

Minutes for July 14th, 2003

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061360 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for July 14, 2003 at 9:00 a.m. G.R. "Jerry" Finch, Chairman, Greg Partch, and Les Wigen, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Kelli Campbell and Maribeth Becker.

D061360A 1. Motion by Commissioner Wigen to go into Executive Session with the above individuals for discussion of personnel matters until 9:30 a.m. Seconded by Commissioner Partch and carried.

9:30 a.m. - Return to Open Session/Recess.

D061360B 2. Pledge of Allegiance.

Present: Brett Bosse, Tammy Lewis, and Brandi Dippold.

D061360C 3. Motion by Commissioner Partch to approve the Consent Agenda. Motion seconded by Commissioner Wigen and carried.

061361 4. Claims/Payroll warrants numbered 150990-151036, 151061-151090, and 151164-151289 for \$710,017.01 approved.

FUND	FUND NAME	AMOUNT
001	Current Expense	55,332.84
102	Building & Development	18.72
103	Countywide Planning	622.26
110	County Roads	2,353.13
117	Boating Safety	4.21
118	Inmate Welfare	400.64
127	Drug Enforcement	7,308.00
137	Web Site Development	63.55
142	Whitcom-911	3,105.67
400	Solid Waste	4,918.86
410	Solid Waste Reserve	685.00
501	Equipment Rental & Revolving	53,542.61
510	Photocopier Revolving	7,138.92
513	Communications Revolving	1,662.37

061362 5. July 7, 2003 minutes approved.

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061363-061369 6. Personnel board orders approved.

10:05 a.m. - Tim Myers, Bob Reynolds, and Brett Myers.

061370 7. The commissioners signed a letter to all departments calling for the 2004 budget after a **motion** by Commissioner Wigen **seconded** by Commissioner Partch and **carried**.

061371 8. **Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to publish the 2003 budget amendment hearing notice.

061372 9. Mr. Reynolds said the Fair was successful in securing a conditional use permits for the construction of a gazebo and RV Park improvements at the Fairgrounds. **Motion** by Commissioner Wigen **seconded** by Commissioner Partch and **carried** to sign the Tomco Construction contract for the gazebo at the Fairgrounds. Commissioner Wigen once again expressed his appreciation to Wilbur-Ellis for funding the gazebo.

061373 10. **Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to sign the 2003-2004 WSU Publications printing agreement.

061374 11. Sheriff Myers noted his previous discussion with the Board regarding the staffing level in his department. Due to being short-staffed he has worked with the Civil Service Commission, Human Resources, Prosecutor's Office, and the Sheriff's Deputy Association to occasionally pay reserve deputies on an as-needed basis. This essentially creates one position that several individuals will share to alleviate shortages.

The Sheriff presented a memorandum of understanding between the Whitman County Sheriff's Office and the Whitman County Deputy Sheriff's Association whereby the Association agrees for a limited time to allow this pool. Sheriff Myers anticipated using the reserves 2-3 days per week for the next 2-3 months. Funds are available within the Sheriff's budget due to one deputy being on FMLA leave.

Commissioner Partch remembered the previous discussion when the Board tentatively agreed, provided the Sheriff remains within budget. He thought it was a good idea and the reserve deputies have done a great job. He had no objections as long as the Sheriff does not ask for additional funds later. **Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to approve the board orders.

Commissioner Partch also reminded the Sheriff that a workshop with the Board is required whenever there is a position vacancy. This needs to be done at least 2 weeks prior to the commissioners considering approval of any board order.

061375-061381 Personnel board orders approved.

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061382 12. A notice was received from the Department of Ecology advising of an upcoming free pesticide collection event in Whitman County. The information was forwarded to the Public Works Director.

061383 13. **Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to sign a letter of support for the Early Learning Opportunities Act (ELOA).

14. Executed copies of the following documents were received:

061384 WSDOT agreement supplement #LA-5211(1) for Wassum Bridge;

061385 FY2004 Wireless Implementation contract #E03355;

061386 FY2004 Wireless Operations contract #E03383; and,

061387 FY2004 Wireline Operations contract #E03412.

D061387A 15. Commissioners' pending list reviewed.

10:30 a.m. - Marlynn Markley, District Court Administrator.

Present: Mary Shaw, Brett Bosse, Tammy Lewis, and Brandi Dippold.

061388 Ms. Markley presented information associated with a newer law that permits a once a lifetime vacation of some misdemeanor and gross misdemeanor convictions. Prior to this law, it was possible under certain criteria to vacate felony records but not misdemeanor records.

A committee was formed comprised of staff from the Prosecutor's Office, Sheriff's Office, District Court Probation Office, and the District Court Administrator to determine how to comply with the law and process the requests. That process has now been established and a non-refundable fee of \$150 per request is being proposed to cover the costs involved by all departments.

Commissioner Partch voiced his concern that the fee might be too low. Ms. Markley said a cover sheet has been created for in-house use that will go from department to department to complete each step and they can add a line for time spent by each department. Ms. Shaw said other expenses would also be tracked, i.e. copies. In response to a global email sent to all District Courts in the state, the top fee being charged is \$150.

The Administrator also pointed out Whitman County prefers to handle the criminal history checks rather than leaving that up to the individual making the request. Chairman Finch said as the County Risk Manager he could not accept individuals performing their own criminal history checks even if that means increasing the fee. He also concurred with Commissioner Partch about tracking staff time.

061389 **Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to authorize the establishment of a criminal vacate fund and fee.

RESOLUTION NO. 061389
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, July 14, 2003; and

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington recognizes the need to assess a fee for the processing of each Petition for an Order to Vacate Criminal Conviction.

WHEREAS, the Board of County Commissioners believe that a filing fee of \$150.00 is necessary and appropriate to cover the costs of processing each petition for vacation of criminal conviction.

NOW, THEREFORE, IT HEREBY RESOLVED that a filing fee of \$150.00 is hereby authorized for each Petition for an Order to Vacate Criminal Conviction.

PASSED, APPROVED AND ADOPTED this 14th day of July 2003.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

G.R. Finch, Chairman

ATTEST:

Greg Partch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Les Wigen, Commissioner

10:50 a.m. - Dane Dunford, Public Works Director.

Present: Mark Storey, Brett Bosse, Tammy Lewis, and Brandi Dippold.

Action Items:

061390 1. **Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to publish the notice of hearing for the 6-Year Road Program, 2004-2009.

Engineering Division:

D061390A 2. The Engineer and Director briefed the commissioners on the status of current road and bridge projects.

D061390B 3. Commissioner Partch relayed a message from the Alderman's in Steptoe who expressed their appreciation about Cass Road.

Building Division:

061391 4. The 2003 second quarter Building Department activity report was received and reviewed.

D061391A 5. It was noted that Bob Anderson is temporarily assisting the City of Colfax with inspections while their inspector is under the weather. Mr. Dunford stated it is becoming more and more important to have cooperative working relationships with cities, counties, and state agencies because every agency is dealing with budget, staffing, and equipment shortfalls. This practice will have to continue in order to survive.

Maintenance Division:

D061391B 6. The crews completed county seal coating and will be doing some work for Colfax followed by seal coating later this summer. Maintenance crews will go back to ditching, the Johnson "S" curve project, etc. with fluctuating staff levels over the next 6 weeks due to harvest.

11:10 a.m. - Recess.

11:30 a.m. - Bev Welch, Finance Director.

Present: Eunice Coker, Randy Baldree, Mike Werner, Kelli Campbell, Bob Lothspeich, Tim Myers, Denis Tracy, Dane Dunford, Brett Myers, Tom Miller, Bob Reynolds, and John Peterson.

The following individuals contacted the Clerk of the Board regarding their absence from today's meeting: Chad Connors and Fran Martin.

061392 The June 2003 ending financial report provided by Ms. Welch.

June 2003 Cash Balance - \$2,029,744

June 2002 Cash Balance - \$1,718,448

June 2003 Revenue - \$4,554,487 - 53.03% of budget.

June 2002 Revenue - \$4,000,272 - 46.53% of budget.

June 2003 Expenditures \$4,023,596 - 46.85% of budget.

June 2002 Expenditures \$3,978,888 - 43.93% of budget.

12:00 p.m. - Recess.

1:30 p.m. - Rob Buchert, Palouse Conservation District.

Present: Mark Storey and Hillary Hamm.

061393 Last year we began WRIA 34 Phase I of the watershed planning process to primarily address water quantity issues. The purpose of Phase I is to organize a planning unit with diverse interests in the basin,

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establish ground rules, a mission statement, goals, obtain information about the process itself, then decide 2 things: 1) what additional elements other than water quantity the group wanted to address, and 2) does the group want to proceed to Phase II (the assessment phase). Phase III would be putting the plan together and Phase IV involves implementation.

The planning group decided they are ready to proceed to Phase II and will also address water quality and instream flows. There are two additional pots of funding (supplemental grants) to add these items into the plan.

In order to proceed to Phase II, Mr. Buchert said the planning group needs letters of support from all 6 WRIA 34 initiating governments (IG). Those IG's include Adams, Spokane, Lincoln, and Whitman Counties, the City of Pullman, and the Steptoe Sewer District.

Motion by Commissioner Wigen **seconded** by Commissioner Partch and **carried** to sign a letter of support for WRIA 34.

2:00 p.m. - Board Business Continued/BOCC Workshop.

Present: Patrick Clevenger and Kelli Campbell (2:00 p.m.), Tim Myers, Tom Miller, and Bob Reynolds (2:30 p.m.), Dane Dunford, Mark Storey, Mark Bordsen, and Randy Baldree (3:30 p.m.).

061394 16. Items discussed included Northwestern Mutual Financial Network, DOE water quality funding cycle, and DOE water standards ruling. No action taken.

5:00 p.m. - Adjournment.

D061394A Commissioner Partch **moved** to adjourn the **July 14, 2003** 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 21, 2003**. The foregoing action made this **14th** day of **July 2003**.

ss/ GREG PARTCH, Commissioner

ss/ LES WIGEN, Commissioner

MARIBETH BECKER, CMC
Clerk of the Board

G.R. FINCH, Chairman
Board of County Commissioners