

**BOCC MINUTES-06/17/19**

**081710 THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, June 17, 2019 at 9:00 a.m.** Chairman Arthur D Swannack and Dean Kinzer, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended. Commissioner Michael Largent was unavailable.

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

Present: Gary Petrovich, Mark Storey, Chris Nelson, Sandy Jamison, Lance Bishop, Brandy Dean and Madysen McLain (9:00 a.m.).

**081711 1.** The following items were discussed but no action was taken.

- Palouse Basin Aquifer Comm.
- State Auditor/Taxing Dists.
- New Overtime Rule
- Revised Website Policy
- Voluntary Stewardship Prog.
- Solid Waste Advisory Comm.
- DOE-Transfer Station Tour
- HB 2158-B&O Tax
- County Chip Sealing
- 3-Year Rev./Exp. Forecast
- 2020 Capital Improvement
- Port of Whitman .09 Aplic.
- Confirmed Mumps Case
- 2<sup>nd</sup> Foreclosure Notices
- County Campus Asphalt
- Active Shooter Door Locks
- Coroner's Office
- PSB/Front-Plywood Painted
- Pullman Public Health Floor.
- County Campus Sidewalks
- IT Cabling Quotes
- Auditor's Staffing
- Vote WA
- Document Preservation-Clerk

**10:15 a.m. - Recess.**

**10:30 a.m. - Flag Salute.**

Present: Lance Bishop and Garth Meyer.

**D081711A 2. Pledge of Allegiance.**

**Consent Agenda:**

**081712 3.** Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to accept the consent agenda as presented.

**081713 4.** Treasurer's Wire Transfers and Check Report in the amount of **\$2,241.34**, Payroll warrants numbered **343171-343178** for **\$620,228.22** and General Claims/Veterans' Relief warrants numbered **343289-343438** for **\$399,560.45** approved.

**081714 5.** June 3, 2019 minutes approved.

**081715-081719 6.** Personnel change orders approved.

**081720 7.** Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to authorize purchase of 2 Sophos firewall appliances.

**081721 8.** Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to authorize purchase of 24 Meraki wireless access points.

**081722 9.** Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the resolution modifying the County Website policy as revised.

**RESOLUTION NO. 081722  
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

**IN THE MATTER OF** the action of the adoption for the Whitman County Policy: **Whitman County Web Site Administration and Management;**

**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-500- IT **Whitman County Web Site Administration and Management.**

Dated this 17<sup>TH</sup> day of June 2019 and effective as of June 17, 2019.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Arthur D Swannack, Chairman

ATTEST:

\_\_\_\_\_  
Dean Kinzer, Commissioner

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

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



**Whitman County Web Site Administration and Management**

Policy: POL-500-IT • Effective Date: 6/17/2019 • Res. #: **081722**  
Cancels: 078964 • Reference: None

**Commissioners Appoint a Web Administrator:**

- o The Board of County Commissioners (BOCC) will establish the IT Director as the Web Administrator, which will oversee the operation of the Whitman County Web Site, making sure that the county is well represented by web pages done in a professional manner.
- o The Web Administrator shall put forth reasonable effort to accommodate the request of individual county department heads to ensure the department's page is up to date and accurately displays the department's information in a manner that both meets the needs of the department and maintains uniformity and consistently with the entire county web site.

**• Web Administrator Duties:**

- o Appoint a Webmaster from the IT department.
- o Ensure the Whitman County Web Site follows standards best practices, Washington State, and County policies and procedures.
- o Approve the designation of department personnel as Web Editors.
- o Deny access to web pages when necessary.
- o Approve submitted web page changes by Webmaster or Web Editors.
- o Edit county homepage.
- o Inspect all county web pages for changes and errors.

- **Webmaster Duties:**
  - Assist the Web Administrator in maintaining the Whitman County Web Site.
  - Maintain Access Control List (ACL) of departmental authorized web editors.
  - Issue passwords to new Web Editors.
  - Update department page information as requested by department heads or authorized web editors.
  - Train and assist department Web Editors as needed.
- **Department Heads Appoint Web Editors:**
  - Department heads, if they wish, may appoint a Web Editor to actively manage their web pages. A Web Editor must be approved by the Web Administrator, and must receive web editing training from the Webmaster.
  - Seasonal, temporary, or a part-time employees, may not be appointed as Web Editors, and will not be given passwords.
- **Creating, Modifying and Maintaining the County Web Pages**

The Whitman County Web Site must maintain a consistent look and feel throughout the pages.

- All Department Web Pages Must Include the standard border. The standard border will be used on all department web pages. The border, which is defined as the top, side and bottom of the web page, is determined by the Web Administrator and will consist of various user friendly menu items, shortcuts, and logos.
- To maintain a cohesive web site all department homepages must use the same format including:
  - Fonts
  - Colors
  - Logo
  - Size
  - Layout
- All major changes to the County Web Site shall be approved by the County Commissioners. The County Commissioners may, when it feels necessary may override the Web Administrators decisions for the overall good of the county.
- Minor changes may be approved by the Web Administrator.
- The Webmaster may approve the content changes of a department's web page. Content Changes to include changes in:
  - Names and email addresses
  - Phone numbers and street addresses
  - Schedules
  - Dates
- Department Web Editors Will Request Web Page Change Approval From The Webmaster
- Departments Must Keep Web Pages Current.
  - It is the responsibility of each department to ensure their web pages are current and up to date.
  - Department Web Editors may update their pages with approval of the Webmaster; or Department Heads may request in writing that the Webmaster updates their pages as needed.

This policy applies to all county web pages.

**081723** 10. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to authorize Facilities Management to sell surplus equipment under \$2,500.

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

IN THE MATTER OF DECLARING COUNTY ) RESOLUTION NO. 081723  
PROPERTY UNDER \$2,500 SURPLUS AND )  
AUTHORIZING THE SALE, DONATION OR )  
DISPOSAL OF THE SAME )

WHEREAS, in accordance with R.C.W. 36.34.020 and Whitman County Commissioners resolution #073282, authorization is granted to department managers to dispose of surplus property at the discretion of the department manager without publishing an intent to sell, provided the individual value does not exceed \$2,500; and,

WHEREAS, the Board of County Commissioners, after due consideration, have declared the attached list of items as surplus to the County's needs.

- 1. 4 Drawer Metal File Cabinets Qty. 17.
- 2. 3 Drawer Metal File Cabinet Qty. 1.
- 3. 3 Drawer Metal File Cabinet with a Cabinet Attached Qty. 1.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of County Commissioners, that the above listed equipment is declared surplus and may be sold, donated or disposed of by the Department Manager in accordance with law.

Dated this 17th day of June, 2019.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Arthur D Swannack, Chairman

ATTEST:

\_\_\_\_\_  
Dean Kinzer, Commissioner

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

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

**081724** 11. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to accept the agreement with Language Line Services, Inc. as presented.

**081725** 12. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve a notice authorizing publishing for vendor, contractors and consultants for Whitman County's small works rosters.

**081726** 13. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to reappoint Jim Lemon to a 6-year term, expiring 12/31/24 on the Board of Adjustment.

**081727** 14. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to appoint Michele Beckmann to a 6-year unexpired term expiring 12/31/20 on the Civil Service Commission.

**081728** 15. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the 2019-2020 agricultural burning agreement with the Whitman Conservation District.

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**081728A** 16. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve a letter to the Department of Ecology (DOE) requesting the 2019-2020 agricultural burning delegation authority.

**CORRESPONDENCE:**

**D081728A** 17. The following correspondence was received:

**081729** 17A. Copies of letters sent to consultants who submitted RFP's for the Emergency Management Hazard Mitigation Plan update were received.

**081730** 17B. Information pertaining to an employee's administrative leave noted.

**081731** 17C. Notice of a marijuana license due to expire 10/31/19 was received from the Washington State Liquor and Cannabis Board.

**081732** 17D. A letter was received from the Department of Commerce informing the Board Whitman County has been awarded \$99,106 in Community Development Block Grant funds.

**081733** 17E. Notice was received from DSHS regarding the sunset of 5551 panel evaluations.

**081734** 17F. An email was received from Aaron Fosback to ban all marijuana sales, production and processing in unincorporated areas of Whitman County.

**081735** 17G. An executed copy of the agreement between Human Resources and Dynamic Collectors, Inc. was received.

**081736** 18. Commissioners' pending list reviewed.

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

Present: Mark Storey, Brandon Kruger, Alan Thomson and Garth Meyer.

**081737** 18A. The following Public Works related issues approved/updated:

**ACTION ITEMS:**

**081738** 19. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve signing the interlocal agreement between the Town of Colton and Whitman County Solid Waste Management Plan as presented.

**081739** 20. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve signing the interlocal agreement between the Town of Lamont and Whitman County Solid Waste Management Plan as presented.

**081740** 21. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve signing the interlocal agreement between the Town of Oakesdale and Whitman County Solid Waste Management Plan as presented.

**081741** 22. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve signing the interlocal agreement between the City of Palouse and Whitman County Solid Waste Management Plan as presented.

**081742** 23. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve signing the interlocal agreement between the Town of Rosalia and Whitman County Solid Waste Management Plan as presented.

**081743** 24. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve signing the interlocal agreement between the Town of Endicott and Whitman County Solid Waste Management Plan as presented.

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**081744** 25. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve signing the interlocal agreement between the City of Colfax and Whitman County Solid Waste Management Plan as presented.

**081745** 26. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve signing the 2019-2021 contract between the State Conservation Commission and Whitman County implementing the Voluntary Stewardship Program (VSP) as presented. Alan Thomson said Brad Johnson is working on the 2-year report due August 30, 2019 and the 5-year report will be due January 19, 2021.

**DIVISION UPDATES:**

**D081745A** 27. The following division updates provided by Public Works staff.

**Solid Waste Division:**

**D081745B** 27A. The Moderate Risk Waste Facility/Household Hazardous Waste program has officially kicked off. The Department of Ecology made an on-site visit to the Transfer Station and seemed genuinely impressed.

**D081745C** 27B. Staff is working with suppliers to reduce the cost of the new office at the Transfer Station.

**Engineering Division:**

**D081745D** 27C. With the assistance of Representative Joe Schmick, the State Parks Department is in the process of responding to the County's letter from 2-years ago regarding the rail banked Rosalia train trestle.

**D081745E** 27D. The Director advised the Board the Department now has all right-of-way signatures for the Almota IV project.

**Maintenance Division:**

**081746** 27E. A copy of a letter sent to Mary & Ole Belsby was received from the Director regarding damages to their fence during snow removal.

**D081746A** 27F. The O-Team is beginning seal coating today and should wrap up in early July.

**D081746B** 27G. Brandon Kruger provided an update on bridge projects.

**Administrative Division:**

**D081746C** 27H. The Director informed the Board he will be presenting a resolution on July 15<sup>th</sup> for their consideration of placing a road levy lid lift measure on the November ballot.

**Planning Division:**

**D081746D** 27I. Discussion regarding the Planning Commission and Board of Adjustment vacancies was held.

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

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

**D081746E** 28. Approved documents signed.

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1:30 p.m. - Mike Berney, Greater Columbia Behavioral Health (GCBH).

**081747 29.** Mr. Berney reviewed the regular Executive Committee (Board) meeting held on June 7, 2019 of the Greater Columbia Administrative Service Organization (GCBH-ASO).

**D081747A 29A. Executive Session(s):**

- An Executive session was needed to discuss a personnel matter.

**D081747B 29B. Approval of Warrants and Vouchers:**

Approval for warrants/vouchers was needed for both the Behavioral Health Organization (BHO) and the Administrative Service Organization (ASO). Again, these were done with different motions to highlight the separation.

- A Motion was made to approve BHO warrants/vouchers for April and May 2019.
- A Motion was made to approve ASO warrants/vouchers for April and May 2019.

Whitman County voted in favor of both motions. Both motions passed unanimously.

**D081747C 29C. ASO Updates:**

- State Auditor's Office Report to the Executive Committee:
  - The Auditor was very complimentary of the ASO's preparation; systems seemed to be tight to him.
- Community Justice Treatment Account (CJTA) Funding:
  - Apparently Representative Schmick was encouraging Walla Walla County to manage this funding stream.
- State-wide ASO Meeting Update: The SAMSA review of the Health Care Authority did not go very well. The program Integrity Unit was identified as a problem and will double in size. There was a focus on the Wraparound with Intensive Services (WISe) Program so the State can exit the lawsuit.
- Growing Court Costs for Involuntary Treatment: These have been significantly higher than the State anticipated and will increase more as additional long-term and Evaluation and Treatment beds are added to the system. This will be discussed with the legislature next year.
- The Health Care Authority (HCA) monitoring (technical assistance) of GCBH-ASO: Went well. They did identify that they would like to see more involvement with the Yakama Nation. The Nation would like their own Designated Crisis Responders (DCRs). The main HCA audit will occur in 2020.
- County based ASOs: There has long been a rumor that the State promised Beacon Health Care that they could be the State-wide ASO. The HCA has denied this and has said that if Beacon pulls out of Washington the HCA will offer neighboring ASOs the opportunity to cover more area.

**D081747D 29D. Committee Reports:**

- Background: The Crisis Providers/Clinical Directors and MIS Committees have met so far. The ASO is looking to repopulate the Behavioral Health Advisory Board (used to be called the Regional Advisory Board).

**D081747E 29E. Greater Columbia LLC Operating Agreement:**

- Background: We knew there would have to be changes made to the initial Operating Agreement as the State clarified what they were going to require from each ASO. The current statute required BHOs to use County Treasurer Offices. This will not work for all ASOs since there is one that is not a County or a group of Counties.
- Now that legislation has passed impacting the requirement for a County Treasurer's Office to be involved in the ASO system you can expect to see proposed new language for the Operating agreement.
- Apparently, the Walla Walla Prosecutor feels very strongly that the GCBH-ASO Executive Committee (Board) needs to first approve language/system changes and then have the Counties approve/ratify them.

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- Expect proposed language to come out to each County's Board of Commissioners and Prosecutors relatively soon.

**D081747F 29F. Other Business:**

- The LLC Executive Committee (The Board) will probably only meet every other month. Next meeting is scheduled for June 6, 2019.

**D081747G 29G. Other Issues:**

- Whitman County representation on the ASO Executive Committee

**2:00 p.m. - BOCC Workshop.**

Present: Jack Knudsen, Casey McGourin and Christie Hoffpauer, McKinstry Representatives, Brandy Dean, Adam Turnidge, Paul Anderson, Bill Tensfeld (2:00 p.m.), Denis Tracy, Marlynn Markley, Gary Petrovich, John Hart, Anthony Kuipers (3:00 p.m.), Jill Whelchel and Sandy Jamison (3:35 p.m.).

**081748-081750 30-32.** The following items were discussed but no action was taken.

- McKinstry CIP Investment Grade Audit
- Pullman District Court
- Clerk's Office Staffing

**4:05 p.m. - Recess.**

**D081750A THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, June 24, 2019** at **9:00 a.m.** Chairman Arthur D Swannack and Dean Kinzer, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended. Commissioner Michael Largent was unavailable.

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

**D081750B 33.** Approved consent agenda items signed.

**081751 34.** Treasurers Wire Transfers and Check Report in the amount of **\$919,517.41** and General/Veterans' Relief/Payroll warrants numbered **343470-343584** for **\$180,020.68** approved.

**081752-081756 35.** Personnel change orders.

**9:05 a.m. - BOCC Workshop.**

Present: Gary Petrovich, Mark Storey, Bill Tensfeld, Chris Nelson, Wraylee Flodin, Katrin Kunz, Alan Thomson, Sandy Jamison (9:05 a.m.), Lance Bishop (9:20 a.m.), Madysen McLain (9:25 a.m.), Marlynn Markley, Denis Tracy, John Hart (11:00 a.m.).

**081757 36.** The following items were discussed but no action was taken.

- 1928 Tax Title Property
- IT Asphalt-Handicap Parking
- PSB Foundation Issues
- Surplus Property
- Ending Facilities Emergency
- PBAC Agreement/Dues
- Shooting Range
- Public Works Board Grants
- Public Records Legislation
- VSP
- Draft Cannabis Code/Moratorium
- Pullman District Court



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**081758**        **37.**    The following item was discussed but no action was taken.

- Pullman District Court

**12:30 p.m. - Adjournment.**

**D081757A**    Commissioner Kinzer **moved** to adjourn the **June 17 and 24, 2019** 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 **July 1, 2019**. The foregoing action made this **24th** day of **June 2019**.

ss/ DEAN KINZER, COMMISSIONER

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MARIBETH BECKER, CMC  
Clerk of the Board

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ARTHUR D SWANNACK, CHAIRMAN  
Board of County Commissioners