

Minutes for July 25, 2005

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064268 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **July 25, 2005 at 9:00 a.m.** Greg Partch, Chairman, Les Wigen, Commissioner and Maribeth Becker, CMC, Clerk of the Board attended. Commissioner Finch is in Port Angeles.

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

Present: Sharron Cunningham and Kelli Campbell.

064269 1. Items discussed included an Auditor's office staff update and Pullman misdemeanor/gross misdemeanor contract. No action taken.

9:15 a.m. - Recess.

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

Present: Tammy Lewis and Kelli Campbell.

D064269A 2. Motion by Commissioner Wigen to approve the consent agenda. Motion **seconded** by Commissioner Partch and **carried**.

064270 3. Claims/Payroll warrants numbered **179356** and **179359-179425** for **\$146,469.36** approved.

FUND	FUND NAME	AMOUNT
001	Current Expense	19,944.42
102	Building & Development	24.15
103	Countywide Planning	24.15
104	Developmental Services	34,770.32
110	County Roads	107.43
118	Inmate Welfare	218.46
123	Paths & Trails	266.96
126	Treasurer's M&O	192.97
135	Prosecutor's Stop Grant	498.48
400	Solid Waste	160.80
501	Equipment Rental & Revolving	11,977.12
513	Communications Revolving	1,979.24
660	Whitcom-Grant Funding-690.911.001	5,409.27
690	Clearing & Suspense	70,895.59

064271 4. July 18, 2005 minutes approved.

064272-064275 5. Personnel board orders approved.

064276 6. Commissioner Wigen **moved**, Commissioner Partch **seconded** the motion and it **carried** to approve the revised Telephonic Communication Policy.

RESOLUTION NO. 064273

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Policy Telephonic Communications;

WHEREAS, this action is necessary and in the best interest of Whitman County and its employees,

WHEREAS, this action cancels the previous policy, F8,

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached POL-1400-HR Telephonic Communications.

Dated this 25th day of July 2005 and effective as of May 1, 2005.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

G.R. Finch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Les Wigen, Commissioner

Effective Date: 05/01/05	POLICY	Page: 1 of 4
Cancels: F8		Approved by: BOCC
See Also: Whitman Co. Code 2.40		Res. #

POL-1400-HR TELEPHONIC COMMUNICATIONS

This policy applies to all Whitman County employees and authorized agents.

Definitions

Telephonic Devices: Telephones, cell phones, phone cards, fax machines or other devices used to communicate via a wire or wireless line. This does not include internet access (See POL-0408-HR).

1. Whitman County Owns and Provides Telephonic Devices.

Whitman County provides telephonic devices such as telephones, cell phones, phone cards, and fax machines to its employees. The appropriate distribution and maintenance of such devices shall be determined by each Department Head/Elected Official and Information Services. Telephonic devices are the property of Whitman County.

Acquiring telephonic devices is the responsibility of the Department Head/Elected Official and Information Services. Devices must be purchased through the County's purchasing policies and procedures. They must also be inventoried and have a recorded log of who they are issued to. Purchases of County cellular phones must be forwarded from the Department Head/Elected Official to Information Services. IS will keep a log of what phones have been purchased and who they have been issued to.

When considering the purchase of telephonic devices, the Department Head/Elected Official must take in to consideration the following factors:

- Business need
- Cost of requested device compared to alternative communication options
- Expected level of employee need and usage
- Ability to fund the cost through the department's current budget

2. Employees May Use Their Own Cellular Phones with the Approval of the Department Head/Elected Official.

With the approval of the Department Head/Elected Official, employees may use their own cellular phones for business purposes. The employee is required to register his/her cell phone with the Department Head/Elected Official and sign a Personal Cellular Phone Agreement. The Department Head/Elected Official must then forward the registration and agreement to Information Services.

The cell phone bill will be paid by the employee and then turned in to the county for reimbursement of business calls only. The employee must submit a copy of the original bill along with any other documentation. It is the employee's responsibility to track which calls are business related versus personal. The billing

must include the number, individual/organization, date and time of each call to be reimbursed.

The use of personal cellular phones is a privilege and not a benefit. Therefore, the employee must agree that the County may terminate the Personal Cellular Agreement at any time.

The County is not responsible for the damage, destruction or replacement of personal cellular phones. Therefore, the employee is responsible for the purchase, maintenance and repair of his/her personal cell phone and equipment. The employee must also pay for any installation charges and any equipment needed, which will remain the property of the employee.

3. Telephonic Devices are for County Business Only.

Devices provided by the County are for business use only. However, County code does allow for specific personal uses when appropriate. Those uses are as follows:

- Notifying the employee's family when he/she is required to work late;
- Notifying the employee's family of a schedule/shift change;
- If the employee is traveling outside of the County on business, he/she may notify family of his/her location and status on a daily basis; and
- Family members may contact County devices to notify employees of an emergency or other problem.

The calls listed above shall be made during one of the employee's break times. Personal calls determined to be inconsistent with this policy must be reimbursed by the employee.

4. Whitman County Prohibits Certain Uses of Its Telephonic Devices.

Whitman County prohibits the use of its telephonic devices for any of the following activities:

- Commercial use: unless it is a core function of the department, any form of commercial use to benefit an individual or organization other than Whitman County.
- Copyright Violations: any use that violates copyright laws.
- Solicitation: the purchase or sale of personal items in violation of the county's solicitation policies.
- Harassment: any use that harasses, retaliates or discriminates against employees, vendors, customers and any other individuals.

- Making or receiving calls of an offensive or sexually explicit nature: this includes, but is not limited to, pornographic calls and/or phone sex.
- Inappropriate language: includes obscenity, vulgarity, profanity or name-calling. It may also include expressions of ill will against individuals or groups.
- Politics: use for political purposes.
- Misrepresentation: the use of aliases is prohibited. Whitman County also prohibits the misrepresentation of an employee, a job description or county position.
- Misinformation/Confidential Information: the release of untrue and/or confidential information regarding county business. This includes calling or receiving confidential information, except as provided by law.
- Making or receiving non-business related communications, except as provided by law, this policy and/or a Department Head/Elected Official.
- Driving and speaking on the phone. Unless the phone contains a hands-free device, employees shall not conduct business over the phone while driving. This action creates a safety hazard and legal liability.

5. Telephonic Devices are Not Private.

Except for personal equipment and accessories, Whitman County owns all telephonic devices and their communications. Therefore, Whitman County reserves the right to monitor its telephonic activity and deduct reimbursable amounts from an employee's wages. By using the county's telephonic devices, the employee knowingly and voluntarily acknowledges and consents to such monitoring.

Employees should keep in mind that cellular transmissions and fax machines may be inadvertently heard or viewed by others. Therefore, discretion should be used when discussing confidential information.

Each employee is responsible for the prevention of theft and/or vandalism of County telephonic devices.

6. Violators of This Policy are Subject to Discipline Up To and Including Termination.

Violations of this policy must be reported to the Department Head/Elected Official immediately. Violators may be disciplined up to and including termination. The contracts of authorized agents may be terminated.

Whitman County reserves the right to bring legal action for misuse of its telephonic devices.

064277 7. Commissioner Wigen **moved**, Commissioner Partch **seconded** the motion and it **carried** to appoint Ron Johnson to an unexpired term on the Whitman County Water Conservancy Board. Mr. Johnson's term will commence September 1, 2005 and expire July 16, 2007.

RESOLUTION NO. 064277

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF APPOINTING A MEMBER TO THE WHITMAN COUNTY WATER CONSERVANCY BOARD.

WHEREAS, water conservancy boards were authorized pursuant to SHB-1272 in 1997 and later amended by the legislature in 2001 to allow Water conservancy Board member to be increased from three to five; and,

WHEREAS, Whitman County is in need of filling a vacancy on the local Water Conservancy Board.

NOW, THEREFORE, BE IT RESOLVED that the Board of Whitman County Commissioners hereby appoints:

Ron Johnson of Farmington, WA (Whitman County Resident) to an unexpired six-year term; and,

This term begins **September 1, 2005** and expires **July 16, 2007**. The Water Conservancy Board will function within the geographical borders of Whitman County, exercising administrative powers enumerated within Title 90 R.C.W. and the attached bylaws; and,

Dated this **25th** day of **July 2005** and effective as of **September 1, 2005**.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

G.R. Finch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Les Wigen, Commissioner

BOCC Minutes-07/25/05

064278 8. A letter was received from Linda Kirk Fox, WSU Extension Dean and Director thanking the commissioners for their continued support.

064279 9. Commissioner Wigen **moved**, Commissioner Partch **seconded** the motion and it **carried** to sign a grant application data form for the Prosecutor's Crime Victims assistance grant.

064280 10. Commissioner Wigen **moved**, Commissioner Partch **seconded** the motion and it **carried** to sign an intergovernmental professional services agreement for Environmental Health Services between Whitman County and the Columbia County Health Department.

11. Executed copies of the following documents received:

- 064281** Spokesman Review reduced advertising rate,
- 064282** Colfax Cemetery District #6 Business Associate agreement, and
- 064283** Gas Transmission NW Corp. for Sheriff's Repeater on Steptoe Butte.

D064283A 12. Commissioners' pending list reviewed.

10:20 a.m. - Recess.

11:00 a.m. - Dane Dunford, Public Works Director.

Present: Mark Storey, Phil Meyer, Julie Banks and Tammy Lewis.

Action Items:

D064283B The Chairman convened the hearing for 6-Year Transportation Improvement Program and requested the Engineer's report. Mr. Storey distributed and reviewed the proposed plan for the next 6 years (2006-2011). An opportunity for public comment from those in attendance provided and the hearing adjourned.

064284 Not used.

064285 Commissioner Wigen **moved**, Commissioner Partch **seconded** the motion and it **carried** that the resolution to adopt the 6-year Transportation Improvement Program (2006-2011) be signed as presented.

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

In the Matter of the Six Year)	
Transportation Improvement)	RESOLUTION NO. <u>064285</u>
Program (2006-2011))	

WHEREAS, the Public Hearing was held on the 25th day of July, 2005; and

WHEREAS, Notice of the Public Hearing was published according to law and all present wishing to speak for or against said program have been heard; and

BOCC Minutes-07/25/05

WHEREAS, the County Engineer's Bridge Condition Report and the Road Priority Arrays were available to the Board of County Commissioners and were consulted during the preparation of the program in accordance with WAC 136-14-050 and WAC 136-20-060.

IT IS HEREBY RESOLVED that the attached Six Year Transportation Improvement Program be adopted as presented.

DATED this 25th day of July 2005.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

G.R. Finch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Les Wigen, Commissioner

- | | |
|--------------------------------|-----------------------------|
| 1. Miscellaneous Construction | 17. Zarbach Bridge |
| 2. STP Planning | 18. Neel Bridge |
| 3. Almota Road | 19. Aune Bridge |
| 4. Staley No. 3 Bridge | 20. Colfax Airport Road |
| 5. Farband Bridge | 21. Green Hollow Road Curve |
| 6. Scott Road | 22. Green Hollow Road Grade |
| 7. Endicott Road | 23. Almota Road |
| 8. Old Wawawai Road | 24. Almota Road |
| 9. Fairbanks Road | 25. Blair Cut Off Road |
| 10. Colfax Airport Access Road | 26. Green Hollow Road |
| 11. Pleasant Valley Bridge | Intersection |
| 12. McNeilly Bridge | 27. Hume Road |
| 13. Harlan Bridge | 28. Hume Road |
| 14. Hatley Bridge | 29. Hume Road |
| 15. Henderson Mill Bridge | 30. Country Club Road |
| 16. Four Mile No. 5 Bridge | 31. Sand Road |

Solid Waste Division:

D064285A 2. Since the spring clean up event, Mr. Dunford said the Landfill has taken in 1,000 tons of yard waste. The waste will be ground up this week.

Engineering Division:

D064285B 3. Mark Storey indicated work began today on the White Elephant Bridge project. The Peterson Bridge project on Sand Road is moving along and the Judson Bridge contractor plans to begin work next week. The Palouse

BOCC Minutes-07/25/05

Cove Road speed study is completed and a recommendation will be before the commissioners next week.

Finance Division:

D064285C 4. Work is continuing on the 2006 preliminary Public Works budget.

Maintenance Division:

D064285D 5. According to Phil Meyer, the 2005 seal coating program was completed last week. All crews have resumed their regular duties.

11:20 a.m. - Recess.

11:30 a.m. - Fran Martin, Public Health Director.

Present: Kris Wilcox and Tammy Lewis.

064286 The commissioners reviewed the redrafted Pullman Public Health office space lease agreement with Ms. Martin. She noted Denis Tracy has also reviewed the document and recommended some changes. Ms. Martin was asked to incorporate the Prosecutor's recommended changes and return with the final draft at 2:15 p.m.

12:00 p.m. - Recess.

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

Present: Doug Robinson, Marlynn Markley and Sharron Cunningham (1:00 p.m.) and Mike Berney (1:45 p.m.).

D064286A 13. Items discussed included District Court finances and the Greater Columbia Behavioral Health RSN. No action taken.

2:00 p.m. - Sharon Roberts, Information Services.

D064286B The recommendation for award of the financial computer system RFP was before the Board. However, due to one vendor that will be demonstrating their software this week, Ms. Roberts requested on behalf of Bev Welch that the Board extend the timeline for vendors one week. This in turn will extend the recommendation for award one week to August 1st.

Commissioner Wigen **moved**, Commissioner Partch **seconded** the motion and it **carried** to extend the timeline for computer system vendors for one week.

2:10 p.m. - Fran Martin, Public Health Director.

D064286C 1. The Director introduced Kris Wilcox, the newly hired Environmental Health Specialist. The commissioners welcomed Kris to the county family.

064287 2. As requested, Ms. Martin incorporated all changes into the Pullman Public Health office space lease agreement. Commissioner Wigen **moved**, Commissioner Partch **seconded** the motion and it **carried** to have the Chairman sign the commercial lease as presented between Whitman County and the Pullman Regional Hospital Foundation.

2:15 p.m. - Recess.

2:30 p.m. - Board Business Continued/BOCC Workshop.

Present: Kim Kopf.

D064287A 14. The detention tracking position was discussed. No action taken.

2:45 p.m. - Adjournment.

D064287B Commissioner Wigen **moved** to adjourn the **July 25, 2005** 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 1, 2005**. The foregoing action made this **25th** day of **July 2005**.

ss/ LES WIGEN, Commissioner

MARIBETH BECKER, CMC
Clerk of the Board

GREG PARTCH, CHAIRMAN
Board of County Commissioners