

Minutes for March 3rd, 2003

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060845 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **March 3, 2003** at **10:00 a.m.** G.R. "Jerry" Finch, Chairman, Greg Partch, and Les Wigen, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

10:00 a.m. - Board Business.

D060845A 1. Call to Order/Pledge of Allegiance.

Present: Brett Bosse, Jerry Jones, Dan Brown, and Scott Hallett.

D060845B 2. Motion by Commissioner Wigen to approve the Consent Agenda. Motion **seconded** by Commissioner Partch and **carried**.

060846 3. Claims/Payroll warrants numbered 146435-146464 for \$346,376.47 approved.

FUND	FUND NAME	AMOUNT
001	Current Expense	\$7,508.38
105	Mental Health	218,830.64
107	Chemical Dependency	28,505.60
127	Drug Enforcement	6,346.70
132	Auditor's Document Preserv.	9,744.69
300	Capital Projects	4,492.52
320	Cap. Proj/Outside Sources (Bond)	538.33
521	Family Svc. Ctr. Revolving	52,237.88
690	Clearing & Suspense	18,671.73

060847 4. February 24, 2003 minutes approved.

060848-060851 5. Personnel board orders approved.

060852 6. Motion by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to sign a proclamation proclaiming the month of March as Council on Aging and Human Services and Pullman Community Council on Aging Nutrition Program month in Whitman County, Washington. Commissioner Partch praised Scott Hallett and the Council on Aging for a much appreciated and job well done. Mr. Hallett responded that it would not be possible without the volunteers.

P R O C L A M A T I O N

Whereas, the Whitman County nutrition program was founded in 1976 by the Council on Aging & Human Services in conjunction with the Pullman

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Community Council on Aging and Aging and Long Term Care of Eastern Washington to assist older persons to live independently within their residence of choice for as long as possible and improve general health and expand social opportunity; and,

Whereas, the Council on Aging & Human Services nutrition program provides nutritional meals and social opportunity at six community senior congregate meal sites, and with their partners, delivers hot mobile meals, liquid and frozen meals and other nutritional information and services to people unable to shop for, prepare, or plan meals for themselves; and

Whereas, the Council on Aging & Human Services nutrition programs assist frail elderly to maintain their health and recover from illness by providing balanced, nutritious meals; and,

Whereas, the Council on Aging & Human Services nutrition provides approximately 45,000 meals per year to seniors, frail homebound elderly, and disabled individuals through its nutritional meal programs.

NOW THEREFORE BE IT HEREBY PROCLAIMED that the Whitman County Commissioners, on behalf of the citizens of Whitman County, Washington, recognize the contributions of the Council on Aging & Human Services nutrition program to the well-being of our elderly citizens and to the quality of our communities; and,

BE IT FURTHER PROCLAIMED that the Whitman County Commissioners recognize March as National Nutrition Month and also proclaim March as:

**COUNCIL ON AGING AND HUMAN SERVICES
AND
PULLMAN COMMUNITY COUNCIL ON AGING
NUTRITION PROGRAM MONTH IN WHITMAN COUNTY, WASHINGTON**

IN WITNESS THEREOF, we have set our hands and caused the seal of Whitman County to be imprinted this 3rd day of March 2003.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

G.R. Finch, Chairman

Greg Partch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Les Wigen, Commissioner

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060853 7. **Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to publish the call for bids for remodeling the Information Services (Nolan) Building.

10:15 a.m. - Kelli Campbell.

060854 8. **Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to hire Attorney Brian Werst as the county's attorney for the Sheriff's Guild arbitration as recommended by Denis Tracy.

060855 9. A letter of appreciation was received from David Soderstrom of Bainbridge Manufacturing, Inc. for the commissioners' comments with respect to retaining business in small communities.

060856 10. The commissioners sent a letter of support for Palouse Conservation District's grant proposal entitled, "Palouse/Snake River Riparian Buffer Project".

060857 11. The commissioners signed a letter and certificate to Karl Johansen of Council on Aging and Human Services acknowledging his 20 years of service assisting Whitman County's senior population.

060858 12. **Motion** by Commissioner Wigen **seconded** by Commissioner Partch and **carried** to deny the use of Palouse Empire Fair Museum funds because these are dedicated funds.

060859 13. A letter was received from Steve Trump of Steve's Glass requesting a written response why one of his two bids for the Courthouse windows project was rejected.

Commissioner Partch said Mr. Trump talked to him about the fact that the manufacturer's warranty brochure was being rewritten therefore was not included in the bid. Based on the opinion by the Prosecutor's Office, the warranty information that Mr. Trump submitted did not meet the bid specifications. Mr. Trump did provide an alternate bid that did meet the specification. However, it was approximately \$4,700 higher than the low bid.

Chairman Finch said the warranty information submitted with Mr. Trump's first bid was obviously cut and pasted and not a printed warranty document by the manufacturer. A response stating the same was forwarded to Mr. Trump.

060860 14. A memo was received from the Administrative Director confirming the consensus reached by the EAT Committee on February 27th not to have a rotating mail schedule for outgoing mail. In doing so, the EAT Committee adopted the suggestion of not processing outgoing mail on Fridays. If a department has mail that absolutely needs to go out, they will have the

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responsibility of processing their own mail. Any large mailings should be scheduled in advance for processing Monday-Thursday.

060861 15. The completed Rural Arterial Program certification of road fund expenditures for traffic law enforcement was signed and returned to the County Road Administration Board.

060862 16. The commissioners signed an oath of office for Keith Cooper, Deputy Sheriff.

060863 17. Information was received from the Office of Community Development describing the process for administratively closing the county's 2002 CDBG Public Service grant #02-64002-014.

060864 18. The 2003 delegation order #03AQER-5376 was received from the Department of Ecology for administrating the agricultural burn-permitting program in Whitman County.

10:35 a.m. - Kelli Campbell, Human Resources Director.

Present: Jerry Jones and Brett Bosse.

060865 1. Ms. Campbell presented proposed revision POL-0100-10-HR to the Whitman County Personnel Policies & Procedures Manual entitled, "Introducing and Applying Personnel Policies & Procedures".

Motion by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to sign a resolution approving the "Introducing and Applying Personnel Policies & Procedures" revision.

RESOLUTION NO. 060865

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF adopting revisions to **POL-0100-10-HR Introducing & Applying Personnel Policies & Procedures:**

WHEREAS, the Board of County Commissioners, after study, has concluded that the introduction to Whitman County's personnel manual should be approved and implemented as revised; and

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

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Whitman County Board of Commissioners that the revised above referenced policy is approved and adopted as attached and is effective March 1, 2003.

Dated at Colfax, WA this 3rd day of March 2003.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

G.R. Finch, Chairman

ATTEST:

Greg Partch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Les Wigen, Commissioner

Effective Date: March 1, 2003	Page: 1 of 2
POLICY	
Cancels: A1 & A2	Approved by: BOCC 03/03/03
See Also:	Res. #060865

POL-0100-10-HR INTRODUCING AND APPLYING PERSONNEL POLICIES & PROCEDURES

The personnel policies and procedures guide shall govern and affect the personnel administration of all employees and departments within the jurisdiction of Whitman County. In cases where these policies conflict with collective bargaining agreements or Civil Service rules (where applicable), the provisions of the labor contract or Civil Service rule shall govern. These matters relate to matters of personnel management and may or may not cover all departmental procedures, standard practices, standing orders, or other technical matters. These policies apply to all employees of the County except:

- Elected Officials
- Positions on appointed board, commissions, and committees
- Persons under contract to provide expert, professional, or technical services
- Volunteer personnel who receive no regular compensation
- Classifications of employment for which these rules establish as exemptions from the provisions of these rules

1. Whitman County Uses Personnel Policies and Procedures as a Guide

These policies and procedures are designed to provide a guide for the administration of Whitman County's personnel policies, work rules, and benefits. The information provided in this guide

is only an outline for purposes of personnel management and therefore cannot be used as a legal document or an implied employment contract, nor is it intended to cover every situation or answer every question about employment. These policies and procedures are not to be interpreted as promises of specific treatment.

2. Whitman County Reserves the Right to Change Policies as Needed

The personnel policies, work rules and benefits set forth in this document are subject to modification. The County reserves the right to modify, rescind, delete, or add to the provision of this policy as well as any other personnel policy from time to time as it deems necessary and appropriate in its sole and absolute discretion.

POL-0100-10-HR INTRODUCING AND APPLYING PERSONNEL POLICIES & PROCEDURES

3. Human Resources Will Make Available a Current Copy of these Policies

A current copy of these policies and procedures, work rules, and benefits are available and accessible to each employee at the Human Resources Office for review and reference.

060866 2. Ms. Campbell also presented proposed revision POL-2300 to the Whitman County Personnel Policies & Procedures Manual entitled, "County Credit Card Storage".

Motion by Commissioner Wigen **seconded** by Commissioner Partch and **carried** to sign a resolution approving the "County Credit Card Storage" revision.

RESOLUTION NO. 060866

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF adopting **POL-2300 County Credit Card Storage:**

WHEREAS, Whitman County Code # 3.14 calls for a policy regarding credit card storage; and

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

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Whitman County Board of Commissioners that the revised above referenced policy is approved and adopted as attached and is effective April 1, 2003.

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Dated at Colfax, WA this 3rd day of March 2003.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

G.R. Finch, Chairman

ATTEST:

Greg Partch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Les Wigen, Commissioner

Effective Date: April 1, 2003	Page: 1 of 2
POLICY	
Cancels:	Approved by: BOCC 03/03/03
See Also: WWC 3.14 & Res. 049750	Res. #060866

POL - 2300 COUNTY CREDIT CARD STORAGE

This policy applies to all Whitman County departments.

This policy is to be a guide for Whitman County elected and appointed officials so as to promote security and control over county credit cards consistent with WCC 3.14.040.

Definitions

Secure Location - Any cabinet, lock box or storage unit that has the capability to lock.

1. Each Department Within the County Shall Have a Secure Location to Store Credit Cards That Are Not in Use.
2. Each Department Head or Designee Shall be Responsible for Keeping the Secure Location Locked When Not In Use.

Each department shall submit an annual list to the Board of County Commissioners stating the Department Head and/or designee responsible for its secure location.

3. Requests for Credit Cards Shall Be Made Through the Elected Official/Department Head or Designee.

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Prior to any County Employee or Volunteer Making a Purchase, Designated as on Travel Status or any other Circumstance Requiring the Use of a County Credit Card, the Employee or Volunteer Shall Request a Credit Card from the Department Head or Designee.

4. Each Department Shall Keep on File a Record Stating the Card, Date and Time That Each Credit Card is Checked out and Returned.

Such a form shall include the employee's signature/initials as acknowledgment that the card has been checked out and returned.

While in use, credit cards shall remain in the custody of the employee/volunteer until it is returned to the secure location.

5. Once the Credit Card is no Longer in Use, the Employee Shall Return the Card to the Department Head or Designee by Signing/Initialing the Log and Submitting all Receipts and Invoices.

All credit card receipts and invoices shall be signed by the employee/volunteer and, if possible, itemized by the vendor.

060867 3. **Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to authorize the refilling of the Benefits and Program Coordinator position in Human Resources.

10:40 a.m. - Recess.

11:00 a.m. - Mark Storey and Phil Meyer, Public Works Department.

Present: Hillary Hamm, Brett Bosse, Jerry Jones, Jean Wardwell, and Mark Bordsen.

Action Items:

060868 1. **Motion** by Commissioner Wigen **seconded** by Commissioner Partch and **carried** to publish the notice of call for bids for liquid asphalt.

060869 2. The official transmittal of Comprehensive Plan and Zoning Ordinance amendments for Heavy Commercial, Airport Commercial, Light Industrial, and Heavy Industrial Districts was received. Since the Planning Commission took action, staff discovered inconsistencies that should be corrected before the Board adopts the recommended changes. This will require the Commissioners to hold a public hearing for those specific aspects different from the Planning Commission's formal recommendation.

060870 After review of the materials, a **motion** was made by Commissioner Wigen **seconded** by Commissioner Partch and **carried** to set a public hearing

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specifically for taking public comment about allowing surface mining and rock crushing within Heavy Commercial (HC) Districts, as a Conditional Use, to be held in this room at 11:30 a.m. on March 24, 2003. No discussion will be allowed on other aspects of the proposed amendments, which have already been through a Planning Commission public hearing.

The commissioners concurred that the Planning Commission has done an excellent job and the criticism they received in a "letter to the editor" was quite unfair.

D060870A 3. Mr. Bordsen advised the commissioners that Representative Mark Schoesler has requested Jean Wardwell testify on water legislation this week in Olympia.

D060870B 4. Mr. Bordsen also noted receiving a wind energy application for installation of an anemometer outside of Colfax. The application could be heard as soon as March 20th provided the application fees are received from the applicant and the Board of Adjustment has a quorum.

060871 5. Information was received from Public Works staff concerning the award of a quote through the Small Works Roster process to Western States for grader blades in the amount of \$11,655.00 without tax.

060872 6. **Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to sign a work zone safety resolution.

RESOLUTION NO. 060872

BEFORE THE BOARD OF COUNTY COMMISSIONERS of Whitman County, Washington in the matter of temporarily changing the speed limit within work and construction zones on certain county roads pursuant to R.C.W. 46.61.415;

IT IS HEREBY RESOLVED that the speed limit for all vehicles may be temporarily reduced in work or construction zones by the County Engineer and/or Director of Public Works. The temporary reduction shall be for a road or segment of road and shall be posted with fixed or movable signs indicating the maximum speed.

ADOPTED this 3rd day of March 2003.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

G.R. Finch, Chairman

Greg Partch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Les Wigen, Commissioner

11:30 a.m. - Courthouse HVAC System.

Present: Tim Myers, Tom Miller,

060873 Mr. Myers reviewed the bids received for the Courthouse HVAC System as follows:

SMK Construction, Inc.	\$403,500.00
Alternate Bid	<u>25,824.00</u>
Total	\$429,324.00

Aliant Energy Services	\$530,000.00
Alternate Bid	<u>16,550.00</u>
Total	\$546,550.00

Hilliard Heating & Plumbing	\$558,874.40
Alternate Bid	<u>63,161.20</u>
Total	\$622,035.60

Having consulted with the county's mechanical and electrical engineers Mr. Myers recommended the bid be awarded with the alternate to SMK Construction, Inc. in the amount of \$429,324.00 including tax. **Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to award the bid for the Courthouse HVAC system with the alternate to SMK Construction, Spokane, WA in the amount of \$429,324.00.

Staff will meet with the contractors and subcontractors followed by a meeting with the department heads to coordinate both the window and HVAC projects that will be taking place concurrently. An estimated start date of April 1, 2003 was noted.

The commissioners commended staff for the excellent job performed on this project.

11:40 a.m. - Recess.

1:30 p.m. - Milt Johnston and Dale Warriner, Department of Natural Resources (DNR) Representatives.

Present: Hillary Hamm.

D060873A The DNR representatives made a courtesy visit to inform the commissioners that they are looking for agricultural land in Whitman County to purchase for reinvestment purposes. Mr. Johnston said sections 16 and 36 throughout the state is land set aside for schools and the DNR is

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responsible for managing these lands. Once timber, agricultural, or commercial land is purchased by the DNR, it is leased on a long-term basis. The money is then used for schools around the state.

1:45 p.m. - Joe Reynolds and Bob Lothspeich.

In lieu of real estate taxes, the DNR pays leasehold taxes. According to the Assessor, the average county tax is \$15/\$1000 and DNR pays \$12/\$1000 of valuation. DNR lands change the property tax base but it does not really affect the county because of the leasehold taxes paid.

Mr. Warriner commented DNR currently manages approximately 20,000 acres in Whitman County, most of which is grazing and agricultural land.

They are looking at parcels in Whitman County on the open market and will pay fair market value. The ultimate purpose is to generate money for school trust. As DNR sells property, the money is used to reinvest in resource lands and commercial properties.

The commissioners thanked the representatives for their visit.

2:00 p.m. - Board Business Continued/BOCC Workshop.

Present: Fran Martin (2:00 p.m.), Kelli Campbell (2:10 p.m.), and Mark Storey (2:40 p.m.).

060874 19. Items discussed included Environmental Health Tech vacancy, Port meeting agenda, window bid, CRAB update, Palouse Basin Aquifer Committee, Retrospective Rating Pool, HIPAA, Sick Leave Bank, and RC&D representation at the March 26th meeting. No action taken.

3:30 p.m. - Kris Mikalson, Inland Power & Light (IPL) CEO and Louis White, IPL Board Member.

060874A Ms. Mikalson stated that Representative Mark Schoesler asked them to meet with the commissioners regarding their support for HB 1544. Whitman County is the only east-side county supporting this legislation.

IPL is concerned about increased costs as a result of HB 1544 with the legislature mandating from Olympia what is best for IPL customers. They currently pay \$.02/kw hour and have been locked into this rate since 1998 with Bonneville Power Administration (BPA) until 2006.

IPL is not opposed to renewable resources, but they are opposed to legislature that would mandate how much renewables they would have to buy. As proposed in HB 1544, over time with the incremental layering, 15% of their power would have to be produced by renewable resources.

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The members all apologized for misunderstanding the intent of this legislation and agreed to write a letter to Representative Schoesler stating their resolution should not be misunderstood as an endorsement for increased prices to the consumer, but rather that they support renewable technology that stands on its own.

The commissioners appreciated the IPL representative bringing this matter to their attention. They later sent a letter to the House Rules Committee members regarding this legislation.

3:55 p.m. - Board Business Continued.

060875 20. The commissioners signed a personnel board order authorizing the refilling of the Environmental Health Tech position.

4:00 p.m. - Brian Werst and Gary Hunt (via telephone), Kelli Campbell, and Denis Tracy.

D060875A 21. Motion by Commissioner Partch to go into Executive Session with the above individuals for discussion of labor negotiation matters until 4:30 p.m. **Seconded** by Commissioner Wigen and **carried**.

5:00 p.m. - Return to Open Session/Adjourn.

D060875B Commissioner Partch **moved** to adjourn the **March 3, 2003** meeting. Motion **seconded** by Commissioner Wigen and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **March 10, 2003**. The foregoing action made this 3rd day of March **2003**.

ss/ GREG PARTCH, Commissioner
ss/ LES WIGEN, Commissioner

MARIBETH BECKER, CMC
Clerk of the Board

G.R. FINCH, Chairman
Board of County Commissioners