

Minutes for August 20, 2007

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067187 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **August 20, 2007** at **9:00 a.m.** Chairman Greg Partch, G.R. Finch and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Bev Welch and Sharron Cunningham (9:00 a.m.) Eunice Coker and Joe Smillie (10:00 a.m.) and Kelli Campbell and Fran Martin (10:15 a.m.).

067188 1. Items discussed included financial duties, Auditor's staffing level, a reclassification request, DNR name change request, WRIA 56 update, census letter and law and justice contracts. No action taken.

10:30 a.m. - Pledge of Allegiance.

Present: Josh Powers and Joe Smillie.

Commissioner Finch was temporarily away from the meeting.

D067188A 2. Motion by Commissioner Largent to accept the consent agenda. Motion **seconded** by Commissioner Partch and **carried**.

067189 3. Claims/Payroll warrants numbered **206708-206724** and **206824-206942** for **\$274,788.59** approved.

FUND	FUND NAME	AMOUNT	AMOUNT	AMOUNT
001	Current Expense	42,281.48	7,381.20	85,308.58
102	Building & Development	1,297.20		140.00
103	Countywide Planning	2,417.60		568.56
104	Developmental Services			36,220.47
110	County Roads	14,604.20	1,690.00	1,444.25
111	CETC Building			237.30
118	Inmate Welfare			232.27
127	Drug Enforcement-Quad City	400.00		212.76
132	Auditor's Document Preservation			678.55
137	Web Site Development			58.28
300	CIP Asset Acq.-300.010.001			252.92
300	CIP Doc. Mgmt.-300.010.006			2,635.83
400	Solid Waste	3,144.40		10,519.16
501	Equipment Rental & Revolving	4,599.20	450.00	51,921.28
510	Photocopier Revolving			430.94
513	Communications Revolving			2,887.88

660	Whitcom-General-660.911.000			1,492.03
660	Whitcom-Grant Funding-660.911.001			1,013.82
690	PE Fair Building-690.010.005			268.43

067190 4. August 13, 2007 minutes approved.

067191-067201 5. Personnel board orders approved.

10:45 a.m. - Commissioner Finch rejoined the meeting.

067202 6. Kelli Campbell stated the commissioners have reviewed the proposed revisions to the Promotions policy and recommended approval. Commissioner Largent **moved**, Commissioner Finch **seconded** the motion and it **carried** to adopt the revised Whitman County Policy Promoting, Demoting, Reassigning and Transferring Employees in the Classification System.

RESOLUTION NO. 067202

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the amendment for the Whitman County Policy Promoting, Demoting, Reassigning & Transferring Employees in the Classification System;

WHEREAS, this action is a change to the Whitman County 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-0830-HR PROMOTING, DEMOTING, REASSIGNING & TRANSFERRING EMPLOYEES IN THE CLASSIFICATION SYSTEM.**

Dated this 20TH day of August 2007 and effective as of June 1, 2007.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

G.R. Finch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

Effective Date: 06/01/07	Page: 1 of 2
POLICY	
Cancels: #062064	Approved by: BOCC
See Also:	Reso. #067202

POL-0830-HR PROMOTING, DEMOTING, REASSIGNING, & TRANSFERRING EMPLOYEES IN THE CLASSIFICATION SYSTEM

Unless otherwise covered by a bargaining unit agreement, this policy applies to all Classification System positions.

Definitions

Demotion - A disciplinary movement from a position of a higher classification salary grade to a position of a lower classification salary grade.

Lateral Transfer - A movement from one position to another within the same classification salary grade.

Promotion - A change in job representing both an increase and a change in job responsibilities.

Reassignment - A voluntary movement from a position of a higher classification salary grade to a position of a lower classification salary grade.

1. Upon Promotion, Employees Receive a Minimum Increase of About Six Percent

HR calculates a minimum increase by using the employee's current salary plus two steps (~6%) in their current pay grade. Using this minimum increase calculation, HR places the promoted employee either at Step A or in the closest positive step of the promotion grade range. If the new placement is below Step D, the department head/elected official may move the employee to Step D at his/her discretion. The service requirement of the new step then begins in accordance with County policy POL-0820-HR. Any employee promoted to a different position will be in a probationary period for six months and may be terminated at will during this time.

2. Upon Demotion or Reassignment, Salary Adjusts to the Lower Grade

HR places the employee at their current step in the demotion/reassignment position's salary grade. However, if the demotion/reassignment takes place during the *probationary period of a promotion*, **and** the employee returns to the **same** position that they held immediately prior to the promotion, HR places the employee at the same grade and step as they previously held for that same position. In either case, the service time since the employee's last step will continue to be counted toward a movement to the next step in the grade range.

3. Upon Lateral Transfer, Salary Remains Unchanged

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HR leaves the employee placed at their current step in the transfer position's salary grade range. Service time since the employee's last step continues to be counted toward a movement to the next step in the grade range.

067203 7. Commissioner Finch **moved**, Commissioner Largent **seconded** the motion and it **carried** to sign an employee settlement agreement.

067204 8. Josh Powers submitted an asset acquisition request for a laptop computer with docking station for Emergency Management in the amount of \$2,104.48. Commissioner Largent **moved**, Commissioner Finch **seconded** the motion and it **carried** to approve the purchase.

067205 9. Commissioner Largent **moved**, Commissioner Finch **seconded** the motion and it **carried** to reappoint Ron Johnson (contingent upon completing required training) to a 6-year term on the Water Conservancy Board. Mr. Johnson's term will expire 07/16/13.

067206 10. Commissioner Finch **moved**, Commissioner Largent **seconded** the motion and it **carried** to authorize the Chairman to sign a Juvenile Services professional services agreement with Palouse River Counseling Center (06/30/09).

067207 11. Commissioner Finch **moved**, Commissioner Largent **seconded** the motion and it **carried** to authorize the Chairman to sign a Juvenile Services professional services agreement with Terry Peterson (06/30/09).

067208 Not used.

12. Executed copies of the following documents received.

067209 CRAB Almota Road Project #3807-01

067210 CRAB Colfax Airport Road Project #3807-02

067211 13. Commissioners' pending list reviewed.

10:30 a.m. - Recess.

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

Present: Phil Meyer and Joe Smillie.

ACTION ITEMS

Engineering Division:

067212 1. The Chairman convened the hearing for the 6-Year Transportation Improvement Plan for 2008-2013. Mark Storey reviewed the proposed plan. There being no comments for or against the proposal the Chairman adjourned the hearing. Commissioner Finch **moved**, Commissioner

Largent **seconded** the motion and it **carried** that the resolution to adopt the Six-Year Road Plan 2008-2013 be signed as presented.

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

In the Matter of the Six Year)
Transportation Improvement) **RESOLUTION NO. 067212**
Program (2008-2013))

WHEREAS, the Public Hearing was held on the 20th day of August, 2007; and

WHEREAS, Notice of the Public Hearing was published according to law and all present wishing to speak for or against said program have been heard; and

WHEREAS, the County Engineer's Bridge Condition Report and the Road Priority Arrays were available to the Board of County Commissioners and were consulted during the preparation of the program in accordance with WAC 136-14-050 and WAC 136-20-060.

IT IS HEREBY RESOLVED that the attached Six Year Transportation Improvement Program be adopted as presented.

DATED this 20th day of August 2007.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

G.R. Finch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

ATTACHMENT

PROJ. #	PROJ. NAME		
1	Miscellaneous Construction	11	Neel Bridge
2	Pleasant Valley Bridge	12	Zarbach Bridge
3	Henderson Mill Bridge	13	Colfax Airport Road
4	Four Mile No. 5 Bridge	14	Green Hollow Road Curve
5	Colfax Airport Access Road	15	Green Hollow Road Grade
6	Colfax Airport Heglar Drive		PROJ. #
7	Almota Road		PROJ. NAME
8	Duncan Springs Road	16	Hume Road
9	Hatley Bridge	17	Hume Road
10	Aune Bridge	18	Almota Road
		19	Almota Road
		20	Blair Cut Off Road

- 21 Green Hollow Road Intersect.
- 22 Hume Road
- 23 Country Club Road
- 24 Sand Road
- 25 Staley No. 3 Bridge
- 26 Pleasant Valley Bridge
- 27 Henderson Mill Bridge
- 28 Sunshine Trailhead
- 29 Palouse Scenic Byway Facility

11:10 a.m. - Phil Meyer.

067213 2. Commissioner Largent **moved**, Commissioner Finch **seconded** the motion and it **carried** that the resolution to initiate the county road project for Colfax Airport Road be signed as presented.

RESOLUTION NO. 067213

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

In the matter of initiating a county road project designated as C.R.P. No. 8010-2, Project No. XFR0701.

IT IS HEREBY RESOLVED that the Colfax Airport Road, County Road No. 8010 from milepost 0.00 to milepost 3.09 be improved as follows:

Grading, draining, widening, improving sight distance, surfacing and widening or replacing a small bridge.

This project is hereby declared to be a public necessity and the County Engineer is hereby ordered and authorized to report and proceed thereon as by law provided (RCW 36.75.050, 36.80.030, 36.80.070)

IT IS FURTHER RESOLVED that an appropriation from the official adopted county road fund budget and based on the County Engineer's estimate is hereby made in the amounts and for the purposes shown:

PURPOSE	AMOUNT OF APPROPRIATION
Engineering (PE & CE)	\$ 206,000.00
Contract	<u>\$3,024,000.00</u>
TOTAL	<u>\$3,230,000.00</u>

This project was included in the official adopted annual road program as Item No. 16.

IT IS FURTHER RESOLVED that the construction is to be accomplished by contract in accordance with RCW 36.77.020 et. seq.

ESTIMATED date of commencing work: August 1, 2007
ESTIMATED date of completing work: October 31, 2011

ADOPTED this 20th day of August 2007.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

G.R. Finch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

067214 **3.** Commissioner Finch **moved**, Commissioner Largent **seconded** the motion and it **carried** that the resolution to initiate the county road project for Almota Road Phase II be signed as presented.

RESOLUTION NO. 067214

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

In the matter of initiating a county road project designated as C.R.P. No. 8000-7, Project No. XFR0700.

IT IS HEREBY RESOLVED that the Almota Road, County Road No. 8000 from milepost 3.08 to milepost 5.82 be improved as follows:

Grading, draining, widening, improving sight distance and surfacing.

This project is hereby declared to be a public necessity and the County Engineer is hereby ordered and authorized to report and proceed thereon as by law provided (RCW 36.75.050, 36.80.030, 36.80.070)

IT IS FURTHER RESOLVED that an appropriation from the official adopted county road fund budget and based on the County Engineer's estimate is hereby made in the amounts and for the purposes shown:

PURPOSE	AMOUNT OF APPROPRIATION
Engineering (PE & CE)	\$ 206,000.00
Contract	<u>\$3,024,000.00</u>
TOTAL	\$3,230,000.00

This project was included in the official adopted annual road program as Item No. 14.

IT IS FURTHER RESOLVED that the construction is to be accomplished by contract in accordance with RCW 36.77.020 et. seq.

ESTIMATED date of commencing work: August 1, 2007

for approximately 300 yards, commencing on the morning of Tuesday, August 21, a total of 8-12 continuous hours.

ADOPTED this 20th day of August 2007.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

G.R. Finch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

D067215A 5. The Director provided a general update within the Engineering and Maintenance Divisions.

11:25 a.m. - Recess.

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

Present: Bev Welch, Bob Lothspeich, Bob Reynolds, Brett Myers, Eunice Coker, Fran Martin, Janet Schmidt, Kelli Campbell, Mark Storey, Marlynn Markley, Tim Myers and Joe Smillie.

067216 The July 2007 ending financial report provided by Ms. Cunningham.

July 2007 Cash Balance - \$3,065,189
July 2006 Cash Balance - \$1,963,333

July 2007 Revenue - \$6,835,492 - 57.98% of budget.
July 2006 Revenue - \$5,821,246 - 47.85% of budget.

July 2007 Expenditures \$6,339,028 - 53.03% of budget.
July 2006 Expenditures \$5,709,233 - 48.35% of budget.

12:00 p.m. - Recess.

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

Present: Tim Myers and Joe Smillie (1:30 p.m.).

D067216A 14. Items discussed included Parks/Developmental Services updates. No action taken.

2:00 p.m. - One 2008 4WD Mid-Size Utility Vehicle.

067217 The following bids for the above item were received, opened and read aloud. Public Works will review the bids and make a recommendation for award August 27 at 11 a.m.

BIDDER	AMOUNT
Jess Ford, Pullman, WA	\$25,068.04
Karl Tyler, Moscow, ID	\$25,735.00
Chipman & Taylor, Pullman, WA	\$23,613.69

2:10 p.m. - Recess.**2:15 p.m. - Board of Health.**

Present: Fran Martin, John Skyles and Joe Smillie.

D067217A 1. Ms. Martin indicated 168 tobacco compliance complaints have been filed, mostly in Pullman. The Department's response is to send a letter with more signs and request compliance.

D067217B 2. John Skyles worked the Motorcycle rally in Rosalia and Michael Baker worked the Lentil Festival in Pullman. No Environmental Health related problems with the vendors were encountered.

D067217C 3. Mr. Skyles discussed various options available for disposal of the grain from the Boyd grain elevator fire.

D067217D 4. Mr. Skyles spoke about the proposed CPG grant from the Department of Ecology for a junk car drive. This is an 80/20 matching grant that Cindi Lepper would administrate.

D067217E 5. Ms. Martin gave a brief staffing update.

067218 6. Commissioner Largent **moved**, Commissioner Finch **seconded** the motion and it **carried** that the Chairman sign the Colton School District 2007-08 school health services contract.

D067218A 7. The Director talked about a program that began last year with DSHS called, "Administrative Match for Random Moments" that compensates the county for outreach to clients. DSHS emails the Health Department employees and within 1-minute the employee must respond by providing specific information about what they are working on at that moment. Funds derived from this program were used to purchase laptop computers with wireless capabilities for all the nurses allowing them access their office files while working at the schools.

D067218B 8. Last week the Department of Health audited the WIC, Water, Tobacco and Public Health/Emergency Planning monies. In addition the auditor

reviewed the work performed for Columbia County. Ms. Martin felt the audit went very well.

D067218C 9. The next Board of Health meeting is September 18th.

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

Present: Kelli Campbell and Joe Reynolds (3:00 p.m.).

D067218D 15. Items discussed included a reclassification. No action taken.

4:00 p.m. - Adjournment.

D067218F Commissioner Finch **moved** to adjourn the **August 20, 2007** meeting. Motion **seconded** by Commissioner Largent and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **August 27, 2007**. The foregoing action made this **20th** day of **August 2007**.

ss/ G.R. FINCH, COMMISSIONER
ss/ MICHAEL LARGENT, COMMISSIONER

MARIBETH BECKER, CMC
Clerk of the Board

GREG PARTCH, CHAIRMAN
Board of County Commissioners