

075824 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, September 15, 2014 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. - Call to Order/Board Business/Workshop.

Present: Gary Petrovich, Kelli Campbell, Mark Storey, Chris Nelson, Bill Spence (9:00 a.m.) and Sally Ousley (9:10 a.m.).

075825 1. Items discussed included:

- Courthouse ADA Project Update
- 2014-2015 CIP Projects
- Odyssey System
- WDFW Hydraulic Permits
- GFOA Financial Assessment
- RTPO
- Tax Sharing
- Solid Waste Presentation/Pullman

No action taken.

9:40 a.m. - Recess.

10:00 a.m. - Reconvene/Board Business Continued/Flag Salute.

Present: Chris Mathis, Bill Spence and Sally Ousley.

D075825A 2. Pledge of Allegiance.

Consent Agenda:

D075825B 3. Motion by Commissioner Largent to accept the consent agenda. Motion **seconded** by Commissioner Kinzer and **carried**.

075826 4. General Claims/Veterans' Relief/Payroll warrants numbered 3122387-312407 for \$282,578.94 and 312416-312518 for \$488,638.21 approved.

075827 5. September 2, 2014 minutes approved.

075828-075830 6. Personnel change orders approved.

075831 7. Commissioner Kinzer moved Commissioner Largent **seconded** the motion and it **carried** to authorize the publishing of the 2015 Whitman County budget hearing.

075832 8. Commissioner Kinzer moved Commissioner Largent **seconded** the motion and it **carried** to select the Odyssey DMS option to provide document management capabilities for Whitman County Superior Court upon implementation of the new Case Management System by the State Administrator of the Courts.

075833 9. Commissioner Largent moved Commissioner Kinzer **seconded** the motion and it **carried** to enter into a contract with GFOA for a Financial Assessment.

075834 10. Commissioner Kinzer moved Commissioner Largent **seconded** the motion and it **carried** to sign a resolution establishing an Accounting and Financial Reporting Policy.

**RESOLUTION NO. 075834
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF the action of the adoption for the Whitman County Policy: **Accounting and Financial Reporting.**

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

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Whitman County Commissioners that the above is approved and attached policy **POL-100-BOCC Accounting and Financial Reporting.**

Dated this 15th day of September 2014 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

Michael Largent, Commissioner



<u>ACCOUNTING AND FINANCIAL REPORTING</u>	
Policy: <u>POL-100-BOCC</u>	Effective: <u>09/15/14</u>
Cancels: RES. <u>#NA</u>	RES. <u>#075834</u>

Whitman County will maintain a comprehensive accounting system in order to conform to the Washington State Budgeting and Accounting Reporting System (B.A.R.S.) and all Federal, State and local regulations. Whitman County will also strive to incorporate best accounting practices whenever possible.

Whitman County also recognizes the need for accurate and timely financial statements and reports in order to guide the Board in making appropriate financial decisions. Financial statements should be prepared, as a minimum, on a quarterly basis and presented to the Board no later than 30 days following the end of each quarter.

Whitman County will use a strict cash basis of accounting when submitting annual financial statements to the State for audit. Whitman County will also use the cash basis of accounting when preparing internal, interim financial statements. Cash basis will also be used for budgetary purposes. Recognizing the importance placed on cash, the County will also prepare monthly detailed bank reconciliations for all accounts, and be reconciled to the General Ledger on a timely basis, no later than 30 days following the end of each month.

The County will also require that an accounting and procedures manual be prepared by the end of 2014 to serve as documentation of our accounting system and as a reference tool for all accounting staff.

This Accounting Policy is intended to be part of a larger, comprehensive Financial Policy to be developed in the near future.

075835 11. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to regretfully accept the resignation of Ken Jacobs from the Planning Commission.

075836 12. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to reappoint Ken Duft and Dave Gibney to 4-year terms on the Planning Commission expiring 12/31/17.

075837 13. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to sign a resolution and letter of reappointment to David Stueckle to a 6-year term on the Water Conservancy Board. Mr. Stueckle's term will expire 07/16/20.

**RESOLUTION NO. 075837
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF REAPPOINTING A MEMBER TO THE WHITMAN COUNTY WATER CONSERVANCY BOARD.

WHEREAS, water conservancy boards were authorized pursuant to SHB-1272 in 1997 and later amended by the legislature in 2001 to allow Water conservancy Board member to be increased from three to five; and,

WHEREAS, Whitman County is in need of replacing one of its members on the local Water Conservancy Board.

NOW, THEREFORE, BE IT RESOLVED that the Board of Whitman County Commissioners hereby reappoints:

David Stueckle of Lacrosse, WA to a 6-year term; and,

This term begins retroactive to July 17, 2014 and ends **July 16, 2020**. The Water Conservancy Board will function within the geographical borders of Whitman County, exercising administrative powers enumerated within Title 90 R.C.W. and the attached bylaws; and,

Dated this **15th** day of **September 2014**.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Arthur D Swannack, Chairman

ATTEST:

Dean Kinzer, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

075838 14. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to move the #1 ranked 2015 CIP item (Infrastructure Upgrade) to the 2014 list and add the Fairgrounds Drain Field project to the 2014 list.

075838A 14A. Commissioner Kinzer moved Commissioner Largent seconded the motion and it carried to approve the 2015 CIP rankings as updated and to do as many projects in 2015 as possible.

Correspondence:

D075838A 15. The following correspondence was received:

075839 15A. An executed copy of the agreement between the Whitman County Sheriff and WSU for law enforcement services received (03/15/15).

075840 16. Commissioners' pending list reviewed.

10:15 a.m. - Recess.

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

ACTION ITEMS

075842 17. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to sign the revised Watershed contract as presented.

DIVISION UPDATES

Maintenance Division:

075843 18. State Line, Inc. was awarded the bid for crane services for the Kile Approach Bridge project in the amount of \$5,200 without tax.

Solid Waste Division:

D075842B 18A. Waste Transfer building project is progressing.

Engineering Division:

075844 18B. In response to the commissioners' inquiry about ownership of the parking lot adjacent Colfax City Hall, the Engineering Department confirmed the lot is owned by the county with the exception of a 12' strip alongside City Hall from Mill Street to the shrubberies.

D075844A 18C. The Pullman Airport Road/O'Donnell Road project is progressing quickly.

075845 18D. As previously authorized, a letter signed by the Director and Chairman was forwarded to the Washington Department of Fish & Wildlife regarding hydraulic permits.

D075845A 19. Approved documents signed.

11:45 a.m. - Recess.

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

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

075846 20. Mr. Berney briefed the commissioners on the September 4th GCBH meeting and Palouse River Counseling related issues.

D075846A 20A. Funding Committee Recommendations:

The GCBH Funding Committee was asked by the Board of Directors, at their August meeting, to provide analysis/recommendations on two issues. The issues were:

- Request from Reliance Health Systems for GCBH to support their application to build a privately funded Evaluation and Treatment Center in Richland WA.
- Review requests for funding under the Housing and Recovery through Peer Services (HARPS) Program.

After much discussion the Committee recommended GCBH not support RHS's application to build a new E&T in the Tri-Cities. A great deal of inpatient capacity is being brought on line and current capacity needs to be mostly full in order to be financially viable. The Committee recommended the HARPS funding be awarded to the project proposed by Central Washington Comprehensive Mental Health for the eastern part of GCBH and Whitman County voted in favor of both motions.

D075846B 20B. Chelan-Douglas RSN Merge Request with GCBH:

About a year ago CDRSN attended a GCBH Board meeting to see if they might join our Regional Support Network (RSN). At that time they were in severe financial difficulty, their hospitalizations were very high, their governance structure was disorganized, and they clearly wanted to be their own RSN. With the upcoming shift to Behavioral Health Organizations, the State has clearly told CDRSN that they are not large enough (covered lives) to stand alone. At the August GCBH Board meeting CDRSN Governing Board representatives and staff reported that they have reorganized their governance structure, their financial situation has stabilized (due in part to additional funding from the State), and they are doing better in using the hospital appropriately. See letter from CDRSN for more detailed information. Chelan-Douglas Counties would prefer to remain their own RSN but understand that is not a viable option. Thus they are formally requesting to merge with GCBH. Their other option would be to join Spokane RSN. A motion was made to form a special committee to review this request from CDRSN. The special committee met twice and recommended an offer to join GCBH not be extended to Chelan and Douglas Counties and a motion to that affect was made. Extensive discussion was held by the entire Board. Both positives and negatives of Chelan and Douglas Counties joining GCBH were reviewed. Whitman County voted in favor of the motion (not to extend an invitation to join). The motion passed with two nay votes from Benton and Franklin Counties.

D075846C 20C. Regional Office update:

- The ruling by the Washington Supreme Court regarding psychiatric boarding was discussed including the additional 30 Million that has been authorized by the Governor.
- Update on whether Klickitat County might choose to leave GCBH
- Reviewed letters from the State regarding new healthcare regions as of April 1, 2016 (9 Regional Support Networks)

075847-075848 21. Commissioner Largent moved Commissioner Kinzer seconded the motion and it carried to sign resolutions designating Lisa Malcom and Sloan Fuller as Designated Mental Health Professionals (DMHP) in Whitman County.

**IN THE MATTER OF APPOINTING
DESIGNATED MENTAL HEALTH
PROFESSIONALS UNDER RCW 71.05
And RCW 71.34**

RESOLUTION NO. 075844

WHEREAS Whitman County has responsibility for implementation of RCW 71.05 and RCW 71.34 (Mental Illness) which mandates that a coordinated system of evaluation and treatment

BOCC MINUTES-09/15/14

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 Sloan Fuller as Designated Mental Health Professional, finding that said appointee meets the requirements as specified by law;

BE IT HEREBY RESOLVED, by the Board of Whitman County Commissioners that Lisa Malcolm is appointed a Designated Mental Health Professional for Whitman County.

Done this 15th day of September, 2014.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Arthur D Swannack, Chairman

ATTEST:

Dean Kinzer, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

**IN THE MATTER OF APPOINTING
DESIGNATED MENTAL HEALTH
PROFESSIONALS UNDER RCW 71.05
And RCW 71.34**

RESOLUTION NO. 075845

WHEREAS Whitman County has responsibility for implementation of RCW 71.05 and RCW 71.34 (Mental Illness) 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 Sloan Fuller as Designated Mental Health Professional, finding that said appointee meets the requirements as specified by law;

BE IT HEREBY RESOLVED, by the Board of Whitman County Commissioners that Sloan Fuller is appointed a Designated Mental Health Professional for Whitman County.

Done this 15th day of September, 2014.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Arthur D Swannack, Chairman

ATTEST:

Dean Kinzer, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

1:50 p.m. - Recess.

2:00 p.m. - Convened/Board of Health.

Present: Troy Henderson, Allison Casey, Michael Baker, Chelsea Cannard, Jeff Wilmouth and Chris Skidmore.

DIVISION UPDATES

Health Officer:

D075848A 22. Several internal virus cases in Washington, Idaho and Utah; there is a new H-3 strain in swine that is transferrable to humans.

Environmental Health:

075849 23. Chelsea Cannard reported on the Food Protection program.

D075849A 23A. Jeff Wilmouth reported on the on-site sewage program.

D075849B 23B. Chris Skidmore reported on the Water Recreation and Drinking Water programs.

2:05 p.m. - Wahab Kromah.

D075849C 23C. Michael Baker discussed the fish die-off and blue-green algae in the South Fork Palouse River and revising the Environmental Health fee schedule. No action was taken by the Board.

D075849D 23D. Mr. Henderson mentioned that perk tests will be conducted Tuesday at the Fairgrounds.

Personal Health:

D075849E 24. The Director advised the Board results of the MERS tests were negative.

Administrative:

D075849F 25. Troy Henderson noted the department would like to request authorization to adjust their fee schedule as necessary due to the constant variation in cost to the department.

D075849G 25A. A brief staff updated provided by the Director.

D075849H 25B. Mr. Henderson invited the commissioners to attend Intern Wahab Kromah's presentation on Behavior Modification Techniques for Inmates today at 3 p.m. Unfortunately, the commissioners were not available.

075850 25C. Upon inquiry, the Director stated the department is operating without a contract with Whitman Medical Group for jail services. Whitman Medical has agreed to continue providing inmate services until a new provider is available.

Next Meeting/Adjournment:

D075850A 26. The next Board of Health meeting is November 17, 2014.

2:20 p.m. - Board of Health Adjourned.

2:30 p.m. - Reconvene/Board Business Continued/BOCC Workshop.

Present: Gary Petrovich and Mark Storey.

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075851 **27.** Public Facilities funds strategic planning discussed. No action taken.

3:15 p.m. - Recess.

D075851A **THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Tuesday, September 16, 2014** 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/BOCC Workshop.

Present: Maribeth Becker (9:00 a.m.), Peggy Wright, George Miller, Greg Jones and Jill Pierson (10:00 a.m.), Sherri Aune (10:30 a.m.), Kelli Campbell (11:00 a.m.), Pete Martin (1:30 p.m.), Joe Reynolds (2:00 p.m.) and Bob Lothspeich (2:30 p.m.).

075852 **28.** 2015 budget reviews held with the following departments:

- Commissioners/Misc.
- Weed Department
- Juvenile Services
- Human Resources
- Coroner
- Assessor
- Treasurer

No action taken.

3:30 p.m. - Recess.

D075852A **THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Wednesday, September 17, 2014** at **1:30 p.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

8:00 a.m. - Reconvene/Board Business Continued/BOCC Workshop.

Present: Cinnamon Brown, Brett Myers and Ron Rockness (1:30 p.m.).

075853 **29.** 2015 budget review held with the Sheriff's department: No action taken.

D075853A **30.** No budget reviews scheduled for Thursday, September 18th.

2:30 p.m. - Recess.

D075853B **THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, September 22, 2014** at **9:00 a.m.** Chairman Arthur D Swannack, Dean Kinzer, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended. Commissioner Largent was unavailable.

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

D075853C **31.** Approved documents signed.

075854 **31A.** General/Veterans' Relief/Payroll warrants numbered **312542-312631** for **\$343,853.51**.

075855-075861 **31B.** Personnel change orders.

BOCC MINUTES-09/15/14

D075861A 32. No need for Tuesday, September 23, 2014 workshop.

9:05 a.m. - BOCC Workshop.

Present: Gary Petrovich, Mark Storey, Dean Cornelison, Chris Nelson, Dean Cornelison (9:00 a.m.), Eunice Coker (9:10 a.m.), Alan Thomson (9:25 a.m.) and Bob Reynolds (10:25 a.m.).

075862 33. Items discussed included:

- Transfer Station Building Damage
- Veterans Relief Limits
- Critical Areas Ordinance
- Shoreline Master Plan
- 2014-2015 Budgets
- PSB HVAC System
- Courthouse ADA Project
- Fairgrounds Drainfield System
- New IT Server
- Palouse Basin Water Summit Dues
- Whitcom Update
- RTPO/SEWEDA
- League of Women Voters

No action taken.

075863 34. Tuesday, September 23, 2014 workshop cancelled.

11:10 a.m. - Adjournment.

D075863A Commissioner Kinzer **moved** to adjourn the September 15, 16, 17 and 22, 2014 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 **September 29, 2014**. The foregoing action made this **22nd** day of **September 2014**.

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

MARIBETH BECKER, CMC
Clerk of the Board

ARTHUR D SWANNACK, CHAIRMAN
Board of County Commissioners