

BOCC MINUTES-03/19/18

080035 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, March 19, 2018** at **9:00 a.m.** Chairman Dean Kinzer, Arthur D Swannack and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Jim Potts and Zach Kennedy (via phone), Gary Petrovich, Mark Storey, Bill Tensfeld, Jana Mathias, Scott Jackson (9:00 a.m.), Chris Nelson (9:10 a.m.), Eunice Coker (9:20 a.m.).

080036-080038 1-3. The following items were discussed but no action was taken.

- Lobbyist Update
- Elections Staffing
- Duncan Springs Road Temp. Closure
- Lincoln National Annuity
- Whitcom Equip. Shelter AC
- Martin Hall Budget Amend.
- Sophos Contract Renewal
- EWCOG Clerical
- Strategic Planning

10:00 a.m. - Recess.

10:15 a.m. - Flag Salute.

Present: Paul Spencer, Chris Nelson, Kelli Campbell, Eunice Coker, Sharron Cunningham, Gary Petrovich and Scott Jackson.

D080038A 4. Pledge of Allegiance.

Consent Agenda:

080039 5. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to accept the consent agenda as presented.

080040-080040 6. Treasurer's Wire Transfers and Check Report in the amount of **\$17,044.76** and General Claims/Veterans' Relief warrants numbered **335122-335283** for **\$234,120.36** approved.

080041 7. February 20, 2018 minutes approved.

080042-080045 8. Personnel change orders approved.

080046 9. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to authorize the publishing of the 2018-19 CDBG-PS hearing.

080047 10. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to authorize early closure of the Courthouse on March 29, 2018 and authorize publishing of the same.

080048 11. Commissioner Swannack **moved** Commissioner Swannack **seconded** the motion and it **carried** to appoint John Snyder to the Whitman County Citizens' Commission on Salaries for Elected Officials, position #5 representing Commissioner District #1.

080049 12. Motion by Commissioner Largent **seconded** by Commissioner Swannack and **carried** to reappoint Guy Williams to a 4-year term, expiring 12/31/21 on the Planning Commission.

080050 13. Motion by Commissioner Largent **seconded** by Commissioner Swannack and **carried** to approve the 01/01/18-12/31/20 Washington Teamsters Welfare Trust Subscription agreement as presented.

080051 14. Motion by Commissioner Largent **seconded** by Commissioner Swannack and **carried** to approve the Deputy Sheriff Association agreement for 2018-2020 as presented.

10:20 a.m. - Garth Meyer.

080052 15. Motion by Commissioner Largent **seconded** by Commissioner Swannack and **carried** to move the approval of the Purchase Agreement with Trebron Company for the 48-month extension of Sophos Endpoint Protection software and authorize the Chair of the Board of County Commissioners to sign on behalf of the Board on the purchase agreement.

080053 16. Motion by Commissioner Largent **seconded** by Commissioner Swannack and **carried** to approve the resolution adopting the new Accounts Payable policy as presented.

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

In the Matter of Adopting) RESOLUTION NO. 080053
the Accounts Payable Policy)

WHEREAS, the proper operation of government requires a policy for the definition and usage of Accounts Payable to consistently provide efficient, timely, and reliable service to all of our customers including our vendors and employees while maintaining the correct documentation and internal controls.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the attached Journal Entry Policy be adopted.

Dated at Colfax, Washington this 19th day of March, 2018 and effective as of March 1, 2018.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

Arthur D Swannack, Commissioner

Michael Largent, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board



ACCOUNTS PAYABLE POLICY

Policy: POL-503-AUD • **Effective Date:** March 1, 2018 • **Res. #** 080053

Cancels: New

Purpose:

To consistently provide efficient, timely, and reliable service to all of our customers including our vendors and employees.

Accounts Payable, a unit of the Auditor's Office, is primarily responsible for processing payment documents related to purchase orders, vendor invoices, and travel using the

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current financial software Accounts Payable Module, while complying with County Code, state and federal policies and grants, procedures, and regulations. This policy does not include Treasurer's Checks that are solely used for reimbursing property tax overpayments, refunding property taxes, and distributions to Special Purpose Taxing Districts and other entities for monies collected on their behalf; and electronic payments initiated by departments and executed through the Treasurer's Office.

Definitions:

BOCC - Whitman County Board of County Commissioners

Affidavit of Lost Receipt - In the rare occasion that a receipt is lost, a request for reimbursement can be made by submitting a completed Affidavit of Lost Receipt for the missing receipt. If approved by the supervisor, it will be processed through the normal approval process.

Accounts Payable - Whitman County Auditor's Accounts Payable Department

General Policy:

Payment by the County must be supported by a source document, which in most instances is an independent invoice. The invoice represents confirmation that a product or service was provided to the County. Since the County has a decentralized purchasing system, the majority of invoices are received within the department that requested the product or service. All requests for reimbursement must contain the underlying detail that comprises the total expense incurred. Upon receipt of an invoice it is the responsibility of the department initiating the product or service for the following:

- Check budget availability in the accounting software's general ledger module
- Check cash availability in the accounting software's general ledger module if the fund is outside the General Fund/Current Expense (001)
- If the vendor is new to the County, a completed and signed W-9 must be turned in to Accounts Payable before the vendor can be paid.
- Original invoice or receipt - The invoice or receipt with a clear description of the purchase must be available. A work order or statement are not acceptable but can be used as supporting documentation.
- Ensure that the County Code and any other regulations are followed.

Deadlines:

Invoices, proper backup documentation, and Affidavits of Lost Receipt will be turned in to Accounts Payable on Monday of each week by 5:00 p.m. to be paid by the following Monday unless otherwise advised by Accounts Payable of a temporary, alternative schedule.

Void Warrants and Stop Payments:

Warrants can only be voided if returned to Accounts Payable or by written request. Stop Payment requests should go to Accounts Payable.

Replacement Warrants:

An Application for Duplicate Instrument form shall be filled out, signed, notarized and turned in to Accounts Payable. The form is available from Accounts Payable. Only after thirty or more days past the issue date of the warrant can a duplicate payment be issued.

New Vendors:

Only Finance Personnel in the Auditor's Office can generate a New Vendor. A new vendor request from departments will accompany a properly completed and signed W-9.

Temporary Vendors:

Only per request in advance from Accounts Payable may an Accounting Liaison generate and use a Temporary Vendor.

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Special Batch/Emergency Payment:

There are rare, unique occasions a bill/invoice must be paid outside the normal Account Payable cycle, so Accounts Payable must be notified first. The batch and a memo asking for permission for payment must be approved and signed for by a Commissioner. An email approval from the Commissioner is acceptable.

BOCC approval:

The BOCC will approve the following Accounts Payable warrants through their official minutes:

- Warrants through the Accounts Payable Process specifically paid on the County's behalf
- Payroll warrants and direct deposits

Per the Whitman County Prosecutor's opinion, the BOCC will not approve garnishment warrants paid on behalf of the County employee.

1099 preparation

Any payments made to an independent contractor or an unincorporated vendor for services require the County to prepare and mail a Form 1099 after the calendar year-end. When requesting payment to an individual for services rendered, the department should obtain the individuals social security number and a valid mailing address with a completed W-9 form.

080054 **17. Motion** by Commissioner Largent **seconded** by Commissioner Swannack and **carried** to approve the resolution adopting the new Journal Entry policy as presented.

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

In the Matter of Adopting)	RESOLUTION NO. <u>080054</u>
the Journal Entry Policy)	

WHEREAS, the proper operation of government requires a policy for the definition and usage of various types of journal entries within the County's accounting system to ensure that they are properly prepared, documented, reviewed, approved and stored in a uniform and consistent manner for easy accessibility while maintaining the correct internal controls.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the attached Journal Entry Policy be adopted.

Dated at Colfax, Washington this 19th day of March, 2018 and effective as of March 1, 2018.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

Arthur D Swannack, Commissioner

Michael Largent, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board



JOURNAL ENTRY POLICY

Policy: POL-504-AUD • **Effective Date:** January 1, 2018 • **Res. #** 080054
Cancels: New

Purpose

This document defines the policy for Whitman County that ensure all journal entries (JE) recorded in the general ledger are properly prepared, documented, reviewed, approved, and stored in a uniform and consistent manner for easy accessibility.

Scope

This policy applies to all Whitman County employees involved in the creation, processing, approval, and recording of journal entries. This policy excludes journal entries that are system generated and posted automatically to the general ledger. This policy defines: 1) types of Journal Entries and their required approvals, and 2) support documentation requirements.

Definitions

General Ledger: The general ledger contains all Whitman County financial transactions and resides on the current financial accounting system.

Journal Entry: A journal entry records financial transactions in the general ledger. Whitman County utilizes the double entry accounting system, thus there are always both debit and credit journal entry lines and the total debits must equal the total credits. The exceptions are a Budget Adjustment and Encumbrance Adjustment where debits and credits do not match.

Supporting Documentation: Supporting documentation consists of source documents, supportive calculations, and/or other items necessary to substantiate the accuracy and appropriateness of a journal entry. All journal entries are required to have supporting documentation. Supporting documentation must be stored and available at the time the preparer submits the journal entry for approval. Typical supporting documents included, but are not limited to, general ledger reports, worksheets with supportive calculations, copies of source documents such as check requests, purchase requisition, travel expense reports and third party reports/statements.

Automated/System Generated Entry: A journal entry that is generated and submitted to the general ledger through an interface with a subsidiary application.

Preparer/First Departmental Approval: The individual who creates the journal entry and compiles the supporting documentation. The preparer is responsible for uploading the journal entry and supporting documentation in the designated storage medium.

Second Departmental Approval: The individual who is responsible for reviewing the journal entry and supporting documentation for validity, accuracy, and completeness prior to approving for posting it into the General Ledger.

Available Types of Journal Entries:

Journal Entry - Department Generated

Journal Entry - System Generated

Budget Adjustment - Created after a BOCC-approved budget amendment

Encumbrance Adjustment - Through the Purchase Order system.

Policy

Department-Generated Journal Entries:

Each approval on a Journal Entry must be from a separate individual. Whomever creates a Journal Entry may not execute the second approval or final approval and post the Journal Entry.

- The preparer/first departmental approval creates the journal entry, assures the debits and credits are equal, implements the due to/due from as needed, and uploads the appropriate documentation. If a Journal Entry effects another department, the preparer will insure a copy of the Journal entry is sent to the department's accounting liaison.
- The second departmental approval reviews the entries and documentation for correctness. Some small departments' elected officials/department heads request other department's personnel to be available for the second approval.
- The final approval and posting happens at the Auditor's Finance level where the debits, credits, backup, and account coding are inspected. The final approver is not allowed to be involved in any part of the journal entry's creation.
- Backup documentation must fully demonstrate the need for the journal entry. If correcting an already-posted journal entry, then that journal entry must be included in the description and the documentation.

System-Generated Journal Entries - Receipt Batch:

A revenue collections batch is created at the department level. The preparer/first departmental approval provides the second approver the backup/explanation of the revenue collection. The payments, receipt batch, and backup are taken to the Treasurer's Office for deposit.

Two members of the Treasurer's Office approve the Receipt Batch. The Auditor's office reviews the journal entry for proper documentation and posts it.

System-Generated Journal Entries - Accounts Payable Invoice Entry and Invoice Payment Batch Post Auditor's Accounts Payable/Warrant Batches:

Invoice Entry Batches are created at the department level. The preparer/first departmental approval creates the batch and gives the appropriate documentation to the second departmental approver. After the second departmental approval, the department sends all information to the Auditor's Accounts Payable.

The Accounts Payable person reviews the batch for appropriate information and account coding and then approves the Invoice Batch.

The Accounts Payable person creates an invoice batch, bringing in one or several departments to pay. That person approves the batch and hands all documents to a second approver in the Auditor's Office. The system then creates an Accounts Payable Invoice Entry that speaks to the expense accounts and cash, and an Invoice Payment Batch Post after those invoices have warrants created.

The Accounts Payable Invoice Entry and Invoice Payment Batch Post system-generated journal entries are reviewed, validated, and posted by the Auditor's Finance staff.

Treasurer's Checks:

Treasurer's checks have two approvals at the department level. The Accounts Payable Invoice Entry system-generated journal entries are reviewed, validated, and posted by the Auditor's Finance staff.

Budget Adjustment Journal Entries:

A budget adjustment journal entry is prepared after the approval of a BOCC budget amendment. There are two departmental approvals and one final approval to review the increases and decreases as directed.

Encumbrance Adjustments-System Generated:

Encumbrance adjustments are system generated through the purchase order process and are a one-sided entries. The two departmental approvals occur during the purchase order process, and the final approval and posting is done when the purchase order process creates a system-generated encumbrance adjustment.

Encumbrance Adjustments-Auditor Generated:

There are several instances, especially beginning a new fiscal year, where purchase orders accidentally completed in the incorrect fiscal year. To ensure that at the end of a fiscal year that no encumbrances remain, a manual adjustment of the encumbrances is initiated through an encumbrance journal entry by the Auditor's Office and must go through two departmental approvals and one final approval and posting along with proper documentation.

CORRESPONDENCE:

D080054A 18. The following correspondence was received:

080055 18A. An amendment to the 10/16/17 engagement letter for the Office of the Washington State Auditor's Office was signed by the Chairman.

080056 18B. Notice of an extension to the Electric Vehicle Charging station program was received from Paul Kimmell of Avista.

080057 18C. Information pertaining to the Palouse Cove addition to the Town of Palouse was received.

080058 18D. Information pertaining to marijuana licenses due to expire 08/31/18 was received from the Washington State Liquor and Cannabis Board.

080059 19. Commissioners' pending list reviewed.

10:45 a.m. - Bill Tensfeld, Mark Storey, Garth Meyer, Paul Spencer, Scott Jackson.

080060 20. Gary Petrovich provided the February 2018 budget performance report.

February Current Expense Revenue -	\$ 651,819.00
YTD Current Expense Revenue -	\$1,616,615.00
February Current Expense Expenditures -	\$ 956,412.00
TYD Current Expense Expenditures -	\$3,299,875.00

080061 21. Representatives from the Whitman County Conservation Districts provided the following project updates:

Present: Jennifer Boie and Brad Johnson of Palouse CD and Dan Hardwood and James Schierman of Palouse-Rock CD. Raymond Brown of Pine Creek CD and Brian Bell if Whitman CD were unavailable. Others in attendance: Mark Storey, Brandon Kruger, Barbara O'Donnell, Paul Spencer, Scott Jackson and Garth Meyer.

Jennifer Boie and Brad Johnson - Palouse Conservation District:

- Palouse Watershed Regional Conservation Partnership
- Soil Health Program
- Paired Watershed Study
- Emergency Fire Recovery
- Voluntary Stewardship Program

Dan Harwood and James Schierman - Palouse-Rock Lake Conservation District:

- Direct Seed Program
- Installation of livestock exclusion fencing
- Planting of 25,000+ trees/shrubs
- Aquaspray technology for soil measurements

Pine Creek Conservation District

Flood control cooperative plan
Direct seeding implementation
Conservation planning and GIS mapping
Riparian development
Agricultural burn permits

Whitman Conservation District

Grazing cover crop on fallowed fields and grant
Cost-share information for livestock fencing
Cost-share information for electrical conductivity mapping
Cost-share information for tractor GPS navigation system

11:30 a.m. - Public Works.

Present: Mark Storey, Brandon Kruger, Barbara O'Donnell, Paul Spencer, Scott Jackson and Garth Meyer.

080062 21A. The following Public Works related issues approved/updated:

ACTION ITEMS:

080063 22. The regular meeting was recessed and the hearing convened by the Chairman for revisions to the Six-Year Transportation Improvement Plan.

Staff report provided by Mark Storey stating the changes are a result of federal fiscal changes and he recommended approval.

The hearing was opened to public comment. There being no comments the hearing was adjourned and the regular meeting reconvened.

080064 23. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the resolution amending the Six-Year Transportation Improvement Plan (TIP) 2018-2023.

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

In the Matter of the Amended Six Year Transportation Improvement Program (2018-2023))
) **RESOLUTION NO. 080064**
)

WHEREAS, the Public Hearing was held on the 19th day of March, 2018; and

WHEREAS, Notice of the Public Hearing was published according to law and all present wishing to speak for or against said amendment have been heard; and

IT IS HEREBY RESOLVED that the attached Amended Six-Year Transportation Improvement Program be adopted as presented.

DATED this 19th day of March, 2018.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

ATTEST:

Arthur D Swannack, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

1. Almota Road
2. Almota Road
3. Countywide Safety Improvements-Pavement Markings/Rumble Strips
4. Hume Road
5. Pullman Airport Road
6. Farmington Road Overlay 2
7. Countywide Safety Improvements-Guardrail
8. Johnson Area Roads
9. Green Hollow Road Phase 3
10. Green Hollow Road
11. Johnson Road

080065 **24.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve signing the County Road Administration Board (CRAB) Digital Submittal Certification for Traffic Law Enforcement.

080066 **25.** The Director recommended the speed limit on a portion of the Whelan Road be reduced to 35 MPH from 50 MPH to be consistent with other roads leading up to the Whelan Road. **Motion** by Commissioner Largent **seconded** by Commissioner Swannack and **carried** to approve the resolution establishing a speed zone change on Whelan Road.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON**

In the Matter of Establishing)	RESOLUTION NO. <u>080066</u>
Speed Limits for an Improved)	
County Road, Whelan Road #5515,)	ORDER ESTABLISHING SPEED LIMITS
Whitman County, Washington)	

BEFORE THE BOARD OF COUNTY COMMISSIONERS of Whitman County, Washington in the matter of changing the speed limit on a certain county road pursuant to R.C.W. 46.61.415;

WHEREAS, the BOARD has received a request and recommendation from the County Engineer to consider changing the posted speed limits on a portion of the Whelan Road #5515, and

WHEREAS, the County Engineer has assessed the character and use of the road with respect to the existing posted speed limits, and believe the regulatory speed limits could be made to be more consistent with the conventions used on other similar roads within Whitman County, and,

WHEREAS, the County Engineer is of the opinion that the safety of the portion of the road starting from SR27 and extending out beyond Kitzmiller Road and several business approaches, to milepost 0.433, would be better served through a reduced regulatory speed, and,

WHEREAS, the BOARD has considered and accepted the recommendation of the County Engineer summarizing benefits of changing the posted regulatory speeds along the road segment,

IT IS HEREBY RESOLVED that the maximum speed limit for the Whelan Road #5515, MP 0.00 to MP 0.433, shall be set at 35 mph, and the remainder of the road shall remain at 50 mph. The change shall be implemented on March 20, 2018. It is further resolved that the road shall be posted with fixed signs indicating the maximum speed.

ADOPTED this 19th day of March, 2018.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

Arthur D Swannack, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

DIVISION UPDATES:

D080066A 26. The following division updates provided by Public Works staff.

Solid Waste Division:

D080066B 26A. Lining work has been completed on the evaporative ponds; as of today Mr. Storey said he will be notifying the contractor of their substantial completion.

Maintenance Division:

D080066C 26B. Brandon Kruger indicated some roads have been reopened; hauling gravel on open roads and grading; failed culvert pipes have been repaired/replaced; and temporary emergency closure of the Duncan Springs Road this morning. Mr. Storey added the steel culverts are aging requiring replacement. Trying to inspect large culverts to determine when they might need to be replaced. The department is unable to inspect the 2 foot culverts. In response to Commissioner Kinzer's inquiry Mr. Storey said composite pipes will burn when ditches are burned and he was not convinced to use plastic pipes; galvanized steel pipes provide the county with 50 years of service.

D080066D 26C. Gnaedinger and Bauer crushing projects are now completed and crushed material is being hauled out.

D080066E 27. Approved documents signed.

12:00 p.m. - Recess.

1:30 p.m. - Reconvene/Board Business Continued.

Present: Mike Berney, Greater Columbia Behavioral Health (GCBH).

080067 28. Mr. Berney reviewed the regular Board meeting held on March 1, 2018 of the Greater Columbia Behavioral Health Organization (GCBH) Board of Directors. The February 2018 Board meeting was cancelled.

D080067A 28A. **GCBH Executive Session(s):**

Held towards the end of the meeting to discuss "on-going" matters. No decisions were made after the Executive Session ended and the Board came back into regular session.

D080067B 28B. **GCBH Funding and Fiscal Operations Committee:**

The committee did not meet in February.

D080067C 28C. **GCBH Regional Addendum Development Committee:**

- This Committee was established at the December Board meeting to develop recommendations for the Board to consider regarding input to the Request for Proposals (release date: 2/15/18), from the Health Care Authority, for full integration within

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Greater Columbia. The integration manager from the HCA was in attendance to answer questions/provide information.

- Greater Columbia will not have any representatives on the scoring committee for the submitted RFPs.
- The idea of a Leadership Council was discussed once the Greater Columbia Behavioral Health Organization moves to full integration and ceases to function as a BHO for Medicaid funding. There is a question if this would be redundant if the BHO becomes an Administrative Service Organization (ASO). Discussions will be ongoing.
- Discussion on whether to assign the Funding Committee the task of developing a draft plan for the Early Adopter Incentive dollars to be submitted to the Health Care Authority. The Board approved assigning this task to the Committee.

D080067D 28D. GCBH Regional Office Update:

- From the Director:
 - Reviewed draft State Supplemental Budgets.
 - Presented the idea of developing a graduated severance package for Regional Office staff to encourage employees to stay until GCBH ceases to exist. Board members seemed to be supportive of the idea.
- From the Attorney:
 - The next step in forming the LLC is approval by the Greater Columbia Counties of an Operating Agreement. This is needed for the BHO to become an ASO and will need to be done fairly quickly. For this reason the plan is to develop a short-term agreement while working on the longer-term one.
- Children Services:
 - The State hopes to close the WISe Settlement Agreement by this spring but the negotiations are not going well.
- Single Bed Certifications.
 - It was requested that a Court Fee for Whitman County be included in the upcoming State Contract Amendment.

1:50 p.m. - Recess.

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

Present: Kelli Campbell, Mark Storey and Brandon Kruger.

080068 29. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to go into executive session with the above individuals until 2:30 p.m. in accordance with RCW 42.30.140(4) (a) for matters related to negotiations.

2:30 p.m. - Return to Open Session/Recess.

D080068A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, March 26, 2018 at 9:00 a.m.** Chairman Dean Kinzer, Arthur D Swannack and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

9:00 a.m. - Reconvene/Board Business Continued.

D080068B 30. Approved consent agenda items signed.

080069-080070 31. Treasurers Wire Transfers and Check Report in the amount of **\$316,665.01**, Payroll warrants numbered **335295-335300** for **\$385,028.45** and General/Veterans' Relief/Payroll warrants numbered **335302-335426** for **\$102,660.17** approved.

080071-080077 32. Personnel change orders.

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9:05 a.m. - BOCC Workshop.

Present: Gary Petrovich, Mark Storey, Bill Tensfeld, (9:05 a.m.), Eunice Coker and Cindy Pitts (9:10 a.m.) and Alan Thomson (10:05 a.m.).

080078-080079 33-34. The following items were discussed but no action was taken.

- Elberton/Recreation Conserv. Office
- Martin Hall Census/Budget Amendment
- Active Shooter Exercise
- Commissioners' Pullman Precincts
- DOL Vehicle Fees Oversight
- PBAC Retreat
- Vehicle Charging Stations
- Kilpatrick Road Closure
- Solid Waste Trans. Station Bonds
- Solid Waste Effluent Project
- Agricultural District/Dr. Office
- Bridge Photos
- Lamont Disincorporation Info.
- County Liability Insurance
- Open Government/Profit Software
- WFOA Seminar

080080 35. Executive Session not held.

11:00 a.m. - Adjournment.

D080080A Commissioner Largent **moved** to adjourn the **March 19 and 26, 2018** meeting. Motion **seconded** by Commissioner Swannack and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **April 2, 2018**. The foregoing action made this **26th** day of **March 2018**.

ss/ DEAN KINZER, COMMISSIONER
ss/ MICHAEL LARGENT, COMMISSIONER

MARIBETH BECKER, CMC
Clerk of the Board

DEAN KINZER, CHAIRMAN
Board of County Commissioners