

Minutes for May 14, 2007

Disclaimer: This is only a web copy of the Whitman County Commissioners' Monday Meeting Minutes. Official minutes may be obtained by contacting the Whitman County Commissioners office at (509)-397-6200.

066871 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **May 14, 2007 at 9:00 a.m.** Chairman Greg Partch, G.R. Finch 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: Kelli Campbell (9:00 a.m.) and Sharron Cunningham (9:30 a.m.).

066872 1. Items discussed included document destruction and Information Services staffing level. No action taken.

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

Present: Kelli Campbell, Tammy Bailey and Joe Smillie.

D066872A 2. Motion by Commissioner Finch to accept the consent agenda. Motion **seconded** by Commissioner Largent and **carried**.

066873 3. Claims/Payroll warrants numbered **202925-202958, 203091-203119, 203172** and **203191-203318** for **\$890,793.16** approved.

FUND	FUND NAME	AMOUNT	AMOUNT
001	Current Expense	48,101.06	42,560.94
102	Building & Development	1,297.20	85.00
103	Countywide Planning	2,417.60	89.64
106	Extension Publications		28.50
109	Homeless Housing		3,932.22
110	County Roads	15,834.20	41,384.35
127	Drug Enforcement-Quad City	400.00	
141	Washington Housing SHB 2060		8,036.19
300	Capital Projects Asset Acq.-300.010.001		24.75
400	Solid Waste	3,862.00	10,501.53
501	Equipment Rental & Revolving	5,049.20	129,800.51
513	Communications Revolving		573.89
660	Whitcom-General-660.911.000		320.22
660	Whitcom-Grant Funding-660.911.001		8,273.64
690	Clearing Fund 690.002.000	164,869.67	660.97
690	Clearing Fund 690.005.000		11,151.25
690	Clearing Fund 690.006.000		1,852.20
ET	Electronic Transfer	389,686.43	

066874 4. May 7, 2007 minutes approved.

066875-066878 5. Personnel board orders approved.

066879 6. Commissioner Largent **moved**, Commissioner Finch **seconded** the motion and it **carried** to sign a resolution revising the Parks and Recreation petty cash for Wawawai County Park.

RESOLUTION NO. 066879
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 change a pre-existing Petty Cash custodian within the Whitman County Parks Department; and,

WHEREAS, the Whitman County Parks Department would like to **make Jeremy Cross the Custodian for the Parks and Recreation - Wawawai Petty Cash;** and,

NOW, THEREFORE, BE IT HEREBY RESOLVED AND AUTHORIZED that the Whitman County Parks and Recreation Department's Wawawai Petty Cash fund 001.000.000.111.70.042 shall be \$25.00 and be maintained by Jeremy Cross.

Done this 14th day of May 2007.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

G.R. Finch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

066880 7. Commissioner Finch **moved**, Commissioner Largent **seconded** the motion and it **carried** to sign a resolution accepting the changes to countywide accounts.

RESOLUTION NO. 066880
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

BOCC MINUTES-05/14/07

WHEREAS, the Board of Whitman County Commissioners met in regular session on the **14th** day of **May 2007**; 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/revolving/imprest accounts in all county funds; and,

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

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

DEPARTMENT	AMOUNT	FUND NO.	BARS CODE	CUSTODIAN	PURPOSE
Auditor	\$5,000.00	001.000.000	111.00.10	Eunice Coker	Revolving
Auditor, Auto Licensing, Colfax	\$400.00	001.000.000	111.70.05	Eunice Coker	Cash Drawer
Auditor, Auto Licensing, Pullman	\$200.00	001.000.000	111.77.051	Eunice Coker	Imprest
Auditor, Legal Filing	\$100.00	001.000.000	111.70.052	Eunice Coker	Cash Drawer
Clerk	\$50.00	001.000.000	111.70.13	Shirley Bafus	Cash Drawer
Developmental Services	\$25.00	001.000.000	111.70.15	Janel Goebel	Cash Drawer
District Court	\$96.00	001.000.000	111.77.03	Marlynn Markley	Petty Cash/Postage
District Court, Colfax	\$50.00	001.000.000	111.70.03	Marlynn Markley	Cash Drawer
District Court, Pullman	\$50.00	001.000.000	111.70.031	Virginia Walker	Cash Drawer
Extension, Publications	\$50.00	106.240.000	111.70.07	Sheri Hatley	Petty Cash
Fair-Office	\$125.00	001.000.000	111.70.08	Terry Jeffries	Cash Drawer
Parks and Rec-Office	\$100.00	001.000.000	111.70.04	Janel Goebel	Cash Drawer
Parks and Rec-Kamiak Butte	\$25.00	001.000.000	111.70.041	Roger Marcus	Cash Drawer
Parks and Rec-Wawawai	\$25.00	001.000.000	111.70.042	Jeremy Cross	Cash Drawer
Prosecutor	\$100.00	001.000.000	111.70.09	Kristina Cooper	Petty Cash
Prosecutor	\$100.00	001.000.000	111.77.09	Kristina Cooper	Petty Cash/Postage
Public Health, Colfax	\$70.00	001.000.000	111.70.020	Robin Cocking	Front Desk/Petty Cash
Public Health, Colfax	\$140.00	001.000.000	111.70.021	Judy Roberts	Front Desk/Cash Drawer
Public Health, Colfax	\$50.00	001.000.000	111.70.022	Pauline Anderson	Cash Drawer
Public Health, Pullman	\$100.00	001.000.000	111.70.023	Shannon Hatley	Petty Cash
Public Health, Pullman	\$70.00	001.000.000	111.70.024	Shannon Hatley	Cash Drawer
Public Health, Pullman	\$99.00	001.000.000		Shannon Hatley	Petty Cash/Postage

BOCC MINUTES-05/14/07

111.77.026

Public Works	\$150.00	110.400.000	111.70.10	Judy McMurray	Petty Cash
Sheriff	\$400.00	001.000.000	111.77.01	Brett Myers	Revolving
Sheriff, Drug Task Force	\$30,000.00	127.140.000	111.77.01	Brett Myers	Revolving
Solid Waste	\$300.00	400.400.000	111.70.17	Ruth McGillic	Cash Drawer
Superior Court	\$33.00	001.000.000	111.77.20	Eileen Roe	Petty Cash/Postage
Treasurer	\$900.00	999.000.000	111.70.21	Donna Poland	Cash Drawer
Treasurer	\$15,000.00	999.000.000	111.74.21	Lana Cloaninger	Advance Travel

Signed this 14th day of April 2007.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

ATTEST:

G.R. Finch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

066881 **8.** Commissioner Largent **moved**, Commissioner Finch **seconded** the motion and it **carried** to sign a resolution writing off an uncollectible Human Resources account.

RESOLUTION NO. 066881

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, met on May 14, 2007 in regular session; and

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

WHEREAS, attempts have been made to collect the past due amounts of the total amount of \$235.20;

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

PASSED, APPROVED, AND ADOPTED this 14th day of May 2007.

BOARD OF COUNTY COMMISSIONERS

Greg Partch, Chairman

ATTEST:

G.R. Finch Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

066881A 9. Commissioner Finch **moved**, Commissioner Largent **seconded** the motion and it **carried** to have the Chairman reauthorize by signing a memorandum of understanding with the Washington Counties Select Retrospective Rating Program for industrial insurance (for the period July 1, 2007-June 30, 2008).

066882 10. Commissioner Largent **moved**, Commissioner Finch **seconded** the motion and it **carried** to authorize the publishing of a call for bids for the Detention Facility Security Systems project.

066883 11. Commissioner Finch **moved**, Commissioner Largent **seconded** the motion and it **carried** to authorize the publishing of a notice for the 2007 meetings of the Whitman County Board of Equalization.

066884 12. Commissioner Finch **moved**, Commissioner Largent **seconded** the motion and it **carried** to authorize publishing a notice of hearing for proposed revisions to Whitman County Code Title 2, 3, 5 and 6.

066884A 13. Commissioner Finch **moved**, Commissioner Largent **seconded** the motion and it **carried** to grant a second extension to the City of Tekoa's .08 funding award for completion of the Tekoa Golf Course Water/Irrigation System project (from June 30, 2007 to May 1, 2008).

066885 14. A letter was received from Kelly N. Brown, Attorney advising of Public Hospital District #1-A plans to annex land to the district.

066886 15. Commissioners' pending list reviewed.

10:25 a.m. - Denis Tracy and Mark Storey.

D066886A 16. The Prosecutor's staffing level discussed. No action taken.

D066886B 17. Commissioner Largent **moved**, Commissioner Finch **seconded** the motion and it **carried** to go into executive session with Denis Tracy and Mark Storey from 10:35-11:00 a.m. for a potential litigation matter.

11:00 a.m. - Return to Open Session/Mark Storey, Public Works Director.

Present: Phil Meyer, Dan Gladwill, Tammy Bailey and Joe Smillie.

ACTION ITEMS

Building Division:

066887 1. Commissioner Finch **moved**, Commissioner Largent **seconded** the motion and it **carried** that the resolution to adopt the 2006 International Building Codes (IBC) effective July 1, 2007 be signed as presented.

RESOLUTION NO. 066887

BEFORE THE BOARD OF COUNTY COMMISSIONERS of Whitman County, Washington in the matter of "Adoption of the International Building Codes (IBC)", pursuant to WAC 51-50-008, and RCW 19.27.031;

WHEREAS, the BOARD has considered the requirement by the State of Washington, for local governments to adopt and implement the 2006 International Building Code, effective July 1, 2007,

AND, WHEREAS, the BOARD recognizes that the Whitman County Building Department intends to enforce the 2006 International Building Codes effective July 1, 2007, per State law, including the following codes, and all referenced standards:

2006 International Building Code (IBC), Standards and amendments - WAC 51-50;

2006 International Residential Code (IRC), Standards and amendments - WAC 51-51;

2006 International Mechanical Code (IMC), Standards and amendments - WAC 51-51;

2006 International Fire Code (IFC), Standards and amendments - WAC 51-54;

2006 Uniform Plumbing Code (UPC), Standards and amendments - WAC 51-56, 51-57;

2006 Washington State Energy Code, WAC 51-11

AND, WHEREAS, the BOARD recognizes the need for the Whitman County Building Official to periodically review and adopt the current versions of the codes as deemed necessary to keep current with structural engineering/construction practices, and periodic adoption by the State,

IT IS HEREBY RESOLVED that Whitman County accepts and adopts the referenced standards to be effective July 1, 2007, and for the Building Department to keep current with updated versions of the code, as deemed prudent by the Whitman County Building Official.

ADOPTED this 14th day of May 2007.

BOARD OF COUNTY COMMISSIONERS

Greg Partch, Chairman

ATTEST:

G.R. Finch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

066888 2. A copy of Dan Gladwill's certification as a certified building official along with a list of all professional ICC certifications Mr. Gladwill holds was received from the Director.

Solid Waste Division:

D066888A 3. Mr. Storey advised the commissioners that Cindi Lepper, Recycling Coordinator received the statewide honor of *Recycler of the Year*.

Maintenance Division:

D066888B 4. Maintenance crews are crack-sealing, performing some asphalt work and preparing for the July chip-sealing program.

D066888C 5. As a result of the substantial grant received for striping and signs, the department has been busy installing new signs on the more heavily traveled paved roads.

11:20 a.m. - Recess.

11:30 a.m. - Sharron Cunningham, Administrative Services.

Present: Bev Welch, Joe Reynolds, Kelli Campbell, Tim Myers, Denis Tracy, Mark Storey, Bob Lothspeich, Bob Reynolds and Joe Smillie.

The following individuals contacted the Clerk of the Board regarding their absence from today's meeting: Eunice Coker, Janet Schmidt and Marlynn Markley.

066889 The April 2007 ending financial report provided by Ms. Cunningham.

April 2007 Cash Balance - \$2,707,087
April 2006 Cash Balance - \$1,839,651

April 2007 Revenue - \$3,720,717 - 32.02% of budget.
April 2006 Revenue - \$3,369,958 - 27.70% of budget.

April 2007 Expenditures \$3,699,267 - 31.60% of budget.
April 2006 Expenditures \$3,392,646 - 28.73% of budget.

11:45 a.m. - Recess.

2:10 p.m. - Board Business Continued/BOCC Workshop.

D066889A 18. Legislative issues discussed. No action taken.

2:30 p.m. - Recess.

3:00 p.m. - Board Business Continued/BOCC Workshop.

Present: Bob Lothspeich.

D066889B 19. Treasurer's staffing level discussed. No action taken.

3:10 p.m. - Recess.

D066889C THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **May 15, 2007** at **2:00 p.m.** Chairman Greg Partch, G.R. Finch and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

2:00 p.m. - Board Business Continued.

Present: Fran Martin, John Skyles and Michael Baker.

D066889D 20. Commissioner Largent **moved**, Commissioner Finch **seconded** the motion and it **carried** to go into executive session with the above individuals until 2:10 p.m. for personnel matters.

2:10 p.m. - Return to Open Session/Board of Health.

Present: Fran Martin, John Skyles, Michael Baker and Tammy Bailey.

Commissioner Partch excused himself from the remainder of today's meetings.

D066889E 1. Fran Martin noted the department is following up on a third potential TB case, a very time consuming, and labor-intensive process.

D066889F 2. John Skyles reported the last few weeks have been very busy with respect to regulatory responsibilities. There is currently a Certificate of Zoning Compliance (CZC) rush to get in under the May 15th deadline.

2:20 p.m. - Jana Davidson.

D066889G 3. Michael Baker said as far as the Food Protection Program, he has seen increased cases of Campylobacter jejuni, which is more common

BOCC MINUTES-05/14/07

this time of year. *Campylobacter jejuni* is similar to *Salmonella* and is common with poultry. If left untreated an individual can be contagious for 2-3 months after recovery from the illness.

D066889H 4. Mr. Baker indicated he is finalizing the new policies and procedures for the Health Inspector Training Manual. The Hazardous Analysis of Critical Control Points (HACCP) system is currently used by Whitman County. NASA and a juice company originally developed this system to help ensure the safety of food products from the time a restaurant receives the food until it is distributed to the public. Environmental Health wants to be able to provide scientific evidence and research behind what an inspector is passing on to clients during an inspection.

D066889I 5. The Washington State Department of Health has been pushing restaurant manager training. In conjunction with the National Restaurant Association, the Serve Safe Program was developed. It is an intensive 10-hour/2-day training course that focuses on HACCP. Mr. Baker is working with Latah County who does not have a Serve Safe Program, to conduct a combined training session.

066890 6. On May 10th, the tabletop exercise for the Pandemic Influenza Plan was held. There was great representation from Pullman and Colfax but not much from the other rural communities. Therefore, they will be developing a smaller tabletop exercise for those areas. The state has provided their official response to the plan rating Whitman County above average. The Director stated one of the main issues discussed was food and food resources. They will spend some time identifying food and food resources while continuing to educate people that they need to have at least 2 weeks worth of food in the event of a pandemic and 6 weeks for pandemic flu.

D066890A 7. On the Public Health side, they discovered a major flaw in their system after a power disruption last week. After the last major power disruption, the department installed a generator for the vaccine refrigerator and specific computers. When the power went off last week, the generator did not switch on. Fortunately, only 22 doses of vaccines were lost. Ms. Martin is now working with Facilities Management, Information Services and Public Works to correct this problem by developing a call-out policy and critical elements list that must be checked.

D066890B 8. A brief staffing update provided by the Director.

066891 9. Ms. Martin distributed copies of the Washington State Department of Health 2006 Annual Report for the WIC Nutrition Program. The Director reviewed Whitman County's WIC statistics.

D066891A 10. According to Ms. Martin, Public Health, Emergency Management and Environmental Health are working on raising money to begin a program

BOCC MINUTES-05/14/07

called, *File of Life*. A sticker attaches to the front door of a home indicating there is medical information located on the refrigerator in the event of an emergency. In addition, an individual can carry a smaller card. When an emergency responder sees the sticker on the front door they know exactly where to look for all necessary medical information. The cost is \$500 for 500 packets. A donation of \$100 has been received from Colfax Grandmothers.

D066891B 11. Mr. Baker plans to begin trapping for West Nile Virus in Whitman and Columbia County. The state wants the specimens quicker. Therefore, they will freeze the specimen, pack it on ice and ship it to the State Department of Health lab for testing. The department is receiving requests for traps from individuals who previously had them on their property. Mr. Baker will put out a press release about the traps, dead birds and West Nile Virus education.

D066891C 12. On June 13th the State Board of Health will meet at Gladish Center in Pullman. The local Board of Health will have 45 minutes to visit with them concerning Whitman County issues. Ms. Martin will join the commissioners at a future workshop in preparation of the State Board of Health meeting.

D066891D 13. The next Board of Health meeting is June 18th.

3:00 p.m. - Adjournment.

D066891E Commissioner Finch **moved** to adjourn the **May 14 and 15, 2007** meeting. Motion **seconded** by Commissioner Largent and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **May 29, 2007**. The foregoing action made this **15th** day of **May 2007**.

ss/ G.R. FINCH, Commissioner
ss/ MICHAEL LARGENT, Commissioner

MARIBETH BECKER, CMC
Clerk of the Board

GREG PARTCH, CHAIRMAN
Board of County Commissioners