

Minutes for July 20, 2009

Disclaimer: This is only a web copy of the Whitman County Commissioners' Monday Meeting Minutes. Official minutes may be obtained by contacting the Whitman County Commissioners office at (509) 397-5240.

069700 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, July 20, 2009** at **9:00 a.m.** Chairman Michael Largent, Patrick J. O'Neill and Greg Partch, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

069701 1. Items discussed included the joint commissioners meeting in Pomeroy, precinct redistricting, I-1033, Courthouse facilitator and health insurance rates. No action taken.

9:30 a.m. - Recess.

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

Present: Bob Lothspeich, Bob Reynolds and Joe Smillie.

D069701A 2. Motion by Commissioner Partch to accept the consent agenda. Motion **seconded** by Commissioner O'Neill and **carried**.

069702 3. Claims/Payroll warrants numbered **229805-229839, 229863-229888, 229906-229923, 230115-230127** and **230245-230470** for **\$1,478,183.20** approved.

FUND	FUND NAME	AMOUNT	AMOUNT	AMOUNT
001	Current Expense	6,012.80	1,968.25	171,461.09
101	Self Insurance			1,370.00
102	Building & Development			215.91
103	Countywide Planning			593.54
104	Developmental Services			831.36
110	County Roads	1,657.40	123,822.43	14,179.82
111	CETC Building			133.15
112	Public Facilities Improvement			9,336.00
117	Boating Safety			192.88
118	Inmate Welfare			708.58
121	County Bulk Purchasing			1,466.08
123	Paths & Trails-Park-123.310.000			65.22
123	Paths & Trails-BCPT-123.310.001			744.24
125	Donations & Planned Giving			36.63
127	Drug Enforcement-Quad City			6,639.57
129	CASA 129.170.002			117.67

BOCC MINUTES-07/20/09

132	Auditor's Document Preservation			6,835.51
137	Web Site Development		51.50	
144	Emerg. Communicat.	144.260.001	433.10	4,005.66
300	CIP Asset Acq.-	300.010.001		1,933.89
320	CIP Bond 2002	320.010.001		5,641.43
400	Solid Waste		256.00	23,294.48
501	Equipment Rental & Revolving		350.00	39,050.73
510	Photocopier Revolving			101.80
513	Communications Revolving		879.86	2,146.37
660	Whitcom-General	660.911.000		62,432.386
660	Whitcom-Grant	660.911.001		61,168.19
690	Clearing Fund	690.002.000	251,363.80	
690	CAC Agency Svc.	690.026.001		11,029.30
ET	Electronic Transfer		455,012.71	

069703 **4.** July 7, 2009 minutes approved.

069704-069712 **5.** Personnel board orders approved.

069713 **6.** Commissioner Partch **moved** Commissioner O'Neill **seconded** the motion and it **carried** to authorize the Auditor's office to proceed with payment of a veterans assistance claim.

069714 **7.** Commissioner Partch **moved** Commissioner O'Neill **seconded** the motion and it **carried** to authorize the publishing of a notice of hearing for intent to declare certain Whitman County property surplus. The hearing will be held Monday, August 3, 2009 at 10:45 a.m.

069715 **8.** Commissioner O'Neill **moved** Commissioner Partch **seconded** the motion and it **carried** to authorize the publishing of a notice of hearing for amendment #2 to the 2009 Whitman County budget. The hearing will be held Monday, August 3, 2009 at 10:30 a.m.

069716 **9.** Commissioner O'Neill **moved** Commissioner Partch **seconded** the motion and it **carried** to authorize the publishing of a call for bids for the Harrison Building reroof project. Bids will be opened Monday, August 17, 2009 at 10:00 a.m.

069717 **10.** Chairman Largent convened the hearing for a proposed amendment to Whitman County Code, Chapter 3.12 as it relates to the small works, vendors and professional services. He explained the purpose of the amendment is to allow cities, towns and other taxing districts the option of using the county's lists. There being no public comment, the hearing was adjourned. Commissioner O'Neill **moved** Commissioner Partch **seconded** the motion and it **carried** to amend Whitman County Code, Chapter 3.12 as presented.

**ORDINANCE NO. 069717
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

WHEREAS, the Whitman County Board of Commissioners met in their Chambers on this 20th day of July 2009; and,

WHEREAS, a public hearing was conducted this day to consider amendments to the Whitman County Code, Chapter 3.12 as attached:

NOW, THEREFORE, BE IT HEREBY ORDAINED that the Whitman County Board of Commissioners duly approves the attached amendments to the Whitman County Code, Chapter 3.12 as described herein.

PASSED, APPROVED AND ADOPTED THIS 20TH DAY OF JULY 2009.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Michael Largent, Chairman

Greg Partch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Patrick J. O'Neill, Commiss.

**Title 3
REVENUE AND FINANCE*
CLAIMS***

Sections:

- 3.12.005 Claims.
- 3.12.010 Goals.
- 3.12.020 Scope.
- 3.12.025 Authorization process.
- 3.12.030 Vendor lists.
- 3.12.040 Small works roster.
- 3.12.050 Professional services roster.
- 3.12.060 Obligation to pay.
- 3.12.070 Hearing of claims.
- 3.12.080 Presentment of claims.

3.12.005 Claims.

The guidelines set forth in this chapter are intended to be applicable to all funds and departments which are part of the Whitman

County government entity and to provide guidance and direction on the policies and procedures that must be complied with for all purchases. (Ord. 68105 (part), 2008: Ord. 66916 (part), 2007).

3.12.010 Goals.

The goals of Whitman County's purchasing policies are:

A. To protect and advance the public interest by maximizing the purchasing value of public funds and by providing safeguards for maintaining a purchasing system of quality and integrity;

B. To ensure the fair and equitable treatment of all persons involved in the purchasing process;

C. To ensure fair and equal access to county business by local vendors and minority and women's businesses. Whenever a unit of local government is required to make purchases from the lowest, responsible bidder or from the suppliers offering the lowest price for the items desired to be purchased, the unit of local government may, at its option when awarding a purchase contract, take into consideration tax revenue it would receive from purchasing the supplies, materials, or equipment from suppliers within its boundaries. The unit of local government must award the purchase contract to the lowest bidder after such tax revenue has been considered. However, any local government may allow for preferential purchase of products made from recycled materials or products that may be recycled or reused. The board of county commissioners reserves the right to reject any or all bids, to waive technicalities or irregularities, and after careful consideration of all bids and factors involved, make the award of bid to serve best the interest of Whitman County;

D. To avoid conflicts of interest in purchasing and contracting. (Ord. 68105 (part), 2008: Ord. 66916 (part), 2007).

3.12.020 Scope.

The scope of Whitman County's purchasing policies is:

A. Authority to make purchases and commit Whitman County for the payment for those items purchased lies strictly with the board of county commissioners.

B. The board has delegated this authority to elected officials and appointed department heads through the vehicle of the annual operating budget.

C. All officials of Whitman County, whether elected or appointed, are given authority to make purchases necessary for the operation of their respective departments by following the guidelines set forth in the BARS manual, RCWs, WACs, ordinances and resolutions adopted by Whitman County, as long as they do not exceed the budget authorized for the department.

D. All obligations to the county will be submitted and paid in a timely manner to avoid finance charges or late fees.

E. All officers and employees of Whitman County shall comply with this policy.

BOCC MINUTES-07/20/09

F. This policy shall cover the purchases of materials, equipment, supplies and services. This policy does not cover those purchases made in the form of salaries and benefits.

G. This policy also applies to all leases of equipment entered into by county offices/departments. The office/department should analyze lease versus purchase alternatives to determine the most economical approach.

H. When a purchase involves the expenditure of federal funds, purchasing shall be conducted in accordance with all applicable federal laws or regulations.

I. Nothing in this policy shall prevent the county from complying with the terms and conditions of a grant, gift or bequest which is otherwise consistent with law.

J. The minimum county requirements are listed in this policy. Offices/departments may develop their own internal purchasing procedures, which may be more detailed or more stringent.

K. Elected officials or department heads may delegate purchasing responsibility in their department to no more than four employees (with no further delegation). Such delegation will be documented by delivering a letter of authority with original signatures to the board of county commissioners. The board of county commissioners will act upon the request and then deliver the letter of authority to the Whitman County auditor's office for filing. The letter of authority must be updated at least annually or when changes in authorization occur. It will be the responsibility of the clerk of the board in January of each calendar year to obtain the updated letter of authority from each elected official or department head. Any elected official or department head delegating purchasing responsibility will also, unless clearly stated otherwise, authorize such person(s) to sign claims, purchase orders, and certified travel voucher forms used for travel, training and payroll. (Ord. 68105 (part), 2008: Ord. 66916 (part), 2007).

L. Any Whitman County city, town or district may use Whitman County's small works roster, vendors and professional services lists upon first entering into an interlocal agreement with Whitman County.

3.12.025 Authorization process.

The purchasing process is as follows:

Amount	Process	Authorization
\$0--500	Claim/purchase order	Budget
501--5,000	Claim/purchase order Approval by elected official, department head or authorized designee	Budget
5,001--25,000	Vendor list--See Section 3.12.030(B) or Formal bids	RCW 36.32.245 RCW 39.04.190
25,001 and over	Formal bids	RCW 39.04.190

Construction of a public works or improvement project:

Amount	Process	Authorization
\$0--2,500	Claim/purchase order	Budget
2,500--10,000	Claim/purchase order or Small works roster	Budget
10,000--200,000	Small works roster or Formal bids	RCW 36.32.250 RCW 39.04.155
200,000 and over	Formal bids	RCW 39.32.250

Definition: RCW 39.04.010 as now or hereafter amended: "The term "public works" shall include all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein, but nothing herein shall apply to the construction, alteration, repairs, or improvement of any municipal street railway system. All public works, including maintenance when performed by contract shall comply with the provisions of RCW 39.12.020." (Ord. 68105 (part), 2008: Ord. 66916 (part), 2007).

3.12.030 Vendor lists.

A. Whitman County shall semi-annually publish a notice soliciting names of vendors for the county vendor lists.

B. For purchases between five thousand one dollars and twenty-five thousand dollars, county departments shall secure at least three quotations from different vendors by telephone, facsimile, email or in writing to assure a competitive bid price or use the formal bid process.

C. Prior to actual purchase, the quotations, with a recommendation from the department, shall be presented to the board of county commissioners for review and approval of the award to the lowest responsible quoter.

D. Immediately after the award is made, the quotations shall be recorded and made available for public inspection and telephone inquiry.

E. At least every two months, the county must post a list of contracts awarded. The list must contain, for each contract, the name of the contractor, the amount of the contract, a brief description of the public work project and the date of the award. (Ord. 68105 (part), 2008: Ord. 66916 (part), 2007).

3.12.040 Small works roster.

A. Whitman County shall semi-annually publish a notice soliciting names of contractors for the small works rosters.

B. The roster shall consist of responsible contractors that are properly licensed to perform work in Washington State.

C. Departments requiring contract work under two hundred thousand dollars shall invite quotes from all appropriate contractors on the appropriate roster. The quote invitation shall include nature and scope of the work and materials and equipment to be furnished.

BOCC MINUTES-07/20/09

D. Alternatively, quotations may be sought from at least five contractors on the appropriate roster who have indicated the capability of performing the kind of work being sought.

E. If the alternative process is used, the county shall distribute the invitations for quotations in a manner that will equitably distribute the opportunity, that is, not favor one contractor over another. If the estimated cost of the work is from one hundred thousand dollars to two hundred thousand dollars, the county must notify the other contractors on the roster that quotations are being sought. Notice may be published, mailed out, sent by facsimile or other electronic means.

F. Whenever possible, the county must invite at least one proposal from a minority or woman contractor who must otherwise qualify under RCW 39.04.155(2).

G. Quotes shall be submitted to the board of county commissioners, with a recommendation from the department, for review and approval prior to the award to the lowest responsible quote.

H. Immediately after an award is made, the quotations obtained shall be recorded, open to public inspection and available to telephone inquiry.

I. At least every two months, the county must post a list of contracts awarded. The list must contain, for each contract, the name of the contractor, the amount of the contract, a brief description of the public work project and the date of the award. (Ord. 68105 (part), 2008: Ord. 66916 (part), 2007).

3.12.050 Professional services roster.

A. The professional services roster process will be used for all departments not subject to the provisions of RCW 39.80 (now or as hereafter amended); or any other applicable statute.

B. Whitman County shall semi-annually publish the need for various professional services.

C. The professional services roster will be established with a pool of professionals that can be chosen for various contractual services.

D. The professional services roster does not require three bids.

E. A formal contract will be written for the professional services provider selected. A copy of the formal contract will be attached to the claim submitted for payment. If the formal contract is extremely lengthy and therefore not attached to the claim submitted for payment, the claim will clearly state the location of the formal contract for review. (Ord. 68105 (part), 2008: Ord. 66916 (part), 2007).

3.12.060 Obligation to pay.

A. All obligations to the county will be submitted and paid in a timely manner to avoid finance charges or late fees.

B. It is the statutory duty of the county auditor to examine all claims against the county prior to presenting them to the board of county commissioners for their examination and allowance. The county auditor shall examine all claims to verify their payment does not violate state

law or county ordinance or resolution. The county auditor shall also examine all claims for completeness, proper BARS coding and accurate documentation attached to support the claim. When the county auditor finds an error, he/she will contact the department submitting the claim immediately to attempt to correct the error. If agreement between the county auditor and the department cannot be reached, the county auditor will prepare a written memo to the board explaining the discrepancies. This written memo will be attached to the claim, a copy of it delivered to the department by the close of business on the Friday in the calendar week in which the claim was due to the county auditor's office, and forwarded with the claim to the board on their next scheduled meeting. (Ord. 68105 (part), 2008: Ord. 66916 (part), 2007).

3.12.070 Hearing of claims.

Claims will be passed upon by the board of county commissioners at any regularly scheduled meeting. The county auditor is directed to present all claims as provided for in this policy. (Ord. 68105 (part), 2008: Ord. 66916 (part), 2007).

3.12.080 Presentment of claims.

All claims, with the exception of contractual payments, or as otherwise specified in contracts, must be delivered to the county auditor's office according to the schedule set by the county auditor and must go before the board of county commissioners at their next regularly scheduled meeting. (Ord. 68105 (part), 2008: Ord. 66916 (part), 2007).

069718 11. Commissioner Partch **moved** Commissioner O'Neill **seconded** the motion and it **carried** to proceed with a Local Revitalization Financing Demonstration project in accordance with SB 5045 for \$200,000/year for 25 years.

069719 12. Commissioner Partch **moved** Commissioner O'Neill **seconded** the motion and it **carried** to enter into a professional consulting services agreement with Kara Riebold to prepare the application for the Department of Revenue Local Revitalization Financing Demonstration project at the cost of \$8,500 with contingency terms for up to \$10,000.

069720 13. Commissioner Partch **moved** Commissioner O'Neill **seconded** the motion and it **carried** to sign notice/letter to the taxing districts within the proposed Revitalization Area (RA) providing them the option of remaining in or opting out of the RA.

14. Commissioner Partch **moved** Commissioner O'Neill **seconded** the motion and it **carried** to enter into interlocal cooperation agreements with the following taxing districts for use of Whitman County's small works, vendors and professional services lists.

069721 Fire District #11

BOCC MINUTES-07/20/09

069722 Fire District #12
069723 Town of Lacrosse
069724 Town of Malden
069725 Town of Oakesdale
069726 Town of Rosalia
069727 Town of St. John
069728 Cemetery District #3
069729 Public Hospital District #2

069730 15. County Treasurer Bob Lothspeich explained a request from the Whitman County Rural Library for a short term loan to assist them in their remodeling project and loan from the USDA. Funding must be expended first and then the USDA will reimburse the Library. Commissioner Partch **moved** Commissioner O'Neill **seconded** the motion and it **carried** to authorize a \$550,000 loan to Whitman County Rural Library from the Whitman County Solid Waste fund.

**RESOLUTION NO. 069730
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

WHEREAS, the Board of Whitman County Commissioners met in regular session on the 20TH day of July 2009; and,

WHEREAS, Whitman County Library is planning to begin renovation of their main Library building in the coming months; and,

WHEREAS, Whitman County Library has funding sources for approximately \$450,000 of the \$1,000,000 project; and,

WHEREAS, Whitman County Library has requested a permanent loan from USDA Rural Development for \$550,000 which has been approved, and which is to be issued on completion of the renovation project and,

WHEREAS, Whitman County Library has requested an interim interfund loan of \$550,000 for a period not to exceed one year to pay renovation costs prior to the receipt of the USDA loan; and,

WHEREAS, Whitman County Solid Waste Fund is in a position to provide the funds requested; and,

WHEREAS, this request complies with R.C.W.'s regarding loan agreements and debt limitations; and,

WHEREAS, the interfund loan will be repaid within one year from the date of issuance at an interest rate of 2% per annum.

BOCC MINUTES-07/20/09

NOW, THEREFORE, BE IT HEREBY RESOLVED that an interfund loan of \$550,000.00 is loaned to Whitman County Library from the Whitman County Solid Waste Fund, to be disbursed and repaid as stated.

PASSED, APPROVED AND ADOPTED this 20th day of July 2009.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Michael Largent, Chairman

Greg Partch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Patrick J. O'Neill, Commiss.

069731 16. Commissioner Partch **moved** Commissioner O'Neill **seconded** the motion and it **carried** to authorize the Chairman to sign the final Secretary of State Local Records grant final disbursement document.

069732 17. Commissioner O'Neill **moved** Commissioner Partch **seconded** the motion and it **carried** to authorize the Chairman to sign a letter appointing Dennis Hatley to an unexpired term on the Citizens' Commission on Salaries for Elected Officials representing County Commissioner District II. Mr. Hatley's term will expire 12/31/10.

069733 18. Commissioner Partch **moved** Commissioner O'Neill **seconded** the motion and it **carried** to appoint Judi Dunn-Gray and Bob Reynolds to the Classification Committee. Both terms will expire 08/01/11.

19. Pursuant to County Code regarding delegation of purchase orders, claims and payroll responsibilities, an authorization form(s) was received from the following departments, signed by the Board and forwarded to the Auditor's office. Commissioner Partch **moved** Commissioner O'Neill **seconded** the motion and it **carried** to approve the delegation order(s).

069734 Emergency Management

069735 Public Health

069736 20. An executed copy of the 2009-10 Spokesman Review advertising contract was received.

069737 21. Commissioner Partch announced at last weeks' Human Services Awards Program the County Commissioners were awarded the 2009 Mike Werner

Michael Largent, Chairman

ATTEST:

Greg Partch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Patrick J. O'Neill, Commiss.

- | | |
|-------------------------------|----------------------------------|
| 1. Miscellaneous Construction | 12. Hume Road |
| 2. Almota Road | 13. Hume Road |
| 3. Aune Bridge | 14. Hume Road |
| 4. Neel Bridge | 15. Almota Road |
| 5. Colfax Airport Road | 16. Almota Road |
| 6. Duncan Springs Road | 17. Green Hollow Road Curve |
| 7. Zarchach Bridge | 18. Green Hollow Road Grade |
| 8. Country Club Road | 19. Blair Cut Off Road |
| 9. Pullman Airport Road | 20. Green Hollow Road Intersect. |
| 10. Hatley Bridge | 21. Sand Road |
| 11. Pullman Airport Road | |

069741 **2.** Commissioner O'Neill **moved** Commissioner Partch **seconded** the motion and it **carried** to award the Almota Road project bid to M.A. DeAtley for a total bid amount of \$2,308,438.75.

069742 **3.** Commissioner Partch **moved** Commissioner O'Neill **seconded** the motion and it **carried** to publish the public notice for day labor for Cherry Creek Road and Swannack Road in 2009.

069743 **4.** Commissioner Partch **moved** Commissioner O'Neill **seconded** the motion and it **carried** that the resolution to establish the Cherry Creek Road and Swannack Road be signed as presented.

RESOLUTION NO. 069743
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

In the matter of initiating county road projects designated as C.R.P. No. 4150-4 and 4060-2, Projects No. XFR0901 and XFR0902.

IT IS HEREBY RESOLVED that the Cherry Creek Road, County Road No. 4150 from milepost 0.00 to milepost 0.17 and Swannack Road, County Road No. 4060 from milepost 2.30 to milepost 2.35 be improved as follows:

Construct a multiple course bituminous surface treatment on the gravel roads.

BOCC MINUTES-07/20/09

This project is hereby declared to be a public necessity and the County Engineer is hereby ordered and authorized to report and proceed thereon as by law provided (RCW 36.75.050, 36.80.030, 36.80.070)

IT IS FURTHER RESOLVED that an appropriation from the official adopted county road fund budget and based on the County Engineer's estimate is hereby made in the amounts and for the purposes shown:

PURPOSE	AMOUNT OF APPROPRIATION
Engineering (PE & CE)	\$ 100.00
Construction	\$ <u>4,000.00</u>
TOTAL	\$ 4,100.00

This project was included in the official adopted annual road program as Item No. 1.

IT IS FURTHER RESOLVED that the construction is to be accomplished by county forces in accordance with RCW 36.77.065 and WAC 136-18.

ESTIMATED date of commencing work: July 15, 2009

ESTIMATED date of completing work: September 1, 2009

ADOPTED this 20th day of July, 2009.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Michael Largent, Chairman

Greg Partch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Patrick J. O'Neill, Commiss.

D069743A 5. Mr. Storey reported on his recent trip to Washington, D.C. for a meeting on the Clean Water Restoration Act (WRA).

Maintenance Division:

D069743B 6. Phil Meyer provided an update on this years' sealcoating program and Mark Storey provided an update on this years' bridge projects.

D069743C 7. According to the Director, haul route agreements may be necessary for the Almota Road project as well as a project in Latah County that may require the use of a Whitman County road.

BOCC MINUTES-07/20/09

11:30 a.m. - Sharron Cunningham, Finance Department.

Present: Adam Roberts, Bob Lothspeich, Bob Reynolds, Brett Myers, Brian Beason, Fran Martin, Greg Partch, Kelli Campbell, Maria Thomas, Mark Storey, Marlynn Markley, Michael Largent, Pat O'Neill, Sonya Miller, Tim Myers and Joe Smillie.

Excused: Eunice Coker and Joe Reynolds.

069744 The June 2009 month ending financial report provided by Ms. Cunningham.

June 2009 Cash Balance - \$2,237,433

June 2008 Cash Balance - \$3,280,622

June 2009 Revenue - \$5,374,081 - 46.15% of budget.

June 2008 Revenue - \$5,736,555 - 46.45% of budget.

June 2009 Expenditures \$5,511,316 - 46.32% of budget.

June 2008 Expenditures \$5,549,525 - 44.53% of budget.

12:00 p.m. - Recess.

1:30 p.m. - Board Business Continued/BOCC Workshop.

Present: Tim Myers.

069745 23. Items discussed included Parks and Developmental Services updates. No action taken.

2:00 p.m. - Recess.

D069745A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Tuesday, July 21, 2009** at **2:00 p.m.** Chairman Michael Largent, Greg Partch and Patrick J. O'Neill, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Fran Martin, Cinnamon Brown, Shannon Hatley, Bruce Koliba and Jeslyn Lemke.

D069745B 1. Bruce Koliba, newly hired Environmental Health Specialist was introduced and welcomed to the Whitman County family.

BOCC MINUTES-07/20/09

D069745C 2. According to the Director, money will be available from the state for Whitman County's H1N1 Plan that Dr. Moody is working on.

D069745D 3. Whitman County will conduct a phone conference with WSU Environmental Sciences Department regarding their food handler's program contract.

069746 4. Fran Martin reviewed the proposed revised Environmental Health portion of the Public Health fee schedule for adoption in August.

D069746A 5. As part of the \$118,000 Blue Ribbon 5930 state grant, Shannon Hatley talked about the 3 different tasks included in this grant.

- Prevention of Obesity and Chronic Diseases
- Increasing Immunization Rates with Specific Vaccines
- Increasing Reporting of Sexually Transmitted Diseases by physician and Planned Parenthood offices

069747 The Pullman Farm Fresh Market is held every Wednesday at 4:30-6:30 p.m. from May 20-October 28. Public Health has a booth at the market to promote health and nutrition.

D069747A Blazing Trails to Wellness will be held August 8th. This event is being coordinated by Public Health and Snap Fitness, a free activity to get people out and moving beginning. Along with 27 other vendors, Public Health will have a Wellness booth set up at Reaney Park from 9 a.m.-12 p.m. promoting health and fitness. It is the department's hope to extend this program in other communities.

D069747B Public Health is working with child care facilities and they jointly purchased the "CATCH" program that involves nutrition and exercise lessons for children. The child care facilities must report weekly on the amount of time spent on the program. This program will also be implemented in all Whitman County schools with the exception of Pullman.

D069747C Public Health is working with the Pullman School District's on their school lunch menu.

D069747D The department will participate in the Lentil Festival and Palouse Empire Fair and are in the process of scheduling a "Healthy Palouse" in Pullman and Colfax.

Fran Martin noted the variety of Public Health partners involved in the above programs. She also pointed out funding for this program in 2010 has been reduced by 25%.

BOCC MINUTES-07/20/09

069748 6. Commissioner Partch **moved** Commissioner O'Neill **seconded** the motion and it **carried** to adopt the Board of Health Operational Guidelines as presented.

D069748A 7. Spokane Regional Public Health is performing a health assessment for Whitman County. A report will follow upon tentative completion in September and overall Strategic Plan adoption by October 1st.

D069748B 8. The next Board of Health meeting is August 18th.

D069748C As Director of Emergency Management, Ms. Martin said Emergency Management Whitman County initially wrote a program called "Storm Ready" and recently completed the renewal process for this program. She presented a framed certificate of recognition acknowledging Whitman County's excellent working relationship with the National Weather Service in Spokane and the hard work and dedication by Whitman County to maintain a "Storm Ready" status through March 2012. Insurance organizations need to know about this status so that Whitman County insured residents rates are adjusted accordingly.

3:00 p.m. - Adjournment.

D069748D Commissioner O'Neill **moved** to adjourn the **July 20 and 21, 2009** meeting. Motion **seconded** by Commissioner Partch and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **August 3, 2009**. The foregoing action made this **21st** day of **July 2009**.

ss/ GREG PARTCH, COMMISSIONER
ss/ PATRICK J. O'NEILL, COMMISSIONER

MARIBETH BECKER, CMC
Clerk of the Board

MICHAEL LARGENT, CHAIRMAN
Board of County Commissioners