

Minutes for September 22, 2008

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068666 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, September 22, 2008 at 9:00 a.m.** Chairman Michael Largent, G.R. Finch and Greg Partch, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Kelli Campbell (9:00 a.m.-via phone), Joe Smillie and Evan Ellis and Denis Tracy, Bob Lothspeich and Joe Reynolds (9:30 a.m.).

D068666A 1. Items discussed included employee medical plans, diversity training and the LIFT grant. No action taken.

068667 Not used.

10:00 a.m. - Pledge of Allegiance.

Present: Adam Roberts and Joe Smillie.

D068667A 2. Motion by Commissioner Finch to accept the consent agenda. Motion **seconded** by Commissioner Partch and **carried**.

068668 3. Claims/Payroll warrants numbered **219987-220001** and **220004-220169** for **\$369,403.35** approved.

FUND	FUND NAME	AMOUNT	AMOUNT	AMOUNT
001	Current Expense	47,438.20	7,110.00	40,216.30
102	Building & Development	1,627.20		
103	Countywide Planning	2,552.40		419.00
104	Developmental Services			37,589.67
109	Homeless Housing			6,045.04
110	County Roads	15,015.80	1,610.80	939.11
117	Boating Safety			544.32
118	Inmate Welfare			357.06
123	Paths & Trails-123.310.000			337.47
127	Drug Enforcement-Quad City	400.00		70.04
128	Crime Victims/Witnesses	350.00		
135	Prosecutor's Stop Grant	150.00		
141	Washington Housing SHB 2060			2,539.66
143	Trial Court Improve.-143.030.000			5.34
144	Emergency Communic-144.260.001	250.00		

BOCC MINUTES-09/22/08

300	Cap. Proj. Asset Acq.-300.010.001			1,025.47
300	Cap. Proj. Doc. Mgmt.-300.010.006			3,957.12
400	Solid Waste	1,250.00		153,832.09
410	Solid Waste Reserve			1,446.00
501	Equipment Rental & Revolving	4,634.00	350.00	23,031.01
660	Whitcom-General-660.911.000			10,168.31

068669 4. September 15, 2008 minutes approved.

068670-068673 5. Personnel board orders approved.

068674-068676 6. Commissioner Partch **moved** Commissioner Finch **seconded** the motion and it **carried** to approve adoption of the Recruitment Policy.

RESOLUTION NO. 068674

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Policy **Filling Vacant Positions;**

WHEREAS, this policy has been reformatted, numbered, updated, and combined from a number of previous policies;

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-201-HR FILLING VACANT POSITIONS.**

Dated this 22nd day of September 2008 and effective as of November 1, 2008.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Michael Largent, Chairman

Greg Partch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

G.R. Finch, Commissioner

Effective Date: November 1, 2008

POLICY

Cancels: Policies D-1 through
D-11; I-1 & I-4

See Also: PRO-201-1-HR;
PRO-201-2-HR; PRO-201-3-HR;
TSK-201-1-HR; TSK-201-2-HR;
TSK-201-3-HR

Approved by: BOCC

Res. #068674

POL - 201 - HR

Filling Vacant Positions

This policy applies to all Whitman County employees, unless otherwise addressed in a bargaining unit contract.

Definitions:

Bona Fide Occupational Qualification - A legitimate, reasonable and proven reason to have job qualifications that would normally be illegal.

CSR - Civil Service Rules

Demotion - Movement from a position of higher classification salary range to a position of lower classification salary range.

Immediate Family - Members of an employee's immediate family include: spouse; child or step-child; parent or step-parent; sibling or step sibling; in-laws; niece or nephew; aunt or uncle; first cousin; grandchild, and grandparent of the employee. Immediate family also includes: relatives living in the employee's household; adopted and foster children living in the employee's home; domestic partner; any immediate family member of a domestic partner.

Job Announcement - A description of a position's duties, hazards, required skills, knowledge and abilities used for advertisement purposes.

Job Description - A description of a positions essential functions and primary responsibilities used to guide the employee and employer during the course of employment.

Job File - A file containing all documents related to the opening, advertising, and filling of a specific position. This file is maintained in accordance with state law.

Orientation - A meeting in which a new employee completes employment related paperwork and receives training on the organization's policies and procedures.

Probationary Period - An extension of the hiring process in which the employee demonstrates his/her applicable skills for a specific period of time.

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

Temporary Employment Pool - A pool of applicants applying for temporary positions. Applicants may apply at any time and applications are maintained for six months.

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

1. Vacant Positions shall be Filled by Department Heads and Elected Officials.

All vacancies shall be authorized and filled by the appropriate Department Head/Elected Official or his/her designee. The BOCC shall be notified of each vacancy for funding, documentation and/or approval purposes.

2. Promotions, Demotions and Transfers may be used to fill a Position before Opening to the Public.

Vacancies may be filled by promotion, demotion or transfer. The individual selected must be classified as an employee before the time of hire.

3. Whitman County Subscribes to a Policy of Equal Opportunity.

Employees and applicants shall not be discriminated against on the basis of race, religion, creed, color, national origin, sex, marital status, age or the presence (real or perceived) of a disability. Discrimination and/or harassment based on any of these factors shall not be tolerated.

Qualified individuals with disabilities may be entitled to an accommodation in the application process and/or in the workplace. Any qualified individual with a disability may request reasonable accommodation. It shall be the responsibility of the applicant/employee to request reasonable accommodation.

If a bona fide occupational qualification is required, Human Resources shall be consulted by the Department Head/Elected Official before the opening is posted. Human Resources and the Department Head/Elected Official shall work with legal counsel to create the appropriate documentation.

4. Job Descriptions and Announcements shall be Created in Cooperation with Human Resources.

Job descriptions and announcements are crucial to the definition and classification of all positions. Each open position must have an updated description and announcement before it may be posted for applicants. Department Heads/Elected Officials shall work with Human Resources to create/update descriptions and announcements. It shall be Human Resources responsibility to correctly classify each position.

5. Openings shall be Posted for a Minimum Number of Work Days.

Unless promoted, demoted or transferred within the same department, all regular job openings must be advertised for a minimum of one week to ensure open competition for the public. If a Department Head/Elected Official believes qualified county employees may be interested in a department other than their own, he/she may post the opening in-house before taking the position public.

Internal and public postings shall be arranged through Human Resources. All advertisements shall be reviewed by Human Resources before dissemination. Department Heads/Elected Officials shall determine where public ads are published. However, all ads shall be posted to the Whitman County web site and the Washington State Employment Security Department.

If a recently filled position becomes vacant within six (6) months from the offer date, the Department Head/Elected Official may screen for new candidates using the original applicant pool. The original applicant pool may not be re-used if any parameters of the position have changed. Parameters include, but are not limited to, job responsibilities, experience requirements, salary, benefits, etc. Unionized positions are still subject to their respective collective bargaining agreements. Re-use of an applicant pool shall only occur if it is not in violation of contract language.

6. A Whitman County Application is Required.

All applicants must complete the appropriate Whitman County application. Resumes and other material may be required at the discretion of the Department Head/Elected Official.

Submitted applications must be originals and signed by the applicant. All statements submitted on the application and/or resume are subject to investigation and verification prior to appointment. Any false or misleading information provided by the applicant may be grounds for rejection and/or discipline.

The County shall only accept applications for open positions.

7. Interviews shall be Conducted by the Hiring Department.

Interviews shall be conducted by the hiring department. If requested, Human Resources may assist with the preparation and implementation of the interview.

Interview questions and selection criteria must be job related and comply with all federal and state regulations.

8. Human Resources shall Notify Applicants of Their Application Status in Writing.

After a position is filled, Human Resources shall send each applicant a written notice of the selection. Each notice shall be stored in the position's job file and retained in accordance with state and federal retention schedules.

9. Applicants may be Subject to Pre-Employment Tests and/or Questionnaires.

Tests and/or questionnaires may be utilized to measure each applicant's job related skill level. Such tests shall be administered by a person of like skill approved by the Department Head/Elected Official. Depending on the position, an applicant's employment may depend on successfully passing a medical examination, physical exam, drug test, or background check.

All tests, exams, questionnaires and background checks must be job related, objective and in compliance with state and federal regulations.

10. Employees shall be Subject to a Six Month Probationary Period.

All employees entering positions shall be subject to a six month probationary period. An appointment shall not be considered to have full-time or part-time status for a period of six (6) months. The probationary period shall last no longer than an additional six (6) months if extended by the Department Head/Elected Official. If the probationary period is extended, a performance evaluation and written

notice shall be given to the employee prior to the end of the original probationary period. A copy of the extension notice shall be forwarded to the Human Resources Department.

The probationary period is an extension of the selection process and failure to successfully complete the period, as determined by the Department Head/Elected Official, does not carry with it any right of appeal. Employees in the probationary period may be terminated by the Department Head/Elected Official at will.

During the probationary period employees may not draw on accrued sick or annual leave benefits. Nor will they be compensated for such benefits should they be terminated prior to completion of the probationary period. Employees promoted, demoted or transferred to new positions may carry their vacation, sick and compensatory accruals with them but may not draw on those accruals during the new probationary period without Department Head/Elected Official approval.

Completion of the probationary period shall be documented via the employee successfully passing a performance evaluation. The employee shall then be considered as having satisfactorily demonstrated qualifications for the position.

11. All New and Rehired Employees must Attend an Orientation Session Through the Human Resources Department.

12. Temporary Positions may be Created to Assist with Department Responsibilities.

Appointments to county employment on other than a regular basis shall be considered temporary. Temporary positions may be filled via the advertising process described in this policy or through the Temporary Employment Pool maintained by the Human Resources Department.

The acceptance or refusal of temporary employment shall not affect an employee's eligibility for regular employment. The period of temporary service shall not be credited towards the completion of any probationary period. Temporary employees work at the discretion of the Department Head/Elected Official.

Temporary employees are not eligible for employment benefits except those required by law.

Successive temporary appointments to the same position shall not be made so as to circumvent the regular appointment of a qualified applicant.

13. Minors may be Employed in Accordance with State and Federal Law.

People between the ages of sixteen (16) and eighteen (18) may be considered for employment subject to state and federal regulations related to the employment and working conditions of minors. Minors must submit a legal document proving age at the time of application. Departments shall work with Human Resources to ensure working conditions of minors are within legal boundaries.

14. Employment of Relatives shall be Limited.

No immediate family members shall be employed in positions where a family member has the authority to: supervise, hire, remove or discipline; evaluate his/her work; or where family members are in direct competition with each other. Supervising and auditing will be liberally construed to include such functions as evaluations, signing pay sheets, emergency service dispatching, directing work assignments, and other activities of direct impact. When two employees would violate any of the above restrictions on hiring of relatives, they will be allowed to decide which one will leave their position.

Employees who become family after employment shall be treated in accordance with this policy.

Whitman County conducts open and competitive hiring processes. Preference will not be given to candidates who are dependents or relatives of current employees.

15. Previous Employees may be Re-hired at the Same Rate of Pay.

A regular county employee who terminates his/her employment with the County in good standing and returns to the same department in the same job classification within two years from the date of termination, may be compensated at the same pay range and step level as at the time of the termination. The former employee must submit a competitive application for the position and, if hired, shall be subject to a six month probationary period.

16. Civil Service Rules Apply to Specific Positions.

Civil Service Rules (CSR) apply to specific positions within the Sheriff's Office. Where this policy and the CSR conflict, the CSR shall prevail.

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Procedures Filling Vacant Positions, Requesting to Fill Vacant Positions, and Selecting Candidates from the Original Applicant Pool.

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 PRO-201-1-HR FILLING VACANT POSITIONS; PRO-201-2-HR REQUESTING TO FILL VACANT POSITIONS; and PRO-201-3-HR SELECTING CANDIDATES FROM THE ORIGINAL APPLICANT POOL.

Dated this 22nd day of September 2008 and effective as of November 1, 2008.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Michael Largent, Chairman

Greg Partch, Commissioner

G.R. Finch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Effective Date: November 1, 2008

PROCEDURE

Cancels:

See Also: POL-201-HR;
PRO-201-2-HR; PRO-201-3-HR;
TSK-201-1-HR; TSK-201-2-HR;
TSK-201-3-HR

Approved by: BOCC

Res. 068675

PRO-201-1 -HR

FILLING VACANT POSITIONS

Action by:

Action:

**Dept. Head/Elected
Official**

1. Completes an Advertisement Request Form and sends it to Human Resources.

1a. If filling from within department, skip to step two (2).

1b. If filling from a temporary pool, skip to step ten (10).

Human Resources

2. Updates/creates job announcement and advertisement.

3. Sends the announcement and advertisement to Department Head/Elected Official for approval.

Dept. Head/Elected Official

4. Reviews the announcement and advertisement.

5. Sends the announcement and advertisement to

6. Human Resources with any changes.

Human Resources

7. Saves the changes to the announcement and advertisement.

8. Processes the advertisement for publication-posting.

9. Publishes/posts the advertisement and announcement with vendors in accordance with the Department Head/Elected Official's request, Whitman County policy and union contract language.

10. Collects and processes applications during the advertisement period.

11. Forwards copies of received applications to the Department Head/Elected Official after the advertisement period has closed.

Dept. Head/Elected Official

12. Reviews the applications and conducts interviews.

13. Conducts necessary testing and/or background checks.

14. Hires an applicant.

15. Sends Human Resources a Hiring Status Form and Personnel Change Order for the hired

applicant.

Human Resources

- 16. Processes the Change Order and sends it to the BOCC.
- 17. Sends each applicant a notice that a hire was made.
- 18. Closes the position's job file.

BOCC

- 19. Reviews and signs the Change Order.
- 20. Processes the Change Order and sends it to Human Resources.

Human Resources

- 21. Processes the Change Order and distributes it to the Department Head/Elected Official.
- 22. Requests an orientation date and time from the Department Head/Elected Official.

Dept. Head/Elected Official

- 23. Arranges an orientation date and time with Human Resources.

Effective Date: November 1, 2008

PROCEDURE

Cancels:

See Also: POL-201-HR;
PRO-201-1-HR; PRO-201-3-HR;
TSK-201-1-HR; TSK-201-2-HR;
TSK-201-3-HR

Approved by: BOCC

Res. #068675

PRO-201-2 -HR

REQUESTING TO FILL VACANT POSITIONS

Action by:

Action:

Dept. Head/Elected Official

- 1. Determines a position must be created and/or filled.
- 2. Creates/updates the position's job description.
- 3. Requests Human Resources classify/confirm the classification of the position.

Human Resources

- 4. Reviews and classifies the job description.

5. Notifies the Department Head/Elected Official of the position's classification.
- Dept. Head/Elected Official**
- 6a. If in disagreement with the classification, appeals under procedure PRO-0825-3-HR.
 - 6b. If in agreement with the classification, sends Human Resources the completed Personnel Change Order(s) requesting to fill, advertize and/or create the position.
- Human Resources**
7. Reviews the Change Order for accuracy.
 - 8a. If the change requires a budget amendment, sends the Change Order to Administrative Services and notifies the BOCC a workshop will be needed.
 - 8b. If the change does not require a budget amendment, sends the Change Order to the Clerk of the Board for public session and skips to step eleven.
- Administrative Services**
9. Reviews the change for impact on the overall county budget.
 10. Sends a copy of the Change Order to the BOCC and the original back to HR.
- BOCC**
11. Reviews the Personnel Change Order.
 - 12a. If ready for the Change Order, notifies Human Resources and skips to step fifteen.
 - 12b. If not ready for the Change Order, schedules a workshop and notifies Human Resources, Administrative Services and the Department Head/Elected Official of any additional information needed.
- HR/Admin. Services/
Department Head/
Elected Official**
13. Meets with BOCC to provide the necessary information.

BOCC

- 14. Notifies Human Resources it is ready for the Change Order.
- 15. Processes the Change Order and sends it to the BOCC for signature.
- 16a. If in agreement, signs the Change Order.
- 16b. If in disagreement, does not sign the Change Order and continues the process at step 12b.
- 17. Processes the Change Order and sends it to Human Resources.

Human Resources

- 18. Processes the Change Order and distributes it to the appropriate departments.

Effective Date: November 1, 2008

PROCEDURE

Cancels:

See Also: POL-201-HR;
 PRO-201-1-HR; PRO-201-2-HR;
 TSK-201-1-HR; TSK-201-2-HR;
 TSK-201-3-HR

Approved by: BOCC

Res. #068675

PRO-201-3 -HR SELECTING CANDIDATES FROM THE ORIGINAL APPLICANT POOL

Action by:

Action:

Dept. Head/Elected Official

- 1. Notifies Human Resources an employee left within six months of hire.
- 2. Sends Human Resources Personnel Change Orders ending the employee's employment and requesting to refill the position.

Human Resources

- 3. Processes the Change Orders and sends them to the BOCC.
- 4. Re-opens the position's job file.
- 5. Sends copies of the original applications to the Department Head/Elected Official.

- BOCC
6. Reviews and signs the Change Orders.
 7. Sends the Change Orders to Human Resources.
- Human Resources
8. Processes the Change Orders and sends them to the Department Head/Elected Official.
- Dept. Head/Elected Official
9. Hires an applicant from the original applicant pool.
 10. Sends a Change Order and Hiring Status Form to Human Resources.
- Human Resources
11. Processes and sends the Change Order to the BOCC.
 12. Sends applicants notice that someone was hired.
- BOCC
13. Reviews and signs the Change Order.
 14. Sends the Change Order to Human Resources.
- HR
15. Processes and distributes the Change Order to the appropriate departments.
 16. Closes the position's job file.
 17. Requests an orientation date and time from the Department Head/Elected Official.
- Dept. Head/Elected Official
18. Arranges an orientation date and time with Human Resources.

RESOLUTION NO. 068676

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Tasks Maintaining Job Files, Processing Personnel Change Orders After BOCC Signature, and Processing Personnel change Orders for BOCC Signature.

BOCC MINUTES-09/22/08

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 **TSK-201-1-HR MAINTAINING JOB FILES; TSK-201-2-HR PROCESSING PERSONNEL CHANGE ORDERS AFTER BOCC SIGNATURE; and TSK-201-3-HR PROCESSING PERSONNEL CHANGE ORDERS FOR BOCC SIGNATURE.**

Dated this 22nd day of September 2008 and effective as of November 1, 2008.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Michael Largent, Chairman

Greg Partch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

G.R. Finch, Commissioner

Effective Date: November 1, 2008

TASK OUTLINE

Cancels:

See Also: POL-201-HR;
PRO-201-1-HR; PRO-201-2-HR;
PRO-201-3-HR; TSK-201-2-HR;
TSK-201-3-HR

Approved by: BOCC

Res. #068676

TSK-201-1-HR

MAINTAINING JOB FILES

Definitions:

BOCC - Board of County Commissioners

Personnel Change Order - Documentation verifying a personnel/position change within county departments

EEO - Equal Employment Opportunity

Once notified that a vacancy will be filled, **Human Resources:**

BOCC MINUTES-09/22/08

1. **Labels** a new file with the position, department and closing date.
2. While the position is open, **collects** all Personnel Change Orders, advertisements, applications and hiring related documents.
3. **Removes** all EEO information from applications as they arrive.
4. **Files** the EEO information separately from the job file and **updates** the EEO summary forms in accordance with federal regulations.
5. **Completes** the Hiring Status Form as applications arrive.
6. **Copies** applications and the Hiring Status Form after the position closes and **forwards** them to the appropriate department.

Once an applicant is hired for a vacant position, **Human Resources**:

1. **Totals** the EEO summary forms for federal reporting.
2. **Sends** each applicant a written notification on the status of the position.
3. **Files** all documents in the position's job file.
4. **Retains** the job file in accordance with state requirements.

Effective Date: November 1, 2008

TASK OUTLINE

Cancels:

See Also: POL-201-HR;
PRO-201-1-HR; PRO-201-2-HR;
PRO-201-3-HR; TSK-201-1-HR;
TSK-201-3-HR

Approved by: BOCC

Res. #068676

TSK-201-2-HR **PROCESSING PERSONNEL CHANGE**

ORDERS AFTER BOCC SIGNATURE

Definitions:

BOCC - Board of County Commissioners

Personnel Change Order - Documentation verifying a personnel/position change within county departments

After the BOCC signs each Personnel Change Order, Human Resources:

1. Makes three **copies** of each Change Order.
2. **Sends** one copy to the Human Resource Director.
3. **Sends** a second copy to the appropriate department.
4. **Writes** employee numbers on the third copy and **sends** it to the Auditor's Office.
5. **Keeps** the original for payroll data entry.
6. **Emails** staff changes to Information Services, Facilities Management, and the Auditor's Office.
7. **Completes** internal Human Resource tracking documents.

Effective Date: November 1, 2008

TASK OUTLINE

Cancels:

See Also: POL-201-HR;
PRO-201-1-HR; PRO-201-2-HR;
PRO-201-3-HR; TSK-201-1-HR;
TSK-201-2-HR

Approved by: BOCC

Res. #068676

TSK-201-3-HR PROCESSING PERSONNEL CHANGE

ORDERS FOR BOCC SIGNATURE

Definitions:

BOCC - Board of County Commissioners

Personnel Change Order - Documentation verifying a personnel/position change within county departments

In preparation for the BOCC Public Session, Human Resources:

1. **Verifies** all data on the Change Order is correct.
 - 1a. If data is not correct, **contacts** the department for correction.

2. **Determines** eligible benefits for the position.
 - 2a. If the Change Order ends employment, **calculates** the health care end date and **notes** to **stop** leave accruals and retirement on the document.
3. **Calculates** next salary step eligibility date.
4. **Determines** union eligibility.
5. **Determines** position's FLSA status.
6. **Completes** the section reserved for Human Resources.
7. **Stamps** the Change Order indicating Human Resources' review is complete.
8. If the change requires a budget amendment, **forwards** the Change Order to Administrative Services and **notifies** the BOCC that a workshop is needed.
9. **Creates** a list of Change Orders for the upcoming week.
10. **Forwards** all Change Orders and a list to the Clerk of the Board.

068677 7. Commissioner Finch **moved** Commissioner Partch **seconded** the motion and it **carried** to renew a 2-year contract with Jim Potts for lobbyist services for 2009-2010.

068678 8. Due to scheduling difficulties, the commissioners tabled a decision on the website server request for one additional week.

068679 9. After reviewing a letter from Judi Gray, Recycling & Waste Reduction Coordinator, Commissioner Partch **moved** Commissioner Finch **seconded** the motion and it **carried** to appoint John Goyke to a 3-year term on the Solid Waste Advisory Committee. Mr. Goyke's term will expire 12/31/11.

068680 10. Commissioner Finch **moved** Commissioner Partch **seconded** the motion and it **carried** that the Chairman sign the 2008-09 School Health Services contract with Guardian Angel/St. Boniface School 06/30/09.

068681 11. A letter was received from Donald and Julie Schneider requesting a rezone of their property. The issue will be forwarded to the

BOCC MINUTES-09/22/08

Planning Commission for consideration when other requests in the area are up for consideration.

068682 12. A letter was received from Moscow City Supervisor, Gary Riedner regarding the Hawkins water issue. Chairman Largent will respond to Mr. Riedner's letter by October 2nd.

068683 13. A letter was received from Bob Ferguson, King County Councilmember regarding mental health and chemical dependency sales tax. No action taken.

068684 14. Commissioners' pending list reviewed.

10:40 a.m. - Board Business Continued/BOCC Workshop.

Present: Joe Smillie.

D068684A 15. Items discussed included Jerry McCollum artwork, community service hours request. No action taken.

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

Present: Phil Meyer, Judi Dunn-Gray and Joe Smillie.

ACTION ITEMS

Administrative Division:

068685 1. Commissioner Finch **moved** Commissioner Partch **seconded** the motion and it **carried** that we publish the notice of hearing and intent to dispose of surplus county property.

Solid Waste Division:

D068685A 2. Judi Gray reported on recycling at local events. Two St. John boat races were held. At the first race bottle/cans bins were distributed around the property for recycling where a couple bins were lost and the others contaminated. For the second event plastic bag on a racks were used and the sponsor changed from cups to plastic bottles resulting in much less waste and contamination.

D068685B 3. Over 500 pieces of literature were handed out between the Lentil Festival night street fair and the Reaney Park event. Recycling statistics for this event are not yet available. Another way they recycled at this event was through co-mingling; not directing cans/plastic bottles to be separated and Pullman Disposal accepted the co-mingled items.

D068685B 3. The annual recycled art contest was held at the Palouse Empire Fair bringing in 31 entries and first place prizes were awarded to

BOCC MINUTES-09/22/08

each of the different age groups. The recycled yard art contest was also conducted at the Fair with 7 entries resulting in 1st, 2nd and 3rd place winners.

Over 40 recycling containers were distributed throughout the Fairgrounds for bottles/cans which proved to be much more successful than in the past. Clear rack bags were used in the barn areas. Moscow recycling accepted the over 100 bags of co-mingled plastic bottles/cans at this event. A total of 925 pounds of cardboard and 14,000 pounds of actual garbage were collected.

Whitman County shared a booth at Fair with Palouse Earth Day Association (Latah/Whitman County). The booth itself received a 1st Place Blue Ribbon.

The 3rd grade tour topic was "Making Recycling Choices. Over 300 students received a recycled content book bag.

Avista talked about their white waste and light bulb recycling program.

The Get Caught Program caught 127 people recyclers who received a canvas bag; 50 of which were children who received ice cream coupons and 1 winner each day received a \$50 gas card.

Maintenance Division:

D068865C 5. Phil Meyer reported paint striping should be completed this week and crews are grading and ditching.

Engineering Division:

D0688865D 6. Mark Storey gave a brief bridge update.

11:30 a.m. - Recess.

1:30 p.m. - Board Business Continued/Executive Session.

Present: Kelli Campbell (via phone), Sharron Cunningham and Gary and Valerie Hunt (1:30 p.m.).

D068665E 16. Commissioner Partch **moved** Commissioner Finch **seconded** the motion and it **carried** to go into executive session with the above individual(s) until 2:00 p.m. for negotiation matter.

2:00 p.m. - Return to Open Session/Board Business Continued/BOCC Workshop.

Present: Fran Martin and Columbia County Commissioners Dwight Robanksi, Chuck Reeves and Dick Jones (via phone-3:00 p.m.).

BOCC MINUTES-09/22/08

D068665F 17. Columbia County Public Health was discussed. No action taken.

4:00 p.m. - Adjournment.

D068665G Commissioner Finch **moved** to adjourn the **September 22, 2008** meeting. Motion **seconded** by Commissioner Partch and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **September 29, 2008**. The foregoing action made this **22nd** day of **September 2008**.

ss/ GREG PARTCH, COMMISSIONER

ss/ G.R. FINCH, COMMISSIONER

MARIBETH BECKER, CMC
Clerk of the Board

MICHAEL LARGENT, CHAIRMAN
Board of County Commissioners