

**BOCC MINUTES-05/21/18**

**080230 THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, May 21, 2018** at **9:00 a.m.** Chairman Dean Kinzer, Arthur D Swannack and Michael Largent, Commissioners and Connie Ellis, Recording Clerk attended.

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

Present: Gary Petrovich, Mark Storey, Bill Tensfeld, Bailey Wiedmer, Chris Nelson, Jana Mathias, Jeff Marshall and Mark Clinton (9:00 a.m.).

**080231-080233 1-1A-2.** The following items were discussed but no action was taken.

- Microsoft Licenses
- Safety Committee Webinar
- HIPAA Update
- Outdoor Amusement Workshop
- Salaries of Administrators Workshop
- SAO - Interlocal
- Home Based Business
- All Employees with Email Policy
- Clerk Replacement Training
- Tax Title Sale
- Park District Interloan Request
- Pullman Court Facilities
- Gun Storage
- County Road Damage
- Sand Road Closure
- Farmington Road Overlay Bid
- Solid Waste System Damage
- Fuel Dispensing System Upgrades
- Ken Hansen Update
- CIP Update
- Emergency System Radio Update
- Internal Loans Review Workshop
- Revenues 2017

**9:50 a.m. - Recess.**

**10:15 a.m. - Flag Salute.**

Present: Paul Spencer, Karen Kiessling, Kelly Campbell and Garth Meyer.

**D080233A 3.** Pledge of Allegiance.

**Consent Agenda:**

**080234 4.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to accept the consent agenda as presented.

**080235 5.** Treasurer's Wire Transfers and Check Report in the amount of **\$4,089,738.80**. General Claims/Veterans' Relief warrants numbered **336380-336510** for **\$204,179.86** approved.

**080236 6.** May 7, 2018 minutes approved.

**080237-080239 7.** Personnel change orders approved.

**080240 8.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to authorize the publishing of a notice for the 2018 Board of Equalization.

**080241 9.** Commissioner Largent **moved** Commissioner Swannack **seconded** the following motions and they **carried** to:

Reappoint CAC, Dale Miller/Jeff Guyett as a Developmental Services Board member Position 2;

Reappoint Debbie Sherman as a Developmental Services Board member Position 3;

Reappoint Julie Simpson as a Developmental Services Board member Position 5;

Appoint Roberta Kramer as a Developmental Services Board member Position 7;

All terms will expire 12/31/20.

**080242 10.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to sign the amended addendum to the Public Defense contract.

080243 11. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to sign the 2018-19 legal newspaper agreement.

080244 12. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to sign the 2018-2020 Deputy Sheriff’s Association agreement as presented.

080245 13. The PayneWest agreement was not yet available.

080246 14. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve establishment of a Superior Court Trial Court Improvement fund.

**RESOLUTION NO. 080246**  
**OF**  
**THE BOARD OF WHITMAN COUNTY COMMISSIONERS**  
**FOR WHITMAN COUNTY, STATE OF WASHINGTON**

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, met in regular session on Monday, May 21, 2018; and

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, recognizes the need to create the Superior Court Trial Court Improvement Fund #143.020.000 to allow Superior Court authority over there portion of funding.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of County Commissioners for Whitman County agree to create Superior Court Trial Court Improvement Fund #143.020.000 and in 2018 move a predetermined amount from District Court Trail Court Improvement Funds #143.030.000.

PASSED, APPROVED AND ADOPTED 21st day of May, 2018 and effective as of June 1, 2018.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

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Dean Kinzer, Chairman

ATTEST:

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Arthur D Swannack, Commissioner

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Maribeth Becker, CMC  
Clerk of the Board

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Michael Largent, Commissioner

080247 15. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to “All County Employees with Email” policy.

**RESOLUTION NO. 080247**  
**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

**IN THE MATTER OF the action of the amendment for the Whitman County Policy, All County Employees with Email; and,**

**WHEREAS, this action is new to Whitman County policies; and,**

**WHEREAS, this action is necessary and in the best interest of Whitman County and its employees.**

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Whitman County Commissioners that the attached policy is approved as POL-080247- BOCC ALL COUNTY EMPLOYEES WITH EMAIL.

Dated this 21st day of May 2018 and effective as of this date.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

ATTEST: Arthur D Swannack, Commissioner

Maribeth Becker, CMC  
Clerk of the Board

Michael Largent, Commissioner

Effective Date: 05-21-18	Approved by BOCC
<b>ALL COUNTY EMPLOYEES WITH EMAIL POLICY</b>	
POL-080247-BOCC	Res. # <u>080247</u>

**Policy Background:**

The Whitman County Email system contains a mailing list entitled to "All County Employees with Email".

The BOCC has noted more frequent usage of the "All County Employees with Email" list for uses which are either not authorized by the department head or may be of questionable value to all employees.

In order to make certain that all Elected Officials and Department Heads knowingly authorize messages sent by their department to "All County Employees with Email", and to prevent the failure of important information reaching All County Employees--as some do not have county email access, the following policy is being proposed:

**Policy Proposal:**

The Usage of the "All County Employees with Email" mailing list is restricted to Elected Officials and Department Heads use plus a limited group of authorized individuals within each department.

All Elected Officials and Department Heads may designate up to two (2) individuals (with the Sheriff Office being allowed three (3) individuals due to 24/7 operations) in their department to have access to the "All County Employees with Email" mailing list.

The Designated individuals shall be made known to the BOCC and I.T. by the use of an authorization form similar to the signature approval form. The form would be created by the BOCC. It would be submitted annually or when change is needed to the BOCC and then the BOCC would communicate it to the I.T. department.

The Policy requires attachment of a Microsoft Word or Adobe PDF file be included in the "All County Employees with Email" distribution list with the information that needs to be circulated. This is to facilitate the easy printing of a hard copy for those employees without email access and for record retention purposes.

**080248**      **16.**      Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the revised "Vault Space Management" policy as presented.

**RESOLUTION NO. 080248  
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

**IN THE MATTER OF** the action of the amendment for the Whitman County Policy, Vault Space Management;

**WHEREAS**, this action is new to Whitman County policies; and,

**WHEREAS**, this action is necessary and in the best interest of Whitman County and its employees.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Whitman County Commissioners that the attached policy is approved as **POL-080248-BOCC VAULT SPACE MANAGEMENT**.

Dated this 21st day of May 2018 and effective as of this date.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Dean Kinzer, Chairman

ATTEST:

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Arthur D Swannack, Commissioner

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Maribeth Becker, CMC  
Clerk of the Board

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Michael Largent, Commissioner

Effective Date: 05-21-2018	<b>VAULT SPACE MANAGEMENT POLICY</b>	Approved by BOCC
POL-080248-BOCC		<b>Res. #080248</b>

**WHITMAN COUNTY VAULT SPACE MANAGEMENT POLICY**

**Background:** Because of the expense and inherent size limitations of vault construction, it is crucial that existing vault space is utilized effectively. Vaults are specifically designed to ensure the safe preservation of the government records. Using vault space for the storage of supplies, office machines, seasonal decorations, equipment or other non-record materials is a waste of valuable and secure space, and is an egregious misuse of scarce government resources.

Secure space is a limited resource: care must be taken to determine which records are stored in the vault. In order to make the most efficient use of vault space, public records should be prioritized. Records that should be given priority for vault storage are records that are 1) vital to the operation of the organization, or are 2) archival due to their historical value and importance for preserving institutional and community memory. Secondary space allocations should be made for records appraised as important. If the vault cannot accommodate all important or useful records, provisions should be made for their storage in fire-resistant file rooms as specified in NFPA-232, Protection of Records. Some records may be destroyed according to the state archives schedule, while others must be retained permanently. Some of the records are confidential or sealed.

The following is intended to address optimization of records storage space currently existing in Whitman County Courthouse. It is not intended to fully address safeguarding records stored within the existing vault storage areas from threat of fire, theft, or environmental damage. The Space Allocation Committee may re-convene to create additional

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policy recommendations to better safeguard records after this policy is effectively implemented.

**THIS POLICY APPLIES TO THE FOLLOWING SPACES:**

**Whitman County Courthouse 1<sup>st</sup> Floor:**

Described in the attached document titled "First Floor Vault, Rm 100" which also serves to describe the official allocation of space to various departments.

**Whitman County Courthouse 2<sup>nd</sup> Floor:**

Described in the attached document titled "Second Floor Vault, Rm 200" which also serves to describe the official allocation of space to various departments.

The vault spaces above shall be used exclusively to store records which must be maintained as determined by Washington Secretary of State's Local Government Common Records Retention Schedule (CORE). Records that are no longer required to be maintained must be purged yearly.

If an office holds confidential records, secure space must be designated that is only accessible by the staff of that office.

It is the responsibility of each department head to ensure that their departmental record storage adheres to the policy. It is the responsibility of each department head to arrange for alternative storage space, as needed.

If this policy has been adhered to and there is not enough vault space available to meet departmental needs, the Space Allocation Committee shall review the situation and make recommendation(s) to the department(s). If the recommendation(s) to the departments do not resolve the issue, the affected department head shall seek resolution through the Board of County Commissioners.

**CORRESPONDENCE:**

**D080248A** 17. The following correspondence was received:

**080249** 17A. A notice of a marijuana license due to expire 10/31/18 was received from the Washington State Liquor and Cannabis Board.

**080250** 17B. An executed copy of the Greater Spokane Department of Emergency Management grant contract #E18-163 was received.

**080251** 18. Commissioners' pending list reviewed. Rich Old Railroad Crossing Issues was removed from the list.

**080252** 19. At 10:30 a.m. Lynn Kimball, Executive Director of Aging & Long Term Care of Eastern, WA joined the meeting for her annual update. Kimball shared that over 1,156 residents received services in 2017, and a total of \$576,000 was spent on these services. A new program called Medicaid Transformation will soon be implemented. Kimball introduced Karen Kiessling and thanked her for her service.

**080253** 20. The proclamation signed by the Board May 7, 2018 proclaiming May 2018 as Older American Month was presented to Ms. Kimball.

**11:00 a.m. - Public Works.**

Present: Mark Storey, Brandon Kruger, Alan Thomson, Katrin Kunz, Dan Gladwill, Paul Spencer and Garth Meyer.

**080254** 20A. The following Public Works related issues approved/updated:

**ACTION ITEMS:**

**080255**     **21.**     The formal transmittal for the Whitgro, Inc. and Inland Empire Milling Company request for a 7-acre zone change in the St. John area from Agricultural District to Limited Heavy Industrial District was received.

**080256**     **22.**     Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to set a public hearing on amending the Whitman County zoning map for seven (7) commercial grain operations as stated in the official transmittal from Agricultural District to Limited Heavy Industrial District.

**080257**     **23.**     The formal transmittal for the proposed revisions to Whitman County Code, Title 19.56 - Home-Based Businesses was received. Alan Thomson briefly reported the need for the revisions stating that staff had noticed irregularities in the written code compared to what is actually practiced.

**080258**     **24.**     Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to set a public hearing on amending the Whitman County Code, Title 19.56 as it relates to Home-Based Businesses.

**080259**     **25.**     Commissioner Swannack **moved** Commissioner Largent **seconded** the motion and it **carried** initiating an increase in the Building Permit fees.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON**

<b>In the Matter of Adopting Revised</b>	)	<b>RESOLUTION NO. <u>080259</u></b>
<b>Fees for Issuing Permits for</b>	)	
<b>State Building Code Council</b>	)	<b>ORDER ESTABLISHING FEES</b>
<b>Whitman County, Washington</b>	)	<b>BUILDING DEPARTMENT FEE SCHEDULE</b>

BEFORE THE BOARD OF COUNTY COMMISSIONERS of Whitman County, Washington in the matter of State Building Code Council Permit Fee Increase,

WHEREAS, the Whitman County Building Department is required to charge fees to support the State Building Code Council as Set Forth By the Legislature,

AND, WHEREAS, the Building Department is required by law to charge these fees,

IT IS HEREBY RESOLVED that Whitman County accepts and adopts the following fees for the State Building Code Council:

Effective July 1, 2018:

- Projects permitted under the International Residential Code: \$6.50 for the first unit and \$2.00 for each additional unit after the first.
- Projects permitted under the International Building Code or the International Existing Building Code: \$25.00

ADOPTED this 21st day of May, 2018.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

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Dean Kinzer, Chairman

ATTEST:

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Arthur D Swannack, Commissioner

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Maribeth Becker, CMC  
Clerk of the Board

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Michael Largent, Commissioner

**080260** 26. Commissioner Swannack **moved** Commissioner Largent **seconded** the motion and it **carried** to publish the Notice for "No Spray" for Noxious Weeds.

**080261** 27. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve a resolution initiating the Sand Road Closure to through traffic.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON**

**In the Matter of temporarily closing            )                RESOLUTION NO. 080261**  
**Sand Road #9060 to Through Traffic            )                ORDER TEMPORARILY**  
**Whitman County, Washington                    )                CLOSING A COUNTY ROAD**

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

WHEREAS, Public Works wishes to perform construction activities on Sand Rd. No. 9060, from Brown Road to the Idaho State Line, County Road Project No. XFR1600, and

WHEREAS, the safety of the County forces doing the improvements would be better protected if the road segment were closed to through traffic during construction, and

WHEREAS, the quality of the road improvements would be better if heavy traffic is restricted from the road segment during surfacing activities (penetrating oil application), and

WHEREAS, it is estimated that the application of penetration oil will be on June 12 and 13,

IT IS HEREBY RESOLVED, that Sand Road No. 9060 be temporarily closed to vehicular "through" traffic from Brown Road to the Idaho State Line, for a two day period between June 12 and June 20, at the discretion of the Public Works Department. It is also resolved that the road will be posted with appropriate closure signs on either end.

ADOPTED this 21<sup>st</sup> day of May 2018.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Dean Kinzer, Chairman

ATTEST:

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Arthur D Swannack, Commissioner

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Maribeth Becker, CMC  
Clerk of the Board

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Michael Largent, Commissioner

080262 28. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to publish the notice for the Sand Road Closure to through traffic.

080263 29. Presentation of the 2017 Certificate of Good Practice was presented by the Chairman to the Public Works Director.

**DIVISION UPDATES:**

D080263A 30. The following division updates provided by Public Works staff.

**Solid Waste Division:**

080264 30A. Mark Storey informed Commissioners what proposed quotes were received and by whom for the Yard and Wood Waste Grinding and Hauling contract. Mr. Storey stated the contract was awarded to Cannon Hill Industries Inc. for \$26 per ton.

D080264A 30B. A recap of the last SWAC meeting provided by the Director. County is now paying to recycle. Staff will be examining the market and the Director will provide update after June SWAC meeting.

**Maintenance Division:**

D080264B 30C. Brandon Kruger discussed current asphalt work; there have been truck/equipment delays. Staff will have to make modifications to current truck since the new truck is out for 5-6 weeks.

D080264C 30D. Small works quotes were sought for the train bridge project. Since the department was not granted an early start by the state, work will begin June 15<sup>th</sup>.

D080264D 30E. Mr. Storey noted pavement quality has improved from 58% in 2009 to 82% in 2017.

080265 31. Mr. Ken Hanson was unable to meet with the Board as scheduled to discuss heavy equipment on county roads during road restrictions. Mr. Hanson will meet with the Board at a later date.

D080265A 32. Approved documents signed.

11:40 a.m. - Recess.

1:30 p.m. - Reconvene/Board Business Continued.

Present: Mike Berney, Greater Columbia Behavioral Health (GCBH).

080266 33. Mr. Berney reviewed the regular Board meeting held on May 3, 2018 of the Greater Columbia Behavioral Health Organization (GCBH) Board of Directors.

**D080266A 33A. GCBH Funding and Fiscal Operations Committee Report:**

The committee did not meet in April. The Committee reminded the Board that a plan on how to distribute "Enhancement" dollars, allocated during the last legislative session, is due to the State by June 1<sup>st</sup>.

**D080266B 33B. Establishment of the Greater Columbia LLC:**

This issue began when a new attorney in the State Auditor's Office decided that Inter-Local Agreements were the wrong structure for establishing Regional Support Networks/Behavioral Health Organizations. The focus has changed somewhat now that the Greater Columbia BHO will cease operations at the end of this year and hopes to become an Administrative Service Organization (ASO).



- The first step is the Certificate of Formation. The only Greater Columbia County that has not signed this document or indicated that they will sign is Asotin.
- The second step will be to establish the Operating Agreement which will start simply and then be revised once the extent of the contracting has been established. This document will take the place of the current Inter-Local Agreement.
- The application for liability insurance has been accepted. There will be 20 Million dollars in coverage.

**D080266C 33C. GCBH Regional Office Update:**

- The Health Care Authority (HCA) is still planning on issuing new contracts prior to July 1, 2018.
- GCBH is on track with its budget.

**D080266D 33D. GCBH Other Business (Local Leadership Structure):**

- Whitman County requested this topic be added to the agenda and inquired how other GCBH Counties were going to respond to the HCA's letter dated April 11, 2018 regarding whether or not they intended to form a Regional Interlocal Leadership Structure. The letter requested a response by May 11<sup>th</sup>.
- Whitman County is in favor of establishing such a structure.
- No County, other than Whitman, remembered receiving such a letter from the HCA.  
**Representatives will go back to their Counties and check for this letter.**

**080267 34.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to sign a resolution appointing Iain Crockett as a Designated Crisis Responder.

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

<b>IN THE MATTER OF APPOINTING A</b>	)	
<b>DESIGNATED CRISIS RESPONDER</b>	)	<b>RESOLUTION NO. <u>080267</u></b>
<b>UNDER RCW 71.05 and RCW 71.34</b>	)	

WHEREAS Whitman County has responsibility for implementation of RCW 71.05 and RCW 71.34 (Mental Illness/Substance Use Disorder) which mandates that a coordinated system of evaluation and treatment services be provided to involuntary patients and persons voluntarily seeking treatment for mental disorder; and

WHEREAS the Director of Palouse River Counseling has petitioned this Board to appoint Iain Crockett as a Designated Crisis Responder, finding that said appointee meets the requirements as specified by law;

BE IT HEREBY RESOLVED, by the Board of Whitman County Commissioners that Iain Crockett by appointed a Designated Crisis Responder for Whitman County.

Done this 21<sup>st</sup> day of May, 2018.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Dean Kinzer, Chairman

BOCC MINUTES-05/21/18

ATTEST:

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Arthur D Swannack, Commissioner

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Maribeth Becker, CMC  
Clerk of the Board

\_\_\_\_\_  
Michael Largent, Commissioner

2:00 p.m. - Recess.

2:30 p.m. - Reconvene/Board Business/BOCC Workshop.

Present: Robin Jones and Mark Clinton.

080268 35. A property tax refund was discussed but no action was taken.

3:00 p.m. - Recess.

D080268A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Tuesday, May 29, 2018** at **9:00 a.m.** Chairman Dean Kinzer, Arthur D Swannack and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

9:00 a.m. - Reconvene/Board Business Continued.

D080268B 36. Approved consent agenda items signed.

080269 37. Treasurers Wire Transfers and Check Report in the amount of **\$4,668,464.27**, Payroll warrants numbered **336545-336554** for **\$394,209.91** and General/Veterans' Relief/Payroll warrants numbered **336558-336628** for **\$299,800.53** approved.

080270-080272 38. Personnel change orders.

9:05 a.m. - BOCC Workshop.

Present: John Gamon, Eunice Coker, Sharron Cunningham, Gary Petrovich, Mark Storey, Bill Tensfeld, Jana Mathias (9:00 a.m.), Mark Clinton (10:25 a.m.), Kelli Campbell (10:45 a.m.).

080273-080274 39-40. The following items were discussed but no action was taken.

- DNR Land Acquisition
- Return Postage on Ballots
- Jr. Districts Interlocal Agree.
- Emerg. Communication Loan Options
- Treasurer's SAO Schedule 6
- Public Health Env. Tech Testing
- GCBH Integrated Managed Care Web.
- Walter Riley Call
- Whitcom Exec. Director Search
- Jeffrey Carey Email
- Bill Meyer Tax Issue Resolved
- Operating Reserve Status
- Martin Hall Budget/CIP Maintenance

11:00 a.m. - Adjournment.

D080274A Commissioner Largent moved to adjourn the **May 21 and 29, 2018** meeting. Motion **seconded** by Commissioner Swannack and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **June 4, 2018**. The foregoing action made this **29th** day of **May 2018**.

ss/ ARTHUR D SWANNACK, COMMISSIONER  
ss/ MICHAEL LARGENT, COMMISSIONER

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MARIBETH BECKER, CMC  
Clerk of the Board

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DEAN KINZER, CHAIRMAN  
Board of County Commissioners