

Minutes for February 07, 2011

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071586 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, February 07, 2011** at **9:00 a.m.** Chairman Greg Partch, Patrick J. O'Neill and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Gary Petrovich, Maribeth Becker, Sarah Mason (9:00 a.m.) Bob Reynolds (9:10 a.m.), Kelli Campbell (9:20 a.m.), Eunice Coker (9:30 a.m.), Denis Tracy (9:40 a.m.) and Joe Smillie (10:10 a.m.).

071587 1. Items discussed included financial update, Auditor's staffing level, Auditor's financial position, Prosecutors' staffing level, medicine return legislation SB 5234/HB 1370, Pro Mall Condo Association Board, redistricting, New World, 14th period, indirect cost allocation, accounting department and internal controls. No action taken.

10:15 a.m. - Pledge of Allegiance.

Present: Joe Reynolds, Bob Lothspeich, Debbie Kilpatrick, Joe Smillie and Sarah Mason.

D071587A 2. Motion by Commissioner O'Neill to accept the consent agenda. Motion **seconded** by Commissioner Largent and **carried**.

071588 3. Claims/Payroll warrants numbered **249431** and **249507** for **\$178,596.60** approved.

FUND	FUND NAME	AMOUNT
001	Current Expense	33,472.31
103	Countywide Planning	50.00
104	Developmental Services	82.00
110	County Roads	241.63
118	Inmate Welfare	2,719.31
123	Paths/Trails-BCPT 123.310.001	160.00
127	Drug Enforcement-Quad City	54.76
143	Trial Court Improve 143.030.000	2,148.45
144	Emerg. Communicat. 144.260.001	3009.32
400	Solid Waste	2,678.59
501	Equipment Rental & Revolving	24,448.80
660	Whitcom-General 660.911.000	88,530.53
660	Whitcom-Grant 660.911.001	87.43

BOCC MINUTES-02/07/11

690	Clearing-Medical	690.005.000	16,035.15
690	CAC Agency Svc.	690.026.001	4,878.32

071589 4. Veterans request approved.

071590 5. January 31, 2011 minutes approved.

071591-071594 6. Personnel change orders approved.

071595 7. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to approve the 2011-2013 City of Colfax incarceration agreement (12/31/13).

071596 8. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to enter into a professional services contract with Rural Educational Services for the Juvenile Department (06/30/11).

071597 9. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to enter into a professional services agreement with Tetra Tech, Inc. for updating the Whitman County Hazard Mitigation Plan.

071598 10. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to reappoint Joe Blake to a 6-year term on the Board of Adjustment. Mr. Blake's term is retroactive to 01/01/10 and expires 12/31/15.

071599 11. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to sign a grant application data form for the Sheriff's Edward Byrne Memorial Justice Assistance grant in the amount of \$4,174 (01/01/11-06/30/11).

071600 12. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to approve a liquor license application for St. John Community Club.

071601 13. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to sign the annual Department of Revenue Local Revitalization Financing Program report for 2010.

071602 14. Bob Lothspeich presented the 2010 tax rolls collection report noting a 96.66% collection rate as of 12/31/10.

071603 15. Bob Lothspeich also presented the 2010 property tax refund report in the amount of \$20,121.18.

071604 16. Joe Reynolds Assessor submitted the property tax certification list for 2011. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to certify the tax certification list as presented.

BOCC MINUTES-02/07/11

- 071605** 17. A listing of licensed establishments in Whitman County whose licenses will expire 05/31/11 was received from the Washington State Liquor Control Board.
- 071606** 18. Notice of a liquor license application refund was received from the Washington State Liquor Control Board for O'Danagher's.
- 071607** 20. An executed copy of the WSU Extension memorandum of agreement for 2011 was received.
- 071608** 21. Commissioners' pending list reviewed.
- 071609** 22. Chairman Partch convened the hearing for proposed revisions to the Whitman County Code 2.39 as it relates to Travel/Advance Travel and requested a staff report.

Maribeth Becker reported it is a minor change incorporating in/out of state travel into the ordinance as suggested by the State Examiner.

The Chairman opened the hearing to public comments. There being none, the hearing was adjourned. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to approve the revision as presented.

**ORDINANCE NO. 071609
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

WHEREAS, the Whitman County Board of Commissioners met in their Chambers on this 7th day of February 2011; and,

WHEREAS, a public hearing was conducted this day to consider amendments to the Whitman County Code, Chapter 2.39, Travel/Advance Travel as attached:

NOW, THEREFORE, BE IT HEREBY ORDAINED that the Whitman County Board of Commissioners duly approves the attached amendments to the Whitman County Code, Chapter 2.39 as described herein.

PASSED, APPROVED AND ADOPTED THIS 7TH DAY OF FEBRUARY 2011.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

ATTEST:

Patrick J. O'Neill, Commiss.

BOCC MINUTES-02/07/11

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

[Chapter 2.39 - TRAVEL/ADVANCE TRAVEL](#)

Sections:

2.39.010 - General travel.

A.

Definitions. All words shall have their ordinary and usual meaning except those defined in this section which shall have the meaning set forth below:

1.

"County" means any office or department of Whitman County.

2.

"Travel" shall consist of lodging, subsistence, transportation, seminar/meeting attendance and related activities in the conduct of official county business.

3.

"Official county business" means, but shall not be limited to, conducting legitimate county business such as fulfilling normal job functions, negotiating agreements, inspecting or purchasing equipment, coordinating with other governmental agencies, serving on interview or judging panels, and providing consultation; or obtaining information or training directly related to a person's official function; or serving as an official representative of Whitman County.

4.

Certified Travel Voucher Form. For the purposes of this policy, a certified travel voucher form is certified by the employee's signature and the following language: "I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof," on a form approved by the board of county commissioners detailing travel expenses.

5.

"Valid Business Receipt." For the purposes of this policy, a valid business receipt shall be defined as a receipt, provided by the vendor, showing the vendor's name, date of the purchase and amount of the purchase. This receipt can be in the form of a cash register tape, a ticket stub, an itemized credit card charge receipt, an invoice, a statement, or in a form generally recognized by the public to be a receipt.

6.

"Quasi-employees" are defined as non-compensated volunteers, advisory committee members, board and commission members and others who are participating in county business but are not on the county's payroll.

B.

Objective. The travel policy for Whitman County is intended to provide a concise statement of practices and procedures to insure consistency for employee travel and insure the efficient use of county travel funds and equipment. The policy also allows for procedures that are designed for ease of audit. Any other travel policy inconsistent with the provisions of this policy are superseded and void.

C.

General Policy. It is the policy of Whitman County to reimburse elected and appointed officials, employees, and members of boards and commissions for their reasonable in/out of state travel expenses actually incurred in the conduct of their business for Whitman County. Reimbursement for such necessary and reasonable expenses will be made subject to the rules herein by application and upon compliance with this policy.

D.

Motor Pool.

1.

The county has created a motor pool within the public works department for the use and convenience of employees. Use of the motor pool should be encouraged. The Whitman County Motor Pool Information Manual concerning procedures shall be followed.

2.

Only personnel on official county business are authorized to check out and use motor pool vehicles. Nonemployees may assist in driving motor pool vehicles if:

a.

In possession of a valid driver's license;

b.

Prior written approval is given by the employee's department head or elected official; and

c.

The department of public works is provided a copy of the above approval and, if not otherwise provided in the above approval, a written notification of the nonemployee's name, address, telephone number, driver's license number, with state of issuance if other than Washington State, and the nonemployee's automobile insurance company's name, address and insurance policy number.

E.

Mileage Reimbursement.

1. Any employee of Whitman County utilizing his/her personal automobile for official county business shall be reimbursed at a specified rate per mile. The starting and ending locations of official travel is the official work place or the residence, depending on the work schedule at that point in time.
2. The rate of reimbursement per mile shall be the rate as determined annually by the board of county commissioners.
3. Reimbursement for mileage for travel by county officials or employees between their usual place of residence and their usual place of work shall be prohibited.
4. Parking expenses may be claimed under the category of incidentals and shall include official county automobiles.
5. Employees traveling by common carrier shall be reimbursed for actual expenses incurred; provided, the reimbursement rate of airline travel shall not exceed the coach class rate.
6. **Personal Expenses.** When an employee of Whitman County is traveling on official county business, it will be the policy of the board of county commissioners that any personal expenses of the employee will be paid directly to the vendor by the employee, except in emergencies. In the case of an emergency, where it becomes necessary for the employee to reimburse Whitman County upon their return, such reimbursement to the county will include an explanation for the reimbursement, signature of the employee and signature of the elected official or department head or their authorized designee.

F.

Meals.

1. Individuals on travel status shall be reimbursed for meal expense while on travel status at the per diem rate as established by the board of county commissioners annually. Per diem rates include the costs of tax and gratuity. No receipts are required for meals not exceeding per diem rates.
2. Reimbursements shall be made for expenses incurred for meals as follows: meals in connection with authorized attendance at meetings, conventions, or conferences; meals when official business prevents an employee from returning to his or her home by six p.m. except for employees whose normal duty hours extend beyond six p.m.; meals for employees engaged in authorized emergency repair or operations substantially beyond their normal duty hours.
3. The amounts allowed for meal reimbursement shall be as follows:
 - a. For a full day, which for purposes of this section means a travel period beginning before eight a.m. and ending after five p.m., the daily per diem amount;
 - b. The amount of per diem authorized that is determined on a per meal basis depends on the departure time from Whitman County and the arrival time on return to Whitman County. Departure prior to six a.m. qualifies an employee for breakfast, prior to twelve p.m. qualifies an employee for lunch, and returns after six p.m. qualifies for dinner per diem;
 - c. If on approved county business for the full day, but one or more meals are included in the registration fee, the amount authorized for the included meal will be subtracted from the total authorized per diem allowance to establish the maximum amount available for the remainder of the day.
4. **Per Diem Exception.** If a compelling business related circumstance exists, meals purchased while on travel status may be reimbursed at actual costs, under the following conditions:
 - a. It shall be at the discretion of the board of county commissioners to determine if this exception applies in a particular situation.
 - i. If the exception is found to not apply, the applicable per diem rate may be reimbursed.
 - ii.

If the exception is found to apply, the board may grant reimbursement either at actual costs based on valid business receipts, or, if the board determines the actual costs are excessive, unreasonable, or exorbitant, the board will authorize reimbursement at an appropriate sum. For the purposes of this section, "excessive" shall include seeking reimbursement for more than three meals per day, or more meals than are allowed pursuant to subsection (F)(3)(c) herein; "unreasonable" shall include seeking reimbursement for a meal the board deems "excessive" and "exorbitant" shall include obtaining the meal from an establishment which charges excessive prices for meals when other moderately priced establishments are available.

iii.

An employee, who anticipates that this exception may apply to a pending situation, may obtain a determination by the board prior to departure. While pre-approval is not mandatory, failing to do so could result in the employee bearing meal expenses exceeding the per diem amount. Upon issuing a pre-approval the board shall specify a maximum amount allowed for meals, which shall be binding on the employee and actual costs shall not exceed that amount.

b.

While not exclusive, the following situations shall be recognized as being within this exception:

i.

An employee participating in required scheduled training outside of Whitman County, which by necessity occurs between the hours of six p.m. and six a.m., during which the employee is required to purchase a meal(s), upon submitting a valid business receipt(s) such employee shall be reimbursed for the reasonable meal expense(s) at a per meal sum not to exceed the per diem amount authorized for dinner under subsection (F)(3)(b) herein.

ii.

An employee participating in required scheduled training within Whitman County, which by necessity occurs between the hours of six p.m. and six a.m., during which the employee is required to purchase a meal(s), upon submitting a valid business receipt(s) such employee shall be reimbursed for the reasonable meal expense(s) at a per meal sum not to exceed the per diem amount authorized for lunch under subsection (F)(3)(b) herein.

5.

Reimbursement shall be made for reasonable expenses for meals, coffee and light refreshment served to elected and appointed officials, quasi-employees, volunteer board/committee members and county employees regardless of travel status at a meeting where:

a.

The purpose of the meeting is to conduct official county business or to provide formal training to county employees or county officials.

b.

The meals, coffee, or light refreshments are an integral part of the meeting or training session.

c.

The elected official, the board of county commissioners, or the department head or designee approves payments in advance for the meals, coffee, or light refreshments.

(Ord. 66916 (part), 2007).

2.39.020 - Claims for reimbursement of travel.

A.

Claims for reimbursement of travel shall include a valid business receipt for all meals not qualifying for per diem, lodging and travel related expenses requested on the appropriate, certified travel voucher form.

B.

The claim for reimbursement of travel shall be properly certified by the employee and submitted to his/her elected official or department head (or their authorized designee), who will be responsible for checking and verifying the accuracy of the claim. After signing the employee's claim for reimbursement of travel, the claim will be delivered to the county auditor's office.

(Ord. 66916 (part), 2007).

2.39.030 - Policy regarding travel and advanced travel.

A.

Reimbursement typically will be only for the expenses of the employee. If a nonemployee accompanies the employee and such nonemployee is not traveling on county business, the employee will be reimbursed the cost of lodging equal to the single occupancy room rate. (Also, see subsection E of this section, expenditures for nonemployees.)

B.

Tipping Policy. Officials and employees of Whitman County who are traveling on official county business are authorized to add a tip to a meal expense in an amount not to exceed fifteen percent of the meal expense.

C.

Personal Expenses Prohibited. Officials and employees of Whitman County are prohibited from spending travel funds for personal expenses and entertainment.

D.

Exceptional Circumstances. In exceptional circumstances and prior to the travel, where pre-identified conflicts with the provisions of this policy exist, the chairperson of the board of county commissioners may grant written approval to accept a certified statement for specific and specified expenses. These exceptional circumstances include those travel and training expenses incurred by an employee in which no valid business receipt will be able to be obtained by the employee.

E.

Expenditures for Nonemployees. If an elected official, department head, or employee is filing a claim for reimbursement on behalf of nonemployees, he/she must prepare a detailed account that includes:

1.

Names of the others who traveled, partook of meals, or otherwise incurred expenses;

2.

Whether they were county employees, and if not, who they were and what connection they had with county business. This shall not be construed to permit promotional hosting;

3.

Who provided the lodging, meals or other services in question, dates and times;

4.

A detailed breakdown of amounts;

5.

Some statement sufficiently explicit to show that county business was being carried out when the expenses were incurred;

6.

Quasi-employees do not qualify for per diem rates. Actual expenses with valid business receipts must be submitted for reimbursement.

(Ord. 66916 (part), 2007).

2.39.040 - Audit of travel and advanced travel.

A.

The county auditor shall examine all claims to verify their payment does not violate state law, county ordinance or resolution.

B.

The county auditor shall also examine all claims for completeness, proper BARS coding and accurate documentation attached to support the claim. Accurate documentation is defined as valid business receipts, if necessary, for all meals, lodging and travel-related expenses requested and the completed certified travel voucher form.

C.

If a receipt has been irretrievably lost, the procedure detailed in Section 3.14.070, Lost credit card charge receipts, will be followed.

D.

If complete, the claim will be presented to the board of county commissioners for consideration.

E.

If not complete, the county auditor will follow the provisions of Section 3.12.060, Obligation to pay, previously stated in the Whitman County purchasing policy.

F.

The board of county commissioners may approve/reject all or any part of the claim.

G.

If the claim is approved, the county auditor will write a warrant payable to the employee, or in the case of advance travel, a warrant payable to the advanced travel revolving fund. The county auditor will debit the affected department's travel budget for the amount of the warrant.

H.

When a claim or any part of a claim is rejected by the board of county commissioners, the clerk of the board will notify the employee and elected official or department head in writing, explaining the reason(s) for the rejection. The employee may make one additional accounting of the funds sought to be reimbursed and resubmit the claim. The decision of the board of county commissioners on the resubmitted claim shall be final.

(Ord. 66916 (part), 2007).

2.39.050 - Advance travel policy.

A.

General Policy.

1.

Policy Statement. The board of county commissioners feels it is in the best interest of the county and the county employees to provide an advance travel revolving fund. This fund is for the benefit of those county employees required to travel for the county in pursuit of necessary education and representation of the county's interest in activities. These funds shall be used solely for travel-related expenses and shall not be used for direct payments to vendors. These funds also shall not be used for personal loans, payment of airline tickets, pre-registration fees, or reimbursement to employees or officers for travel already incurred.

2.

Objectives. The objective of this policy is to insure the efficient use and replacement of county advance travel funds in a correct and timely manner.

B.

Qualifications for Use. Only Whitman County employees may receive advance travel funds. Members of voluntary boards do not qualify.

C.

Restrictions. No more than one advance should be taken at any one time by an employee. Therefore, if the employee has not returned an advance he/she will not be entitled to a second one.

D.

Employees Terminating Employment. If an employee terminates his/her employment with the county and he/she has not returned an advance travel request, along with the certified travel voucher form with accompanying valid business receipts for an outstanding travel advance, the board of county commissioners will immediately be notified by the terminating employee's elected official or department head. If necessary, the board of county commissioners will refer the matter to the Whitman County prosecuting attorney for possible legal action. The elected official or department head shall have the responsibility to check with the county treasurer before submitting the final payroll prelist to the auditor's office for the employee upon his/her termination to insure that there are no outstanding travel advances.

E.

Noncompliance.

1.

Unspent advance travel, with attached certified travel voucher form and valid business receipts will be returned to the county treasurer within five working days of the employee's return date. On a case-by-case basis, the county treasurer is authorized to extend the return time period up to fifteen days for those employees who request, in writing, a time extension. This will allow the county treasurer to let the county auditor know what amount to reimburse the advance travel fund, thus keeping adequate funds available for those needing to travel. The dollar amount of the fund is established by resolution adopted by the board of county commissioners.

2.

Should an employee fail to file his/her return within the required five-day period (or length of extension previously authorized by the county treasurer), his/her elected official or department head will be notified. The elected official or department head will have two working days from the time the problem is brought to his/her attention to require a proper return is completed. If this is not done there will be a ten percent penalty attached to the amount that was advanced. This penalty amount will be payable by the employee. This return must include unexpended funds, certified travel voucher form, and authorized expense receipts. Any outstanding advance travel will be brought to the attention of the board of county commissioners by the county treasurer if not resolved by the elected official or department head in two days. The board of county commissioners may suspend or prevent the employee from the use of advance travel funds. In the event that an employee has to be contacted for being delinquent on two consecutive advances, that employee's elected official or department head and the employee will be notified in writing by the board of county commissioners that the employee will no longer be eligible for advance travel funds.

F.

Procedures for Obtaining Advance Travel.

1.

A purchase order shall be filled out with the date of request, the name of the employee, anticipated departure and return dates, destination, purpose of travel, correct BARS coding, and amount requested.

2.

The purchase order shall be signed and dated on the bottom right corner under "Authorized Signatures" by the elected official or department head (or authorized designee) and by the employee requesting the travel advance.

3.

The two parts and one photocopy of the properly completed and signed purchase order form shall be presented at the county treasurer's office for review and issuance of a check in the amount requested.

4.

The photocopy will be left at the county treasurer's office. The original will immediately be taken to the auditor's office. The elected official or department head responsible for the claim keeps the remaining copy until the employee returns.

G.

Procedures to Account for Advance Travel Upon Return.

1.

No later than five working days (or length of extension previously authorized by the county treasurer) after the employee returns, he/she must present the remaining copy of the purchase order form in its completed form, certified travel voucher form and all valid business receipts for authorized expenses and all unexpended funds to the county treasurer.

2.

If the employee spent more than the advance, the county treasurer's office should be notified immediately upon the employee's return. A general claim for expenses should be presented to the county auditor for the additional amount spent over and above what was advanced. Receipts for the expenses and the completed certified travel voucher form shall be attached to the general claim with references made to the original purchase order number and presented to the county auditor.

3.

If the employee spent less than the amount advanced, the employee shall return to the county treasurer the difference between what was advanced and what was spent, along with receipts and completed certified travel voucher form attached to the purchase order, to document the expenses.

4.

If an employee receives advance travel and fails to make the trip, the funds must be returned in full to the county treasurer immediately upon the decision not to travel.

5.

The copy of the purchase order shall be signed under "Payment Certification" by the traveling employee upon return and by the elected official or department head (or authorized designee) responsible for completing the claims process.

6.

When the unexpended funds are returned, the county treasurer's office will write a receipt to verify the amount returned. The copy of the receipt will be provided to the department for inclusion in their department's records. The copy of the purchase order will remain in the county treasurer's office along with all receipts and completed certified travel voucher form, which will then be submitted to the county auditor's office for reimbursement of the advanced travel fund.

7.

Receipts for any expense must accompany the returned purchase order and completed certified travel voucher form. When such receipts are not provided, the employee must make reimbursement to the county for those expenditures. If a receipt has been irretrievably lost, the procedure detailed in Section 3.14.070, Lost credit card charge receipts, will be followed.

(Ord. 66916 (part), 2007).

10:50 a.m. - Recess.

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

Present: Phil Meyer, Alan Thomson, Iris Mayes, John Kramer, Joe Smillie and Sarah Mason.

ACTION ITEMS

Engineering Division:

071610 23. Commissioner O'Neill moved Commissioner Largent seconded the motion and it carried to award the bid for one new 2011 hydraulic

BOCC MINUTES-02/07/11

excavator with trade-in to Triad Machinery for a total bid amount of \$128,970.00. The bid contract document was signed.

D071610A 24. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** that the contract between Carpenter Fence Corporation and Whitman County for a cantilevered gate and wings at the Solid Waste Transfer Station be signed when received.

071611 25. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to publish the notice of hearing for an amendment to the 6-year road plan (2011-2016).

Administrative Division:

D071611A 26. Mr. Storey noted that the Snake River Canyon Half Marathon is coming up in March. The Sheriff and he have discussed closing the Wawawai Road for 4-6 hours for safety purposes for the duration of the race. There will be traffic control and the temporary closure will be advertised.

D071611B 27. The Director invited the commissioners to join Phil Meyer and himself at the annual meeting in each road district.

Maintenance Division:

D071611C 28. The Director reported that the Aune Bridge work detour had to be closed due to a hazardous condition and the Babinski Bridge has been posted for reduced loads.

D071611D 29. Phil Meyer informed the commissioners road restrictions are still in place.

Planning Division:

071612 30. Chairman Partch convened the hearing for proposed revisions to Whitman County Code Chapter 19 as it relates to SEPA and requested a staff report.

Iris Mayes this hearing deals with SEPA multiple proposed zoning code changes as recommended by the Planning Commission. Staff initially reviewed the code to address several issues including:

- Streamlining permitting for businesses,
- refining the details of quarry permitting,
- scrivener error corrections,
- typographical error corrections,
- adjustments to definitions,
- clarification of administrative procedures for mining,
- residential accessory structures being covered under Rural Residential site review rather than the Rural Housing certificate process,

BOCC MINUTES-02/07/11

- some business procedures going through the administrative use permitting process rather than the conditional use permitting process, and,
- set-back waivers for residential wind turbines (as previously approved).

The Chairman opened the hearing to public comments.

In response to an inquiry from John Kramer, Iris Mayes said all communication tower conditions would be handled administratively rather than through the Board or Adjustment.

There being no further comments, the hearing was adjourned.

Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to accept the amendment for the Whitman County Zoning Ordinance Chapters 19.03, 19.05, 19.06, 19.10, 19.15, 19.16, 19.20, 19.21, 19.22, 19.30, 19.31, 19.40, 19.41, 19.42, 19.58 and 19.62 as presented in the formal transmittal.

ORDINANCE

AN ORDINANCE AMENDING THE WHITMAN COUNTY ZONING ORDINANCE CHAPTERS 19.03 (DEFINITIONS), 19.05 (ADMINISTRATION AND ENFORCEMENT), 19.06 (BOARD OF ADJUSTMENT), 19.10 (AGRICULTURAL DISTRICT), 19.15 (NORTH PULLMAN MOSCOW CORRIDOR), 19.16 (SOUTH PULLMAN MOSCOW CORRIDOR), 19.20 (HEAVY COMMERCIAL DISTRICT), 19.21 (AIRPORT COMMERCIAL DISTRICT), 19.22 (HIGHWAY/WATERWAY COMMERCIAL DISTRICT), 19.30 (LIGHT INDUSTRIAL DISTRICT), 19.31 (HEAVY INDUSTRIAL DISTRICT), 19.40 (RURAL COMMUNITY RESIDENTIAL DISTRICT), 19.41 (RURAL COMMUNITY CENTER DISTRICT), 19.42 (RURAL COMMUNITY COMMERCIAL DISTRICT), 19.58 (COMMUNICATION AND UTILITY FACILITIES) & 19.62 (SMALL WIND ENERGY GENERATORS).

Some of these changes are corrections of minor "Scrivener's errors." The substantive amendments address clarifications to definitions; clarification to the administrative procedures for mining operations; allowing residential accessory structures to be evaluated as a Rural Residential Site Review (RRSR) rather than a Rural Housing Certificate (RHC); allowing changes of use to existing business and variances to front setbacks in the Pullman-Moscow Corridor District to be reviewed administratively rather than by conditional use; permitting communications towers to be reviewed administratively rather than by conditional use; and allowing residential wind turbines to be exempted from the required setback to adjacent farm land if granted a waiver by the adjacent landowner as described in the attached document.

These changes are consistent with the Whitman County Comprehensive Plan.

BOCC MINUTES-02/07/11

BE IT ORDAINED and enacted by the Board of County Commissioners of Whitman County, State of Washington, it having been determined by the Board after hearing the Findings of Fact, after the Board's public hearing and adoption of Findings of Fact.

PASSED AND APPROVED by the Board of Whitman County Commissioners of Whitman County, Washington, on the 7th day of February, 2011.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY WASHINGTON

Greg Partch, Chairman

ATTEST:

Patrick J. O'Neill, Commiss.

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

Due to the length of this amendment, it will not appear in full in today's minutes however, it is available on the county's website at www.whitmancounty.org under County Code.

11:30 a.m. - Recess.

2:00 p.m. - Motor Grader Bid Opening.

Present: Mark Storey, Phil Meyer, 3 bidders and 2 District 3 employees.

071613 31. The following bids were received for one new 2011 articulated motor grader with trade-in.

BIDDER	AMOUNT
Rowand Machinery Company, Spokane, WA	\$264,000-\$46,000 trade = \$218,000
Western States Equipment, Spokane, WA	\$264,579-\$55,000 trade = \$209,579

The commissioners will make an award at 2:45 p.m.

2:05 p.m. - Recess.

2:15 p.m. - Board Business Continued.

Present: Mike Berney, Greater Columbia Behavioral Health (GCBH).

071614 32. Four (4) recommendations brought forward from the Funding and Fiscal Operations Committee:

BOCC MINUTES-02/07/11

- a. At a previous meeting the GCBH Board authorized a transfer of funding from Garfield County to Columbia County (for reasons discussed at earlier briefings). However the Board asked the Funding Committee to develop a recommendation regarding exactly how much funding (8 months vs 5 months) should be transferred. The Committee on a 3 to 2 vote with one abstention recommended approximately \$63,000 in funding authority be transferred (reflecting 8 months of funding).
- b. The Funding Committee was asked to develop a written policy for distributing "penalty" dollars that come to us when other Regional Support Networks overuse Eastern State Hospital and for assigning "penalties" if GCBH overuses the hospital. The Committee felt the same methodology used for distributing penalty dollars should be used for assigning penalty liability. In addition weekly ESH bed usage averages should be used rather than daily averages because these numbers are more accurate. The Committee voted unanimously to recommend approval of a policy based on these principles.
- c. The Funding Committee forwarded to the Board of Directors a housekeeping change to the policy for Professional Service contracting. The recommended change reflects new privacy regulations. The Committee voted unanimously to recommend approval of the revised policy.
- d. Slightly more than a year ago the Board passed a policy related to the billing and collection of judicial costs for Involuntary Treatment hearings (affects primarily Yakima and Benton Counties). This policy stated that it would not be amended for at least one year. Since a year has passed the Board asked the Funding Committee to review the policy and make a recommendation if appropriate. The Committee felt the current multistep billing process was inefficient and did not result in enhanced collections as had been originally hoped. The Committee recommended unanimously that the Board of Directors approve a policy that has Yakima and Benton Counties bill their ITA Judicial Costs, including filing fees, directly rather than have the Regional Office do it for them. After much discussion on the ITA Judicial cost issue the Board approved all four recommendations from the Funding Committee. Whitman County voted in favor of all four recommendations.

D071614A 33. Update on bringing the service authorization function in-house at GCBH: This topic was not on the agenda for either the January or February Board meetings.

D071614B 34. Transition Workgroup: In the face of declining revenues from the State of Washington and possible changes in how the State contracts for services GCBH thought it prudent to do some brainstorming about how we might evolve with these changes. It was decided to form a small work group to summarize some of the available information and

BOCC MINUTES-02/07/11

outline some possible scenarios for discussion. Mike Berney is a member of this workgroup. At the workgroup meeting following the February 3rd GCBH Board meeting there was discussion about how we might make GCBH more fiscally efficient. If this topic is added to the GCBH Board agenda for March it may be helpful for Commissioner Largent to attend.

D071614C 35. A request was received from Spokane County for attendance at a meeting on February 25th to discuss the possible creation of a Regional Health Care Authority. Mr. Berney or Commissioner Largent or both will attend.

2:45 p.m. - Phil Meyer, Gary Petrovich, 1 bidder, 2 District 3 3employees and Sarah Mason.

071615 36. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to award the bid for one new 2011 articulated motor grader to Western States Equipment Company for a total bid amount of \$209,579.00. The bid contract was signed.

2:50 p.m. - Recess.

D071615A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, February 14, 2011** at **9:00 a.m.** Chairman Greg Partch, Patrick J. O'Neill and Michael Largent Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

9:00 a.m. - Meeting Reconvened/Board Business Continued/Workshop.

Present: Gary Petrovich, Maribeth Becker and Sarah Mason (9:00 a.m.).

071616 37. Items discussed included 2010 year-end packets/division of responsibilities, March financial report, Administrative Director training on current financial system, redistricting, McKinstry proposal and Regional Health Care Authority meeting. No action taken.

071617 38. Claims/Payroll warrants numbered **249604-2149642** for **\$500,638.78** approved.

FUND	FUND NAME	AMOUNT
001	Current Expense	51,211.48
102	Building & Development	1,709.20
103	Countywide Planning	1,838.60
110	County Roads	18,112.80
127	Drug Enforcement-Quad City	400.00
128	Crime Victims/Witness-Pros. 000	350.00
135	Prosecutor's Stop Grant	150.00
144	Emerg. Communicat. 144.260.001	250.00

BOCC MINUTES-02/07/11

400	Solid Waste	800.00
501	Equipment Rental & Revolving	5,047.40
660	Whitcom-General 660.911.000	18,601.60
ET	Electronic Transfer	439,670.53

071618 39. Veterans Relief claim approved.

071619-071622 40. Personnel change orders approved.

071623 41. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to approve a resolution revising the Veterans Relief fund number.

RESOLUTION NO. 071623
OF
THE BOARD OF WHITMAN COUNTY COMMISSIONERS
FOR WHITMAN COUNTY, STATE OF WASHINGTON

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, met in regular session on Monday, February 14, 2011; and,

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington recognizes the need for a Veterans Relief Fund for the benefit of indigent veterans and their families; and,

WHEREAS, the Board of County Commissioners believed a separate fund was the proper procedure to account for these revenues/expenditures thus the creation of Fund #108.010.000 several years prior; and,

WHEREAS, since establishment of Fund #108.010.000 state legislative revisions have occurred requiring this fund to be in the custody of the county auditor rather than the county commissioners and the fund separately invested.

NOW, THEREFORE, IT IS HEREBY RESOLVED that Veterans Relief Fund #108.010.000 be changed to Veterans Relief Fund #108.060.000 in accordance with R.C.W. 73.08.005(7); and,

BE IT FURTHER RESOLVED that the Veterans Relief funds should be separately invested and interest earned shall remain with the fund.

PASSED, APPROVED, ADOPTED and EFFECTIVE as of February 14, 2011.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

BOCC MINUTES-02/07/11

ATTEST:

Patrick J. O'Neill, Commiss.

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

071624 **42.** Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to approve a liquor license application for Palouse Habitat for Humanity, Inc. to be held at James Toyota.

43. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to approve the following grant data application forms for Public Health.

- 071625** Coordinated Prevention grant from 01/01/10-12/31/11 for \$25,125
- 071626** Blue Ribbon E2SSB Distribution grant from 01/01/10-12/31/10 for \$94,411
- 071627** Oral Health State grant from 07/01/10-12/31/10 for \$5,832
- 071628** Centers for Disease Control and Prevention-Investigations and Technical Assistance from 03/29/10-03/28/11 for \$5,290
- 071629** Child Care & Development block grant from 07/01/10-06/30/11 for \$8,000
- 071630** Special Supplemental Nutrition Program for Women, Infants and Children from 10/10/10-09/30/11 for \$4,671
- 071631** Special Supplemental Nutrition Program for Women, Infants and Children from 10/01/10-09/30/11 for \$130,050
- 071632** Capitalization Grants for Drinking Water State Revolving Funds from 07/01/09-12/31/10 for \$2,750
- 071633** Capitalization Grants for Drinking Water State Revolving Funds from 07/01/09-12/31/10 for \$2,750
- 071634** Maternal and Child Health Services Block grant from 10/01/10-12/31/10 for \$10,157
- 071635** Local Capacity Development Funds-GFS & HAS from 07/01/10-12/31/10 for \$24,387

071636 **47.** A letter was received from the Department of Archaeology and Historic Preservation stating the Lone Pine Cemetery, outside of Tekoa, is being reviewed for nomination to the Washington Heritage Register.

071637 **48.** The commissioners signed a contract with Carpenter Fence Corporation for the installation of a cantilevered gate at the Transfer Station as previously authorized.

10:20 a.m. - Recess.

10:35 a.m. - Bob Reynolds, Mark Storey and Gary Portraz and Jayson Schmidt of McKinstry (ESCO) and Alysa Wiyrick with the Department of General Administration.

071638 **49.** Bob Reynolds reported McKinstry and the State Department of General Administration are here today to present a proposal on designing an energy savings project that fits within Whitman County's energy savings criteria. McKinstry is requesting the Board's approval today to proceed as well as answer any questions about the proposal.

Jayson Schmidt reiterated they are here today to ask for your approval to proceed with a detailed engineering study. The associated fees help develop the costs for McKinstry's time and expenses to perform a detailed study on all facility improvement measures reviewed two weeks prior. If approved, McKinstry will ensure the facility improvement measures follow the financial criteria reviewed with Mr. Reynolds (attachment C). Upon conclusion of the study, the Board will receive:

- guaranteed savings for each project
- a number for operational savings
- potential Avista rebates
- guaranteed maximum project costs

Mr. Schmidt said it is understood by McKinstry not all facility improvement measures will be immediately implemented. The highest need improvement measures will be implemented. The remaining facility improvement measures McKinstry studies will become an investment for the county's facilities capital plan and a plan for Team McKinstry to implement. This would be a first-grade step towards creating an efficient, high performance county campus. If approved, the Department of General Administration will prepare contract documents for the Board's signature authorizing McKinstry to proceed.

The guaranteed maximum for this project is not to exceed \$40,935. In addition, capital funding for expenses is also necessary.

Alysa Wiyrick clarified as McKinstry develops the facilities improvement measures they will determine what can pay for itself and what cannot. If something cannot pay for itself through energy savings, some additional capital may be needed. As you go further into the audit, you will begin to see a dollar amount that may be available. If you only have a certain amount available and you identify that amount now, McKinstry can consider that as they perform the audit.

Bob Reynolds pointed out not everything included in the project will be an energy savings payback. Mr. Schmidt added today's approval allows McKinstry to create a project list for the Board to pick and choose the ones that will best benefit the county.

Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to proceed with the Department of General Administration agreement for a detailed engineering study by McKinstry.

BOCC MINUTES-02/07/11

Mr. Portraz said there is a potential that the equipment (AC unit) they may be looking at may be beneficial for Mr. Reynolds to review, possibly in Seattle, thereby requiring some travel which McKinstry will work out the costs with the Board.

10:45 a.m. - Recess.

D071638A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Tuesday, February 15, 2011 at 2:00 p.m.** Chairman Greg Partch, Patrick J. O'Neill and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

2:00 p.m. - Meeting Reconvened/Board of Health.

Present: Dr. Moody, Fran Martin, Michael Baker and Jeslyn Lemke.

D071638A 1. Dr. Moody provided updates on two meningococcal cases; one in Whitman and one in Latah County and periodic reports of Influenza A cases.

071639 2. A Ten Year Review of Morbidity, Mortality and Infectious Disease report was received from Dr. Moody. Overall, Whitman County ranks better than the state and surrounding areas.

D071639A 3. Michael Baker reported the new staff is working out well and are currently inspecting restaurants and Greek Life facilities. Phil Hagihara has developed a spreadsheet for tracking all restaurant inspections.

D071639B 4. Michael Baker noted FDA representatives will be visiting Whitman County next month and working with staff on the FDA food standardization program.

D071639C 5. According to Mr. Baker, on-site sewage system work has leveled off. He continues working on getting the rural housing certificates current.

D071639D 6. Fran Martin reported the 2011 Department of Health Standards has been completed and submitted using the basic model and paid for with local capacity dollars from the state. State representatives will visit Whitman County in March to review the report. Upon receiving approval from the state, remaining local capacity dollars will be used for other Public Health projects.

D071639E 7. Ms. Martin discussed the recent reorganization with the Health Department.

BOCC MINUTES-02/07/11

D071639F 8. In response to an inquiry by Commissioner Partch, Dr. Moody said he is reluctant to sign anything associated with the prescription return legislation at this time.

D071639G 9. The next Board of Health meeting is March 15th.

2:20 p.m. - Board Business Continued.

Present: Dr. Moody, Fran Martin, Michael Baker and Jeslyn Lemke.

D071639H 50. Ms. Martin advised a web weather warning has been issued for southeast Washington calling for 9-15 inches of snow from today to tomorrow morning. An Incident Team meeting will be held at 6:30 a.m. tomorrow regarding this warning.

D071639I 51. Ms. Martin asked if the Board has any plans for the kitchen area of the Public Service Building after the Elections Department moves into their new location. Her thought is it would be a good location for Emergency Communications and closer to other Emergency Communications and Public Health personnel.

D07639J 52. Emergency Communications has completed the communications link for St. John and are now working with Tekoa and Spokane for a tower on Tekoa Mountain.

3:00 p.m. - Adjournment.

D071639K Commissioner O'Neill **moved** to adjourn the **February 7, 14 and 15, 2011** 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 **February 22, 2011**. The foregoing action made this **15th** day of **February 2011**.

ss/ PATRICK J. O'NEILL, COMMISSIONER
ss/ MICHAEL LARGENT, COMMISSIONER

MARIBETH BECKER, CMC
Clerk of the Board

GREG PARTCH, CHAIRMAN
Board of County Commissioners