

Minutes for July 14, 2008

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068377 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, July 14, 2008 at 9:00 a.m.** Chairman Michael Largent, G.R. Finch and Greg Partch, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Jodie Hamilton (9:00 a.m.) and Bob Reynolds and Joe Smillie (9:10 a.m.).

068378 1. Items discussed included updates on the Sheriff's staffing level, Latah County Information Technology, Parks & Recreation meeting, Election space meeting, Quarterly Regional meeting, Emergency Operations Center meeting, Water Conservancy Board insurance, New World software and Information Services response. No action taken.

9:30 a.m. - Recess.

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

Present: Judy McMurray and Joe Smillie.

D068378A 2. Motion by Commissioner Finch to accept the consent agenda. Motion **seconded** by Commissioner Partch and **carried**.

068379 3. Claims/Payroll warrants numbered **217144-217183, 217211-217232, 217250-217268** and **217449-217690** for **\$1,698,325.30** approved.

FUND	FUND NAME	AMOUNT	AMOUNT	AMOUNT
001	Current Expense		53,070.60	183,301.10
102	Building & Development	654.31	1,579.60	
103	Countywide Planning	1,139.69	2,552.40	
104	Developmental Services			831.83
110	County Roads	2,882.88	14,898.60	231,042.24
111	CETC Building			182.33
115	Hotel/Motel Tax			475.78
123	Paths & Trails-123.310.000			874.96
127	Drug Enforcement-Quad City		400.00	1,067.05
128	Crime Victims/Witnesses		350.00	
129	House Bill 3900-CASA			96.97
135	Prosecutor's Stop Grant		150.00	

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144	Emerg. Communicat.-144.260.001		250.00	426.09
300	CIP General-300.010.000			409.61
300	CIP Asset Acq.-300.010.001			565.08
400	Solid Waste	199,370.70	1,250.00	43,884.77
410	Solid Waste Reserve			
501	Equipment Rental & Revolving	195,054.09	4,984.00	137,714.07
513	Communications Revolving			1,669.34
660	Whitcom-Grant-660.911.001			6,753.48
690	Clearing Fund 690.005.000			12,265.95
690	CAC Agency Svc.-690.026.001			9,258.59
ET	Electronic Transfer		427,743.28	

068380 4. July 7, 2008 minutes approved.

068381-068389 5. Personnel board orders approved.

068390 6. Commissioner Finch **moved** Commissioner Partch **seconded** the motion and it **carried** to sign the call letter for the 2009 Whitman County budget.

068391 7. Commissioner Finch **moved** Commissioner Partch **seconded** the motion and it **carried** to authorize the publishing of the 2008 Whitman County budget amendment #2 notice.

068392 8. Commissioner Partch **moved** Commissioner Finch **seconded** the motion and it **carried** to approve the 2008-09 advertising contract with the Spokesman Review (06/30/09).

068393 9. Commissioner Partch **moved** Commissioner Finch **seconded** the motion and it **carried** to sign a quit claim deed transferring Whitman County property to Palouse River and Coulee City Railroad, Inc.

10:20 a.m. - Janet Schmidt and Janel Goebel.

068394 10. Commissioner Partch **moved** Commissioner Finch **seconded** the motion and it **carried** to approve the 2008-2013 Town of Colton criminal justice/misdemeanor contract (12/31/13).

068395 11. Commissioner Partch **moved** Commissioner Finch **seconded** the motion and it **carried** to approve and sign a resolution revising the Emergency Communications Advisory Committee Bylaws.

RESOLUTION NO. 068395
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

WHEREAS, the Board of Whitman County Commissioners met in regular session on Monday, July 14, 2008; and,

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WHEREAS, on May 1, 2006 the Whitman County Commissioners adopted Resolution #065410 establishing an Emergency Communications Advisory Committee (ECAC) whose scope and charge is to:

- A. Advise Whitman County Commissioners on all aspects of the Whitman County Communication Plan.
- B. Administer the Whitman County Communication Plan.
- C. Make recommendation to the County Commissioners for the funding of the Whitman County Communication Plan with tax revenue; and,

WHEREAS, on May 1, 2006 the Whitman County Commissioners adopted Resolution #065411 establishing the Emergency Communications Advisory Committee Bylaws; and,

WHEREAS, it is necessary from time-to-time to amend said bylaws.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Whitman County Commissioners that the Emergency Communications Advisory Committee Bylaws are amended as recommended by the Emergency Communications Advisory Committee and as attached.

PASSED, APPROVED AND ADOPTED this 14th day of July 2008 and retroactive to July 1, 2008.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Michael Largent, Chairman

Greg Partch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

G.R. Finch, Commissioner

ATTACHMENT

Whitman County Emergency Communications Advisory Committee Bylaws

Section 1. Creation and Legal Basis

The Whitman County Board of County Commissioners hereby creates an Emergency Communications Advisory Committee hereafter referred to as the Whitman County Emergency Communications Advisory Committee (ECAC).

Section 2. Scope and Charge

The scope and charge of the Whitman County Emergency Communications Advisory Committee shall be to:

- A. Advise Whitman County Commissioners on all aspects of the Whitman County Communication Plan.
- B. Administer the Whitman County Communication Plan.
- C. Make recommendations to the County Commissioners for funding the Whitman County Communication Plan with tax revenue.

Section 3. Composition

- A. **Membership:** The Emergency Communications Advisory Committee shall be composed of eleven (11) members representing a balance of interest among the following groups:
 1. Sheriff's Office (1),
 2. Pullman Police Department (1),
 3. Pullman Fire Department (1),
 4. Washington State University Police (1),
 5. WHITCOM (1),
 6. Fire Chiefs Association (2),
 7. Emergency Medical Services Council (2),
 8. Whitman County Emergency Management (1) and
 9. Rural Police or Marshall's (1). Members shall provide ongoing input, coordination and information exchange between the groups.
- B. **AD HOC Members:** May be appointed at the pleasure of the Emergency Communications Advisory Committee.
- C. **Appointment:** The Whitman County Commissioners shall consider members for appointment after receiving a recommendation from the Emergency Communications Advisory Committee.
- D. **Terms:** Appointment to the committee shall be for terms of three years. Provided, initial terms of members on the Committee shall be:
 1. Three (3) members shall be appointed for one (1) year,
 2. Five (5) members shall be appointed for two (2) years,
 3. Three (3) members shall be appointed for three (3) years,
 4. Thereafter, successors to the first members shall be appointed for three (3) year terms.
- E. **Vacancies:** Upon vacancy in any position on the Committee a successor shall be selected and appointed to fill the unexpired term in the same manner as the initial appointments and the appointee shall fill the unexpired term. The selection and appointment shall be conducted in the same manner as the initial appointment.

- F. **Reappointment:** As terms expire, the Whitman County Commissioners will send a letter for reappointment to those members whose terms are expiring. The Committee shall not vote for the reappointment of members, it shall be at the discretion of the Whitman County Commissioners to reappoint a member.
- G. **Chair:** A majority of the Committee shall elect one of its members as Chair to serve a term of one year. The chair shall be elected at the ~~July~~ **December** meeting. The ~~election and~~ term of the Chair will begin at the ~~July~~ **January** meeting of each year. The Chair shall be a voting member.
- H. **Vice Chair:** A majority of the Committee shall elect one of its members as Vice-Chair to serve a term of one year. The Vice-Chair shall be elected at the ~~July~~ **December** meeting. The ~~election and~~ term of the Vice-Chair will begin at the ~~July~~ **January** meeting of each year. ~~The Vice Chair will move up to Chair the following January.~~ The Vice Chair shall be a voting member.
- I. **Secretary:** ~~A secretary will be appointed by the Chairman whose duties will be as follows:~~ **A staff member of Emergency Management will be appointed to provide the duties as follows:**
1. Take minutes of all meetings.
 2. Give Commissioners a copy of the minutes at least one week prior to the next meeting date.
 3. Schedule meeting room for next meeting.
 4. Email or mail draft minutes to Committee members and Ex-Officio member(s) at least one week prior to next meeting.
 5. Provide notice to the Clerk of the Board for inclusion on the County Commissioners' Agenda detailing the time and place of the next meeting.
 6. Notify members one month in advance of their term expiration.
 7. Keep a record of members as appointed and note their term of office.
- J. **Vacancies:** A vacancy shall be filled in the same manner as new appointments are made for the remainder of the term of the vacant position in the manner described in the initial appointment.
- K. **Attendance:** A member of the Committee who misses three unexcused **consecutive** meeting without notification to the Chair **or staff** may be removed from the Committee by recommendation of the Advisory Committee and approved by the Whitman County Commissioner or at the discretion of the Whitman County Commissioners.

Section 4. Meetings

- A. **Meetings** will be held on the 1st Wednesday of each month and more often as needed to conduct the business of the Emergency Communications Advisory Committee.
- B. **Quorum:** At least 50 percent of the committee members will constitute a quorum, and a simple majority of a quorum present may take action, make decisions, and recommendations.
- C. **Executive Sessions:** May be conducted as needed in accordance with the Open Public Meetings Act.
- D. **Notice:** At least one week's notice will be given for all meetings.
- E. **Procedural:** The meetings will be conducted in accordance with Robert's Rule of Order.
- F. All meetings shall be open to the public. Provision shall be made for public comment at each meeting.
- G. **Minutes:** Meeting minutes shall be approved by a quorum of the members.
- H. Approved meeting minutes shall be available to the public upon request.

Section 5. Quarterly Reports

The Advisory Committee shall advise and make recommendations to the Whitman County Commissioners on a quarterly basis or more often as needed.

Section 6. Amendments

To the extent that such an amendment would not conflict with the bylaws, they may be amended or repealed and new bylaws may be adopted by two-thirds of a voting quorum and a letter of approval from the Whitman County Commissioners.

Section 7. Savings Clause

Should any portion of these by-laws be declared unconstitutional or otherwise contrary to law, such decision shall not affect the validity of the remaining portion of these by-laws.

Adopted: May 1, 2006

Revised: July 14, 2008

068396 12. Commissioner Partch **moved** Commissioner Finch **seconded** the motion and it **carried** to authorize the Chairman to sign the Emergency Communications Advisory Committee reappointments as presented for Patti Von Bargen, Randy Schmick, Scott Kruse and Jerry Neuman. All terms will expire June 30, 2011.

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068397 13. Commissioner Finch **moved** Commissioner Partch **seconded** the motion and it **carried** to have the Chairman sign a letter reappointing David Stueckle to a 6-year term on the Water Conservancy Board. Mr. Stueckle's term will expire July 16, 2014.

068398 14. In order for the Elections Department to proceed with a HAVA grant, Commissioner Partch **moved** Commissioner Finch **seconded** the motion and it **carried** to sign a board order authorizing:

1. Former Public Service Building kitchen area designated as the interim Elections Department.
2. The county will remodel the Harrison Building for the permanent housing of the Elections Department.

068399 15. A grant application data form in the amount of \$53,500 for the Sheriff's "Registered Sex Offender Address and Residency Verification Program" grant was signed by the Board upon **motion** by Commissioner Finch Commissioner Partch **seconded** the motion and it **carried**.

068400 16. Commissioners' pending list reviewed.

10:30 a.m. - Janet Schmidt, WSU Extension and Janel Goebel, Parks Department.

Present: Joe Smillie.

068401 A power point demonstration related to the June 14th Fishing Kids event held at Gilchrist Pond near Colfax was provided by Janet and Janel. As in the past, the event was a huge success with 325 children registered including 15 developmentally disabled adults and 35 volunteers.

11:00 a.m. - Mark Storey, Public Works Director.

Present: Alan Thomson, Phil Meyer, Joe Smillie and Walter Olsen.

ACTION ITEMS

Planning Division:

068402 1. Commissioner Finch **moved** Commissioner Partch **seconded** the motion and it **carried** to set the decision on amending the Whitman County Zoning Map for the proposed Williams Place, LLC (Gary Kopf) zone change, changing 21.154 acres from the North Pullman-Moscow Corridor District to a Heavy Commercial District, to be held in this room at 11:00 a.m. on July 21st, 2008.

Engineering Division:

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068403 2. Commissioner Partch **moved** Commissioner Finch **seconded** the motion and it **carried** to publish the notice of hearing for the purpose of considering Whitman County's Six-Year Road Program 2009-2014.

068404 3. Commissioner Finch **moved** Commissioner Partch **seconded** the motion and it **carried** to publish the notice of call for bids for an Aluminum Box Culvert for the Pleasant Valley Bridge.

D068404A 4. The Director/Engineer provided a brief status report on the Harlan and Henderson Mill Bridges.

Maintenance Division:

D068404B 5. All chip sealing is completed for the year; once harvest begins, the department will temporarily lose many staff members.

11:15 a.m. - Tim Davis.

Building Division:

068405 6. Mr. Storey shared an email stating Dan Gladwill had received a \$1,000 scholarship to attend the International Code Council Final Action Hearings in Minneapolis this September.

11:30 a.m. - **County Road Administration Board (CRAB) Deputy Director, Walter Olsen.**

Present: Mark Storey, Phil Meyer, Tim Davis and Joe Smillie.

D068405A On behalf of Jay Weber, CRAB Executive Director Walt Olsen officially presented Mark Storey with the "Engineer of the Year" award. Mr. Storey's name will now advance for consideration in April 2009 in Peoria, Illinois for "National Engineer of the Year."

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

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

D068405B 17. Pending items discussed. No action taken.

2:00 p.m. - **Recess.**

D068405C **THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Tuesday, July 15, 2008** at **2:00 p.m.** Chairman Michael Largent and G.R. Finch, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended. Commissioner Partch was unavailable.

2:00 p.m. - **Meeting Reconvened/Board of Health.**

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Present: Fran Martin, Dr. Moody, Michael Baker, Cinnamon Brown and Jana Mathia.

D068405D 1. According to Michael Baker, the department is readvertising for the vacant Environmental Health Tech position. He did receive a call from a local engineer with an environmental health background who is interested in performing consulting work to help the department. If that were to occur, it would take a huge load off the department. Mr. Baker will be looking into this option further.

D068405E 2. Staff is working on temporary events throughout the county.

D068405F 3. The Town of Lamont contacted Mr. Baker about the mosquito population in their area and wondering if the county or state could help them. Mr. Baker didn't have any answers for them because the state has drastically cut the West Nile surveillance program.

068406 4. Ms. Brown reported the car crushing program is coming along. Crushing will be done in October and pre-registration has been extended to the day of crushing. Updated contact information was sent to all city/town clerks.

D068406A 5. Ms. Brown continues to conduct the two required inspections per year, per restaurant.

D068406B 6. Dr. Moody talked about a child and dog playing with a bat. The bat was tested and confirmed positive for rabies. The child must be vaccinated, the dog is in quarantine and public announcements will be prepared. The doctor reminded everyone not to touch bats because they are the known reservoir for rabies and pet owners should vaccinate their dogs and cats against the disease.

D068406C 7. Dr. Moody will attend a State Vaccine Advisory Committee meeting next week. Later in the month he will participate in a meeting dealing with Tuberculosis, recommendations for changing the laws associated with handling of active Tuberculosis cases, detention, quarantine and how we pay for it.

D068406D 8. According to Dr. Moody, the Measles, Pertussis and Chicken Pox issues have subsided in Grant County and all Whitman County Public Health staff have now been tested and/or immunized against these diseases.

D068406E 9. Director Martin gave a Public Health staffing update.

D068406F 10. As required by policy, Ms. Martin advised the Board of 3 voluntary requests approved for leave without pay within her department, one of which is now greater than 90 hours (employee will soon be returning

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to work). This option has proven to be a useful tool when trying to accommodate employee requests.

11. Commissioner Finch **moved** Commissioner Largent **seconded** the motion and it **carried** to authorize the Chairman to sign the 2008-09 School Health Service contracts.

068407 Colton School District
068408 Endicott School District
068409 Lacrosse School District
068410 Oakesdale School District
068411 Palouse School District
068412 Rosalia School District
068413 Tekoa School District
068414 St. John School District
068415 Steptoe School District

D068415A 12. Public Health received "5930" money to work on performance levels, communicable diseases, STD's and STI's. They are focusing on Performance Measure #3 dealing with obesity and activities for children and adolescents. Programs are being created that can be incorporated into the schools promoting good nutrition and activities. The department will also have a booth at the fair called "Live to be a Grand Old Age."

D068415B 13. The Director is working with Ken Alexander, Convalescent Center Administrator to set up nurses' aid training at CETC. They hope to have something put together for the fall session.

D068415C 14. The next Board of Health meeting is August 19th.

2:45 p.m. - Board Business Continued/Executive Session.

Present: Fran Martin.

D068415D 18. Commissioner Finch **moved** Commissioner Largent **seconded** the motion and it **carried** to go into executive session with the above individual until 3:00 p.m. for a personnel matter.

3:00 p.m. - Return to Open Session/Adjourn.

D068415E Commissioner Finch **moved** to adjourn the **July 14 and 15, 2008** meeting. Motion **seconded** by Commissioner Largent and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **July 21, 2008**. The foregoing action made this **15th** day of **July 2008**.

ss/ GREG PARTCH, COMMISSIONER
ss/ G.R. FINCH, COMMISSIONER

MARIBETH BECKER, CMC
Clerk of the Board

MICHAEL LARGENT, CHAIRMAN
Board of County Commissioners