

**BOCC MINUTES-09/17/18**

**080565**        **THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, September 17, 2018** at **8:45 a.m.** Chairman Dean Kinzer, Arthur D Swannack and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

**8:45 a.m. - Call to Order/Board Business/BOCC Workshop.**

Present:        Mark Storey (8:50 a.m.).

**080566**        1.        The following items were discussed but no action was taken.

- Address Corrections
- Time/Attendance Software
- Regional Legislative Meeting
- WC Code Claims Policy
- Tekoa P&R Loan
- Drug Task Force Resolution
- Collections Policy
- Notices on Website
- GIS/GIS Committee
- Spokane Valley/ALTCEW
- Farmington Road Overlay #2
- Solid Waste Fee Resolution

**9:25 a.m. - Flag Salute.**

Present:        Jonna Davis, Alisha Shaw, Annie Pillers, Bailey Wiedmer and Paul Spencer.

**D080566A**     2.        **Pledge of Allegiance.**

**Consent Agenda:**

**080567**        3.        Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to accept the consent agenda as presented.

**080568**        4.        Treasurer's Wire Transfers and Check Report in the amount of **\$127.42**, Payroll warrants numbered **338379-338390** for **\$576,633.95** and General Claims/Veterans' Relief warrants numbered **338402-338549** for **\$377,283.16** approved.

**080569**        5.        September 4, 2018 minutes approved.

**080570-080572**    6.        Personnel change orders approved.

**9:30 a.m.** - Eunice Coker, Sharron Cunningham, Jessica Jensema, Cynthia Hayward, Chris Nelson, Bill Tensfeld, Annie Pillers, Bailey Wiedmer, Mark Clinton, Glenda Scheideman, Wraylee Flodin, Michele Beckmann (9:30 a.m.) and Garth Meyer (9:35 a.m.).

**080573**        7.        Jonna Davis and Alisha Shaw of the State Auditor's office led the exit conference for the 2017 financial statements and federal grant compliance audits. Ms. Davis stated no management letters or findings were reported by the state for either portion of the audit. Commissioner Largent thanked Sharron Cunningham and Jessica Jensema for their hard work going above and beyond.

**9:40 a.m.** - Eunice Coker, Sharron Cunningham, Jessica Jensema, Chris Nelson, Annie Pillers, Garth Meyer, Scott Jackson, Bill Spence, Paul Spencer and Michele Beckmann.

**080574**        8.        Upon explanation by the County Auditor, Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to create fund #690.060.000-IRS recording fee reserve fund.

**RESOLUTION NO. 080574**  
**OF**  
**THE BOARD OF WHITMAN COUNTY COMMISSIONERS**  
**FOR WHITMAN COUNTY, STATE OF WASHINGTON**

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, met in regular session on Monday, September 17, 2018; and

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, recognizes the need to create the Auditor's Recording Reserve Fund #690.060.000 to create a place to hold and allow the Auditor's Office authority over the portion of funding being remitted for the recording and release of IRS Liens until such time that the WA State Attorney General and the IRS can come to terms about the amount of fees owed.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of County Commissioners for Whitman County agree to create the Auditor's IRS Recording Reserve Fund #690.060.000 and decree that it is a special revenue fund to be kept separate of the Current Expense/General Fund.

PASSED, APPROVED AND ADOPTED 17th day of September 2018 and effective as of this date.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Dean Kinzer, Chairman

ATTEST:

\_\_\_\_\_  
Arthur D Swannack, Commissioner

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

\_\_\_\_\_  
Michael Largent, Commissioner

**080575**      **9.**      Commissioner Swannack **moved** Commissioner Largent **seconded** the motion for to accept the New World quote for software implementation and training related to the hourly conversion project for \$4,515 and this expense will be paid by Information Technology via budget amendment #2. Motion **carried**.

**080576**      **10.**      Commissioner Swannack **moved** Commissioner Largent **seconded** the motion and it **carried** to sign a resolution revising the District Court-Pullman petty cash fund.

**RESOLUTION NO. 080576**  
**OF**  
**THE BOARD OF WHITMAN COUNTY COMMISSIONERS FOR WHITMAN COUNTY, STATE OF WASHINGTON**

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, recognizes the need to change the pre-existing petty cash custodian within the Whitman County District Court-Pullman Department; and,

WHEREAS, the Whitman County District Court-Pullman Department would like to make Connie Ellis, Program Representative, the Custodian; and,

NOW, THEREFORE, BE IT HEREBY RESOLVED AND AUTHORIZED that the Whitman County District Court-Pullman Department's petty cash account #001.000.00 111.70.031 shall be maintained by Connie Ellis.

Done this 17th day of September 2018.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Dean Kinzer, Chairman

ATTEST:

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Arthur D Swannack, Commissioner

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Maribeth Becker, CMC  
Clerk of the Board

\_\_\_\_\_  
Michael Largent, Commissioner

9:50 a.m. - Mark Clinton, Paul Spencer, Bill Spence, Garth Meyer and Michele Beckmann.

080577 11. Commissioner Swannack **moved** Commissioner Largent **seconded** the motion and it **carried** to sign a resolution dissolving the Sheriff's Drug Task Force revolving fund.

080578 12. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the resolution revising countywide petty cash funds as presented.

**RESOLUTION NO. 080578**  
**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

WHEREAS, the Board of Whitman County Commissioners met in regular session on the **17th** day of **September 2018**; and,

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, recognizes the need and requirement of regulating the various petty cash/cash drawer, petty cash stamp, revolving cash and advance travel accounts in all county funds; and,

WHEREAS, responsibility for the various petty cash/cash drawer, petty cash stamp, revolving cash and advance travel accounts must be entrusted to specific individuals.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the following are the revised petty cash/cash drawer, petty cash stamp, revolving cash and advance travel accounts for Whitman County:

**PETTY CASH/CASH DRAWER, PETTY CASH STAMP, REVOLVING CASH AND ADVANCE TRAVEL ACCOUNTS**

<b>FUND #</b>	<b>ACCT. #</b>	<b>FUND NAME</b>	<b>CUSTODIAN</b>	<b>AMOUNT</b>	<b>SUBTOTALS</b>	<b>TOTALS</b>
<b><u>CURRENT EXPENSE PETTY CASH/CASH DRAWER ACCOUNTS</u></b>						
001.000.000	111.70.02	PUBLIC HEALTH-COLFAX-FISCAL PETTY CASH	Troy Henderson	\$ 70.00		
001.000.000	111.70.03	DISTRICT COURT-COLFAX	Marlynn Markley	\$ 50.00		
001.000.000	111.70.04	PARKS & RECREATION-COLFAX OFFICE	Alisha Matelski	\$ 100.00		
001.000.000	111.70.05	AUDITOR-COLFAX-AUTO LICENSING	Eunice Coker	\$ 300.00		
001.000.000	111.70.09	PROSECUTOR	Kristina Cooper	\$ 100.00		
001.000.000	111.70.13	CLERK	Jill Whelchel	\$ 100.00		
001.000.000	111.70.15	DEVELOPMENTAL SERVICES	Alisha Matelski	\$ 25.00		
001.000.000	111.70.021	PUBLIC HEALTH-COLFAX-FRONT DESK	Noel Christiansen	\$ 140.00		
001.000.000	111.70.023	PUBLIC HEALTH-PULLMAN-PETTY CASH	Troy Henderson	\$ 199.00		
001.000.000	111.70.024	PUBLIC HEALTH-PULLMAN-FRONT DESK	Meghan Johns	\$ 70.00		
001.000.000	111.70.031	DISTRICT COURT-PULLMAN	Connie Ellis	\$ 50.00		
001.000.000	111.70.041	PARKS & RECREATION-KAMIAK BUTTE	Laura Bloomfield	\$ 25.00		
001.000.000	111.70.042	PARKS & RECREATION-WAWAWAI	Dave Mahan	\$ 25.00		
001.000.000	111.70.052	AUDITOR-COLFAX-LEGAL FILING	Eunice Coker	\$ 200.00		
001.000.000	111.70.21	TREASURER	Mark Clinton	\$ 900.00		
<b>Total Current Expense Petty Cash/Cash Drawer Accounts</b>					<b>\$ 2,354.00</b>	

**OTHER FUNDS PETTY CASH/CASH DRAWER ACCOUNTS**

106.240.000	111.70.07	EXTENSION-PUBLICATIONS	Catherine Wigen	\$	50.00	
110.400.000	111.70.10	PUBLIC WORKS-COUNTY ROAD	Brandon Johnson	\$	150.00	
400.400.000	111.70.17	SOLID WASTE-LANDFILL	McGillic/Street	\$	<u>400.00</u>	
<b>Total Other Funds Petty Cash/Cash Drawer Accounts</b>						<b>\$ <u>600.00</u></b>

**TOTAL ALL FUNDS PETTY CASH/CASH DRAWER ACCOUNTS** **\$ 2,954.00**

**CURRENT EXPENSE PETTY CASH STAMP ACCOUNTS**

001.000.000	111.77.03	DISTRICT COURT	Marlynn Markley	\$	96.00	
001.000.000	111.77.09	PROSECUTOR	Kristina Cooper	\$	<u>100.00</u>	
<b>Total Current Expense Petty Cash Stamp Accounts</b>						<b>\$ 196.00</b>
<b>Total Other Funds Petty Cash Stamp Accounts</b>						<b>\$ <u>00.00</u></b>

**TOTAL ALL FUNDS PETTY CASH STAMP ACCOUNTS** **\$ 196.00**

**REVOLVING CASH ACCOUNTS**

<b>Total Current Expense Revolving Cash Accounts</b>				\$	<b>00.00</b>
<b>Total Other Funds Revolving Cash Accounts</b>				\$	<b><u>00.00</u></b>

**TOTAL ALL FUNDS REVOLVING CASH ACCOUNTS** **\$ 00.00**

**ADVANCE TRAVEL ACCOUNTS**

999.000.000	111.00.9706	TREASURER-ADVANCE TRAVEL	Lana Cloaninger	\$	<u>15,000.00</u>	
<b>Total Current Expense Advance Travel Accounts</b>						<b>\$15,000.00</b>
<b>Total Other Funds Advance Travel Accounts</b>						<b>\$ <u>00.00</u></b>

**TOTAL ALL FUNDS ADVANCE TRAVEL ACCOUNTS** **\$15,000.00**

**TOTAL ALL FUNDS PETTY CASH/CASH DRAWER, PETTY CASH STAMP, REVOLVING CASH AND ADVANCE TRAVEL ACCOUNTS** **\$18,150.00**

Dated this this **17th** day of **September 2018** and effective as of this date.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Dean Kinzer, Chairman

ATTEST:

\_\_\_\_\_  
Arthur D Swannack, Commissioner

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Maribeth Becker, CMC  
Clerk of the Board

\_\_\_\_\_  
Michael Largent, Commissioner

**080579 13.** Commissioner Swannack **moved** Commissioner Largent **seconded** the motion and it **carried** to appoint Jack Pierce to a 2-year term expiring 09/01/20 on the Classification Committee representing the Road Bargaining Unit.

**080580 14.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to authorize the publishing of a notice of hearing for the 2019 Whitman County budget hearing.

CORRESPONDENCE:

D080580A 15. The following correspondence was received:

080581 15A. Notice was received from the Department of Commerce advising that Whitman County has been awarded a \$101,202 Community Development Block Grant for public service (2018-2019).

080582 15B. Notice was received from the Washington State Liquor and Cannabis Board License Division advising of the upcoming marijuana licenses due to expire 02/28/19.

080583 15C. An executed copy of the 2018-2019 Community Development Block Grant contract was received from the Department of Commerce.

080584 16. Commissioners' pending list reviewed.

10:05 a.m. - Recess.

10:30 a.m. - Whitman County Code Title 3, Chapter 3.12-Claims.

080585 17. The regular meeting was reconvened and immediately recessed. The hearing convened by the Chairman for proposed revisions to Whitman County Code Chapter 3.12-Claims.

Staff report provided by the Clerk of the Board. Most proposed changes are housekeeping in nature; dollar amounts have been revised to reflect state changes.

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

080586 18. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve an ordinance revising Whitman County Code Title 3, Chapter 3.12-Claims.

**ORDINANCE NO. 080586  
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

WHEREAS, the Whitman County Board of Commissioners met in their Chambers on this 17th day of September 2018; and,

WHEREAS, a public hearing was conducted September 17, 2018 to consider revisions to Whitman County Code, Title 3, Chapters 3.12-Claims.

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

PASSED, APPROVED AND ADOPTED THIS 17TH DAY OF SEPTEMBER 2018 and effective as of this date.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Dean Kinzer, Chairman

ATTEST:

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Arthur D Swannack, Commissioner

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Maribeth Becker, CMC  
Clerk of the Board

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Michael Largent, Commissioner

**Chapter 3.12 - CLAIMS\***

**Sections:**

- 3.12.005 Claims.
- 3.12.010 Goals.
- 3.12.020 Scope.
- 3.12.025 Authorization process.
- 3.12.030 Vendor lists.
- 3.12.040 Small works roster.
- 3.12.050 Professional services roster.
- 3.12.060 Obligation to pay.
- 3.12.070 Hearing of claims.
- 3.12.080 Presentment of claims.

**3.12.005 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 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 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 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).

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**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 obligations to the county will be submitted and paid in a timely manner to avoid finance charges or late fees.
- E. All officers and employees of Whitman County shall comply with this policy.
- F. 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.
- G. 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.
- H. When a purchase involves the expenditure of federal funds, purchasing shall be conducted in accordance with all applicable federal laws or regulations.
- I. 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.
- J. 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.
- K. Elected officials or department heads may delegate purchasing responsibility in their department to no more than four (4) employees (with no further delegation). Such delegation will be documented by delivering a letter of authority with original signatures to the board of county commissioners. 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. The letter of authority must be updated at least annually or when changes in authorization occur. It will be the responsibility of the clerk of the board in January of each calendar year to obtain the updated letter of authority from each elected official or department head. Any elected official or department head delegating purchasing responsibility will also, unless clearly stated otherwise, authorize such person(s) to key into the financial system and/or sign instruments including claims, investments, warrant cancellations, fund transfers, payroll, etc.
- L. Any non-emergency capital improvement purchase of ten thousand one dollars (\$10,001) or more shall be listed on the County Overall Economic Development (CEDS) Plan, Whitman County Comprehensive or Capital Improvement Program (CIP) Plan or another plan/resolution approved by the Board of County Commissioners and/or have received state or federal project approval prior to purchase.
- M. 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 interlocal agreement with Whitman County.

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

3.12.025 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 or Formal bids Requires advance capital improvement, state or federal project approval listing	WCC 3.12.030B RCW 36.32.245 RCW 39.04.190 WCC 3.12.020L
\$50,001 and over	Formal bids	RCW 39.04.190

Construction of a public works or improvement project:

Amount	Process	Authorization
\$0-\$5,000	Claim/purchase order	Budget
\$5,001-10,000	Claim/purchase order or Small works roster	Budget
\$10,001-\$300,000	Small works roster or Formal bids Requires advance capital improvement, state or federal project approval listing	RCW 36.32.250 RCW 39.04.155 WCC 3.12.020L
\$300,001 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 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)

3.12.030 Vendor lists.

- A. Whitman County shall semi-annually publish a notice soliciting names of vendors for the county vendor lists.
- B. For purchases between ten thousand one dollars (\$10,001) and fifty thousand dollars (\$50,000), 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.



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- 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).

**3.12.040 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 three hundred thousand dollars (\$300,000) shall invite quotes from all appropriate contractors on the appropriate roster. The quote 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, not favoring one contractor over another. If the estimated cost of the work is from ten thousand one dollars to three hundred thousand dollars (\$10,001-\$300,000), 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).

**3.12.050 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 bids 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

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submitted for payment, the claim will clearly state the location of the formal contract for review.

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

**3.12.060 Obligation to pay.**

- A. All obligations to the county will be submitted and paid in a timely manner to avoid finance charges or late fees.
- B. 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. When the county auditor finds an error, he/she will contact the department submitting the claim immediately to attempt to correct the error. 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. This written memo will be attached to the claim, a copy of it 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 at their next scheduled meeting.

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

**3.12.070 Hearing of claims.**

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

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

**3.12.080 Presentment of claims.**

All claims 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.

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

**10:40 a.m. - Recess.**

**11:00 a.m. - Public Works.**

Present: Mark Storey, Brandon Kruger, Alan Thomson, Katrin Kunz, Paul Spencer and Garth Meyer.

**080587 18A.** The following Public Works related issues approved/updated:

**ACTION ITEMS:**

**080588 19.** The official transmittal for the Bill Swan zone change was received from Assistant Planner, Katrin Kunz. Ms. Kunz said the owner is proposing 3.4 acre zone change between Pullman and Palouse from the agricultural district to the limited light industrial district. This property currently has one building that is being used as a boat repair shop. The owner would like to construct a second building to be used as a warehouse for commercial products.

080589 20. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to set a public hearing for October 1, 2018 for amending the Whitman County Zoning map for Bill Swan from the Agricultural District to the a Limited Light Industrial District.

080590 21. Mark Storey presented a resolution adding an additional 3% charge for Transfer Station customers wishing to use a debit/credit card. The 3% fee is included in the minimum \$15.00 charge and the corresponding disposal weight is lowered accordingly for debit/credit card users.

Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the Transfer Station fee schedule for credit card purchases as presented.

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

<b>In the Matter of Updating Solid</b>	)	
<b>Waste Fees, Whitman County Public</b>	)	<b>RESOLUTION NO. <u>080590</u></b>
<b>Public Works Department</b>	)	<b>ORDER ESTABLISHING FEES</b>
<b>Whitman County, Washington</b>	)	

BEFORE THE BOARD OF COUNTY COMMISSIONERS of Whitman County, Washington in the matter of updating some of the Solid Waste Fees charged by Whitman County Public Works in 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 establishing and maintaining fees that reflect current practices,

AND, WHEREAS, the Board recognizes the necessity to operate the Solid Waste Facility in a manner that is as easy and flexible as is practicable for the users,

AND, WHEREAS, the Solid Waste Facility staff have researched the different ways in which to provide flexible ways to allow people to pay for disposal services, including through the use of credit and debit cards,

AND, WHEREAS, the Board recognizes that credit/debit card vendor service providers charge an additional processing fee for the use of credit and debit cards,

IT IS HEREBY RESOLVED that Whitman County will charge an additional 3% for people wishing to use either a debit or credit card to pay for disposal services at the solid waste facility,

IT IS ALSO HEREBY RESOLVED that the minimum charge of \$15 will include the 3% additional charge, and the corresponding weight of disposal material will be lowered for credit/debit card users accordingly.

ADOPTED this 17<sup>th</sup> day of September, 2018.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Dean Kinzer, Chairman

ATTEST:

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Arthur D Swannack, Commissioner

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Maribeth Becker, CMC  
Clerk of the Board

\_\_\_\_\_  
Michael Largent, Commissioner

**080591**      **22.**    Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the signing of the contract between Whitman County and Holcomb Construction for reconstruction of the Transfer Station when received.

**DIVISION UPDATES:**

**D080591A**    **23.**    The following division updates provided by Public Works staff.

**Solid Waste Division:**

**D080591B**    **23A.**   Mr. Storey reported the contractor is mobilizing at the Transfer Station today for the Waste Transfer building restoration. It is hoped occupancy will be restored by mid-October.

**Engineering Division:**

**D080591C**    **23B.**   Farmington Road Overlay #2 began today and will continue through the week.

**080592**      **23C.**   Mr. Storey shared pictures of the new Whelan Bridge. Mr. Kruger said once the guardrail has been installed the bridge will be re-opened to traffic.

**Maintenance Division:**

**D080592A**    **23D.**   General grading and minor repair work continues. Striping will resume once the equipment is repaired.

**Planning Division:**

**D080592B**    **23E.**   Mr. Thomson said McCoy Land Company has requested postponing continuation of their October 3<sup>rd</sup> hearing at this time.

**D080592C**    **24.**    Approved documents signed.

**11:20 a.m. - Recess.**

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

Present: Mike Berney, Greater Columbia Behavioral Health (GCBH), Troy Henderson and Michele Beckmann.

**080593**      **25.**    Mr. Berney briefed the commission on the regular Board meeting held by the GCBH organization on September 6, 2018 Board of Directors.

**D080593A**    **25A. Establishment of the Greater Columbia LLC:**

As a reminder the plan around the LLC operating agreement is to pass something simple quickly and then revise it at the beginning of 2019. By then we hope to know more from the State about what exactly the ASO requirements are going to be.

- All Greater Columbia Counties have signed the Certificate of Formation.
- The application for liability insurance has been accepted. There will be 20 million dollars in coverage.
- Where in the process is Whitman County in reviewing/signing the initial operating agreement?
  - Benton County had additional (non-substantive) changes to suggest since the last "final" version.

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**D080593B 25B. Regional Office Update:**

- Finance:
  - GCBH is where it is expected to be relative to its budget.
  - GCBH will begin distributing additional funds into the provider network over the next several months as recommended by the Funding Committee.

**D080593C 25C. Contract Termination/Appeal:**

- The Barth Clinic, in Yakima County, received a notice from GCBH that their contract was being terminated due to contract violations regarding submission of data.
  - The Regional Office worked with this provider over an extended period of time to submit their data.
  - In Counties with multiple providers the County determines who their providers will be. The Yakima County representative to the Board was included in the decision to terminate.
  - GCBH really has no appeal process for this but Barth Clinic was offered the opportunity to speak to the Board of Directors at the September Board meeting but no one came.

**D080593D 25D.** Palouse River Counseling was given a letter confirming they had passed all their GCBH BH-ASO credentialing standards. This review is good for 2 years.

**D080593E 25E.** There will be no GCBH briefing in October. The next briefing is slated for November 19<sup>th</sup>.

**1:50 p.m. - Recess.**

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

Present: Kelli Campbell, Chris Nelson, Scott Jackson and Will DeMarco (9:00 a.m.).

**080594 26.** The Board had no further issues to discuss.

**080595 27.** The 2019 Employee Medical Insurance was discussed but no action was taken. However, the members did individually voiced their support for remaining with WCIF in 2019 and possibly continuing a contract with PayneWest to further research plans offered by United Health Care.

**080596 28.** No action taken **for** employee medical insurance decision #1.

**080597 29.** No action taken **for** employee medical insurance decision #2.

**4:00 p.m. - Recess.**

**D080597A THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Wednesday, September 19, 2018 at 2:00 p.m.** Chairman Dean Kinzer, Arthur D Swannack and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

**2:00 p.m. - Reconvene/Board Business Continued/Budget Review.**

Present: Chris Nelson (2:00 p.m.).

**080598 30.** The following budget review was discussed but no action was taken.

- Information Technology

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**2:30 p.m. - Executive Session.**

Present: Chris Nelson.

**080599 31.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to go into executive session with the above individual until 2:40 p.m. in accordance with RCW 42.30.110(1)(g) for matters related to employee evaluations.

**2:40 p.m. - Return to Open Session/Recess.**

**D080599A THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, September 24, 2018 at 9:00 a.m.** Chairman Dean Kinzer, Arthur D Swannack and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

**D080599B 32.** Approved consent agenda items signed.

**080600 33.** Treasurers Wire Transfers and Check Report in the amount of **\$417,291.26** and General/Veterans' Relief/Payroll warrants numbered **338558-338672** for **\$342,343.57** approved.

**080601-080611 34.** Personnel change orders.

**9:05 a.m. - BOCC Workshop.**

Present: Gary Petrovich, Bill Tensfeld, Michele Beckmann (9:05 a.m.), Kelli Campbell, Bailey Wiedmer and Corey Eislee (10:00 a.m.).

**080612-080613 35-36.** The following items were discussed but no action was taken.

- Greater Columbia BSO LLC Agrmt.
- 2019 WSAC Dues
- 2019 WSAC Litigation Assess.
- 2019 WSAC 2<sup>nd</sup> VP Vacancy
- 2018 WSAC Annual Conference
- 2018 WSAC/NACO-DC Meeting
- 2019 L&I Rates
- SAO Performance Training
- GIS Assistance by Yakima Co.
- Collections Policy
- Comm. Largent's Oct. Schedule
- WSDOT/CAP Trail
- WSDOT Round-About Meeting
- Hawkins Property Sale
- Time/Attendance Software WS
- Employee Wages Projections
- Lobbyist Meeting
- 2019 Employee Medical Ins.

**10:30 a.m. - Recess.**

**11:00 a.m. - Reconvene/Board Business Continued.**

Present: Mark Storey, Kelli Campbell, Bailey Wiedmer, Gary Petrovich and Michele Beckmann.

**080614 37.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to raise the County's 2019 monthly health insurance contribution to \$825.00 for life, vision, dental and medical, to apply to the non-represented employees, and to propose the same increase to the Courthouse, Road and Solid Waste bargaining units.

**080615 38.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to propose a 2019 monthly County contribution increase of \$25.00 to the Correction Officers and Support Staff unit.

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**080616 38A.** Mark Storey updated the commissioners on the status of the Waste Transfer Facility repairs, Whelan Bridge and Farmington Road overlay #2.

**11:15 a.m. - Adjournment.**

**D080616A** Commissioner Largent **moved** to adjourn the **September 17** and **24, 2018** meeting. Motion **seconded** by Commissioner Swannack and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **October 1, 2018**. The foregoing action made this **24th** day of **September 2018**.

ss/ ARTHUR D SWANNACK, COMMISSIONER  
ss/ MICHAEL LARGENT, COMMISSIONER

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MARIBETH BECKER, CMC  
Clerk of the Board

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DEAN KINZER, CHAIRMAN  
Board of County Commissioners