

**BOCC MINUTES-07/15/19**

**081808 THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, July 15, 2019** at **9:00 a.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board and Connie Ellis, Deputy Clerk of the Board, attended.

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

Present: Gary Petrovich, Madysen McLain, Brandy Dean, Lance Bishop and Craig Wines (9:00 a.m.).

**081809 1.** The following items were discussed but no action was taken.

- Pullman Airport
- Pullman District Court
- HB 1406 Housing
- EWCOG/Local Dues
- EH Pay Scale
- Security Risk Assessment
- Veteran's Meeting
- CIP Discussion
- McKinstry Project
- Facilities Management Updates
- Network Cable
- Security Cameras

**9:40 a.m. - Recess.**

**10:45 a.m. - Flag Salute.**

Present: Lance Bishop, Craig Wines, Gary Petrovich, Paul Spencer, Jessica Jensema and Garth Meyer.

**D081809A 2. Pledge of Allegiance.**

**Consent Agenda:**

**081810 3.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to accept the consent agenda as presented.

**081811 4.** Treasurer's Wire Transfers and Check Report in the amount of **\$290,674.90**, Payroll warrants numbered **343819-343828** for **\$632,166.13** and General Claims/Veterans' Relief warrants numbered **343835-343973** for **\$192,171.70** approved.

**081812 5.** July 1, 2019 minutes approved.

**081813-081822 6.** Personnel change orders approved.

**081823 7.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to approve the Auditor's Elections Reserve grant application data form in the amount of \$5,211.73.

**081824 8.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to approve testing platform agreement between TimeClock Plus and Whitman County.

**10:55 a.m. - Brandy Dean.**

**081825 9.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to approve testing platform agreement between NOVATime and Whitman County when received.

**081826 10.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to authorize purchase of 22 MERAKI Network switches.

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**081827** 11. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to authorize publishing of a notice for hearing the new Whitman County Code Chapter 3.10 Claims.

**081828** 12. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to authorize publishing of a notice for hearing the Whitman County Code Chapter 5.08 Outdoor Amusements.

**081829** 13. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to adopt the 2019 Whitman County organizational chart.

**CORRESPONDENCE:**

**D081829A** 14. The following correspondence was received:

**081830** 14A. Delegation Order No. 19AQ-E043 was received from the Department of Ecology's Air Quality Program for the 2019-2020 agricultural burning.

**081831** 14B. Chairman Swannack responded to the Washington State Liquor and Cannabis Notice of a Liquor License Application for Bozman and Associates, LLC. stating the application location is not located in the proper zone for a winery.

**081832** 14C. An email was received from Martin Walker announcing his resignation from the Board of Adjustment.

**081833** 14D. An executed copy of the 2019-21 Biennium Contract No. K2026 between the Washington State Conservation Commission and Whitman County for Voluntary Stewardship Program Implementation was received.

**081834** 15. Commissioners' pending list reviewed.

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

Present: Dean Cornelison, Dan Gladwill, Lance Bishop, Craig Wines, Gary Petrovich, Paul Spencer, Jessica Jensema and Garth Meyer.

**081835** 15A. The following Public Works related issues approved/updated:

**ACTION ITEMS:**

**081836** 16. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to approve publishing the notice of a public hearing pertaining to the Six-Year Transportation Improvement Plan. Dean Cornelison reported there were no amendments at this time.

**081837** 17. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to approve signing the contract between M2 Industrial and Whitman County for the Guardrail Safety Project as presented.

**DIVISION UPDATES:**

**D081837A** 18. The following division updates provided by Public Works staff.

**Engineering Division:**

**D081837B** 18A. Thornton Depot Bridge should be opening soon. The crew will then be moving north to replace Bonnie Bridge.

**Building Division:**

**081838** 18B. Dan Gladwill presented and reviewed the quarterly Building Department report.

**D081838A** 19. Approved documents signed.

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**D081838B 19A.** The Chairman noted the 2019 Board of Equalization was rescheduled to 4:00 p.m. in order to obtain the Auditor's signature on a required document.

**11:30 a.m. - Recess.**

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

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

**081839 20.** Mr. Berney reviewed the regular Executive Committee (Board) meeting held on July 11, 2019 of the Greater Columbia Behavioral Health Administrative Service Organization (GCBH-ASO).

**D081839A 20A. ASO Executive Session(s):**

An Executive session was held at the end of the meeting to discuss personnel matters and planning. The Committee came out of the Executive Session and voted to authorize a temporary 5% increase in salary for Karen Richardson and Sindi Saunders while they have the additional duties of Co-Directors of the GCBH-ASO. Whitman County voted in favor of the motion. The vote was unanimous.

**D081839B 20B. ASO Approval of Warrants and Vouchers:**

Approval for warrants/vouchers were needed for both the Behavioral Health Organization (BHO) and the Administrative Service Organization (ASO) for the month of June. Approval for both BHO and ASO warrants and vouchers were postponed allowing for the fiscal closure of the BHO and the fiscal year closure for the ASO.

**D081839C 20C. ASO Updates:**

- The State is again reviewing/approving the GCBH - BHO spenddown plan in order to fiscally close out BHOs.
- Staff is feeling more comfortable with the State not trying to kill off County based ASOs.
- A policy governing notification of HIPPA breaches was presented.
- A request was made to surplus a 2003 Silver Taurus which has not been used in more than a year and is currently not running.
- Property Transfer from the GCBH-BHO to the GCBH-ASO
  - Request to authorize the Chair to sign a quick claim deed transferring all the GCBH real property assets from the BHO to the ASO was made by the GCBH Attorney.
  - Request for Whitman County to sign the resolution which should be available at our Monday meeting.

Whitman County voted in favor of the new policy, the request to surplus the vehicle and to authorize the Chair to sign the quick claim deed. All votes were unanimous.

**D081839D 20D. ASO Issue: Greater Columbia LLC Operating Agreement:**

A request to amend just section 3 of the agreement was sent out to all GCBH Counties prior to the July Executive Committee meeting. The attorney reported all 9 Counties responded and their feedback was quite varied. A new revised draft of the Operating Agreement will be sent out in the future incorporating the feedback provided.

**D081839E 20E. ASO Issue: Other Business:**

The next LLC Executive Committee (The Board) will be August 1<sup>st</sup>.

**081840 21.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to adopt a resolution appointing Anya Sheftel as a Crisis Responder.

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF APPOINTING )  
DESIGNATED CRISIS RESPONDER ) RESOLUTION NO. 081840  
UNDER RCW 71.05 and RCW71.34 )

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 Anya Sheftel 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 Anya Sheftel be appointed a Designated Crisis Responder for Whitman County.

Done this 15<sup>th</sup> day of July, 2019.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

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

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

ATTEST:

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Maribeth Becker, CMC  
Clerk of the Board

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

**1:20 p.m. - Recess.**

**2:30 p.m. - Reconvene/Board Business Continued/Executive Session.**

Present: Kelli Campbell, Gary Petrovich, Gary and Valerie Hunt.

**081841 22.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to go into executive session with the above individuals until 3:30 p.m. in accordance with RCW 42.30.140(4) (a) for matters related to negotiations.

**3:30 p.m. - Return to Open Session/Board Business Continued**

Present: Molly Mors, Jonna Davis, Alisha Shaw (State Auditors), Taylor Pelchat (intern), Wraylee Flodin, Jill Whelchel, Jessica Jensema, Christina Cooper, Robin Cocking, Gary Petrovich, Sharon Cunningham, Glenda Scheideman, Janel Goebel and Evon Jones.

**081842 23.** The State Examiners opened the 2018 entrance conference with a brief overview of the team's qualifications. They stated they will be performing the financial statement audit and federal grant compliance audit for January 1, 2018 thru December 31, 2018. The cost of the audit is estimated to be approximately \$43,000 plus travel expenses. During the course of the audit they will communicate with Sharron Cunningham, Finance Administrator, on audit status and any significant changes in the planned audit scope.

Examiner, Alisha Shaw, clarified the different levels of reporting that may, or may not, be included in the audit report. There are some emerging issues affecting local governments.

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One is the new tool called Tracker. This tool will make information about findings and corrective action status easily accessible in a single location. The Tracker system should be publicly accessible by the end of 2019. Another emerging issue is cybersecurity payroll fraud. The examiners cautioned the county not to use email to verify a change request in an employee's direct deposit. There have been several cases in which an employee's direct deposit payroll has been redirected to a fraudster's bank account. These fraudulent requests are made to look like it is from the employee's email account.

Molly Mors ended the conference by addressing ways we can work together to improve government.

**3:40 p.m. - Recess.**

**D081842A THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, July 22, 2019 at 9:00 a.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent Commissioners and Maribeth Becker, CMC, Clerk of the Board and Connie Ellis, Deputy Clerk of the Board, attended.

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

**D081842B 24.** Approved consent agenda items signed.

**081843 25.** Treasurers Wire Transfers and Check Report in the amount of **\$482,091.04**, Payroll warrants numbered **343985-343998** for **\$450,191.33** and General/Veterans' Relief/Payroll warrants numbered **343999-344145** for **\$1,073,393.38** approved.

**081844-081845 26.** Personnel change orders.

**081846 26A.** Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to amend the agenda adding item #31 at 11:00 a.m. for an Executive Session regarding potential litigation.

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

Present: Gary Petrovich, Mark Storey, Sandy Jamison, Chris Nelson, Lance Bishop, Madysen McLain (9:00 a.m.), Bill Tensfeld (9:15 a.m.), Bailey Weidner (9:30 a.m.) and Brandy Dean (9:55 a.m.).

**081847-081848 27-28.** The following items were discussed but no action was taken.

- Bond Rating
- General Bond Information
- Road Fund Interest
- Purchasing off State Contracts
- Ron Wachter Dirt to Gravel Road Cost
- PBAC/Water Summit
- Pullman District Court
- Potential Interlocal Agmt/Whitcom for IT services
- Retirees/Sick Bank Donations
- Marijuana Moratorium
- Local Emergency Planning Committee
- Credit Card Code
- White House Invitation
- JLARC Reporting
- Legislative Tour
- Auditor's 7/23/19 Radio Interview
- 2018 Audit
- WSU/Webster Hall
- Fair Grandstand Update
- 2020 Budget Deadline
- Community Development Block Grant
- Elections
- Road Levy Lid Lift Proposal
- Thornton Depot Bridge Update
- 2020 CIP Ranking Report

**11:30 a.m. - Recess.**

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**2:00 p.m. - 3:15 p.m. - Reconvene/Board Business Continued/ BOCC Workshop**

Present: Brandy Dean, Mark Storey, Gary Petrovich and Sandy Jamison.

**081849 29.** The following items were discussed but no action was taken.

- McKinstry Investment Grade Audit

**3:15 p.m. - Recess.**

**D081849A THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Tuesday, July 23, 2019** at **9:00 a.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent Commissioners and Maribeth Becker, CMC, Clerk of the Board and Connie Ellis, Deputy Clerk of the Board, attended.

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

Present: Gary Petrovich, Mark Storey, Brandon Kruger, Sharron Cunningham, Jessica Jensema, Sandy Jamison, Chris Nelson, Madysen McLain, Larry Farr, Evon Jones, Brandon Johnson, Bill Spence and Anthony Kuipers (9:00 a.m.).

**081850 30.** The following items were discussed but no action was taken.

- Road Levy Lid Lift
- 6-Year Transportation Improvement Program

**10:25 a.m. - Board Business Continued/Executive Session.**

Present: Denis Tracy, Alan Thomson, Mark Storey, Katrin Kunz.

**081851 31.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to go into executive session with the above individuals until 11:35 a.m. in accordance with RCW 42.30.110(1)(i) for matters related to pending or potential litigation.

**11:35 a.m. - Return to Open Session/Adjourn.**

**D081851A** Commissioner Largent **moved** to adjourn the **July 15, 22 and 23, 2019** meeting. Motion **seconded** by Commissioner Kinzer and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **July 29, 2019**. The foregoing action made this **23rd** day of **July, 2019**.

ss/ DEAN KINZER, COMMISSIONER  
ss/ MICHAEL LARGENT, COMMISSIONER

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CONNIE ELLIS  
Deputy Clerk of the Board

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ARTHUR D SWANNACK, CHAIRMAN  
Board of County Commissioners