

## Minutes for August 11<sup>th</sup>, 2003

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**061458 THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **August 11, 2003** at **10:00 a.m.** G.R. "Jerry" Finch, Chairman, Greg Partch, and Maribeth Becker, CMC, Clerk of the Board attended. Commissioner Wigen was unavailable.

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

**D061458A 1. Call to Order/Pledge of Allegiance.**

Present: Brett Bosse.

**D061458B 2. Motion** by Commissioner Partch to approve the consent agenda. Motion **seconded** by Commissioner Finch and **carried**.

**061459 3.** Claims/Payroll warrants numbered **151951, 151969-152014, 152040-152068** and **152115-152274** for **\$829,336.09** approved.

FUND	FUND NAME	AMOUNT
001	Current Expense	48,616.74
102	Building & Development	203.98
104	Developmental Services	5,149.01
110	County Roads	5,349.47
118	Inmate Welfare	132.29
123	Paths & Trails	4,495.12
132	Auditor's Document Preservation	13.68
137	Web Site Development	161.80
139	"911" Emergency Service	18,937.44
142	Whitcom-911	13,787.50
320	Cap. Project/Outside Sources (Bond)	117,791.00
400	Solid Waste	6,554.95
501	Equipment Rental & Revolving	32,850.39
510	Photocopier Revolving	676.28
511	Unemployment Insurance	3,686.11
513	Communications Revolving	2,825.19
690	Clearing & Suspense	224,203.20
ET	Electronic Transfer	343,901.94

**061460 4.** August 4, 2003 minutes approved.

**061461-061462 5.** Personnel board orders approved.

**10:05 a.m. - Tammy Lewis.**

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**061463** 6. A letter was received from Prosecutor Denis Tracy recommending the State Attorney General's office represent Whitman County in the day-to-day defense of the Qwest over-taxation lawsuit. **Motion** by Commissioner Partch **seconded** by Commissioner Finch to sign a board order accepting the Prosecutor's recommendation. Commissioner Partch said this suit has been brought against all counties in the state and the reason the State Attorney General's Office has offered their services. Motion **carried**.

**061464** 7. Commissioner Partch explained a housekeeping matter regarding the definition of "quorum" for the Workforce Development Council of which Whitman County is a member. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to sign the resolution as presented.

**RESOLUTION NO. 061464**

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

WHEREAS, the Whitman County Commissioners met in regular session on Monday, August 11, 2003; and,

WHEREAS, Whitman County is a member of the Eastern Washington Partnership Workforce Development Council (WDC); and,

WHEREAS, the Federal Workforce Investment Act (WIA) is locally administered by the WDC; and,

WHEREAS, the WDC meets regularly to oversee, administrate, and implement all aspects of the WIA; and,

WHEREAS, a quorum of members is required to enact decisions by the Regional Board; and,

WHEREAS, the quorum definition has never been officially adopted; and,

WHEREAS, the quorum definition now needs to be officially adopted.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Whitman County Commissioners will recognize for WIA and WDC purposes that a quorum will be constituted of "a simple majority of the dually appointed county commissioners or their designee" to the regional WDC.

Dated this 11<sup>th</sup> day of August 2003.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

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G.R. Finch, Chairman

ATTEST:

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Greg Partch, Commissioner

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Maribeth Becker, CMC  
Clerk of the Board

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ABSENT  
Les Wigen, Commissioner

**061465**     **8. Motion** by Commissioner Partch **seconded** by Commissioner Finch to sign a letter to Paula Connelley, WSDOT requesting inclusion of two adjacent county highways to the Palouse Region Heritage & Scenic Byway Corridor: SR 195 passing through Rosalia and the Hume Road between SR 27 and SR 195 to include Steptoe Butte State Park. Commissioner Partch said these two roads were inadvertently left out of the original application and need to be included. Motion **carried**.

**061466**     **9.** Chairman Finch read a letter regarding Fair participation by county employees. **Motion** by Commissioner Partch **seconded** by Commissioner Finch. Commissioner Partch said this is another housekeeping item reminding employees of their obligations. Motion **carried**.

**061467**     **10. Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to revise the countywide petty cash funds.

**RESOLUTION NO. 061467**

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

WHEREAS, the Board of Whitman County Commissioners met in regular session on the 11<sup>th</sup> day of August 2003; and,

WHEREAS, the Board of County Commissioners regulate the various petty cash/cash drawer revolving accounts; and,

WHEREAS, Whitman County Counseling Services (WCCS) has six (6) separate petty cash/cash drawer accounts; and,

WHEREAS, per the agreement between Whitman County and Whitman County Counseling Services (WCCS) the following petty cash funds (6) transferred to the custody of Palouse River Counseling Center (PRCC) at the time WCCS spun off from Whitman County.

WHEREAS, these petty cash/cash drawer revolving accounts are no longer the responsibility of Whitman County.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the following listed petty cash/cash drawer revolving accounts be removed from Whitman County's cash.

DEPARTMENT	AMOUNT	FUND NO.	BARS CODE	CUSTODIAN	PURPOSE
Harvest Moon Café	\$15.00	105.430.000	111.70.07	Dave Port	Cash Drawer

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Mental Health	\$250.00	105.430.000	111.70.07	JoAnn Porter	Petty Cash
Mental Health, Kids Team	\$400.00	105.430.000	111.70.07	JoAnn Porter	Petty Cash
Mental Health	\$50.00	105.430.000	111.70.07	Jeanine Smith	Cash Drawer
Harvest House Thrift Shop	\$5.00	690.021.000	111.70.07	Dave Port	Cash Drawer
Harvest House	\$400.00	690.021.000	111.70.07	JoAnn Porter	Petty Cash

BE IT FURTHER RESOLVED that the following are the revised petty cash/cash drawer revolving accounts for Whitman County:

DEPARTMENT	AMOUNT	FUND NO.	BARS CODE	CUSTODIAN	PURPOSE
Public Health, Colfax	\$70.00	001.000.000	111.70.02	Robin Cocking	Petty Cash/Front Desk
Public Health, Colfax	\$40.00	001.000.000	111.70.02	Robin Cocking	Cash Drawer
Public Health, Colfax	\$100.00	001.000.000	111.77.02	Robin Cocking	Petty Cash/Postage
Public Health, Colfax	\$50.00	001.000.000	111.70.02	Pauline Anderson	Cash Drawer
Public Health, Pullman	\$100.00	001.000.000	111.70.18	Shannon Hatley	Petty Cash
Public Health, Pullman	\$70.00	001.000.000	111.70.18	Shannon Hatley	Cash Drawer
Public Health, Pullman	\$99.00	001.000.000	111.77.02	Shannon Hatley	Petty Cash/Postage
Prosecutor	\$260.00	001.000.000	111.70.15	Dorothy Talley	Petty Cash/Postage
Prosecutor	\$100.00	001.000.000	111.70.09	Dorothy Talley	Petty Cash
District Court	\$96.00	001.000.000	111.77.03	Kristina Cooper	Petty Cash
District Court, Colfax	\$50.00	001.000.000	111.70.03	Kristina Cooper	Cash Drawer
District Court, Pullman	\$50.00	001.000.000	111.70.03	Virginia Walker	Cash Drawer
Parks & Rec.-Colfax	\$200.00	001.000.000	111.70.04	Terry Jeffries	Petty Cash
Parks & Rec.-Fairgrounds	\$25.00	001.000.000	111.70.04	Craig Danielson	Cash Drawer
Parks & Rec.-Kamiak Butte	\$25.00	001.000.000	111.70.04	Roger Marcus	Cash Drawer
Parks & Rec., Wawawai	\$25.00	001.000.000	111.70.04	Bart Dearborn	Cash Drawer
Auditor, Auto Licensing	\$400.00	001.000.000	111.70.05	Eunice Coker	Cash Drawer
Auditor, Legal Filing	\$100.00	001.000.000	111.70.05	Eunice Coker	Cash Drawer
Auditor, Elections	\$200.00	001.000.000	111.77.05	Debbie Hooper	Petty Cash/Postage
Auditor, Elections	\$150.00	001.000.000	111.70.051	Debbie Hooper	Petty Cash/Postage
Auditor	\$5,000.00	001.000.000	111.00.10	Eunice Coker	Revolving
Facilities Maintenance	\$50.00	001.000.000	111.70.04	Janel Goebel	Petty Cash
Clerk	\$50.00	001.000.000	111.70.13	Shirley Bafus	Cash Drawer
Superior Court	\$33.00	001.020.000	111.77.19	Eileen Roe	Petty Cash
Sheriff, Drug Task Force	\$30,000.00	127.140.000	111.77.01	Brett Myers	Revolving
Sheriff	\$400.00	001.000.000	111.77.01	Brett Myers	Revolving
Public Works	\$150.00	110.400.000	111.70.10	Judy McMurray	Petty Cash
Solid Waste	\$300.00	400.400.000	111.70.06	Charlotte Mundell	Cash Drawer
Treasurer	\$900.00	999.000.000	111.70.11	Donna Poland	Cash Drawer
Treasurer, Advance Travel	\$15,000.00	999.000.000	111.00.21	Lana Cloaninger	Revolving

Dated this 11<sup>th</sup> day of August 2003.

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G.R. Finch, Chairman

ATTEST:

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Greg Partch, Commissioner

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Maribeth Becker, CMC  
Clerk of the Board

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ABSENT  
Les Wigen, Commissioner

**061468 11. Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to authorize the Chairman to sign the annual management representation letter to State Examiner Alexandra Widman concerning the 2002 county audit.

**061469 12.** Chairman Finch read a letter to Judy Allen, Community Action Center regarding financial sponsorship for the "Facing the Future" seminar. Developmental Services agreed to sponsor \$200 as did Palouse Industries. Therefore, Whitman County does not need to provide any funding at this time. Commissioner Partch said Whitman County is spear-pointing this seminar on the east side of the state. This gives Whitman County an opportunity to visit specifically with Dennis Braddock and members of his staff about all social services and the impacts in 2004-2005. All neighboring cities/counties will be invited to the seminar planned for September or October.

**061470 13.** A listing of liquor licenses due to expire November 30, 2003 was received from the Washington State Liquor Control Board.

**061471 14. Motion** by Commissioner Partch **seconded** by Commissioner Finch to accept the quote from Design Effects for Projects 1, 2, 3, and 6 for repair/replacement of mini-blinds in the Courthouse for \$2,000 plus tax. Commissioner Partch indicated funds are available for this project from the window bonding proceeds. Motion **carried**.

**D061471A 15.** Chairman Finch informed those present that the county does plan to move the Weed Department to the Harrison Building by February 1, 2004. Facilities Management has been instructed to prepare the building for occupancy. It is the Board's intent to raise the existing Weed Department building to allow for additional parking. The cost to remodel the building is far greater than the economic value to the county.

**D061471B 16.** Commissioners' pending list reviewed.

**10:30 a.m. - Fran Martin, Public Health/Emergency Management Director.**

Present: Brett Bosse and Tammy Lewis.

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Ms. Martin met with the Board and presented 3 Emergency Management draft plans for their review.

**061472** 1. The Emergency Management Comprehensive Plan is the main plan detailing how emergency management will operate within the county. The Plan must be adopted and signed by the commissioners and submitted to the state by September 1<sup>st</sup>.

**061473** The Emergency Support Function #4 (Fire Service) is one of 10 emergency functions that will interact with the Comprehensive Plan. Depending upon the incident, the Comprehensive Plan would be used unless the incident is specific to one of the 10 listed emergency support functions.

**061474** The Incident Command System Standard Operating Guidelines is designed to effectively manage personnel and resources, and provide for the safety and welfare of personnel and all agencies involved in an emergency incident.

Ms. Martin advised the Board that she would be unable to complete all the required documents by September 1<sup>st</sup>. She plans to submit the Comprehensive Plan and a couple of the emergency support functions explaining to the state that she is in the process of updating the remainder of the 1991 documents.

The commissioners will render a decision August 18<sup>th</sup> on the draft plans.

**D061474A** 2. Ms. Martin indicated she is currently in the process of reviewing Americorp/Vista volunteer applications for Emergency Management data entry and education.

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

Present: Tammy Lewis.

**D061474B** 1. Mr. Dunford commented he had no new information to report this week.

**D061474C** 2. Chairman Finch questioned the county boundary line on the Johnson Road off of Bishop Boulevard in Pullman. Commissioner Partch suggested the county erect "city limit" signs to alleviate complaints from the public about the condition of Pullman City roads. Mr. Dunford also noted when the county reconstructed the Old Moscow Road years ago they did so to the stop sign by Mike Gormsens' driveway. The county has continued to plow snow and seal coat to this point, even though a portion of this road is within the city limits. However, the county does not maintain the city's portion of the Johnson Road. It was agreed Public Works would install the proper boundary line signage on the Johnson Road.

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**11:10 a.m. - Bev Welch, Finance/Information Services Director.**

Present: Brett Bosse and Tammy Lewis.

**D061474D 1.** Ms. Welch informed the commissioners what was originally going to be proposed for telephone needs has been postponed. She was initially going to request a Mitel PRI card to be installed in the current telephone system for extension purposes to the Public Works Shop and Fairgrounds and to eliminate the fast-busy problem. However, the card will not fit in the system. Therefore, Ms. Welch will look into other options and meet with the Board again next week.

**D061474E 2.** Commissioner Partch told Ms. Welch of surplus equipment at the Aging & Long Term Care office in Spokane. He tentatively put a hold on some items until staff has an opportunity to make an on-site visit this week.

**D061474F 3.** The Director gave a brief update on the status of the Information Services building remodel project.

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

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

Present: Dane Dunford (2:00 p.m.).

**061475 17.** Items discussed included jail health, the State Auditor's exit conference, and Hauser contract for Sheriff's antenna. No action taken.

**3:45 p.m. - Recess.**

**D061475A THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **August 12, 2003** at **1:30 p.m.** G.R. "Jerry" Finch, Chairman, Greg Partch, and Maribeth Becker, CMC, Clerk of the Board attended. Commissioner Wigen was unavailable.

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

Present: Brett Myers, Ron Rockness, Bob Ingalls, and Fran Martin (1:30 p.m.), and Bob Reynolds (2:30 p.m.).

**D061475B 18.** Items discussed included jail health and Fair health and safety issues. No action taken.

**3:00 p.m. - Adjournment.**

**D061475C** Commissioner Partch **moved** to adjourn the **August 11 and 12, 2003** meeting. Motion **seconded** by Commissioner Finch and **carried**. The Board will

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meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **August 18, 2003**. The foregoing action made this **12th** day of **August 2003**.

ss/ GREG PARTCH, Commissioner

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MARIBETH BECKER, CMC  
Clerk of the Board

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G.R. FINCH, Chairman  
Board of County Commissioners