

## Minutes for April 28<sup>th</sup>, 2003

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**061073 THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **April 28, 2003** at **10:00 a.m.** G.R. "Jerry" Finch, Chairman, Greg Partch, Commissioner, and Maribeth Becker, CMC, Clerk of the Board attended. Commissioner Wigen was not in attendance.

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

**D061073A 1. Call to Order/Pledge of Allegiance.**

Present: Brett Bosse and Marlynn Markley.

**D061073B 2. Motion** by Commissioner Partch to approve the Consent Agenda. Motion **seconded** by Commissioner Finch and **carried**.

**061074 3.** Claims/Payroll warrants numbered **148401-148403** and **148462-148559** for **\$289,506.91** approved.

FUND	FUND NAME	AMOUNT	AMOUNT
001	Current Expense	413.50	23,284.25
102	Building & Development		22.25
103	Countywide Planning		157.78
105	Mental Health	4.94	
110	County Roads		15,788.59
117	Boating Safety		185.00
118	Inmate Welfare	16.74	625.70
123	Paths & Trails	9.55	
127	Drug Enforcement	24.91	13,260.78
132	Auditor's Document Preserv.	753.20	440.54
135	Prosecutor's Stop Grant		1,864.32
138	Federal Equitable Sharing	21.15	
142	Whitcom-911		11,003.13
300	Capital Projects		3,079.50
320	Cap. Proj/Outside Sources (Bond)		192.17
400	Solid Waste	3,472.12	64.22
410	Solid Waste Reserve		720.00
501	Equipment Rental & Revolving	52.36	21,399.46
511	Unemployment Insurance		3,229.87
512	Indust. Insurance Revolving		49,841.40
690	Clearing & Suspense	11,434.11	128,145.37

**061075 4.** April 21, 2003 minutes approved.

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**061076-061182** 5. Personnel board orders approved.

**061183** 6. Marlynn Markley requested and was authorized to proceed with filling the vacant legal process specialist position within District Court. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried**.

**061084** 7. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to pay the annual dues for Upper Columbia RC&D of \$125.

**061085** 8. A letter was received from Phillip Hinrichs requesting the commissioners' support for extension of the city sewer system to the south end of Pullman.

**061086** 9. Confirmation was received from the State Department of Revenue via the Port of Whitman County confirming that no leasehold tax is required when one public agency leases land from another public agency.

**061087** 10. The commissioners sent a letter to Jean Wardwell, Chair of the Planning Commission requesting a second public workshop on cluster residential development after spring work.

**061088** 11. A letter of congratulations was sent to Cindy Wigen who received the Washington Association of Library Employees, "Employee of the Year" award.

**061089** 12. An email was forwarded to numerous legislators urging them to include funding for small counties within the biennial budget.

**061089A** 13. An executed copy of the Employee Assistance Program (EAP) with Solution Resources was received.

**D061089B** 14. Commissioners' pending items reviewed.

**10:15 a.m. - Kelli Campbell, Human Resources Director.**

Present: Brett Bosse.

**061090** 1. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to enter into an agreement with AFLAC for Health Insurance Portability and Accountability Act (HIPAA) compliance.

**061091** 2. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to approve the Vendor Solicitation resolution and policy.

**RESOLUTION NO. 061091**

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

**IN THE MATTER OF** the action of the adoption for the Whitman County Policy Vendor Solicitation;

**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-0404-HR VENDOR SOLICITATION**.

Dated this 28<sup>th</sup> day of April 2003 and effective as of May 1, 2003.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
G.R. Finch, Chairman

\_\_\_\_\_  
Greg Partch, Commissioner

ATTEST:

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

\_\_\_\_\_  
Les Wigen, Commissioner

Effective Date: 05/01/03

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**POLICY**

Cancels: F3  
See Also:

Approved by: BOCC  
Res. #04/28/03

**POL-0404-HR VENDOR SOLICITATIONS**

This policy applies to all Whitman County properties and departments.

- 1. Peddling or Soliciting for Sale/Profit on County Premises During Working Hours is Prohibited Except When Specifically Allowed by Policy or the Department Head/Elected Official.**

Vendors/Suppliers who visit County departments proposing sales are considered to be soliciting. Vendor solicitation may be disruptive to employees and can interfere with productivity. Solicitation that results in disruption shall be prohibited.

- 2. Whitman County Recognizes Certain Exceptions to Item One of This Policy.**

The sale of merchandise related specifically to County functions is allowed, at the discretion of the Department Head/Elected Official. Prohibited sales do not include those sales that are obtained through the County's Professional Services list or Small Works Roster.

**3. Donations to the County and its Departments are Permitted.**

Donations to the County and its departments are permitted except where prohibited by policy and/or law.

**4. A Bulletin Board for Public Postings of Community Events is Available.**

A bulletin board for the posting of public events is located inside the front door of the Public Service Building. All other bulletin boards are for County use only. Postings from County boards may be removed without notification to any party. All public postings must list the date they were posted.

**061092** 3. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to approve the Employee Solicitation resolution and policy.

**RESOLUTION NO. 061092**

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

**IN THE MATTER OF** the action of the adoption for the Whitman County Policy Employee Solicitation;

**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-0403-HR EMPLOYEE SOLICITATION**.

Dated this 28<sup>th</sup> day of April 2003 and effective as of May 1, 2003.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
G.R. Finch, Chairman

\_\_\_\_\_  
Greg Partch, Commissioner

ATTEST:

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

\_\_\_\_\_  
Les Wigen, Commissioner

Effective Date: 05/01/03

Page: 1 of 1

**POLICY**

Cancels: F3  
See Also:

Approved by: BOCC  
Res. #04/28/03

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

**1. Solicitation Shall be Limited to Non-Profit Activities.**

Employees who solicit the sale products and/or services to other employees during regular county business hours shall be limited to non-profit activities.

**2. Management Shall Determine What Scope of Solicitation is Appropriate.**

Solicitation among employees may be disruptive to a department's operation. Department Heads shall determine what time involvement is appropriate. Disregard for such determination shall be grounds for discipline.

**3. Direct Sales of Products/Services During Regular Working Hours is Not Allowed.**

Employees shall conduct sales before or after their workday or during their designated lunch period.

**10:25 a.m. - Dane Dunford, Public Works Director.**

Present: Mark Storey, Brett Bosse, and Terry Snead.

**Action Items:**

**061093** 1. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** that the agreement between Whitman County and the Palouse Basin Aquifer Committee for well monitoring be signed as presented.

**061094** 2. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** that the resolution to initiate a county road project for the Albion Road Slide be signed as presented.

**RESOLUTION NO. 061094**

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

In the matter of initiating a county road project designated as C.R.P. No. 5500-6, Project No. XFR20.

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IT IS HEREBY RESOLVED that the Pullman-Albion Road, County Road No. 5500, from milepost 0.62 to milepost 0.72 be improved as follows:

Mitigate slide by excavating material from slope and installing sub-drains.

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)	\$ 5,000.00
Contract	<u>\$130,000.00</u>
TOTAL	<u>\$135,000.00</u>

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

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, 2003  
ESTIMATED date of completing work: October 1, 2003

ADOPTED this 28<sup>th</sup> day of April 2003.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
G.R. Finch, Chairman

ATTEST:

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Greg Partch, Commissioner

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Maribeth Becker, CMC  
Clerk of the Board

\_\_\_\_\_  
Les Wigen, Commissioner

**061095 3. Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to publish notice of a call for bids for the Albion Road Slide project.

**Solid Waste Division:**

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**061096** 4. The Director presented a schedule of the REAL Assembly programs pertaining to the "Magic of Recycling" that will take place at several elementary schools in Whitman County.

**Administration Division:**

**D061096A** 5. A brief discussion concerning Public Works related legislation was held.

**061097** 6. The Director distributed copies of the Public Works 2002 annual report.

**10:55 a.m. - Recess.**

**11:30 a.m. - Lois Scholz, Colfax Athenaeum Club.**

Present: Darla Scholz, Jan Pennell, Don Henderson, and Archie Mangon.

**061098** Darla Scholz representing the Athenaeum Club explained that the Club is not a fund raising group and really not involved in city politics. Each year the Club does set aside \$100 for civic improvements. Since work is currently being done on the Courthouse the Club feels this would be an opportune time to correct the "forever more" sign. The Club received an estimate for approximately \$1,500. The members would like to start a fund at the bank and put a notice in the paper for people that would like to contribute to the cause. She asked the Board if the Club raised the money to make the changes, would it be acceptable to them.

The commissioners had no objections to the Athenaeum Club's request and encouraged them to proceed. The Chairman said the Board was recently made aware of \$429.59 of dedicated donated funds for the sign that could also be used for this purpose.

Ms. Scholz said the members would talk with others in the community who might be able to assist with the project. Lois Scholz asked who would be responsible for doing the job if the Club is able to raise the money? Commissioner Partch thought that would be up to the Club but suggested the project be coordinated with the county's Facilities Management Supervisor, Tom Miller.

Archie Mangon pointed out that private funds were used for the sign and the county had no financial involvement when it was erected in 1976.

**11:40 a.m. - Recess.**

**1:05 p.m. - Bob Gronholz, Emily Adams, and Jennifer Snead.**

Present: Denis Tracy, Eunice Bibler, John Peterson, Tammy Lewis, and Hillary Hamm.

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**061099** Emily Adams, City of Colfax Administrator presented a letter requesting \$70,000 of the county's discretionary .08 funds on behalf of the Whitman County Business Development Association (WCBDA). The money would be used to remodel the Community Education Training Center (CETC) to accommodate a customer service center (CSC). As she understood, there is one CSC in the offering now. If that doesn't go through, there are two others in the offerings. It appears quite likely that one CSC will establish itself in Colfax. Therefore, the City agreed to submit an application for funding.

**061100** Bob Gronholz representing WCBDA also presented a letter supporting the request.

If approved, Ms. Adams wondered if the bills could be processed through the county to save time, but if that were unacceptable the city would process all bills associated with the remodel. The Chairman explained the county is not permitted to pay vendors directly with .08 funds, only the applicant.

Ms. Snead said the CETC is the best location for Colfax to offer the most incentives to draw a 40-seat CSC. The client has narrowed down his choices to Colfax and Colville. The plan is to make this a turnkey operation. Joe Torterelli and she are in the final stages of negotiation with the client.

One of the requirements for .08 funds is that the applicant must be a municipal agency and the reason the City and WCBDA are working as a partnership. If awarded, the \$70,000 would be used to remodel and wire the auditorium area of the building, purchase workstations, and increase security. However, the building would still remain a multi-use facility. The CETC Board has given their blessing on the project and will continue to work in the building as will the Alternative School and the Port of Whitman County ADO Coordinator.

Commissioner Partch said if this request were approved, it would resolve the Port's previous concern that the use of the building did not coincide with their mission statement.

In answer to Chairman Finch's question, Ms. Adams said the City of Colfax would not be contributing financially to this project. The City's contribution would be in the form of staff time to handle the bidding process, contract, and bills.

Bob Gronholz pointed out that the Port has agreed to look into the possibility of working with the client on the communication portion of the equipment needed for approximately \$40,000.

Chairman Partch asked what happens to the equipment if no CSC locates in Colfax. Ms. Adams said she questioned the same and suggested the purchase of the equipment be delayed until there is a signed contract. Ms. Snead said Joe Torterelli has a track record of success and feels confident if

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this client does not locate in Colfax another client would within one year. With respect to the equipment, they have an offer for used equipment at 75% off the original price. They have made arrangements to receive the equipment this week at the Fairgrounds until the remodeling is completed. Bob Gronholz added that Mr. Torterelli assured them he could find a buyer for the equipment if things didn't work out.

Commissioner Partch said the CSC in Colville obtained much of their money from the State Office of Community Trade and Economic Development and he wondered if funding is still available. Ms. Snead said she would look into that option.

**Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to approve the City of the Colfax' request for \$70,000 from .08 funds. The commissioners will later determine which portion of .08 funds this award will be derived, the commissioners' discretionary funds or the Blue Ribbon Advisory Task Committee allocation.

**1:30 p.m. - Mike Werner, Developmental Services Coordinator.**

Present: Tammy Lewis.

**061101 1.** Mr. Werner talked about a joint grant proposal with Latah County to the National Association of Counties (NACo) for up to a \$7,500 grant. The grant involves planning and assessment for children and their needs, primarily preschoolers. Mr. Werner, as the representative for Early Learning Services for Palouse Industries would work toward collaborating with Chris Storhak, Latah County Rural Development Coordinator. Latah County would be the fiscal agent. The value of this is to use some assessments that have already been done into strategic planning and goals for the future. Mr. Werner was authorized to proceed.

**061102 2.** The State is preparing the amended budget to account for the money pulled as a result of the State Supplemental Payment (SSP) system. This amounts to \$20,368 for Whitman County in this biennium. Mr. Werner was concerned about what will happen to the administrative fee charged for developmental services programs in the 2003-2005 biennium contract.

**D061102A 3.** The Coordinator reminded the commissioners of the April 29<sup>th</sup> annual Developmental Services banquet at the CETC.

**D061102B 4.** Mr. Werner noted there would be about \$4,500 in plumbing, electrical, and carpentry repairs to the upstairs Epton House bathroom. Funds are available within the budget for these expenditures. The commissioners agreed to make an on-site visit at the Epton and Hughes houses tomorrow at 9:30 a.m.

**D061102C 5.** Legislation pertaining to developmental services related issues discussed.

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**061103** 6. A copy of an article that appeared in the April 22<sup>nd</sup> edition of the Spokesman Review was received from Mr. Werner. The article dealt with graduation services for a developmentally disabled individual who will lose his developmental services if he walks with his class.

**061104** 7. Mr. Werner distributed copies of the 2003-2005 omnibus operating budget for Developmental Services.

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

Present: Kelli Campbell (2:00 p.m.) and Dane Dunford, Phil Meyer, Tom Miller (3:30 p.m.).

**061105** 15. Items discussed included revised draft policies and a physical inspection of the Courthouse and Public Service Building parking lots and sidewalks for future repair. No action taken.

**4:20 p.m. - Adjournment.**

**D061105A** Commissioner Partch **moved** to adjourn the **April 28, 2003** meeting. Motion **seconded** by Commissioner Wigen and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **May 5, 2003**. The foregoing action made this **28th** day of **April 2003**.

ss/ GREG PARTCH, Commissioner

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MARIBETH BECKER, CMC  
Clerk of the Board

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G.R. FINCH, Chairman  
Board of County Commissioners