

076490 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, March 30, 2015 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: Gary Petrovich, Mark Storey, Chris Nelson, Sally Ousley (9:00 a.m.) and Bill Tensfeld (9:40 a.m.).

076491 1. Items discussed included:

- Emergency Management Property/Equipment
- Board of Equalization Training
- Port-.09 Loan
- Whitman Medical Center
- New World Contract/Payment
- Solid Waste Advisory Committee Appointment
- WRIA Memorandum of Understanding
- Tax Sharing
- Emergency Management Training
- Emergency Management Trailer

No action taken.

9:55 a.m. - Recess.

10:00 a.m. - Flag Salute.

Present: Bill Tensfeld, Gary Petrovich, Jeff Guyett and Sally Ousley.

D076491A 2. Pledge of Allegiance.

Consent Agenda:

D076491B 3. Motion by Commissioner Largent to delete item #15 from the agenda. Motion **seconded** by Commissioner Swannack and **carried**.

D076491C 3A. Commissioner Swannack moved Commissioner Largent **seconded** the motion and it **carried** to amend the agenda by adding an Executive Session at 2:00 p.m. for farmland lease negotiations.

D076491D 3B. Motion by Commissioner Largent to accept the consent agenda as revised. Motion **seconded** by Commissioner Swannack and **carried**.

10:05 a.m. - Paul Spencer.

076492-076496 4. General Claims/Veterans' Relief/Payroll warrants numbered 315875-315885 for \$371,958.45 and 315889-316003 for \$87,477.34 approved.

076497 5. March 16, 2015 minutes approved.

076498-076502 6. Personnel change orders approved.

076502A 7. RFP's for Emergency Management Radio System Consultant opened. The following RFP's were received.

| CONSULTANT | AMOUNT |
|---|-------------------------------------|
| Federal Engineering, Inc., Fairfax, VA | \$115,508.00 inclusive of travel |
| Concepts to Operations, Inc., Annapolis, MD | \$ 76,700.00 |
| Hatfield & Dawson, Seattle, WA | \$ 82,800.00 |
| Sparling, Inc., Lynnwood, WA | \$138,660.00 + \$13,050.00 expenses |
| RCC Consultants, Inc., Pleasanton, CA | \$ 92,378.00 |

The commissioners will make an award April 6th at 10:00 a.m.

076503 8. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to sign the closing documents for the Emergency Management land purchase between Lola Finch and Whitman County.

10:28 a.m. - Regular meeting recessed.

076504 9. Hearing convened by the Chairman for the 2014/2015 CDBG-PS grant. Jeff Guyett provided the following report:

- Handout #1 - Summary of 2014 fund usage and intended usage for 2015
- Handout #2 - Community Development Block Grant Program Information
- Handout #3 - Federal Regulation Excerpt: Citizen Participation

The Community Action Center (CAC) of Whitman County has provided services in Whitman County through funding from the CDBG-Public Service grant in the amount of \$102,384 for the Fiscal Year July 1, 2013 to June 30, 2014. During the calendar year of 2014 we served approximately 5, 100 individuals throughout Whitman County. We utilize the CDBG-PS as a critical support of programs that do not provide adequate funding to cover staff payroll and benefits, supportive administrative costs and/or space costs to fulfill the needed services to Whitman County residents with Low-to-Moderate income (LMI). The use of CDBG Public Service funds are outlined below:

- **The Community Food Bank:**

CAC operates the Community Food Bank on a primarily donation basis. They used the CDBG funds for allowable direct staff costs, administrative and space costs to support the operations of the food bank. For the 14 months ending February 28, 2015, the Food Bank distributed nearly 4,600 food sacks, as well as commodities such as meat and eggs, to approximately 3,500 households.

- **Permanent Housing Assistance:**

CAC used the CDBG funds for allowable direct staff, administrative and space support to develop affordable housing, home ownership and rental property resources for LMI households in Whitman County. CAC has developed a self-help housing project in Colfax, Palouse and Uniontown with 12 affordable homes for homebuyers. We have assisted approximately 22 households with the homebuyer application process on the aforementioned projects.

- **Emergency/Crisis Assistance:**

CAC used the CDBG funds for allowable direct staff, administrative and space support to provide critical emergency, energy and shelter services as well as legal referral services. We fielded approximately 7,500 phone calls for information and referral through the course of a year and served 1,700 households with Energy Assistance services in 2014.

- **Community Coordination/Collaboration:**

CAC uses the CDBG funds for allowable direct staff, administrative and space support to provide involvement with over 60 Community Partners to enhance our service delivery. The funds also allow us to disseminate information to residents throughout the approximate 2, 178 square miles of Whitman County.

- **Case Management/Continuum of Care:**

CAC used the CDBG funds for allowable direct staff, administrative and space support to provide continued and consistent case management to over 1,500 households utilizing energy and rental assistance programs offered by CAC throughout all of Whitman County. The funds also allow staff to maintain collaborative relationships with other service providers to ensure we have the most up to date resources when referring people to other community services.

- **Protected Payee:**

CDBG funds provided for allowable program support to provide financial management and budget counseling to 3 very low income households who require a protective payee to manage funds appropriately. Due to a number of circumstances, CAC discontinued this program in August 2014.

The CDBG-PS grant for July 1, 2015 - June 30, 2016 is in the amount of \$102,317, with 99,317 dedicated to provide program support and services for an estimated 5,500 individuals during that timeframe. We will continue to utilize the CDBG- PS funds as allowable for staff salaries, benefits and taxes, as well as administrative and space costs. Our intended uses of the CDBG funds are outlined below:

- **The Community Food Bank:**

CAC will use CDBG funds for allowable direct staff costs, administrative and space support to operate the food bank. We anticipate serving approximately 3,500 households and distributing nearly 200,000 pounds of food & commodities.

- **Permanent Housing Assistance:**

CAC will use the CDBG funds for allowable direct staff costs, administrative and space support to continue to develop affordable housing, home ownership and rental property resources for low to moderate income households in Whitman County. We are currently developing 4 self-help affordable new homes in Palouse. We anticipate assisting 8-20 households with the home buyer application process on that project. We also anticipate assisting 350 households with the Section 8 HUD housing assistance. CAC has begun preliminary planning for another affordable rental housing project to provide another 30-40 units in Whitman County.

- **Emergency/Crisis Assistance:**

CAC will use CDBG funds for allowable direct staff, administrative and space support to provide critical emergency, energy and shelter services as well as legal referral services. We field approximately 8,500 phone calls for information and referral through the course of a year. We anticipate serving 1,850 households with Energy Assistance services in 2014.

- **Washington State Low Income Weatherization and Improvement:**

CAC will use CDBG funds for allowable direct staff, administrative and space support to provide weatherization and home rehabilitation services too low to moderate income households in Whitman County. We anticipate serving approximately more than 50 households in a six month timeframe.

- **Community Coordination/Collaboration:**

CAC will use the funds for allowable direct staff, administrative and space support to provide continued involvement with over 30 community partners to continue to update and enhance our delivery of services. One example of this collaboration will be the 2015 publication of a Whitman County-wide Community Needs Assessment being developed by a partnership of 15 key stakeholders and more than 70 total entities & partners. The results of the Assessment will be widely available and will help to inform program design & delivery, as well as leveraged grant funding applications for school districts, hospital districts, nonprofits and local municipalities in the County.

- **Case Management/Continuum of Care:**

CAC will use the CDBG funds for allowable direct staff, administrative and space support to provide continued and intensive case management to approximately 575 low to moderate income households utilizing energy and rental assistance programs offered by CAC throughout Whitman County. The funds also assist our staff in maintaining collaborative and up-to-date relationships with other local service providers.

The hearing was opened to public comment.

Mr. Guyett indicated the Department of Commerce is revising the subrecipient agreement and will forward it at a later date. He also appreciated the county leaving the administrative fee at \$3,000 rather than increasing it to \$3,500.

There being no further comments, the hearing was adjourned.

076505 10. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to accept the 2015 CDBG-PS grant application as presented.

076506 11. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to authorize the Chairman to sign the 2015 CDBG-PS Grant Resolution/Certification of Compliance.

**RESOLUTION WITH CERTIFICATIONS OF COMPLIANCE
(FOR CDBG PUBLIC SERVICES GRANT ONLY)**

WHEREAS, *Whitman County* is authorized to apply to the state Department of Commerce for a Community Development Block Grant (CDBG); and

WHEREAS, *Whitman County* has identified a community development and housing priority need for which to seek CDBG funding; and

WHEREAS, it is necessary that certain conditions be met to receive CDBG funds;

NOW, THEREFORE, be it resolved that the *Whitman County* authorizes submission of this application to the state Department of Commerce to request \$102,317 CDBG Public Services Grant Amount **total**, and any amended amounts to fund public service activities in coordination with (*name of subrecipient*), and certifies that, if funded, it:

Will comply with applicable provisions of Title I of the Housing and Community Development Act of 1974, as amended and other applicable state and federal laws;

Has provided and will provide opportunities for citizen participation that satisfy the CDBG requirements of 24 CFR 570.486;

Will not use assessments against properties owned and occupied by low- and moderate-income persons or charge user fees to recover the capital costs of CDBG-funded public improvements from low- and moderate-income owner-occupants;

Has established or will establish a plan to minimize displacement as a result of activities assisted with CDBG funds; and assist persons actually displaced as a result of such activities, as provided in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended;

Has provided technical assistance to citizens and groups representative of low- and moderate-income persons that request assistance in developing proposals;

Will provide opportunities for citizens to review and comment on proposed changes in the funded project and program performance;

Will conduct and administer its program in conformance with Title VI of the Civil Rights Act of 1964 and the Fair Housing Act, will affirmatively further fair housing (Title VIII of the Civil Rights Act of 1968); and

Has adopted and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and has adopted (or will adopt) and implement a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil

rights demonstration within its jurisdiction, in accordance with Section 104(1) of the Title I of the Housing and Community Development Act of 1974, as amended;

Certifies to meeting the National Environmental Policy Act (NEPA) through a determination the CDBG-funded public services will not have a physical impact or result in any physical changes and are exempt under 24 CFR 58.34(a), and are not applicable to the other requirements under 24 CFR 58.6; and are categorically exempt under the State Environmental Policy Act (SEPA) per WAC 197-11-305 (2); and (Name of county) designates (name of county commission chair, county administrator, county official) as the authorized Chief Administrative Official and authorized representative to act in all official matters in connection with this application and (name of county)'s participation in the Washington State CDBG Program.

Signature: _____ Date: March 30, 2015
Name: Dean Kinzer
Title: Chairman

Attested: _____ Date: March 30, 2015
Name: Maribeth Becker, CMC
Title: Clerk of the Board

076507 12. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to authorize the Chairman to sign the 2015 CDBG-PS Grant Title VI Certification.

076508 13. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to authorize the Chairman to sign the 2015 CDBG-PS Grant Determination of Exemption (NEPA).

076509 14. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to authorize submission of the 2015 CDBG-PS grant application to the Department of Commerce.

076509A 15. Item removed from agenda.

076510 16. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to appoint Joe Harris to a 4-year term on the Citizens' Commission on Salaries for Elected Officials. Mr. Harris' term will expire 12/31/16.

CORRESPONDENCE:

D076510A 17. The following correspondence was received:

076511 17A. A letter was received from Carla Wesson of Pullman stating her support for rail banking the rail line between Pullman and Colfax.

076512 17B. A letter was received from Brian C. Clark of Pullman stating his support for rail banking the rail line between Pullman and Colfax.

076513 17C. A letter was received from Elizabeth and Austin Wilmerding of Pullman stating their support for rail banking the rail line between Pullman and Colfax.

076514 17D. A letter was received from John McInturff and Rylee Dustin of Pullman stating their support for rail banking the rail line between Pullman and Colfax.

076515 17E. A letter was received from John C. and Mary Jane McInturff of East Wenatchee stating their support for rail banking the rail line between Pullman and Colfax.

076516 17F. A letter was received from Dawn Holladay of Spokane stating her support for rail banking the rail line between Pullman and Colfax.

076517 17G. A complaint about the make-up of the Albion Town Council and staff received from D. Arbini. Chairman Kinzer forwarded the complaint to the Mayor of Albion.

076518 17H. A request was received from the Port of Whitman for a proposed loan partnership of the Commissioners' .09 set-aside funds for building facilities in Pullman to house businesses and a technology center.

076519 17I. An executed copy of WA Military Department Contract #E15-037(A) was received.

076520 17J. An executed copy of Teamsters Local #690 2014-2016 Solid Waste Department bargaining unit agreement was received

076521 18. Commissioners' pending list reviewed.

10:45 a.m. - Recess.

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

Present: Phil Meyer, Alan Thomson, Jerry Basler, Cheryl Holcomb, Paul Spencer and Garth Meyer.

ACTION ITEMS:

076522 19. Commissioner Largent **moved** Commissioner Swannack **seconded the motion** and it carried to adopt the Title VI Non-Discrimination agreement as presented.

076523 20. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to publish the notice of call for bids for a Roll-Off Hoist/Drop Axle Tarp System as presented.

076524 21. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to adopt the resolution initiating a county road project for Sand Road as presented.

**RESOLUTION NO. 076524
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

In the matter of initiating a county road project designated as C.R.P. No. 9060-5, Project No. XFR1400.

IT IS HEREBY RESOLVED that the Sand Road, County Road No. 9060 from milepost 2.63 to milepost 3.80 be improved as follows:

Grading, draining, and surfacing.

This project is hereby declared to be a public necessity and the County Engineer is hereby ordered and authorized to report and proceed thereon as by law provided (RCW 36.75.050, 36.80.030, 36.80.070)

IT IS FURTHER RESOLVED that an appropriation from the official adopted county road fund budget and based on the County Engineer's estimate is hereby made in the amounts and for the purposes shown:

| PURPOSE | AMOUNT OF APPROPRIATION |
|-------------------------------------|--------------------------------|
| Preliminary Engineering | \$ 50,000.00 |
| Contract & Construction Engineering | <u>\$870,000.00</u> |

TOTAL

\$920,000.00

This project was included in the official adopted annual road program as Item No. 8.

IT IS FURTHER RESOLVED that the construction is to be accomplished by contract in accordance with RCW 36.77.020 et seq.

ESTIMATED date of commencing work: June 1, 2015

ESTIMATED date of completing work: October 15, 2015

ADOPTED this 30th day of March, 2015.

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

076525 22. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to adopt the resolution initiating a county road project for Countywide Overlays 3 as presented.

**RESOLUTION NO. 076525
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

In the matter of initiating county road projects designated as follows for the Countywide Overlays 3: C.R.P. No. 0025-3 Project No. XFR1501, C.R.P. No. 0015-2 Project No. XFR1502 and C.R.P. No. 2500-8 Project No. XFR1503.

IT IS HEREBY RESOLVED that the Countywide Overlays roads be improved as follows:

Rosalia Road, County Road No. 0025, from milepost 0.49 to milepost 0.91 and from milepost 2.23 to milepost 3.73, HMA Overlay.

Rosalia Exit North Road, County Road No. 0017, from milepost 0.00 to milepost 0.13, HMA Overlay.

Dry Creek Road, County Road No. 2500, from milepost 0.00 to milepost 10.50, Sealcoat.

This project is hereby declared to be a public necessity and the County Engineer is hereby ordered and authorized to report and proceed thereon as by law provided (RCW 36.75.050, 36.80.030, 36.80.070)

IT IS FURTHER RESOLVED that an appropriation from the official adopted county road fund budget and based on the County Engineer's estimate is hereby made in the amounts and for the purposes shown:

| PURPOSE | AMOUNT OF APPROPRIATION |
|-------------------------------------|-------------------------|
| Preliminary Engineering | \$ 9,000.00 |
| Contract & Construction Engineering | \$1,265,000.00 |
| TOTAL | <u>\$1,274,000.00</u> |

This project was included in the official adopted annual road program as Item No. 9.

IT IS FURTHER RESOLVED that the construction is to be accomplished by contract in accordance with RCW 36.77.020 et. seq.

ESTIMATED date of commencing work: June 1, 2015
ESTIMATED date of completing work: October 31, 2015

ADOPTED this 30th day of March, 2015.

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

076526 **23.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to adopt the resolution initiating a county road project for the County Road Safety Plan as presented.

**RESOLUTION NO. 076526
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

In the matter of initiating county road project designated as the County Road Safety Plan, Project No. XFR1500.

IT IS HEREBY RESOLVED that the County Road Safety Plan be developed as follows:

Collect road geometry and roadside safety data and process the data to develop a county road safety plan.

This project is hereby declared to be a public necessity and the County Engineer is hereby ordered and authorized to report and proceed thereon as by law provided (RCW 36.75.050, 36.80.030, 36.80.070)

IT IS FURTHER RESOLVED that an appropriation from the official adopted county road fund budget and based on the County Engineer's estimate is hereby made in the amounts and for the purposes shown:

| PURPOSE | AMOUNT OF APPROPRIATIO |
|-------------------------|-------------------------------|
| Preliminary Engineering | \$75,000.00 |

This project was included in the official adopted annual road program as Item No. 4.

ADOPTED this 30th day of March, 2015.

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

076527 24. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to publish the notice for the Kile Approach Bridge as presented.

076528 25. The official transmittal for the CP&P Versatile zone change was received. The hearing for this requested rezone will take place, Monday, April 6th at 11:00 a.m.

DIVISION UPDATES:

D076528A 26. The following division updates provided by Public Works staff.

Solid Waste Division:

076529 26A. The department purchased 30/CY roll-off recycling containers through the small works roster process from Western Systems, Spokane Valley, WA in the amount of \$6,659.08 per container. The Director gave special thanks to David Nails for capturing the funds from the Department of Ecology for this purchase and the purchase of a new truck.

D076529A 26B. The department is still on target for the April 14th ribbon cutting ceremony for the new Waste Transfer building.

Maintenance Division:

D076529B 26C. Phil Meyer noted the Union Center and Repp crushing projects are in progress and the back of the Repp Quarry will be closed this week.

Planning Division:

D076529C 26D. Alan Thomson said the Department of Ecology is still taking comments on the proposed revisions to the County's Shoreline Master Program. Unless there is an issue, the County's update should be completed by the end of 2015.

D076529D 27. Approved documents signed.

D076529E 28. No Need for Tuesday, March 31, 2015 workshop.

11:50 a.m. - Recess.

1:00 p.m. - Reconvene/Board Business Continued/Executive Session.

Present: Kelli Campbell, Gary and Valerie Hunt and Mark Storey.

076530 29. Commissioner Swannack **moved** Commissioner Largent **seconded** the motion and it **carried** to go into executive session with the above individuals until 2:05 p.m. in accordance with RCW 42.30.140(4)(a) for matters related to negotiations.

2:05 p.m. - Return to Open Session/Recess.

076531 30. Tuesday, March 31, 2015 workshop cancelled.

2:05 p.m. - Adjournment.

D076531A Commissioner Largent **moved** to adjourn the **March 30, 2015** 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 6, 2015**. The foregoing action made this **30th** day of **March 2015**.

ss/ ARTHUR D SWANNACK, COMMISSIONER
ss/ MICHAEL LARGENT, COMMISSIONER

MARIBETH BECKER, CMC
Clerk of the Board

DEAN KINZER, CHAIRMAN
Board of County Commissioners