

BOCC MINUTES-04/07/14

075331 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, April 7, 2014 at 9:00 a.m.** Chairman Arthur D Swannack, Dean Kinzer 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, Kelli Campbell, Bill Spence (9:00 a.m.) and Sally Ousley (9:45 a.m.).

10:00 a.m. - Recess.

075332 1. Items discussed included elected official OPMA/Records Retention training, CGI contract, Whitcom, Rails-Trails, ATV's on County roads, liability insurance, BARS Code changes, budget amendment #1, Capital Assets, PCI presentation and evaluation forms. No action taken.

10:10 a.m. - Return to Open Session/Flag Salute.

Present: Sally Ousley and Bill Spence.

D075332A 2. Pledge of Allegiance.

Consent Agenda:

D075332B 3. Motion by Commissioner Kinzer to accept the consent agenda. Motion **seconded** by Commissioner Largent and **carried**.

075333-075335 4. General Claims/Veterans' Relief/Payroll warrants numbered 309708-309790 for \$141,263.55 approved.

075336 5. March 31, 2014 minutes approved.

075337-075341 6. Personnel change orders approved.

10:15 a.m. - Gordon Forgey.

075342 7. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to authorize the Chair to complete and sign the liquor license application for Webb's Sloughs.

075343 8. The commissioner opted to take no action regarding the marijuana application for ULEAF (Donna Istvan, Oakesdale, WA).

D075343A 9. No correspondence received.

075344 10. Pending list reviewed.

10:20 a.m. - Recess.

10:30 a.m. - 2014-2015 Legal Printing Bids.

Present: Gordon Forgey and Sally Ousley.

075345 11. The following combined bid was received for 2014-2015 legal printing.

BIDDER	AMOUNT
Whitman County Gazette/Moscow-Pullman Daily News	\$9.65 per column inch

075346 12. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to award the bid for 2014-2015 legal printing to the Whitman County Gazette/Moscow-Pullman Daily News for \$9.65 per column inch.

10:35 a.m. - Recess.

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

Present: Alan Thomson and Gary Petrovich.

ACTION ITEMS

075347 13. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to publish the notice of hearing for amendment to Whitman County's 6-Year Transportation Road Program (2014-2019).

075348 14. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to sign the non-discrimination agreement Title 6 report.

075349 15. The Director presented a resolution for a sole source consulting firm (FCS) to evaluate indirect cost allocations for Public Works at a cost of \$15,000-\$16,000. The consultant will provide the tools and training needed to perform the task themselves in the future. At some point in time the county may need to enter into a new agreement. Mr. Storey pointed out this particular consultant has done much work for the State Auditor's office. There being no objections, Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to approve a resolution awarding a Sole Source agreement to FCS Consulting. (This cost will be split 50/50 between Public Works and Current Expense.)

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

In the Matter of Establishing a)	RESOLUTION NO. <u>075349</u>
Sole Source Purchasing Contract)	
for Financial Services, Indirect)	
Cost Allocation Evaluation,)	
Whitman County, Washington)	Establishing Sole Source Purchasing

BEFORE THE BOARD OF COUNTY COMMISSIONERS of Whitman County, Washington in the matter of financial management consulting services for the Board of County Commissioners and the Public Works Department;

WHEREAS, it is recognized that the Public Works Department needs to identify and detail a system to assess Indirect Cost Allocation Factors, in accordance with applicable RCW's, the Washington State Legislature, and the County Road Administration Board, and

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WHEREAS, Whitman County management and financial personnel have reviewed performance and experience of the FCS Consulting Group out of Redmond, WA, because of its experience with Indirect Cost Allocation issues statewide, and its close association with the State Auditor's Office, and

WHEREAS, Public Works management and financial personnel have determined that the better interests of Whitman County would be served through contracting FCS Consulting Group to perform an evaluation of the Whitman County Indirect Cost Allocation factors,

IT IS HEREBY RESOLVED that the Whitman County Board of County Commissioners authorizes the Public Works Department to enter into a sole-source agreement with FCS Group, Inc., to develop and implement an Indirect Cost Allocation Program for use by the department and Whitman County.

ADOPTED this 7th day of April, 2014.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Arthur D Swannack, Chairman

ATTEST:

Dean Kinzer, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

11:05 a.m. - Bill Spence.

DIVISION UPDATES

Engineering Division:

075350 16. Notice of return of Central Washington Asphalt, Inc. bid bond for the countywide overlays 2 project was received from Public Works.

Maintenance Division:

075351 16A. Arrow Construction Supply, Spokane, WA was awarded the quote for crack sealing materials through the small works roster process for \$23,355 w/o tax.

D075351A 16B. The Director advised the commissioners the department is making good headway on the roads damaged by flooding.

Solid Waste Division:

D075351B 16C. Mr. Storey is in the process of setting up the preconstruction conference for the Transfer Station building.

Planning Division:

D075351C 16D. Mr. Thomson suggested changes be made to the County Code to accommodate the Marijuana legislation applications. There is no specific

language in the Code regulating these types of applications. Currently, this type of operation is a permitted use in the agricultural district and no permit is required. However, situations are arising that warrants a modification to the County Code. No action was taken at this time.

11:30 a.m. - 2013-2014 CDBG-PS Grant Hearing

Present: Amy Robbins and Gary Petrovich.

075352 17. Chairman Swannack convened the hearing for the 2013 and 2014 CDBG-PS grant and requested a staff report.

Handout #1 - Summary of 2013 fund usage and intended usage for 2014

Handout #2 - Community Development Block Grant Program Information

Handout #3 - Federal Regulation Excerpt: Citizen Participation

Ms. Robbins said the Community Action Center (CAC) received \$95,209 for the period of July 1, 2013 through June 30, 2014. During the calendar year 2013, approximately 5,100 individuals in Whitman County were served. CAC utilized the CDBG-PS as supplemental funding for programs that do not allow enough staff salaries, benefits, administrative and/or space cost funds to fulfill clientele obligations. Uses of funds as follows:

- **Community Food Bank** - CAC operates the Community Food Bank mainly on a donation only basis. CDBG funds are used for allowable direct staff costs, administrative and space support costs to support the operations of the Food Bank. For the 14 months ending February 28, 2013 - 3,500 households were served and 190,570 pounds of food were distributed.
- **Permanent Housing Assistance:** CAC uses the CDBG funds for allowable direct staff, administrative and space support to develop affordable housing, home ownership and rental property resources for low to moderate households in Whitman County. CAC has developed a self-help housing project in Colfax and Palouse with 8 affordable homes for first time homebuyers. CAC is currently developing another 4 affordable homes in Uniontown. We have assisted approximately 15 households with the first time homebuyer application process on the aforementioned projects. These funds also assisted to develop 52 affordable rental units in Northern Pullman.
- **Emergency/Crisis Assistance:** CAC used CDBG funds for allowable direct staff, administrative and space support to provide critical emergency, energy and shelter services as well as legal referral services. CAC fielded approximately 7,500 phone calls for information and referral through the course of a year and served 1,750 households with Energy Assistance services in 2013.
- **Community Coordination/Collaboration:** CAC used CDBG funds for allowable direct staff, administrative and space support to provide involvement with our 26 Community Partners to enhance our service delivery. The funds also allow CAC to disseminate information to

residents throughout the approximate 2,178 square miles of rural Whitman County.

- **Case Management/Continuum of Care:** CAC used CDBG funds for allowable direct staff, administrative and space support to provide continued and consistent case management to approximately 1,350 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 CAC has the most up to date resources when referring people to other community services.
- **Protected Payee:** CAC used CDBG funds for allowable direct staff, administrative and space support to provide financial management and budget counseling to individuals receiving Social Security that require a protective payee to manage funds and ensure that their bills and financial obligations are being met appropriately. CAC assisted 3 households with this service in 2013. 100% of these clients meet the very low income criteria.

The CDBG-PS grant for July 1, 2014 - June 30, 2015 is in the amount of \$102,384. We anticipate serving 5,500 individuals during that timeframe. CAC will continue to utilize the CDBG-PS funds as allowable for staff salaries, benefits and taxes, as well as administrative and space costs. 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. CAC anticipates serving approximately 3,800 households and distributing 200,000 pounds of food.
- **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. They are currently developing 4 homes for first time homebuyers in Uniontown and anticipate assisting 4-10 households with the first time home buyer application process. They also anticipate assisting 350 households with the Section 8 HUD housing assistance. CAC will continue to determine and work to develop affordable rental housing 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. They fielded approximately 8,500 phone calls for information and referral through the course of a year and anticipate serving 1,850 households with Energy Assistance services in 2014.
- **Weatherization and Home Rehabilitation:** 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. They anticipate serving approximately 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 26 community partners to continue to update and enhance our delivery of services. The funds will also allow CAC to continue to disseminate necessary information to Whitman County residents.
- **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 will also assist staff in maintaining collaborative and up-to-date relationships with other local service providers.
- **Protected Payee:** CAC will use the CDBG funds for allowable direct staff, administrative and space support to provide continued financial management and budget counseling to individuals receiving disability or social security payments. We anticipate continuing to serve the 2 households currently on the program.

The hearing was then opened to public comment. There being none, the hearing was adjourned.

075353 18. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to approve the 2014 CDBG-PS grant certification of compliance resolution.

RESOLUTION NO. 075353
CERTIFICATIONS OF COMPLIANCE (FOR CDBG PUBLIC SERVICES GRANT ONLY)

WHEREAS, Whitman County is applying to the state Department of Commerce for funding assistance;

WHEREAS, it is necessary that certain conditions be met as part of the application requirements;

WHEREAS, Arthur D Swannack, Chairman of the Board is authorized to submit this application to the state of Washington on behalf of *Whitman County*;

NOW, THEREFORE, be it resolved that the Chairman authorizes submission of this application to the state Department of Commerce to request **\$102,384** and any amended amounts to fund public service activities in coordination with *Whitman County Community Action Center*, 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;

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Has provided opportunities for citizen participation comparable to the state's requirements (those described in Section 104(a)(2)(3) of the Housing and Community Development Act of 1974, as amended); has complied with all public hearing requirements and provided citizens, especially low-and moderate-income persons, with reasonable advance notice of, and the opportunity to present their views during the assessment of community development and housing needs, during the review of available funding and eligible activities, and on the proposed activities;

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 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;

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;

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); 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 or 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;

Whitman County designates Arthur D Swannack as the authorized Chief Administrative Official and authorized representative to act in all official matters in connection with this application and Whitman County participation in the Washington State CDBG Program.

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Dated this 7th day of April, 2014.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Arthur D Swannack, Chairman

ATTEST:

Dean Kinzer, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

075354 19. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it carried to authorize the Chairman to sign the 2014 CDBG-PS Title VI certification and Compliance document checklist.

075355 20. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to authorize submission of the 2014 CDBG-PS grant application.

11:40 a.m. - Recess.

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

D075355A 21. Approved documents signed.

D075355B 22. No need for April 8, 2014 workshop.

1:30 p.m. - BOCC Workshop.

Present: Mark Storey.

075356 23. The item discussed was the Pullman Tax Sharing agreement. No action taken.

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

Present: Denis Tracy, Gary Petrovich and Mark Storey and Diane Stokke and Cynthia Weed of K&L Gates (phone).

075357 24. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to go into executive session with the above individuals until 3:00 p.m. in accordance with RCW 42.30.110(1)(i) for matters related to litigation.

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3:00 p.m. - Return to Open Session/BOCC Workshop.

Present: Bill Tensfeld.

075358 25. Items discussed included the following Emergency Management issues: Baker Road tower, Firenet Simulcast project, communications trailer and Integrated EM courses. No action taken.

3:30 p.m. - Recess.

075359 26. April 8, 2014 workshop cancelled.

D075359A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, April 14, 2014 at 9:00 a.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

D075359B 27. Approved documents signed.

075360 27A. General/Veterans' Relief/Payroll warrants numbered **309791-309807** for **\$273,521.79** and **309813-309940** for **\$317,304.78**.

075361-075374 27B. Personnel change orders.

9:15-10:00 a.m. and 10:05-11:05 a.m. - BOCC Workshop.

Present: Gary Petrovich and Bob Reynolds.

075375 28. Items discussed included Pullman Health building plumbing, Courthouse hot water pump, Facilities budget amendment, jail sewage pump, Courthouse ADA project, Environmental Health staff, Whitcom bid, ATV's on county roads, WSAC-PAG meeting update, Skagit County HIPAA issue, 2014 BOCC Choice Award, liability insurance, budget amendment #1, Financials/Accounting/Strategic Planning, Pullman tax sharing agreement, CGI Video, marijuana applications/agriculture and records retention. No action taken.

10:00 a.m. - Board Business Continued.

Present: Troy Henderson, Scott Paradis,

075376 29. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** that pursuant to County Code regarding delegation of purchase orders, claims and payroll responsibilities, authorization forms for the Coroner was received was signed by the Board and forwarded to the Auditor's office.

075377 30. The 2014 Commissioners' Choice Award was presented by the Board to Scott Paradis of the Public Health Department.

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075378 31. As previously approved, the Commissioners signed a contract between Whitman County and Frank Gurney, Inc. for guardrail on the Thorn Creek and Hamilton Hill Roads.

11:05 a.m. - Adjournment.

D075378A Commissioner Kinzer **moved** to adjourn the **April 7 and 14, 2014** 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 21, 2014**. The foregoing action made this **14th** day of **April 2014**.

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

MARIBETH BECKER, CMC
Clerk of the Board

ARTHUR D SWANNACK, CHAIRMAN
Board of County Commissioners