

Minutes for March 8th, 2004

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062258 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **March 8, 2004** at **9:00 a.m.** Les Wigen, Chairman, G.R. "Jerry" Finch and Greg Partch, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

9:00 a.m. - Board Business.

D062258A 1. Call to Order/BOCC Workshop.

Present: Kelli Campbell (9:50 a.m.)

062259 2. Items discussed included 2004 dues request, evaluation follow up, Auditor's election request, Nu Chem letter, WCIF supplement, AFLAC, MicroSolve, ALTCEW health insurance, and Albion contract with Sheriff.

No action taken.

9:55 a.m. - Recess.

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

Present: Tammy Lewis, Kelli Campbell, and Jodie Hamilton.

D062259A 3. Motion by Commissioner Finch to approve the consent agenda. Motion **seconded** by Commissioner Partch and **carried**.

062259B 4. Claims/Payroll warrants numbered **160274-160306** and **160386-160505** for **\$686,563.24** approved.

FUND	FUND NAME	AMOUNT
001	Current Expense	41,138.93
102	Building & Development	109.46
103	Countywide Planning	65.01
110	County Roads	13,449.66
118	Inmate Welfare	213.45
119	Emergency Services	196.20
129	House Bill 3900	102.26
135	Prosecutor's Stop Grant	10.93
136	Electronic Monitoring	785.00
142	Whitcom-911	13,839.55
320	Cap. Project/Outside Sources (Bond)	322.80
400	Solid Waste	5,290.28
501	Equipment Rental & Revolving	7,483.98
510	Photocopier Revolving	340.59
512	Industrial Insurance Revolving	18,424.00

513	Communications Revolving	682.08
999	Treasurer's Cash	236,051.89
ET	Electronic Transfer	348,057.17

062260 6. March 1, 2004 minutes approved.

062261-062265 6. Personnel board orders approved.

062266 7. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to publish a notice of hearing to consider revisions to the Courthouse business hours.

062267 8. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to adopt the county Email/Internet Policy.

RESOLUTION NO. 062267

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Policy **Overseeing County E-Mail and Internet Systems;**

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-0408-HR OVERSEEING COUNTY E-MAIL AND INTERNET SYSTEMS.**

Dated this 8TH day of March 2004 and effective as of March 8, 2004.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Les Wigen, Chairman

ATTEST:

Greg Partch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

G. R. Finch, Commissioner

Effective Date: March 8, 2004	Page: 1 of 5
POLICY	
Cancels:	Approved by: BOCC
See Also:	Res. #062267

POL-0408-HR OVERSEEING COUNTY E-MAIL AND INTERNET SYSTEMS

Unless otherwise stated in a union contract, this policy applies to all Whitman County employees and authorized agents.

Definitions

E-mail: Electronic mail. Messages and attachments sent from one computer to another via an electronic system.

Internet: Thousands of interconnected electronic networks.

User: Anyone who is authorized to use an e-mail account or access the internet via Whitman County property.

1. Whitman County Encourages the Use of County Computer Equipment.

Whitman County encourages the efficient and effective use of county computer equipment. It recognizes that the computer is a necessary tool for receiving and sending vital information in county business. In doing so, the county expects all internet and e-mail users to exercise common sense and discretion.

It also realizes that email and internet use has the potential to be abused. Therefore, Whitman County hopes to eliminate that abuse with the use of this policy.

2. The Information Services Director, Other Department Heads and Elected Officials are Responsible for County Electronic Systems.

The Information Services Director is responsible for the operation and maintenance of the County's information system. This includes use of the internet and e-mail.

Department Heads/Elected Officials are responsible for the oversight and enforcement of this policy.

3. E-Mail and Internet Access is for Business Purposes Only.

E-mail and internet access is to be used for business purposes only. As such, it should be retained and treated as any other county record.

It is not uncommon for employees/agents to receive personal e-mails or occasionally look up personal sites on the internet. However, this practice must be kept to a minimum, be within

legal regulations and not violate any part of this policy. Furthermore, employees should not be exploring personal internet sites where the public can view them doing so. Personal use of the internet and/or e-mail must be approved by the Department Head/Elected Official.

4. County Computers are County Property.

All county computers and their contents are the property of Whitman County. Therefore, all files sent via e-mail and downloaded from the internet are also the county's property.

It should be remembered that e-mail may be disclosed through public disclosure laws and rules of discovery in the case of a lawsuit. Confidentiality cannot be expected, except in the case of medical/legally confidential or privileged information. Users should not send highly sensitive, confidential or privileged material through the e-mail or internet.

5. Computers are Subject to Monitoring.

An employee's/agent's rights while using county property to access the internet and/or e-mails does not include privacy. Whitman County reserves the right to monitor, in any way, the activities of the employee/agent while accessing the internet and/or e-mail. It is the Department Head/Elected Official's responsibility to oversee e-mail and internet monitoring.

Furthermore, by using the county's computer, e-mail system, internet access and other equipment, the employee/agent knowingly and voluntarily consents to and acknowledges Whitman County's right to monitor its property.

Department Heads/Elected Officials may review internet histories and/or e-mail at any time. They may do so at the individual computer station or through the county's networking system. Information Services may perform monitoring at the request of the Department Head/Elected Official.

It is important to understand deleting an internet file from your computer does not necessarily mean it has been deleted from the system.

6. Whitman County Prohibits Certain Uses of the Internet and/or Email.

The following are internet and/or e-mail uses specifically prohibited by Whitman County:

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- Commercial use: unless it is a core function of the department, any form of commercial use to benefit an individual or organization other than Whitman County.
- Copyright Violations: any use that violates copyright laws.
- Solicitation: the purchase or sale of personal items in violation of the county's solicitation policies.
- Harassment: any use that harasses, retaliates or discriminates against employees, vendors, customers and any other individuals.
- Downloading or uploading files or programs without the permission of the Department Head/Elected Official. Files from the internet, or any other outside service, may contain a virus and must be scanned by virus detection software prior to use. The installation of programs should be coordinated with Information Services.
- Viewing, distributing or downloading offensive or sexually explicit material: this includes, but is not limited to, pornographic material.
- Inappropriate language: includes obscenity, vulgarity, profanity or name-calling. It may also include expressions of ill will against individuals or groups.
- Politics: use for political purposes.
- Misrepresentation: the use of aliases is prohibited. Whitman County also prohibits the misrepresentation of an employee, a job description or county position.
- Misinformation/Confidential Information: the release of untrue and or confidential information regarding county business. This includes accessing, viewing or forwarding confidential information unless the user has the same privilege or confidence or has obtained permission from the original sender.
- Viewing/Downloading Non-Business Related Information without the permission of the Department Head/Elected Official: this includes viewing, downloading or any other method for retrieving non-County related information.
- Hacking or spamming.

7. Large Attachments Should be Avoided.

Large e-mail attachments (over one megabyte) should be avoided. Other means of communicating the information should be used.

8. Security is Vital.

It is the responsibility of each e-mail and/or internet user to maintain a degree of security. For this reason, security features should be updated regularly.

Computer and e-mail passwords shall be changed at least once per year. They must also be changed in the event of employee turnover, a change in software, a breach of privacy or any other event that would put confidential information at risk. Passwords shall be at least eight characters in length and consist of a combination of upper and lower case letters, numbers and at least one special character (i.e. exclamation point, @ sign, etc.). They shall not contain any part of the employee's username or full name. Employees/agents should not share their password with others or access another's e-mail except when authorized by the Department Head/Elected Official. Nor should passwords be stored where unauthorized individuals may easily access the information (i.e. under keyboards, on the front of monitors, etc.).

Passwords shall be reported to the Department Head/Elected Official or his/her designee. That individual shall store those passwords in a secure, confidential location. The Department Head/Elected Official and designee shall be the only individuals with access to the password record.

9. Violations of This Policy are Subject to Discipline.

Violation of policy regarding internet and/or e-mail use may result in discipline up to and including termination. Violations shall be immediately reported to the appropriate Department Head/Elected Official or Human Resources.

Furthermore, internet and/or e-mail access may be removed from any employee due to violations of this policy.

Contractors, consultants or other authorized agents who violate this policy may be banned from e-mail/internet use. Their contracts may be terminated as well.

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

I have read the Overseeing County E-mail and Internet Systems policy, as written above. I understand and agree to follow the guidelines it contains.

Employee _____ Date _____

062268 9. Motion by Commissioner Finch seconded by Commissioner Partch and carried to revise the county Smoking Policy.

RESOLUTION NO. 062268

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Policy Smoking;

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-0407-HR SMOKING.

Dated this 8TH day of March 2004 and effective as of March 8, 2004.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Les Wigen, Chairman

ATTEST:

Greg Partch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

G. R. Finch, Commissioner

Effective Date: March 8, 2004	Page: 1 of 1
POLICY	
Cancels: F6	Approved by: BOCC
See Also:	Res. #062268

POL-0407-HR SMOKING

Unless otherwise stated in a union contract, this policy applies to all Whitman County employees, visitors and contractors.

Definitions

Smoking - Includes inhaling, exhaling or carrying any burning tobacco or other plant matter, including but not limited to cigarettes, cigars or pipes.

Enclosed Work Area - The area closed in by a roof and walls with at least one opening for ingress and egress, with the intended use primarily for employees while conducting business in facilities that are owned, leased or rented by Whitman County.

Common Area - The area enclosed by a roof and walls in facilities, which are owned, leased or rented by the County, including but not limited to employee lounges, lunchrooms, stairways, elevators, restrooms and hallways.

1. Smoking is Prohibited in all Enclosed Work and Common Areas.

In accordance with WAC 296.800.240 and RCW 70.160, smoking is prohibited in County enclosed areas, whether in individual or shared office spaces. This shall apply to all persons who visit enclosed work and common areas, including all employees, contractors or visitors during all hours and all days.

However, the provisions of this section shall not apply to the Whitman County prisoners in the Whitman County Correctional Facility due to their confinement.

2. Violations of this Policy may be Subject to Discipline Up To and Including Termination.

3. Smoking Must be Conducted in a Designated Smoking Area.

Whitman County has smoking areas designated for the Courthouse and Public Service Building. The courtyard on the northeast side of the Courthouse is designated as a smoking area. The Public Service Building's area is located just outside the east entrance. All other County buildings shall have an outdoor, designated smoking area as determined by the appropriate Department Head/Elected Official.

County property outside of the above mentioned areas are designated as smoke free.

062269 **10. Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to adopt the revised Holiday policy for Whitman County.

RESOLUTION NO. 062269

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Policy Holidays;

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-0525-HR HOLIDAYS.

Dated this 8TH day of March 2004 and effective as of March 8, 2004.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Les Wigen, Chairman

ATTEST:

Greg Partch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

G. R. Finch, Commissioner

Effective Date: March 8, 2004	Page: 1 of 2
POLICY	
Cancels: H6	Approved by: BOCC
See Also:	Res. #062269

POL-0525-HR HOLIDAYS

Unless otherwise addressed in a union contract, this policy applies to all Whitman County employees.

Definitions

Floating Holiday - One day of paid leave.

1. Whitman County Recognizes Eleven Paid Holidays.

The following dates are recognized and observed as paid holidays for all regular full and part-time employees who qualify:

Holiday:

Date Celebrated:

New Year's Day	January 1
Martin Luther King's Birthday	3 rd Monday of January
President's Day	3 rd Monday of February
Memorial Day	Last Monday of May
Independence Day	July 4
Labor Day	1 st Monday of September
Veteran's Day	November 11
Thanksgiving	4 th Thursday of November
Day After Thanksgiving	4 th Friday of November
Christmas	December 25
Floating Holiday	Varies

Whenever a holiday falls on Sunday, the succeeding Monday is observed as the holiday. Whenever one of the above holidays falls on a Friday or Saturday during a normal four (4) day, ten (10) hour workday, the previous Thursday shall be a holiday for those employees working the four-day week. Whenever a holiday falls on a Saturday, the preceding Friday shall be observed as a holiday.

2. Holidays are Provided for Regular Part-Time Employees on a Pro-Rated Basis.

Regular, part-time employees receive holidays on a pro-rated basis. The pro-rated number of hours may be taken on the actual holiday, as observed by the County, or another day within the same week. Department Heads/Elected Officials may schedule the pro-rated hours as they see appropriate.

After receiving pro-rated hours for a holiday, an employee may receive credit for the remaining hours of that same day in one of the following ways:

- Working the hours
- Annual leave
- Compensatory time
- Leave without pay
- Making up the hours on another day(s). Made up hours must be accomplished within the same week as the holiday. Scheduling is at the discretion of the Department Head/Elected Official. Time sheets must reflect the hours actually worked.

3. One Floating Holiday is Provided Each Year to Eligible Employees.

Employees may select one (1) Floating Holiday during each calendar year provided that the employee has been continuously employed by the County for at least six (6) months and the number of employees selecting a particular day off does not prevent the County from providing continued public service.

New employees must be hired before July 1st in order to qualify for the floating holiday for that year. This holiday is non-cumulative and non-compensable upon termination.

Employees in the Public Works Department are eligible to take their floating holiday between October 1st and December 31st.

11. Motion by Commissioner Partch **seconded** by Commissioner Finch and **carried** to sign two Business Associate agreements as an amendment to the current contracts for service with:

062270 Washington Counties Insurance Pool; and,

062271 Washington Counties Insurance Fund.

Commissioner Partch expressed appreciation to the Director for a job well done with respect to drafting and revising county policies.

062272 **12. Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to reappoint Jill Pierson-District 4, Neal McCall-District 1, and Nichole Eaton-District 5 to 4-year terms on the Noxious Weed Board. All terms will expire March 31, 2008.

10:15 a.m. - Rana Reavis.

062273 **13.** Sergeant Hamilton presented and summarized the proposed agreement with the City of Tekoa for law enforcement services. The commissioner tabled the agreement until the vehicle issue is resolved.

D062273A **14.** Sergeant Hamilton relayed a message from the Sheriff that the Town of Albion is interested in a similar law enforcement service agreement. However, in order to proceed with this request, the Sheriff would need to fill the vacant position within his department. The commissioner and Sheriff will have a workshop to further discuss this matter.

062274 **15.** A letter sent to the Assessor was received by the Board regarding the Assessor's expired maintenance agreement with MicroSolve for the appraisal program. This item tabled to later today or next week.

062275 **16.** Correspondence between Tom S. Stroschein, Latah County Commissioner and Karl Dreher, Idaho Department of Water Resources Director was received concerning the Palouse Basin Aquifer groundwater management.

062276 **17.** Information pertaining to the proposed preliminary plat of Sunnyside Heights No. 4 was received from the City of Pullman.

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062277 18. The commissioners faxed a letter to Senators Murray, Cantwell, and Representative Nethercutt regarding the Martin Hall Juvenile Detention Facility.

062278 19. The Board signed a letter supporting the Council on Aging Senior Transportation (COAST) program.

062278A 20. The commissioners signed a letter supporting the appointment of Tim Myers to the Standing Advisory Committee for the Aquatic Lands Enhancement Account.

062279 21. An email was received from Tracy Eriksen declining a reappointment to the Whitman County Water Conservancy Board due to a state committee commitment.

062280 22. A proclamation was received from the Governor proclaiming the month of April 2004 as "Disaster Preparedness Month".

10:40 a.m. - Denis Tracy.

062281 23. Prosecutor Tracy reviewed changes made to a previously signed lease agreement with K&K Properties. **Motion** by Commissioner Partch **seconded** by Commissioner Finch to sign a revised lease agreement between Whitcom and K&K Properties for the Whitcom Center.

Commissioner Partch expressed his appreciation to the Prosecutor and the Prosecutor returned the compliment to Commissioner Partch. **Motion carried.**

D062281A 24. Commissioners' pending list reviewed.

10:45 a.m. - Jodie Hamilton.

062282 25. Sergeant Hamilton said her earlier meeting with the Board she has spoken with the Sheriff. He advised her that the vehicle issue with the City of Tekoa is addressed within the contract language #4. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to approve the agreement with the City of Tekoa with the contingency that vehicles must be purchased through the ER&R fund.

062283 26. The personnel board order associated with this agreement was signed.

10:55 a.m. - **Dane Dunford, Public Works Director.**

Present: Mark Storey, Tammy Lewis, and Rana Reavis.

Action Items:

062284 1. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to authorize Public Works to dispose of Sheriff's Unit #239 which has no value since the 09/20/03 accident.

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062285 2. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** that the RAP certificate of road fund expenditures for traffic law enforcement be signed as presented.

062286 3. **Motion** by Commissioner Finch **seconded** by Commissioner Partch and **carried** that the Gordon Quarry and Stockpile Site lease be signed as presented.

Maintenance Division:

062287 4. The 2004 grader blades were purchased through the small works roster process from Western States in the amount of \$16,005 without tax.

062288 5. The 2004 bridge lumber supplies were purchased through the small works roster process from Kennedy Johnson Lumber in the amount of \$18,890.72 without tax.

D062288A 6. Crews are sweeping winter sand off the roads and shoulders, grading, and hauling rock in District 1.

D062288B 7. Some haul road permits are being issued this week in the eastern portion of the county.

Planning Division:

D062288C 8. The Board of Adjustment will hear three conditional use permits at the next meeting.

Administration Division:

062289 9. An eligibility list for Washington state federal surplus purchasing was updated and returned to the Department of General Administration.

Engineering Division:

D062289A 10. Mark Storey and Commissioner Wigen gave a brief review about their visit to Endicott.

11:25 a.m. - Recess.

11:30 a.m. - Chad Connors, Juvenile Services Director.

Present: Tammy Lewis and Rana Reavis.

062290 1. **Motion** by Commissioner Finch **seconded** by Commissioner Partch and **carried** to sign DSHS E3SHB 3900 and SSB 5214 program agreement #0363-41310 for \$25,104.00.

062291 2. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to approve DSHS ESSB 5903 Consolidated contract #0363-42629 for \$163,567.00.

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062292 **3. Motion** by Commissioner Finch **seconded** by Commissioner Partch and **carried** to sign DSHS ESSB 5903 Disposition Alternatives #0363-40880 for a statewide pool \$101,000.00.

4. The following grant application data forms were also signed dealing with the above contracts.

- 062293** DSHS/Juvenile Rehabilitation Division of Community Programs-E3SHB 3900, July 1, 2003-June 30, 2004.
- 062294** DSHS/Juvenile Rehabilitation Division of Community Programs-E3SHB 3900, July 1, 2004-June 30, 2005.
- 062295** DSHS/Juvenile Rehabilitation Division of Community Programs-MHDA, July 1, 2003-June 30, 2004.
- 062296** DSHS/Juvenile Rehabilitation Division of Community Programs-CJAA, July 1, 2004-June 30, 2005.
- 062297** DSHS/Juvenile Rehabilitation Division of Community Programs-SDA, July 1, 2003-June 30, 2004.
- 062298** DSHS/Juvenile Rehabilitation Division of Community Programs-CDDA, July 1, 2003-June 30, 2004.
- 062299** DSHS/Juvenile Rehabilitation Division of Community Programs-CDDA, July 1, 2004-June 30, 2005.
- 062300** DSHS/Juvenile Rehabilitation Division of Community Programs-CJAA, July 1, 2003-June 30, 2004.
- 062301** DSHS/Juvenile Rehabilitation Division of Community Programs-SSODA, July 1, 2003-June 30, 2004.
- 062302** DSHS/Juvenile Rehabilitation Division of Community Programs-SSODA, July 1, 2004-June 30, 2005.
- 062303** DSHS/Juvenile Rehabilitation Division of Community Programs-CJS At Risk Program, July 1, 2003-June 30, 2004
- 062304** DSHS/Juvenile Rehabilitation Division of Community Programs-CJS At Risk Program, July 1, 2004-June 30, 2005.
- 062305** DSHS/Juvenile Rehabilitation Division of Community Programs-SSB5214, July 1, 2003-June 30, 2004.
- 062306** DSHS/Juvenile Rehabilitation Division of Community Programs-SSB5214, July 1, 2004-June 30, 2005.
- 062307** Washington State Association of CASA/GAL Programs-Program Support Award, January 1, 2004-June 30, 2004.
- 062308** National CASA-Rural Mini Grant, November 1, 2003-June 30, 2004.
- 062309** DSHS/Office of Juvenile Justice-WC Regional Program Development Unit, July 1, 2003-June 30, 2004.
- 062310** State of Washington/Administrative Office of the Courts-CASA Program, July 1, 2003-July 30, 2005.
- 062311** State of Washington/Administrative Office of the Courts-Becca Bill Programs, July 1, 2003-June 30, 2005.
- 062312** DSHS/Juvenile Rehabilitation Administration-JAIBG, May 1, 2003-July 30, 2004.

11:40 a.m. - Recess.

1:30 p.m. - Fran Martin, Public Health/Emergency Management Director.

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Present: Rich Levensgood, Dane Dunford, and Mark Storey.

062313 1. Ms. Martin introduced Rich Levensgood, who provides public policy analysis and consulting. She has contracted with Mr. Levensgood to assist with Phase I of the FEMA required "All Hazardous Mitigation Plan" that must be completed by November 1, 2004. This means it must be written and approved by the State Department of Emergency Management and then forwarded to FEMA for federal approval. The plan is an expensive proposition and an enormous amount of work as noted in the outline presented. If the plan is not completed and approved by FEMA by the November 1, 2004 deadline, Whitman County would not be eligible for any FEMA funds in the event of a disaster.

This requirement was issued in October 2002 under different management. When Ms. Martin assumed the duties in January 2003 but there were higher priorities at the time. She asked Mr. Levensgood to perform Phase I of the project to determine what this project will entail.

Mr. Levensgood explained Whitman County has until July 1, 2004 to submit the plan to the state for approval. To date, 3 of 44 plans have been approved in Washington. He emphasized this is a very time-consuming project.

Commissioner Partch asked if the cities/towns are also responsible for submitting a plan and can they do so separate from the county. Mr. Dunford was under the impression that the City of Pullman was developing a plan or may want to work towards a multi-jurisdictional plan. Mr. Dunford did not believe the remainder of the cities/towns would be able to develop their own plans. Ms. Martin surmised, if a city/town did not want to be included in the countywide plan and did not develop a plan of their own, she didn't think they would be covered by FEMA for funding. Mr. Levensgood did not recommend submitting a plan excluding the cities/towns.

Director Dunford went on to say the problem with this is the federal government is holding FEMA support over the county's head if this is not done. Commissioner Finch interjected this is another unfunded mandate. What the government is asking for is so detailed, to prepare the report the way they want it means Whitman County's answers are going to be somewhat limited and different from those answers by municipalities in large urban metropolitan area that have been run over by natural disasters to the tune of billions of dollars. Whitman County will not fit into that category but will have to go through this exercise in order to qualify for FEMA money for our citizens for repair work. Much of this work will entail identifying issues, talking about past history, and identifying issues in the future with no possibility of mitigation.

1:50 p.m. - Dan Boone and Bob Gronholz.

Mr. Levensgood reiterated if a plan were not developed, there would not be federal funding for repairs. In addition, if the county decides to proceed, the county is agreeing to on-going maintenance of the plan.

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Ms. Martin said she looked into funding resources and was unable to find any financial assistance for this plan except for some Homeland Security money that could be used for a small a portion of the plan.

Mr. Levensgood said Whitman County could use the general outline from Thurston or Skagit County's plans, but suggested using Walla Walla County's draft plan once it is available as a template for Whitman County since they have essentially the same issues. He also proposed using student interns to assist with the project.

2:00 p.m. - John Love.

Ms. Martin asked for the Board's direction. The proposed estimated cost for Whitman County's plan is \$35,000-\$50,000. She pointed out that the Emergency Management budget was not in a position to absorb this expense. Ms. Martin will meet with the Board again next week for their decision. Commissioner Partch inquired if Mr. Levensgood would be available to assist with Phase 2 of the project and Mr. Levensgood responded in the affirmative.

D062313A 2. Thanks to Dane and his staff, Ms. Martin said they located a 8'x14' trailer that can be used as a shelter for Emergency Management services in the event of a large-scale disaster. The trailer has 3 operational windows and is totally plumbed for electricity. For \$1,000 through WSDOT surplus, Emergency Management will be able to set up a post wherever necessary. The school bus and a jeep currently owned by Emergency Management would then be auctioned off.

2:15 p.m. - Board Business Continued/BOCC Workshop.

Present: John Love, Dan Boone, and Bob Gronholz (2:15 p.m.), Dane Dunford, Mark Bordsen, Mark Storey, and Alan Thomson (3:15 p.m.).

D062313B 27. Items discussed included .08 funding, parking lot information, and PMC overview. No action taken.

5:00 p.m. - Adjournment.

D062313C Commissioner Partch **moved** to adjourn the **March 8, 2004** meeting. Motion **seconded** by Commissioner Finch and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **March 15, 2004**. The foregoing action made this **8th** day of **March 2004**.

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

MARIBETH BECKER, CMC
Clerk of the Board

LES WIGEN, CHAIRMAN
Board of County Commissioners