

## Minutes for March 22<sup>nd</sup>, 2004

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**062338 THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **March 22, 2004 at 8:45 a.m.** Les Wigen, Chairman, G.R. "Jerry" Finch and Greg Partch, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

**8:45 a.m. - Call to Order/Board Business.**

Present: Kelli Campbell and Denis Tracy (9:15 a.m.).

**D062338A 1. Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to go into executive session with Mr. Tracy and Ms. Campbell until 9:30 a.m. for discussion of pending litigation.

**9:30 a.m. - Return to Open Session/BOCC Workshop.**

Present: Judy McMurray, Kelli Campbell, and John Peterson.

**062339 2.** Items discussed included HIPAA information, Evacuation and Hazardous Threats policies, criminal justice contracts, general fund reserve ordinance, Space Allocation and bond update, Commissioners' choice award, negotiator's professional services agreement, county dues, CRAB letter, and WCIF membership position. No action taken.

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

Present: Tammy Lewis.

**D062339A 3. Motion** by Commissioner Finch to approve the consent agenda. Motion **seconded** by Commissioner Partch and **carried**.

**062340 4.** Claims/Payroll warrants numbered **160832, 160946-160965, and 160968-161072** for **\$309,402.23** approved.

FUND	FUND NAME	AMOUNT	AMOUNT	AMOUNT	AMOUNT
001	Current Expense	36,326.00	170.89	6,705.20	37,496.06
102	Building & Development	1,300.00	48.12		143.03
103	Countywide Planning	1,021.20			313.47
104	Developmental Services				29,375.87
110	County Roads	16,084.40		4,050.00	6,671.29
118	Inmate Welfare		14.68		319.84
119	Emergency Services				2,094.50
123	Paths & Trails		5.48		114.85
126	Treasurer's M&O				33.75
127	Drug Enforcement	400.00			126.96
132	Auditor's Document Preserv.				162.37

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136	Electronic Monitoring				653.25
142	Whitcom-911				1,788.70
400	Solid Waste	2,159.60	1,274.58		74,909.16
501	Equipment Rental-Revolving	4,686.40	43.35	450.00	80,459.23

**062341** 5. March 15, 2004 minutes approved.

**062342-062344** 6. Personnel board orders approved.

**062345** 7. **Motion** by Commissioner Finch **seconded** by Commissioner Partch and **carried** to publish the notice of hearing to amend a portion of the Solid Waste Regulations. Hearing to be held April 20<sup>th</sup> at 2 p.m.

**10:10 a.m.** - Fran Martin.

**062346** 8. Since her last meeting with the Board, Ms. Martin said she has learned the following about the All Hazard Mitigation Plan.

- Whitman County, its cities and other public entities as well as individuals and businesses will remain eligible for public and individual post disaster FEMA assistance, if the area in question is part of a Presidentially declared disaster.
- The county or any other entity in the county is not eligible after November 1, 2004, to apply for pre-disaster mitigation grants unless individual entities have a FEMA-approved All Hazard Mitigation Plan. The countywide plan would cover all entities so they would be eligible for such grants.
- Without a plan, the entities would not be eligible for grants for post-Presidentially declared disaster mitigation. (These mitigation moneys amount to 7.5% of the total allocated for recovery from the disaster.)

Included in Ms. Martin's report were the pros and cons if the county continued with the development of a countywide plan. Commissioner Finch thought the county had no other choice but to proceed and the other members concurred in order to protect the cities. Ms. Martin will return at 1 p.m. with a proposal for a professional services contract.

**062347** 9. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to authorize Commissioner Finch to sign the 2003 CDBG grantee closeout performance report for grant #03-64003-0014.

**062348** 10. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to reappoint Doug Flansburg, Steve Ullrich, and Jack McBride to 6-year terms on the Whitman County Parks Board as presented. All terms will expire June 30, 2010.

**062349** 11. Information on the availability of an additional \$10,000 for the Juvenile Accountability Incentive Block Grant (JAIBG) in federal fiscal year 2004 received. The Juvenile Director has completed the necessary document to apply for this funding.

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**062350** 12. A letter was received from William Weatherly, Jr. Pullman Chief of Police, regarding the agreement for misdemeanor and gross misdemeanor costs between Whitman County and the City of Pullman.

**062351** 13. A letter was also received from Pete Dickenson, Pullman Planning Director, regarding a public hearing concerning the Sunnyside Heights Addition No. 4 preliminary plat.

**062352** 14. Linda Kirk Fox, Acting Dean and Director of WSU Extension wrote a letter to the commissioners thanking them for their continued support of the Whitman County Cooperative Extension program.

**062353** 15. An executed copy of the mutual aid law enforcement services agreement with the City of Moscow was received.

**062354** 16. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to approve the following 2004 county dues with the exception of the Northwest Coalition of Government Associates based on the lack of activity.

<b>ORGANIZATION</b>	<b>2004</b>
Aging & Long Term Care	4,684.00
Community Education Training Center	5,000.00
Lobbyist 2003-04 Contract	3,600.00
Minority & Business Women	25.00
National Assoc. of Counties	762.64
Palouse Basin Aquifer Comm. Contract	2,000.00
Upper Columbia RC&D	125.00
WA State Assoc. of Counties	7,761.00
<b>TOTALS</b>	<b>\$30,486.64</b>

**D062354A** 17. Chairman Wigen advised the other members David Stueckle of Lacrosse has expressed an interest in appointment to the Water Conservancy Board. The Clerk will prepare all necessary documentation for the appointment.

**D062354B** 18. Commissioners' pending list reviewed.

**10:30 a.m. - Courthouse Business Hours.**

Present: Bob Lothspeich, Joe Reynolds, Dane Dunford, Kelli Campbell, Hillary Hamm, Evan Ellis, and Tammy Lewis.

**062355** Chairman Wigen opened the public hearing for proposed visions to the "County Office Business Hours" and requested a staff report.

Dane Dunford, Co-Chair of the EAT Committee reviewed the recommendations by the Committee to reduce the hours the Courthouse is open to the public from 8 a.m. to 9 a.m. with the exception of Administrative Services,

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Commissioners, Human Resources, and the Juvenile Department, as of May 1, 2004. This is being recommended in an effort to accomplish the required workload, reduce overtime hours, and allow one hour of uninterrupted work time.

No comments were received from those in attendance either for or against the proposal. Hearing closed.

**10:40 a.m.** - Glenn Vaagen.

Commissioner Finch said this will work but he was going to hold the elected officials to this and will be monitoring the overtime. If he does not see a significant decrease in overtime, he will push to go back to the regular hours because there must be some tangible results for reducing the hours.

Commissioner Partch concurred but added, this won't eliminate all overtime but will allow staff members in the offices affected help them get their work done.

Chairman Wigen noted that the EAT Committee has been working on this for several months. This issue arose as a result of the 2004 budgeting process, and many Courthouses in the state do the same.

**10:45 a.m.** - Mark Storey.

Treasurer Lothspeich said the highest volume of work in the Treasurer's office occurs within the first hour of the business day. Not having to answer the phone or wait on the counter will help them immensely. However, the office will be open at 8 a.m. during the October tax season.

Joe Reynolds commented this would give his appraisers, who have worked nights and weekends, one hour per day to catch up on their workload. The Assessor's office uses compensatory time rather than overtime. Being closed to the public the first hour of the day should also reduce compensatory time.

Auditor Eunice Coker thanked the Board for their consideration in this matter.

**Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to approve the change to the Courthouse business hours as presented.

**RESOLUTION NO. 062355**

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

**IN THE MATTER OF REVISING COUNTY OFFICE BUSINESS HOURS.**

WHEREAS, R.C.W. 36.16.100 requires the Board of County Commissioners by resolution to prescribe days and hours that said county offices shall transact appropriate business; and,

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WHEREAS, on the recommendation of the Elected and Appointed Team (EAT) the County Commissioners desire to revise business office hours for certain county departments in the Courthouse only.

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board as follows:

Except on such days that are designated by state law as legal holidays, beginning May 1, 2004, all Courthouse county offices shall be open to the public to transact business during the hours of 9:00 o'clock a.m. to 5:00 o'clock p.m., Monday through Friday with the exception of Administrative Services, Commissioners, Human Resources and the Juvenile Departments. Provided, the county commissioners, from time to time, may designate certain days as additional holidays and/or may temporarily modify the hours for any purpose that is deemed to benefit the public health, welfare, and morals; and provided further, that each Elected Official and Department Head shall have the discretion to schedule his or her department or agency as he or she deems necessary to meet the needs of the community and of such department or agency.

BE IT FURTHER RESOLVED that there will not be any changes to office business hours in other county buildings for other county departments.

BE IT FURTHER RESOLVED Resolution No. 044745 dated March 11, 1991; Resolution No. 32135 dated December 11, 1978; Resolution No. 31641 dated May 30, 1978; and Resolution No. 31223 dated December 13, 1977, are hereby repealed.

Dated this 22nd day of March 2004.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Les Wigen, Chairman

ATTEST:

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Greg Partch, Commissioner

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Maribeth Becker, CMC  
Clerk of the Board

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G. R. Finch, Commissioner

**10:50 a.m. - Dane Dunford, Public Works Director.**

Present: Mark Storey, Tammy Lewis, Glenn Vaagen, and Evan Ellis.

**Action Items:**

**062356** 1. The Director presented a bid tabulation form for the liquid asphalt bids received the prior week. He noted that Idaho Asphalt's Basis of Award has been corrected. The company simply made a mathematical error

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by not including the Hazardous Substance tax in their total. With the correction, Idaho Asphalt is still the low bidder.

**Motion** by Commissioner Finch **seconded** by Commissioner Partch and **carried** to award the bid for liquid asphalt to Idaho Asphalt in a total bid amount of \$274,592.00.

**062357** The contract with Idaho Asphalt was also signed.

**062358** **2. Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** that the resolution of intent to change a road name and directive to the County Engineer for report regarding the Helen Repp Road be signed as presented.

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

In the Matter of the Intent to	)	<b>RESOLUTION NO. <u>062358</u></b>
Change the Name of County Road	)	
No. 6180, the Helen Repp Road	)	
located in Sections 30 and 31,	)	
Township 16 North, Range 42	)	
East W.M., Section 6, Township	)	<b>INTENT TO CHANGE ROAD NAME</b>
15 North, Range 42, East W.M.	)	<b>AND DIRECTIVE TO COUNTY</b>
and Section 1, Township 15 North,	)	<b>ENGINEER FOR REPORT</b>
Range 41 East W.M. in Whitman	)	
County, Washington	)	

WHEREAS, a request to Change the Name of County Road No. 6180, the Helen Repp Road has been received by the Whitman County Board of County Commissioners, it is hereby declared the intention of the Whitman County Board of County Commissioners to change the name of said Helen Repp Road as follows:

County Road No. 6180, the Helen Repp Road shall be changed to County Road No. 6180, the Repp-Steiger Road.

IT IS HEREBY RESOLVED that before a final decision can be reached on said name change, the Whitman County Engineer shall investigate and prepare a report on the proposed name change.

IT IS FURTHER RESOLVED that this resolution be entered upon the minutes of this Board.

Done at Colfax, Washington, this 22nd day of March 2004.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

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Les Wigen, Chairman

ATTEST:

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Greg Partch, Commissioner

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Maribeth Becker, CMC  
Clerk of the Board

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G. R. Finch, Commissioner

**062359 3. Motion** by Commissioner Finch **seconded** by Commissioner Partch and **carried** to publish the notice of hearing regarding the road name change for the Helen Repp Road to Repp-Steiger Road.

**Solid Waste Division:**

**D062359A 4.** Business is picking up in the Solid Waste Division due to the warmer weather.

**D062359B 5.** Mr. Storey said there are a number of issues affiliated with the permitting process as a result of the new Washington Administrative Codes (W.A.C.) with respect to Landfills and inert waste.

The Director indicated many of his staff members have been working with the Department of Ecology (DOE) and he reminded the commissioners that he brought this issue to their attention over a year ago. Mr. Storey said there are a number of issues affiliated with the permitting and new W.A.C.s and the reason they have elected to hire a consultant with the expertise and experience working with DOE. Public Works is just beginning the process and they expect it will take several months to complete.

Mr. Dunford said the other option was to close cell #4, accept asphalt and concrete, seal off the cell, and not open another cell. This is not what the department prefers to do. Rather, they would like to continue filling cell #4, seal it off in 4-5 years, open another cell, and continue to accept asphalt, concrete, and lumber. The only good, efficient manner to work through this process was to hire a consultant.

**Maintenance Division:**

**D062359C 6.** The crews continue to haul rock on the west side of the county and the graders should be done with dirt roads this week.

**Planning Division:**

**D062359D 7.** The Board of Adjustment held three hearings the previous week.

**Administration Division:**

**062360 8.** Copies of the 2003 Public Works Annual Report were distributed. The commissioners complimented the Public Works staff for a job well done.

**11:15 a.m. - Recess.**

**11:30 a.m. - Bob Lothspeich, County Treasurer.**

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Present: John Peterson, Eunice Coker, Randy Baldree, Mike Werner, Kelli Campbell, Chad Connors, Denis Tracy, Dane Dunford, Brett Myers, Peggy Wright, Marlynn Markley, Bob Reynolds, Eileen Roe, Shirley Bafus, and Robin Cocking.

The following individuals contacted the Clerk of the Board regarding their absence from today's meeting: Tim Myers, Bev Welch, and Joe Reynolds.

**062361** The February 2004 ending financial report provided by Bob Lothspeich.

February 2004 Cash Balance - \$922,125

February 2003 Cash Balance - \$904,390

February 2004 Revenue - \$734,389 - 8.36% of budget.

February 2003 Revenue - \$691,275 - 8.05% of budget.

February 2004 Expenditures \$1,433,771 - 15.03% of budget.

February 2003 Expenditures \$1,219,770 - 14.20% of budget.

**12:00 p.m. - Recess.**

**1:00 p.m. - Fran Martin, Public Health/Emergency Management Director.**

**062362** Ms. Martin submitted a proposed professional services contact with Rich Levensgood for Phase 2 and a portion of Phase 3 for the All Hazardous Mitigation Plan. This contract is for \$8,000 plus mileage and other project related expenses. **Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to enter into a contract with Rich Levensgood contingent upon review by the Prosecutor.

**1:10 p.m. - Recess.**

**1:15 p.m. - Board Business Continued/BOCC Workshop.**

Present: Kelli Campbell (1:15 p.m.), Brett Myers (1:30 p.m.), Dane Dunford, Mark Storey, Ken Olson, and Spencer Montgomery (2:00 p.m.), and Eunice Coker and Debbie Hooper (3:40 p.m.).

**062363 19.** Items discussed included law enforcement agreement with Albion, transportation related issues, election registration software request, voting update, vault space, and removal of radiators in Auditor's office. No action taken.

**4:45 p.m. - Adjournment.**

**D062363A** Commissioner Partch **moved** to adjourn the **March 22, 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 29, 2004**. The foregoing action made this **22nd** day of **March 2004**.



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

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MARIBETH BECKER, CMC  
Clerk of the Board

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LES WIGEN, CHAIRMAN  
Board of County Commissioners