

Minutes for September 22nd, 2003

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061576 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **September 22, 2003** at **9:00 a.m.** G.R. "Jerry" Finch, Chairman, Greg Partch, and Les Wigen, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

9:00 a.m. - Call to Order/Kelli Campbell, Human Resources.

D061576A Motion by Commissioner Partch to go into Executive Session with Ms. Campbell for discussion of personnel issue until 9:30 a.m. **Seconded** by Commissioner Wigen and **carried**.

9:30 a.m. - Return to Open Session/Recess.

D061576B 1. Motion by Commissioner Wigen to approve the consent agenda. Motion **seconded** by Commissioner Partch and **carried**.

061577 2. Claims/Payroll warrants numbered **153688-153689, 153729, 153732-153758** and **153899-154087** for **\$449,834.96** approved.

FUND	FUND NAME	AMOUNT	AMOUNT	AMOUNT
001	Current Expense	34,865.40	10,808.53	120,590.96
102	Building & Development	1,300.00	200.00	
103	Countywide Planning	1,021.20	200.00	330.33
104	Developmental Services			29,709.48
110	County Roads	15,970.00	4,050.00	6,157.00
112	Public Facilities Improvement			12,361.72
118	Inmate Welfare			217.38
123	Paths & Trails			510.86
126	Treasurer's M&O			2,162.16
127	Drug Enforcement	400.00		1,008.14
129	House Bill 3900			216.77
141	Washington Housing SHB 2060	3,677.92		
300	Capital Projects			462.66
320	Cap. Project/Outside Sources (Bond)			10,435.51
400	Solid Waste	2,659.60		93,755.98
501	Equipment Rental & Revolving	4,039.60	1,197.20	90,435.37
513	Communications Revolving			1,091.19

061578 3. September 15, 2003 minutes approved.

061579 4. Personnel board orders approved.

10:05 a.m. - Tammy Lewis.

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061580 5. **Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to sign the 2003-2005 CASA contract.

061581 6. A copy of a letter sent by the Governor to the Secretary of the USDA was received. Governor Locke requested a Secretarial Disaster designation for Lincoln and Whitman Counties as a result of adverse weather conditions that began in May 2003. Commissioner Partch said the letter indicates an agricultural person has informed the Governor of the adverse weather conditions and obviously that person is not from Whitman County. Whitman County had very good crops this year. The Governor talked about the hay crop and Whitman County has virtually no hay. He thought the Board should get back with him and discuss this. There are places that do need low interest loans for agriculture, but he didn't believe Whitman County is one of those. He was not opposed to any financial assistance if there was a problem, but surely, the commissioners would know about it. Commissioner Partch thought the Governor was truly misinformed and this issue should be looked at closer to determine the basis for this information. The Chairman advised Commissioner Partch to feel free to pursue this issue.

061581A 7. Notice of a request for a class 6D liquor license for Moffett's Organics, Inc., Colton, Washington, was received from the Washington State Liquor Control Board. The Board raised no objections.

10:10 a.m. - Eunice Coker.

061582 8. Notice of a vacancy on the Board of Public Hospital District No. 1-A was received from Attorney Kelly N. Brown.

061583 9. The City of Pullman sent notice of an annexation to the city. According to Commissioner Partch, this was discussed at the last Joint Planning Advisory Committee (JPAC) meeting agreeing this was a logical extension. Chairman Finch noted this annexation creates an island, which is against the city's ordinance. There is now county land inside the city limits of Pullman.

D061583A 10. Commissioners' pending list reviewed.

10:15 a.m. - **Eunice Coker, County Auditor.**

Present: Tammy Lewis.

061584 1. Ms. Coker said the first credit card request is for the purpose of travel and small office purchases in the Auditor's office. **Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to approve the Auditor's request for a credit card for office use.

061585 2. The second credit card request is a result of a conversation with the local postmaster to better handle the payment of postage for

returned election mail that cannot legally be forwarded. This process will provide better accounting and tracking. **Motion** by Commissioner Wigen **seconded** by Commissioner Partch and **carried** to establish a credit card for the sole purpose of paying for elections postage due at the Colfax Branch of the US Post Office.

061586 3. Ms. Coker pointed out, due to the approval of the credit card for election postage due, the petty cash postage fund of \$150.00 can now be canceled and rebated to the Auditor's election budget. **Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to accept the resolution.

RESOLUTION NO. 061586
OF
THE BOARD OF COUNTY COMMISSIONERS
FOR WHITMAN COUNTY, STATE OF WASHINGTON

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, previously recognized the need to establish a petty cash/postage-due account independent of the petty cash/postage-stamp account within the Whitman County Auditor Elections Department; and,

WHEREAS, the Whitman County Auditor Elections Department petty cash/postage-due fund was set at \$150.00; and,

WHEREAS, the operating procedures of the Colfax branch of the U.S. Post Office have been changed in such a way which renders cash payments of election postage due amounts by County Employees unsafe and poor accounting practice; and,

WHEREAS, postage due on election mail will be hereafter paid by credit card;

NOW, THEREFORE, BE IT HEREBY RESOLVED AND AUTHORIZED that the Whitman County Auditor Elections Department petty cash/postage-due fund shall be cancelled and rebated into the Auditor's election postage line item.

Approved this 22nd day of September 2003.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

G. R. Finch, Chairman

ATTEST:

Greg Partch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Les Wigen, Commissioner

061587 **4.** A resolution reactivating the Election Reserve Fund to receive indirect federal grant funding for the "Help America Vote Act" election equipment (touch-screen) was received from the Auditor. It is anticipated Whitman County would receive \$264,000 based on the number of polling places multiplied by the cost of the computers.

All funds received from other entities for the reimbursement of election costs is receipted into the regular election fund. Other sources of revenue that could be added to this fund is: 15% of the funds received from other entities for election costs and charging the City of Pullman for maintaining their voter registration.

Motion by Commissioner Wigen **seconded** by Commissioner Partch and **carried** to accept this resolution.

RESOLUTION NO. 061587

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

WHEREAS, the Board of Whitman County Commissioners met in regular session on the 22nd day of September, 2003; and,

WHEREAS, the Board of Whitman County Commissioners recognizes the need to reactive the Election Reserve Fund Number 134.060.000; and,

WHEREAS, said fund should be set up independent of any other fund for the purposes of revenue and expenditures.

NOW, THEREFORE, BE IT HEREBY RESOLVED that Election Reserve Fund Number 134.060.000 is reactivated.

PASSED, APPROVED AND ADOPTED this 22nd day of September 2003.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

G.R. Finch, Chairman

Greg Partch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Les Wigen, Commissioner

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D061587A 5. Commissioner Partch asked the Auditor to provide him with whatever information is completed for revising the Veterans Relief (Indigent Soldiers Fund) ordinance.

10:45 a.m. - Recess.

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

Present: Mark Storey, Cindi Lepper and Tammy Lewis.

Administrative Division:

D061587B 1. The Chairman asked the Director for assistance in revising the county map(s) for Fire, Water, Sewer, Parks & Recreation, Library, Cemetery, School, Precinct, Road, Hospital and Commissioner Districts.

Commissioner Partch offered to contact Whitcom for information they might be able to provide. Mr. Dunford said his department could create the maps if they are able to pull all necessary information together.

Action Items:

061588 2. Motion by Commissioner Partch **seconded** by Commissioner Wigen and **carried** that the resolution to initiate the county road project for Central Ferry Road be signed as presented. Commissioner Wigen commented this project will make it easier and safer for truckers exiting the highway.

RESOLUTION NO. 061588

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

In the matter of initiating a county road project designated as C.R.P. No. 8190-2.

IT IS HEREBY RESOLVED that the Central Ferry Road, County Road No. 8190 from milepost 0.00 to milepost 0.11 be improved as follows:

Widening, grading, draining, surfacing and striping.

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
Contract	\$72,000.00

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This project was included in the official adopted annual road program as Item No. 1.

IT IS FURTHER RESOLVED that the construction is to be accomplished through the Washington State Department of Transportation by contract as per General Construction Agreement GCA-3636.

ESTIMATED date of commencing work: June 1, 2004

ESTIMATED date of completing work: November 1, 2004

ADOPTED this 22nd day of September 2003.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

G.R. Finch, Chairman

Greg Partch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Les Wigen, Commissioner

061589 3. Motion by Commissioner Partch **seconded** by Commissioner Wigen and **carried** that the contract between Whitman County and Nicholl's Engineering for the Looney Bridge be signed as presented.

061590 4. Motion by Commissioner Partch **seconded** by Commissioner Wigen and **carried** that the resolution to sole source an overhead crane for the fleet shop be signed as presented.

061591 5. Motion by Commissioner Wigen **seconded** by Commissioner Partch and **carried** that the County Road Administration Board (CRAB) funding request be signed as presented.

061592 6. Motion by Commissioner Wigen **seconded** by Commissioner Partch and **carried** that the contract between Whitman County and Frank Gurney, Inc. for the Loosemore Bridge be signed as presented.

Solid Waste Division:

D061592A 7. Ms. Lepper reported both the Lentil Festival and Palouse Empire Fair were successful from a recycling education standpoint. This year's recycling efforts at the Lentil Festival were more successful than past years. Educational displays were set up and from the recycle stations 122 gallons of plastic, 14 pounds of aluminum and 12 pounds of #5 beer cups were collected.

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D061592B 8. At the Palouse Empire Fair there were 16 recycling art entries. Next year she will work on having classrooms provide recycled art. On Friday, 9 classes of 3rd grade students visit the Fair. She demonstrated composting and worm bins and provided educational materials to the teachers. Two recycling stations were set up on Friday with directional signs. There were 9 pounds of aluminum and 5 pounds of plastic collected. More recycling stations will be set up next year.

D061592C 9. Fall cleanup began today and continues through Saturday, September 27th at 5 p.m.

11:20 a.m. - King Rockhill and Debbie Anderson.

Engineering Division:

D061592D 10. With respect to current projects, Mr. Storey said there are no real changes from his last report.

Maintenance Division:

D061592E 11. Mr. Dunford stated the crews are striping; the penetration coat was shot on the Johnson "S" curve project last week; crews will be going back to cleaning ditches for a couple weeks followed by the fall rock haul.

Planning Division:

D061592F 12. Chairman Finch read a thank you note addressed to Mark Bordsen from Jim and Bridgett Clark into the record.

11:30 a.m. - **King Rockhill and Debbie Anderson, Public Hospital District #2.**

Present: Eunice Coker, Susan Nelson and Tammy Lewis.

061592G Mr. Rockhill said the Hospital District is reaching the point of hiring staff and providing a benefits package for the assisted living facility they are building in Garfield. The District would like to incorporate their employees under the county employees medical insurance plan. Otherwise, if they have to establish something separate, it would be more expensive and less advantageous to the employees.

Chairman Finch pointed out Whitman County is currently considering other insurance providers, but that should not have an affect on the District. Mr. Rockhill said either way, it would be more beneficial to join with the county.

Mr. Rockhill presented a letter to the Board from the Washington Counties Insurance Fund (WCIF) having no objections to the District joining with the county's plan.

In response to Chairman Finch's question, Susan Nelson said the county would be responsible for handling all paperwork and billings. Commissioner Partch

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said the county already includes the Council on Aging and Rural Library under the county's plan.

Motion by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to approve acceptance of Public Hospital District #2 into the county's health insurance plan.

The Chairman advised Mr. Rockhill that the county would be having its annual benefits fair October 24. Members of the District and their employees should attend.

11:40 a.m. - Recess.

1:30 p.m. - Travis Anderson and Bev Welch, Information Services.

Present: Fran Martin, Dane Dunford and Phil Meyer.

061593 1. Travis Anderson presented a request to replace the oldest computer in the Prosecutor's office for \$1,100 to be deducted from the Asset Acquisition Fund. This particular computer is the hub computer for the office. The existing computer would be transferred to the Prosecutor's Law Library for the interns. **Motion** by Commissioner Wigen **seconded** by Commissioner Partch and **carried** to authorize Mr. Anderson to proceed with the \$1,100 purchase of a computer for the Prosecutor's office.

Commissioner Partch asked Mr. Anderson if he knew of any other equipment requests that may be coming. Mr. Anderson said he didn't know of any other requests. However, he has been working on bringing all computers to the level of using Windows XP Pro or at least Windows 2000 Pro. He is looking at all the computers in the county ranking them from best to worst to determine where the true needs lie. He hoped to obtain a few computers that would meet the county's minimum standards but at the same time continue to make the necessary computer upgrades. Commissioner Partch suggested a workshop to discuss the county's computer needs.

061594 2. Ms. Welch presented 3 quotes for the purchase of a back-up generator that would provide temporary energy to the Information Services Building, Public Works and portions of the Public Health Department as follows, including tax and shipping:

Cummings Northwest, Inc. Spokane	\$18,171.61	Service based out of Spokane
Western States, Spokane	\$18,350.00	Service based out of Spokane
Generac, Seattle	\$18,109.76	Service based out of Seattle

1:45 p.m. - Dan Brown.

There would be additional costs to install the gas line (\$200), switches and panels (\$2,000-\$2,500) and any other necessary gas or electrical work.

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Mr. Dunford suggested the county not enter into a contract for general maintenance. He was willing to offer general maintenance through the fleet mechanics, i.e. changing oil and fuel filters, but not actual service on the generator.

Commissioner Partch said Arrow Machinery is a Cummins Northwest, Inc. authorized dealer and it might be that the purchase could be processed through Arrow Machinery, thereby retaining the sales tax in Whitman County.

He continued, although Cummins Northwest, Inc. quote is slightly higher (\$62), the county can still justify this quote due to the proximity as compared to Seattle. Therefore, he **moved** to accept Cummins Northwest, Inc. quote of \$18,171.61 with tax and shipping with the proviso Ms. Welch check to see if this purchase could be processed through Arrow Machinery to enable Whitman County to retain the sales tax. If not possible, Ms. Welch is to proceed with the purchase. Motion **seconded** by Commissioner Wigen and **carried**.

Motion by Commissioner Wigen **seconded** by Commissioner Partch and **carried** to approve the following payment schedule:

Public Health/Emergency Management will pay \$3,171.61;
Public Works will pay \$7,500.00; and,
Information Services will pay \$7,500.00 from the bond proceeds.
All additional expenses for the gas line and electrical work will also be deducted from the bond.

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

Present: John Crawford, John Peterson, Dane Dunford, Tim Myers and Denis Tracy.

061595 11. Items discussed included a presentation for continued participation in the Washington Counties Risk Pool. No action taken.

3:20 p.m. - Recess.

3:45 p.m. - Board Business Continued/BOCC Workshop.

061596 12. Items discussed included joint planning, Whitcom letter to the City of Moscow, a personnel issue, and a letter from Law & Justice Planning Committee. No action taken.

4:00 p.m. - Recess.

D061596A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **September 23, 2003** at

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2:00 p.m. G.R. "Jerry" Finch, Chairman, Greg Partch, and Les Wigen, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: John Crawford, John Peterson, Dane Dunford, Tim Myers and Denis Tracy.

D061596B 12. Items discussed included a presentation for participation in the Rural Counties Risk Pool. No action taken.

3:15 p.m. - Recess.

D061596C THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **September 24, 2003** at **3:30 p.m.** G.R. "Jerry" Finch, Chairman, Greg Partch, and Les Wigen, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

3:30 p.m. - Reconvene/Board Business Continued.

Present: Kelli Campbell.

D061596D 13. Items discussed included employee benefits. No action taken.

5:00 p.m. - Adjournment.

D061596E Commissioner Partch **moved** to adjourn the **September 22, 23 and 24, 2003** meeting. Motion **seconded** by Commissioner Wigen and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **September 29, 2003**. The foregoing action made this **24th** day of **September 2003**.

ss/ GREG PARTCH, Commissioner
ss/ LES WIGEN, Commissioner

MARIBETH BECKER, CMC
Clerk of the Board

G.R. FINCH, Chairman
Board of County Commissioners