

## Minutes for May 13<sup>th</sup>, 2002

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**059641 THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **May 13, 2002 at 10:00 a.m.** Greg Partch, Chairman, Jerry Finch and Les Wigen, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

**D059641A 1. Call to Order/Pledge of Allegiance.**

Present: Evan Ellis and Chris Anderson.

**D059641B 2. Motion** by Commissioner Finch to approve the Consent Agenda. Motion **seconded** by Commissioner Wigen and **carried**.

**059642 3.** Claims/Payroll warrants numbered **134631-134685, 134701-134738** and **134809** for **\$660,566.92** approved.

FUND #	FUND NAME	AMOUNT
690	Clearing & Suspense	\$280,730.41
ET	Electronic Transfer	\$379,836.51

**10:10 a.m. - Jennifer Snead.**

**059643 4.** May 6, 2002 minutes approved.

**059644-059648 5.** Personnel board orders approved.

**059649 6. Motion** by Commissioner Wigen **seconded** by Commissioner Finch and **carried** to sign a resolution including the county's lighting project in future bonding.

### **RESOLUTION NO. 059649**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF WHITMAN COUNTY, WASHINGTON, DECLARING THE COUNTY'S INTENT TO REIMBURSE CERTAIN RELATED CAPITAL EXPENDITURES WITH TAX-EXEMPT BONDS**

WHEREAS, Whitman County, Washington (the "County"), constructed its courthouse in 1955, and has at all times thereafter occupied such building as the County's principal administrative office;

WHEREAS, the Board of County Commissioners (the "Board") finds that substantial capital improvements are required to improve the courthouse, including the renovation of offices and the installation of lighting

fixtures, windows, wiring, a heating, ventilation and air conditioning system, and a boiler (the "Project"); and

WHEREAS, the Board anticipates issuing tax-exempt bonds to finance the costs of the Project;

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WHITMAN COUNTY, WASHINGTON, that the Board expects: (i) the County will proceed with the Project; (ii) bonds will be issued to finance all or a portion of the costs thereof; (iii) certain Project expenditures have been and will be made before the bonds are issued; and (iv) available money in the County's solid waste fund will be used to pay Project costs before such bonds are issued. The County's intends to reimburse such fund or funds with bond proceeds to the extent allowed under Treasury Regulation Section 1.150-2. The Board expects that the maximum principal amount of bonds issued to reimburse such preliminary expenditures will be \$1,285,000.

Dated this 13th day of May 2002.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

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Greg Partch, Chairman

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G. R. Finch, Commissioner

ATTEST:

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Maribeth Becker, CMC  
Clerk of the Board

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Les Wigen, Commissioner

**059650**     **7. Motion** by Commissioner Finch **seconded** by Commissioner Wigen and **carried** to authorize the publishing of a notice of hearing for proposed revisions to the E911 Emergency Telephone System Ordinance, Title 3, Chapter 3.50.

**059651**     **8. Motion** by Commissioner Finch **seconded** by Commissioner Wigen and **carried** to sign a resolution pertaining to the organization of Commissioners/Human Resources/Information Services/Administrative Services departments.

## **RESOLUTION NO. 059651**

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

WHEREAS, the Board of Whitman County Commissioners met in regular session on May 13, 2002; and,

WHEREAS, on December 28, 1992, by Resolution No. 046046, the Administrative Services Department was created comprised of Data Processing Systems (Information Services), Finance and Budget Services, Risk Management Services and other services as prescribed by the Board; and,

WHEREAS, on November 7, 1994, by Resolution No. 047479 the Whitman County Commissioners appointed the position of Clerk of the Board; and,

WHEREAS, on June 26, 1995, the following services were added to the Administrative Services Department: Human Resources Services, Clerk of the Board, and Commissioners' Secretary and Staff; and,

WHEREAS, on September 25, 2000, the Board accepted recommendations from the Classification Committee and established the following divisions as of October 1, 2000:

1. Human Resources Generalist became the Human Resources Director;
  2. Assistant Finance Director became the Finance Director/Information Services Manager;
  3. Administrative Services Director became the County Administrator;
- and,

WHEREAS, it is the opinion of this Board that these changes need to be formalized by resolution.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Whitman County Commissioners that the Human Resources Director, Finance Director/Information Services Manager, and Clerk of the Board be transferred from the direct supervision of the County Administrator to the County Commissioners as of June 1, 2002; and,

BE IT FURTHER RESOLVED that the Office Specialist (formally Commissioners' Secretary) remains under the direct supervision of the County Administrator.

Done at Colfax, Washington this 13th day of May 2002.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

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Greg Partch, Chairman

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G. R. Finch, Commissioner

ATTEST:

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Maribeth Becker, CMC  
Clerk of the Board

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Les Wigen, Commissioner

**059652** 9. **Motion** by Commissioner Wigen **seconded** by Commissioner Finch and **carried** to appoint Windy Tevlin to a 2-year term on the Classification Committee representing Non-Management/Professional/Non-Represented employees.

**059653** 10. Joe Poire', Executive Director for the Port of Whitman County wrote the commissioners requesting an additional \$1,800 for installation of fiber optic conduit to the Fairgrounds. This request was due to higher bids, WSDOT utility franchise fee, application permit fee, and the need for 2 pedestals. **Motion** by Commissioner Finch **seconded** by Commissioner Wigen and **carried** to authorize an additional \$1,800 from .08 funds to complete the installation of fiber optic conduit to the Fairgrounds. Letter stating the same forwarded to Mr. Poire.

**059654** 11. An executed copy of the CDBG contract amendment #01-64021-038 for the lead based paint hazard reduction was received providing an additional \$92,000.

**059655** 12. A letter was received from John Sherman, Pullman City Supervisor, regarding the .08 application process, Northeast Ring Road project, Bill Chipman Palouse Trail, South Grand project, and a joint BOCC/Pullman Council meeting. A joint meeting with the council has been scheduled for July 16<sup>th</sup>.

**059656** 13. **Motion** by Commissioner Wigen **seconded** by Commissioner Finch and **carried** that the resolution to close County Road No. 1190, the Gumm Road for replacement of the Logan Bridge be signed as presented.

## **RESOLUTION NO. 059656**

BEFORE THE BOARD OF COUNTY COMMISSIONERS of Whitman County, Washington in the matter of closing a certain county road/bridge pursuant to R.C.W. 47.48.010;

IT IS HEREBY RESOLVED that the following road/bridge will be closed to vehicular traffic: County Road No. 1190, the Gumm Road at milepost 2.35, beginning May 28, 2002 until completion of the replacement of the Logan Bridge, which is estimated to be June 30, 2002.

ADOPTED this 13th day of May 2002.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

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Greg Partch, Chairman

ATTEST:

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G. R. Finch, Commissioner

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Maribeth Becker, CMC  
Clerk of the Board

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Les Wigen, Commissioner

**059657** 14. **Motion** by Commissioner Finch **seconded** by Commissioner Wigen and **carried** to publish the notice of road closure for County Road No. 1190, the Gumm Road for replacement of the Logan Bridge.

**D059657A** 15. Commissioners' pending list reviewed.

**10:30 a.m. - Recess.**

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

**059658** 1. Mr. Werner distributed copies of the Developmental Services revised state program agreement with Whitman County. An additional \$5,842/year was allocated by the state for transitioning high school students. After July 1<sup>st</sup> there will be another amendment for a decrease in the \$3,000-\$4,000 range because the provider rate increase decreased from 2.3% to 1.5%. The current amendment revises the agreement from \$812,678 to \$824,362.

**Motion** by Commissioner Finch **seconded** by Commissioner Wigen and **carried** to approve the Developmental Services program agreement budget for 2001-2003.

**059659** The Coordinator also distributed copies of the Developmental Disabilities 2001-2003 spending plan outlining the revision.

**D059659A** 2. Mr. Werner pointed out only 8.1% of the total DSHS budget is designated to Developmental Services. The legislature is questioning some of the Developmental Disabilities data and this is part of the reason some funding was removed from the counties.

**D059659B** 3. Mr. Werner reported on DSHS Secretary Dennis Braddock's Stakeholders meeting he recently attended.

**059660** 4. A copy of a letter from Secretary Braddock to Carmen Maria Keller, Regional Commissioner, Social Security Administration for Region X was received from the Coordinator. The letter pertained to the Optional State Supplementary Payments to individuals with developmental disabilities. Mr. Werner will continue to keep the Board apprised of this issue.

**D059660A** 5. According to Mr. Werner, Pullman School District wants to run the 3-6 year old program that Early Learning Services currently provides as part of Palouse Industries. The county contracts with Palouse Industries Early Learning Services for the Birth Through-2 program which is an excellent program. The District thought there could be some inefficiencies and is proposing to take it over. Developmental Services has been negotiating with them on this issue for 1-1/2-2 months. The final determination was scheduled for 1 p.m. today and Mr. Werner hoped there would be no changes because it would affect the Birth Through-2 program partnership.

**2:00 p.m. - Tim Myers, Parks, Fair, Facilities and Risk Management.**

Present: Mike Werner.

**D059660B 1.** Mr. Myers advised the Board about a request for use of the Public Service Building auditorium for church related events on a weekly on-going basis. The commissioners denied the use of the public facility for this purpose.

**D059660C 2.** Mr. Myers mentioned one of the areas of concern noted in the Canfield Insurance inspection report that deals with Palouse Industries' forklift. The insurance company pointed out the forklift should only be operated by a certified forklift operator. The county owns the building but the equipment is owned by Palouse Industries and the operator is employed by Palouse Industries. Mr. Werner agreed to contact Eric Hoyle of Palouse Industries to confirm that Palouse Industries has adequate insurance and to advise him that the equipment is red tagged until they have a certified forklift operator. Mr. Myers will also follow up with a letter to Mr. Hoyle. Commissioner Finch suggested a meeting with Tim Myers, Mike Berney and Dane Dunford concerning the other areas noted in the inspection report.

**2:20 p.m. - Ron Shirley.**

**D059660D 3.** Mr. Myers gave an update on other Risk Management related issues and recent training he attended in Seattle.

**2:45 p.m. - Ron Shirley, Chief Deputy Prosecuting Attorney.**

**059661 1.** Mr. Shirley having reviewed the proposed VoiceStream E911 service agreement found no areas of concern. He thought it is in the best interest of the county to have a uniform agreement. **Motion** by Commissioner Finch **seconded** by Commissioner Wigen and **carried** to sign the E911 VoiceStream service agreement.

**D059661A 2.** Mr. Shirley stated he had a brief conversation with the County Auditor. The Auditor said he would assist him in providing answers to questions asked by the Attorney General's Office concerning the vehicle-licensing lawsuit scheduled for May 24<sup>th</sup> at the Spokane County Courthouse.

**D059661B 3.** Evidently, Mr. Shirley said the County Auditor approached Commissioner Wigen and would like him to act as a mediator for the Commissioners' civil suit against him. The other members had no objections.

**2:45 p.m. - Recess.**

**D059661C THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **May 14, 2002 at 9:00 a.m.** Greg Partch, Chairman, Jerry Finch and Les Wigen, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

9:00 a.m. - Reconvene/Fran Martin, Public Health Director.

Present: Robin Cocking and Kathy Crowner.

059661D 1. Four (4) Public Health claims were reviewed and approved for payment.

059662 2. Motion by Commissioner Wigen seconded by Commissioner Finch and carried to sign a resolution increasing the Public Health Department, Pullman Office petty cash from \$50-\$100.

**RESOLUTION NO. 059662  
OF  
THE BOARD OF COUNTY COMMISSIONERS  
FOR WHITMAN COUNTY, STATE OF WASHINGTON**

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, recognizes the need to maintain the pre-existing petty cash account within the Whitman County Public Health Department; and,

WHEREAS, the Whitman County Public Health Department's Pullman Office petty cash in the amount of **\$50.00 is not** sufficient to meet the needs of the department; and,

WHEREAS, it is necessary to increase the Whitman County Public Health Department Pullman Office petty cash fund from **\$50.00 to \$100.00**; and,

NOW, THEREFORE, BE IT HEREBY RESOLVED AND AUTHORIZED that the Whitman County Public Health Department Pullman Office petty cash fund shall be increased and maintained in the amount of **\$100.00**; and,

BE IT FURTHER RESOLVED that this fund is entrusted to Shannon Hatley, employee of the Whitman County Public Health Department Pullman Office, with the responsibility of overseeing and rectifying the petty cash amount.

Done this 14th day of May 2002.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

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Greg Partch, Chairman

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G. R. Finch, Commissioner

ATTEST:

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Maribeth Becker, CMC  
Clerk of the Board

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Les Wigen, Commissioner

059662 3. Motion by Commissioner Wigen seconded by Commissioner Finch and carried to revise the countywide petty cash fund resolution.

**RESOLUTION NO. 059663**

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

WHEREAS, the Board of Whitman County Commissioners met in regular session on the 14th day of May 2002; and,

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, recognizes the need and requirement of regulating the various petty cash/cash drawer accounts in all county funds; and,

WHEREAS, the responsibility for the various petty cash/cash drawer accounts must be entrusted to specific individuals.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the following are the revised petty cash/cash drawer accounts for Whitman County:

**CURRENT EXPENSE FUNDS**

<b>DEPARTMENT</b>	<b>AMOUNT</b>	<b>BARS CODE</b>	<b>FUND NO.</b>	<b>CUSTODIAN</b>	<b>PURPOSE</b>
Public Health, Colfax	\$ 70.00	111.70.02	001.000.000	Robin Cocking	Petty Cash/ Front Desk
Public Health, Colfax	\$ 40.00	111.70.02	001.000.000	Robin Cocking	Cash Drawer
Public Health, Colfax	\$ 33.00	111.77.02	001.000.000	Robin Cocking	Petty Cash/Postage
Public Health, Colfax	\$ 50.00	111.70.02	001.000.000	Pauline Anderson	Cash Drawer
Public Health, Pullman	\$ 100.00	111.70.18	001.000.000	Shannon Hatley	Petty Cash
Public Health, Pullman	\$ 70.00	111.70.18	001.000.000	Shannon Hatley	Cash Drawer
Public Health, Pullman	\$ 99.00	111.77.02	001.000.000	Shannon Hatley	Petty Cash/Postage
Prosecutor, Postage	\$ 260.00	111.70.15	001.000.000	Dorothy Talley	Petty Cash
Prosecutor	\$ 100.00	111.70.09	001.000.000	Dorothy Talley	Petty Cash
District Court	\$ 96.00	111.77.03	001.000.000	Kristina Sorenson	Petty Cash
District Court, Colfax	\$ 50.00	111.70.03	001.000.000	Kristina Sorenson	Cash Drawer
District Court Pullman	\$ 50.00	111.70.03	001.000.000	Virginia Walker	Cash Drawer
Parks & Rec. Colfax	\$ 200.00	111.70.04	001.000.000	Terry Jeffries	Petty Cash

Parks & Rec. Fairgrounds	\$ 25.00	111.70.04	001.000.000	Craig Danielson	Cash Drawer
Parks & Rec. Kamiak Butte	\$ 25.00	111.70.04	001.000.000	Roger Marcus	Cash Drawer
Parks & Rec. Wawawai	\$ 25.00	111.70.04	001.000.000	Bart Dearborn	Cash Drawer
Auditor Auto Licensing	\$ 400.00	111.70.05	001.000.000	David G. Repp	Cash Drawer
Auditor Legal Filing	\$ 100.00	111.70.05	001.000.000	David G. Repp	Cash Drawer
Building Maintenance	\$ 50.00	111.70.04	001.000.000	Janel Goebel	Petty Cash
Clerk	\$ 50.00	111.70.13	001.000.000	Shirley Bafus	Cash Drawer
Superior Court	\$ 33.00	111.77.19	001.020.000	Eileen Roe	Petty Cash
Sheriff Drug Task Force	\$ 30,000	111.77.01	127.140.000	Steve Tomson	Revolving
<b><u>OTHER FUNDS</u></b>					
Harvest Moon Cafe	\$ 15.00	111.70.07	105.430.000	Dave Port	Cash Drawer
Mental Health	\$ 250.00	111.70.07	105.430.000	JoAnn Porter	Petty Cash
Mental Health, Kids Team	\$ 400.00	111.70.07	105.430.000	JoAnn Porter	Petty Cash
Mental Health	\$ 50.00	111.70.07	105.430.000	Jeanine Smith	Cash Drawer
Harvest House Thrift Shop	\$ 5.00	111.70.07	690.021.000	Dave Port	Cash Drawer
Harvest House	\$ 400.00	111.70.07	690.021.000	JoAnn Porter	Petty Cash
Public Works	\$ 150.00	111.70.10	110.400.000	Judy McMurray	Petty Cash
Solid Waste	\$ 300.00	111.70.06	400.400.000	Charlotte Mundell	Cash Drawer
Treasurer	\$ 900.00	111.70.11	999.000.000	Donna Poland	Cash Drawer

PASSED, APPROVED AND ADOPTED this 14th day of May 2002.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

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Greg Partch, Chairman

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ATTEST:

G. R. Finch, Commissioner

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Maribeth Becker, CMC  
Clerk of the Board

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Les Wigen, Commissioner

**9:20 a.m. - Recess.**

**9:30 a.m. - Board Business Continued/BOCC Workshop.**

Present: Bob Lothspeich.

**059664** Items discussed included EAT/BOCC Retreat, bonding (Jeff Nave-conference call) and County Administrator position. No action taken.

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

**D059664A THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Public Service Building, Colfax, Washington for **May 16, 2002** at **2:30 p.m.** Greg Partch, Chairman, Jerry Finch and Les Wigen, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

**2:30 p.m. - Reconvene/EAT/BOCC Retreat.**

Present: Randy Baldree, Mike Berney, Doug Robinson, Marlynn Markley, Bob Reynolds, Fran Martin, Pete Martin, Bev Welch, Chad Connors, Tim Myers, Dane Dunford, Steve Tomson, Don Anderson, Bob Lothspeich, Tom Miller, Ron Shirley, and Maribeth Becker.

Not present: Mike Werner, Peggy Wright, Joe Reynolds, Shirley Bafus, Jim Kaufman, Dave Frazier, Dave Repp, Les Wigen and Kelli Shrope.

**059665** Items discussed included 2003 budget, personnel, Classification System, bonding .08 funds/SAC, and Emergency and Disaster Management Policy. No action taken.

**5:30 p.m. - Adjournment.**

**D059664C** Commissioner Finch **moved** to adjourn the **May 13, 14, and 16, 2002** 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 20, 2002**. The foregoing action made this **16th** day of **May 2002**.

ss/ JERRY FINCH, Commissioner  
ss/ LES WIGEN, Commissioner

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MARIBETH BECKER, CMC  
Clerk of the Board

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GREG PARTCH, Chairman  
Board of County Commissioners