

BOCC MINUTES-07/17/17

079116 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, July 17, 2017 at 9:00 a.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Gary Petrovich, Kelli Campbell, Bob Reynolds (9:00 a.m.) and Bill Tensfeld (9:10 a.m.).

079117 1. The following items were discussed but no action was taken.

- 2nd Quarter Budget Review
- Ballot Box Legislation
- Public Health Foundation Fund
- Finance Committee
- Corps/Wawawai Park Agreement
- MRSC/OPMA/Electronic Devices
- SEWEDA
- Schoesler Update
- Zoning/Antennas
- Palouse Comm. Employers Program
- Human Resources/New World
- Facilities/Weeds
- Courthouse Elevator
- McKinstry Project
- CIP/Courts
- ADA Issues
- Fair/Credit Card Payments
- Public Records Request

9:50 a.m. - Recess.

10:00 a.m. - Flag Salute.

Present: Kelli Campbell, Gary Petrovich, Paul Spencer and Jana Mathias.

D079117A 2. Pledge of Allegiance.

Consent Agenda:

079118 3. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to accept the consent agenda as presented.

079119-079120 4. Treasurer's Wire Transfers and Check Report in the amount of **\$140.40**, Payroll warrants numbered **330576-330584** for **\$532,651.13** and General Claims/Veterans' Relief **330600-330737** for **\$458,595.59** approved.

079121 5. July 3, 2017 minutes approved.

079122-079128 6. Personnel change orders approved.

079129 7. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to adopt the proposed agreement between Whitman County and Teamsters Local 690 Courthouse Bargaining Unit for 2017-2019.

079130 8. **Motion** by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to authorize the Chairman to sign the 2017-18 CDBG-PS grant contract.

079131 9. **Motion** by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to approve Public Works revised signature authority delegation.

079132 10. **Motion** by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to approve Public Works credit card request for Brandon Kruger with a \$2,500 limit.

079133 11. **Motion** by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to approve the revised Capital Improvement Planning process.

RESOLUTION NO. 079133
RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS
FOR WHITMAN COUNTY, STATE OF WASHINGTON

WHEREAS, the Board of Whitman County Commissioners, State of Washington met in regular session July 17, 2017; and

WHEREAS, the Board of Whitman County Commissioners recognizes the need to revise the Capital Improvement Program established March 4, 1991 objectively and systematically rating capital needs; and

WHEREAS, the overall objectives of the Capital Improvement Program are:

- To revise the countywide inventory of County property, facilities, and equipment;
- To revise the composition of the Capital Improvement Program Committee;
- To continue promoting more efficient government operation and decision making;
- To revise the framework through which decisions on capital projects can be made;
- To coordinate capital projects on a countywide basis;
- To continue providing information and education of capital needs for Whitman County to county residents; and
- To prioritize the capital needs of Whitman County based on goals, needs, and capabilities.

NOW, THEREFORE BE IT RESOLVED:

1. That the Capital Improvement Program be revised.
2. That the Capital Improvement Program Committee be reduced from twelve (12) to five (5) members and all members shall be appointed by the Board of Whitman County Commissioners to develop, implement to administer the Capital Improvement Program and make recommendations to the County Commissioners for final approval.
3. That all county departments continue to participate in this program.
4. That the fiscal limits be increased to a cost equal to or greater than \$10,000 and have a useful life of equal to or greater than 3 years.
5. That an equipment purchase of greater than \$5,000 shall be accounted for by inventory.

PASSED, APPROVED AND ADOPTED this 17th day of July 2017.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Arthur D Swannack, Chairman

Dean Kinzer, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

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GENERAL OVERVIEW:

In 1991, Whitman County appointed a Capital Improvement Program Committee (CIPC) to develop a Capital Improvement Program for Whitman County. Over the years, revisions have been made to the program. In 2017, it was determined the overall program was once again in need of revisions.

The Capital Improvement Program and Capital Improvement Program Committee's (CIPC) primary objectives include:

- Establishing a countywide inventory of County property, facilities, and equipment;
- Promoting more efficient government operation and decision making;
- Creating a framework through which decisions for capital projects can be made;
- Coordinating capital projects on a countywide basis;
- Providing information and education of capital needs for Whitman County to county residents; and
- Prioritizing the capital needs of Whitman County based on goals, needs, and capabilities.

The CIP will be updated annually prior to the preparation of the annual County budget in order to incorporate new projects or delete completed/inactive programs from the CIP. Once completed and evaluated, the document will be forwarded to the Board of Whitman County Commissioners for consideration and final approval. The County Commissioners have the responsibility of making any amendments to the annual CIP document as they deem appropriate.

PROCEDURES:

1. Appointment of a Capital Improvement Program Committee by the County Commissioners;
2. Committee establishes evaluation and prioritizing criteria;
3. Annual timeframe established by Committee;
4. Notification of the annual CIP process to elected and appointed officials by the Committee;
5. Preparation of CIP projects by elected and appointed officials;
6. Submission of annual projects to the Committee by elected and appointed officials;
7. Committee conducts inventory and needs assessment;
8. Committee conducts public review of all projects submitted;
9. Evaluation of CIP projects conducted by CIP Committee;
10. Financial analysis of CIP projects by the Committee;
11. Committee matches projects to funding sources;
12. Development of preliminary annual Capital Improvement Program by the Committee;
13. Committee prepares legislative report;
14. The County Commissioners will review and amend the program as necessary;
15. The County Commissioners will adopt the final annual Capital Improvement Planning projects;
16. Facilities Management monitors plan and project implementation.

CAPITAL IMPROVEMENT PLANNING PROJECT

CRITERIA:

The Capital Improvement Program (CIP) encompasses a five-year period as part of the budget process to consider which project to incorporate into the ensuing annual budget. The process of capital planning and budgeting involves the systematic development of a long term plan for meeting the public facility and major equipment needs of a jurisdiction. For the purpose of this plan, a capital improvement is the purchase or construction, major repair, reconstruction or replacement of:

1. Infrastructure (roads, bridges, parks, fairgrounds, building, sewer systems,
2. Solid waste and water systems);
3. Heavy equipment and vehicles; and
4. Office equipment (computer systems and significant furniture)

Capital expenditures are classified as a Capital Improvement Project if the following criteria are met:

1. The cost is equal to or greater than \$10,000.00;
2. The useful life is equal to or greater than three years.

PURPOSE:

The need for a well-defined Capital Improvement Program (CIP) is a logical extension resulting from Whitman County's limited fiscal resources, continuing and increasing state mandates on local government, and the need to continue public service in such areas as judicial, public works, solid waste, health, transportation, parks, fairgrounds, law enforcement, and a comprehensive land use plan. The need for and ultimate adoption of the CIP program is supported by a loss of federal revenues and the trend in reduced surpluses in the County's current expense fund.

This document is designed to familiarize decision makers, staff, interested individuals and groups with the Whitman County's Capital Improvement Program process and to identify the issues facing Whitman County. This includes a discussion on the process being used to develop the Capital Improvement Program; the program's objectives; a draft of recommended projects; and funding source capabilities that are available.

PROGRAM NEEDS:

Whitman County recognizes the need for an integrated Capital Improvement Program to deal effectively with the need and demand for such capital facilities as county roads, public buildings, emergency service equipment, parks, and public works infrastructure. The ability of Whitman County to meet these needs is severely hampered by a lack of financial resources. It is therefore important that a Capital Improvement Program be developed that will:

- Provide rationale for decision making on capital expenditures:
- Result in a comprehensive development program that may increase opportunities to secure financing through grants, bond financing, tax programs, levies, and innovative fund raising.
- Help avoid inefficient and fragmented capital expenditures and to coordinate purchases when there are benefits realized by sharing.
- Increase the effectiveness of planning & budgeting departments and thereby help coordinate efforts with the various departments' allocation requirements.
- Result in publicly supported capital commitments that will help attract private and public investment within Whitman County.

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As designed, the Whitman County Capital Improvement Program is a plan for capital expenditures to be incurred each year over a fix period of time. The six-year period proposed for this Plan accounts for 2018-2022 and runs through 2018. The CIP program will allow Whitman County to accomplish a number of important objectives.

OBJECTIVES:

The Whitman County CIP Program creates an integrated, on-going six-year process for identifying capital needs, determining funding sources, evaluating and prioritizing needs and scheduling projects in a systematic fashion. The overall objectives of the CIP are to:

- **PROVIDE:** a means by which the public can participate in project selection and become informed about the capital needs of Whitman County.
- **ALLOW:** adequate time for the planning and engineering of improvements.
- **PROVIDE:** a means of insuring that the preparation of the annual budget reflects the consideration of projects classified as high priority items for the County.
- **PROVIDE:** a means to correct systems deficiencies.
- **ALLOW:** the County to coordinate and thereby maximize the use of Federal, State and Local funds.
- **ESTABLISH:** a County wide system of equipment, facilities, and property;
- **COORDINATE:** capital projects on a countywide basis
- **CREATE:** a framework/structure through which capital projects can be evaluated and decided upon.
- **PRIORITIZE:** the capital needs of Whitman County based on goals, needs, and capabilities.

REQUIREMENTS:

- A. **Legal Requirement:** Many federal and state grants are contingent upon local participation and such intergovernmental agreements are legal requirements which must be honored or may affect a project. Court orders and judgments concerning annexation, property-owner rights, environmental protection, etc., are also legal requirements which may affect a project. Provide statutes, court orders, judgments, regulations, or specific agreements which would make this project a legal requirement.
- B. **Comprehensive Plan:** Consistency with the Whitman County Comprehensive Plan and Programs. Some projects may directly implement, or facilitate, the development of the Comprehensive Plan.
- C. **Extent of Service:** Service to a major segment of the population of the County.

How many citizens would be harmed or inconvenienced if the project were not constructed?
How many citizens would benefit if the project is constructed?
- D. **Need:** Does the project alleviate identified problems or deficiencies?

- E. **Public Support:** Technical and political backing of the project. Some projects are suggested by, or even demanded by, local citizens. Such public support should be considered in terms of its strength, depth of understanding, degree of activity, and overall need and benefit to Whitman County.
- F. **Public Health/Safety:** Benefit to the environment, safety and public health. This consideration might only be used where public health or safety is critical factor; a matter of necessity rather than a matter of choice. For example, all road projects concern public safety; but this consideration would be used only when urgent. Continual safety hazards, however, make a specific road project virtually mandatory. Is the project needed to protect public health or safety?
- G. **Efficiency of Service:** Cost benefit relationship. This consideration includes those projects which result in significant savings to the County by eliminating obsolete or inefficient facilities, or projects which substantially improve the quality of service to the public.

Will it increase the efficiency of the performance of a service or facility?

Will it reduce the on-going costs of a service or facility?

- H. **Related Projects:** Many projects in one category are essential to the success of projects in other categories. In some instances, significant federal or state grants will be involved and the County may be required to provide its matching share or forfeit the grant. Related projects by other agencies may affect a savings which must be pursued. Any regional projects or County projects of regional significance would be referenced here.

Will this request require additional costs related to other activities in your Department?

Will it provide benefits to other activities in your department?

Is this project part of a larger program?

How does the project relate to the goals of the program?

- I. **Economic Impact:** Effect of the project on the local economy.
 - Will it add to the economic value of the surrounding area?
 - Will it increase the valuations of local property?
 - Is there a potential for external funding?
 - Will rapid growth in the area of the proposed project increase the costs of land acquisitions if the project is deferred?
 - Will it provide a service required to economic development of the community?
 - What improvements would be of the most value in attracting commercial and industrial firms?
- J. **Economic Impact to County Funding:** Will the project add to the revenue of the county or be additional expense to the county?
- K. **Energy Conservation:** What is the impact of this project on the County's long-range goal of reduced energy consumption?
- L. **Efficiency of Service:** Cost/benefit relationship. This consideration includes those projects which result in significant savings to the County.

Does this request eliminate obsolete or inefficient facilities, or projects which substantially improve the quality of service to the public?

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Does it reduce man hours spent to accomplish a specific task?
Will it reduce the ongoing costs of a service or facility?

M. **Emergency/Contingency:** What is the nature of the emergency that needs to be resolved?

Have all emergency funding sources been considered?

N. **Multi-Use Inter Departmental Functions:** Does the project allow for joint use by two or more county offices?

O. **Special Funding Availability:** Is there a special source of funding available for the project? Is there a match required? Please list date of application deadline and date when notification of grant status will be received.

FORM INSTRUCTIONS:

A. Read the CIP Document

B. Conduct inventory and evaluate current status of capital equipment, facilities, etc. that currently exist within your department/scope of operations:

USE CAPITAL FACILITY/EQUIPMENT INVENTORY FORM NOTE:

Definition of a Capital Improvement is facility/equipment of which the cost is equal to or greater than \$10,000.00 and has a useful life of 3 years or longer. Decide if any of these items need replaced/updated.

C. Based on need, identify what new and/or additional capital equipment-facilities are needed to fulfill the department's public service goals.

D. Prioritize on departmental basis inventoried items and proposed new capital items (equipment, facilities, renovations, replacements, etc.)

E. Complete a Capital Improvement Project Description Form for each request for the ensuing year.

F. Concentrate on the ensuing year and on-going/continuing requests.

G. Evaluate each request utilizing the CIP Evaluation Form.

CIP INVENTORY FORM

(Also see "Sample" form in packet).

Name of Facility/Equipment: Use several lines per item if needed.

Date Acquired/Built: Use actual date.

Date of Last Major Renovation: Date when repaired or updated.

Condition/Adequacy: Satisfactory, needs repairs, replacing; is it adequate to do the job?

Extent of Use: How frequent is the equipment/facility utilized; daily, weekly, monthly or occasionally?

Action Required: Based on your evaluation, is there a need to purchase, upgrade, etc.?

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Action Date: When should this action occur?

Notes: Include additional clarifying information.
Be sure and note department, date and indicate who completed each form.

CIP PROJECT DESCRIPTION FORM:

Project can be facility, equipment, remodel of existing building, etc.

- Note department priority.
- Complete new/increased operations cost (annual basis).
- Is there savings?
- Is it a 1-year cost or spread out over several years?
- Proposed funding sources.

CIP EVALUATION FORM:

Please refer to the definitions provided for each criteria.

For additional information/clarification, please contact Bob Reynolds.

(Sample letters and forms are available in the Commissioners' office.)

079134 **12. Motion** by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to appoint Bob Reynolds, Dean Cornelison, Gary Petrovich, Chris Nelson and Bill Tensfeld to the Capital Improvement Planning Committee.

079135 **13. Motion** by Commissioner Kinzer **seconded** by Commissioner Largent that Whitman County investigate participating in a joint effort with other counties, including a possible lawsuit against the State of Washington related to the recently passed Substitute Senate Bill 5472, an unfunded mandate from the State of Washington requiring additional ballot box placements and other associated expenses that particular affects Whitman County negatively.

Commissioner Swannack explained SSB 5472 requires counties to add additional ballot boxes, staff and other associated expenses but provides no funding.

Of particular note, Commissioner Largent said this legislation is potentially quite costly and its contribution towards electoral participation is hardly anything. This is a poorly constructed, poorly conceived and poorly executed piece of legislation.

Commissioner Kinzer pointed out if a voter doesn't put a stamp on their return ballot the county pays for it anyway. Therefore he didn't understand why would the county would be in a position to install additional ballot boxes.

Commissioner Largent said this could possibly reduce the Auditor's budget, as budget funding is an issue for that department, it could in fact be a negative impact to electoral participation rather than a positive. He reiterated this legislation was breathtakingly poorly conceived.

Commissioner Swannack noted while in Olympia, he did testify against this legislation and the stated the cost he was told was over \$30,000-\$40,000 for the boxes plus staff. Whitman County would be required to install 13 additional ballot boxes throughout the county plus the staff to service the boxes which is beyond the current staffing level can handle. The county doesn't have the money to pay for all these added unfunded expenses.

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Commissioner Largent added there was no need demonstrated for Whitman County in particular and most other counties. The origination of this bill was definitely inside politics to make a very small group of people happy at the expense of many others. Motion **carried**.

CORRESPONDENCE:

D079135A 14. The following correspondence was received:

079136 14A. Notice was received from the Washington State Liquor and Cannabis Board of a liquor license due to 10/31/17.

079137 14B. Notice was received from the Washington State Liquor and Cannabis Board of marijuana licenses due to 12/31/17.

079138 14C. An information letter regarding the renewal of the Wawawai County Park lease agreement with the U.S. Army Corps of Engineers was received from the Corps.

079139 14D. An amended letter from the Whitman County Citizens' Commission on Salaries for election Officials with 2018 salary adjustments was received from the Auditor.

079140 14E. An executed copy of Rural Arterial Program project agreement for Almota Road was received from the County Road Administration Board.

079141 14F. An executed copy of Rural Arterial Program project agreement for Hume Road was received from the County Road Administration Board.

079142 15. Commissioners' pending list reviewed.

079143 16. 10:15 a.m. - Gary Petrovich provided the 2017 - 2nd quarter budget report
January-June:
\$6,962,443.10 - Expenditures
\$7,608,923.90 - Revenues
\$ 646,480.89 - General funds cash balance increase
\$4,100,000.00 - General funds cash balance as of last week

079144 17. Janet Schmidt and Kelly Stewart of WSU Extension Services provided the following updates:

- 4-H Enrollment
- 4-H Youth Development
- Robotics Summer Camps
- Diabetes Prevention Program
- Food Safety and Food Preservation
- After school programs
- Wool Pool
- WA Pork Producers
- Crop Improvement Association
- Invasive grass control trials
- Chickpea inoculum trials
- Lime/micronutrient trails
- Small grain variety trials
- Livestock management plans
- Biennial crop diagnostic clinics
- Wheat Academy
- Soil health clinics
- Youth insect trainings
- Annual Camp Grizzly CPS training
- Barn calendar
- Other miscellaneous events

D079144A 18. Approved documents signed.

11:00 a.m. - Recess.

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

Present: Kelli Campbell and Gary and Valerie Hunt.

079145 19. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to go into executive session with the above individuals until 2:00 p.m. in accordance with RCW 42.30.140(4) (a) for matters related to negotiations.

2:00 p.m. - Return to Open Session/Recess.

D079145A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Tuesday, July 18, 2017** at **9:00 a.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Jon Kaino, Gary Petrovich and Kelli Campbell.

079146-079147 20-21. The following items were discussed but no action was taken.

- WCIF Update
- Mental Health Evaluations
- Mid Adoption/Integration
- SEWEDA

10:30 a.m. - Recess.

D079147A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, July 24, 2017** at **9:00 a.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

D079147B 22. Approved consent agenda items signed.

079148 23. Treasurers Wire Transfers and Check Report in the amount of **\$471,495.03**, Payroll warrants numbered **330751-330761** in the amount of **\$387,801.35** and General/Veterans' Relief warrants numbered **330789-330903** for **\$335,232.67** approved.

079149-079151 24. Personnel change orders.

9:05 a.m. - BOCC Workshop.

Present: Gary Petrovich, Mark Storey, Kelli Campbell Chris Nelson (9:05 a.m.) and Troy Henderson (9:45 a.m.).

079152 25. The following items were discussed but no action was taken.

- Landfill Power/Lightening Strike
- Palouse Basin Aquifer Committee
- County Road Administration Board
- Floyd's Grand Opening
- Elections
- State Capital Budget
- WA Dept. Fish & Wildlife Mtg.
- County Public Works Trust Fund
- GCBH Board Mtg.
- Coroner/Autopsies
- Volunteers
- Domain Names/Web Comm.
- Kirkendahl Road Repairs
- Elberton Levy
- Public Works Staffing
- Landfill Pond/Tanks

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- Winona Building
- Edmondson Bridge
- Steptoe Bridge
- CAC Subrecipient Agree.
- Health Officer Alternate
- Thornton Solid Waste Issues
- 2018 Budget
- Ballot Boxes

10:15 a.m. - Adjournment.

D079152A Commissioner Kinzer **moved** to adjourn the **July 17, 18** and **24, 2017** 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 31, 2017**. The foregoing action made this **24th** day of **July 2017**.

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

MARIBETH BECKER, CMC
Clerk of the Board

ARTHUR D SWANNACK, CHAIRMAN
Board of County Commissioners