

**BOCC Minutes - 07/29/19**

**081852 THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, July 29, 2019 at 9:00 a.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent, Commissioners, 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: Jacob Jones, Sandy Jamison, Chris Nelson, Garth Meyer, Mark Storey, Dan Gladwill, and Gary Petrovich (9:00 a.m.); Bill Tensfeld and Brandy Dean (9:10 a.m.).

**081853 1.** The following items were discussed but no action was taken.

- Department of Veteran Affairs RFP
- Pullman District Court
- Snake River Dam
- SB 5181- Writ of Prohibition
- WC Code 3.10 and 3.12
- Use of County Vehicles Code
- PBAC Bidding Rules
- HB 1406 - Affordable Housing
- Mobile Medical Clinic
- Info Tech Issues
- Elections
- Time Entry RFP
- Budget Due Date
- Property Acquisition
- Facilities/ Signs and Clean-Up
- Building Department Needs
- Road Levy Lid Lift Revision

**10:00 a.m.-Recess.**

**10:00 a.m.-Flag Salute.**

Present: Paul Spencer, Gary Petrovich, Jacob Jones and Brandy Dean (10:00 a.m.); Michelle Beckman and Garth Meyer (10:15 a.m.); Anthony Kuipers (10:30 a.m.)

**D081853 2. Pledge of Allegiance.**

**Consent Agenda:**

**081854 3.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to accept the consent agenda as presented.

**081855 4.** Treasurer's Wire Transfers and Check Report in the amount of **\$209,330.62**, and General Claims/Veterans' Relief warrants numbered **344169-344223** for **\$336,926.22** approved.

**081856 5.** July 15, 2019 minutes approved.

**081857-081866 6.** Personnel change orders approved.

**081867 7.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to approve the McKinstry Investment Grade Audit.

**081868 8.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to approve the 2020 Capital Improvement Planning Program ranking for 2020 and authorize the noted ranked projects as attached (on file in Commissioner's Office).

**081869 9.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to authorize the Chairman to sign the WA State Military Dept. FY 20 SECO County Basic Service Operations contract and the signature authorization form by all members.

**081870 10.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to approve the 2019-2020 Military Department Contract #E20-039 grant application data form.

081871 11. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to authorize the Chairman to sign a letter of appreciation to Martin Walker for his service on the Board of Adjustment.

**CORRESPONDENCE:**

D081871A 12. The following correspondence was received:

081872 12A. "Notice to Public Sponsors" for Rehabilitation Assistance for Flood Damaged Flood Control projects was received by the Corps of Engineers.

081873 12B. Document from Auditor, Sandra D. Jamison, authorizing Sharron Cunningham to sign any documents requiring the Auditor's signature in her absence.

081874 12C. A fax was received from Ron Wachter requesting an estimated cost per mile or foot to convert a dirt road to gravel meeting county standards.

081875 12D. Notice received from the Washington State Liquor and Cannabis Board of marijuana licenses that will expire on December 31, 2019.

081876 12E. Notice received from the Washington State Liquor and Cannabis Board of liquor licenses that will expire on October 31, 2019.

081877 12F. A letter from David Gang, Assistant Director of College of Agricultural, Human, and Natural Resource Sciences with Washington State University, was received addressing concerns regarding the potential impact of volatile compound emissions from cannabis plants.

081878 12G. Right of access agreement between Washington State University and Whitman County Emergency Management was received.

081879 12H. An executed copy of the Rural Arterial Program Project agreement for Hume Road Construction Proposal/Amendment No. 2 was received from the County Road Administration Board.

081880 12I. An executed copy of the Rural Arterial Program Project Agreement for Pullman Airport Road Construction Proposal was received from the County Road Administration Board.

081881 12J. An executed copy of the Rural Arterial Program Project Agreement for Johnson Road, Becker Road and Johnson Cut Off Road Construction Proposal was received from the County Road Administration Board.

081882 13. Commissioners' pending list reviewed.

081883 14. At 10:30 a.m. the regular meeting was recessed and the hearing convened by the Chairman for WC Code 5.08 Outdoor Amusement/Assemblies Ordinance.

Staff report provided by Commissioner Michael Largent as follows: Commissioner Largent reported Sheriff Brett Meyers recommended changes to the application process to make it simpler. There are no significant changes.

The hearing was opened to public comment.

There being no further comments the hearing was adjourned and the regular meeting reconvened.

081884 15. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to adopt ordinance revising WC Code 5.08 Outdoor Amusement/Assemblies.

**ORDINANCE NO. 081884**

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

WHEREAS, the Whitman County Board of Commissioners met in their Chambers on this 29th day of July 2019; and,

WHEREAS, a public hearing was conducted this day to consider revisions to Whitman County Code, Title 5, Chapter 5.08-Outdoor Amusements or Assemblies.

NOW, THEREFORE, BE IT HEREBY ORDAINED that the Whitman County Board of Commissioners duly approves the attached revisions to Whitman County Code, Title 5 Chapter 5.08 as described herein.

PASSED, APPROVED AND ADOPTED this 29th day of July 2019 and effective as of this date.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

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

ATTEST:

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

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board

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

**081885**      **16.**    Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to sign board order approving revised application forms for WC Code 5.08 Outdoor Amusement/Assemblies.

**081886**      **17.**    At 10:45 a.m. the regular meeting was recessed and the hearing convened by the Chairman for WC Code 3.10 Claims Ordinance.

Staff report provided by Chairman Arthur D. Swannack as follows: Chairman Swannack reported, although the hearing would be held, the hearing will be continued until August 19, 2019 because Whitman County Code Chapter 3.10 "Claims" conflicts with Chapter 3.12 "Claims" (soon to be Procurement), as currently written.

The hearing was opened to public comment.

There being no further comments the hearing was recessed and the regular meeting reconvened.

**081887**      No action taken.

**10:50 a.m.-recess.**

**11:00-Reconvene/Board Business Continued.**

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

Present: Mark Storey, Brandon Kruger, Dean Cornelison, Jacob Jones, Anthony Kuipers, Paul Spencer, Garth Meyer, and Michelle Beckman (11:00 a.m.).

**081888**      **18A.**    The following Public Works related issues approved/updated:

**081889**      **19.**    At 11:00 a.m. the regular meeting was recessed and the hearing convened by the Chairman for the Six Year Transportation Improvement Program.

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Staff report provided by Mark Storey as follows: He briefly reviewed the preliminary Six Year Transportation Improvement program for 2020-2025 which included current projects, projects that are funded, as well as "wish list" items.

The hearing was opened to public comment.

There being no further comments the hearing was adjourned and the regular meeting reconvened.

**081890** 20. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to approve the Resolution adopting the 2020-2025 Transportation Improvement Program as presented.

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

**In the Matter of the Six Year** )  
**Transportation Improvement** ) **RESOLUTION No. 081890**  
**Program (2020-2025)** )

WHEREAS, the Public Hearing was held on the 29th day of July, 2019; 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

WHEREAS, the County Engineer's Annual Bridge 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 29th day of July, 2019.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

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

ATTEST:

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

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board

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

- |                               |                            |
|-------------------------------|----------------------------|
| 1. Miscellaneous Construction | 8. Warner Road             |
| 2. Almota Road (4)            | 9. Johnson Road            |
| 3. Steptoe Area Roads         | 10. Pullman Airport Road   |
| 4. Almota Road (3)            | 11. Green Hollow Road (3)  |
| 5. Johnson Area Roads         | 12. Green Hollow Road      |
| 6. Hume Road                  | 13. Lamont and Hardy Roads |
| 7. Country Club Road          |                            |

**081891** 21. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to approve the resolution placing the proposed regular property tax road levy lift on the November ballot as presented.

RESOLUTION NO. 081891

ORDER OF BOARD OF COUNTY COMMISSIONERS WHITMAN COUNTY, WASHINGTON

IN THE MATTER OF AUTHORIZING A PROPOSITION TO INCREASE THE WHITMAN COUNTY ROAD PROPERTY TAX

WHEREAS, the Board of Commissioners has determined it is essential and necessary for the continued maintenance, repairs, and improvement of the Whitman County roads that the County provide additional funds for the County Road Department; and,

WHEREAS, the Commission has determined the revenues that will be available to the County Road Department from its existing regular property tax levy will be insufficient to provide for the continued maintenance, repairs, and improvements of county roads, and therefore determined that it is in the interest of the County and its citizens to submit a levy lid lift proposition to the voters for their approval or rejection. This proposition, if approved, would authorize the County to levy regular property taxes in 2020 at the rate of \$2.25 per \$1,000 of assessed value; and,

WHEREAS, the dollar amount of the maximum allowable levy under RCW 84.55 levied for collection in 2020 shall be used for the purpose of computing the limitations on subsequent levies, in subsequent years, under said Section; and,

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Whitman County Board of Commissioners does hereby authorize the Clerk of the Board to certify a copy of 'this resolution to the Whitman County Auditor no later than August 1, 2019, and to perform such other duties as may be necessary or required by law to place the proposition described herein on 'the ballot at the election to be held on November 5, 2019; and,

BE IT FURTHER RESOLVED that the Whitman County Board of Commissioners does hereby request that the Auditor, as ex officio supervisor of all elections, call and conduct an election in the unincorporated precincts in the County, in the manner provided by law, to be 'held on the date identified herein, for the purpose of submitting to the voters of the County a proposition in substantially the following form:

**Whitman County Rural Roads  
Proposition No. 1  
Regular Property Tax Levy Lid Lift for Rural Road Maintenance and Improvements**

The Whitman County Board of County Commissioners adopted Resolution No. 081891 concerning a proposition for a road fund levy rate increase. This proposition would provide improved funding for maintenance and improvements to rural roads in the unincorporated areas of Whitman County, including gravel purchase, grading, pavement repair, ditching and drainage structures. The proposition authorizes an increase to the regular roads property tax levy, currently \$1.4525 per \$1,000 of assessed valuation, to \$2.25 per \$1,000 of assessed valuation, to be collected in 2020. This levy amount would then be used to compute limitations for subsequent levies under RCW84.55. Should this proposition be:

Approved: \_\_\_\_\_

Rejected: \_\_\_\_\_

BE IT FURTHER RESOLVED that the Whitman County Board of Commissioners does hereby direct the County Prosecuting Attorney to prepare a Ballot Title, as provided by law, in substantially the same format as set forth above.

PASSED, APPROVED AND ADOPTED this 29th day of July 2019.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board

\_\_\_\_\_  
Arthur D Swannack, Chair

Ballot Title Approved as to Form:

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

\_\_\_\_\_  
Denis Tracy, Prosecutor

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

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**081892** 22. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to approve adoption of the Whitman County Public Works Organizational Chart as presented.

**081893** 23. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to approve adoption of a resolution crediting the Road Fund with all interest earnings from any monies placed in pooled cash and/or investments.

**RESOLUTION NO. 081893**

**BEFORE THE BOARD OF COUNTY COMMISSIONERS OF WHITMAN COUNTY, WASHINGTON**

WHEREAS, the Board of Whitman County Commissioners met in regular session on this 29<sup>th</sup> day of July, 2019.

WHEREAS, it has been the current practice all Road Fund interest income be credited to the County Current Expense fund; and,

WHEREAS, the Public Works Director has requested all Road Fund interest income from any monies placed in pooled cash and/or investments be credited to the County Road Fund #110.400.000; and,

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Whitman County Commissioners that said request is approved; and,

BE IT FURTHER RESOLVED that the Treasurer shall credit the Road Fund #110. 400.000 with all interest earnings from any monies placed in pooled cash and/or investments.

DATED this 29<sup>th</sup> day of July 2019 and effective as of August 1, 2019.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

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

ATTEST:

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

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board

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

**DIVISION UPDATES:**

**D081893** 24. The following division updates provided by Public Works staff.

**Engineering Division:**

**D081893** 24A. Dean Cornelison gave a brief update on the Almoda Phase IV project. It was sent for review on July 25 and returned the following day. The funding package is now at headquarters and there is a proposed advertising date of September 9, 2019. The bid opening will take place in early October. The department requested funds be released to preserve the money for next year. The hard deadline is the end of September.

**D081893** 24B. The rumble strip presentation is scheduled for July 30, 2019 at 10:00 a.m.

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**Maintenance Division:**

**D081893 24C.** Brandon Kruger reported the crews have been busy trimming trees and spraying weeds. They have experienced some electrical problems with the old truck, but the new truck has been running fine. They are half way through the broad leaf spraying.

**D081893 24D.** Thornton Depot Bridge is complete and work on Bonnie Bridge is in progress.

**D081893A 25.** Approved documents signed.

**11:30 a.m.- 1:30 p.m. - Recess.**

**1:30- 2:30 p.m. - Reconvene/Board Business Continued.**

Present: Lindsey Babcock and Eric Holborn (1:30 p.m.)

**081894 26.** Lindsey Babcock, Boarder Field Manager of the Spokane District, presented on behalf of the Bureau of Land Management. She stated they have terminated the Eastern Washington Resource Management Plan (RMP) revision effort and are moving forward with amendments to the 1987 RMP next year. The amendment will focus on land tenure, off-highway vehicle area designations, and livestock grazing allocations. The wildland fire services are moving in a positive direction working with other Interior agencies in Washington. She provided recreation updates that affect locally, and briefed the Board on rangeland and habitat management. The Bureau of Land Management has a free use permit for a gravel pit close to the Escure Ranch property. She asked if Whitman County has need of any additional mineral material sources. She ended her presentation by adding they mainly wanted to introduce themselves and put "names to faces".

**1:45 p.m.-2:00 p.m.-recess.**

**2:00 p.m.-2:30 p.m.-Reconvene/Board Business Continued.**

Present: Jessica Jensema, Sharon Cunningham, Evon Jones, Chris Nelson, Sandy Jamison, Mark Storey, Gary Petrovich, Bailey Weidner, Brandy Dean, and Kelly Campbell (2:00 p.m.).

**081895 27.** Staff report provided by Jessica Jensema as follows: Research for electronic time keeping systems began in the summer of 2018 which included outreach and demonstrations by vendors. In the fall of 2018, the BOCC approved Information Technology include \$65,000 in the 2019 budget for software, installation, travel expenses and hardware. There were five Requests for Proposals (RFP) documents and four proposals were returned. Proposals were received from Kronos, NOVAtime, TimeClock Plus, and Tyler Technologies. A committee was then formed to review each proposal. The committee members included Cindy Hayward, Sharon Cunningham, Sandy Jamison, Lance Bishop, Chris Nelson, Kelli Campbell, Bailey Wiedmer and Jessica Jensema. Research began with checking the scope of work and seeing what each company could not provide. The committee also compared prices, customer service and software requirements. After posing questions to the four companies, the committee narrowed down the proposals to two: NOVAtime and TimeClock Plus.

**081896 27A. Kronos** - This RFP was eliminated as they came in as the most expensive and did not respond to questions in a timely manner, demonstrating poor customer service.

**081896 27B. Novatime** - This RFP was chosen as one of two finalists. However, by comparison, TimeClock Plus was less expensive and the committee liked the overall look of TimeClock Plus better.

**081896 27C. TimeClock Plus** - The committee chose this program as their first choice. Deciding factors for choosing TimeClock Plus included the fact it came in significantly under the allocated budget amount. The cost of this program is \$18,480 (plus additional cost of 10-14 iPads/timeclocks, travel expense for trainers and programmers, and potential cost for advanced scheduling to swap/drop shifts for Sheriff). A total rough estimate of 34,000 for first year costs results in a budget savings of approximately \$31,000. Annual

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costs thereafter will be approximately \$10,000 or \$3.40 per employee per month. Other factors are ease of use, meets all of the county's needs, and will interface with New World.

**081896 27D. Tyler Technologies** - This program was eliminated as it would not interface with New World.

**081897 28.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to authorize Auditor's office/staff to negotiate a contract amount with TimeClock Plus.

**2:30 p.m. - Return to Open Session/Recess/Adjournment.**

**D081896A THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Tuesday, July 30, 2019 at 9:00 a.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent Commissioners, Maribeth Becker, CMC, Clerk of the Board, and Connie Ellis, Deputy Clerk of the Board attended.

**9:00 a.m.-9:50 a.m. - Reconvene/Board Business Continued/BOCC Workshop.**

Present: Jon Kaino, Evon Jones, Jessica Jensema, Corey Eisler, Bailey Wiedmer, Mark Storey and Gary Petrovich (9:00 a.m.).

**081898 29.** The following items were discussed but no action was taken.

- WCIF Update
- WSAC Ballot Box Lawsuit

**9:50 a.m.-Recess.**

**10:00-11:00 a.m. - Reconvene/Board Business Continued.**

Present: Joe Poire, Brenda Stav, and Paul Kimmell (10:00 a.m.) Tony Bean (10:20 a.m.), Sandy Jamison (10:45 a.m.).

**081899 30.** Joe Poire, Executive Director for the Port of Whitman, gave a Public Facilities (.09) presentation as follows: He explained constructing a fiber optic network to provide affordable broadband access to underserved rural areas would improve community education, help retain business, and facilitate economic development. The Port of Whitman is working with Galexis Technologies and Cascade Computing on this project. He further explained the scope of the project and the funding sources in place. The total project cost is \$4,043,800. The Department of Commerce's Community Economic Revitalization Board (CERB) is committed to funding \$1,000,000; the Port of Whitman County local match is \$2,043,800 (which includes a \$1,000,000 loan from CERB), and the Port is requesting \$1,000,000 from the Whitman County Public Facilities (.09) Fund. Joe Poire stated their last mile access issue, and the solution. Paul Kimmell, spoke on behalf of Avista, strongly supporting this project. They have committed hundreds of thousands of dollars in placing poles in preparation. Joe Poire ended the presentation by adding the completion of the project could be done as early as October if .09 funding is approved.

**081900 31.** Tony Bean, A.A.E. Executive Director for the Pullman-Moscow Regional Airport, gave a Public Facilities (.09) presentation as follows: The Pullman-Moscow Regional Airport is currently constructing a runway realignment project to meet the design standards outlined by the Federal Aviation Administration (FAA). The major construction elements in 2019 include runway paving, airfield storm drainage, airfield electrical and instrument landing system. It has been a four year project. The two low bids received differed by only \$400,000 (The project cost is approximately \$154,000,000). They are roughly \$1,000,000 short and are requesting \$600,000 from Public Facilities .09 funds. Mr. Bean was confident the rest of the needed funds will be obtained. The money is needed over a three-year



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period, most of it being spent in 2020-2021 which will include a new terminal. They are matching funds as they are spending funds.

**D081900A** Sandy Jamison asked if she could briefly address the Commission. She requested authorization to hire one additional personnel in the elections department due to staff shortages and new mandated laws.

**11:00 a.m. - Adjournment.**

**D081900B** Commissioner Largent **moved** to adjourn the **July 29, 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 **August 5, 2019**. The foregoing action made this **29th 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