

BOCC Minutes - 08/19/19

082051 **THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, August 19, 2019** at **9:00 a.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent, Commissioners, and Connie Ellis, Deputy Clerk of the Board, attended.

10:00 a.m. - Flag Salute.

Present: Bill Spence, Jessica Jensema, Lance Bishop, Paul Spencer, Brandy Dean, Bailey Wiedmer, Sandy Jamison, and Garth Meyer (10:00 a.m.), Maribeth Becker (10:30 a.m.).

D082051A **1. Pledge of Allegiance.**

Consent Agenda:

082052 **2.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to accept the consent agenda as presented.

082053 **3.** Treasurer's Wire Transfers and Check Report in the amount of **\$110,985.41** and General Claims/Veterans' Relief warrants numbered **344491-344589** for **\$202,016.59** approved.

082054 **4.** August 5, 2019 minutes approved.

082055-082060 **5.** Personnel change orders approved.

082061 **6.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to approve MasterCard through First Bankcard of Omaha NE for authorized user Robin Jones with a credit line of \$2,500.

082062 **7.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to approve the revised 2019 Capital Improvement Program project list as presented.

082063 **8.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to sign the board order awarding the RFP for time keeping software to TimeClock Plus as presented.

082064 **9.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to eliminate Hotel/Motel Tax Fair fund #115.300.000 and replace the fund with the Hotel/Motel Tax fund #115.350.000.

082065 **10.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to approve the information technology director to purchase a Lenovo DS4000H storage array.

082066 **11.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to authorize the publishing of a notice of hearing for the proposed sales and use tax authorized by SHB 1406.

082067 **12.** The regular meeting was recessed and the hearing convened by the Chairman for Whitman County Code 2.02 Citizens' Commission on Salaries for Certain Elected Officials.

Present: Bill Spence, Jessica Jensema, Paul Spencer, Brandy Dean and Garth Meyer (10:30 a.m.).

Staff report provided by Clerk of the Board, Maribeth Becker as follows: Human Resource director, Kelli Campbell, requested language change in the definition area defining who qualifies as family members to comply with federal law.

The hearing was opened to public comment. There being no further comments the hearing was adjourned and the regular meeting reconvened.

082068 13. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to adopt ordinance revising Whitman County Code 2.02 Salary Commission.

ORDINANCE NO. 082068
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

WHEREAS, the Whitman County Board of Commissioners met in their Chambers on this 19th day of August, 2019; and,

WHEREAS, a public hearing was conducted this day to consider revisions to Whitman County Code, Title 2, Chapter 2.02-Citizens' Commission on Salaries for Certain Elected Officials.

NOW, THEREFORE, BE IT HEREBY ORDAINED that the Whitman County Board of Commissioners duly approves the attached revisions to Whitman County Code, Title 2, Chapter 2.02-Citizens' Commission on Salaries for Certain Elected Officials as described herein.

PASSED, APPROVED AND ADOPTED this 19th day of August, 2019 and effective as of this date.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Arthur D Swannack, Chairman

Dean Kinzer, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board
BY: Connie Ellis, Deputy
Clerk of the Board

Michael Largent, Commissioner

2.02 CITIZENS' COMMISSION ON SALARIES FOR CERTAIN ELECTED OFFICIALS

2.02.040 - SALARY COMMISSION.

A. Establishment—Whitman County Citizens' Commission on Salaries for Certain County-Elected Officials. There is hereby established an advisory commission on salaries of certain county officials, hereafter "commission" to consist of ten members. The composition of the commission shall be as follows:

1. Six of the ten commission members shall be selected by lot by the county auditor from among those registered voters eligible to vote at the time persons are selected for appointment to full terms on the commission under subsection B of this section. The county auditor shall select two commission members living in each county commissioner's district. The county auditor shall establish policies and procedures for conducting the selection by lot. The policies and procedures shall include, but not be limited to, those for notifying persons selected and for providing a new selection from a county commissioner's district if a person selected from the district declines appointment to the commission or, if, following the person's appointment, the person's position on the commission becomes vacant before the end of the person's term of appointment.
2. The remaining four of the ten commission members must be residents of Whitman County and shall be appointed by a majority vote of the county legislative authority. The persons selected under this subsection shall have had experience in the field of personnel management. Of these four members, one shall be selected from each of the following four sectors in the county: business, professional personnel management, legal profession, and organized labor.
3. Members of the commission may not include any officer, official or employee of the county or any of their immediate family members. "Immediate family member"

as used in this subsection means the parents, spouse, siblings, children or dependent relatives of the officer, official or employee, whether or not living in the household of the officer, official or employees (RCW 36.17.024(2)(e).

4. The board of county commissioners reserves the right to disband the commission by a unanimous vote of the legislative authority.
- B. Terms. Appointments to the commission shall be for terms of four years. No person may be appointed to more than two such terms. Provided, however, the clerk of the board of county commissioners shall by lot, establish the initial terms of members of the commission so that, of the members of the commission:
1. Two shall be appointed for one year;
 2. Two shall be appointed for two years;
 3. Three shall be appointed for three years;
 4. Three shall be appointed for four-year terms; and
 5. Thereafter, successors to the first members shall be appointed for four-year terms;
 6. No member of the commission may be removed by the county legislative authority during his or her term of office unless for cause of incapacity, incompetence, negligence of duty or malfeasants or for a disqualifying change of residence. Removal will require a majority vote of the board of county commissioners.
- C. Vacancies. Upon a vacancy in any position on the commission, a successor shall be selected to and appointed to fill the unexpired term in the same manner as the initial appointment and the appointee shall fill the unexpired term. The selection and appointment shall be concluded within sixty days of the date the position becomes vacant and shall be conducted in the same manner as for the original appointment.
- D. Officers. The commission shall elect on a yearly basis a chairperson, vice-chairperson, secretary and such other officers as deemed necessary. The chairperson or his or her designee shall preside over all meetings and shall be a voting member of the commission.
- E. Rules and Regulations and Assistance. The commission shall be subject to the provisions of the Open Meeting Act. It shall keep minutes of all meetings and shall further adopt rules and regulations for the transaction of business. The setting of salaries shall be by an affirmative vote of not less than six members. The staff of the board of county commissioners, including the clerk of the board, and the human resources office of the county shall assist the commission by providing information and other such assistance as the commission requests.
- F. Compensation—Expenses. Members of the commission shall serve without compensation and/or per diem.
- G. Powers and Duties of the Commission.
1. The commission shall set salaries of the following Whitman County elected officials:
 - a. Auditor;
 - b. Assessor;
 - c. Clerk;
 - d. Commissioners;
 - e. Coroner;
 - f. Prosecuting attorney (County Portion); the salary of the Prosecuting Attorney shall consist of the sum of the County portion and the State portion. The County portion shall be set by the Salary Commission. The State portion shall be an amount equal to one-half the salary of a Superior Court judge, as required by RCW 36.17.020(11);
 - g. Sheriff; and

h. Treasurer.

Any change in salary shall be filed by the commission with the county auditor and shall become effective and incorporated into the county budget without further action of the county legislative authority or salary commission. If the initial determination of salaries, after the commission is formed, results in an increase in salary to an elected official, that increase shall take effect immediately upon the commission's filing of the salary with the auditor. All subsequent increases in salary shall take effect upon January 1st of the year following the filing with the auditor.

2. The commission will determine salaries as soon as possible after the commission is formed, and then once each year during the month of July, or as soon as practical thereafter, to be included in the budget of the ensuing year.
3. Salary increases established by the commission shall be effective as to county commissioners and all other elected officials (excluding judges), regardless of their terms of office.
4. The action fixing the salary of the county commissioners and any other elected officials (excluding judges) by a commission established in conformity with the ordinance codified in this chapter shall supersede any other provision of county ordinance related to budgets or to the fixing of salaries of any elected officials (excluding judges).
5. Salary decreases established by the commission shall become effective as to incumbent county commissioners or other elected officials (excluding judges) at the commencement of their next subsequent terms of office.

H. Referendum.

1. Salary increases and decreases shall be subject to referendum petition by the people of the county in the same manner as a county ordinance upon filing of such petition with the county auditor within thirty days after filing of the salary schedule. In the event of the filing of a valid referendum petition, the salary increase or decrease shall not go into effect until approved by a vote of the people.
2. The referendum measures under this section shall be submitted to the voters of the county at the next following general or municipal election occurring thirty days or more after the petition is filed, and shall be otherwise governed by the provisions of the State Constitution and laws generally applicable to referendum measures.

(Ord. No. 68509, § 1, 8-4-2008; Ord. 66916 (part), 2007)

082069 **14.** The regular meeting was recessed and the hearing convened by the Chairman for Whitman County Code 3.14 Credit Cards.

Present: Jessica Jensema, Paul Spencer and Garth Meyer (10:45 a.m.)

Staff report provided by Jessica Jensema as follows: Jessica Jensema reported another revision will be coming soon. This revision defines services.

The hearing was opened to public comment. There being no further comments the hearing was adjourned and the regular meeting reconvened.

082070 **15.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to adopt an ordinance revising Whitman County Code 3.14 Credit Cards.

**ORDINANCE NO. 082070
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

WHEREAS, the Whitman County Board of Commissioners met in their Chambers on this 19th day of August 2019; and,

WHEREAS, a public hearing was conducted this day to consider revisions to Whitman County Code, Title 3, Chapter 3.14-Credit Cards.

NOW, THEREFORE, BE IT HEREBY ORDAINED that the Whitman County Board of Commissioners duly approves the attached revisions to Whitman County Code, Title 3, Chapter 3.14, Credit Cards as described herein.

PASSED, APPROVED AND ADOPTED this 19th day of August, 2019 and effective as of this date.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Arthur D Swannack, Chairman

Dean Kinzer, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board
BY: Connie Ellis, Deputy
Clerk of the Board

Michael Largent, Commissioner

CHAPTER 3.14 - CREDIT CARDS AND CHARGE ACCOUNTS

Sections:

- 3.14.010 Statutory authority.
- 3.14.020 General policy.
- 3.14.030 Approval by board of county commissioners.
- 3.14.040 Procedure for use of credit cards and charge accounts.
- 3.14.050 Claim for credit cards and charge accounts.
- 3.14.060 Disallowed credit card and charge account charges.
- 3.14.070 Lost credit card or charge account receipts.
- 3.14.080 Lost/stolen credit cards.
- 3.14.090 Credit card reward points.
- 3.14.100 Separation from Whitman County.

3.14.010 - Statutory authority.

The statutory authority for the use of credit cards is found in RCW 39.58.180 and RCW 42.24.115, as now or hereafter amended.
(Ord. 66916 (part), 2007).

3.14.020 - General policy.

The board of county commissioners finds that the use of credit cards and charge accounts is a customary, convenient, and economical business practice to be used for the sole purpose of traveling and purchasing on behalf of Whitman County. Elected officials and department heads are authorized to contract for the issuance of credit card accounts within their office or department, subject to the provisions of this policy.
(Ord. 66916 (part), 2007).

3.14.030 - Approval by board of county commissioners.

An elected official or department head desiring to contract for the issuance of a credit card or charge account will first:

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- A. Submit a written credit card or charge account plan for approval by the board of county commissioners. The plan shall include the number of cards in the case of a credit card request and their distribution.
- B. In the credit card approval process the board of county commissioners reserves the right and authority to set credit card account limits.
- C. After obtaining written approval, the elected official or department head will be required to provide the county auditor and clerk of the board with the credit card or charge account number, the number of credit cards issued, the distribution of cards, and the approved credit limit obtained. The list will be updated by the clerk of the board on an annual basis.
- D. Any elected or appointed official or employee issued a credit card will be required to sign an agreement with the county. The agreement will be kept by the department until the credit card is surrendered.

(Ord. 66916 (part), 2007).

3.14.040 - Procedure for use of credit cards and charge accounts.

All charges will require the employee to sign a credit card charge or charge account receipt and also obtain an itemized invoice of his or her charges from the vendor if the vendor is able to provide such an invoice. If the vendor is unable to provide such an invoice, an Affidavit of Lost Receipt per event is required.

If the employee allows another employee to use his/her credit card for any authorized county purchases, a log must be kept of the other employee's use. It is the cardholder's responsibility to obtain the receipts in a timely manner from the employee who actually used the card.

The employee will not to charge above the credit limit of his/her card(s) so as to eliminate possible overage fees incurred by the credit card provider, and the employee will not charge any services on the credit card.

Services will not be charged on a bank credit card but are allowable on charge accounts specific to a company. Any employee using a fuel or bank credit card is required to maintain a log of fuel purchases and receipts. The log will include the date and purpose of the purchase, merchant name, gallons purchased, name of the purchaser, total amount of the purchase, and an odometer reading if using a County-owned vehicle. The logs will be reviewed by the employee's supervisor or a designated person within the department.

All credit cards are to be secured when not in use. The county's Credit Card Storage Policy defines the specific requirements. Credit cards locked in a county vehicle is not considered secured.

(Ord. 66916 (part), 2007).

3.14.050 - Claim for credit cards and charge accounts.

Upon receipt of the credit card bill, or no later than fifteen (15) days after the billing date, the elected official or department head will submit a claim to the county auditor for payment. The claim will consist of the billing statement, all credit card and charge account receipts listed on the billing statement, and the applicable, certified travel voucher form(s) including the reason for travel and meeting agendas. Any charge against a credit card or charge account not properly identified on the claim or not allowed following the audit required under RCW 42.24.080 shall be paid by the official or employee by personal check or United States currency.

(Ord. 66916 (part), 2007).

3.14.060 - Disallowed credit card and charge account charges.

- A. It is the responsibility of each elected official or department head to obtain payment from the employee for all disallowed charges or personal charges listed on the billing statement, prior to submitting a claim to the county auditor. Disallowed charges include, but are not limited to:
1. Alcohol
 2. Hotel pay-per-view movies/programs
 3. Souvenirs/memorabilia
 4. In-room refrigerated items/incidentals (water, soda, snacks, etc.)
 5. Excursion costs not included in conference registration
 6. Any other costs not included in hotel room rate/taxes
 7. Overages on meal per diem
 8. Payment for services
 9. Any charge that will put the individual card usage over its limit
- B. If, for any reason, disallowed charges are not repaid before the credit card or charge account billing is due and payable, the board of county commissioners will be notified immediately by the elected official or department head.
1. If the disallowed charges from the official or employee continue to be uncollected, the board of county commissioners will refer these charges to the Whitman County Prosecuting Attorney for legal action.
 2. Any official or employee who has been issued a credit card or charge account under the provisions of this section shall not use the credit card or charge account if any disallowed charges are outstanding and shall surrender the card upon demand of the elected official, department head or board of county commissioners.
 3. The board shall have unlimited authority to revoke use of any credit card or charge account issued under this section, and, upon such revocation order being delivered to the credit card or charge account company, shall not be liable for any costs.

(Ord. 66916 (part), 2007).

3.14.070 - Lost credit card/charge account receipts.

If a credit card or charge account receipt has become irretrievably lost or unreadable, the elected official or department head will attach a written explanation to the claim. This written explanation will contain a statement from the employee who lost the credit card or charge account receipt detailing the loss, and the employee will certify the charge with the following language: "I hereby certify under penalty of perjury that this is a true and correct claim for necessary county expenses incurred by me and that no payment has been received by me on account thereof." The written explanation will also contain the approval signature of the supervising elected official or department head, or his/her designee of the employee submitting the claim for payment. The Auditor and Finance Administrator will be advised immediately so that the credit card can be inactivated. Repeated lost receipts will be brought to the attention of the elected official or department head and dealt with accordingly.

(Ord. 66916 (part), 2007).

3.14.080 - Lost/stolen credit cards and card/pin number security.

Lost or stolen credit cards will be immediately reported to the employee's supervisor or department official, who will in turn contact the credit card company for cancellation of the card. In case of a bank card, cancellation can be done by the auditor or finance administrator. Any stolen and/or lost card information will be immediately forwarded to the auditor, finance administrator and the clerk of the board. Contingent upon circumstances the auditor's office may forward the card lost/stolen information to the State Auditor's Office fraud department.

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Any replacement card numbers, last four digits only, will be given to the auditor's office/finance and the clerk of the board.

3.14.090 Credit card reward moneys/points.

- A. Credit card reward points will not be used by individual employees to receive any personal benefit;
- B. Any moneys received from a credit card provider will be received in the Whitman County general fund (001).
- C. Redemption of credit card reward points will be redeemed by the auditor's office with approval by the county commissioners.

3.14.100 - Separation from Whitman County.

Upon leaving Whitman County's employ, an employee or elected official will immediately relinquish his/her credit card(s) to his/her superior, the Clerk of the Board or Human Resources during his/her exit conference. The Auditor and Finance Administrator will be notified immediately regarding bank cards, so the credit card can be inactivated. Any other types of credit cards will be closed by the department representative. (Ord. 66916 (part), 2007).

082071 16. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to adopt resolution for the Whitman County credit card storage policy.

**RESOLUTION NO. 082071
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF the action of the adoption for the Whitman County Credit Card Storage Policy;

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 is approved as the attached **POL-23-WCC Credit Card Storage Policy.**

Dated this 19th day of August 2019 and effective as of this date.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Arthur D Swannack, Chairman

Dean Kinzer, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board
BY: Connie Ellis, Deputy
Clerk of the Board

Michael Largent, Commissioner

Effective Date: April 1, 2003	POLICY	Res. #082071
Cancels: Res. 049750, 060866		
See Also: WWC 3.14		Approved by BOCC 08/19/19

POL-2300 COUNTY CREDIT CARD STORAGE

This policy applies to all Whitman County departments.

This policy is to be a guide for Whitman County elected and appointed officials to promote security and control over county-issued credit cards consistent with WCC 3.14.040.

Definitions

Secure Location - Any cabinet, lock box, file drawer, or storage unit that has the capability to lock. Credit cards issued to specific employees are considered secure when with that person.

1. Each Department Within the County Shall Have a Secure Location to Store Credit Cards That Are Not in Use.
2. Each Department Head or Designee Shall be Responsible for Keeping the Credit Cards in a Secure Location Locked When Not in Use.

Each department shall submit an annual list to the Board of County Commissioners stating the Department Head and/or designee responsible for its secure location.

A credit card issued in a specific person's name kept on that person at all times is considered secure.

3. Requests for Credit Cards Shall Be Made Through the Elected Official/Department Head or Designee.

Prior to any County Employee or Volunteer Making a Purchase, Designated as in Travel Status or any other Circumstance Requiring the Use of a County Credit Card, the Employee or Volunteer Shall Request a Credit Card from the Department Head or Designee and sign the County's Cardholder Agreement form.

4. Each Department Shall Keep on File a Record Stating the Card, Date and Time That Each Credit Card is Checked Out and Returned.

Such a form shall include the employee's signature/initials and date that the card was issued and then returned as acknowledgment that the card has been checked out and returned.

While in use, credit cards shall remain in the custody of the employee/volunteer until it is returned to the secure location.

5. Once the Credit Card is no Longer in Use, the Employee Shall Return the Card to the Department Head or Designee by Signing/Initialing the Log and Submitting all Receipts and Invoices.

All credit card receipts and invoices shall be signed by the employee/volunteer and, if possible, itemized by vendor.

(DEPARTMENTAL LETTERHEAD HERE)
CARDHOLDER AGREEMENT

I, _____, hereby acknowledge receipt of the _____ (type such as First Bank MasterCard, Busch) Credit Card / XXXX -XXXX - XXXX - _____. (Credit card number - last four digits only)

I understand that improper use of this card may result in disciplinary action as well as personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of this agreement and the Credit Card Policies and Procedures for Whitman County (County). I acknowledge receipt of the Credit Card County Code, Policies and Procedures and confirm that I understand its terms and conditions.

As a holder of this credit card, I agree to accept the responsibility and accountability for the protection and proper use of the card. During the period of my employment I will immediately return the card and any outstanding receipts to my department supervisor or department official upon demand, and will immediately relinquish the card and any outstanding receipts at the end of my employment. I understand that the card is not to be used for personal purchases. If the card is used for personal purchases, I will immediately notify my supervisor or department official. The County is entitled to a reimbursement from me for such purchases (cash or a personal check made out to the County) along with a detailed receipt or invoice. This reimbursement will be given to my supervisor or department official for deposit within two weeks of the expenditure occurrence. The County is entitled to pursue legal action following the County's collection policies if the funds are not collected from me in the allotted time period.

Employee

Supervisor/Department Official

Signature

Signature

Print Name

Print Name

Date

Date

082072 **17.** The regular meeting was recessed and the hearing convened by the Chairman for Whitman County Code 3.12 Purchasing/Procurement.

Present: Jessica Jensema, Paul Spencer and Garth Meyer (11:00 a.m.)

Staff report provided by Clerk of the Board, Maribeth Becker, as follows: Maribeth Becker reported Sharron Cunningham is working on more changes to this code. Today's hearing is to pull the claims portion out to avoid conflict with the new Whitman County Code 3.10 Claims.

The hearing was opened to public comment.

There being none, the hearing was adjourned and the regular meeting reconvened.

082073 **18.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to adopt ordinance revising Whitman County Code 3.12 Purchasing/Procurement.

ORDINANCE NO. 082073
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

WHEREAS, the Whitman County Board of Commissioners met in their Chambers on this 19th day of August; and,

WHEREAS, a public hearing was conducted this date to consider a revisions to the Whitman County Code, Title 3, Chapter 3.12 Claims now referred to as Purchasing/Procurement.

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NOW, THEREFORE, BE IT HEREBY ORDAINED that the Whitman County Board of Commissioners duly approves the attached revision to the Whitman County Code, Title 3, Chapter 3.12, as described herein.

PASSED, APPROVED AND ADOPTED THIS 19th DAY OF AUGUST, 2019 and effective as of this date.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Arthur D Swannack, Chairman

ATTEST:

Dean Kinzer, Commissioner

Maribeth Becker, CMC
Clerk of the Board
By: Connie Ellis, Deputy
Clerk of the Board

Michael Largent, Commissioner

CHAPTER 3.12 - PURCHASING/PROCUREMENT*

Sections:

- 3.12.000 - Purchasing/Procurement.**
- 3.12.010 - Goals**
- 3.12.020 - Scope.**
- 3.12.030 - Authorization process.**
- 3.12.040 - Vendor lists.**
- 3.12.050 - Small works roster.**
- 3.12.060 - Professional services roster.**

3.12.000 - Purchasing/Procurement.

The guidelines set forth in this chapter are intended to be applicable to all funds and departments which are part of the Whitman County government entity and to provide guidance and direction on the policies and procedures that must be complied with for all purchases.

(Ord. 68105 (part), 2008; Ord. 66916 (part), 2007).

3.12.010 - Goals.

The goals of Whitman County's purchasing/procurement policies are:

- A. To protect and advance the public interest by maximizing the purchasing value of public funds and by providing safeguards for maintaining a purchasing system of quality and integrity;
- B. To ensure the fair and equitable treatment of all persons involved in the purchasing process;
- C. To ensure fair and equal access to county business by local vendors and minority and women's businesses. Whenever a unit of local government is required to make purchases from the lowest, responsible bidder or from the suppliers offering the lowest price for the items desired to be purchased, the unit of local government may, at its option when awarding a purchase contract, take into consideration tax revenue it would receive from purchasing the supplies, materials, or equipment from suppliers within its boundaries. The unit of local government must award the purchase contract to the lowest bidder after such tax revenue has been considered. However, any local government may allow for preferential purchase of products made from recycled materials or products that may be recycled or reused. The board of county commissioners reserves the right to reject any or all bids, to waive technicalities or

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irregularities, and after careful consideration of all bids and factors involved, make the award of bid to serve best the interest of Whitman County;

D. To avoid conflicts of interest in purchasing and contracting.

(Ord. 68105 (part), 2008: Ord. 66916 (part), 2007).

3.12.020 - Scope.

The scope of Whitman County's purchasing policies is:

- A. Authority to make purchases and commit Whitman County for the payment for those items purchased lies strictly with the board of county commissioners.
- B. The board has delegated this authority to elected officials and appointed department heads through the vehicle of the annual operating budget.
- C. All officials of Whitman County, whether elected or appointed, are given authority to make purchases necessary for the operation of their respective departments by following the guidelines set forth in the BARS manual, RCWs, WACs, ordinances and resolutions adopted by Whitman County, as long as they do not exceed the budget authorized for the department.
- D. All officers and employees of Whitman County shall comply with this policy.
- E. This policy shall cover the purchases of materials, equipment, supplies and services. This policy does not cover those purchases made in the form of salaries and benefits.
- F. This policy also applies to all leases of equipment entered into by county offices/departments. The office/department should analyze lease versus purchase alternatives to determine the most economical approach.
- G. When a purchase involves the expenditure of federal funds, purchasing shall be conducted in accordance with all applicable federal laws or regulations.
- H. Nothing in this policy shall prevent the county from complying with the terms and conditions of a grant, gift or bequest which is otherwise consistent with law.
- I. The minimum county requirements are listed in this policy. Offices/departments may develop their own internal purchasing procedures, which may be more detailed or more stringent.
- J. Any Whitman County city, town or district may use Whitman County's small works roster, vendors and professional services lists upon first entering into an inter-local agreement with Whitman County.

(Ord. No. 69717, 7-20-2009; Ord. 68105 (part), 2008: Ord. 66916 (part), 2007)

3.12.030 - Authorization process.

The purchasing process is as follows:

Amount	Process	Authorization
\$0-\$5,000	Claim/purchase order	Budget
\$5,001-\$10,000	Claim/purchase order Approval by elected official, department head or authorized designee	Budget
\$10,001-\$50,000	Vendor list-See Section 3.12.030 (B) or Formal bids	RCW 36.32.245 RCW 39.04.190

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\$50,001 and over	Formal bids	RCW 39.04.190
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Construction of a public works or improvement project:

Amount	Process	Authorization
\$0-\$10,000	Claim/purchase order	Budget
\$10,001-\$40,000	Claim/purchase order or Small works roster	Budget
\$40,001-\$350,000	Small works roster or Limited Public Works process or Formal bids	RCW 36.32.250 RCW 39.04.155
\$350,001 and over	Formal bids	RCW 39.32.250

Definition: RCW 39.04.010 as now or hereafter amended: "The term "public works" shall include all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein, but nothing herein shall apply to the construction, alteration, repairs, or improvement of any municipal street railway system. All public works, including maintenance when performed by contract shall comply with the provisions of RCW 39.12.020."

(Ord. 68105 (part), 2008: Ord. 66916 (part), 2007)

3.12.040 - Vendor lists.

- A. Whitman County shall semi-annually publish a notice soliciting names of vendors for the county vendor lists.
- B. For purchases between five thousand one dollars and twenty-five thousand dollars, county departments shall secure at least three quotations from different vendors by telephone, facsimile, email or in writing to assure a competitive bid price or use the formal bid process.
- C. Prior to actual purchase, the quotations, with a recommendation from the department, shall be presented to the board of county commissioners for review and approval of the award to the lowest responsible quoter.
- D. Immediately after the award is made, the quotations shall be recorded and made available for public inspection and telephone inquiry.
- E. At least every two months, the county must post a list of contracts awarded. The list must contain, for each contract, the name of the contractor, the amount of the contract, a brief description of the public work project and the date of the award.

(Ord. 68105 (part), 2008: Ord. 66916 (part), 2007).

3.12.050 - Small works roster.

- A. Whitman County shall semi-annually publish a notice soliciting names of contractors for the small works rosters.
- B. The roster shall consist of responsible contractors that are properly licensed to perform work in Washington State.
- C. Departments requiring contract work under two hundred thousand dollars shall invite quotes from all appropriate contractors on the appropriate roster. The quote

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invitation shall include nature and scope of the work and materials and equipment to be furnished.

- D. Alternatively, quotations may be sought from at least five contractors on the appropriate roster who have indicated the capability of performing the kind of work being sought.
- E. If the alternative process is used, the county shall distribute the invitations for quotations in a manner that will equitably distribute the opportunity, that is, not favor one contractor over another. If the estimated cost of the work is from one hundred thousand dollars to two hundred thousand dollars, the county must notify the other contractors on the roster that quotations are being sought. Notice may be published, mailed out, sent by facsimile or other electronic means.
- F. Whenever possible, the county must invite at least one proposal from a minority or woman contractor who must otherwise qualify under RCW 39.04.155(2).
- G. Quotes shall be submitted to the board of county commissioners, with a recommendation from the department, for review and approval prior to the award to the lowest responsible quote.
- H. Immediately after an award is made, the quotations obtained shall be recorded, open to public inspection and available to telephone inquiry.
- I. At least every two months, the county must post a list of contracts awarded. The list must contain, for each contract, the name of the contractor, the amount of the contract, a brief description of the public work project and the date of the award.

(Ord. 68105 (part), 2008: Ord. 66916 (part), 2007).

3.12.060 - Professional services roster.

- A. The professional services roster process will be used for all departments not subject to the provisions of RCW 39.80 (now or as hereafter amended); or any other applicable statute.
- B. Whitman County shall semi-annually publish the need for various professional services.
- C. The professional services roster will be established with a pool of professionals that can be chosen for various contractual services.
- D. The professional services roster does not require three proposals for architectural or engineering services.
- E. A formal contract will be written for the professional services provider selected. A copy of the formal contract will be attached to the claim submitted for payment. If the formal contract is extremely lengthy and therefore not attached to the claim submitted for payment, the claim will clearly state the location of the formal contract for review.

(Ord. 68105 (part), 2008: Ord. 66916 (part), 2007).

082074 **19.** The regular meeting was recessed and the hearing convened by the Chairman for Whitman County Code 3.10 Claims.

Present: Jessica Jensema, Paul Spencer and Garth Meyer (11:15 a.m.)

Chairman Swannack reviewed the proposed new code. No objections were voiced.

The hearing was opened to public comment. There being none, the hearing was adjourned and the regular meeting reconvened.

082075 **20.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to adopt ordinance creating Whitman County Code 3.10 to Claims.

ORDINANCE NO. 082075
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

WHEREAS, the Whitman County Board of Commissioners met in their Chambers on this 19th day of August; and,

WHEREAS, a public hearing was conducted this date to consider a new section to the Whitman County Code, Title 3, Chapter 3.10 Claims.

WHEREAS, the claims portion of the Claims code was previously incorporated with Chapter 3.12 and has since been removed.

NOW, THEREFORE, BE IT HEREBY ORDAINED that the Whitman County Board of Commissioners duly approves the attached new section to the Whitman County Code, Title 3, Chapter 3.10, as described herein.

PASSED, APPROVED AND ADOPTED THIS 19th DAY OF AUGUST 2019 and effective as of this date.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Arthur D Swannack, Chairman

ATTEST:

Dean Kinzer, Commissioner

Maribeth Becker, CMC
Clerk of the Board
BY: Connie Ellis, Deputy
Clerk of the Board

Michael Largent, Commissioner

CHAPTER 3.10 - CLAIMS*

Sections:

- 3.10.010 - Claims.
- 3.10.020 - Definitions
- 3.10.030 - Expenditure authority.
- 3.10.040 - Presentment of claims.
- 3.10.070 - Disallowed claims.
- 3.10.060 - Examination of claims.
- 3.10.060 - Hearing of claims.

3.10.010 - Claims.

The guidelines set forth in this chapter are intended to be applicable to all funds and departments which are part of the Whitman County government entity and to provide guidance and direction on the procedures that must be complied with for all expenditures.

3.10.020 - Definitions.

Definitions. All words shall have their ordinary and usual meaning except those defined in this section which shall have the meaning set forth below:

"County" means any office or department of Whitman County.

"Official county business" means, but shall not be limited to, conducting legitimate county business such as fulfilling normal job functions, negotiating agreements, inspecting or purchasing equipment, coordinating with other governmental agencies, serving on interview or judging panels, and providing consultation; or obtaining information or training directly related to a person's official function; or serving as an official representative of Whitman County.

"Valid Business Receipt." For the purposes of this policy, a valid business receipt shall be defined as a clearly detailed receipt, provided by the vendor, showing the vendor's name, date of the purchase, detailed and recognizable item list, and amount of the purchase. This receipt can be in the form of a cash register tape, a ticket stub, an itemized credit card charge receipt, an invoice, , or in a form generally recognized by the public to be a receipt. If the detail of the receipt is not clear it can be written by the purchaser.

"Quasi-employees" are defined as non-compensated volunteers, advisory committee members, board and commission members not including the board of county commissioners, and others who are participating in county business but are not on the county's payroll.

3.10.030 - Expenditure authority.

- A. Expenditure authority committing Whitman County for payment lies strictly with the board of county commissioners.
 - 1. The board has delegated this authority to elected officials and appointed department heads through the vehicle of the annual operating budget.
 - 2. All officials of Whitman County, whether elected or appointed, are given expenditure authority necessary for the operation of their respective departments by following the guidelines set forth in the BARS manual, RCWs, WACs, ordinances and resolutions adopted by Whitman County, as long as they do not exceed the budget authorized for the department.

- B. All elected officials, appointed department heads, employees, and members of boards and commissions shall comply with this ordinance for expenses incurred in the conduct of their business for Whitman County. Reimbursement for such necessary and reasonable expenses will be made subject to the rules herein.

- C. Elected officials or department heads may delegate expenditure authority in their department to no more than four (4) employees (with no further delegation).
 - 1. Such delegation will be documented by delivering a letter of authority with original signatures to the board of county commissioners.
 - 2. The board of county commissioners will act upon the request and then deliver the letter of authority to the Whitman County auditor's office for filing.
 - 3. The letter of authority must be updated at least annually and when changes in authorization occur.
 - 4. Any elected official or department head delegating expenditure authority will also, unless clearly stated otherwise, authorize such person(s) to sign claims, purchase orders, travel reimbursements and payroll.
 - 5. It will be the responsibility of the clerk of the board in December of each calendar year to obtain updated letters of authority from each elected official or department head for the ensuing year.

3.10.040 - Presentment of claims.

- A. All obligations to the county will be submitted and paid in a timely manner to avoid finance charges or late fees.

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- B. Any reimbursement expenses submitted later than six (6) months from the date of occurrence will be considered invalid and thus, not subject to reimbursement, unless there are extenuating circumstances approved by the elected official, department head and/or supervisor.
- C. All claims, with the exception of contractual payments, or as otherwise specified in contracts, must be delivered to the county auditor's office according to the schedule set by the county auditor and must go before the board of county commissioners at their next regularly scheduled meeting.
- D. Reimbursement shall be made for reasonable expenses for meals, coffee and light refreshment served to elected and appointed officials, quasi-employees, volunteer board/committee members and county employees regardless of travel status at a meeting/training where county business is conducted.

3.14.050 - Disallowed charges.

It is the responsibility of each elected official or department head to obtain payment for all disallowed charges or personal charges listed on the billing statement or any other financial instrument, prior to submitting a claim to the county auditor.

Disallowed charges include purchases not considered necessary to the normal conduct of county business. Such charges include but are not limited to:

1. Alcohol
2. Hotel pay-per-view movies/programs
3. Souvenirs/memorabilia
4. In-room refrigerated items/incidentals (water, soda, snacks, etc.)
5. Excursion costs not included in conference registration
6. Any other costs not included in hotel room rate

3.10.060 - Examination of claims.

- A. It is the statutory duty of the county auditor to examine all claims against the county prior to presenting them to the board of county commissioners for their examination and allowance. The county auditor shall examine all claims to verify their payment does not violate state law or county ordinance or resolution. The county auditor shall also examine all claims for completeness, proper BARS coding and accurate documentation attached to support the claim.
- B. When the county auditor finds an error, he/she will contact the department submitting the claim immediately to attempt to correct the error.
 1. If agreement between the county auditor and the department cannot be reached, the county auditor will prepare a written memo to the board explaining the discrepancies.
 2. This written memo will be attached to a copy of the claim and delivered to the department by the close of business on the Friday in the calendar week in which the claim was due to the county auditor's office, and forwarded with the claim to the board for their next regularly scheduled meeting.

3.10.070 - Hearing of claims.

- A. The county auditor is directed to present all claims as provided for in this ordinance.
- B. Claims will be passed upon by the board of county commissioners at a regularly scheduled meeting.

CORRESPONDENCE:

- D082075A** 21. The following correspondence was received:

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082076 21A. A formal response to Attorney Ryan Espeguard on behalf of Selway Holdings, LLC from Public Works Director, Mark Storey, confirming vested rights for marijuana production/processing at 2001 Country Club Road was received.

082077 21B. A letter from Jeff Hinckle, Department of Commerce, confirming receipt and viewing a copy of the contract closeout report for Whitman County's Community Development Block Grant was received.

082078 21C. An executed copy of the Community Development Block Grant Contract #19-62210-016 was received.

082079 22. Commissioners' pending list reviewed.

11:20 a.m. - Public Works.

Present: Mark Storey, Brandon Kruger, Paul Spencer, and Garth Meyer (11:20 a.m.).

082080 23. The following Public Works related issues approved/updated:

082081 23A. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to approve the resolution permitting Public Works to transfer four dollars per ton of municipal solid waste received, into the Closure-Post Closure account (known as Solid Waste Reserve Account), beginning August 1, 2019 as presented.

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

In the Matter of Updating)	
Solid Waste Reserve Account Fees)	RESOLUTION NO. <u>082081</u>
Whitman County Public Works Department)	ORDER ESTABLISHING FEES
Whitman County, Washington)	

BEFORE THE BOARD OF COUNTY COMMISSIONERS of Whitman County, Washington in the matter of updating the amount of revenue deposited into the Solid Waste Reserve Account through the daily operation of the Solid Waste Facility;

WHEREAS, the Director of Solid Waste and Recycling, Public Works Director, and Board of County Commissioners have determined the importance of maintaining sufficient funds in the Solid Waste Reserve account to cover the estimated cost of future closure and post-closure activities,

AND, WHEREAS, Public Works has conducted a financial assessment that indicates that future closure and post-closure activities are currently underfunded compared to projected future costs,

AND, WHEREAS, the Board recognizes the necessity to operate the Solid Waste Facility in a fiscally responsible manner, both now and into the future,

THEREFORE, IT IS HEREBY RESOLVED that Whitman County will increase its transfer of funds from the Solid Waste Operations Fund to the Solid Waste Reserve Fund from \$2.50 per ton to \$4.00 per ton of Municipal Solid Waste received at the Transfer Station, beginning September 1, 2019.

ADOPTED this 19th day of August, 2019.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Arthur D Swannack, Chairman

ATTEST:

Dean Kinzer, Commissioner

Maribeth Becker, CMC
Clerk of the Board
BY: Connie Ellis, Deputy
Clerk of the Board

Dean Kinzer, Commissioner

082082 **24.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to approve signing the interlocal agreement between the City of Tekoa and Whitman County pertaining to the Solid Waste Management Plan as presented.

082083 **25.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to approve signing the interlocal agreement between the Town of Albion and Whitman County pertaining to the Solid Waste Management Plan as presented.

DIVISION UPDATES:

D082083A **26.** The following division updates provided by Public Works staff.

Maintenance Division:

D082083B **26A.** Brandon Kruger reported there is heavy harvest traffic. The crew was called out in the early morning at 4:00 a.m. to clean up after a truck went off the road. The crew is staying off the roads as best they can.

D082083C **26B.** Bonnie Bridge is open to traffic.

Planning Division:

082084 **26C.** Public Works Director, Mark Storey, distributed a letter he wrote to Attorney Ryan Espegard, on behalf of Selway Holdings LLC, officially confirming vested rights for marijuana production/processing at 2001 Country Club Road.

Solid Waste Division:

D082084A **26D.** The new office space project is moving forward. The price is \$129,000 for delivery and set up. The bridge division, out of the maintenance department, will be working on the foundation this fall.

D082084B **26E.** The department received a draft copy of the Moderate Risk Waste Facility draft report. It looks at a remodel of the existing facility. Mark Storey met with Great West Engineering last week. They plan to add a couple of additions on the existing facility due to the requirement of needing the environment to be controlled at 72 degrees. The plan also includes exhaust fans and an upgraded HVAC system. A drop off zone is also required so that solvents won't get washed into the ditch.

Administrative Division:

D082084C **26F.** Mark Storey reported the Almota IV project has received release of federal funding approval. The design is being reviewed by Washington State Department of Transportation in Spokane. However, there will likely be "no dirt moved this year".

D082084D **27.** Approved documents signed.

12:00 p.m. - Recess.

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

Present: Mike Berney, Greater Columbia Behavioral Health (GCBH).

082085 28. Mr. Berney reviewed the regular Executive Committee (Board) meeting held on August 1, 2019 of the Greater Columbia Behavioral Health Administrative Service Organization (GCBH-ASO).

D082085A 28A. ASO Executive Session(s):

An executive session was held at the end of the meeting to discuss personnel matters. The Committee came out of the Executive Session and voted to authorize a temporary increase in salary for Karen Richardson and Sindi Saunders while they have the additional duties of Co-Directors of the GCBH-ASO. Whitman County voted in favor of the motion. The vote was unanimous.

D082085B 28B. ASO Approval of Warrants and Vouchers:

Approval for warrants/vouchers were needed for both the Behavioral Health Organization (BHO) and the Administrative Service Organization (ASO) for the month of June. Remaining vouchers for the BHO remain pending the receipt of some additional information from the State in order to close that entity. The committee voted to approve ASO warrants and vouchers for both June and July. Whitman County voted in favor of the motion. The vote was unanimous.

D082085C 28C. ASO Updates:

- Submission of Demographic (Native) data continues to be an issue throughout the State.
- Applications for membership on the Funding/Fiscal and MIS Committees were approved by the Chair.
- The resolution on Property Transfer from the GCBH-BHO to the GCBH-ASO was returned to the ASO.

D082085D 28D. ASO Issue: Greater Columbia LLC Operating Agreement:

A request to amend just section 3 of the agreement was sent out to all GCBH Counties prior to the July executive committee meeting. An impasse seems to be developing with the Benton County Prosecutor. Several Counties are ready to vote in favor of the current draft of the amendment without additional changes. The ASO attorney and several counties believe that not passing the amendment in a timely fashion creates additional liability for the ASO. The vote must be unanimous to amend the agreement. No vote was taken on the proposed changes. The ASO attorney and Commissioner Small will follow up with the Benton County Prosecutor.

082086 29. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to adopt a resolution appointing Ning Wang as a Crisis Responder.

IN THE MATTER OF APPOINTING
DESIGNATED CRISIS RESPONDER
UNDER RCW 71.05
And RCW 71.34

RESOLUTION NO. 082086

WHEREAS Whitman County has responsibility for implementation of RCW 71.05 and RCW 71.34 (Mental Illness/Substance Use Disorder) which mandates that a coordinated system of evaluation and treatment services be provided to involuntary patients and persons voluntarily seeking treatment for mental disorder; and,

WHEREAS the Director of Palouse River Counseling has petitioned this Board to appoint Ning Wang as a Designated Crisis Responder, finding that said appointee meets the requirements as specified by law;

BE IT HEREBY RESOLVED, by the Board of Whitman County Commissioners that Ning Wang by appointed a Designated Crisis Responder for Whitman County.

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Done this 19th day of August, 2019.

Attest:

Arthur D. Swannack, Chairman

Dean Kinzer, Commissioner

Maribeth Becker, CMC
Clerk of the Board
BY: Connie Ellis, Deputy
Clerk of the Board

Michael Largent, Commissioner

082087 30. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to adopt a resolution appointing Kelley Norman as a Crisis Responder.

IN THE MATTER OF APPOINTING
DESIGNATED CRISIS RESPONDER
UNDER RCW 71.05
And RCW 71.34

RESOLUTION NO. 082087

WHEREAS Whitman County has responsibility for implementation of RCW 71.05 and RCW 71.34 (Mental Illness/Substance Use Disorder) which mandates that a coordinated system of evaluation and treatment services be provided to involuntary patients and persons voluntarily seeking treatment for mental disorder; and,

WHEREAS the Director of Palouse River Counseling has petitioned this Board to appoint Kelley Norman as a Designated Crisis Responder, finding that said appointee meets the requirements as specified by law;

BE IT HEREBY RESOLVED, by the Board of Whitman County Commissioners that Kelley Norman be appointed a Designated Crisis Responder for Whitman County.

Done this 19th day of August, 2019.

Attest:

Arthur D. Swannack, Chairman

Dean Kinzer, Commissioner

Maribeth Becker, CMC
Clerk of the Board
BY: Connie Ellis, Deputy
Clerk of the Board

Michael Largent, Commissioner

1:40 p.m. - Recess.

2:00 p.m. - Reconvene/Board Business Continued/BOCC Workshop.

082088-082092 31-35. The following items were discussed but no action was taken.

Present: Lance Bishop, Mark Storey, Brandy Dean, Bailey Wiedmer (2:00 p.m.), Sandy Jamison (2:50 p.m.), Sharron Cunningham, Jessica Jensema (3:00 p.m.)

- Dept. of Ecology Letter/10:25 a.m.
- Sexual Assault Training
- Spectrum Internet and Inclusion
- SHB 1406/10:35 a.m.

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- SEWEDA email
- Pullman District Court/10:50 a.m.
- GMA Requirements/11:45 a.m.
- IT Direction/Goals/2:00 p.m.
- New World Billing Module/3:00 p.m.
- Auditor Staffing/3:20 p.m.
- Per Diem Reimbursement/3:45 p.m.

4:00 p.m. - Recess.

D082092A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, August 26, 2019** at **9:00 a.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

9:00 a.m. - Reconvene/Board Business Continued.

D082092B 36. Approved consent agenda items signed.

082093 37. Treasurers Wire Transfers and Check Report in the amount of **\$239,539.43**, Payroll warrants numbered **344598-344612** for **\$448,210.56** and General/Veterans' Relief/Payroll warrants numbered **344613-344736** for **\$245,926.13** approved.

D082093A 38. No Personnel Change orders.

9:05 a.m. - BOCC Workshop.

Present: Sandy Jamison, Mark Storey, Sharron Cunningham, Lance Bishop, Jessica Jensema, Wraylee Flodin, Chris Nelson (9:00 a.m.), Brandy Dean (9:14 a.m.), Bailey Wiedmer (9:45 a.m.), Evon Jones (10:00 a.m.) and Troy Henderson (10:30 a.m.).

082094-082096 39.-41. The following items were discussed but no action was taken.

- TimeClock Plus
- Older American Act
- Spectrum Internet & Inclusion
- State Grants
- Intergovernmental Expenses
- WSAC Conference
- Whitcom
- Martin Hall
- 2020 Budget
- Almota Phase IV
- Road Maintenance/Paint
- Rumble Strip Project
- Mastic Project/Steptoe
- Website
- Carpet Award/Auditor
- Elevators/L&I
- Pullman Health Dept. Flooring
- Tree Trimming
- Elections
- Triennial Salary Survey
- WCIF/Life Insurance
- AFLAC
- Procurement Code/Policy

11:15 a.m. - Adjournment.

D082096A Commissioner Largent **moved** to adjourn the **August 19, 2019** meeting. Motion **seconded** by Commissioner Kinzer and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **Tuesday, September 3, 2019**. The foregoing action made this **26th** day of **August 2019**.

ss/ DEAN KINZER, COMMISSIONER
ss/ MICHAEL LARGENT, COMMISSIONER

CONNIE ELLIS
Deputy Clerk of the Board

ARTHUR D SWANNACK, CHAIRMAN
Board of County Commissioners