

Minutes for February 22, 2005

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063496 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **February 22, 2005** at **9:00 a.m.** Greg Partch, Chairman, G.R. "Jerry" Finch and Les Wigen, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Sharron Cunningham, Kelli Campbell and Tom Miller (9:45 a.m.).

063497 1. Items discussed included the proposed Parking Rules, smoking stalls, senate letter, watershed plan lead agency, L&I Retro assessment, EAT responses, asbestos assessment update, CPO meeting and 2006-07 .08 funds letter. No action taken.

10:00 a.m. - Recess.

10:30 a.m. - Pledge of Allegiance.

Present: Tammy Lewis and Kris Bunch.

D063497A 2. Motion by Commissioner Finch to approve the consent agenda. Motion **seconded** by Commissioner Wigen and **carried**.

063498 3. Claims/Payroll warrants numbered **173689-173709, 173776** and **173779-173874** for **\$293,154.86** approved.

FUND	FUND NAME	AMOUNT	AMOUNT	AMOUNT
001	Current Expense	7,147.74	40,117.45	30,818.94
102	Building & Development	9.55	1,078.80	419.29
103	Countywide Planning		1,021.20	901.47
104	Developmental Services			33,505.83
110	County Roads	4,050.00	16,201.60	937.12
114	Bulk Purchasing			11,830.71
118	Inmate Welfare	8.50		
119	Emergency Services			1,117.23
123	Paths & Trails	12.42		
127	Drug Enforcement	4.71		3,055.38
142	Whitcom-911	97.29		17,128.54
320	Cap. Project/Outside Sources (Bond)	18.09		1,365.84
400	Solid Waste	1,674.86	2,862.80	88,377.37
501	Equipment Rental & Revolving	538.01	4,398.40	27,225.41
513	Communications Revolving			1,967.31

655	Hospital Districts	263.00		
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063499 4. February 14, 2005 minutes approved.

063500-063503 5. Personnel board orders approved.

063504 6. Kris Bunch presented a revised VPN User agreement and resolution with the additional language requested by the Board. Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to accept the policy as written.

RESOLUTION NO. 063504

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Policy **VPN User Agreement**;

WHEREAS, this policy has been reformatted, amended and numbered to match the County's new policy structure,

WHEREAS, this action is necessary and in the best interest of Whitman County and its employees,

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached POL-0001-IS **VPN User Agreement**.

Dated this 22nd day of February 2005 and effective as of February 22, 2005.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

G.R. Finch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Les Wigen, Commissioner

Effective Date: When Approved	POLICY	Page 1 of 2
See Also: POL-0408-HR		BOCC Resolution 063504

POL-0001-IS VPN User Agreement Policy

Definitions:

VPN: (Virtual Private Network) is a way to provide remote access to an organization's network via the internet.

VPN User: Anyone authorized by Information Services and their Department Head/Elected Official to access Whitman County Network Resources remotely.

Internet: Thousands of interconnected electronic networks.

Screensaver: A program that displays an image, animation, or just a blank screen on a computer after no input has been received for a certain length of time.

Domain: A collection of computers and users that share common resources that are authenticated through a server.

Remote Desktop: A program provided by Microsoft to provide a remote connection to a computer running Windows XP Professional.

1. VPN Security Guidelines

1. You will not share your VPN User name and password with anyone except Information Services staff.
2. You will not allow anyone except yourself to access Whitman County Network Resources. (Files, Printers, E-Mail, Databases and any other resource that can be accessed via the Whitman County Network.)
3. You will take reasonable measures against unauthorized access to the VPN.
 - a. Log out of the Whitman County Network if you leave your computer unattended for more than 10 minutes.
 - b. Use a screensaver password and set your screensaver to come on after 5 minutes of inactivity.

2. Adherence to Policy POL-0408-HR

Please refer to Section 6 of policy POL-0408-HR. This section is applicable to Whitman County E-mail accessed via the VPN.

3. Personal Computer Usage With the VPN

It is preferred that a computer owned by Whitman County is used with the VPN. If this is not possible then a personal computer may be used. The personal computer will not be added to the Whitman County Domain. Users will use "Remote Desktop" to access their work computer through the VPN. Please be aware that the use of your personal computer with the VPN may open up your computer to public electronic data discovery.

4. Violations of This Policy Are Subject to Discipline

Violations of this Policy regarding VPN usage may result in discipline up to and including termination of VPN access.

Whitman County reserves the right to bring legal action for misuse of its e-mail/internet system via the VPN.

I, _____, have read the VPN User Agreement Policy, as written above. I understand and agree to follow the guidelines it contains.
(Print Name)

Employee _____ Date _____

Department Head/
Elected Official _____ Date _____

063505 7. Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to sign a signature authorization form in connection with a Washington State Military Department Emergency Management Division grant for \$5,400 for used homeland defense equipment.

063506 8. Commissioner Wigen **moved**, Commissioner Finch **seconded** the motion and it **carried** to enter into an agreement with the City of Spokane Emergency Management Division for \$30,193.71 in planning, management and administration funds for homeland defense security.

063507 9. Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to appoint Tim Myers and Janel Goebel to the Palouse Scenic Byway Committee.

063508 10. An executed copy of the 2003-05 revised Developmental Services spending plan received.

D063508A 11. Commissioners' pending list reviewed.

10:45 a.m. - Recess.

11:00 a.m. - Dane Dunford, Public Works Director.

Present: Mark Storey and Tammy Lewis.

Action Items:

063509 1. Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to award the bid for liquid asphalt to Idaho Asphalt in the total bid amount of \$300,572.60 without tax.

063510 2. Commissioner Wigen **moved**, Commissioner Finch **seconded** the motion and it **carried** to publish the notice of day labor for Sand Road, Carothers Road/Landfill Road, Colfax Airport Access Road/Heglar Drive and Grinnell Road/Ladow Butte Road.

063511 3. Commissioner Finch moved, Commissioner Wigen seconded the motion and it carried to initiate County Road Project for Sand Road be signed as presented.

RESOLUTION NO. 063511

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

In the matter of initiating a county road project designated as C.R.P. No. 9060-4, Project No. XFR41.

IT IS HEREBY RESOLVED that the Sand Road, County Road No. 9060, from milepost 0.66 to milepost 1.91 be improved as follows:

Construct a multiple course bituminous surface treatment on the gravel road and install guardrail.

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

PURPOSE	AMOUNT OF APPROPRIATION
Engineering (PE & CE)	\$ 10,000.00
Day Labor	\$ 27,500.00
Contract	\$100,000.00
TOTAL	<u>\$137,500.00</u>

This project was included in the official adopted annual road program as Item No. 1.

IT IS FURTHER RESOLVED that the bituminous surface treatment construction is to be accomplished by county forces in accordance with RCW 36.77.065 and WAC 136-18.

IT IS FURTHER RESOLVED that the guardrail construction is to be accomplished by contract in accordance with RCW 36.77.020 et. seq.

ESTIMATED date of commencing work: July 1, 2005
ESTIMATED date of completing work: September 1, 2005

ADOPTED this 22nd day of February 2005.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

ATTEST:

G.R. Finch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Les Wigen, Commissioner

063512 4. Commissioner Wigen **moved**, Commissioner Finch **seconded** the motion and it **carried** to initiate County Road Project for Carothers Road/Landfill Road be signed as presented.

RESOLUTION NO. 063512

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

In the matter of initiating a county road project designated as C.R.P. No. 8470-2 and 8475-3, Project No. XFR42.

IT IS HEREBY RESOLVED that the Carothers Road, County Road No. 8470 from milepost 0.00 to milepost 0.46 and the Landfill Road, County Road No. 8475 from milepost 0.00 to milepost 0.30 be improved as follows:

Hot Mix Asphalt Overlay, Striping and Shoulder Gravel

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

PURPOSE	AMOUNT OF APPROPRIATION
Engineering (PE & CE)	\$10,000.00
Day Labor	\$ 5,000.00
Contract	<u>\$65,000.00</u>
TOTAL	\$80,000.00

This project was included in the official adopted annual road program as Item No. 1.

IT IS FURTHER RESOLVED that the asphalt construction is to be accomplished by contract in accordance with RCW 36.77.020 et. seq.

BOCC MINUTES-02-22-05

IT IS FURTHER RESOLVED that the shoulder and striping construction is to be accomplished by county forces in accordance with RCW 36.77.065 and WAC 136-18.

ESTIMATED date of commencing work: June 1, 2005

ESTIMATED date of completing work: September 1, 2005

ADOPTED this 22nd day of February 2005.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

ATTEST:

G.R. Finch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Les Wigen, Commissioner

063513 5. Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to initiate County Road Project for Colfax Airport Access Road/Heglar Road be signed as presented.

RESOLUTION NO. 063513

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

In the matter of initiating a county road project designated as C.R.P. No. 8580-2 and 8585-2, Project No. XFR43.

IT IS HEREBY RESOLVED that the Colfax Airport Access Road, County Road No. 8580 from milepost 0.00 to milepost 0.69 and Heglar Drive, County Road No. 8585 from milepost 0.00 to milepost 0.43 be improved as follows:

Construct a multiple course bituminous surface treatment on the gravel road.

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

PURPOSE

AMOUNT OF APPROPRIATION

BOCC MINUTES-02-22-05

Engineering (PE & CE)	\$ 1,000.00
Construction	<u>\$40,000.00</u>
TOTAL	\$41,000.00

This project was included in the official adopted annual road program as Item No. 1.

IT IS FURTHER RESOLVED that the construction is to be accomplished by county forces in accordance with RCW 36.77.065 and WAC 136-18.

ESTIMATED date of commencing work: July 1, 2005

ESTIMATED date of completing work: September 1, 2005

ADOPTED this 22nd day of February 2005.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

ATTEST:

G.R. Finch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Les Wigen, Commissioner

063514 **6.** Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to initiate County Road Project for Grinnell Road/Ladow Butte Road be signed as presented.

RESOLUTION NO. 063514

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

In the matter of initiating a county road project designated as C.R.P. No. 1490-2 and 1500-2, Project No. XFR44.

IT IS HEREBY RESOLVED that the Grinnell Road, County Road No. 1490 from milepost 0.00 to milepost 0.01 and the Ladow Butte Road, County Road No. 1500 from milepost 3.62 to milepost 3.63 be improved as follows:

Construct asphalt aprons on the gravel road.

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)

BOCC MINUTES-02-22-05

IT IS FURTHER RESOLVED that an appropriation from the official adopted county road fund budget and based on the County Engineer's estimate is hereby made in the amounts and for the purposes shown:

PURPOSE	AMOUNT OF APPROPRIATION
Engineering (PE & CE)	\$ 500.00
Construction	<u>\$5,000.00</u>
TOTAL	\$5,500.00

This project was included in the official adopted annual road program as Item No. 1.

IT IS FURTHER RESOLVED that the construction is to be accomplished by county forces in accordance with RCW 36.77.065 and WAC 136-18.

ESTIMATED date of commencing work: July 1, 2005

ESTIMATED date of completing work: September 1, 2005

ADOPTED this 22nd day of February 2005.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

ATTEST:

G.R. Finch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Les Wigen, Commissioner

Solid Waste Division:

D063514A 7. The Director shared a card of thanks received from Helena Johnson and the Colfax Bear Cubs in appreciation for their recent Landfill tour.

Maintenance Division:

D063514B 8. All road limit postings are being removed today with the exception of Fairbanks Road. The issue will be revisited next Monday.

D063514C 9. Maintenance has removed some snow equipment. This situation will be reevaluated in mid March.

11:25 a.m. - Recess.

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

BOCC MINUTES-02-22-05

Present: Eunice Coker, Mike Werner, Kelli Campbell, Tim Myers, Denis Tracy, Dane Dunford, Peggy Wright, Marlynn Markley, Tom Miller, Bob Reynolds, Eileen Roe, Nanette Bolyard, Sonya Miller and Tammy Lewis.

The following individuals contacted the Clerk of the Board regarding their absence from today's meeting: Fran Martin, Bob Lothspeich, Bev Welch, Chad Connors and Joe Reynolds.

063515 1. The 2004 13th month ending financial report provided by Ms. Cunningham.

13th Month 2004 Cash Balance - \$1,410,233

13th Month 2003 Cash Balance - \$1,130,578

13th Month 2004 Revenue - \$8,851,088 - 97.58% of budget.

13th Month 2003 Revenue - \$8,878,174 - 97.87% of budget.

13th Month 2004 Expenditures \$9,413,948 - 94.29% of budget.

13th Month 2003 Expenditures \$9,033,009 - 96.04% of budget.

063516 2. The January 2005 ending financial report provided by Ms. Cunningham.

January 2005 Cash Balance - \$ 904,209

January 2004 Cash Balance - \$1,316,937

January 2005 Revenue - \$389,383 - 4.01% of budget.

January 2004 Revenue - \$390,356 - 4.30% of budget.

January 2005 Expenditures \$789,367 - 7.93% of budget.

January 2004 Expenditures \$681,583 - 6.83% of budget.

12:00 p.m. - Recess.

1:30 p.m. - Board Business Continued/BOCC Workshop.

Present: Eunice Coker and Kelli Campbell (1:30 p.m.) and Dane Dunford, Phil Meyer, Tim Myers, Tom Miller and Sharron Cunningham.

D063516A 12. Items discussed included a request for 2 temporary assistants, the upcoming quad counties meeting and asbestos survey and process. No action taken.

3:30 p.m. - Adjournment.

D063516B Commissioner Finch **moved** to adjourn the **February 22, 2005** meeting. Motion **seconded** by Commissioner Wigen and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse,

BOCC MINUTES-02-22-05

Colfax, Washington, on **February 28, 2005**. The foregoing action made this **22nd** day of **February 2005**.

ss/ G.R. FINCH, Commissioner

ss/ LES WIGEN, Commissioner

MARIBETH BECKER, CMC

Clerk of the Board

GREG PARTCH, CHAIRMAN

Board of County Commissioners