

Minutes for March 15th, 2004

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062314 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **March 15, 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.

D062314A 1. Call to Order/BOCC Workshop.

Present: Kelli Campbell (9:30 a.m.).

062315 2. Items discussed included retrospective rating, hazardous mitigation plan, Sheriff's Albion contract, elections request/precinct options, Republican Women's meeting, and maintenance jail work reviewed. No action taken.

9:45 a.m. - Recess.

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

Present: Tammy Lewis and Kelli Campbell.

D062315A 3. Motion by Commissioner Finch to approve the consent agenda. Motion **seconded** by Commissioner Partch and **carried**.

062316 4. Claims/Payroll warrants numbered **160591-160829** for **\$143,644.37** approved.

FUND	FUND NAME	AMOUNT
001	Current Expense	57,156.08
102	Building & Development	184.56
103	Countywide Planning	200.55
104	Developmental Services	3,359.31
110	County Roads	13,918.39
114	Bulk Purchasing	2,039.13
118	Inmate Welfare	284.36
119	Emergency Services	112.57
123	Paths & Trails	344.49
127	Drug Enforcement	721.11
132	Auditor's Document Preservation	266.25
141	Washington Housing SHB 2060	1,538.20
320	Cap. Project/Outside Sources (Bond)	488.61
400	Solid Waste	6,591.89
410	Solid Waste Reserve	502.69

BOCC Minutes-03-15-04

501	Equipment Rental & Revolving	53,403.50
510	Photocopier Revolving	29.53
513	Communications Revolving	2,503.15

062317 6. March 8, 2004 minutes approved.

062318-062321 6. Personnel board orders approved.

10:05 a.m. - Tim Myers.

062322 7. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to approve the ASAP spray contract for the Bill Chipman Palouse Trail in the amount of \$4,200.00. (Same terms as in the 2003 contract.)

062323 8. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to approve the April 1, 2004-March 31, 2005 retrospective rating program contract. (Same terms as in the 2003 contract.)

062324 9. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to sign the January 1, 2004-December 31, 2006 Corrections Officers/Support Staff contract.

062325 10. The commissioners also signed the Washington Teamsters Welfare Trust subscription agreement for Corrections Officers/Support Staff for the same term.

062326 11. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to approve the 2004 CDBG-PS grant subrecipient agreement with Community Action Center.

062327 12. Notice was received from the Department of Community, Trade and Economic Development advising that the 2003 draft Consolidated Annual Performance and Evaluation Report dealing with the activities of the CDBG and CDBG-supported economic development loan fund programs, the HOME Investment Partnership, the Housing Opportunities for Persons with HIV/AIDS and Emergency Shelter grant programs is available for review.

062328 13. A listing of liquor licenses due to expire June 30, 2004 was received from the Washington State Liquor Control Board.

062329 14. A copy of a letter sent to Karl Dreher, Director, Idaho Department of Water Resources was received from Greg Royer, Vice President for Business Affairs, Washington State University.

15. The following executed copies were received:

062330 WSDOT local agency agreement supplement #3 for Green Hollow Road;

062331 WSDOT local agency agreement supplement #2 for Johnson Road.

10:15 a.m. - Joe Reynolds.

062332 16. Assessor Reynolds joined the meeting to discuss the MicroSolve maintenance agreement. He has been in contact with MicroSolve who will be sending an invoice. Due to budget constraints, the maintenance agreement was dropped 2 years prior and MicroSolve was paid on a per call basis at the rate of \$500 per call for an estimated \$3,000-\$4,000. MicroSolve will not carry Whitman County any longer without a \$4,400 agreement for support services. Since Whitman County also uses the Marshall & Swift tables, MicroSolve must also collect an additional \$2,100 based on current usage rates. The Assessor said he would try to absorb these fees within his current budget, but in the event he can't, he wanted the Board to be apprised of the situation early.

The Assessor also mentioned that he and other county officials would be seeing a demonstration on the Terra Scan computer system this week. This is a comprehensive system designed for all county functions.

062332A 17. The 2004 county dues were tabled until March 22nd.

D062332B 18. Commissioners' pending list reviewed.

D062332C 19. The commissioners reported on the request by the Port of Whitman County for co-location of fiber optics. The county will work with the Port to co-locate their fiber optics near the Fairgrounds at no charge.

10:30 a.m. - Fran Martin, Public Health/Emergency Management Director.

Present: Rich Levensgood and Tammy Lewis.

062333D Ms. Martin revisited the proposed Whitman County All Hazard Mitigation Plan outlining the plan as follows:

- \$ 2,100 - Phase 1 has been completed.
- \$10,000 - Phase 2 entails working with partners to complete the plan.
- \$15,000 - Phase 3 involves meeting only the necessary criteria at this point.
- \$15,000 - Phase 4 involves developing an addendum for terrorism paid for by Homeland Security funds.
- \$42,000 - Estimated total.

Once completed, the plan should sustain Whitman County for a number of years. She went on to discuss ways the county could accelerate this process.

Mr. Levensgood talked about working with the City of Pullman and WSU.

Commissioner Partch suggested writing a letter to Greg Royer WSU, followed up by a letter from the Board if necessary. Each city/town should also be notified in writing about this requirement. The cities/towns that want to opt out of the county's plan should notify the county of their decision in

BOCC Minutes-03-15-04

writing. Also, every city/town, excluding Pullman, should provide a monetary commitment towards developing this plan of \$.50 per resident. In addition each city/town should commit one individual as a contact person.

Commissioner Finch encouraged Ms. Martin and Mr. Levengood to work with the small cities/towns, Pullman and WSU so as not to reinvent the wheel.

Ms. Martin said the ultimate long-term goal is to have a regional plan in place that is very similar in order to react to any emergencies on Whitman County's eastern or southern borders.

Overall, Mr. Levengood said based on the information available to him at this time, the cost of the plan would be \$50,000.

10:55 a.m. - Kelli Campbell.

Discussion ensued about how best to deal with the individual who would be performing the duties of developing the plan.

- Contract for services for a specific amount;
- Contract for services at an hourly rate; or,
- Hiring an individual as a county employee.

11:00 a.m. - Dane Dunford and Mark Storey.

Motion by Commissioner Finch **seconded** by Commissioner Partch and **carried** to authorize the Director to proceed and return with a financial proposal.

Ms. Martin will also prepare all letters to the cities/towns and arrange a meeting with Pullman and WSU.

11:10 a.m. - Dane Dunford, Public Works Director.

Present: Mark Storey.

Action Items:

062333 1. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** that the CRAB Road Fund expenditures for fish passage barrier removal be signed as presented.

Maintenance Division:

D062333A 2. Weight restrictions have been lifted countywide with the exception of 3 roads.

D062333B 3. Districts 1 and 3 are hauling rock in the western portion of the county.

11:20 a.m. - Recess.

1:30 p.m. - 2004 Asphalt Bids.

Present: Dane Dunford, Mark Storey, Phil Meyer, and 2 bidders, Luke Zitterkoph of Idaho Asphalt and Dave Lynch of Koch Materials.

062334 The following bids were received, opened, and read aloud. Staff will make a recommendation for award March 22nd.

BIDDER	AMOUNT
Koch Materials Company	\$320,624.60
Idaho Asphalt Supply, Inc.	\$293,532.80

2:10 p.m. - Patti Von Bargaen, Whitcom Coordinator.

D062334A 1. The Coordinator announced the target date of June 1st to move to the new facility, which is the same date Whitcom is due to go live with the City of Moscow. Depending on any setbacks, the worse case scenario would be July 1st.

D062334B 2. Ms. Von Bargaen talked about various purchases for the new facility, explaining due to time constraints and the types of equipment necessary, most purchases will be sole sourced.

- Positron phone system - \$400,000 - purchased
- Plant phone system - \$500,000

The current phone system will remain in place as a back-up system at WSU.

According to the Prosecutor, Ms. Von Bargaen can sign the sales agreement obligating the county for the telephone system.

- Watson is the only provider that meets the sound and ergonomic requirements for desks and furniture. Watson agreed to sell to Whitcom at the state rate or below. To date, all their quotes have been below the state rates.

Zibech's is on state contract, but their furniture is metal and very harsh.

- Motorola upgrade to existing equipment - \$300,000 - purchased
- Dictaphone upgrade recently purchased - \$42,000 - purchased (processed through WSU)

The Coordinator will continue to update the commissioners on all major purchases. All other purchases are under \$7,500.

BOCC Minutes-03-15-04

Ms. Von Barga is also maintaining a comprehensive spreadsheet for all costs associated with the project. She will submit a complete package of all purchases for the commissioners at a later date.

Commissioner Partch commented that the next order of business for the commissioners is an interlocal agreement that specifies when the consortium takes over all issues and the county becomes the conduit for everything. The interlocal allows for a 6-month interim for accounting purposes beginning January 1, 2005. If the interlocal is approved as it presently stands:

- The City of Pullman will handle all human resource issues, information services, and payroll.
- Whitman County will handle all purchases, grants, and accounting.

A cost sharing formula must be devised that all parties agree upon. The cost for the city and county should be reduced since these entities are taking on more responsibilities and the costs for WSU would increase because its responsibilities are being decreased.

The goal for Whitcom is to become its own agency as of May 1, 2005.

062335 Motion by Commissioner Finch **seconded** by Commissioner Partch and **carried** to sign the sole source purchases resolution.

RESOLUTION NO. 062335

WHEREAS, Whitman County is a member of Whitcom, which provides E911 Dispatch and emergency services to the citizens and emergency services providers of this county; and

WHEREAS, it is in the best interests of the citizens of this county and of Whitcom to move from its present location on the WSU campus to a building at 2325 NE Hopkins Court in Pullman, WA; and

WHEREAS, it is in the best interests of the citizens of this county and of Whitcom for Whitcom to provide dispatch services to Moscow, ID and Asotin County, WA; and

WHEREAS, new equipment is needed to equip the new dispatch center and meet all of its emergency services needs and much of the equipment is specialized and available from only one source.

NOW, THEREFORE, the Board of Whitman County Commissioners hereby waives the competitive bidding requirements, as provided for in RCW 39.04.280, for the contracts to purchase all specialized, single-source equipment to be installed and used in the new Whitcom facility.

Dated this 15th day of March 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

2:35 p.m. - Board Business Continued/BOCC Workshop.

Present: Dane Dunford and Mark Storey.

D062335A 19. The items discussed revolved around transportation issues. No action taken.

3:10 p.m. - Board of Health.

Present: Fran Martin and John Skyles.

D062335B 1. The department is working on creating a county SARS plan.

D062335C 2. Staff is investigating a possible food born case whereby 20+ people, including residents and staff, in a housing facility became ill.

D062335D 3. A brief staff update provided by the Director.

D062335E 4. Staff has been working with the seniors and compiled a recipe book. One of the nurses visits each senior site monthly and conducts an education program about diets and will eventually extend this to physical activities.

D062335F 5. The ABCD dental program taught 1,560 pre-school to third graders about oral hygiene in 2003. Five new individuals from WSU are being trained to become tooth tutors in Pullman. The dentists have been very good about accepting other family members of ABCD clients.

A meeting on April 29th is designed for continuing education credits for doctors. They will learn about oral diseases in children and the application of varnishes for prevention as well as billing every time a fluoride treatment is performed on a child with medical coupons. The dentist can perform 3 treatments per year per child as well as the medical doctors. A child is then well protected against cavities.

BOCC Minutes-03-15-04

Ms. Martin is writing for the second year ABCD funding grant. She also sent a letter to Asotin County stating since they have not participated in the ABCD program and spoke against participation at a meeting, they would not be included in the second year funding unless they respond to Whitman County by March 22nd.

D062335G 6. Whitman County has had a tobacco partnership with "Prevention Pays", an Asotin County organization dating back to the tobacco settlement time when funding became available. Asotin County Health District did not want involvement. Prevention Pays asked the partnership to take them on which they did and have been working with them for 4 years. Now Asotin County is trying to get the contract back for them.

D062335H 7. Ms. Martin is meeting with the school superintendents next month to talk about 2 issues: 1) more funding for the nurses time and 2) sign interlocal agreements with the county to use their facilities free of charge in the event of an emergency with the stipulation that the school would be reimbursed for any school supplies used while in the facilities.

D062335I 8. As promised, the SmileMobile will be returning.

D062335J 9. The Director felt dental care for children is being well covered and now it is time to look at assisting adults and geriatric patients with oral health.

D062335K 10. Mr. Skyles reported on Rotor Rooter's interest to establish a regional septage dewatering facility at the Port of Wilma that can accommodate them.

D062335L 11. Mr. Skyles also talked about a skunk incident in the Ewan area. The skunk tested negative for rabies.

062336 12. Mr. Skyles presented revised Solid Waste Regulations for future adoption by the Board. If the regulations are not adopted, the county's CPG grant will be in jeopardy. A hearing will be scheduled for this purpose.

3:40 p.m. - Sherry Partch.

D062336A 13. Commissioner Finch advised Mr. Skyles of a serious mosquito habitat in the Pullman area. Mr. Skyles agreed to install a mosquito trap in the area of concern.

062337 14. Ms. Martin presented a resolution amending the current billing procedure from \$.50 to a minimum \$1.00 finance charge. Commissioner Finch suggested the finance charge be changed from 1% per month or 12% per annum to 1.5% per month at 18% per annum with a minimum \$10.00 billing charge.

Motion by Commissioner Finch **seconded** by Commissioner Partch and **carried** to sign a resolution revising the Public Health current billing policy from a

1% per month or 12% per annum interest rate to a 1.5% per month/18% per annum with a minimum billing charge of \$10.00.

RESOLUTION NO. 062337

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

In the matter of amending the Whitman County Public Health Billing and Collection Procedures.

WHEREAS, the Board of Whitman County Commissioners, acting as the Board of Health, met in a regular session on March 15, 2004; and,

WHEREAS, the Board has reviewed the proposed Billing and Collection Policy and finds that changes are necessary and in the best interest of the citizens of Whitman County.

NOW, THEREFORE, BE IT RESOLVED that the following attached amendment to the Whitman County Public Health Billing and Collection Procedures be adopted and implemented effective April 1, 2004.

ADOPTED this 15th day of March 2004 and effective as of April 1, 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

**Billing Procedures
Whitman County Health Department**

- Every effort will be made to collect fees, medical coupons, purchase orders, vouchers, or Medicare authorization at the time of service.
- Fees are to be paid at time of service. If fees are not collected at the time of service, the client will be billed within ten (10) working days.

After 30 days	All bills will state that they are due within thirty-days (30) of receipt of the statement.
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BOCC Minutes-03-15-04

After 60 days	<p>If no payment at the end of thirty-days (30) days, a new statement will be issued.</p> <p>"A 1.5% per month or 18% per annum Finance Charge will be added to the account or a minimum of \$ 10.00. Please remit or contact our office."</p>
After 90 days	<p>If no payment or payment plan has been completed in the next thirty-days (30) (total 60 days out since service), a 1.5% per month or 18% per annum finance charge will be added and the repeat of the past due statement.</p> <p>Personal Health Services Fees (i.e. Children's Immunes and/or Communicable Disease Testing) that are mandated by Department of Health will not be sent to collections but will be collected to the best of the ability of the Department.</p> <p>Fees that are eligible to be sent to collections include:</p> <p>Adult Immunizations All Environmental Health Fees</p> <p>Past Due Accounts that are in the category that are eligible to be sent to collections will have the following statement:</p> <p>"Past Due, a 1.5% per month or 18% per annum Finance Charge has been added. Please remit or contact our office immediately. If we do not hear from you within 15 days this account will be turned over to Valley Empire Collection, 11707 E Montgomery, Spokane, Washington 99206."</p>

D062337A 15. The next Board of Health meeting is April 20th.

4:00 p.m. - Adjournment.

D062337B Commissioner Partch **moved** to adjourn the **March 15, 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 22, 2004**. The foregoing action made this **15th** 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