

Minutes for July 8th, 2002

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059841 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **July 8, 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.

D059841A 1. Call to Order/Pledge of Allegiance.

Present: Jennifer Snead and Chris Anderson.

D059841B 2. Motion by Commissioner Finch to approve the Consent Agenda. Motion **seconded** by Commissioner Wigen and **carried**.

059842 3. Claims/Payroll warrants numbered 136893-136932 for \$435,600.27 approved.

FUND #	FUND NAME	AMOUNT
001	Current Expense	\$ 378.00
102	Building & Development	39.63
103	Countywide Planning	107.73
110	County Roads	278,935.47
135	Prosecutor's Stop Grant	2,356.25
400	Solid Waste	93,790.28
410	Solid Waste Reserve	2,098.20
501	Equipment Rental & Revolving	57,894.71

059843 4. July 1, 2002 minutes approved.

059844-059845 5. Personnel board orders approved.

059846 6. Letter received from the Town of Colton concurring with a proposed State Rehabilitation Subcode.

10:10 a.m. - Evan Ellis.

059847 7. A response was received from Cleve Pinnix, Washington State Parks and Recreation Commission concerning the renaming of state parks.

059848 8. An urgent request for support to keep four Washington State Parks open was received from the "Citizens for Parks and Recreation".

059849 9. A copy of a letter signed by Senators Patty Murray and Maria Cantwell was received regarding a formal audit of Kaiser Aluminum and Chemical Company's use of remarketing proceeds.

059850 10. The official estimated 2002 population determinations for cities, towns, and counties were received from the Office of Financial Management. Whitman County's population is estimated at 40,600.

11. Executed copies of the following agreements were received:

059851 WSDOT Local Agency supplement for Pullman-Albion Road LA-3654(5),

059852 WSDOT Local Agency supplement for Kimm Bridge LA-4064(4).

D059852A 12. Chairman Partch said annually the county is required to call for the following year's budget. It is supposed to emanate from the Auditor's Office (or County Administrator). The Auditor is not in his office but is communicating through email. He sent the Auditor an email asking if he would be handling the call for budget or did he want the commissioners to make the call as they did last year. As of this time, the Auditor has not responded to the email. Therefore, the Chairman suggested tabling this until 1:45 p.m. to allow more time for a response from the Auditor.

10:15 a.m. - Chad Connors, Juvenile Services Administrator.

059853 1. A Consolidated Juvenile Services (CJS) contract amendment from DSHS was received from Mr. Connors. This amendment is necessary due to 2002 legislative budget reductions of \$1,183 for the 2002-2003 biennium and \$13,000 that must be returned because these funds could not be expended after the end of the biennium (June 30, 2002). **Motion** by Commissioner Wigen **seconded** by Commissioner Finch and **carried** to approve the CJS contract amendment for \$14,183.

10:25 a.m. - Bob Curtis.

D059853A 2. Mr. Connors noted Whitman County's use of bed space at Martin Hall was down by 36 beds last month.

10:30 a.m. - Tim Myers, Parks, Fair, Facilities and Risk Management.

Present: Roger Marcus, Jennifer Snead, and Bob Curtis.

059854 Mr. Myers presented a notice of call for bids for sealcoating the Bill Chipman Palouse Trail (BCPT). According to Mr. Myers, funding for this project will be deducted from the BCPT account. This is a separate account from county funds, of which 5 entities contribute \$7,500 annually for maintenance of the trail. **Motion** by Commissioner Finch **seconded** by Commissioner Wigen and **carried** to authorize a call for bids for the (BCPT) sealcoating project.

D059854A 1. The Washington Parks and Recreation Association (WPRA) Executive Director will be in Whitman County at the end of next week. Staff will be taking her on a quick tour of Kamiak Butte Park and the BCPT.

D059854B 2. Roger Marcus spoke about an incident that occurred at Kamiak Butte Park over the weekend whereby one individual was evicted from the park. There are rules in place for all county parks. Staff has been asked by the Sheriff and Pullman City Police to incorporate these rules in the Whitman County Code for enforcement purposes. Mr. Myers has sent a draft ordinance to the Prosecutor's Office for review.

10:45 a.m. - Kelli Shrope.

D059854C 3. Mr. Myers provided a Risk Management update. No lawsuits pending; one claim is currently in negotiations for settlement.

D059854D 4. Ms. Shrope provided a Labor & Industries (L&I) update noting there have been 15 employee accidents in 2002.

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

Engineering Division:

D059854E 1. Mr. Dunford said it is possible that the contractor may move and begin working on the Warner Bridge this week as opposed to next week.

D059854F 2. The Steptoe Bridge replacement project is in progress.

Maintenance Division:

D059854G 3. The crews are attempting to begin sealcoating in the Lamont area today.

D059854H 4. Commissioner Finch thanked the Director and his crew for improvements to the county parking lot. Mr. Dunford pointed out what was done is only a temporary fix. Between now and next March the Board, Facilities Management, and Public Works staff should visit about developing a plan for the parking lots over the next couple years. In the meantime, Mr. Dunford has asked Facilities Management to work on eliminating the weeds coming through the cracks in the parking lots.

Finance Division:

D059854I 5. According to the Director, Public Works will begin working on their 2003 budget this week.

11:20 a.m. - **Recess.**

11:30 a.m. - **Fran Martin, Public Health Director.**

059854J 1. Ms. Martin presented the final draft of the Whitman County Disaster Management Plan. The Plan has been reviewed by Don Anderson and Rita Konzal of the Sheriff's Office, the department heads, the EAT, Incident, and Safety Committees and the Risk Pool. All suggested changes were made to the plan. Once the plan is adopted by the Board an annual review will take place every July. All new employees will be required to read the plan as part of their orientation.

The Chairman commented that Patti Von Barga of Whitcom suggested the plan be incorporated into the E911 system. Ms. Martin will work with Ms. Von Barga to do so. He suggested copies of the adopted plan be sent to all the Whitman County cities/towns for coordination purposes.

Ms. Martin informed the commissioners that it would cost \$1.50 per plan to print 200 sets at Cougar Graphics. The Plan should be distributed to each department and on bulletin boards in all county buildings. At the request of Commissioner Finch, Ms. Martin will look into the cost of laminating the plan, but wondered which fund would pay these costs. Ms. Martin was instructed to contact the Risk Pool first and if they were not able to pay these costs, the expenditure would be deducted from the Administrative Services budget.

The Board will render their decision on the plan July 15.

D059854K 2. The Director requested authorization to refill two positions in Public Health: one clerical and one nurse. The Board voiced no objections.

D059854L 3. Ms. Martin was asked to look into all options associated with janitorial maintenance services at the Pullman Public Health office.

11:50 a.m. - Recess.

1:30 p.m. - Tim Myers, Parks, Fair, Facilities and Risk Management Director and Tom Miller, Facilities Management Superintendent.

Present: Diana Dawson.

D059854M 1. Mr. Myers advised the Board of a position vacancy in the Facilities Management Department responsible for cleaning the Corrections building. Understanding that WCCS is in the process of spinning off from the county, the staff member currently responsible for cleaning WCCS and the Public Health building in Pullman was approached about transferring to the vacated Colfax position on a full time basis. That employee is not interested in the vacated position but agreed to work in that capacity until the end of July. At the same time, he will continue with his responsibilities in Pullman until that position goes away.

Ms. Dawson interjected that other Facilities Management employees have until 5:00 p.m. today to apply for the position.

Tim Myers explained the Pullman Facilities Management position would be eliminated as soon as it is no longer needed.

Mr. Miller said he had hoped to have staff out of the Pullman offices by the end of July but that is not going to happen. What he is looking at now is keeping that position until WCCS actually splits away from the county. What they need to do is hire someone for the Colfax position. The current Pullman staff member will work in Pullman in the mornings and in Colfax in the afternoons. Mr. Myers said technically, this would only be a short-term

solution. The Pullman staff member understands that the position could end at any time. Mr. Myers had hoped to report that the Pullman staff member would transfer to Colfax and the position in Pullman terminated at the end of July. They are now in the position that they need to discuss this with Human Resources. Mr. Myers and Mr. Miller will meet with the commissioners again next week concerning this vacancy.

D059854N 2. Mr. Miller said he would be sending out letters seeking a design engineer for the Courthouse HVAC system and Corrections building boiler.

D059854O 3. He is also moving ahead with replacement of the windows; no engineer is needed for this project.

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

059855 13. Since no email communication was received from the County Auditor, the commissioners made the call for the 2003 preliminary budget.

D059855A 14. The 2003 Goals and Priorities letter will be distributed to all departments in the very near future.

2:15 p.m. - Recess.

D059855B THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **July 9, 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. - Reconvene/Board Business Continued/BOCC Workshop.

Present: Bob Reynolds and Tim Myers.

059857 Items discussed included Palouse Empire Fair issues, the Planning Department, and the July 10th Port meeting. No action taken.

5:00 p.m. - Adjournment.

D059857A Commissioner Finch **moved** to adjourn the **July 8 and 9, 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 **July 15, 2002**. The foregoing action made this **9th** day of **July 2002**.

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

MARIBETH BECKER, CMC
Clerk of the Board

GREG PARTCH, Chairman
Board of County Commissioners