

**BOCC MINUTES-04/15/19**

**081487 THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, April 15, 2019 at 9:00 a.m.** Arthur D Swannack, Chairman, 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, Bill Tensfeld, Chris Nelson, Wraylee Flodin, Sharron Cunningham, Jessica Jensema, Sandy Jamison and Jana Mathias (9:00 a.m.), Lance Bishop (9:20 a.m.) and Kelli Campbell (9:30 a.m.).

**081488-081489 1-2.** The following items were discussed but no action was taken.

- Bloodborne Pathogens
- Tekoa P&R District #6 Loan
- Clerk's Office Remodel
- Fairgrounds Grandstands .09 Funds
- ATV on the Palouse Lease
- Info Technology Fund Transfer
- SAO Requests Thru Auditor
- Drone Policy
- Voter Precincts/Comm. Districts
- Outdoor Amusements
- Emergency Declarations
- Collection Agency Contract
- Tax Season for WC
- Legislation/Delinquent Taxpayers\
- Auditor's Letter to Editor
- Financial Deadline-May 30<sup>th</sup>
- Time Entry RFP's
- 2019-20 ADO Contract
- WIC Program Cards

**9:50 a.m. - Recess.**

**10:15 a.m. - Flag Salute.**

Present: Gary Petrovich, Chris Nelson, Sharron Cunningham, Jessica Jensema, Pete and Fran Martin, Dan LeBeau and Jana Mathias (10:15 a.m.).

**D081489A 3. Pledge of Allegiance.**

**Consent Agenda:**

**081490 4.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to accept the consent agenda as presented.

**081491-081492 5.** Treasurer's Wire Transfers and Check Report in the amount of **\$86,174.14** and General Claims/Veterans' Relief warrants numbered **342155-342280** for **\$231,504.80** approved.

**081493 6.** April 1, 2019 minutes approved.

**081494-081498 7.** Personnel change orders approved.

**081499 8.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to approve revisions to the Write-Off policy as presented.

**RESOLUTION NO. 081499  
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF revising policy **POL-081064-BOCC WRITE OFF OF ACCOUNTS RECEIVABLE POLICY;**

WHEREAS, this action is necessary and in the best interest of Whitman County and its employees;

**BOCC MINUTES-04/15/19**

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Whitman County Board of Commissioners that policy **POL-081497-BOCC WRITE OFF OF ACCOUNTS RECEIVABLE POLICY** is approved and adopted as attached.

Dated at Colfax, WA this 15th day of April 2019 and effective as of this date.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Arthur D Swannack, Chairman

ATTEST:

\_\_\_\_\_  
Dean Kinzer, Commissioner

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Maribeth Becker, CMC  
Clerk of the Board

\_\_\_\_\_  
Michael Largent, Commissioner



**WRITE-OFFS OF ACCOUNTS RECEIVABLE**

Policy: **POL-081499-BOCC** • Effective Date: 04/15/19 • Res. **#081499**

Cancels: POL-081064-BOCC

**PURPOSE**

To provide clear direction for reporting and writing off uncollectible account receivables owed to Whitman County (County) and to establish procedures and actions for recording write-offs in the County departmental spreadsheets. Writing off uncollectible receivables is an authorized process to remove the money (revenues and reimbursement of expenditures) owed to the County from the financial records. It does not forgive the obligation.

**SCOPE:**

This policy does not apply to collection of taxes, assessments collected by the County Treasurer per RCW Title 84, loans and grants from other governmental units, or receivables from which there is a statutory process for collection.

**REFERENCES:**

Article 8 section 7 WA State Constitution  
RCW 19.16.500, "Retention of Collection Agencies"  
RCW 43.17.240, "Interest on Debt Owning"

**DEFINITIONS:**

**Uncollectible Accounts Receivable:** The County requires that a determination be made between receivables deemed to be collectible and those considered uncollectible. Uncollectible accounts receivable include outstanding accounts that are legally determined to be without merit, costs of recovering asset will exceed potential recovery, and/or the debtor cannot be located or is bankrupt.

**POLICY:**

The County will make a vigilant effort to collect all receivables that are due to the County for products and services rendered or reimbursement of expenditures from employees or vendors, consistent with the practicality and marginal cost of collection.

**BOCC MINUTES-04/15/19**

If the accounts receivable is deemed uncollectible, it will be classified as a bad debt.

There is one way to account for bad debt: a direct write-off. If the account is written off, it will be recorded as a direct write-off of the departmental spreadsheet. The Board of County Commissioners (BOCC) will approve write-offs.

The County's process for addressing uncollectible accounts receivable shall be:

1. Determine if the account is uncollectible:
  - Monthly reports received from the County's collections agencies will be periodically reviewed for potential uncollectible customer accounts. Accounts deemed uncollectible by the collection agency will be selected for potential write-off.
  - Accounts receivable items that are beyond the statute of limitations or are otherwise uncollectible (such as fraud, bankruptcy, deceased, etc.) will be selected for potential write-off. This will include items that have been sent to collections as well as items that have not have been sent. The expectation is that unsent items will be rare; generally all accounts over 120 days past due will have previously gone to collections.
2. Amounts owed to the County of less than \$30 will be presented at the end of each calendar quarter individually or as a combined list of uncollectable accounts to be written off. Proper documentation is still required once the collection agency deems the account uncollectable.
3. Amounts greater than \$30 but less than \$199 may be submitted to be written off if the department reasonably expects costs of collection would exceed the amount to be recouped.
4. All accounts to be written off over \$200 must be examined by the County Prosecutor's Office to determine if legal action is needed.
5. Amounts greater than \$200 but less than \$500 must be reviewed by the County's Administrative Services Department (Administrative Services) to assess whether or not there is a viable method to collect such debts owed to the County prior to presentation to the Prosecutor or to the BOCC for write-off.
6. If the debt owed to the County is greater than \$500 and the department wishes to write it off, it must be first presented to the County Prosecutor's Office for review and determination if legal action can be viably taken by the county to collect the debt. If the County Prosecutor determines such legal action is not viable, the debt will be presented to the BOCC for write-off.
7. When a write-off of an uncollectable account receivable has been requested and appropriate approvals have been received, the department will write off the debt as bad debt expense. Write-off requests will be presented to the BOCC at the end of each Calendar quarter.
8. Documentation Required With Submission of Requests for Write-Off to the BOCC: A list of potential write-offs will be provided by a department head or delegate to Administrative Services for review and approval. The department head or delegate must review and approve the list prior to sending to Administrative Services. The list must include the following information:
  - Customer name (Debtor's legal name)
  - Amount owed to the County
  - Criteria used to determine write-off (see requirement #1 above)
  - Verification that the receivable is valid, i.e., the charge was jointly

- agreed upon or was a standard fee at the time of service.
- Any other pertinent information

Once approval has been received from the BOCC, the County department must properly notify the County Auditor's Office of the write-off of bad debt accounts. The information on any bad debt write-off will be included in the year-end financial statements.

081500 9. The contract with Dynamic Collectors Inc. was tabled to 05/06/19.

081501 10. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to approve a write off of the Tom Parker debt of \$173.62 as presented.

**RESOLUTION 081501**

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, met on April 15, 2019 in regular session; and

WHEREAS, the Whitman County Human Resources Department has billed out benefit costs and not received payment; and

WHEREAS, attempts have been made to collect the past due amounts of the total amount of \$173.62;

NOW, THEREFORE BE IT RESOLVED that the listed amount be declared not collectable and removed from the accounting records of Whitman County.

PASSED, APPROVED, AND ADOPTED this 15th day of April 2019.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Arthur D Swannack, Chairman

\_\_\_\_\_  
Dean Kinzer, Commissioner

ATTEST:

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board

\_\_\_\_\_  
Michael Largent, Commissioner

081502 11. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to adopt the updated Bloodborne Pathogen Exposure Control Plan as presented.

**RESOLUTION NO. 081502  
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

**IN THE MATTER OF** the action of the adoption for the Whitman County Policy Bloodborne Pathogen Exposure Control Plan;

WHEREAS, this policy is required by state and federal law and,

WHEREAS, this policy has been updated to meet state and federal requirements and,

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-4000-HR Bloodborne Pathogen Exposure Control Plan**.

Dated this 15th day of April 2019 and effective as of April 15, 2019.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

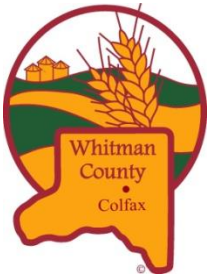
\_\_\_\_\_  
Arthur D Swannack, Chairman

ATTEST:

\_\_\_\_\_  
Dean Kinzer, Commissioner

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board

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Michael Largent, Commissioner



**BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN (ECP)**

POLICY: POL-4000-HR - Effective Date April 15, 2019 - Res. # **081502**

Cancels: Res. #080100 - Reference: None

**This policy applies to all Whitman County employees unless otherwise addressed in a bargaining unit agreement.**

**1. OVERVIEW**

Whitman County is committed to providing a safe and healthful work environment for our entire staff. This plan is designed to eliminate or minimize occupational exposure to bloodborne pathogens.

Employees who have occupational exposure to blood or other potentially infectious material (OPIM) must follow the procedures and work practices in this plan.

Employees can review the plan at any time during their work shifts. Copies will be provided, free of charge, to an employees within 15 days of request.

This plan includes:

- Overview
- Identify Employees who are at Risk for Exposure
- Controlling Employee Exposure to Bloodborne Pathogens
- Employee Training and Hazardous Communication
- Post-Exposure Evaluation and Follow-up
- Recordkeeping

**2. IDENTIFY EMPLOYEES WHO ARE AT RISK FOR EXPOSURE**

The following are job classifications in which employees have potential occupational exposure to bloodborne pathogens:

<u>JOB TITLE</u>	<u>DEPARTMENT</u>	<u>TASK/PROCEDURE</u>
Sheriff/Deputies/Undersheriff/Inspector	Sheriff	arresting/restraining suspects
Registered Nurses	Public Health	vaccinations/sample collection
Environmental Health Specialist (All Levels)	Public Health	septic inspect/sewage spills
Environmental Health Director	Facilities	septic inspect/sewage spills
Maint Worker/Bldg Engineer/Custodian	Management	clean up of regulated waste
FFM Superintendent	Facilities/Fair	clean up of regulated waste
Facilities Maintenance Manager	Facilities	clean up of regulated waste
Facilities Director	Facilities	clean up of regulated waste
Corrections/Sergeant/Jail Superintendent	Sheriff	restraining suspects
County Coroner	Coroner	examination of corpse
Chief Deputy Coroner	Coroner	examination of corpse
Deputy Coroners	Coroner	examination of corpse
Deputy Coroner Trainee	Coroner	contaminated waste
Solid Waste Equipment Operator	Public Works	contaminated waste
Solid Waste Working Foreman	Public Works	handling evidence; DNA tests
County Clerk	Clerk	handling evidence; DNA tests
Office Coordinator	Clerk	handling evidence; DNA tests
Office Specialist	Clerk	handling evidence; DNA tests
Program Assistant	Clerk	handling evidence; DNA tests
Operations Coordinator	Fair	clean up of regulated waste
Park Rangers	Parks	

Whitman County Human Resources Department (HR) is responsible for adopting the exposure control plan through the Board of County Commissioners.

Whitman County Public Health Department (PH) and HR will maintain, review, and update the exposure control plan at least annually, and whenever necessary to include new or modified tasks and procedures.

HR will make this plan available to employees, and WISHA (Washington Industrial Health and Safety Act) representatives.

PH will be responsible for making sure all medical actions required are performed, and that appropriate employee vaccination records are maintained.

PH will make sure this list is kept up-to-date.

**3. CONTROLLING EMPLOYEE EXPOSURE TO BLOODBORNE PATHOGENS (BBP)**

We use the following methods to control employee exposure:

- A. Safer medical devices and equipment used to minimize occupational exposure
  - The use of safer medical devices and equipment will prevent or minimize exposure to bloodborne pathogens.
  - The specific safer medical devices that we use are Safety Glide needles and plastic capillary tubes
  - The specific equipment to minimize or eliminate exposure that we use are sharps containers and biosafety bins
  - Sharps disposal containers are inspected and maintained or replaced by PH as necessary to prevent overfilling
  - We identify opportunities to improve controls through staff meetings and discussions
  - We evaluate new products regularly by review of published and vendor supplied literature as well as state, federal and trade organization supplied best practices

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- Both front line workers and management officials are involved in this process improvement by meetings, literature reviews and training

### **B. Personal protective equipment (PPE)**

- PPE is provided through each department to employees at no cost.
- The types of PPE available to employees are: gloves, eye protection and mask
- PPE is located in PH, Sheriff's Dept and Facilities Dept
- All employees using PPE must observe the following precautions:
  - Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
  - Wear appropriate gloves when you reasonably anticipate hand contact with blood or OPIM, or handle or touch contaminated items or surfaces
  - Replace gloves if torn, punctured, contaminated, or otherwise damaged.
- Never wash or decontaminate disposable gloves for reuse.
  - Wash hands immediately or as soon as feasible after removal of gloves or other PPE.
  - Remove PPE after it becomes contaminated, and before leaving the work area.
  - Dispose of contaminated PPE in designated containers
  - Remove blood, or OPIM-contaminated, garments immediately or as soon as feasible, in a manner that avoids contact with the contaminated surface.
- The procedure for handling used PPE is the same as biohazard material

### **C. Housekeeping**

- Written schedules for cleaning and methods of decontamination are located in the Facilities Department
- Regulated waste is placed in containers which:
  - Contain all contents
  - Do not leak
  - Are appropriately labeled or color-coded (see Labels section of this plan)
  - Are closed prior to removal to prevent contact spilling or protruding during handling.
- Contaminated sharps are discarded immediately or as soon as possible in containers that are:
  - Closable
  - Puncture-resistant
  - Leak-proof on sides and bottoms
  - Labeled or color-coded appropriately.
- Sharps disposal containers are available at the Whitman County Public Health Department.

### **D. Hepatitis B Vaccination**

- The hepatitis B vaccination series is available:
  - At no cost after training
  - Within 10 days of initial assignment to employees identified in Section 2 of this plan
- Vaccination is encouraged unless:
  - We have documentation that the employee has previously received the series
  - Antibody testing reveals that the employee is immune
  - Medical evaluation shows that vaccination is contraindicated.
- A copy of the health care professional's written opinion will be provided to the employee
- Employees who choose to decline vaccination must sign a declination form. They may request and obtain the vaccination at a later date at no cost.
- Vaccinations will be provided by the Whitman County Public Health Department

## **4. EMPLOYEE TRAINING AND HAZARD COMMUNICATION**

All employees who may have occupational exposure to bloodborne pathogens receive training conducted by the Whitman County Public Health Department and all county employees receive

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introductory bloodborne pathogen training conducted by HR through the new employee orientation process.

Occupational exposure training will include:

- Epidemiology, symptoms, and transmission of bloodborne pathogens.
  - Copy and explanation of Chapter 296-823 WAC, Occupational Exposure to Bloodborne Pathogens.
  - Explanation of our Exposure Control Plan and how to obtain a copy. This must also be done at the annual refresher training.
  - Methods used to identify tasks and other activities that may involve exposure to blood and OPIM.
  - What constitutes an exposure incident?
  - The use and limitations of controls, work practices, and PPE.
  - The basis for PPE selection and an explanation of:
    - Types
    - Uses
    - Location
    - Handling
    - Removal
    - Decontamination
    - Disposal
  - Information on the hepatitis B vaccine, including:
    - Effectiveness
    - Safety
    - Method of administration
    - Benefits of being vaccinated
    - Offered free of charge
  - Actions to take and persons to contact in an emergency involving blood or OPIM
  - Procedures to follow if an exposure incident occurs, including:
    - How to report the incident
    - Medical follow-up available
  - Employee's evaluation and follow-up after an exposure incident
  - Signs, labels, and color coding used
  - Interactive questions and answers with the trainer.
- Training materials for this facility are located within PH.

Training records are maintained for each employee upon completion of training. These documents will be kept for at least 3 years in HR.

The training record should include the following information about training sessions:

- Date
- Contents or a summary
- Names and qualifications of trainers
- Names and job titles of all attendees.

Training records are provided to employees or their authorized representatives within 15 working days of a request.

### **5. POST-EXPOSURE EVALUATION AND FOLLOW-UP**

A. Do the following after initial first-aid is given:

- Following the initial first-aid treatment such as cleaning the wound, flushing eyes, or other mucous membranes, the following will be performed:
  - Document the routes of exposure and how the exposure occurred.
  - Identify and document the source individual, unless that's not possible or is prohibited by state or local law.
  - Obtain consent and arrange to test the source individual as soon as possible to determine HIV, HCV, and HBV infectivity.
- If the source individual is already known to be HIV, HCV, and/or HBV positive, new testing is not needed.
  - Document that the source individual's test results were conveyed to the employee's health care provider.



- Provide the exposed employee with the source individual's test results.
- Provide the exposed employee with information about laws on confidentiality for the source individual.
- Obtain consent and provide a blood test for the exposed employee as soon as possible for HBV, HCV, and HIV.
- If the employee does not give consent for HIV serological testing, preserve the baseline blood sample for at least 90 days.
- If the exposed employee decides to have the sample tested during this time, perform testing as soon as feasible.
- Provide the exposed employee with a copy of the health care professional's written opinion

B. Employees are provided immediate medical evaluation and follow-up services through their normal provider.

C. Review the circumstances of an exposure incident as follows:

- The circumstances of any exposure incident will be reviewed to determine:
  - Controls in use at the time
  - Work practices that were followed
  - Description of the device used (including type and brand)
  - Protective equipment or clothing in use at the time
  - Location of the incident
  - Procedure being performed when the incident occurred
  - Employee's training

**6. RECORDKEEPING**

A. Medical records

- Medical records are maintained for each employee who has an occupational exposure to bloodborne pathogens in accordance with WAC 296-802-200, Access to Records.
- PH is responsible for maintaining medical records. These confidential records are kept in the Department for at least 30 years beyond the length of employment.
- PH will make sure appropriate employee health, OSHA and WISHA records are maintained as required.

10:20 a.m. - Jill Whelchel.

**081503 12.** Fran Martin appreciated the Board's consideration of a loan for Tekoa Park and Recreation District #6 loan. Pete Martin commented that the community supports the pool and the 2-year levy passed resoundingly. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to the approval of a loan in the amount of \$125,000 to the Tekoa Park & Recreation District #6 to be issued this year and repaid with interest no later than December 1, 2020.

**RESOLUTION NO. 081503**

**OF**

**THE BOARD OF WHITMAN COUNTY COMMISSIONERS  
FOR WHITMAN COUNTY, STATE OF WASHINGTON**

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, met in regular session on Monday, April 15, 2019; and,

WHEREAS, Tekoa Park & Recreation District #6 has requested a loan due to the lack of a levy being approved and recorded for the 2019 calendar year; and,

WHEREAS, this request complies with R.C.W's and County Policy regarding loan agreements and debt limitations; and,

WHEREAS, a two special tax levy ballots were passed by Tekoa Park & Recreation District #6 voters in a special election held on Tuesday, February 12, 2019, to be assessed in 2020; and,

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WHEREAS, the interfund loan in the amount of \$125,000 will be repaid with an interest rate of 2.1533% (the current LGIP interest rate) compounded daily in full no later than December 1, 2020.

NOW, THEREFORE, BE IT HEREBY RESOLVED that a loan of \$125,000.00 is loaned to Tekoa Park & Recreation District #6 from the Whitman County Current Expense Fund at an interest rate of 2.1533% compounded daily, to be repaid as stated.

PASSED, APPROVED AND ADOPTED 15th day of April, 2019.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Arthur D Swannack, Chairman

ATTEST:

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Dean Kinzer, Commissioner

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Maribeth Becker, CMC  
Clerk of the Board

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Michael Largent, Commissioner

**081504**      **13.**      Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to pass a resolution that declares a Facilities Department emergency does exist and it is imperative to make repairs as soon as possible.

**RESOLUTION NO. 081504**  
**OF**  
**THE BOARD OF COUNTY COMMISSIONERS**  
**FOR WHITMAN COUNTY, STATE OF WASHINGTON**

**WHEREAS**, the Board of County Commissioners for Whitman County, State of Washington, met in regular session on Monday, April 15 2019; and,

**WHEREAS**, The Facilities Staff discovered a large raw sewage back-up in the Jail building which resulted in flooding the Coroner's office and adjacent meeting room, IT room, storage rooms and boiler room. The back-up was caused by objects plugging the sewer pipes coming from the jail cells. This occurred on three consecutive days; and,

**WHEREAS**, immediate action is needed to protect the safety of employees, the public, and to remove and repair contaminated structural components of the facility and its amenities; and,

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of County Commissioners hereby declares the existence of an emergency and activates its emergency powers pursuant to R.C.W.39.04.281; and,

**BE IT FURTHER RESOLVED**, that Whitman County is authorized to enter into contracts and incur obligation, without regard to time consuming procedures and formalities prescribed by law, necessary to engineer and perform repairs to offices and storage rooms in the basement of the Jail.

**PASSED, APPROVED AND ADOPTED** this 15th day of April 2019.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Arthur D Swannack, Chairman

ATTEST:

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Dean Kinzer, Commissioner

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Maribeth Becker, CMC  
Clerk of the Board

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Michael Largent, Commissioner

**081505**      **14.**      Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to award the quote for the Clerk's office remodel project to Davis Office Furniture in the amount of \$18,087.84.

**081506**      **15.**      Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to approve Cemetery District #8 interlocal agreement.

**081507**      **16.**      Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to authorize a MasterCard for Lance Bishop with a \$5,000 credit limit.

**081508**      **17.**      Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to authorize Chairman to sign the 2019-1st quarter PDC lobbyist report.

**081509**      **18.**      Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to contribute an additional \$100,000 of Public Facilities (.09) money to the grandstand project (additional foundation work).

**081510**      **19.**      Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to approve the 2019-2020 agricultural burning agreement with Palouse-Rock Lake Conservation District.

**081511**      **20.**      Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to approve a one-year extension to the City of Tekoa's 2018 Public Facilities (.09) grant.

**081512**      **21.**      Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to adopt the revised Public Facilities (.09) Funds Statement of Intent.

**081513**      **22.**      Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to adopt the revised Public Facilities (.09) award requirements.

**081514**      **23.**      Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** that the duties and responsibilities of the Information Technology Department temporarily assigned to Mark Storey are hereby rescinded.

**RESOLUTION NO. 081514**  
**BEFORE THE BOARD OF WHITMAN COUNTY, WASHINGTON COMMISSIONERS**  
**INTERIM INFORMATION TECHNOLOGY DIRECTOR**

WHEREAS, the Board of Whitman County Commissioners, State of Washington, met in regular session on April 15, 2019; and,

WHEREAS, the Whitman County Information Technology Director was elected to the position of Whitman County Treasurer as of January 1, 2019; and,

WHEREAS, on January 14, 2019, it was necessary to name an Interim Information Technology Director to continue the workings of county government until the position was filled; and,

WHEREAS, the duties and responsibilities of the Information Technology Department were temporarily assigned to Mark Storey; and,

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WHEREAS, a new Information Technology Director was appointed as of April 1, 2019 and assigned the duties and responsibilities for the department; and,

WHEREAS, there is no longer a need for an Interim Information Technology Director.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Whitman County Commissioners that the duties and responsibilities of the Information Technology Department temporarily assigned to Mark Storey are hereby rescinded.

Dated this 15th day of April, 2019.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Arthur D Swannack, Chairman

ATTEST:

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Dean Kinzer, Commissioner

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Maribeth Becker, CMC  
Clerk of the Board

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Michael Largent, Commissioner

**081515**      **24.**      Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to appoint Lance Bishop and Brandy Dean to the Incident Team.

**081516**      **25.**      Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to authorize the publishing of a notice of hearing for budget amendment #2 to the 2019 Whitman County budget.

**081517**      **26.**      Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to approve an agreement with ATVP for Whitman County Courthouse office space.

**CORRESPONDENCE:**

**D081517A**      **27.**      The following correspondence was received:

**081518**      **27A.**      Notice of a new liquor license application for Torrey's Country Store, St. John, WA was received from the Washington State Liquor and Cannabis Board.

**081519**      **27B.**      Notice of marijuana licenses expiring 08/31/19 was received from the Washington State Liquor and Cannabis Board.

**081520**      **27C.**      A letter of appointment by the Governor to Commissioner Kinzer was received appointing him to the WA State Affordable Housing Board with a term ending January 26, 2023.

**081521**      **27D.**      An executed copy of the Washington Teamsters Welfare Trust subscription agreement for 2014-2016 was received.

**081522**      **27E.**      An executed copy of the Washington Teamsters Welfare Trust subscription agreement for 2017-2020 was received.

**081523**      **27F.**      An executed copy of the Washington State Department of Transportation updated Right-of-Way agreement was received.

**081524**      **28.**      Commissioners' pending list reviewed.

**11:00 a.m. - Public Works.**

Present: Brandon Kruger, Dean Cornelison, Dan Gladwill and Garth Meyer.

081525        28A. The following Public Works related issues approved/updated:

**ACTION ITEMS:**

081526        29. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to that we adopt the Title VI Non-Discrimination Agreement as presented.

081527        30. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to approve the resolution initiating the Thornton Depot Bridge Project as presented.

**RESOLUTION NO. 081527  
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

In the matter of initiating county road bridge project designated as C.R.B.P. No. 3360-12.27(8) Project No. XFB1901.

IT IS HEREBY RESOLVED that the Thornton Depot Bridge, County Bridge No. 3360-12.27 be improved as follows:

This project provides for the replacement of the Thornton Depot Bridge with a 30 foot wide, 35 foot long prestressed concrete superstructure on a steel substructure.

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:

**BOCC MINUTES-04/15/19**

<b>PURPOSE</b>	<b>AMOUNT OF APPROPRIATION</b>
Engineering (PE & CE)	\$ 2,000.00
Construction	<u>\$145,000.00</u>
TOTAL	\$147,000.00

This project was included in the officially adopted annual road program as Item No. 1.

IT IS FURTHER RESOLVED that the construction is to be accomplished by county forces in accordance with RCW 36.77.065 and WAC 136-18.

ESTIMATED date of commencing work: May 1, 2019  
ESTIMATED date of completing work: October 31, 2019

ADOPTED this 15th day of April, 2019.

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

**081528** 31. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to approve the resolution initiating the Bonnie Bridge Project as presented.

**RESOLUTION NO. 081528  
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

In the matter of initiating county road bridge project designated as C.R.B.P. No. 3280-01.64(3) Project No. XFB1900.

IT IS HEREBY RESOLVED that the Bonnie Bridge, County Bridge No. 3280-01.64 be improved as follows:

This project provides for the replacement of the Bonnie Bridge with a 60 foot long, 129 inch by 84 inch arch culvert.

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:

<b>PURPOSE</b>	<b>AMOUNT OF APPROPRIATION</b>
Engineering (PE & CE)	\$ 2,000.00
Construction	<u>\$38,000.00</u>
TOTAL	\$40,000.00

This project was included in the officially adopted annual road program as Item No. 1.

**BOCC MINUTES-04/15/19**

IT IS FURTHER RESOLVED that the construction is to be accomplished by county forces in accordance with RCW 36.77.065 and WAC 136-18.

ESTIMATED date of commencing work: May 1, 2019  
ESTIMATED date of completing work: October 31, 2019

ADOPTED this 15th day of April, 2019.

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

**081529**      **32.**      Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to approve the resolution declaring a State of Emergency for both unincorporated and incorporated areas of Whitman County that lie both to the east of SR23, and to the east of SR195 in proximity to area streams and rivers as presented.

**RESOLUTION NO. 081529**  
**OF**  
**THE BOARD OF COUNTY COMMISSIONERS**  
**FOR WHITMAN COUNTY, STATE OF WASHINGTON**

**WHEREAS**, the Board of County Commissioners for Whitman County, State of Washington, met in regular session on Monday, April 15, 2019; and,

**WHEREAS**, on April 9, 2019, Public Works staff took quick action to protect the public by closing the Kitzmiller, Whelan, Viola, Mader, Albion-Parvin, Estes, Seabury, Fanning, Fairbanks, Orville Boyd, and Banner Roads, among others, to "through" traffic, once they became aware of the significant damage to, local flooding around, and the potential for failure of the road embankments adjacent to waterways around the County; and,

**WHEREAS**, incorporated Towns and Cities around Whitman County are also experiencing similar flooding and damage to infrastructure; and,

**WHEREAS**, the Board agrees that a state of emergency currently exists with respect to significant erosion, slope wasting, and damage to area transportation infrastructure in areas of the County that lie both to the east of SR23 and to the east of SR195, in proximity to area streams and rivers; and,

**WHEREAS**, immediate action has been and will be needed to further protect the safety of the public and the integrity of the public road system; and,

**WHEREAS**, Public Works personnel intend to act in the best interest of the Board of County Commissioners and the county residents,

**NOW, THEREFORE BE IT RESOLVED AND IT IS ORDERED** that an emergency exists in the unincorporated and incorporated areas of Whitman County that lie both between Highway 23 and Highway 195, and to the east of Highway 195; and,

**BOCC MINUTES-04/15/19**

**BE IT FURTHER RESOLVED**, that the County and City/Town personnel shall work in a cooperative manner with the Washington State resource agencies to plan and complete necessary emergency repairs to the damaged roadways, bridges, and river/stream bank areas; and,

**BE IT FURTHER RESOLVED**, in the best judgement of the County Engineer, to ensure the safety and well-being of Whitman County residents, and timely mitigation of damage, he may secure necessary services and materials, as provided for in RCW 36.32.270 Competitive bids-Emergency purchases.

**PASSED, APPROVED AND ADOPTED** this 15<sup>th</sup> day of April 2019 and effective as of April 9, 2019.

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

**DIVISION UPDATES:**

**D081529A 33.** The following division updates provided by Public Works staff.

**Solid Waste Division:**

**D081529B 33A.** Staff is working with the manufacturer for the Transfer Station office building to bring down the cost. They are also checking the state contract and/or piggy backing with a King County bid.

**Engineering Division:**

**D081529C 33B.** Almota Road Phase 4 right-of-way acquisition is still in progress. Public Works is still awaiting authorization and release of funding for the Safety Projects.

**Maintenance Division:**

**D081529D 33C.** Maintenance crews are working on repairing flood damaged roads; road restrictions should all be lifted this week.

**Building Division:**

**081530 33D.** The 1<sup>st</sup> quarter for 2019 Building Department quarterly report was received from and reviewed by Dan Gladwill.

**081531 33E.** Small Works roster quote for 2019 Steel H-Piling was awarded to National Pipe & Piling, Inc., Tacoma, WA in the amount of \$23,486 plus tax.

**081532 33F.** Small Works roster quote for 2019 crack seal material was awarded to Arrow Construction Supply, Spokane Valley, WA in the amount of \$21,600 plus tax.

**D081532A 34.** Approved documents signed.

**11:30 a.m. - Recess.**



**BOCC MINUTES-04/15/19**

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

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

**081533 35.** Mr. Berney reviewed the regular Greater Columbia Administrative Service Organization (GCBH-ASO) Executive Committee meeting held on April 4, 2019.

**D081533A 35A. ASO Issue: Approval of warrants and vouchers:**

Approval for warrants/vouchers was needed for both the Behavioral Health Organization (BHO) and the Administrative Service Organization (ASO). These were done with different motions to highlight the separation.

- A Motion was made to approve BHO warrants/vouchers for February and March 2019.
- A Motion was made to approve ASO warrants/vouchers for February and March 2019.

Whitman County voted in favor of both of the motions both passing unanimously.

**D081533B 35B. GCBH-ASO Issue: ASO Updates:**

- Budget:
  - Revenues are on track with expectations so far.
  - Expenditures are lower than we would expect at this time but no inpatient claims have come from the State yet.
  - The provider network is getting paid on time now.
- State Auditor's Office Finding (discussed last briefing):
  - Visits to the providers in the network have been scheduled
- BHO closeout:
  - The State has now set June 2019 for final closeout
  - North Sound BHO is having an issue
- A great deal of discussion on how this managed care integration process is rolling out much differently than had been explained to GCBH by the Health Care Authority.

**D081533C 35C. GCBH-ASO Issue: Committee Reports:**

Only the Crisis Providers/Clinical Directors Committee has met so far. The ASO is looking to repopulate the Behavioral Health Advisory Board (used to be called the Regional Advisory Board).

**D081533D 35D. GCBH-ASO Issue: Greater Columbia LLC Operating Agreement:**

- We knew there would have to be changes made to the initial Operating Agreement as the State clarified what they were going to require from each ASO. The current statute required BHOs to use County Treasurer Offices. This will not work for all ASOs since there is one that is not a County or a group of Counties.
- No new work on the Operating Agreement is anticipated until after the session is over and we see how the statutes governing ASOs are reconciled/changed.

**D081533E 35E. GCBH-ASO Issue: Other Business:**

- The LLC Executive Committee (The Board) will probably only meet every other month. Next meeting is scheduled for June 6, 2019.

**1:30 p.m. - Recess.**

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

Present: Connie Ellis.

**081534 36.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to go into executive session with the above individual until 4:00 pm. in accordance with RCW 42.30.110(1)(g) for matters related to job applicants.

**4:00 p.m. - Return to Open Session/Recess.**

**D081534A** THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, April 22, 2019** 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.**

**D081534B** 37. Approved consent agenda items signed.

**081535** 38. Treasurers Wire Transfers and Check Report in the amount of **\$1,080,843.91**, Payroll warrants numbered **342400-342408** for **\$422,220.44** and General/Veterans' Relief/Payroll warrants numbered **342289-342399** for **\$143,511.22** approved.

**D081535A** 39. There were no personnel change orders.

**9:05 a.m. - Adjournment.**

**D081535B** Commissioner Largent **moved** to adjourn the **April 15** and **22, 2019** meeting. Motion **seconded** by Commissioner Kinzer and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **April 29, 2019**. The foregoing action made this **22<sup>nd</sup>** day of **April 2019**.

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

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MARIBETH BECKER, CMC  
Clerk of the Board

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ARTHUR D SWANNACK, CHAIRMAN  
Board of County Commissioners