

Minutes for April 21, 2008

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068082 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, April 21, 2008** at **9:00 a.m.** Chairman Michael Largent, G.R. Finch and Greg Partch, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Bob Reynolds (9:00 a.m.)

Chairman Largent is attending a meeting regarding the new financial software and was therefore not available for most of today's regular meeting.

068083 1. Items discussed included Detention Facility project, Superior Court microphones, employee procedures and long term care availability. No action taken.

9:30 a.m. - Recess.

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

Present: Bob Reynolds, Linda Davis, Maria Thomas and Joe Smillie.

D068083A 2. Motion by Commissioner Partch to accept the consent agenda with the deletion of item #D1. Motion **seconded** by Commissioner Finch and **carried**.

068084 3. April 14, 2008 minutes approved.

068085-068093 4. Personnel board orders approved.

068094 5. Bob Reynolds advised the Board five vendors were solicited and three vendors responded on the Detention Facility cabinetry work. Bob Ingalls, project manager recommends the quote be awarded to Mitz's Cabinets for \$10,897 with tax. This recommendation works with other portions of the electronic control system project and the Prosecutor concurs this is the best fit for the project. Commissioner Partch **moved** Commissioner Finch **seconded** the motion and it **carried** to accept the Detention Facility contract with Mitz's Cabinets.

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068095 6. Commissioner Partch **moved** Commissioner Finch **seconded** the motion and it **carried** to commence the process for a Whitman County surplus sale.

068096 7. Upon review by the commissioners and Prosecutor, Commissioner Partch **moved** Commissioner Finch **seconded** the motion and it **carried** to approve the professional services agreement with Kara L. Riebold to prepare a LIFT grant for Whitman County.

068097 8. Commissioner Partch **moved** Commissioner Finch **seconded** the motion and it **carried** to authorize adoption of the application form for appointment to a Whitman County Board/Committee.

068098 9. A corrected request for a liquor license for Wawawai Canyon Winery was received from the Washington State Liquor Control Board (WSLCB). Commissioner Partch **moved** Commissioner Finch **seconded** the motion and it **carried** to approve the corrected application (no objections). Signed application returned to WSLCB.

068099 10. Copies of correspondence with the Washington State Parks and Recreation Commission concerning revaluation of the Steptoe Butte State Park lease with the Whitman County Sheriff and Public Works Department was received from the Prosecutor.

068100 11. Notice of annexation to Steptoe Sewer District No. 1 was received and reviewed.

068101 12. A letter of appreciation was received from Mike Bagott, Fire Chief on behalf of Palouse EMS for the assistance received from Roger Marcus in rescuing injured hikers from Kamiak Park on two different occasions in 2007.

068102 13. A letter confirming the renaming of Squaw Canyon to Awkskin Canyon was received from the US Board on Geographic Names.

068103 14. An executed copy of DSHS contract amendment #0763-19053-02 for Developmental Services County Day Programs was received (06/30/09).

068104 15. Commissioners' pending list reviewed.

10:20 a.m. - Recess.

10:30 a.m. - Whitman County Code.

Present: Linda Davis, Maria Thomas and Joe Smillie.

068105 Vice Chairman Finch convened the hearing for proposed amendments to Whitman County Code Chapter 3.12. The Clerk of the Board provided a staff report outlining a correction and housekeeping revisions to 3.12.025

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and 3.12.030. There being no comments from those in attendance, the Vice Chairman adjourned the hearing.

Commissioner Partch **moved** Commissioner Finch **seconded** the motion and it **carried** to approve revisions to Whitman County Code Chapter 3.12 as presented.

**ORDINANCE NO. 068105
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

WHEREAS, the Whitman County Board of Commissioners met in their Chambers on this 21st day of April 2008; and,

WHEREAS, a public hearing was conducted this day to consider amendments to the Whitman County Code, Chapter 3.12 as attached:

NOW, THEREFORE, BE IT HEREBY ORDAINED that the Whitman County Board of Commissioners duly approves the attached amendments to the Whitman County Code, Chapter 3.12 as described herein.

PASSED, APPROVED AND ADOPTED THIS 21ST DAY OF APRIL 2008.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Michael Largent, Chairman

Greg Partch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

G.R. Finch, Commissioner

**Chapter 3.12
CLAIMS**

Sections:

- 3.12.005 Claims.
- 3.12.010 Goals.
- 3.12.020 Scope.
- 3.12.025 Authorization process.
- 3.12.030 Vendor lists.
- 3.12.040 Small works roster.
- 3.12.050 Professional services roster.
- 3.12.060 Obligation to pay.
- 3.12.070 Hearing of claims.
- 3.12.080 Presentment of claims.

3.12.005 Claims.

The guidelines set forth in this chapter are intended to be applicable to all funds and departments which are part of the Whitman County government entity and to provide guidance and direction on the policies and procedures that must be complied with for all purchases. (Res. 49749 (part), 1996).

3.12.010 Goals.

The goals of Whitman County's purchasing policies are:

- A. To protect and advance the public interest by maximizing the purchasing value of public funds and by providing safeguards for maintaining a purchasing system of quality and integrity;
- B. To ensure the fair and equitable treatment of all persons involved in the purchasing process;
- C. To ensure fair and equal access to county business by local vendors and minority and women's businesses. Whenever a unit of local government is required to make purchases from the lowest, responsible bidder or from the suppliers offering the lowest price for the items desired to be purchased, the unit of local government may, at its option when awarding a purchase contract, take into consideration tax revenue it would receive from purchasing the supplies, materials, or equipment from suppliers within its boundaries. The unit of local government must award the purchase contract to the lowest bidder after such tax revenue has been considered. However, any local government may allow for preferential purchase of products made from recycled materials or products that may be recycled or reused. The board of county commissioners reserves the right to reject any or all bids, to waive technicalities or irregularities, and after careful consideration of all bids and factors involved, make the award of bid to serve best the interest of Whitman County;
- D. To avoid conflicts of interest in purchasing and contracting. (Res. 49749 (part), 1996).

3.12.020 Scope.

The scope of Whitman County's purchasing policies is:

- A. Authority to make purchases and commit Whitman County for the payment for those items purchased lies strictly with the board of county commissioners.
- B. The board has delegated this authority to elected officials and appointed department heads through the vehicle of the annual operating budget.
- C. All officials of Whitman County, whether elected or appointed, are given authority to make purchases necessary for the operation of their respective departments by following the guidelines set forth in the BARS manual, RCWs, WACs, ordinances and resolutions adopted by Whitman County, as long as they do not exceed the budget authorized for the department.

- D. All obligations to the county will be submitted and paid in a timely manner to avoid finance charges or late fees.
- E. All officers and employees of Whitman County shall comply with this policy.
- F. This policy shall cover the purchases of materials, equipment, supplies and services. This policy does not cover those purchases made in the form of salaries and benefits.
- G. This policy also applies to all leases of equipment entered into by county offices/departments. The office/department should analyze lease versus purchase alternatives to determine the most economical approach.
- H. When a purchase involves the expenditure of federal funds, purchasing shall be conducted in accordance with all applicable federal laws or regulations.
- I. Nothing in this policy shall prevent the county from complying with the terms and conditions of a grant, gift or bequest which is otherwise consistent with law.
- J. The minimum county requirements are listed in this policy. Offices/departments may develop their own internal purchasing procedures, which may be more detailed or more stringent.
- K. Elected officials or department heads may delegate purchasing responsibility in their department to no more than four (4) employees (with no further delegation). Such delegation will be documented by delivering a letter of authority with original signatures to the board of county commissioners. The board of county commissioners will act upon the request and then deliver the letter of authority to the Whitman County auditor's office for filing. The letter of authority must be updated at least annually or when changes in authorization occur. It will be the responsibility of the clerk of the board in January of each calendar year to obtain the updated letter of authority from each elected official or department head. Any elected official or department head delegating purchasing responsibility will also, unless clearly stated otherwise, authorize such person(s) to sign claims, purchase orders, and certified travel voucher forms used for travel, training and payroll. (Res. 49749 (part), 1996).

3.12.025 Authorization process.

The purchasing process is as follows:

Amount	Process	Authorization
\$ 0-\$ 500	Claim/purchase order	Budget
\$ 501-\$ 5,000	Approval by elected official, department head or authorized designee	Budget

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Amount	Process	Authorization
\$ 5,001-\$25,000	Vendor list-See 3.12.030B or Formal bids	RCW 36.32.245 RCW 39.04.190
\$ 25,001 and over	Formal bids	RCW 39.04.190

Construction of a public works or improvement project:

Amount	Process	Authorization
\$ 0-\$ 2,500	Claim/purchase order	Budget
\$ 2,500-\$ 10,000	Claim/purchase order or Small works roster	Budget
\$ 10,000-\$200,000	Small works roster or Formal bids	RCW 36.32.250 RCW 39.04.155
\$200,000 and over	Formal bids	RCW 39.32.250

Definition: RCW 39.04.010 as now or hereafter amended: "The term "public works" shall include all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein, but nothing herein shall apply to the construction, alteration, repairs, or improvement of any municipal street railway system. All public works, including maintenance when performed by contract shall comply with the provisions of RCW 39.12.020." (Res. 49749 (part), 1996).

3.12.030 Vendor lists.

- A. Whitman County shall semi-annually publish a notice soliciting names of vendors for the county vendor lists.
- B. For purchases between five thousand one dollars and twenty-five thousand dollars, county departments shall secure at least three quotations from different vendors by telephone, facsimile, email or in writing to assure a competitive bid price or use the formal bid process.
- C. Prior to actual purchase, the quotations, with a recommendation from the department, shall be presented to the board of county commissioners for review and approval of the award to the lowest responsible quoter.
- D. Immediately after the award is made, the quotations shall be recorded and made available for public inspection and telephone inquiry. (Res. 49749 (part), 1996).
- E. At least every two months, the county must post a list of contracts awarded. The list must contain, for each contract, the name of the contractor, the amount of the contract, a brief description of the public work project and the date of the award.

3.12.040 Small works roster.

- A. Whitman County shall semi-annually publish a notice soliciting names of contractors for the small works rosters.
- B. The roster shall consist of responsible contractors that are properly licensed to perform work in Washington State.
- C. Departments requiring contract work under \$200,000 shall invite quotes from all appropriate contractors on the appropriate roster. The quote invitation shall include nature and scope of the work and materials and equipment to be furnished.
- D. Alternatively, quotations may be sought from at least five contractors on the appropriate roster who have indicated the capability of performing the kind of work being sought.
- E. If the alternative process is used, the county shall distribute the invitations for quotations in a manner that will equitably distribute the opportunity, that is, not favor one contractor over another. If the estimated cost of the work is from \$100,000 to \$200,000, the county must notify the other contractors on the roster that quotations are being sought. Notice may be published, mailed out, sent by facsimile or other electronic means.
- F. Whenever possible, the county must invite at least one proposal from a minority or woman contractor who must otherwise qualify under RCW 39.04.155(2).
- G. Quotes shall be submitted to the board of county commissioners, with a recommendation from the department, for review and approval prior to the award to the lowest responsible quote.
- H. Immediately after an award is made, the quotations obtained shall be recorded, open to public inspection and available to telephone inquiry. (Res. 49749(part), 1996).
- I. At least every two months, the county must post a list of contracts awarded. The list must contain, for each contract, the name of the contractor, the amount of the contract, a brief description of the public work project and the date of the award.

3.12.050 Professional services roster.

- A. The professional services roster process will be used for all departments not subject to the provisions of RCW 39.80 (now or as hereafter amended); or any other applicable statute.
- B. Whitman County shall semi-annually publish the need for various professional services.
- C. The professional services roster will be established with a pool of professionals that can be chosen for various contractual services.
- D. The professional services roster does not require three bids.
- E. A formal contract will be written for the professional services provider selected. A copy of the formal contract will be attached to the claim submitted for payment. If the formal

contract is extremely lengthy and therefore not attached to the claim submitted for payment, the claim will clearly state the location of the formal contract for review. (Res. 49749 (part), 1996).

3.12.060 Obligation to pay.

- A. All obligations to the county will be submitted and paid in a timely manner to avoid finance charges or late fees.
- B. It is the statutory duty of the county auditor to examine all claims against the county prior to presenting them to the board of county commissioners for their examination and allowance. The county auditor shall examine all claims to verify their payment does not violate state law or county ordinance or resolution. The county auditor shall also examine all claims for completeness, proper BARS coding and accurate documentation attached to support the claim. When the county auditor finds an error, he/she will contact the department submitting the claim immediately to attempt to correct the error. If agreement between the county auditor and the department cannot be reached, the county auditor will prepare a written memo to the board explaining the discrepancies. This written memo will be attached to the claim, a copy of it delivered to the department by the close of business on the Friday in the calendar week in which the claim was due to the county auditor's office, and forwarded with the claim to the board on their next scheduled meeting. (Res. 49749 (part), 1996).

3.12.070 Hearing of claims.

Claims will be passed upon by the board of county commissioners at any regularly scheduled meeting. The county auditor is directed to present all claims as provided for in this policy. (Res. 49749 (part), 1996).

3.12.080 Presentment of claims.

All claims, with the exception of contractual payments, or as otherwise specified in contracts, must be delivered to the county auditor's office according to the schedule set by the county auditor and must go before the board of county commissioners at their next regularly scheduled meeting. (Res. 49749 (part), 1996).

**For statutory provisions on claims against counties, see RCW Ch. 36.45.

10:35 a.m. - Recess.

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

Present: Mark Bordsen, Dan Gladwill, Cindi Lepper, Linda Davis, Maria Thomas and Joe Smillie.

ACTION ITEMS

Planning Division:

068106 1. Commissioner Partch **moved** Commissioner Finch **seconded** the motion and it **carried** to accept a revised Planning Fee schedule to replace the fee for Farmer's Affidavits which are no longer needed, with a fee of \$75.00 for administrative review of home-based businesses, as shown on the attached, revised fee schedule.

RESOLUTION NO. 068106

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS of Whitman County, Washington, in the matter of revising the fee schedule for Whitman County Planning services.

WHEREAS, with the May 2007 revision of the zoning ordinance, the Farmer's Affidavit is no longer necessary,

WHEREAS, with the addition of the Administrative Use Permit category for home-based business, a flat fee should be set to enable processing of that permit,

THEREFORE, IT IS HEREBY RESOLVED that this fee schedule shall be revised according to the fee schedule attached and labeled as the Planning Fee Schedule.

ADOPTED this 21st day of April 2008.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Michael Largent, Chairman

Greg Partch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

G.R. Finch, Commissioner

PLANNING

FEE SCHEDULE

Minimum fee/deposit: If actual costs are greater than minimum, applicant will be billed for costs greater than deposit up to permit maximum.

Planning Department:

Deposit and minimum fee:

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- \$150.....**Boundary Line Adjustment.**
 - \$150.....**Certificate of Zoning Compliance** - \$500 maximum.
 - \$300.....**Conditional Use** (non-PMC) - \$800 maximum.
 - \$400.....**Conditional Use PMC** - \$1,500 maximum.
 - \$500.....**Final Plat** - \$1,500 maximum.
 - \$ 75.....**Flood Plain Development Permit** - \$200 maximum.
 - \$ 75.....**Home-Based Business** – Administrative Use Permit
 - \$500.....**PRD** - \$1,500 maximum.
 - \$500.....**Preliminary Plat** - \$1,500 maximum.
 - \$150.....**Review of Land Divisions Greater than 20 Acres** - \$300 maximum (33% Planning 67% Engineering)
 - \$150.....**Rural Housing Certificate** - \$500 maximum
 - \$ 75.....**Rural Residential Site Review**
 - \$500.....**SEPA Appeals** with \$250 refundable if the appellate body concurs in judgment with the applicant.
 - \$250.....**SEPA DNS/M-DNS** - \$1,000 maximum.
 - \$250.....**SEPA DS (EIS)** to actual costs.
 - \$ 50**Shorelines Management Act Exemption**
 - \$250.....**Shorelines Management Act Permit** - \$750 maximum
 - \$250**Short Plat** - \$750 maximum.
 - \$ 75.....**Site Inspections** (not affiliated with a permit application) - actual costs to \$200 maximum.
 - \$ 75**Site Visits** (such as required by Board of Adjustment) - actual costs to \$200 maximum.
 - \$250.....**Variance** - \$500 maximum.
 - \$300**Zone Change** - \$800 maximum.
 - N/C if less than.....**Critical Areas Ordinance Reviews** (includes flood 30 minutes, hazard, wetland, fish & wildlife habitat and aquifer recharge inquiries),actual costs if more than 30 minutes to a \$200 maximum.
- \$ _____ **Whitman County Planning Total Fee Deposit.**

Costs include staff time, legal notices and mileage (if site visit is necessary) and map fund. Projects will be charged for one staff position at a time, even if two or more work on it at the same time.

Other Fees Your Project May Encounter:

- _____ Auditor Filing Fee.
- _____ Building Permit Fee (based on valuation).
- _____ Full Payment of Taxes – Treasurer (for subdivisions)
- _____ Road Approach Permit

Environmental Health Department:

- _____ \$250 Site Investigation.
- _____ \$175 Per additional site investigation on adjoining property.
- _____ \$255 On site sewage permit.
- _____ \$ Water test lab fees (*amount depends on the lab used*).
- _____ \$175 Follow up visits (if necessary).
- \$_____ **Total.**

Other Fees The County Does Not Collect:

_____ Department of Ecology
_____ Fish & Wildlife
_____ Flood Level Certification – Professional Engineer
_____ Surveyor
_____ Wetlands Specialist/Biologist

Engineering Division:

068107 2. A copy of the NOTICE TO PROCEED sent to DeAtley Crushing Company regarding the VanDyke No. 2 Quarry project was received.

068108 3. A copy of the award sent to Shawnee Rock, Inc. regarding the Lacrosse South Stockpile project was received.

Solid Waste Division:

D068108A 4. Spring cleanup is in progress and many residents are taking advantage of the program.

D068108B 5. Earth Day is Tuesday, April 22nd and Ms. Lepper will be at Rosauers in Colfax suggesting customers replace plastic/paper bags with a complimentary reusable tote. This event also includes a live radio broadcast.

D068108C 6. Ms. Lepper will basically lead the 2-week "Move Out and Pitch In" program at WSU because the university is no longer participating in this event. However, many private organizations will be assisting her.

068109 7. Tire Amnesty Day is set for July 12th and pre-registration is required.

D068109A 8. According to the Director, staff has moved into the new scale house; the old scale house will be demolished within the next month.

D068109B 9. The department kicked off the solid waste disposal rates study with consultant for revising the solid waste regulation. This is a several month process and the consultant will make presentations to the Board and Solid Waste Advisory Committee.

Building Division:

068110 10. The 2008 first quarter building activity report was received and reviewed.

11:30 a.m. - 2008 Commissioners' Choice Award.

Chairman Largent returned to the meeting.

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Present: Gary Dunford, Jeff Stehr, Terry Endsley, Chuck Campbell, Phil Meyer, Julie Banks, Judy McMurray, Mark Bordsen, Dan Gladwill, Cindi Lepper, Evon Jones, Terry Ensley, Bob Lothspeich, Sharron Cunningham, Michele Beckmann, Kelli Campbell, Maria Thomas, Linda Davis and Joe Smillie.

068111 The 2008 Commissioners' Choice Award was presented to:

Mark Storey, Public Works Director/County Engineer
Phil Meyer, Public Works Maintenance Operations Manager
Public Works Road Maintenance District I - Oakesdale and St. John
Public Works Road Maintenance District II - Colton, Palouse and Pullman
Public Works Road Maintenance District III - Colfax and Lacrosse

11:45 a.m. - Sharron Cunningham, Administrative Services.

Present: Bob Lothspeich, Doug Robinson, Eunice Coker, Janet Schmidt, Kelli Campbell, Marlynn Markley, Maria Thomas and Joe Smillie.

Excused: Bev Divine.

068112 The 2008 March ending financial report was provided by Ms. Cunningham.

March 2008 Cash Balance - \$1,941,018

March 2007 Cash Balance - \$1,583,138

March 2008 Revenue - \$1,726,457 - 14.51% of budget.

March 2007 Revenue - \$1,734,445 - 13.21% of budget.

March 2008 Expenditures \$2,756,430 - 23.11% of budget.

March 2007 Expenditures \$2,825,872 - 21.40% of budget.

12:00 p.m. - Recess.

2:00 p.m. - Board Business Continued/BOCC Workshop.

Present: Mark Storey, Brandon Burch and Tim Davis.

D068112A 16. The above staff members discussed Classification system issues. No action taken.

3:00 p.m. - Adjournment.

D068112B Commissioner Finch **moved** to adjourn the **April 21, 2008** meeting. Motion **seconded** by Commissioner Partch and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **April 28, 2008**. The foregoing action made this **21st** day of **April 2008**.

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

MARIBETH BECKER, CMC
Clerk of the Board

MICHAEL LARGENT, CHAIRMAN
Board of County Commissioners