

## Minutes for August 15, 2005

**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)-397-6200.

**064343 THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **August 15, 2005** at **9:00 a.m.** Greg Partch, Chairman, G.R. "Jerry" Finch and Les Wigen, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

**064344 1.** Items discussed included SEL letter, Prosecutor's letter, Cathy McMorris Committee, Whitcom/Homeland Security, software vendor options, NSF fee, ADO contract follow-up, Port meeting on ISR follow-up, WSU letter and the EAT meeting. No action taken.

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

Present: Debbie Snell, Kelli Campbell, Marlynn Markley and Tammy Lewis.

**D064344A 2. Motion** by Commissioner Finch to approve the consent agenda. Motion **seconded** by Commissioner Wigen and **carried**.

**064345 3.** Claims/Payroll warrants numbered **179996-180180** and **180417** for **\$257,009.89** approved.

<b>FUND</b>	<b>FUND NAME</b>	<b>AMOUNT</b>
001	Current Expense	50,606.37
102	Building & Development	10.44
103	Countywide Planning	164.43
104	Developmental Services	34,065.92
110	County Roads	71,066.39
117	Boating Safety	415.94
118	Inmate Welfare	815.20
123	Paths & Trails	10,579.49
127	Drug Enforcement	12,138.79
138	Federal Equitable Sharing	301.14
141	Washington Housing SHB 2060	9,698.49
400	Solid Waste	5,895.33
501	Equipment Rental & Revolving	47,625.57
510	Photocopier Revolving	1,372.13
511	Unemployment Insurance	864.17
513	Communications Revolving	432.21
660	Whitcom-General-660.911.000	1,329.22
660	Whitcom-Grant Funding-660.911.001	9,628.66

BOCC MINUTES-08/15/05

064346 4. August 15, 2005 minutes approved.

064347-064362 5. Personnel board orders approved.

10:05 a.m. - Bob Lothspeich and Bob Reynolds.

064363 6. Bob Lothspeich said in discussion with other departments that seem to have quite a few non-sufficient funds checks, some of which must be sent out to collection, it was determined it is not the responsibility of the Treasurer to act as the bank. Therefore, he requested the non-sufficient funds fee be increased from \$30.00 to \$40.00 countywide. Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to approve resolution 064363.

**RESOLUTION NO. 064363**

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, met in regular session on Monday, August 15, 2005; and,

WHEREAS, Whitman County is currently charging a service fee of \$30.00 on non-sufficient fund checks presented to county departments and agencies; and,

WHEREAS, the current fee of \$30.00 is no longer sufficient to cover the cost of processing these insufficient fund checks.

NOW, THEREFORE, BE IT HEREBY RESOLVED as of the 15th day of August 2005, the amount Whitman County departments and agencies charge for non-sufficient fund checks returned to the county is increased to \$40.00; and,

IT IS FURTHER RESOLVED each Whitman County department or agency that accepts checks will post a notice notifying the public that this service fee will be charged for each non-sufficient fund check returned to the county.

PASSED, APPROVED, AND ADOPTED THIS 15TH DAY OF AUGUST 2005.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Greg Partch, Chairman

ATTEST:

\_\_\_\_\_  
G.R. Finch, Commissioner

Maribeth Becker, CMC  
Clerk of the Board

Les Wigen, Commissioner

**064364** 7. Kelli Campbell explained the annual, minor revisions to the Workplace Violence Prevention Policy and Program. Commissioner Wigen **moved**, Commissioner Finch **seconded** the motion and it **carried** to approve the revised Workplace Violence Prevention Policy and Program.

**Resolution NO. 064364**

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

**IN THE MATTER OF** revising the WHITMAN COUNTY WORKPLACE VIOLENCE PREVENTION PROGRAM and POL-0100-40-HR PREVENTING & RESPONDING TO WORKPLACE VIOLENCE:

**WHEREAS**, the Human Resources Director has determined there is a need to revise the current policy in accordance with the annual review requirement of the Workplace Violence Prevention Program; and

**WHEREAS**, the Employee Safety Orientation checklist and phone numbers of Appendix B may be updated without a new resolution of the whole program; and

**WHEREAS**, Appendix B, the Employee Safety Orientation checklist and phone numbers and all Workplace Violence Prevention forms may be updated without a new resolution of the whole program; and

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

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Whitman County Board of Commissioners that the WHITMAN COUNTY WORKPLACE VIOLENCE PREVENTION PROGRAM and POL-0100-40-HR PREVENTING & RESPONDING TO WORKPLACE VIOLENCE is approved and adopted as attached and is effective August 1, 2005.

Dated at Colfax, WA this 15<sup>th</sup> day of August 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: August 1, 2005	Page: 1 of 2
<b>POLICY</b>	
Cancels: Res. # 056933	Approved by: BOCC
See Also:	Res. #064364

**POL-0100-40-HR PREVENTING & RESPONDING TO WORKPLACE VIOLENCE**

This policy applies to all non-elected Whitman County employees while on official county business or on county property.

**Definitions**

**Weapon** - Any firearm, knife, dangerous chemicals, explosives, blasting caps, chains, and other objects intended to injure or intimidate others.

**Workplace Violence** - Threats and/or acts of violence against an employee, client, or visitor. Includes threats to inflict physical harm, damages to property, or any purposeful or knowing behavior that would cause a reasonable person to feel threatened with physical harm committed by an employee or non-employee in the workplace. Does not include reasonable force in the defense of oneself or others and actions taken by public safety personnel and County employees while performing their duties as they are trained and required to do.

**WVPP** - Workplace Violence Prevention Program

**1. Whitman County Will Not Tolerate Violence in the Workplace**

Whitman County is concerned and committed to our employee's safety and health. The County refuses to tolerate any type of workplace violence committed by or against County employees, clients, or visitors. We will make every effort to prevent violent incidents from occurring by implementing a WVPP.

**2. Whitman County will Provide Authority and Resources**

Whitman County will make every reasonable effort to provide adequate authority and budgetary resources to responsible parties so that our goals and responsibilities can be met. Our program will be annually reviewed and updated as needed by the Whitman County Incident Team.

**3. Supervisors and Employees Implement and Maintain our WVPP**

Whitman County encourages employee participation in designing and implementing the WVPP. Supervisors and managers are responsible for ensuring all safety and health policies and procedures involving security are clearly communicated and understood by all employees, all incidents and hazards are accurately and promptly reported, and all rules are enforced fairly and uniformly.

**4. Whitman County Prohibits the Making of Threats or Violent Actions**

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on County premises will be reported to the proper authorities and fully prosecuted. This list of behaviors, while not inclusive, provides examples of conduct that is prohibited.

- Causing physical injury to another person
- Making threatening remarks
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person
- Intentionally damaging County or another employee's property
- Possession of a weapon while on County property or while on County business (Exceptions: (1) Commissioned Law Enforcement (2) Juvenile Services Staff (Chemical Spray) as approved by the Department Head)
- Committing acts motivated by, or related to, sexual harassment or domestic violence

**5. All Employees Must Follow Safe Work Practices**

As of July 1, 2001 and periodically thereafter, all employees will have training and instruction on general and job-specific workplace security practices. Each employee is responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe and secure work environment. All employees will adhere to work practices that are designed to make the workplace more secure, and will not engage in verbal threats or physical actions that create a security hazard for others in the workplace.

**6. Employees Must Immediately Report Violent or Potentially Dangerous Situations**

We require prompt and accurate reporting of all violent incidents, whether or not physical injury has occurred, by using the Violent

Act/Threat Reporting Form available from all supervisors or Human Resources. We will not discriminate against victims of workplace violence.

Any potentially dangerous situations must be reported immediately to a supervisor or the HR Department. All reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be contacted and the results of investigations will be discussed with them. The County will actively intervene at any indication of a possibly hostile or violent situation.

### **Whitman County Workplace Violence Prevention Program**

#### **Introduction**

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Whitman County is concerned and committed to our employee's safety and health. The County refuses to tolerate violence in the workplace and will make every effort to prevent violent incidents from occurring by implementing the following Workplace Violence Prevention Program (WVPP).

Each manager, supervisor, and employee is responsible for implementing and maintaining the WVPP and are encouraged to participate in designing and implementing our program. All employees must adhere to work practices that are designed to make the workplace more secure, and must not make verbal threats or physical actions that create a security hazard for others in the workplace.

All employees will have training and instruction on general and job-specific workplace security practices. Training and instruction will be provided when the WVPP is first established and periodically thereafter. Training is provided to all new employees and to other employees for whom training has not previously been provided. Additional training and instruction will be provided to all personnel whenever the employer is made aware of new or previously unrecognized security hazards.

Every employee is required to promptly and to accurately report all violent incidents or potentially dangerous situations whether or not physical injury has occurred. If an actual threat or act has taken place, the victim must complete the Violent Act/Threat Reporting Form available from all departmental supervisors or Human Resources. Also any potentially dangerous situations must be reported immediately to a supervisor or to the HR Department for investigation and remedy.

A copy of County Policy: **POL-0100-40-HR PREVENTING & RESPONDING TO WORKPLACE VIOLENCE** is readily available to all employees through Human Resources and from each manager and supervisor. Whitman County's WVPP document is available for review in the Human Resources office.

### **Workplace Violence Prevention Program Responsibility**

The WVPP Administrator is the Whitman County Human Resources Manager and he/she has the authority and responsibility for implementing the provisions of this program for Whitman County.

All managers, supervisors and employees are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the program. Supervisors and managers are responsible for ensuring that all safety and health policies and procedures involving security are clearly communicated and understood by all employees, all incidents and hazards are accurately and promptly reported, and all rules are enforced fairly and uniformly. Each employee is responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe and secure work environment.

In addition, the Whitman County Incident Team will assess the vulnerability to workplace violence at our establishments and reach agreement on preventative actions to be taken. This group will be responsible for reviewing employee training programs in violence prevention and plans for responding to acts of violence. They will also audit the overall WVPP compliance annually and recommend changes as needed.

### **Program Compliance**

Whitman County has established the following policy to ensure compliance with our rules on workplace security. County management is committed to ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by employees. All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

Our system ensures that all employees, including supervisors and managers, comply with work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions, which create a security hazard for others in the workplace. It includes:

- Informing employees, supervisors, and managers about our WVPP
- Evaluating the performance of all employees in complying with our workplace security measures
- Recognizing employees who perform work practices that promote security in the workplace
- Providing training and/or counseling to employees who need to improve work practices designed to ensure workplace security
- Disciplining employees for failure to comply with workplace security practices
- Reviewing the performance of departments in providing appropriate employee training on a regular basis

At Whitman County, we recognize that to maintain a safe, healthy and secure workplace we must have open, two-way communication between all employees, including managers and supervisors, on all workplace safety, health and security issues. We have a communication system designed to encourage a continuous flow of safety, health, and security information between management and our employees without fear of reprisal and in a form that is readily understandable. Our communication system consists of the following items:

- New employee orientation on the County's workplace security policies, procedures and work practices
- Periodic review of our WVPP with all personnel
- Training programs designed to address specific aspects of workplace security unique to Whitman County
- Regularly scheduled safety meetings with all personnel that include workplace security discussions
- A system to ensure that all employees, including managers and supervisors, understand the workplace security policies
- Posted or distributed workplace security information
- A system for employees to inform management about workplace security hazards or threats of violence
- Procedures for protecting employees that report threats from retaliation by the person making the threats

#### **Hazard Assessment**

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The Implementation Workplace Violence Committee completed an initial hazard assessment in May 2000. Beginning in 2001, the Whitman County Incident Team will perform, by the end of each July, a workplace hazard assessment for workplace security in the form of record keeping and review, periodic workplace security inspections, and may include a workplace survey. The assessment group will identify workplace violence and security issues and make recommendations to management and employees.

**Periodic updates and reviews of the following workplace violence reports and records will be made:**

- Occupational Safety and Health Administration (OSHA) 300 logs
- Workplace violence incident reports
- Information compiled for recording assault incidents or near-assault incidents (i.e. Threat & Assault Log)
- Insurance Records
- Police Reports
- Workplace Survey
- Accident Investigations
- Training Records
- Grievances
- Inspection Information

- Other relevant records or information

**The WC Incident Team will complete the report and record review by the end of July each year.**

Periodic inspections to identify and evaluate workplace security hazards and threats of workplace violence will be coordinated by the WC Incident Team and Safety Committee. Periodic inspections are performed according to the following schedule:

- When we initially established our Workplace Violence Prevention Program
- Yearly, by the end of July each year
- When new, previously unidentified security hazards are recognized
- When occupational injuries or threats of injury occur
- Whenever workplace security conditions warrant an inspection

Periodic inspections for security hazards consist of identification and evaluation of workplace security hazards and changes in employee work practices, and may require assessing for more than one type of workplace violence. Our establishment performs inspections for each type of workplace violence by using the methods specified below to identify and evaluate workplace security hazards.

**Inspections for workplace security hazards from violence by strangers (Type 1) include assessing:**

- The exterior and interior of the workplace for its attractiveness to robbers
- The need for security surveillance measures, such as mirrors or cameras
- Position of signs notifying the public that limited cash is kept on the premises
- Procedures for employee response during a robbery or other criminal act
- Procedures for reporting suspicious persons or activities
- Posting of emergency telephone numbers for law enforcement, fire and medical services where employees have access to a telephone with an outside line
- Limiting the amount of cash on hand
- Staffing levels during evening hours of operation and at other high risk times
- The use of work practices such as "buddy" systems, as appropriate, for identified risks (e.g., walking employees to their cars or mass transit stops at the end of the work day)
- Adequacy of lighting and security for designated parking lots or areas
- Electronic firewalls, anti-virus software, anti-spam software, etc.

**Inspections for workplace security hazards from violence by customers or clients (Type 2) include assessing:**

- Access to, and freedom of movement within, the workplace
- Adequacy of workplace security systems, such as door locks, security windows, physical barriers and restraint systems
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment
- Employee's skill in safely handling threatening or hostile service recipients
- Effectiveness of systems and procedures to warn others of a security danger or to summon assistance, e.g. alarms or panic buttons
- The use of work practices such as "buddy" systems, as appropriate, for identified risks (e.g., walking employees to their cars or mass transit stops at the end of the work day)
- Adequacy of lighting and security for designated parking lots or areas
- The availability of employee escape routes
- Electronic firewalls, anti-virus software, anti-spam software, etc.

**Inspections for workplace security hazards from violence by co-workers (Type 3) include assessing:**

- How well our establishment's anti-violence policy has been communicated to employees, supervisors and managers
- How well our establishment's management and employees communicate with each other
- How well our employees, supervisors and managers know the warning signs of potential workplace violence
- Access to, and freedom of movement within, the workplace by non-employees, specifically recently discharged employees
- Frequency and severity of employee-reported threats of physical or verbal abuse by managers, supervisors or other employees
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace
- Employee disciplinary and discharge procedures
- Electronic firewalls, anti-virus software, anti-spam software, etc.

**Inspections for workplace security hazards from violence by personal relations (Type 4) include assessing:**

- Access to, and freedom of movement within, the workplace by non-employees, specifically personal relations with whom one of our employee's is having a dispute
- Frequency and severity of employee-reported threats of physical or verbal abuse which may lead to violent acts by a personal relation
- Adequacy of workplace security systems, such as door locks, security windows, and physical barriers
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs
- The use of work practices such as "buddy" systems, as appropriate, for identified risks (e.g., walking employees to their cars or mass transit stops at the end of the work day)
- Adequacy of lighting and security for designated parking lots or areas
- Warning or police involvement to remove personal relations of employees from the work site and effectiveness of restraining orders
- Electronic firewalls, anti-virus software, anti-spam software, etc.

### **Workplace Survey**

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The Whitman County Incident Team may periodically distribute a survey among our employees to identify any additional issues that were not noted in the record and report review or the security inspection. The Implementation Workplace Violence Prevention Group didn't distribute an employee survey due to time constraints.

### **Final Recommendations**

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Based on the record/report review and workplace security inspections, the Implementation Workplace Violence Prevention Group has identified the following issues that need to be addressed:

### **Workplace Hazard Control and Prevention - Recommendations**

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In order to reduce the risk of workplace violence and based on the record/report review and workplace security inspections, the Implementation Workplace Violence Prevention Group has recommended the following measures:

### **Engineering Controls and Building or Work Area Design:**

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A list of possible safety projects and tasks was compiled after completion of the workplace security inspections. These were divided into six phases and presented to the Board of County Commissioners for review and possible planning and funding. Please see appendix A.

### **Workplace Practices**

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Recommendations include the periodic training/instruction of staff, reporting procedures for possible/actual violent acts or threats, County POL-0100-40-HR, enforcement policy, and monitoring, maintenance, and improvement of the County's WVPP.

### **Workplace Hazard Control and Prevention - Results**

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The Board of County Commissioners studied and considered the above recommendations as a result of the workplace violence hazard assessment and the comments of the Implementation Workplace Violence Prevention Group. The BOCC instructed some of the safety projects to be completed using established departmental and maintenance budgets. In addition, they've authorized budget from the infrastructure fund to be used toward the completion of service windows in the Assessor's, Clerk's, and Treasurer's Offices. It is anticipated that these projects will be completed by June 2001.

The Board of County Commissioners reviewed and adopted each of the above policies and procedures developed and recommended by the Implementation Workplace Violence Prevention Group as of July 1, 2000.

### **Training and Instruction**

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We have established the following policy on training all employees with respect to workplace violence and security.

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace security practices. Initial training and instruction will be provided after the WVPP is first established and periodically thereafter. Training shall be provided to all new employees and to other employees for whom training has not previously been provided. It shall also be provided to all employees, supervisors, and managers given new job assignments for which specific workplace security training for the job assignment has not previously been provided. Additional training and instruction will be provided to all personnel whenever the employer is made aware of new or previously unrecognized security hazards.

General workplace violence and security training and instruction includes, but is not limited to, the following:

- Explanation of the WVPP including measures for reporting any violent acts or threats of violence
- Recognition of workplace security hazards including the risk factors associated with the four types of violence
- Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to managers and supervisors
- Ways to defuse hostile or threatening situations
- Measures to summon others for assistance
- Employee routes of escape
- Notification of law enforcement authorities when a criminal act may have occurred
- Emergency medical care provided in the event of any violent act upon an employee

## **BOCC MINUTES-08/15/05**

- Post-event trauma counseling for those employees desiring such assistance

In addition, we provide specific instructions to all employees regarding workplace security hazards unique to their job assignment, to the extent that such information was not already covered in other training. We have chosen the following items for training and instruction for managers, supervisors and employees:

- Crime awareness
- Location and operation of alarm systems, panic buttons and other protective devices.
- Communication procedures
- Proper work practices for specific workplace activities, occupations or assignments, such as law enforcement, health care, public transportation, etc.
- Self-protection
- Dealing with angry, hostile or threatening individuals
- Using the "buddy" system or other assistance from co-employees
- Awareness of indicators that lead to violent acts by service recipients
- Employee assistance programs
- Review of anti-violence policy and procedures
- Managing with respect and consideration for employee well-being
- Pre-employment screening practices
- Role playing a violent incident

### **Incident Investigation**

Our procedures for investigating incidents of workplace violence - threats and physical injury - include:

- Reviewing all previous incidents
- Visiting the scene of an incident as soon as possible
- Interviewing threatened or injured employees and witnesses
- Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator
- Determining the cause of the incident
- Taking corrective action to prevent the incident from recurring
- Recording the findings and corrective actions taken

### **PROPOSED SAFETY PROJECTS**

### **APPENDIX A**

**As of May 2005**

#### **Training**

De-Escalation Techniques

Workplace Violence Prevention Update and annual review

Harassment Updates

## BOCC MINUTES-08/15/05

Panic Buttons  
Handling Difficult Customers  
Earthquake Drill  
Hazardous Devices  
Safety Committee & Its Members  
Incident Team  
Dialing 911 on County Phones  
Self-Defense  
Personal Security  
Periodic updates of all training  
How to use items that could be attractive to hostile individuals  
Field Safety (home visits, etc.)  
What to do if someone has a weapon

### Lighting

Courthouse & Public Service Bldg	Lighting at entrances and exits
Jail	Lighting in the parking lot
Sheriff's Office	Lighting at back door
Public Service Building	More light in the parking lot
Health	Light the department hallways
Outside Courthouse	Extra Lighting on Island Street

### Equipment/Tools

Courthouse & Public Service Bldg	Cameras
Courthouse & Public Service Bldg	Mirrors
Vaults	Panic alarms
Sheriff, Assessor, and DC	Bullet proof glass windows for customer service
Courthouse	Metal Detectors
Sheriff	Update camera and mirror system
Sheriff	Camera above jail and Mill St. parking
Sheriff	No cash or drugs sign in foyer
Sheriff	Door bells to alert people in back office
Chaplain	Bomb threat card
Sheriff	Emergency and Disaster Management Flip Chart
Sheriff	Metal detector and panic alarms
Sheriff	Tray slots with window and amplification system
Prosecutor	Panic Buttons
Prosecutor	Bomb threat cards
Prosecutor	Mirrors
Prosecutor	Tinted windows to offices
Prosecutor	Cameras
Prosecutor	Install extra door in the hallway next to attorney offices
Prosecutor	Locked door and wall where the gate is
Prosecutor	Reception desk bolted to the floor
Courthouse and Jail	Cameras on outside of the buildings
District Court	Voice amplification at window
District Court	Camera at front counter, probation reception and courtroom
Courts	Bailiff in all court proceedings
Clerk	Extra door in back of office
Probation	Change door to swing in to the hallway

**BOCC MINUTES-08/15/05**

Health	Cameras/mirrors at front counter and back door
Health	Panic buttons/buzzers in the exam rooms
Juvenile	An escape door
Juvenile	More panic buttons
Courthouse	Traction on the staircase on the East side of Bldg
Information Services	Mirror for back door
Public Works	Escape door for recycling
BOCC	Counter at front of department
Treasurer	Cameras/mirrors over cash drawers
Treasurer	"Limited cash" at cash drawers
Probation	Escape door
Probation	Mirrors for front door
Parks/DS & Fair/FM	Escape door
Public Service Building	Camera in hallway of building
	Paging system on County phones
Cooperative Ext.	Add an escape door
Sheriff	Upgrade Security System to Color/Recordable
PW Landfill	Scale House Drop Safe for Large Bills
PW Landfill	Scale House Lock for Cash Drawer
Sheriff	Armory Expansion
Information Services	Video camera

**Signage**

Cooperative Ext.	Move signage to other window
Courthouse	Larger signs banning weapons
Prosecutor	"No cash or drugs" sign
Prosecutor	"We prosecute robbers" sign
Clerk	"Limited cash" sign at front counter

**Policy**

Remove items easily available to the public that they could request or do not need access to	
Make WVPP material available in all locations	
Sheriff	Keep all weapons and files locked away
Courthouse	Security patrols
Courthouse	Tighter key control
Sheriff	Limit visibility of valuable items
Courthouse	Lock the courtrooms when not in use
Courtrooms	A bailiff or officer present during all court proceedings
Courthouse	Reserves act as security
Courthouse/Public Service Bldg	All employees wear name tags at all times

**Projects Accomplished:**

Health - Pullman	On Hold - Looking into Relocation	
Health - Jail	Cabinet Locks to Prevent Access	\$ 300.00
WCCS	Blinds for Small Meeting Room	\$ 1,000.00
County - Colfax	Improve Lighting Courthouse and PSB	\$ 175,000.00
	Night Lighting in Hallways-Walkway	
Assessor	One Service Window	\$ 5,000.00
Clerk	One Service Window	\$ 5,000.00 Requested Gate Instead

**BOCC MINUTES-08/15/05**

Treasurer	Two Service Windows	\$	10,000.00	Requested Gate Instead
Sheriff	One Service Window	\$	12,000.00	Already Exists
District Court	Service Window Glass			
Cooperative Ext.	Add Window to Door	\$	1,000.00	Existing window next to door
Juvenile Probation	Add Window in Door	\$	1,100.00	
Sheriff	One Keypad	\$	900.00	Remote Pass Button installed
Bldg. Maint. Office	Fix Ceiling Tiles from Water Damage	\$	100.00	Relocated
Courthouse	Remove/Trim Trees by Corner of Jail	\$	-	2001
Courthouse	Remove/Trim Trees by Prosecutor	\$	-	2001
Health - Colfax	Carpet Bubbles – Environ. Health	\$	3,000.00	
Health - Jail	Additional Cabinets to Secure Clutter	\$	1,000.00	
Juvenile (Old Law Library)	Traction by Door	\$	25.00	
Parks	Install Phone in Storage Room	\$	900.00	
PSB - Kitchen	Carpet - Unraveling ~2 Inches - Hazard	\$	4,000.00	Patched
Public Works	Latch for Front Gate	\$	50.00	2001
PW Landfill	Scale House Panic Button-Audio/Visual	\$	3,500.00	Audio, no Visual
PW Landfill	Trim Desk to Work as a Barrier	\$	80.00	
Weed	Ceiling Lights over Front Door	\$	10.00	Relocated
Weed	Secure Back Step Tread	\$	-	Relocated
PW - Landfill	Email Access?			?
Sheriff	Awning over Back Door Steps	\$	7,000.00	Carpeted instead
Health-Colfax	One Keypad	\$	900.00	
IS	One Keypad	\$	900.00	Relocated
Juvenile Probation	One Keypad	\$	900.00	
Juvenile (Old Law Library)	One Keypad	\$	900.00	
Treasurer	Two Keypads	\$	1,800.00	Gates instead
All Requesting Colfax Dept.	Panic Buttons			
All Colfax Common Areas	Sensor Lighting			
Vault	Night Lighting			
All Colfax Buildings	Evacuation/Hazardous Device Policy			
All Colfax Buildings	Annual Fire Inspection			
Health - Colfax	Back Door Sign "Not a Public Entrance"	\$	25.00	
Public Works	Secure Cubical Partitions	\$	100.00	
Sheriff	Gate Outside Stairwell to Garage	\$	1,000.00	
Outside Courthouse	Inadequate Parking			?
Parks	Escape Door Between Health/Parks	\$	2,500.00	Replaced by panic room
Prosecutor	Escape Door -In Library Area?	\$	3,500.00	
Assessor	Two Keypads	\$	1,800.00	
Clerk	One Keypad	\$	900.00	
Public Works	One Keypad	\$	900.00	Declined
Superior Court	Add Window & Keypad-Jury Hallway	\$	2,000.00	
Cooperative Ext.	Co. Chair Office			

<u>County Courthouse</u>	<u>Public Service Building</u>	<u>Information Services Building</u>	<u>Sheriff/Correctional Facility</u>	<u>Weed Control Building</u>
400 N. Main Street Colfax, WA 99111 (509) 397-6200	310 N. Main Street Colfax, WA 99111 (509) 397-4622	301 N. Mill Street Colfax, WA 99111 (509) 397-6228	411 N. Mill Street Colfax, WA 99111 (509) 397-6266	111 E. Upton Street Colfax, WA 99111 (509) 397-6261

<b>In Case of Emergency</b>
<b>Step I:</b> Dial 9-911
<b>Step II:</b> Inform Your Supervisor
<b>Step III:</b> Contact an Incident Team Member

**Whitman County Incident Team**

Report any event that can cause deaths or significant injuries, disrupt or shut down operations, cause physical or environmental damage, or threaten the financial standing or public image of the county, its employees, customers or the general public to a member of the Incident Team:

Sharron Cunningham, Administrative Services	x267 or x200
Kelli Campbell, Human Resources	x304 or x205
Tim Myers, Parks/Developmental Services	x332 or x238
Fran Martin, Public Health	x640 or x280
Dane Dunford, Public Works	x211 or x400
Brett Myers, Sheriff's Office	x309 or x266
Bob Reynolds, Fair/Facilities Management	x263 or x329
BOCC, Chair	x202 or x200

**After Hours Parking Lot Escort x305**

If you would like an escort to your car after hours, please contact the jail facility at extension 305 for scheduling.

**Local Resources – Non-Emergency**

**City of Colfax**

City Hall	(509) 397-3861
Police	(509) 397-4616
Fire/Ambulance	(509) 397-3416

**Employee Assistance Program** 1-866-535-4074 \*Free to Employees/Family-Completely Confidential

**Whitman County Offices**

Commissioner's Office	X200
Human Resources	X205
Maintenance	X263
Public Health	X280
Public Works	X400
Sheriff's Office	X266

**Whitman County – Outside Colfax**

Location	Address	City, State, Zip	Phone
<b>District Court-Pullman</b>	SE 325 Paradise St.	Pullman, WA 99163	(509) 332-2065
<b>Kamiak Butte</b>	Fugate Road	Whitman County, WA	Private
<b>Klemgard Park</b>	Union Flat Road	Whitman County, WA	(509) 397-6263
<b>Wawawai Park</b>	Wawawai Road	Whitman County, WA	Private
<b>Fairgrounds</b>	322 Fairgrounds Rd, SR 26	Whitman County, WA	(509) 397-3753
<b>County Landfill</b>	252 Landfill Road	Whitman County, WA	(509) 334-2400
<b>Oakesdale Shop</b>	801 W. Steptoe St.	Oakesdale, WA 99158	(509) 285-4301
<b>Colfax Shop</b>	201 Duncan Springs Rd	Colfax, WA 99163	(509) 397-4733
<b>St. John Shop</b>	7 South Main St.	St. John, WA 99171	(509) 648-3946
<b>Palouse Shop</b>	230 E. Union	Palouse, WA 99161	(509) 878-1451
<b>Colton Shop</b>	708 Broadway	Colton, WA 99113	(509) 229-3427
<b>Pullman Shop</b>	2041 Country Club Road	Pullman, WA 99163	(509) 332-2328
<b>Lacrosse Shop</b>	320 N. Clark	Lacrosse, WA 99143	(509) 549-3946

In Case of Emergency
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### Whitman County Incident Team

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Sharron Cunningham, Administrative Services	(509) 397-6200
Kelli Campbell, Human Resources	(509) 397-6205
Tim Myers, Parks/Developmental Services	(509) 397-6238
Fran Martin, Public Health	(509) 397-6280
Dane Dunford, Public Works	(509) 397-4622
Brett Myers, Sheriff's Office	(509) 397-6266
Bob Reynolds, Fair/Facilities Management	(509) 397-6263
BOCC, Chair	(509) 397-6202

### Local Resources – Non-Emergency

City	City Hall	Police	Fire/Ambulance
<b>Colfax</b>	(509) 397-3861	(509) 397-4616	(509) 397-3416
<b>Pullman</b>	(509) 334-4555	(509) 334-0802	(509) 332-8172
<b>St. John</b>	(509) 648-3905	(509) 648-3905	(509) 648-3950
<b>Oakesdale</b>	(509) 285-4020	(509) 285-5333	(509) 285-4020
<b>Colton</b>	(509) 229-3887	(509) 229-3887	(509) 229-3887
<b>Palouse</b>	(509) 878-1811	(509) 878-1611	(509) 878-1811
<b>Lacrosse</b>	(509) 549-3330	(509) 549-3330	(509) 549-3330

**Employee Assistance Program: 1-800-535-4074 \*Free to Employee/Family–Completely Confidential**

**Whitman County – Pullman Health**

**Whitman County Public Health – Pullman Office**

1205 SE Professional Mall  
Pullman, WA 99163  
(509) 332-6752

<b>In Case of Emergency</b>
<b>Step I:</b> Dial 911
<b>Step II:</b> Inform Your Supervisor
<b>Step III:</b> Contact an Incident Team Member

**Whitman County Incident Team**

Report any event that can cause deaths or significant injuries, disrupt or shut down operations, cause physical or environmental damage, or threaten the financial standing or public image of the county, its employees, customers or the general public to a member of the Incident Team:

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- Dane Dunford, Public Works (509) 397-4622
- Brett Myers, Sheriff’s Office (509) 397-6266
- Bob Reynolds, Fair/Facilities Management (509) 397-6263
- BOCC, Chair (509) 397-6202

**Local Resources – Non-Emergency**

**City of Pullman**

- City Hall (509) 334-4555
- Police (509) 334-0802
- Fire/Ambulance (509) 332-8172

**Employee Assistance Program** 1-866-535-4074 \*Free to Employees/Family – Completely Confidential

**Whitman County Offices**

- Commissioner’s Office (509) 397-6202
- Human Resources (509) 397-6205
- Maintenance (509) 397-6263
- Public Health (509) 397-6280
- Sheriff’s Office (509) 397-6266

The following guidelines will assist management to minimize the potential of workplace violence and threats:

- Conduct pre-employment screenings on all new employees.
- Provide training on what to do in the event of violent confrontation, how to avoid being a victim, and to know how and where to report violent acts or threats.
- Provide a means to alert others to a dangerous situation.
- Establish ground rules of acceptable behavior.
- Limit former employees from unlimited access to the workplace.

During normal duty hours access to the clinic and office area will be restricted.

Whenever an employee enters the building during non-business hours, they will lock the door behind them preventing any unauthorized entry.

Each public health professional must evaluate the potential danger of each client and discuss any concerns with their supervisor.

Under no circumstances should a public health professional provide services in a client's home if they are concerned with their personal safety. A buddy system with another professional may be used, or the client may be required to come to the office or clinic.

The following guidelines should be used when a public health professional determines a client to be dangerous:

- The circumstances are discussed with their immediate supervisor.
- The justification is discussed with the management team.
- The determination, with justification, is documented and maintained in the Clients record.

Each staff departing the buildings during normal business hours will write on the board their planned destination and estimated time return.

If it is believed that the return of a staff is overdue, the following steps should be taken:

- Immediately contact the staff's immediate supervisor.
- Telephone if possible the last known visit.
- Telephone the staff's home or cellular phone if possible.
- Notify the local law enforcement for a welfare check.

Protective Orders

All staff who apply for or obtain a protective or restrain order which list Whitman County Public Health locations as being protected areas, must provide to their supervisor a copy of the petition and declarations used

to seek the order, a copy of any temporary protective or restraining which is granted, and a copy of any protective or restraining order which is made permanent. Whitman County Public Health understands the sensitivity of the information requested and has developed confidentially procedures, which recognize and respect the privacy of the reporting staff.

**When a potential violent situation occurs, staff members will:**

- Have all clients moved from the area by means of the back door.
- Notify all staff of the location and incident
- When needed, a plan of action will be defined, with the staff member assuming a leadership role.
- The staff member assuming leadership will:
  - a. Have a staff member contact the local law enforcement.
  - b. Assure that physical intervention of staff members will not be attempted.
  - c. Determine an available, secure area.
  - d. Ensure that the clinic or office environment is free of all potentially harmful objects.
  - e. Debrief the incident with all staff.
  - f. Review the incident with assigned staff and assess any preventive measures.
  - g. Document the incident on required County Forms and in the Clients records.

**All staff will be knowledgeable about the Warning Signs of Potentially Violent Individuals and Personal Conduct to Minimize Violence. See attachments.**

**Staff will follow all Policies and Procedures otherwise adopted by the Board of Whitman County Commissioners.**

(Forms on file)

**064065** 8. Action on the Auditor's Centennial Document Preservation Fund resolution was tabled to August 22<sup>nd</sup>.

**064366** 9. Marlynn Markley, District Court Administrator stated part of the fines collected by District Court go to the state. One of the programs those fines fund is the Judicial Information System, which is the state court computer database system. The Courts are on a 5-year equipment replacement schedule for PC's. Whitman County District Court is beginning the preparations for scheduled replacement in 2006.

The Court has the option of the state purchasing the computers or the county. They have used both methods in the past. However, Ms. Markley felt they received much better value for the dollar when assisted by the county's

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Information Services (IS) Department. Therefore, she is proceeding using that method again and has provided IS with the state's specifications. The state allows a total of \$1,250 per PC and is replacing 11 in Whitman County for a total of \$13,750. The county must expend the funds first and is then reimbursed by the state. The county is to dispose of the monitors, keyboards and mouse, but the state requires the old PC's be returned to them. Although one laptop is authorized, District Court does not have a need for one at this time. All new PC's will be desktop models.

Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to authorize purchasing state funded computer equipment for District Court.

**064367** 10. Bob Reynolds presented a contract addendum with Service Masters Building Maintenance for the addition of area 8, the Public Health office in Pullman. Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to approve an addendum to the Service Masters Building Maintenance contract for the Pullman Public Health office.

**064368** 11. At the request of Cindy Wigen, Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to approve a letter supporting the Palouse Consortium for Rural Outreach and Project ACCESS.

**064369** 12. An email was received from Whitcom regarding a recent combine rollover in Steptoe Canyon. This is another instance where the Phase II cellular equipment and mapping displays plotted the exact location and emergency equipment was dispatched.

**064370** 13. A listing of liquor licenses due to expire November 30, 2005 was received from the Washington State Liquor Control Board.

**064371** 14. Proposed changes to County Road Administration Board maintenance management rules was received.

**064372** 15. A copy of a letter sent to the Mayor of Farmington was received from the Department of Community, Trade and Economic Development stating the Town of Farmington has been selected to receive up to \$300,000 in CDBG funds for 2005.

**064373** 16. A copy of a letter sent to the Finance Director was received from Sgt. Hamilton of the Sheriff's Office concerning the Federal Asset Sharing fund.

17. Executed copies of the following documents received:

**064374** Pullman Misdemeanor and Gross Misdemeanor agreement for 2004-2005

**064375** Tetra Tech/KCM for Natural Hazards Mitigation Plan

**D064375A** 18. Commissioners' pending list reviewed.

10:40 a.m. - Recess.

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

Present: Michael Schuler, Debbie Snell and Tammy Lewis.

**Action Items:**

**064376** 1. Michael Schuler distributed copies of the Planning Commission's finding of facts and recommendation associated with the Port of Wilma North Clarkston Subdivision No. 2 final plat.

Debbie Snell said this project has been a long time coming. This is the final formalization of the plat. County staff and the Planning Commission have been very helpful in going through the process. Thirteen lots were created of which 12 are rentable. The Port has its first tenant, Clearwater Disposal, who has built a transfer station for solid, liquid and sump pump waste.

Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to accept the Planning Commission's recommendation to approve the Port of Wilma North Clarkston Subdivision No. 2 final plat proposed by the Port of Whitman County.

**064377** 2. The formal transmittal for the Darin McKee Short Plat #2, Cluster B rezone was received from Mr. Schuler. Commissioner Wigen **moved**, Commissioner Finch **seconded** the motion and it **carried** to set the decision on amending the Whitman County Zoning Map for the proposed Darin McKee (McKee Short Plat #2, Cluster B) rezone, changing approximately 20 acres of land from the Agricultural District to Cluster Residential District, to be held in this room at 11 a.m. on August 22, 2005.

**Maintenance Division:**

**D064377A** 3. The Director noted Friday night's storm required a couple crewmembers to work out until 9 p.m. removing trees across county roads.

11:25 a.m. - Recess.

11:30 a.m. - Sharron Cunningham, Administrative Services Director.

Present: Bev Welch, Eunice Coker, Janet Schmidt, Doug Robinson, Kelli Campbell, Tim Myers, Dane Dunford, Bob Lothspeich, Bob Reynolds and Tammy Lewis.

The following individuals contacted the Clerk of the Board regarding their absence from today's meeting: Peggy Wright and Fran Martin.

**064378** The July 2005 ending financial report provided by Ms. Cunningham.

July 2005 Cash Balance - \$1,353,802

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July 2004 Cash Balance - \$1,417,737

July 2005 Revenue - \$5,081,590 - 52,45% of budget.

July 2004 Revenue - \$4,827,783 - 53.22% of budget.

July 2005 Expenditures \$5,199,347 - 52.13% of budget.

July 2004 Expenditures \$5,155,505 - 51.64% of budget.

**11:50 a.m. - Recess.**

**1:00 p.m. - Ken Olson, Palouse Economic Development Council (PEDC).**

Present: Tammy Lewis and Megan Doyle.

**064379** Ken Olson said he incorporated the commissioners' comments from the last meeting into a proposal for the ADO contract that he went on to review. His proposal included a half-time position to work on Whitman County economic development, either contracted or hired as an employee by PEDC.

Chairman Partch asked about the Department of Community, Trade and Economic Development (CTED) requirements and matching funds. Mr. Olson thought PEDC could cover the match but any additional in-kind services would be helpful, i.e. office space, computers, copiers, etc. The more the \$29,000 can be offset through matching funds, the more money could go towards the communities. CTED does require a dollar for dollar match whether it be hard cash or in-kind. Chairman Partch made Mr. Olson aware Whitman County has no extra funding available for matching funds.

Mr. Olson said there was discussion at the last PEDC meeting about having the member counties begin to consider putting some amount back into the organization. No action has been taken so it is not required at this time.

Commissioner Finch said the county might have some office space that could be used as in-kind and possibly computer equipment through the county IS Department.

Due to information received today that he hasn't had an opportunity to share with the other commissioners, Chairman Partch requested deferring this decision until September 12<sup>th</sup>. Mr. Olson said if PEDC was selected as the ADO contractor on the 12<sup>th</sup>, the PEDC Board could take official action at their meeting on September 13<sup>th</sup>. He also pointed out the Whitman County Commissioners would have one seat on the PEDC board and three other positions to be named from the county.

**1:30 p.m. - Fran Martin, Public Health/Emergency Management Director.**

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**064380** Upon presentation, the Chairman signed a 2005-2007 grant application to the Washington State Archives Local Records Grant Program for Public Health records.

**1:35 p.m. - Board Business Continued/BOCC Workshop.**

Present: Fran Martin (1:35 p.m.) and Tim Myers (2:10 p.m.).

**D064380A 19.** Items discussed included the revised space allocation drawings and developmental services updates. No action taken.

**3:00 p.m. - Joint Port of Whitman/County Commissioners.**

Present: John Love, Dan Boone, Bob Gronholz, Michelle Bly of Progressive Engineering, Tammy Lewis and Megan Doyle.

**064381 1.** All 6 commissioners were present to review and reprioritize 2005 WA-CERT applications, two of which are currently unranked.

**064382** The commissioners reviewed the letter from the Department of Community, Trade and Economic Development (CTED) notifying Royce Johnson, Mayor of Farmington, that the town was awarded up to \$300,000 in CDBG funds for the sewer system rehabilitation.

Chairman Partch said according to Mayor Johnson, projects ranked above Farmington on the 2005 list are either already funded (Endicott, Lamont and Tekoa), do not meet the CDBG income requirements according to the 2000 census (St. John, Palouse and Colfax) or they are not a CDBG eligible applicant (Whitman County Hospital District #3).

Michelle Bly spoke on behalf of Garfield who has a WA-CERT application for a water system plan. A couple years ago Garfield completed a small water project system management plan approved by the Department of Health. Since then, more growth has occurred in the town leaving them only 13 approved water connections left under the Department of Health umbrella for the small system water management plan. In order to obtain more approved water connections Garfield must develop the next phase of the study, a water system plan that will take a year to complete. The town is looking for funding for that plan. Today Garfield submitted a pre-development grant to CTED for a \$24,000 CDBG Planning Only grant funds. Garfield will put up the remaining \$11,000 from their reserves. Ms. Bly pointed out Garfield does meet the income requirements for both the CDBG and CIF program through CTED.

Upon conclusion of their review, it was the consensus of all commissioners that the WA-CERT applications should be ranked as follows:

- #1 - Rosalia water rights and well equipment (previously unranked)
- #2 - Garfield water system plan (previously unranked)
- #3 - Farmington sewer system rehabilitation (previously ranked #12)

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The remainder of the applications would then move down the list accordingly.

Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to reprioritize the 2005 WA-CERT applications as noted above. The new ranking was forwarded to the State and all applicants.

**064383 2.** Discussion concerning the use of .08 funds towards the Isothermal System Research \$3.2 million expansion project in Pullman was held. The Port requested \$600,000 (25% Loan-\$150,000) and (75% Grant-\$450,000) from the county.

John Love said the Port needs a commitment from the county within the next 1-2 weeks so when Joe Poire' speaks before the CERB Board he can assure them the Port has local funding as well as Port funding. Dan Boone said in addition, a lease with ISR could be included in the packet.

John Love pointed out the goal is to create 75 additional jobs in our communities.

Commissioner Wigen asked when the loan is repaid, will the lease money continue to go to the Port and John Love responded, yes. The Port will continue to collect lease funds for the Port's building.

Commissioner Finch asked what would be a reasonable time before the 25% loan would be repaid. Chairman Partch clarified Whitman County does not currently have \$600,000 in .08 funds and would have to borrow the money in-house. Repayment of the county's loan would have to be repaid in a certain period of time with interest and the reason for Commissioner Finch's question.

Chairman Partch said Joe Poire' indicated to him that the Port's proposal is for 75%-grant/25% loan, but CERB could change that to a 50%-grant/50%-loan.

Chairman Partch said the county made a similar offer to the City of Pullman for infrastructure. Although the City declined the offer, the pay back time is the critical part. What the commissioners heard from the public was they didn't mind the county lending .08 funds to the city, but not to lend it all. They asked that some .08 money be retained for smaller community projects. If they could lengthen payment of the \$600,000 grant/loan to the Port over 5 years, he could foresee the ability to honor both the Port's request and still have funds available for the smaller communities.

John Love said the only problem is that the Port must have the money within the next few weeks to begin construction.

Commissioner Finch pointed out this is all premised on receiving the CERB grant. If the grant/loan isn't received, the project doesn't move any further.

Chairman Partch indicated the county has some homework to do before they can make a decision.

In response to a question raised by Bob Gronholz the county commissioners agreed it would be helpful if the Port provided written pay back information. Commissioner Finch said a fixed amount plus interest is the only way he would be willing to approve this project.

Bob Gronholz said the Port Manager's biggest concern is to have the county's answer prior to going before the CERB Board.

Commissioner Wigen asked what ISR would be contributing towards this project other than the lease with the Port and John Love said leasehold tax.

Bob Gronholz said the Port is currently renting a building to ISR at a very low rate of return to retain the business in Whitman County. The justification to the taxpayers is that the tax revenue generated far offsets what the Port would gain if they charged a normal lease rate.

John Love summarized, as he understands, both boards basically agree in concept and will work on the details with their respective parties and all members concurred.

**064384** 3. A copy of the 2002-2005 Port projects in small communities was received from the Port commissioners.

**064385** 2005 WA-CERT reprioritization resolution.

**RESOLUTION NO. 064385**

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

**ENDORING REPRIORITIZED 2005 WA-CERT PROJECTS**

WHEREAS, the Board of Whitman County Commissioners recognizes the importance of supporting projects that enhance the economic health, education, welfare and quality of life in Whitman County; and,

WHEREAS, the Board supports the submission of projects for potential funding and/or technical assistance through the auspices of the Washington Community Economic Revitalization Team; and,

WHEREAS, potential applicants were made aware of the opportunities available through WA-CERT and the process by which projects would be prioritized; and,

WHEREAS, applicants fully participated in the prioritization of all projects; and,

**BOCC MINUTES-08/15/05**

WHEREAS, the projects have been reviewed and reprioritized jointly by the Port of Whitman County and Whitman County Commissioners and are listed in order of their priority, as established by the commissioners on August 15, 2005.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Whitman County Commissioners shall accept and endorse the below-listed 2005 reprioritized projects for submittal to the Washington Community Economic Revitalization Team (WA-CERT) for potential funding and/or technical assistance.

**2005 REPRIORITIZED WA-CERT RANKING**

<b>Rank</b>	<b>Agency</b>	<b>Project</b>
1.	Rosalia	Water Rights Purchase and Well Equipment
2.	Garfield	Water System Plan
3.	Farmington	Sewer System Rehabilitation
4.	St. John	St. John Public Service Center
5.	Endicott	Water System Comprehensive Plan
6.	Palouse	New Municipal Water Reservoir
7.	WCHD #3	Assisted Living/Senior Housing Access Road
8.	Lamont	Water System Improvements Project
9.	Tekoa	Infrastructure Extension to Airport
10.	WCHD #3	Assisted Living Project
11.	Colfax	Mill Street Reconstruction Project
12.	Tekoa	Comprehensive Wastewater System Planning
13.	Palouse	City of Palouse Fisher's Addition Sanitary Sewer
14.	WCHD #3	Senior Housing Project Development
15.	Endicott	Emergency Services Building
16.	Uniontown	Wastewater Facilities Plan
17.	Colton	Design Phase Activated Sludge Treatment Plant

DATED at Colfax, Washington this 15th day of August 2005.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Greg Partch, Chairman

ATTEST:

\_\_\_\_\_  
G.R. Finch, Commissioner

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

\_\_\_\_\_  
Les Wigen, Commissioner

**4:10 p.m. - Recess.**

**BOCC MINUTES-08/15/05**

**D064385A THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **August 16, 2005** at **10:00 a.m.** Greg Partch, Chairman, G.R. "Jerry" Finch and Les Wigen, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Janet Schmidt and Steve Van Vleet (10:00 a.m.) and Sharron Cunningham and Bob Lothspeich (15:00 a.m.).

**D064385B 20.** Items discussed included the county ADO contract and ISR expansion request from the Port. No action taken.

**12:10 a.m. - Recess.**

**3:00 p.m. - Board Business Continued/BOCC Workshop.**

Present: Bev Welch, Kris Bunch, Brandon Burch and Sharron Cunningham (3:00 p.m.) and Brett Myers and Ron Rockness.

**D064385C 21.** Items discussed included the financial software system and Sheriff's Office related issues.

**5:00 p.m. - Adjournment.**

**D064385D** Commissioner Finch **moved** to adjourn the **August 15 and 16, 2005** meeting. Motion **seconded** by Commissioner Wigen and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **August 22, 2005**. The foregoing action made this **16th** day of **August 2005**.

ss/ G.R. FINCH, Commissioner  
ss/ LES WIGEN, Commissioner

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MARIBETH BECKER, CMC  
Clerk of the Board

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GREG PARTCH, CHAIRMAN  
Board of County Commissioners