

**BOCC MINUTES-01/22/19**

**081158 THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, January 22, 2019** at **9:00 a.m.** Michael Largent and Dean Kinzer, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended. Chairman Arthur D Swannack was unavailable.

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

Present: Gary Petrovich, Mark Storey, Sandy Jamison, Sharron Cunningham, Chris Nelson and Kara Davidson (9:00 a.m.).

**081159 1.** The following items were discussed but no action was taken.

- GCBH-ASO Revised Interlocal
- UTV's/ATV's on County Roads
- Credit Card Policy
- District Court Proposal
- Lunch & Learn/Snake River Dams
- School Funding Legislation
- Mandatory Federal Project
- 2017 Accountability Audit
- Financial/Unemployment Ins.
- Special Meeting/Steptoe
- Finance Committee Meeting
- Investment Policy
- County Code Revisions
- PWD Weather Update
- Zone Change/Country Club Road
- GIS/Staff
- Equipment for Surplus
- Federal/State Dollars

**10:00 a.m. - Recess.**

**10:15 a.m. - Flag Salute.**

Present: Sharron Cunningham, Jessica Jensema, Kara Davidson and Garth Meyer.

**D081159A 2. Pledge of Allegiance.**

**Consent Agenda:**

**081160 3.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and **carried** to accept the consent agenda as presented.

**10:05 a.m. - Gary Petrovich.**

**081161-081162 4.** Treasurer's Wire Transfers and Check Report in the amount of **\$386,142.45** and General Claims/Veterans' Relief warrants numbered **340830-340953** for **\$267,206.12** approved.

**081163 5.** January 7, 2019 minutes approved.

**081164-081176A 6.** Personnel change orders approved.

**081177 7.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and **carried** to authorize a notice seeking RFP for timekeeping software.

**081178 8.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and **carried** to sign a resolution adopting the Federal and State Grant Policy for Whitman County.

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

In the Matter of Adopting the	)	RESOLUTION NO. <u>081178</u>
County Federal and State Grant	)	
Policy	)	

**WHEREAS,** the proper operation of government requires a County policy outlining the expectations and roles for pre-award, post-award, and Annual Financial grant reporting.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Grant Policy be adopted.

Dated at Colfax, Washington this 22nd day of January 2019 and effective as of January 1, 2019.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Arthur D Swannack, Chairman

\_\_\_\_\_  
Dean Kinzer, Commissioner

ATTEST:

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board

\_\_\_\_\_  
Michael Largent, Commissioner



**FEDERAL & STATE GRANT POLICY**

Policy: POL-506-AUD • Effective Date: January 1, 2019 • Res. #081178  
Cancels: New

**Purpose:**

This document defines the policy for Whitman County that ensures all federal and state grants are managed and reported correctly.

**Scope:**

This policy applies to all Whitman County employees involved in the pre-award and post-award management and reporting of federal and state grants to the grantor, BOCC, and Auditor's financial staff.

**DEFINITIONS:**

**CFDA Number** - The Catalog of Federal Domestic Assistance (CFDA) is a government-wide compilation of Federal programs, projects, services, and activities that provide assistance or benefits to the American public. It can be found at beta.sam.gov under Assistance Listings (CFDA).

**Suspension and Debarment** - Suspension and debarment actions prevent companies and individuals from participating in government contracts, subcontracts, loans, grants and other assistance programs. The effect of suspension and debarment by a Federal agency is government wide. (See 2 CFR Part 180 and 2 CFR Part 1532) Oct 5, 2017.

**Indirect (F&A) cost rates**—Indirect cost rates are an agreed-upon (between the grantor and grantee) percentage or dollar amount that is retained by the County as administrative costs to run the specific program.

**Noncash Awards** - The value of noncash awards (supplies and equipment) should be accounted for by Federal and State grants at fair market value as determined by the awarding agency.

**Pass-through Grants**—The Federal or State government allows grant recipients to act as pass-through entities in order to provide funding to other recipients. The pass-through

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entity receives Federal funds which it "passes on" or "passes through" to other recipients.

**Sub-recipient** - The sub-recipient receives an award provided by a pass-through entity to carry out part of a Federal or State award.

**Grant Matching Funds** - The portion of County funds, whether monetary or in-kind, required by the Grantor.

**BOCC** - BOCC is the Board of County Commissioners for Whitman County, State of Washington.

**Grant Application Data Form** - The form is available in AccountingDocs>Forms>YYYY Grant Application Data Form and is used to ensure the needed information is transmitted to the BOCC and Auditor's financial staff.

**POLICY:**

**Application:**

The County department desiring to submit a Federal or State grant application soliciting new funds, renewals, or amendments will prepare the request as outlined by the grantor's requirements. Grant applications will be reviewed by the department seeking the grant in order to make an independent assessment of all financial aspects, including the need for County matching funds, of the application to ensure fund availability. The department head or elected official will **NOT** sign the grant application until the BOCC approves the Grant Application Data Form.

The Grant Application Data Form requires approval and signatures by the BOCC. Once the BOCC approves the information the grant application may be submitted to the grantor and the fully executed Grant Application Data Form will be submitted to the Auditor's office by the department.

**Denial:**

In the case of a grant request denial, a copy of the denial letter will be forwarded to the Auditor's Office Finance Department.

**Grant Acceptance:**

The Auditor's Finance Team will assign the appropriate revenue and expenditure BARS codes for the grant.

The department is responsible for ensuring they have established budget for expenditures. They will need to accomplish this via the approved annual budget or a budget amendment.

The department will assign the grant a unique project code for revenue and expenditures. That project code number will be reported to the Auditor's finance staff. These numbers will be used for the monthly financial reports as well as auditing year-end grant reporting.

**Grant Monitoring:**

Departments are responsible for continuous monitoring of the financial status of grants. The departments must also monitor grants for compliance with all Federal, State, and local regulations. Departments are to ensure that grant expenditures are in compliance with policies and procedures.

The managing department will check vendors used for Federal grant activity to ensure they have not been suspended or debarred.

**Grant Reporting:**

The department is responsible for providing financial reports to grantors as set out in the contract. The departments are also responsible for complying with due dates and reporting requirements of the grantor including reimbursement requests.

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The disposal of any equipment purchased by the grant funds will be handled by the department per the instructions in the grant documents. If no guidelines are found in the grant documents, the department will contact the grantor for direction.

Any purchase of equipment over the County's capital projects threshold will require a capital asset form created by the department and submitted to the Auditor's financial staff.

**Year End:**

The Auditor's Office Finance Team will provide the State and Federal Year-End Grant forms with a due date to the Finance Department of February 28<sup>th</sup> of the following year. The Federal Grant Form will include only projects with revenue numbers starting with 331 and 333. The State Grant Form will include only projects with revenue numbers starting with 334. One grant form will be completed per grant and submitted to the Auditor's Office with all supporting documentation.

The CFDA number carries a specific description of the grantor and the project, so the County grant forms must mimic that exact information.

Noncash awards such as vaccinations and equipment should be reported on separate forms. The noncash award values must be decided by the grantor.

The department will only report the amount expended in the fiscal year. The department will also report any amount that was passed through to a sub-recipient within the reporting year.

Federal Grant year-end forms require the indirect cost rate if one has been negotiated between the grantor and grantee.

The Auditor's office Finance Team will review the grant documents and submit the State and Federal grants with the Financial Report.

**081179**      **9.**      Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and **carried** to sign the revised signature delegation authorization for the Auditor's office.

**081180**      **10.**      Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and **carried** to authorize a credit card for the Sandy Jamison, County Auditor.

**081181**      **11.**      Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and **carried** to sign a resolution revising designated program administrators for the MasterCard credit card account.

**RESOLUTION NO. 081181  
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS  
MANAGEMENT OF THE FIRST NATIONAL BANK CREDIT CARD ACCOUNT**

We, the undersigned, hereby certify to First National Bank of Omaha ("Bank") that we are the Board of County Commissioners for Whitman County ("County"), located in Colfax, Washington, and that we have been duly elected and are presently serving in that capacity. We further certify that the following resolution has been duly adopted by the Board of County Commissioners of the County and such resolution is in full force and effect as of the date hereof and have not been revoked or rescinded as of this date:

BE IT RESOLVED that:

1. The First National Bank of Omaha Commercial Card Agreement ("Agreement") is approved.
2. The official designated below ("Authorized Officials") are duly elected or appointed and holding the office shown, authorized to borrow money on behalf and in the name of the

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County, execute any notes, drafts, agreements and other documents and instruments, pledge and encumber property of the County (including, without limitation, bank accounts), and name the individuals at the County who shall be authorized to instruct First National Bank of Omaha to issue credit cards to one or more employees of the County, and the signatures below are the genuine signatures of such persons.

**Authorized Officials:**

/s/ Sandra D. Jamison  
Whitman County Auditor

/s/ Chris Nelson  
Whitman County Treasurer

/s/ Sharron Cunningham  
Finance Administrator  
Under the Whitman County Auditor

3. The resolution shall continue to be in full force and effect until express written notice of its/their rescission, modification or termination has been received by the Bank. Any and all prior resolutions received and certified by the Bank shall continue to have full force and effect until the Bank receives such written notice. Any rescission, modification or termination of a resolution must be accompanied by written notification to the Bank.

PASSED, APPROVED AND ADOPTED this 22nd day of January 2019.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Arthur D Swannack, Chairman

\_\_\_\_\_  
Dean Kinzer, Commissioner

ATTEST:

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board

\_\_\_\_\_  
Michael Largent, Commissioner

**081182**      **12.**    Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and **carried** to sign the E19-182 Hazard Mitigation Sub-award agreement signature authorization form.

**081183**      **13.**    Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and **carried** to sign the E19-182 Hazard Mitigation grant application data form.

**081184**      **14.**    Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and **carried** to approve a one-year extension for the City of Palouse's 2018 Public Facility .09 award (to May 1, 2020).

**081185**      **15.**    Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and **carried** to allocate \$100,000 in Public Facility funds (.09) for 2019.

**081186**      **16.**    Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and **carried** to authorize signing a letter to the cities/towns to notify them that the 2019 Public Facility (.09) grant application period is now open.

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**CORRESPONDENCE:**

**D081186A** 17. The following correspondence was received:

**081187** 17A. Notice was received from the Washington State Liquor and Cannabis Board Of licensees who license are due to expire 04/30/19.

**081188** 17B. Notice was received from the Washington State Liquor and Cannabis Board Of licensees who license are due to expire 06/30/19.

**081189** 17C. A letter was received from the SE Washington Economic Development Association requesting continued financial support in the amount of \$1,500 in 2019.

**081190** 17D. Information was received from Kelly Brown of IMSB Attorneys notifying the county of land annexed to Public Hospital District #1-A.

**081191** 17E. An executed copy of the WA Military Department contract #E19-044 was received.

**081192** 17F. An executed copy of the Aging & Long Term Care interlocal agreement amendment #3 was received.

**081193** 18. Commissioners' pending list reviewed.

**11:00 a.m. - Public Works.**

Present: Mark Storey, Gladwill and Garth Meyer.

**081194** 18A. The following Public Works related issues approved/updated:

**ACTION ITEMS:**

**081195** 19. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to authorize publishing a notice of intent and setting a public hearing to dispose of surplus county property.

**081196** 20. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to approve signing the County Road Administration Board Digital Submittal Certification.

**DIVISION UPDATES:**

**D081196A** 21. The following division updates provided by Public Works staff.

**Solid Waste Division:**

**D081196B** 21A. The department is still preparing specifications for the new Transfer Station office building. In the interim they will be renting portable office space.

**Engineering Division:**

**D081196C** 21B. Mr. Storey indicated both the Doneen and Pullman South crushing projects are moving forward.

**Maintenance Division:**

**D081196D** 21C. Due to weather conditions, the road crews are able to continue general maintenance work i.e. Tree trimming.

**Building Division:**

**081197** 21F. The 2018 4<sup>th</sup> quarter Building Division report was received from and review by Dan Gladwill, Building Inspector.

**081198** 21G. The 2018 year-end Building Division report was received from and review by Dan Gladwill, Building Inspector.

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**D081198A** 22. Approved documents signed.

**11:30 a.m. - BOCC Workshop.**

Present: Bill Tensfeld

**081199** 23. The Facility Management Department was discussed but no action was taken.

**11:50 a.m. - Recess.**

**2:30 p.m. - Reconvene/Board Business Continued/BOCC Workshop.**

Present: Sandy Jamison.

**081200** 24. Auditor's staffing was discussed but no action was taken.

**2:45 p.m. - Recess.**

**D081200A** **THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, January 28, 2019** at **9:00 a.m.** Chairman Arthur D Swannack, Michael Largent and Dean Kinzer, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

**9:00 a.m. - Reconvene/Board Business Continued.**

**D081200B** 25. Approved consent agenda items signed.

**081201** 26. Treasurers Wire Transfers and Check Report in the amount of **\$154,552.59**, Payroll warrants numbered **340997-341004** for **\$428,338.25** and General/Veterans' Relief/Payroll warrants numbered **340971-340996** and **341005-341052** for **\$363,935.61** approved.

**081202-081205** 27. Personnel change orders.

**9:05 a.m. - BOCC Workshop.**

Present: Gary Petrovich, Mark Storey, Bill Tensfeld, Chris Nelson, Sandy Jamison, Sharron Cunningham and Wraylee Flodin (9:05 a.m.), Kelli Campbell, Marlynn Markley and Bailey Wiedmer (10:30 a.m.).

**081206-081208** 28-30. The following items were discussed but no action was taken.

- EWCOG Update
- Martin Hall Update/Legis.
- ALTCEW Reappointment
- LRF Reporting
- Closed Record Appeal Hearing
- Treasurer's Staff Members
- County Code Updates
- Oakesdale Tax Title Property
- Board of Adjustment Resign.
- Chambers Road/PNW Plant
- Gravel Road Conditions
- GPS Sending to Closed Dirt Roads
- Auditor's Cash Handler Training
- L&I Reporting-Volunteers
- Pullman District Court
- Lobbyist Call
- District Court Classifications
- Steptoe Special Meeting
- Projector from Avista
- District Court Classifications

11:25 a.m. - Adjournment.

**D081208A** Commissioner Largent **moved** to adjourn the **January 22** and **28, 2019** 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 **February 4, 2019**. The foregoing action made this **28th** day of **January 2019**.

ss/ DEAN KINZER, COMMISSIONER  
ss/ MICHAEL LARGENT, COMMISSIONER

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MARIBETH BECKER, CMC  
Clerk of the Board

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ARTHUR D SWANNACK, CHAIRMAN  
Board of County Commissioners