

### Minutes for February 19, 2008

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**067869 THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in the Commissioners' Conference Room (9:00 a.m.) and the Public Service Building Auditorium (10:00 a.m.), Colfax, Washington for **Tuesday, February 19, 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/Executive Session.**

Present: Eunice Coker and Cindy Pitts.

**D067869A 1.** Commissioner Partch **moved**, Commissioner Finch **seconded** the motion and it **carried** to go into executive session with the above individuals until 9:15 a.m. for a personnel matter.

**9:15 a.m. - Return to Open Session/BOCC Workshop.**

Present: Eunice Coker (9:15 a.m.) and Fran Martin (9:30 a.m.).

**067870 2.** Items discussed included Elections and Public Health staffing levels. No action taken.

**9:45 a.m. - Recess.**

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

Present: Joe Smillie.

**D067870A 3. Motion** by Commissioner Finch to accept the consent agenda. Motion **seconded** by Commissioner Partch and **carried**.

**067871 4.** Claims/Payroll warrants numbered **212777-212936** for **\$255,050.51** approved.

FUND	FUND NAME	AMOUNT
001	Current Expense	125,937.16
102	Building & Development	380.38
103	Countywide Planning	570.76
104	Developmental Services	431.15
110	County Roads	2,026.52
111	CETC Building	1,036.33
114	Bulk Purchasing 114.320.001	3,173.77
114	Bulk Purchasing 114.320.002	656.77

BOCC MINUTES-02/19/08

118	Inmate Welfare	78.20
122	Sheriff's K-9 Unit	677.28
123	Paths & Trails-123.310.000	121.29
127	Drug Enforcement-Quad City	458.71
132	Auditor's Document Preservation	546.57
135	Prosecutor's Stop Grant	35.00
141	Washington Housing SHB 2060	4,573.28
144	Emergency Communications-144.260.001	888.50
300	Capital Projects Asset Acq.-300.010.001	2,786.46
400	Solid Waste	9,473.57
501	Equipment Rental & Revolving	74,439.29
510	Photocopier Revolving	35.58
513	Communications Revolving	3,824.55
660	Whitcom-General-660.911.000	11,519.49
660	Whitcom-Grant Funding-660.911.001	11,379.90

067872 5. February 11, 2008 minutes approved.

067873-067882 6. Personnel board orders approved.

10:05 a.m. - Josh Powers and Adam Roberts.

067883 7. Josh Powers presented an asset acquisition request for the purchase of a Public Health computer at the county's bulk purchase rate of \$1,379.00 without tax. Commissioner Partch **moved** Commissioner Finch **seconded** the motion and it **carried** to approve the purchase.

067884 8. Adam Roberts presented a request for the purchase of a Hasler WJ185 mail machine through state contract in the amount of \$11,962.11 without tax, to be expended from the Communications fund. The current mail machine is outdated and unable to calculate new rate changes properly. Commissioner Finch **moved** Commissioner Partch **seconded** the motion and it **carried** to sign the request to order a new digital mail machine and to sign the contract upon arrival.

067885 9. The 2008 assessed valuation and tax levies were certified by the Board upon **motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried**.

067886 10. Commissioner Partch **moved** Commissioner Finch **seconded** the motion and it **carried** to sign two resolutions; 1) revising Public Health petty cash fund 001.000.000 111.70.02 and 2) consolidating two Pullman Public Health petty cash funds.

**RESOLUTION NO. 067886**  
**BOARD OF WHITMAN COUNTY COMMISSIONERS**  
**FOR WHITMAN COUNTY, STATE OF WASHINGTON**

**BOCC MINUTES-02/19/08**

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, recognizes the need to update the custodian of the Public Health Colfax Front Desk Petty Cash; and,

WHEREAS, the Whitman County Public Health, Colfax Front Desk/Petty Cash Custodian would change from Robin Cocking to Tanya Charles; and,  
WHEREAS, the responsibility of the petty cash accounts must be entrusted to Tanya Charles; and,

NOW, THEREFORE BE IT HEREBY RESOLVED AND AUTHORIZED that the Tanya Charles be entrusted with account 001.000.000 111.70.02; and,

BE IT FURTHER RESOLVED that this fund is entrusted to Tanya Charles, employee of the Whitman County Public Health Department, Colfax Office, with the responsibility of overseeing and rectifying the petty cash amount.

Done this 19<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

**067887** 11. Consolidation of two Pullman Public Health petty cash funds.

**RESOLUTION NO. 067887  
BOARD OF WHITMAN COUNTY COMMISSIONERS  
FOR WHITMAN COUNTY, STATE OF WASHINGTON**

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, recognizes the need to consolidate the pre-existing Public Health, Pullman, Petty Cash (\$100) and the Public Health, Pullman, Petty Cash/Postage (\$99) accounts within the Whitman County Public Health Department; and,

WHEREAS, the Whitman County Public Health Department's Pullman Office would like to combine a Public Health, Pullman, Petty Cash (\$100) and the Public Health, Pullman, Petty Cash/Postage (\$99) accounts making the new Pullman Front Desk Petty Cash total of \$199.00 ; and,

**BOCC MINUTES-02/19/08**

WHEREAS, it is necessary to combine the Whitman County Public Health, Pullman, Petty Cash and the Public Health, Pullman, Petty Cash/Postage accounts and the Pullman Front Desk Petty Cash to have \$199.00; and,

NOW, THEREFORE BE IT HEREBY RESOLVED AND AUTHORIZED that the Whitman County Public Health Department Pullman Front Desk Petty Cash fund 001.000.000 111.70.023 shall be maintained in the amount of \$199.00; and,

BE IT FURTHER RESOLVED that this fund is entrusted to Shannon Hatley, employee of the Whitman County Public Health Department, Pullman Office, with the responsibility of overseeing and rectifying the petty cash amount.

Done this 19<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

**067888** 12. Commissioner Partch **moved** Commissioner Finch **seconded** the motion and it **carried** to revise the countywide petty cash/revolving fund resolution.

**RESOLUTION NO. 067888**  
**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

WHEREAS, the Board of Whitman County Commissioners met in regular session on the **19th** day of **February 2008**; and,

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, recognizes the need and requirement of regulating the various petty cash/cash drawer, petty cash stamp, /revolving and advance travel accounts in all county funds; and,

WHEREAS, responsibility for the various petty cash/cash drawer, petty cash stamp, revolving cash and advance travel accounts must be entrusted to specific individuals.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the following are the revised petty cash/cash drawer, petty cash stamp, revolving cash and advance travel accounts for Whitman County:

**PETTY CASH/CASH DRAWER, PETTY CASH STAMP, REVOLVING CASH/ADVANCE TRAVEL ACCOUNTS**

**PETTY CASH/CASH DRAWER ACCOUNTS**

<b>FUND #</b>	<b>ACCOUNT #</b>	<b>FUND NAME</b>	<b>CUSTODIAN</b>	<b>AMOUNT</b>
001.000.000	111.70.02	PUBLIC HEALTH – COLFAX – FRONT DESK	Tanya Charles	\$70.00
001.000.000	111.70.021	PUBLIC HEALTH – COLFAX – FRONT DESK	Judy Roberts	\$140.00
001.000.000	111.70.022	PUBLIC HEALTH – COLFAX - ENV. HEALTH	Pauline Anderson	\$50.00
001.000.000	111.70.023	PUBLIC HEALTH – PULLMAN	Shannon Hatley	\$199.00
001.000.000	111.70.024	PUBLIC HEALTH – PULLMAN	Shannon Hatley	\$70.00
001.000.000	111.70.03	DISTRICT COURT – COLFAX	Marlynn Markley	\$50.00
001.000.000	111.70.031	DISTRICT COURT - PULLMAN	Virginia Walker	\$50.00
001.000.000	111.70.04	PARKS & RECREATION – COLFAX OFFICE	Janel Goebel	\$100.00
001.000.000	111.70.041	PARKS & RECREATION – KAMIAK BUTTE	Roger Marcus	\$25.00
001.000.000	111.70.042	PARKS & RECREATION - WAWAWAI	Jeremy Cross	\$25.00
001.000.000	111.70.05	AUDITOR – COLFAX – AUTO LICENSING	Eunice Coker	\$400.00
001.000.000	111.70.052	AUDITOR – COLFAX – LEGAL FILING	Eunice Coker	\$100.00
001.000.000	111.70.08	FAIR – COLFAX OFFICE	Terry Jefferies	\$125.00
001.000.000	111.70.09	PROSECUTOR	Kristina Cooper	\$100.00
001.000.000	111.70.13	CLERK	Shirley Bafus	\$50.00
001.000.000	111.70.15	DEVELOPMENTAL SERVICES	Janel Goebel	\$25.00
<b>Total Current Expense Petty Cash/Cash Drawer Accounts</b>				<b>\$1,579.00</b>
106.240.000	111.70.07	EXTENSION - PUBLICATIONS	Sheri Hatley	\$50.00
110.400.000	111.70.10	PUBLIC WORKS – COUNTY ROAD	Judy McMurray	\$150.00
400.400.000	111.70.17	SOLID WASTE – LANDFILL	Ruth McGillic	\$300.00
999.000.000	111.70.21	TREASURER	Donna Poland	\$900.00
<b>Total Other Funds Petty Cash/Cash Drawer Accounts</b>				<b>\$1,400.00</b>
<b>TOTAL PETTY CASH/CASH DRAWER ACCOUNTS</b>				<b>\$2,880.00</b>

**PETTY CASH STAMP ACCOUNTS**

<b>FUND #</b>	<b>ACCOUNT #</b>	<b>FUND NAME</b>	<b>CUSTODIAN</b>	<b>AMOUNT</b>
001.000.000	111.77.03	DISTRICT COURT	Marlynn Markley	\$96.00
001.000.000	111.77.051	AUDITOR – PULLMAN AUTO LICENSING	Eunice Coker	\$200.00
001.000.000	111.77.09	PROSECUTOR	Kristina Cooper	\$100.00
001.000.000	111.77.20	SUPERIOR COURT	Eileen Roe	\$33.00
<b>TOTAL CURRENT EXPENSE PETTY CASH STAMP ACCOUNTS</b>				<b>\$429.00</b>

**REVOLVING ACCOUNTS**

<b>FUND #</b>	<b>ACCOUNT #</b>	<b>FUND NAME</b>	<b>CUSTODIAN</b>	<b>AMOUNT</b>
001.000.000	111.01.972	AUDITOR	Eunice Coker	\$5,000.00
001.000.000	111.77.01	SHERIFF (01505-718)	Brett Myers	\$400.00
127.140.000	111.77.01	SHERIFF –DRUG TASK FORCE (01514-371)	Brett Myers	\$30,000.00
<b>Total Revolving Accounts</b>				<b>\$35,400.00</b>

**ADVANCE TRAVEL ACCOUNTS**

BOCC MINUTES-02/19/08

FUND #	ACCOUNT #	FUND NAME	CUSTODIAN	AMOUNT
999.000.000	111.74.21	TREASURER-ADVANCE TRAVEL	Lana Cloaninger	\$15,000.00
<b>Total Advance Travel Accounts</b>				<b>\$15,000.00</b>
<b>TOTAL REVOLVING ACCOUNTS &amp; ADVANCE TRAVEL</b>				<b>\$50,400.00</b>

<b>Total Petty Cash/Cash Drawer Accounts</b>	<b>2,979.00</b>
<b>Total Petty Cash Stamp Accounts</b>	<b>429.00</b>
<b>Total Revolving Cash/Advance Travel Accounts</b>	<b>\$50,400.00</b>
<b>Total Cash Accounts to BOCC Resolution</b>	<b>\$53,808.00</b>

Signed this 19th 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

**067889**     **12.** Pursuant to County Code regarding delegation of purchase orders, claims and payroll responsibilities, an authorization form was received from the Juvenile Department, signed by the Board and forwarded to the Auditor's office.     **Motion** by Commissioner Finch **seconded** by Commissioner Partch and **carried** to approve the delegation order.

**13.** The following grant data application forms for renewal/new grants were approved after **motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried**.

**067890**     CDBG (HUD) Current Expense/Administrative Services \$3,000

**067891**     CDBG (HUD) Community Action/Administrative Services \$125,539

**067892**     **14.** A letter acknowledging receipt of the county's Local Infrastructure Financing Tool (LIFT) pre-application was received from the Community Economic Revitalization Board.

**067893**     **15.** Notice of liquor licenses due to expire May 31, 2008 was received from the Washington State Liquor Control Board (WSLCB).

**16.** Executed copies of the following documents received:

**067894**     DCTED 2008 CDBG contract #08-04008-011

**067895**     E. Merrill Boyd Lease

**BOCC MINUTES-02/19/08**

**067896** 17. Commissioners' pending list reviewed.

**10:30 a.m. - Tim Myers, Parks/Developmental Services.**

Present: Joe Smillie and Jana Mathia.

**067897** 1. Mr. Myers presented DSHS contract amendment #0763-19053-02 for County Day Program services. Due to additional clients using these programs, the biennium amount is being amended by \$10,668.00 through 06/30/09. Commissioner Finch **moved**, Commissioner Partch **seconded** the motion and it **carried** to authorize the Chairman to sign the contract.

**D067897A** 2. Palouse Industries, a county developmental services provider held their 40<sup>th</sup> anniversary celebration last Saturday. The event was very well attended and the program was excellent.

**D067897B** 3. The department is very busy with year-end reporting and management of four grants.

**D067897C** 4. Mr. Myers noted he continues to work on the Kopf/Boyd/County long-term lease issue regarding leasehold tax.

**D067897D** 5. The new park lawn tractors should arrive by this spring.

**10:45 a.m. - Recess.**

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

Present: Cindi Lepper, Joe Smillie and Jana Mathia.

**Solid Waste Division:**

**D067897E** 1. Ms. Lepper has been visiting with city councils about the upcoming countywide car crushing event. She has been receiving many calls and county residents are interested in participating. Farm equipment will also be accepted. The cities/towns will volunteer property within their community. Vehicles will be towed to the volunteer property and classified as hulk abandoned vehicles. Environmental Health solid waste funding is paying for this event.

**D067897F** 2. Ms. Lepper is still awaiting an executed copy of the chipping project grant from the state. The event is slated to take place in June.

**D067897G** 3. The \$10,000 subgrant for cities/towns was awarded to Oakesdale for their recycling facility.

**D067897H** 4. Ms. Lepper will once again have a booth at the Kibbee Dome Home & Garden Show.

**Engineering Division:**

**D067897I 5.** Mark Storey indicated the department is issuing permits for hauling during the early morning hours.

**11:10 a.m. - Recess.**

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

Present: Bob Lothspeich, Bob Reynolds, Brett Myers, Fran Martin, Mark Storey, Marlynn Markley, Pete Martin, Tim Myers and Joe Smillie.

Excused: Janet Schmidt, Bev Divine, Greg Partch, Eunice Coker and Kelli Campbell.

**067898 1.** The 2007-13th month financial report provided by Ms. Cunningham.

13th Month 2007 Cash Balance - \$3,157,963

13th Month 2006 Cash Balance - \$2,906,682

13th Month 2007 Revenue - \$11,966,710 - 91.15% of budget.

13th Month 2006 Revenue - \$10,967,361 - 90.15% of budget.

13th Month 2007 Expenditures \$12,349,994 - 93.54% of budget.

13th Month 2006 Expenditures \$10,267,924 - 86.96% of budget.

**067899 2.** The 2008 January ending financial report provided by Ms. Cunningham.

January 2008 Cash Balance - \$2,568,836

January 2007 Cash Balance - \$2,347,025

January 2008 Revenue - \$701,924 - 5.90% of budget.

January 2007 Revenue - \$575,713 - 4.39% of budget.

January 2008 Expenditures \$1,008,887 - 8.46% of budget.

January 2007 Expenditures \$ 818,868 - 6.20% of budget.

**11:40 a.m. - Recess.**

**2:00 p.m. - Board Business Continued/Executive Session.**

Present: Denis Tracy (via phone).

**D067899A 18.** Commissioner Partch **moved** Commissioner Finch **seconded** the motion and it **carried** to go into executive session with the above individual until 2:30 p.m. for a potential litigation matter.

**3:00 p.m. - Return to Open Session.**

3:00 p.m. - Adjournment.

D067899B Commissioner Finch **moved** to adjourn the **February 19, 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 25, 2008**. The foregoing action made this **19th** 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