

Minutes for August 1, 2011

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072081 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, August 1, 2011** at **9:00 a.m.** Chairman Greg Partch, Patrick J. O'Neill and Michael Largent, Commissioners and Elinor Huber, Recording Clerk attended.

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

Present: Gary Petrovich, Kelli Campbell, Mike and Joy Otis and Joe Smillie.

072082 1. Items discussed included a financial update and 2012 employee medical insurance. No action taken.

10:30 a.m. - Board Business Continued/Pledge of Allegiance.

Present: Joe Smillie.

D072082A 2. Motion by Commissioner O'Neill to accept the consent agenda. Motion **seconded** by Commissioner Largent and **carried**.

072083 3. Claims/Payroll warrants numbered 257079, and 257088-257163 for **\$395,572.28** approved.

072084 4. July 18, 2011 minutes approved.

072085-072088 5. Personnel change orders approved.

072089 6. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to approve a notice of hearing for budget amendment #1.

10:30 a.m. - Kelli Campbell.

072090 7. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to adopt the updated Overtime Policy.

**RESOLUTION NO. 072090
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF the action of the adoption of a revision to the current Whitman County Personnel Policy **POL-320-HR DETERMINING OVERTIME PAY ELIGIBILITY;**

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

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above revision to the current Whitman County Personnel Policies is approved as the attached **POL-320-HR DETERMINING OVERTIME PAY ELIGIBILITY**.

Dated this 1st day of August 2011 and effective as of August 1, 2011.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

Patrick J. O'Neill, Commiss.

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

DETERMINING OVERTIME PAY ELIGIBILITY

Policy: POL-320-HR • Effective Date: 8/1/2011
Res. #072090
Cancels: Res. #069819 • Reference: None

Unless otherwise covered by a bargaining unit agreement, this policy applies to all non-elected employees.

Definitions:

FLSA - Fair Labor Standards Act

Non-Exempt Employee - An individual working in an FLSA non-exempt position.

Overtime - Work in excess of 40 hours in a workweek.

Compensatory Time - Time off with pay granted in lieu of pay for work performed on an authorized overtime basis.

Exempt Employee - an individual designated by the County as being employed in a bona fide executive, administrative or professional capacity, as defined by the Washington State Minimum Wage Act (WAMWA) and the FLSA, and

who is therefore exempt from the overtime pay requirements of the FLSA and WAMWA.

1. Whitman County Will Compensate Non-exempt Employees for Overtime Worked

For each hour of overtime worked, non-exempt employees will receive pay at a rate of one and a half (1.5) times their regular rate of pay OR an hour and a half (1.5) of compensatory time. Pay for work beyond the scheduled workweek shall be at straight time until the employee has worked forty (40) hours in the workweek.

2. Whitman County Won't Compensate Exempt Employees for Overtime Worked

Exempt employees professionally manage and schedule their own work time to complete their duties. Exempt employees shouldn't report or record any absences for less than a full workday.

Exempt employees shall not be eligible to accrue compensatory time nor shall they receive overtime pay for additional work.

Exempt positions shall be determined by Human Resources and the Department Head/Elected Official upon classification.

3. Holiday, Sick, Vacation, Compensatory & Military Hours Count as Time Worked for Figuring Overtime

4. Overtime Shall be Tracked in Fifteen (15) Minute Increments

Overtime shall be tracked in fifteen (15) minute increments. Time periods totaling ten minutes or less will be considered de minimis and will not be compensated.

5. Compensatory Time Accrues to a Balance Maximum of 48 Hours

Both the employee and supervisor must agree to compensatory time before the work is performed. Any hours worked beyond the 48-hour compensatory time maximum will be paid as wages. The County pays out any compensatory time balance upon termination or by approval of the BOCC.

Compensatory time may not be used before it is accrued. With the exception of the Public Works Department, a maximum of 48 hours compensatory time may be carried from year to year.

6. Supervisors Will Give Advance Notice of Required Overtime Work When Possible

7. Employees Must Obtain Supervisor Approval Prior to Working any Overtime

Employees who work unauthorized overtime may be subject to disciplinary action up to and including termination.

BOCC MINUTES-08/01/11

072091 8. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to approve a grant application data form for a Washington State Parks Boating Safety Financial Assistance grant in the amount of \$26,817 for the period 07/01/11-06/30/12.

D072091A 9. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to authorize the Chair to discuss with the City of Colfax the transfer of the CETC building to the City of Colfax at a nominal or no fee.

072092 10. The annual rebate report from Amtec was received. A rebate payment of \$3,979 was made to the IRS.

072093 11. An executed copy of the Administrative Office of the Courts contract #1AA12052 for the BECCA program was received (06/30/12).

072094 12. Commissioners' pending list reviewed.

11:00 a.m. - Mark Storey, Public Works Director.

Present: Iris Mayes, Judi-Dunn Gray, Dan Gladwill and Joe Smillie.

ACTION ITEMS

Planning Division:

072095 13. Chairman Partch convened the hearing for proposed amendments to Whitman County Code Chapters 19.10, 19.15 and 19.16 and requested a staff report.

Iris Mayes stated the first change is to allow grain elevators to be built above 50 feet in the Agricultural District. The other change is an amendment to the North Pullman-Moscow and South Pullman-Moscow Corridor Districts to allow for a variation in the sign code. The code would also allow the Planning Director flexibility in making sign decisions.

The Chairman opened the hearing to public comments. There being none, the hearing was adjourned.

Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to approve the amendment of the Whitman County Zoning Ordinance (Chapters 19.10, 19.15 and 19.16) to remove agricultural grain bins and elevators from the 50-foot height restriction in the Agricultural District and clarify size requirements to free-standing signs in the N-PMC and S-PMC District as well as allowing more than one free-standing sign and the Planning Director flexibility in sign decisions with shopping malls and industrial parks.

ORDINANCE NO. 072095

AN ORDINANCE AMENDING CHAPTER 19.10 - AGRICULTURAL DISTRICT; CHAPTER 19.15 - NORTH PULLMAN-MOSCOW CORRIDOR DISTRICT (N-PMC) AND CHAPTER 19.16 - SOUTH PULLMAN-MOSCOW CORRIDOR DISTRICT (S-PMC) OF THE WHITMAN COUNTY ZONING ORDINANCE, to remove agricultural grain bins and elevators from the 50 foot height restriction in the Agricultural District and clarify size requirements to freestanding signs in the N-PMC and S-PMC District as well as allowing more than one free-standing sign and the Planning Director flexibility in sign decisions with shopping malls and industrial parks. This change is consistent with the Whitman County Comprehensive Plan and Zoning Ordinance.

BE IT ORDAINED and enacted by the Board of County Commissioners of Whitman County, State of Washington, it having been determined by the Board after hearing the Planning Commission's Recommendations and Findings of Fact, after the Board's public hearing and adoption of Findings of Fact.

PASSED AND APPROVED by the Board of Whitman County Commissioners of Whitman County, Washington, on the 1st day of August, 2011.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

Patrick J. O'Neill, Commiss.

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

CHAPTER 19.10 AGRICULTURAL DISTRICT (AG)

6. Small antenna facilities, antenna support structures, temporary wind energy research structures such as meteorological towers and small wind energy generators up to 125 feet height in conformance with the requirements of Chapter 19.62 - Small Wind Energy Generators. (Revised 12/10/01, Ordinance #058999.) (Revised 10/20/08, Ordinance #068810) (Revised 11/16/09, Ordinance #070081)

7. Inert fill (earth only) of under 2,000 cubic yards of material removed from ditch cleaning may be placed in active quarries and/or mines in compliance with approved reclamation or placed on adjacent land. Under 2,000 cubic yards of aggregate stockpile materials may be placed on a separate parcel from the mining operation. Agencies

must provide a courtesy notice to landowners within 300 feet of the fill site.

8. Private quarries under three (3) acres for uses related to agricultural activities by the land owner, for example farm access construction and maintenance.

9. Accessory Dwelling Units conforming to provisions of Section 19.10.065.

Section 19.10.030 - Lot Size Requirements.

1. There shall be no minimum lot size for non-residential permitted uses in this district.

2. The minimum lot size for residential uses permitted in this district shall be as determined per Section 19.10.060 (2) (b) (ii).

Section 19.10.040 - Setback Requirements.

1. The minimum setback for all non-residential structures shall be twenty (20) feet on all sides, provided that a minimum setback of thirty-five (35) feet shall be required adjacent to the right-of-way of any state or county roadway designated as a primary or secondary arterial in the Comprehensive Plan.

2. In the case of antenna support structures or meteorological towers, the front setback shall be thirty-five (35) feet from the right-of-way of any State or County road; side and rear setbacks shall be twenty (20) feet. Small wind energy generators are subject to the setback requirements in Chapter 19.62 - Small Wind Energy Generators. (Revised 10/20/08, Ordinance #068810) (Revised 11/16/09, Ordinance #070081)

3. Accessories to the antenna support structures shall have a minimum setback of five (5) feet. (Revised 5/14/01, Ordinance #058050, Revised 12/10/01, Ordinance #058999)

4. To facilitate road setback location, measurement may be made from the centerline of the adjacent road. The front setback shall be half the distance of that specific right-of-way width, plus the required setback, as measured from the road centerline.

Section 19.10.050 - Height of Buildings.

1. The maximum height of non-residential buildings and related accessory structures in this district shall be fifty (50) feet with the exception of agricultural grain bins or elevators.

2. The maximum height of rural residences and related accessory structures in this district shall be thirty-five (35) feet.

3. Antenna support structures shall not exceed 350 feet in height.

CHAPTER 19.15 NORTH-PULLMAN-MOSCOW CORRIDOR DISTRICT (N-PMC)

2. The display of one temporary sign for a maximum of 60 days shall be allowed. Temporary signs include signs such as For Sale, For Rent, Auction, Grand Opening signs and contractor's signs during construction.

3. Sign content shall be restricted to the business name, primary business purpose and business address of the operation.

4. Business identification signs, if illuminated, shall be so constructed as to not create glare on adjacent parcels and shall not pose a hazard to motorists.

5. No blinking, flashing or similar intermittent lighting or revolving signs are allowed. Electronic changeable copy signs are allowed.

6. Freestanding billboards are prohibited. Those billboards and other non-conforming signs which were legally constructed or installed prior to the enactment of the 1979 Zoning Ordinance will be grandfathered as a non-conforming use; these signs may not be enlarged or relocated, and if their use is discontinued for six months or more, these signs must be removed. Other signs which were constructed or installed after the enactment of the 1979 ordinance must be removed no later than one year after the adoption of this ordinance amendment. No new non-conforming signs or billboards will be allowed.

7. Signs which are abandoned, unsafe, damaged, or obsolete must be removed by the owner or will be removed at the owner's expense by Whitman County Department of Public Works.

(B) Sign requirements - Quantities, dimensions and location:

1. Wall signs, wall-mounted signs, roof signs and free standing signs shall not exceed 120 square feet in size, per side.

2. No business shall have more than one free-standing business identification sign and one sign attached to the primary business structure, except certain franchise or other business sign requirements may be allowed at the sole discretion of the County Planner. An exception exists for identification, directional or safety signs within a site which are not visible from a public road.

3. Business identification signs attached to a structure shall not exceed the height of the highest roof ridge line on the structure or in the case of free-standing signs, the bottom of the sign shall be no higher than 15 feet above adjacent road grade elevation and the top of the sign shall be no higher than 30 feet above the same adjacent road grade elevation.

4. Signs must meet setback requirements of ten feet.

5. For shopping centers or industrial parks the Planning Director may approve a sign plan that deviates from the requirements of this section [Section 19.15.080(8)].

CHAPTER 19.15 NORTH-PULLMAN-MOSCOW CORRIDOR DISTRICT (N-PMC)

6. In the event of there being more than one entrance to a development such as a shopping center, there will be allowed a free standing sign at each entrance. If because of circumstances such as topography or visibility to the public, more than one sign is sought at an entrance, the Planning Director may approve such a request.

(C) Lighting requirements - Location and design:

1. Lighted signs are subject to the requirements listed above.

2. Exterior site lighting may be required for surveillance purposes, at the discretion of the SPRC.

3. Exterior site lighting shall be arranged so it is deflected away from adjacent properties.

4. Exterior lighting shall not create glare which would interfere with safe transportation in the N-PMC.

5. Exterior lighting shall be of a "full-cut-off" design in order to minimize light pollution.

19.15.090 SEVERABILITY

If any provision of this chapter or its application to any person or circumstance is held invalid for any reason, the remainder of the chapter or the application of the chapter to other persons or circumstances shall not be affected.

CHAPTER 19.16 SOUTH-PULLMAN-MOSCOW CORRIDOR (S-PMC)

conforming use; these signs may not be enlarged or relocated, and if their use is discontinued for six months or more, these signs must be removed. Other signs which were constructed or installed after the enactment of the 1979 ordinance must be removed no later than one year

after the adoption of this ordinance amendment. No new non-conforming signs or billboards will be allowed.

7. Signs which are abandoned, unsafe, damaged, or obsolete must be removed by the owner or will be removed at the owner's expense by Whitman County Department of Public Works.

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3. Business identification signs attached to a structure shall not exceed the height of the highest roof ridge line on the structure or in the case of free-standing signs, the bottom of the sign shall be no higher than 15 feet above adjacent road grade elevation and the top of the sign shall be no higher than 30 feet above the same adjacent road grade elevation.

4. Signs must meet setback requirements of ten feet.

5. For shopping centers or industrial parks the Planning Director may approve a sign plan that deviates from the requirements of this section [Section 19.16.090(8)].

6. In the event of there being more than one entrance to a development such as a shopping center, there will be allowed a free standing sign at each entrance. If because of circumstances such as topography or visibility to the public, more than one sign is sought at an entrance, the Planning Director may approve such a request.

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3. Exterior site lighting shall be arranged so it is deflected away from adjacent properties.

Engineering Division:

072096-072097 14. Mark Storey explained the TW Walters Road starts and ends within the JTI property and Larry Jones would like the road vacated to make his operation more effective. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to sign a resolution of intent to vacate and abandon all of the TW Walters Road.

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

In the Matter of the Intent to)	RESOLUTION NO. <u>072097</u>
Vacate and Abandon all of the)	
TW Walters Road, County Road)	
No. 4590 in the SE ¼ of Section)	
10 and the SW ¼ of Section 11)	INTENT TO VACATE AND DIRECTIVE
All in Township 16 North, Range)	TO COUNTY ENGINEER FOR REPORT
43 East, W.M., Whitman County,)	
Washington)	

WHEREAS, the Whitman County Board of County Commissioners considers useless, for the public, the TW Walters Road, County Road No. 4590 located in the SE ¼ of Section 10 and the SW ¼ of Section 11, in Township 16 North, Range 43 East W.M. Whitman County, Washington, and based on RCW 36.87.010 it is hereby declared the intention of the Board of County Commissioners of Whitman County, Washington, to vacate and abandon said TW Walters Road, County Road No. 4590.

WHEREAS, pursuant to RCW 36.87.040, before a final decision can be reached on said vacation, the Whitman County Engineer shall investigate and prepare a report on the proposed vacation.

NOW, THEREFORE, BE IT RESOLVED that the TW Walters Road, County Road No. 4590 located in the SE ¼ of Section 10 and the SW ¼ of Section 11, in Township 16 North, Range 43 East, W.M., in Whitman County, Washington, more particularly described as follows: Beginning at the intersection with the Green Hollow Road, County Road No. 4400 thence in a westerly direction to the end of the TW Walters Road as described in Order Vacating No. 13568 dated May 17, 1943, is preliminarily found to be of no use to Whitman County and that the vacation of said road may be in the best interest of Whitman County.

IT IS FURTHER RESOLVED that pursuant to RCW 36.87.040 the Whitman County Engineer shall investigate and prepare a report on the issue of vacating said TW Walters Road.

IT IS FURTHER RESOLVED that this resolution be entered upon the minutes of this Board.

DATED at Colfax, Washington, this 1st day of August, 2011.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

Patrick J. O'Neill, Commiss.

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

072098 15. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to publish the notice of hearing of intent to vacate and abandon the TW Walters Road.

072099 16. Commissioners signed the Frank Gurney, Inc. contract to install guardrail on the Babinsky Bridge as previously authorized.

Maintenance Division:

072100 17. Bid for a 2001 Toyota 7-Series pneumatic forklift awarded to Norlift, Inc. in the amount of \$16,900.

D072100A 18. Mark Storey stated Public Works paved the ends of the Aune Bridge last week making this project almost completed.

Solid Waste Division:

072101 19. The "Move Out & Pitch In" report was received and reviewed by Judi Dunn-Gray. The off campus total is 40 tons plus the food that goes to the children's food bank and the Community Action Center in Pullman.

Building Division:

072102 20. The 2nd quarter activity report received and reviewed by Dan Gladwill.

11:45 a.m. - Recess.

1:00 p.m. - Board Business Continued.

Present: Fran Martin and Robin Cocking.

072103 21. Fran Martin explained Day Wireless is the only vendor authorized with the necessary testing equipment and training to meet Alcatel-Lucent management of their equipment and requested Day Wireless be considered as a sole source vendor. Commissioner Largent **moved**

BOCC MINUTES-08/01/11

Commissioner O'Neill **seconded** the motion and it **carried** to authorize the Department of Emergency Management, Emergency Communication Division to enter into a sole-source supply agreement with Day Wireless for the purchase, installation, maintenance and specialized testing of microwave radio equipment used by the department.

RESOLUTIONS NO. 072103

BEFORE THE BOARD OF COUNTY COMMISSIONERS of Whitman County, Washington in the matter of communication equipment for Microwave Repair and Maintenance for the Department of Emergency Management, Emergency Communications Division.

WHEREAS, it is recognized that the Emergency Management, Emergency Communications Division needs to maintain microwave equipment that is consistent with Alcatel-Lucent maintenance and installation standards and FCC Regulations. Day Wireless is the Alcatel-Lucent approved installation and maintenance vendor in this area.

WHEREAS, the Board of County Commissioners (BOCC) and Emergency Management, Emergency Communications Division management personnel have recognized that the Day Wireless as a sole source supplier for microwave repairs and maintenance, and

WHEREAS, Emergency Management, Emergency Communications Division have reviewed the performance and application information relative to microwave installation and repairs intended to satisfy the departments needs, and

WHEREAS, Emergency Management, Emergency Communications Division management and financial personnel have determined that the better interests of Whitman County would be served through the use of Day Wireless services, and

IT IS HEREBY RESOLVED that the Whitman County Board of County Commissioners authorizes the Department of Emergency Management, Emergency Communication Division to enter into a sole-source supply agreement with Day Wireless to purchase the installation, maintenance and specialized testing of microwave radio equipment for use by the department.

Adopted this 1st day of August, 2011.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

ATTEST:

Patrick J. O'Neill, Commiss.

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

072104 **22.** Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to give consent to allow current policy #E00000077908 changed from Whitman County as the insured to the name of Dr. Timothy John Moody, M.D. and adding Whitman County as an additional insured.

072105 **23.** Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to approve a request for a special occasion liquor license for the Friends of Lacrosse event to be held September 24th.

1:10 p.m. - Recess.

3:00 p.m. - BOCC Workshop.

Present: John Love, Dan Boone, Don Cox and Dick Watters.

072106 **24.** Items discussed included ADO/SEWEDA, wind energy, CGI and fiber optics. No action taken.

4:30 p.m. - Recess.

D072106A **THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, August 8, 2011** at **9:00 a.m.** Chairman Greg Partch, Patrick J. O'Neill and Michael Largent, Commissioners and Elinor Huber, Recording Clerk.

9:00 a.m. - Meeting Reconvened/Board Business/BOCC Workshop.

Present: Gary Petrovich, Kelli Campbell, Maribeth Becker, Bill Spence, Joe Smillie 9:10, Susan Nelson, Valerie Hunt, Gary Hunt, Joy Otis, 9:15 a.m.

072107 **25.** Items discussed included a financial update and 2012 employee medical insurance.

9:45 a.m. - Recess.

10:00 a.m. - Board Business Continued.

072108 **26.** Claims/Payroll warrants numbered 257195-257303 for \$337,024.27 approved August 1st.

072109 27. Veterans' claim approved.

072110 28. Personnel change orders approved August 1st.

072111 29. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to approve interagency agreement #IAA12080 with the Administrative Office of the Courts for the CASA program.

072112 30. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to sign a letter of support for Community Action Center's Housing Preservation grant.

072113 31. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to approve an asset acquisition request for a Barracuda Backup Service 690 for an estimated \$10,160 with tax.

072114 32. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to approve the Community Action Center (CAC) Housing and Essential Needs application.

33. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to approve the following grant application data forms for the Sheriff's Office.

072115 WA Association of Sheriff's/Police Chiefs Registered Sex Offender Verification grant for \$51,500 from 07/01/11-06/30/12

072116 US Department of Justice Bulletproof Vest Partnership grant for \$2,135 from 06/01/11-06/01/14

072117 National Highway Transportation Safety Administration State and Community Highway Safety grant for \$3,000 from 10/01/10-09/30/11

072118 National Highway Transportation Safety Administration Alcohol Impaired Driving Countermeasures Incentive grant for \$4,000 from 10/01/10-09/30/11

072119 National Highway Transportation Safety Administration Occupant Protection Incentive grant for \$1,200 from 10/01/10-09/30/11

072120 34. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to approve a change in custodian for the Public Health Environmental Health account.

RESOLUTION NO. 072120
BOARD OF WHITMAN COUNTY COMMISSIONERS
FOR WHITMAN COUNTY, STATE OF WASHINGTON

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, recognizes the need to update the custodian of the Public Health Colfax Front Desk Petty Cash; and,

BOCC MINUTES-08/01/11

WHEREAS, the Whitman County Public Health, Colfax Environmental Health Custodian would change from Pauline Anderson to Cinnamon Brown; and,

WHEREAS, the responsibility of the petty cash accounts must be entrusted to Cinnamon Brown.

NOW, THEREFORE BE IT HEREBY RESOLVED AND AUTHORIZED that Cinnamon Brown be entrusted with account 001.000.000.111.70.022; and,

BE IT FURTHER RESOLVED that this fund is entrusted to Cinnamon Brown, employee of the Whitman County Public Health Department, Colfax Office, with the responsibility of overseeing and rectifying the petty cash account.

Done this 8th day of August, 2011.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

Patrick J. O'Neill, Commiss.

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

072121 35. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to approve the revised county-wide petty cash accounts.

**RESOLUTION NO. 072121
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

WHEREAS, the Board of Whitman County Commissioners met in regular session on the **8th** day of **August 2011**; and,

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, recognizes the need and requirement of regulating the various petty cash/cash drawer, petty cash stamp, revolving cash and advance travel accounts in all county funds; and,

WHEREAS, responsibility for the various petty cash/cash drawer, petty cash stamp, revolving cash and advance travel accounts must be entrusted to specific individuals.

BOCC MINUTES-08/01/11

NOW, THEREFORE, BE IT HEREBY RESOLVED that the following are the revised petty cash/cash drawer, petty cash stamp, revolving cash and advance travel accounts for Whitman County:

**PETTY CASH/CASH DRAWER, PETTY CASH STAMP,
REVOLVING CASH AND ADVANCE TRAVEL ACCOUNTS
PETTY CASH/CASH DRAWER ACCOUNTS**

FUND #	ACCOUNT #	FUND NAME	CUSTODIAN	AMOUNT
001.000.000	111.70.02	PUBLIC HEALTH - COLFAX - FRONT DESK	Fran Martin	\$70.00
001.000.000	111.70.021	PUBLIC HEALTH - COLFAX - FRONT DESK	Judy Roberts	\$140.00
001.000.000	111.70.022	PUBLIC HEALTH - COLFAX - ENVIRONMENTAL HEALTH	Cinnamon Brown	\$50.00
001.000.000	111.70.023	PUBLIC HEALTH - PULLMAN	Shannon Hatley	\$199.00
001.000.000	111.70.024	PUBLIC HEALTH - PULLMAN	Shannon Hatley	\$70.00
001.000.000	111.70.03	DISTRICT COURT - COLFAX	Marlynn Markley	\$50.00
001.000.000	111.70.031	DISTRICT COURT - PULLMAN	Virginia Walker	\$50.00
001.000.000	111.70.04	PARKS & RECREATION - COLFAX OFFICE	Janel Goebel	\$100.00
001.000.000	111.70.041	PARKS & RECREATION - KAMIAK BUTTE	Todd Heitstuman	\$25.00
001.000.000	111.70.042	PARKS & RECREATION - WAWAWAI	Dave Mahan	\$25.00
001.000.000	111.70.05	AUDITOR - COLFAX - AUTO LICENSING	Eunice Coker	\$400.00
001.000.000	111.70.052	AUDITOR - COLFAX - LEGAL FILING	Eunice Coker	\$100.00
001.000.000	111.70.08	FAIR - COLFAX OFFICE	Terry Jefferies	\$125.00
001.000.000	111.70.09	PROSECUTOR	Kristina Cooper	\$100.00
001.000.000	111.70.13	CLERK	Shirley Bafus	\$50.00
001.000.000	111.70.15	DEVELOPMENTAL SERVICES	Janel Goebel	\$25.00
Total Current Expense Petty Cash/Cash Drawer Accounts				<u>\$1,579.00</u>
106.240.000	111.70.07	EXTENSION - PUBLICATIONS	Sheri Hatley	\$50.00
110.400.000	111.70.10	PUBLIC WORKS - COUNTY ROAD	Judy McMurray	\$150.00
400.400.000	111.70.17	SOLID WASTE - LANDFILL	Ruth McGillic	\$400.00
999.000.000	111.70.21	TREASURER	Glenda Scheideman	\$900.00
Total Other Funds Petty Cash/Cash Drawer Accounts				<u>\$1,500.00</u>
TOTAL PETTY CASH/CASH DRAWER ACCOUNTS				<u>\$3,079.00</u>

PETTY CASH STAMP ACCOUNTS

FUND #	ACCOUNT #	FUND NAME	CUSTODIAN	AMOUNT
001.000.000	111.77.03	DISTRICT COURT	Marlynn Markley	\$96.00
001.000.000	111.77.09	PROSECUTOR	Kristina Cooper	\$100.00
001.000.000	111.77.20	SUPERIOR COURT	Sonya Miller	\$33.00
Total Current Expense Petty Cash Stamp Accounts				<u>\$229.00</u>

REVOLVING CASH ACCOUNTS

FUND #	ACCOUNT #	FUND NAME	CUSTODIAN	AMOUNT
001.000.000	111.00.972	AUDITOR	Eunice Coker	\$5,000.00

BOCC MINUTES-08/01/11

001.000.000	111.77.01	SHERIFF (718)	Brett Myers	\$400.00
127.140.000	111.77.01	SHERIFF - DRUG TASK FORCE (371)	Brett Myers	\$30,000.00
Total Revolving Cash Accounts				<u>\$35,400.00</u>

ADVANCE TRAVEL ACCOUNTS

FUND #	ACCOUNT #	FUND NAME	CUSTODIAN	AMOUNT
999.000.000	111.74.21	TREASURER-ADVANCE TRAVEL	Lana Cloaninger	\$15,000.00
Total Advance Travel Accounts				<u>\$15,000.00</u>

Total Petty Cash/Cash Drawer Accounts	\$3,079.00
Total Petty Cash Stamp Accounts	\$229.00
Total Revolving Cash Accounts	\$35,400.00
Total Advance Travel Accounts	\$15,000.00
TOTAL CASH ACCOUNTS	<u>\$53,708.00</u>

Signed this 8th day of August 2011.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

Patrick J. O'Neill, Commiss.

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

10:30 a.m. - Executive Session.

Present: Denis Tracy, Gary Petrovich, Kelli Campbell, Mic McFarland (via phone), Maribeth Becker.

072122 36. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to go into executive session with the above individuals until 11:00 a.m. in accordance with RCW 42.30.110(1)(i) for a matter relating to litigation.

10:45 a.m. - Recess.

11:00 a.m. - Board Business Continued.

Present: Mark Storey, Phil Meyer, Julie Edgeman, Jeff Marshall and 7 bidders.

072123 37. The following bids were received for the Neel Bridge.

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BIDDER	AMOUNT
D.L. Edmonson, Inc., Summerville, OR	\$492,834.00
N.A. Degerstrom, Inc., Veradale, WA	\$594,311.30
HLT Construction, Inc., Spokane, WA	\$511,361.80
Harry Johnson Plumbing, Walla Walla, WA	\$412,655.50
Halme Builders, Inc., Davenport, WA	\$460,188.25
West Company, Inc., Airway Heights, WA	\$560,052.40
Apollo, Inc., Kennewick, WA	\$490,991.05
William Charles West, Kennewick, WA	\$540,181.75

The commissioners will award the bid at 2:15 p.m.

11:25 a.m. - Recess

2:15 p.m. - Board Business Continued.

Present: Julie Edgeman.

072124 38. Ms. Edgeman recommended awarding the bid for Neel Bridge to Harry Johnson Plumbing and Excavation, Inc., for a total bid amount of \$412,655.50.

072125 Commissioner O'Neill **moved** and Commissioner Largent **seconded** the motion and it **carried** to authorize the acceptance and award the bid for Neel Bridge to Harry Johnson Plumbing and Excavation, Inc., in the amount of \$412,655.50 with tax.

2:20 p.m. - Adjournment.

D072125A Commissioner O'Neill **moved** to adjourn the **August 1 and 8, 2011** 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 **August 15, 2011**. The foregoing action made this **8th** day of **August 2011**.

ss/ PATRICK J. O'NEILL, COMMISSIONER

ss/ MICHAEL LARGENT, COMMISSIONER

MARIBETH BECKER, CMC
Clerk of the Board

GREG PARTCH, CHAIRMAN
Board of County Commissioners