

## Minutes for February 11, 2008

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**067835 THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, February 11, 2008 at 9:00 a.m.** Chairman Michael Largent, G.R. Finch and Greg Partch, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Marlynn Markley and Mary Shaw.

**067836 1.** Items discussed included a reclassification and an overview of the WSAC legislative rally/legislation. No action taken.

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

Present: Bob Lothspeich, Lori Nails and Maria Thomas.

**D067836A 2. Motion** by Commissioner Partch to accept the consent agenda. Motion **seconded** by Commissioner Finch and **carried**.

**067837 3.** Claims/Payroll warrants numbered **212419, 212436-212463, 212485-212508** and **212563-212676** for **\$990,038.07** approved.

FUND	FUND NAME	AMOUNT	AMOUNT
001	Current Expense	56,138.52	41,706.03
101	Self Insurance		1,000.00
102	Building & Development	1,579.60	60.98
103	Countywide Planning	2,478.40	93.57
104	Developmental Services		477.39
110	County Roads	15,622.60	7,185.94
111	CETC Building		33.29
118	Inmate Welfare		636.09
127	Drug Enforcement-Quad City	400.00	1,110.48
128	Crime Victims/Witnesses	350.00	
129	House Bill 3900-CASA		64.02
135	Prosecutor's Stop Grant	150.00	
138	Federal Equitable Sharing		3,750.00
400	Solid Waste	2,098.64	28,771.99
501	Equipment Rental & Revolving	4,984.00	33,942.15
511	Unemployment Insurance		1,542.00
660	Whitcom-General-660.911.000		50.00
690	Clearing Fund 690.002.000	163,112.60	
690	Clearing Fund 690.005.000		182,698.74

ET	Electronic Transfer	440,001.04	
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10:05 a.m. - Joe Smillie.

067838 4. February 4, 2008 minutes approved.

067839-067846 5. Personnel board orders approved.

067847 6. Bob Lothspeich explained a request by Fire District #12 for a short term loan due to extraordinary costs experienced in 2007. The loan will be repaid with interest at the state pool rate as of last month. **Motion** by Commissioner Finch **seconded** by Commissioner Partch and **carried** to authorize a \$40,000 loan to Fire District #12.

**RESOLUTION NO. 067847**

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

WHEREAS, the Board of Whitman County Commissioners met in regular session on the 11<sup>TH</sup> day of February 2008; and,

WHEREAS, Whitman County Fire District #12 has requested an interfund loan to cover General Fund expenses; and,

WHEREAS, this request complies with R.C.W.'s regarding loan agreements and debt limitations; and,

WHEREAS, Whitman County Fire District #12 wishes to receive the proceeds as follows: \$20,000 upon approval of this resolution, \$10,000 March 1, 2008, and \$10,000 April 1, 2008 and,

WHEREAS, the interfund loan will be repaid on or before June 1, 2008 at an interest rate equal to the monthly average of the Local Government Investment Pool (LGIP) of the State of Washington for the month immediately preceding the month during which the interfund loan is authorized.

NOW, THEREFORE, BE IT HEREBY RESOLVED that an interfund loan of \$40,000.00 is loaned to Whitman County Fire District #12 from the Whitman County Current Expense Fund, to be disbursed and repaid as stated.

PASSED, APPROVED AND ADOPTED this 11<sup>th</sup> day of February 2008.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Michael Largent, Chairman

ATTEST:

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Greg Partch, Commissioner

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Maribeth Becker, CMC  
Clerk of the Board

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G.R. Finch, Commissioner

**067848** 7. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to authorize the Chairman to sign a letter of intent to the Department of Community Trade and Economic Development for the Community Action Center Homeless Grant Assistance Program (HGAP).

**067849** 8. A letter was received from the Auditor requesting an increase in the Elections Department postage line of credit. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to approve said request.

**067850** 9. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to approve the revised Emergency Communications Advisory Committee bylaws.

**RESOLUTION NO. 067850**

**Whitman County Emergency Communications Advisory Committee Bylaws**

**Section 1. Creation and Legal Basis:**

The Board of Whitman County Commissioners has created the Emergency Communications Advisory Committee hereafter referred to as the Whitman County Emergency Communications Advisory Committee (ECAC).

**Section 2. Scope and Charge:**

The scope and charge of the Whitman County Emergency Communications Advisory Committee are:

- A. Advise Whitman County Commissioners on all aspects of the Whitman County Communications Plan.
- B. Oversee the Whitman County Communications Plan.
- C. Make recommendation to the County Commissioners for the funding of the Whitman County Communications Plan with tax revenue.

**Section 3. Composition:**

**Membership:** The Emergency Communications Advisory Committee shall be composed of eleven **(11) members** representing a balance of interest among the following groups:

- Sheriff's Office (1),
- Pullman Police Department (1),
- Pullman Fire Department (1),
- Washington State University Police (1),
- WHITCOM (1),

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Fire Chiefs Association (2),  
Emergency Medical Services Council (2),  
Whitman County Emergency Management (1),  
Rural Police or Marshall's (1).

Members shall provide ongoing input, coordination and information exchange between the groups.

**AD HOC Members:** May be appointed at the pleasure of the Emergency Communications Advisory Committee.

**Appointment:** The Board of Whitman County Commissioners shall consider and appoint members after receiving a recommendation from the Emergency Communications Advisory Committee.

**Terms:** Appointment to the committee shall be for the terms of three years.

**Vacancies:** Upon vacancy in any position on the Committee a successor shall be selected and appointed to fill the unexpired term in the same manner as the initial appointments and the appointee shall fill the unexpired term. The selection and appointment shall be conducted in the same manner as the initial appointment.

**Attendance:** A member of the Committee who misses three unexcused consecutive meeting without notification to the Chair or staff may be removed from the Committee by the recommendation of the Advisory Committee and the approval of the Board of Whitman County Commissioners or at the discretion of the Board of Whitman County Commissioners.

**Reappointment:** As terms expire, the Whitman County Commissioners will send a letter for reappointment to those members whose terms are expiring. The Committee shall not vote for the reappointment of members, it shall be at the discretion of the Whitman County Commissioners to reappoint a member.

### Section 4. Officers:

**Chair:** A Majority of the Committee shall elect one of its members as Chair to serve a term of one year. The Chair shall be elected at the July meeting. The election and term of the Chair will begin at the July meeting of each year. The Chair shall be a voting member.

**Vice Chair:** A majority of the Committee shall elect one of its members as Vice-Chair. The term of the Vice Chair shall be for one year. The election and term of the Vice-Chair will begin at the July meeting of each year. The Vice Chair will assume the role of Chair in the absence of the Chair. The Vice Chair will move up to Chair

after completion of a one year term. The Vice Chair shall be a voting member.

**Secretary:** A secretary will be appointed by the Chairman whose duties will be as follows:

1. Take minutes of all meetings.
2. Give Commissioners a copy of the minutes at least one week prior to the next meeting date.
3. Schedule meeting room for next meeting.
4. Email or mail draft minutes to Committee members and Ex-Officio member(s) at least one week prior to the next meeting.
5. Provide notice to the Clerk of the Board for inclusion on the County Commissioners' Agenda detailing the time and place of the next meeting.
6. Notify members one month in advance of their term expiration.
7. Keep a record of members as appointed and note their term of office.

**Section 5. Meetings:**

**Meetings** will be held on the 1<sup>st</sup> Wednesday of each month and more often as needed to conduct the business of the Emergency Communications Advisory Committee. The Committee meets in the Public Service Building, 2<sup>nd</sup> floor, Conference Room A.

**Quorum:** At least 50 percent of the committee members will constitutes a quorum, and a simple majority of a quorum present may take action, make decisions and recommendations.

**Executive Sessions:** May be conducted as needed in accordance with the Open Public Meetings Act.

**Notice:** At least one week's notice will be given for all meetings.

**Procedural:** The meetings will be conducted in accordance with Robert's Rule of Order.

All meetings shall be open to the public. Provision shall be made for public comment at each meeting.

**Minutes:** Meeting minutes shall be approved by a quorum of the members. Approved meeting minutes shall be available to the public upon request.

**Section 6. Annual Reports:**

The Advisory Committee shall advise and make recommendations to the Board of Whitman County Commissioners on an annual basis or more often as needed.

**Section 7. Amendments:**

To the extent that such an amendment would not conflict with the bylaws, the bylaws may be amended or repealed and new bylaws may be adopted by two-thirds of a voting quorum and a resolution of approval from the Board of Whitman County Commissioners.

**Section 8. Savings Clause:**

Should any portion of these bylaws be declared unconstitutional or otherwise contrary to law, such decision shall not affect the validity of the remaining portion of these by-laws.

Reviewed and changes adopted this 11<sup>th</sup> day of February 2008.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Michael Largent, Chairman

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Greg Partch, Commissioner

ATTEST:

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Maribeth Becker, CMC  
Clerk of the Board

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G.R. Finch, Commissioner

10:20 a.m. - Sharron Cunningham.

067851 10. A revised District Court credit card authorization request was received and approved upon **motion** by Commissioner Finch **seconded** by Commissioner Partch and **carried**.

067852 11. Pursuant to County Code regarding delegation of purchase orders, claims and payroll responsibilities, an authorization form was received from District Court, signed by the Board and forwarded to the Auditor's office. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to approve the delegation order.

067853 12. Commissioner Finch **moved** Commissioner Partch **seconded** the motion and it **carried** to sign a grant application data form for Developmental Services Community Service Family Support grant amendment in the amount of \$18,732 for the term 07/01/05-06/30/07.

067854 Not used.

067855 13. A letter of resignation from the Solid Waste Advisory Committee (SWAC) representing WSU Recycling was received from Judi Dunn-Gray. Commissioner Partch **moved** Commissioner Finch **seconded** the motion and it **carried** to regretfully accept Ms. Dunn-Gray's resignation and have the Chairman signed a letter of thanks.

067856 14. Commissioner Partch **moved** Commissioner Finch **seconded** the motion and it **carried** to sign interlocal agreement #SDEM-0729 with Spokane County Department of Emergency Management for the FY2007 Law Enforcement Terrorism Prevention Program (LETTP).

067857 15. A copy of an article regarding municipal bonding was received from Stephanie Kalasz, Moscow City Clerk.

067858 16. Commissioners' pending list reviewed.

10:30 a.m. - Joe Reynolds, Assessor.

Present: Maria Thomas and Joe Smillie.

D067858A Assessor Reynolds advised the commissioners he is looking into the possibility of opening a satellite office in Pullman to better serve the public. The Pullman area encompasses 90% of personal property, 90% of new construction and 90% of the people his office deals with. A local businessman has agreed to provide a desk and phone at no cost to the county. In the meantime, the Assessor spoke with the Space Allocation Committee and they would like an opportunity to look into whether the county needs to open branch offices in Pullman. Commissioner Partch voiced concern about the fiscal impacts and preferred the assessor obtain that information and report back to the Board in workshop. The Chairman indicated there are details to fill in and having this discussion with SAC is a good move. He applauded the Assessor for pursuing this issue in that direction noting the Board is willing to consider the idea with all the details.

10:40 a.m. - Recess.

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

Present: Phil Meyer, Maria Thomas and Joe Smillie.

**ACTION ITEMS**

**Administrative Division:**

067859 1. Commissioner Finch **moved**, Commissioner Partch **seconded** the motion and it **carried** to award the bid for one 2008 new 4-WD crew cab, mid-size pickup for the Sheriff's Office to Paradise Ford Mercury for a total bid amount of \$23,381.00 without tax.

**Engineering Division:**

067860 2. Commissioner Partch **moved**, Commissioner Finch **seconded** the motion and it **carried** to publish the notice of call for bids for liquid asphalt for 2008.

067861 3. Commissioner Finch **moved**, Commissioner Partch **seconded** the motion and it **carried** that the resolution to initiate a county road project for crushing at Lacrosse South be signed as presented.

**RESOLUTION NO. 067861**

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

In the matter of initiating a County Road Crushing Project designated as Lacrosse South Stockpile Site, C.R.C.P. No. 147, Project No. XFC0800.

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 ER&R fund budget and based on the County Engineer's estimate is hereby made in the amounts and for the purposes shown:

<b>PURPOSE</b>	<b>AMOUNT OF APPROPRIATION</b>
Engineering	\$ 2,000.00
Inspection	\$ 8,000.00
Crushing & Stockpiling	<u>\$176,000.00</u>
TOTAL ER&R FUND	\$186,000.00

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: March 1, 2008  
ESTIMATED date of completing work: August 1, 2008

DATED this 11<sup>th</sup> day of February 2008.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Michael Largent, Chairman

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Greg Partch, Commissioner

ATTEST:

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Maribeth Becker, CMC  
Clerk of the Board

G.R. Finch, Commissioner

**067862** 4. Commissioner Partch **moved**, Commissioner Finch **seconded** the motion and it **carried** to publish the notice of call for bids for crushing at Lacrosse South.

**067863** 5. Commissioner Finch **moved**, Commissioner Partch **seconded** the motion and it **carried** that the resolution to initiate a county road project for crushing at VanDyke Quarry be signed as presented.

**RESOLUTION NO. 067863**

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

In the matter of initiating a County Road Crushing Project designated as Lacrosse South Stockpile Site, C.R.C.P. No. 148, Project No. XFC0801.

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 ER&R fund budget and based on the County Engineer's estimate is hereby made in the amounts and for the purposes shown:

<b>PURPOSE</b>	<b>AMOUNT OF APPROPRIATION</b>
Engineering	\$ 2,000.00
Inspection	\$ 8,000.00
Crushing & Stockpiling	\$218,000.00
TOTAL ER&R FUND	\$228,000.00

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: March 1, 2008

ESTIMATED date of completing work: December 1, 2008

DATED this 11<sup>th</sup> day of February 2008.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Michael Largent, Chairman

ATTEST:

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Greg Partch, Commissioner

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Maribeth Becker, CMC  
Clerk of the Board

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G.R. Finch, Commissioner

**067864** 6. Commissioner Partch **moved**, Commissioner Finch **seconded** the motion and it **carried** to publish the notice of call for bids for crushing at VanDyke Quarry.

**067865** 7. Commissioner Partch **moved**, Commissioner Finch **seconded** the motion and it **carried** to publish the notice of call for bids for Harlan Bridge.

**067866** 8. A copy of the July 24, 2007 notice to proceed sent to Shawnee Rock regarding crushing at the Bauer Quarry project was received.

**D067866** 9. The Director mentioned that the Henderson Mill and Pleasant Valley bridges are in design phase and should be ready to go in the next 1-2 months.

**Maintenance Division:**

**D067866A** 10. Director Storey informed the Board now that we are in the melt-back stage for our road system and going from one mild emergency to the next, we have very muddy roads in the county. Some roads are impassible without 4-wheel drive and we are receiving calls from residents that would like us to haul rock to those roads. The reality is, if we put equipment on any of these roads, it will destroy them. There is nothing the county can do except wait for the weather to get better.

Some calls have been received about school bus routes. School buses are the hardest equipment on our road system. The county is trying its best to keep the roads open for the buses, but there may be some roads that the buses can't get through.

With respect to flooding, the weather has been in the county's favor. Currently, there is standing water on some county roads and in some places the road is now a "ditch" because the snow has not melted back enough to do anything different.

Phil Meyer said some folks will ask that the snow be widened off the roads. The department is unable to do so without tearing the roads to shreds. They have to let nature runs its course.

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**D067866B 11.** Mr. Storey shared a card from a Gar-Pal school bus driver thanking the county for its quick response to a request on Crabtree Road.

**Solid Waste Division:**

**D067866C 12.** The Director said the contractor building the new Transfer Station scale house is within 2-3 weeks of completion.

**11:30 a.m. - Recess.**

**2:00 p.m. - One 2001 or Newer Ottawa.**

Present: Mark Storey, Phil Meyer, Adam Roberts and Maria Thomas.

**067867** The following bid was received for one 2001 or newer Ottawa yard truck.

<b>BIDDER</b>	<b>AMOUNT</b>
Mid-Pacific Industries, Woodland, CA	\$60,500.00

The bid will be reviewed and a recommendation for award made at 3:30 p.m.

**2:05 p.m. - Recess.**

**3:00 p.m. - Joe Poire, Port of Whitman County.**

Present: Maria Thomas.

**D067867A** Mr. Poire stated it is his understanding that McGregor Company is looking at expanding their offices at Mockenema. They attended an OKKO meeting (permitting process) and learned the state has adopted the federal fire flow standards. In order to add 7,000 square feet of office space McGregor's will need to build a water tank 2,000 gallons larger than the water tank the Port constructed to serve the airport at the Colfax Industrial Park. All the fire flow regulations are moving towards sprinkled and high volumes of water.

The Port is concerned about some of the things that could be allowed i.e. ponds and company retention because this is economically a pretty grim looking situation (Poire's words, not McGregor's). He knew what the Port paid for its water tank and a fair idea for the cost of McGregor's proposed remodel and the tank will cost more than the remodeling.

Mr. Poire asked McGregor's if he could talk to the Port and County Commissioners about alternative options/solutions. He had no specific request at this time, but McGregor's is in an area where the Port has a reasonably large investment. To some extent, the Port has some water storage but not a system. He wondered if the county commissioners would be willing to explore with the Port the possibility of building additional infrastructure that might make it feasible for more growth in that area.

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The Port's concern about installation of a pond comes from an aviation standpoint but they are not going to dictate to private industry. Ponds are not a long-term solution for fire flow in the county.

Commissioner Partch indicated his willingness to explore other options with McGregor's. Chairman Largent was in favor of considering other alternatives and pointed out that many details need reviewed. Commissioner Finch stated he was certainly willing to listen. If everyone feels this is worth exploring, Mr. Poire said he would talk with the Port Commissioners, the OKKO staffers and McGregor's design people.

**3:20 p.m. - Recess.**

**3:30 p.m. - 2001 or Newer Ottawa Yard Truck.**

Present: Mark Storey, Phil Meyer and Maria Thomas.

**067868 Motion** by Commissioner Finch **seconded** by Commissioner Partch and **carried** to award the bid for one 2001 or newer Ottawa YT-60, 6x4 yard truck, on highway to Mid Pacific Industries, Inc. for a total bid amount of \$60,500 without tax.

**3:35 p.m. - Adjournment.**

**D067** Commissioner Finch **moved** to adjourn the **February 11, 2008** meeting. Motion **seconded** by Commissioner Partch and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **February 19, 2008**. The foregoing action made this **11th** day of **February 2008**.

ss/ GREG PARTCH, COMMISSIONER  
ss/ G.R. FINCH, COMMISSIONER

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MARIBETH BECKER, CMC  
Clerk of the Board

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MICHAEL LARGENT, CHAIRMAN  
Board of County Commissioners