

Minutes for March 21, 2011

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071724 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, March 21, 2011** at **9:00 a.m.** Chairman Greg Partch, Patrick J. O'Neill and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Gary Petrovich, Maribeth Becker and Kelli Campbell.

071725 1. Items discussed included financial update, 2011 budgeted in New World system, outsourcing portions of payroll, revenue priorities, and WCIF/WCIP assessment. No action taken.

9:40 a.m. - Recess.

10:05 a.m. - Board Business Continued/Pledge of Allegiance.

Present: Kelli Campbell

D071725A 2. Motion by Commissioner O'Neill to accept the consent agenda. Motion **seconded** by Commissioner Largent and **carried**.

071726 3. Claims/Payroll warrants numbered 250650-250761 for **\$614,410.40** approved.

FUND	FUND NAME	AMOUNT	AMOUNT
001	Current Expense	47,736.48	51,438.04
102	Building & Development	1,709.20	2.40
103	Countywide Planning	1,838.60	6.00
104	Developmental Services		39,402.64
110	County Roads	16,506.20	87,777.67
118	Inmate Welfare		426.66
123	Paths/Trails-BCPT 123.310.001		12.72
126	Treasurer's O&M		506.66
127	Drug Enforcement-Quad City	400.00	155.73
128	Crime Victims/Witness-Pros. 000	350.00	
135	Prosecutor's Stop Grant	150.00	
144	Emerg. Communicat. 144.260.001	250.00	
400	Solid Waste	800.00	18,179.83
501	Equipment Rental & Revolving	4,697.40	115,137.33
515	Info. Technology 515.320.001		19,169.16

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515	Info. Technology	515.320.002		75.35
660	Whitcom-General	660.911.000		15,280.77
660	Whitcom-Grant	660.911.001		939.70
690	Clearing-Fair Build.	690.010.005	190,058.87	

071727 4. March 7, 2011 minutes approved.

071728 5. Ms. Campbell submitted the first section of the updated Personnel Policies/Procedures for the commissioners' consideration. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to adopt the revised Introduction to Personnel Policies and Procedures.

**RESOLUTION NO. 071728
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF the action of adoption for the Whitman County Policy Introduction to Personnel Policies and Procedures;

WHEREAS, this policy has been updated for clarification purposes,

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-100-10-HR Introduction of Personnel Policies and Procedures.**

Dated this 21st day of March 2011 and effective as of April 1, 2011.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

ATTEST:

Patrick J. O'Neill, Commiss.

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

INTRODUCTION TO PERSONNEL POLICIES AND PROCEDURES

Policy: POL-100-10-HR

- Effective Date: 3/21/2011
- **Reso. #: 071728**
- **Cancels:** Res. 060865 & B1

- **Reference:** None

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.

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.

4. General Definitions

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Definitions have been created for the general use of this manual. Additional definitions are listed with the appropriate policy. The list is not intended to be all inclusive and may be updated at the County's discretion.

Appeal: a complaint filed by an employee or group of employees pertaining to employment conditions or personnel practices based on specific provisions of these rules.

BOCC: Board of Whitman County Commissioners

Department Head: elected or appointed officials vested with the authority to administer the functions of a County Department.

Disciplinary Action: action taken to correct the improper conduct or inadequate performance of an employee.

Elected Official: an individual placed in a position of authority by a majority popular vote and being subject to the provisions of the office as set forth by Washington State law.

Full-time Regular: an employee who works an average of one hundred seventy-three (173) hours per month.

Lay-off: separation from county service because of a shortage of funds or materials, abolishment of the position or for other reasons not reflecting discredit on an employee and for reasons outside of the employee's conduct.

Leave Without Pay: an absence from work while on a non-paid status.

Part-time Regular: an employee who normally works fewer than one hundred seventy-three (173) hours per month. A part-time employee who regularly works eighty (80) hour or more per month will be entitled to pro-rated benefits as set forth by County policy.

Personnel Action: any action taken with reference to appointment, compensation, promotion, transfer, layoff, dismissal or any other action affecting status of employment.

Regular Employee: an employee who has satisfactorily completed his/her probationary period and is employed to fill a regularly funded position. The term regular shall not be interpreted to mean permanent, as no positions or employees are guaranteed permanency.

Temporary or Seasonal Employee: an employee hired for an intermittent or specified period of time, for a season, for a job of limited duration

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or for a non-recurring work project. Temporary employees are not eligible for benefits except those required by law.

Volunteers: individuals who have chosen to offer their services to perform any assigned or authorized duty. Volunteers are not employees of the County as such receive no compensation, are not benefit eligible, and have not claim for continued service with the County.

Work Day: any day which an employee is employed in his/her duties as a County employee regardless of the number of hours that day.

Work Week: Five eight hour days within a seven day period beginning on Monday at 12:00 a.m. and ending Sunday at 11:59 p.m. unless otherwise approved by the department head and/or a collective bargaining agreement.

071729 6. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to sign a proclamation proclaiming April 2011 as National County Government month.

P R O C L A M A T I O N
NATIONAL COUNTY GOVERNMENT MONTH - APRIL 2011
"SERVING OUR VETERANS, ARMED FORCES AND THEIR FAMILIES"

WHEREAS, the nation's 3,068 counties provide a variety of essential public services to communities serving more than 300 million Americans; and,

WHEREAS, Whitman County and all counties take seriously their responsibility to protect and enhance the health, welfare and safety of its residents in sensible and cost-effective ways; and,

WHEREAS, Whitman County honors and thanks our residents who have served this country through military service; and,

WHEREAS, county government delivers many important services to America's veterans, military service members and their families, including physical and mental health, housing, employment and justice; and,

WHEREAS, the National Association of Counties is the only national organization that represents county governments in the United States; and,

WHEREAS, the National Association of Counties has encouraged counties across the country to actively promote their own programs and services; and,

WHEREAS, Whitman County and the National Association of Counties are working together to "Restore the Partnership" among all levels of government to better serve American communities.

NOW, THEREFORE, BE IT RESOLVED THAT the Whitman County Commissioners do hereby proclaim

April 2011 as National County Government Month

and encourage all Whitman County officials, employees, schools and residents to participate in county government.

Dated this 21st day of March 2011.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

ATTEST:

Patrick J. O'Neill, Commiss.

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

071730 7. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to sign a proclamation proclaiming April 9-16, 2011 as Week of the Young Child. Commissioner O'Neill noted that Sue Kreikemeier at Early Learning Services does a good job.



Early Years Are Learning Years®

PROCLAMATION

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Whereas, Whitman County and other local organizations, in conjunction with the National Association for the Education of Young Children, are celebrating the Week of the Young Child, April 9-16, 2011; and,

Whereas, these organizations are working to improve early learning opportunities, which are crucial to the growth and development of young children, and to building better futures for everyone in Whitman County, Washington; and,

Whereas, all young children and their families across the country and in Whitman County deserve access to high-quality early education and care; and,

Whereas, Whitman County recognizes and supports the people, programs and policies that are committed to high-quality, early childhood education as the right choice for kids.

NOW, THEREFORE, the Whitman County Commissioners do hereby proclaim April 9-16, 2011 as the Week of the Young Child and encourage all citizens to work to make a good investment in early childhood in Whitman County.

Dated this 21st day of March 2011.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

ATTEST:

Patrick J. O'Neill, Commiss.

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

071731 8. A copy of the comments sent to the Planning Department regarding the addendum to First Wind's draft EIS was received from Carolyn Kiesz.

071732 9. A certificate of authenticity and a copy of Pullman Ordinance 11-5 annexing property to the city was received.

071733 10. Energy Services authorization No. 2011-189-A(I) for McKinstry was received from the Department of General Administration.

071734 11. Commissioners' pending list reviewed.

10:20 a.m. - Janet Schmidt/Steve VanVleet, WSU Extension.

Present: Jeslyn Lemke.

D071734A 12. The extension agents reviewed current programs and responsibilities:

Steve Van Vleet:

- As part of the Farmer-to-Farmer program, Mr. VanVleet will be hosted for 3-weeks in the eastern Europe working with farmers on conservation tillage
- Spillman Farms Crop Diagnostic Clinic will be held July 6th followed by the Spillman Farm Day July 7th
- Ventenata studies are in progress; this is an invasive winter annual weed similar to cheat grass that outcompetes other grasses and broadleaves; it is being monitored/quality of grazing evaluated;
- Currently conducting a Wheat Stem Rust study; numerous varieties have been identified in Whitman County; Stem Rust winters on the Barberry shrub
- The Nematode Worm is being studied in many locations in Whitman County; this insect causes nodules in wheat and grass roots
- CRP grazing is an on-going program for Mr. VanVleet
- Another Grain Marketing workshop will be held March 28th at the Clarkston Event Center
- Mr. VanVleet continues to work with the cattlemen on water issues
- Last year Whitman Conservation District/WSU Extension received a \$56,000 USDA Conservation Innovation grant for a Farm-to-Fuel program promoting bio-diesel/bio-fuel production meal crushing on a small scale and retaining the products produced locally; Mr. VanVleet is working on the extension outreach portion of the program; Palouse Northwest Coop may house the meal crusher this summer for additional visibility/education

Janet Schmidt:

- WSU Dr. Scott Holmberg has done much work with bio-diesels/bio-fuels and as the lead working with WA, ID, OR and MT has put forth a \$43 million USDA grant application; if awarded, Extension will receive a very small portion to deliver information about bio-diesels/bio-fuels to youth/adult audiences (Farm-to-Fly Program)
- A Beef 300 Farm-to-Table program was held in January; each individual in attendance represented 250,000-500,000 head of cattle
- In February a delegation from Whitman County attended the Know Your Government conference in Olympia focusing on Politics in the Media
- A Team 4-H Club has been formed in the Colton-Uniontown area; their goal is to host a Team Rally in 2012

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- Ms. Schmidt is able to proceed with the swine seminar series this year; a program was held in February and another will be held this week
- A Washington/Idaho Youth Beef Field Day was held two weeks prior with WSU/UI student presenters
- A Goat and Sheep Field Day will be held this weekend at the Asotin County fairgrounds
- Ms. Schmidt is working across the state on an Animal Science Team to identify the needs of our youth and adult audiences and deliver more educational training materials available on-line and in person
- Extension is working on the November annual WSAC conference and hope to confirm WSU President Elson Floyd as one of the speakers
- In April Steer Weigh-in begins in conjunction with a WSU Block and Saddle beef clinic
- Ms. Schmidt continues to be involved in the Shooting Sports, Fishing and Master Gardner programs

11:00 a.m. - Mark Storey, Public Works Director.

Present: Phil Meyer and Jeslyn Lemke.

ACTION ITEMS

Engineering Division:

071735 13. Chairman Partch convened the hearing for the proposed vacation of portions of Thompson and Lewis Roads and requested a staff report.

Mr. Storey said this is the result of an old road alignment with right-of-ways that were never vacated. The property owner would like the county to vacate the old right-of-ways.

The Chairman opened the hearing to public comments. There being no comment, the hearing was adjourned. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** that the resolution to vacate and abandon a portion of the Old F.M. Thompson Road and the Old Jesse Lewis Road be signed as presented.

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

In the Matter of the Intent to)	RESOLUTION NO. <u>071735</u>
Vacate and Abandon a Portion)	
of the old F.M. Thompson Road)	
and the old Jesse Lewis Road,)	
all in Section 14, Township 13)	
North, Range 44 East, W.M.,)	RESOLUTION VACATING
Whitman County, Washington)	

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WHEREAS, the Whitman County Board of County Commissioners declared their intention to vacate and abandon portions of the old F.M. Thompson Road and the old Jesse Lewis Road, all lying southerly and outside the existing right of way of County Road No. 9000, the Wawawai Road on the 31st day of January, 2011.

WHEREAS, the Whitman County Engineer has submitted a report, which indicates it is not advisable to preserve the said portions of the old F.M. Thompson Road and the old Jesse Lewis Road for the county transportation system and therefore recommended the vacation of said portions of said roads.

WHEREAS, the Whitman County Board of County Commissioners held a public hearing, after proper public notice, on the 21st day of March, 2011, and interested parties for and against said vacation were afforded the opportunity to present to the Board.

WHEREAS, the Whitman County Board of County Commissioners finds that the vacation of said portions of said old F.M. Thompson Road and the old Jesse Lewis Road is in the best interest of the citizens of Whitman County.

NOW, THEREFORE BE IT HEREBY RESOLVED that the portions of the old F.M. Thompson Road and the old Jesse Lewis Road located in Section 14 all in Township 13 North, Range 44 East W.M. Whitman County, Washington, more particularly described as follows All those portions of the old F.M. Thompson Road and the old Jesse Lewis Road all lying southerly and outside the existing right of way of County Road No. 9000, the Wawawai Road, be vacated and passed to the owners of record of the adjoining land.

DATED at Colfax, Washington, this 21st day of March, 2011.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

ATTEST:

Patrick J. O'Neill, Commiss.

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

Administrative Division:

071736 14. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to approve the annual certification for 2010.

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071737 15. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to approve the annual construction program for 2011. Amend 2011 annual construction program

Solid Waste Division:

071738 16. The April 11-23 Spring Cleanup flyer was received from the Director.

Maintenance Division:

D071738A 17. A thank you note was received and shared by the Public Works Director for the temporary closure of Wawawai Road during the Snake River Half Marathon.

D071738B 18. Phil Meyer said load restrictions have been lifted south of Highway 23 to 195 and down to Almota. Load restrictions are still in effect for the remainder of the county. The situation will be re-evaluated in a week.

11:15 a.m. - Recess.

11:30 a.m. - Board Business Continued/Monthly Financial Report.

Present: Bob Lothspeich, Bob Reynolds, Chris Nelson, Esther Wilson, Fran Martin, Gary Petrovich, Greg Partch, Janet Schmidt, Kelli Campbell, Mark Storey, Pat O'Neill, Peggy Wright, Sonya Miller and Sarah Mason.

Excused: Eunice Coker.

071739 19. The March financial report provided by Mr. Petrovich.

Current Expense Revenue

2008 - \$12,566,000.00
2009 - \$11,321,000.00
2010 - \$10,900,000.00

Property Taxes	2010 - \$ 4,038,000.00 - 37%
Services	2010 - \$ 1,959,000.00 - 18%
Sales Tax	2010 - \$ 1,867,000.00 - 17%
Intergovernmental Svcs.	2010 - \$ 550,000.00 - 5% or less
Federal Grants	2010 - \$ 475,000.00 - 5% or less
Entitlements	2010 - \$ 454,000.00 - 5% or less
State Grants	2010 - \$ 389,000.00 - 5% or less
Other	2010 - \$ 269,000.00 - 5% or less
Penalties/Interest	2010 - \$ 216,000.00 - 5% or less
Reimbursements	2010 - \$ 215,000.00 - 5% or less
Interest Earnings	2010 - \$ 203,000.00 - 5% or less
Excise Taxes	2010 - \$ 119,000.00 - 5% or less
Miscellaneous Revenue	2010 - \$ 94,000.00 - 5% or less
Rental Fees	2010 - \$ <u>46,000.00</u> - 5% or less

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Total Revenue	2010 - \$10,900,000.00
Revenue	2010 - \$ 2,539,787.53 - February
	2011 - \$ 1,742,925.59 - February
	\$ 8,130.37 - Difference
Salaries/Benefits	
Salaries	2010 - \$ 757,000.00 - January
Benefits	2010 - \$ 250,000.00 - January
Total	2010 - \$ 1,007,000.00
Salaries	2011 - \$ 754,000.00 - January
Benefits	2011 - \$ 251,841.00 - January
Total	2011 - \$ 1,005,841.00
Salaries/Benefits	2010 - \$ 1,046,000.00 - February
Salaries/Benefits	2011 - \$ 1,006,000.00 - February
	\$ 40,000.00 - Difference
CE Cash in Treasury	2010 - \$ 1,067,580.64 - February
	2011 - \$ 1,075,710.97 - February
	\$ 796,861.94 - Difference

12:00 p.m. - 1st Quarterly Roundtable for 2011.

Present: Dick Watters, Bob Lothspeich, Bob Reynolds, Chris Nelson, Esther Wilson, Fran Martin, Gary Petrovich, Greg Partch, Janet Schmidt, Kelli Campbell, Mark Storey, Michael Largent, Pat O'Neill, Peggy Wright, Sonya Miller and Sarah Mason.

071740 20. Dick Watters gave a presentation on Palouse Business...Palouse Life.

1:00 p.m. - Recess.

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

Present: Tim Myers.

071741 21. Items discussed included Park and Developmental Services related issues.

2:00 p.m. - Liquid Asphalt Bids.

Present: Mark Storey, Phil Meyer and 2 bidders.

071742 22. The following bids were received for liquid asphalt.

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BIDDER

AMOUNT

Idaho Asphalt Supply, Hauser, ID	\$505,816.10
Western States Asphalt, Inc., Spokane, WA	\$664,300.00

It was later determined by Public Works that the bids did not meet specifications and were both rejected. A new call for bids will be made next week.

2:05 p.m. - Recess.

2:30 p.m. - Board Business Continued/Executive Session.

Present: Gary and Valerie Hunt and Kelli Campbell.

071743 23. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to go into executive session with the above individuals until 3:30 p.m. in accordance with RCW 42.30.140(4)(a) for matters related to negotiations.

3:30 p.m. - Return to Open Session/Recess.

D071743A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, March 28, 2011** at **9:00 a.m.** Chairman Greg Partch, Patrick J. O'Neill and Michael Largent Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

9:00 a.m. - Meeting Reconvened/Board Business Continued/Workshop.

Present: Gary Petrovich and Maribeth Becker.

Commissioner Largent was unavailable for this portion of the meeting.

071744 24. Items discussed included a financial update, road signs, WSU Canadian Consulate meeting, Developmental Services meeting, PDC reporting, Transportation Improvement Board meeting, new chiller and First Wind upcoming meeting. No action taken.

071745 25. Claims/Payroll warrants numbered **251014-251103** for **\$344,761.83** approved.

FUND	FUND NAME	AMOUNT
001	Current Expense	144,194.00
102	Building & Development	27.00
103	Countywide Planning	4.33
104	Developmental Services	382.00
110	County Roads	9005.62
117	Boating Safety	128.93

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118	Inmate Welfare	306.17
127	Drug Enforcement-Quad City	659.17
136	Electronic Monitoring	442.75
143	Trial Court Improve 143.030.000	4,998.69
300	CIP Cap. Projects 300.010.005	98.55
400	Solid Waste	103,126.42
501	Equipment Rental & Revolving	4,237.65
660	Whitcom-General 660.911.000	76,339.76
660	Whitcom-Grant 660.911.001	810.79

071746-071753 26. Personnel change orders approved.

071754 27. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to approve the Deputy Sheriff's Association memorandum of understanding as presented.

071755 28. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to authorize publishing a call for bids for liquid asphalt.

10:15 a.m. - Recess.

1:30 p.m. - Board Business Continued/Executive Session.

Present: Eunice Coker, Denis Tracy and Kelli Campbell.

071756 29. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to go into executive session with the above individuals until 2:00 p.m. in accordance with RCW 42.30.140(4)(a)/42.30.111(1)(i) for matters related to negotiations/potential litigation.

2:00 p.m. - Return to Open Session/Executive Session.

Present: Gary and Valerie Hunt and Kelli Campbell.

071757 30. Commissioner Largent **moved** Commissioner O'Neill **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/Adjourn.

D071757A Commissioner O'Neill **moved** to adjourn the **March 21 and 28, 2011** meeting. Motion **seconded** by Commissioner Largent and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **April 4, 2011**. The foregoing action made this **28th** day of **March 2011**.

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ss/ PATRICK J. O'NEILL, COMMISSIONER
ss/ MICHAEL LARGENT, COMMISSIONER

MARIBETH BECKER, CMC
Clerk of the Board

GREG PARTCH, CHAIRMAN
Board of County Commissioners