, not only personnel issues but voter registration, phone bills, fax cover sheets, etc. to prevent "phishing" by identity thieves.

Due to technology, the state feels it is no longer good enough to just shred paper. Data Base has a truck that visits their clients in as many locations as necessary to pulverize documents on site. CD's and other computer information are burned in Spokane in a secured burner.

Mr. Daly said he was present today to ask Whitman County what it is doing to destroy information and raise awareness. Data Base can assist the county in creating a Safeguards Program. There will always be risks, but the county would be minimizing its liability.

Some of Data Base' current clients include Clallam, Spokane and Chelan Counties and Washington State University.

After further discussion, it was agreed to have the Human Resources Director bring this before the EAT Committee after an initial discussion with a few staff members.

3:35 p.m. - Board Business Continued.

D066409C 20. The Board instructed the clerk to set up workshop with Fran Martin on January 22nd and a meeting with owner of Munchy'z and Ms. Martin on January 29th.

3:40 p.m. - Recess.

4:00 p.m. - Board Business Continued/BOCC Workshop.

Present: Fran Martin and Brett Myers.

D066409D 21. The item discussed was inmate medical insurance. No action taken.

5:00 p.m. - Adjournment.

D066409E Commissioner Finch **moved** to adjourn the **January 16, 2007** meeting. Motion **seconded** by Commissioner Largent and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **January 22, 2007**. The foregoing action made this **16th** day of **January 2007**.

ss/ G.R. FINCH, Commissioner
ss/ MICHAEL LARGENT, Commissioner

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MARIBETH BECKER, CMC
Clerk of the Board

GREG PARTCH, CHAIRMAN
Board of County Commissioners