

## Minutes for May 16, 2005

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**063974 THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **May 16, 2005 at 9:00 a.m.** Greg Partch, Chairman, G.R. "Jerry" Finch and Les Wigen, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Susan Nelson.

**063975 1.** Items discussed included the elected officials' job descriptions and Developmental Services update. No action taken.

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

Present: Tammy Lewis and Megan Doyle.

**D063975A 3. Motion** by Commissioner Wigen to approve the consent agenda. Motion **seconded** by Commissioner Finch and **carried**.

**063976 4.** Claims/Payroll warrants numbered **176253-176284, 176317-176348, 176491-176672** for **\$1,013,412.50** approved.

FUND	FUND NAME	AMOUNT	AMOUNT	AMOUNT	AMOUNT
001	Current Expense	6,839.20	132.27	39,674.25	47,556.44
102	Building & Development			1,211.20	123.69
103	Countywide Planning			1,178.80	206.16
110	County Roads	4,050.00		17,399.60	61,748.25
112	Public Facilities Improvement				3,909.58
114	Bulk Purchasing				697.00
117	Boating Safety				89.00
118	Inmate Welfare		10.82		653.43
119	Emergency Services				176.04
123	Paths & Trails				106.09
126	Treasurer's M&O				57.25
127	Drug Enforcement				5,907.46
141	Washington Housing SHB 2060				5,468.18
400	Solid Waste		1,630.77	2,862.80	24,665.39
501	Equipment Rental & Revolving	450.00	215.03	4,505.60	103,947.37
510	Photocopier Revolving				304.38
660	Whitcom-General-000				52,689.93
660	Whitcom-Grant Funding-001				7,237.30
690	Clearing & Suspense	239,631.37			
ET	Electronic Transfer	378,077.93			

**063977 5.** May 9, 2005 minutes approved.

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**063978-063990** 6. Personnel board orders approved.

**063991** 7. Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to publish a notice of the 2005 Board of Equalization meeting dates of July 12, 19 and 26, 2005 at 9 a.m. in the Commissioners' Chambers.

**063992** 8. Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to authorize publishing a notice of hearing for the 2005 county budget amendment #2.

**063993** 9. Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to appoint Joe Reynolds, Tim Davis, Debra Hooper and Jim Smith and to reappoint John Skyles to two-year terms on the Classification Committee. All appointments expire June 1, 2007.

**063994** 10. Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to sign the DSHS County Program agreement #0363-42629 (2) amendment for consolidated services.

**063995** 11. Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to sign the revised countywide petty cash/postage/revolving fund resolution as presented.

**RESOLUTION NO. 063995**

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

WHEREAS, the Board of Whitman County Commissioners met in regular session on the 16<sup>th</sup> day of **May 2005**; 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 accounts in all county funds; and,

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

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

<b>DEPARTMENT</b>	<b>AMOUNT</b>	<b>FUND NO.</b>	<b>BARS CODE</b>	<b>CUSTODIAN</b>	<b>PURPOSE</b>
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-EH	\$50.00	001.000.000		Marge Crowder	Envir. Health Cash Draw

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111.70.025

Public Health, Pullman	\$99.00	001.000.000	111.77.026	Shannon Hatley	Petty Cash/Postage
Prosecutor	\$100.00	001.000.000	111.77.09	Sonya Miller	Petty Cash/Postage
Prosecutor	\$100.00	001.000.000	111.70.09	Sonya Miller	Petty Cash
District Court	\$96.00	001.000.000	111.77.03	Kristina Cooper	Petty Cash/Postage
District Court, Colfax	\$50.00	001.000.000	111.70.03	Kristina Cooper	Cash Drawer
District Court, Pullman	\$50.00	001.000.000	111.70.031	Virginia Walker	Cash Drawer
Parks & Rec.-Colfax	\$200.00	001.000.000	111.70.04	Terry Jeffries	Petty Cash
Parks & Rec.-Fairgrounds	\$25.00	001.000.000	111.70.04	Craig Danielson	Cash Drawer
Parks & Rec.-Kamiak Butte	\$25.00	001.000.000	111.70.04	Roger Marcus	Cash Drawer
Parks & Rec., Wawawai	\$25.00	001.000.000	111.70.04	Bart Dearborn	Cash Drawer
Auditor, Auto Licensing	\$400.00	001.000.000	111.70.05	Eunice Coker	Cash Drawer
Auditor, Legal Filing	\$100.00	001.000.000	111.70.052	Eunice Coker	Cash Drawer
Auditor, Elections	\$200.00	001.000.000	111.77.05	Debbie Hooper	Petty Cash/Postage
Auditor	\$5,000.00	001.000.000	111.00.10	Eunice Coker	Revolving
Facilities Maintenance	\$50.00	001.000.000	111.70.06	Janel Goebel	Petty Cash
Clerk	\$50.00	001.000.000	111.70.13	Shirley Bafus	Cash Drawer
Superior Court	\$33.00	001.020.000	111.77.20	Eileen Roe	Petty Cash/Postage
Sheriff, Drug Task Force	\$30,000.00	127.140.000	111.77.01	Brett Myers	Revolving
Sheriff	\$400.00	001.000.000	111.77.01	Brett Myers	Revolving
Public Works	\$150.00	110.400.000	111.70.10	Judy McMurray	Petty Cash
Solid Waste	\$300.00	400.400.000	111.70.17	Ruth McGillic	Cash Drawer
Treasurer	\$900.00	999.000.000	111.70.11	Donna Poland	Cash Drawer
Treasurer, Advance Travel	\$15,000.00	999.000.000	111.00.21	Lana Cloaninger	Revolving

Signed this 16th day of May 2005.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Greg Partch, Chairman

\_\_\_\_\_  
G.R. Finch, Commissioner

ATTEST:

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Maribeth Becker, CMC  
Clerk of the Board

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

**063996** 12. Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to sign amendment #2 to the Interlocal agreement with Spokane County for funding planning and administration of regional Homeland Security.

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**063997** 13. Commissioner Wigen **moved**, Commissioner Finch **seconded** the motion and it **carried** to appoint Bob Reynolds to the Incident Team representing the Fair and Facilities Management.

**063998** 14. A letter was received from the Mayor of St. John concerning the WA-CERT program. The commissioners replied to Mr. Loomis' letter.

**063999** 15. An email was received from the Prosecutor concerning the terms and conditions contract between DSHS and the County for Mental Health, Chemical Dependency and Developmental Services.

**D063999A** 16. Commissioners' pending list reviewed.

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

**11:00 a.m. - Dane Dunford, Public Works Director.**

Present: Mark Storey, Mark Bordsen, Alan Thompson, Greg Van Houten, Mr. Cherf, Tammy Lewis and Megan Doyle.

**Action Items:**

**064000** 1. Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** that the contract between Whitman County and Mike's Pole Barns for the equipment storage building at the Pullman Shop be signed as presented.

**064001** 2. A recommendation for approval of the Riverview Subdivision preliminary plat signed by Jean Wardwell, Chair of the Whitman County Planning Commission was received from the Planner.

**064002** Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to accept the Planning Commission's recommendation to approve a proposed preliminary plat for Greg Van Houten and the Riverview Subdivision.

**ORDINANCE NO. 064002**

**AN ORDINANCE APPROVING THE PRELIMINARY PLAT FOR THE RIVERVIEW SUBDIVISION OWNED BY GREG VAN HOUTEN OF BARON HOLDING COMPANY.**

BE IT ORDAINED and enacted by the Board of County Commissioners of Whitman County, State of Washington, it having been determined by the Board after hearing the Recommendations and Findings of Fact of the Whitman County Planning Commission that these should be accepted and this action is consistent with the Whitman County Comprehensive Plan.

Approve the Preliminary Plat for the Riverview Subdivision as may be allowed by the Whitman County Subdivision Ordinance, Chapter 18.05. The site of this proposed rezone is on the east side of Wawawai Road

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(County Road #9000) along the Snake River, approximately 15 miles southwest of Pullman, WA, within the SW ¼ of Section 2 and NW ¼ of Section 11, Township 13 N., Range 43 E., W.M.

PASSED AND APPROVED by the Board of Whitman County Commissioners of

Whitman County, Washington, on the 16<sup>th</sup> day of May 2005.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Greg Partch, Chairman

ATTEST:

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G.R. Finch, Commissioner

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Maribeth Becker, CMC  
Clerk of the Board

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

**064003** 3. A recommendation for approval of the Cherf zone change signed by Jean Wardwell, Chair of the Whitman County Planning Commission was received from the Planner.

**064004** Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to accept the Planning Commission's recommendation to approve the zoning map change for Rick Cherf rezoning 25.037 acres from the Agricultural District to the Cluster Residential District.

**ORDINANCE NO. 064004**

**AN ORDINANCE AMENDING THE WHITMAN COUNTY ZONING MAP TO CHANGE THE ZONING FROM AGRICULTURAL DISTRICT TO CLUSTER RESIDENTIAL DISTRICT.**

BE IT ORDAINED and enacted by the Board of County Commissioners of Whitman County, State of Washington, it having been determined by the Board after hearing the Recommendations and Findings of Fact of the Whitman County Planning Commission that these should be accepted and this action is consistent with the Whitman County Comprehensive Plan.

Change the zoning of the Cherf 25.037 acres from the Agricultural District to Cluster Residential District as may be allowed by the Whitman County Zoning Ordinance, Chapter 19.04. The site of this proposed rezone is located on Sunshine Road east of Pullman, approximately 1 mile south of the intersection between SR 270 and Sunshine Road, in the SW ¼ of the SE ¼ of Section 2 and the NW ¼ of the NE ¼ of Section 11, Township 14 N., Range 45 E., W.M., Whitman County, Washington.

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PASSED AND APPROVED by the Board of Whitman County Commissioners of  
Whitman County, Washington, on the 16th day of May 2005.

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

**Engineering Division:**

**D064004A 4.** The Engineer shared pictures of the partially paved Palouse Cove Road but said the weather has caused the contractor to temporary cease paving.

**Maintenance Division:**

**D064004B 5.** The Director said crack sealing is not progressing as planned due to the weather. The Bridge Crew was scheduled to work on the Fox Road Bridge but is also unable to proceed due to the weather. Therefore, the road closure will be extended until the first week in June. Repairs to the Green Hollow Road should be completed tomorrow. All districts are waiting to begin asphalt work countywide.

**11:30 a.m. - Bev Welch, Information Services/Finance.**

Present: Eunice Coker, Mike Werner, Tim Myers, Denis Tracy, Dane Dunford, Brett Myers, Bob Lothspeich, Peggy Wright, Marlynn Markley, Tammy Lewis and Megan Doyle.

The following individuals contacted the Clerk of the Board regarding their absence from today's meeting: Sharron Cunningham, Joe Reynolds, Kelli Campbell, Fran Martin and Bob Reynolds.

**064005** The April 2005 ending financial report provided by Ms. Cunningham.

April 2005 Cash Balance - \$1,662,271

April 2004 Cash Balance - \$1,894,145

April 2005 Revenue - \$3,045,994 - 31.67% of budget.

April 2004 Revenue - \$3,021,428 - 33.31% of budget.

April 2005 Expenditures \$2,882,510 - 28.33% of budget.

April 2004 Expenditures \$2,876,542 - 28.81% of budget.

**12:00 p.m. - Recess.**

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**1:10 p.m. - Mike Werner, Developmental Services.**

Present: Tim Myers.

**D064005A 1.** Mr. Werner noted that County Prosecutors are continuing their work on making revisions to the DSHS Terms and Conditions contract.

**D064005B 2.** According to Mr. Werner, the state budget information should be arriving soon for Developmental Services.

**D064005C 3.** The Advisory Board reviewed the Developmental Services RFQ's. If the commissioners have no objections, Mr. Werner asked that this issue be continued while the Advisory Board and he complete the negotiation process. After which time a recommendation will be brought to the commissioners. The Board voiced no objections.

**D064005D 4.** Mr. Werner spoke about the transitioning meetings both Tim and he have attended over the past couple weeks.

**D064005E 5.** Commissioner Partch **moved**, Commissioner Finch **seconded** the motion and it **carried** to go into executive session with the above individual until 1:30 p.m. for personnel matters.

**1:30 p.m. - Return to Open Session/Board Business Continued/BOCC Workshop.**

Present: Dane Dunford and Mark Storey (1:30 p.m.).

**D064005C 17.** Items discussed included a County Road Administration Board and Department of Ecology issue. No action taken.

**2:10 p.m. - Eunice Coker, County Auditor.**

**D064005D** The Auditor indicated the need to enter into a contract with DIMS for the voter registration system. DIMS did forward a draft contract for review immediately after the award. Upon review staff discovered some hardware/software language revisions needed, therefore the vendor is revising the contract. However, the Prosecutor suggested she obtain authorization to proceed with the contracting process while waiting for the revised contract.

Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to authorize the Auditor to proceed with the contracting process with DIMS for the voter registration database system.

**2:15 p.m. - Board Business Continued/BOCC Workshop.**

Present: Eunice Coker and Evan Ellis (2:15 p.m.), Tim Myers, Ting Nyugen, Park Board members Bruce Frazier, Doug Flansburg, Dan Leonard and Ann Warrington (4:10 p.m.).

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**064005E 18.** Items discussed included provisional ballots and Parks Department related issues.

**064006** Letter from Jack McBride,  
**064006A** Kamiak Butte County Park information, and  
**064006B** History and direction of the Parks Department.

No action taken.

**5:00 p.m. - Recess.**

**D064006A THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **May 17, 2005** at **1:00 p.m.** Greg Partch, Chairman, G.R. "Jerry" Finch and Les Wigen, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Bob Reynolds and Maribeth Becker.

**D064006B 19.** A draft janitorial contract was reviewed. No action taken.

**1:45 p.m. - Recess.**

**2:15 p.m. - Board of Health.**

Present: Fran Martin, Dr. Moody, John Skyles, Jackie Klossner and Polly Anderson.

**D064006C 1.** Mr. Skyles noted Environmental Health has received another proposal for a commercial operation in the agricultural zone (Dale Rodriguez' RV Park and Dormitory) next to the St. John Golf Course. The owner is experiencing a problem with state water approval due to high nitrates, just below the maximum contaminate level of 10 parts per million. The owner's options are drill a new well or install point of entry treatment.

**D064006D 2.** The State Department of Health's consultant really liked Michael Baker's newsletters, so much so that they will be using it as an example of Best Management Practices.

**D064006E 3.** Dr. Moody reported that the final rabies test came back for a cat that he talked about at the last meeting; the test results proved to be negative.

**D064006F 4.** Dr. Moody gave an update on Pertussis, Meningitis varieties and Tuberculosis cases in the county.

2:20 p.m. - Chairman Partch rejoined the meeting.

5. Two examples of the types of monthly newsletter produced in-house by Public Health were distributed:

064007 *School Health Link* about school nurse activities, and  
064008 *Nutrition Connection* for senior citizens.

064009 6. Ms. Martin presented an intergovernmental professional services agreement with Columbia County for environmental health services. This contract will expire July 1, 2005. Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to approve the intergovernmental professional services agreement as presented.

D064009A 7. The Tekoa nurse practitioner is expanding her building and providing clinic space. Public Health wrote a grant for a Health Systems Resource Program through the State Department of Health to work with the Palouse Health Center by hiring a dentist for one year. The primary purpose is to recruit and retain a public health dentist to provide primary access for underserved families who are low income, on Medicaid, Medicare, uninsured or part of a population which special needs. The Health Department will administer the program. The department has also received a grant to purchase portable equipment for the dentist. In the event the program does not pan out at the Tekoa location, the equipment and dentist could be moved. The department will receive \$20,000 for the second year of the program to help retain the dentist in the community.

064010 8. In 2003 funding was available for a firewall project. Whitman County worked together with Garfield and Columbia County. The trade-off was to pool the 3 counties money and if a Whitman County Information Services staff member was able to do the work additional equipment would be forthcoming that would benefit Whitman County, all of which did happen.

A copy of a purchase order submitted by Garfield County on August 12, 2003 included one day for on-site training by the Cisco Engineering for \$1,000. A copy of the spreadsheet outlining how the Garfield County Health District spent their grant money on the firewall project totaled \$14,028.85 leaving a grant balance of \$185.00 at the end of the year. The service Garfield County is having a problem with was done on December 10, 2003 but not billed until January 2004. Garfield County claims they sent Whitman County the bill several times but Whitman County has not paid the bill, therefore they believe Whitman County owes them \$1,000. In addition, due to the illness of the contracted financial specialist, Garfield County is seeking an adjustment for the hours the financial specialist did not work over the past 2 months.

Ms. Martin said her position is that Garfield County encumbered the money with a purchase order and the fact they overspent their money is not her

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issue. She reviewed the information with the Whitman County Prosecutor who agreed Whitman County does not owe this money. Garfield County encumbered the \$1,000.00 and it is their responsibility to pay the \$1,000.00 debt.

If the Board wishes, Ms. Martin will review the actual hours worked by the financial specialist and adjust that bill for Garfield County. However, she did note there were many months the 49 contracted hours per month was exceeded but not charged to Garfield County. Nevertheless, Garfield County believes they have been injured in some way and want restitution.

The Garfield County nursing director sent an email to the Garfield County Commissioners showing how the bills were paid through November 2003. However, the service in question was not performed until December 2003, but that information was not included in her email.

The commissioners were in agreement to charge an hourly rate for the past 2 months of financial services in addition to sending a letter of explanation stating there is no responsibility on Whitman County's part for the \$1,000 owed NEC. It was also agreed there would be no further entanglements with Garfield County.

Ms. Martin also pointed out Garfield County wishes to terminate their contract with Whitman County as of May 31, 2005. No further financial assistance will be provided to them unless they are willing to pay the \$50/hour rate.

**D064010A 9.** Chairman Partch talked about the possibility of enacting a student activity fee for services provided by the county for WSU students, i.e. health, parks, police, etc. to help offset county expenses. A steering committee will be formed for this purpose. Ms. Martin offered to serve on the committee.

**D064010B 10.** Emergency Management and Whitcom are sharing the \$750 cost to research different areas of the county that have no radio communication due to the terrain. The goal is to determine how best to fix this situation so that radio communications reach all areas of Whitman County.

**D064010C 11.** The commissioners had their pictures taken with chicken head hats on staff members for a donation. All proceeds derived from the chicken head pictures are dedicated to the American Cancer Society Relay for Life.

**D064010D 12.** Next Board of Health meeting is scheduled for June 21, 2005.

**3:00 p.m. - Adjournment.**

**D064010E** Commissioner Finch **moved** to adjourn the **May 16 and 17, 2005** meeting. Motion **seconded** by Commissioner Wigen and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County

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Courthouse, Colfax, Washington, on **May 31, 2005**. The foregoing action made this **17th** day of **May 2005**.

ss/ G.R. 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