

BOCC MINUTES-10/01/18

080617 **THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, October 1, 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. - Call to Order/Board Business/BOCC Workshop.

Present: Gary Petrovich, Mark Storey (9:00 a.m.) and Bailey Wiedmer (9:05 a.m.).

080618 **1.** The following items were discussed but no action was taken.

- 5-Year Budget Projection
- Best Paving Nomination
- WSAC Legislative Prior.
- Implicit Price Deflator
- Palouse Housing Needs
- Solid Waste Repairs
- Liability Insurance
- Hawkins Property
- Collections Policy
- Time/Attendance Software
- Joint Planning Adv. Comm.
- PNW/Dusty Facility

10:00 a.m. - Flag Salute.

Present: Sharron Cunningham, Bailey Wiedmer, Michele Beckmann, Paul Spencer and Garth Meyer.

D080618A **2.** **Pledge of Allegiance.**

Consent Agenda:

080619 **3.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to accept the consent agenda as presented.

080620 **4.** Treasurer's Wire Transfers and Check Report in the amount of **\$311,139.12**, Payroll warrants numbered **338673-338682** for **\$420,445.88** and General Claims/Veterans' Relief warrants numbered **338696-338753** for **\$518,822.22** approved.

080621 **5.** September 17, 2018 minutes approved.

080622 **6.** Personnel change orders approved.

080623 **7.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the Coroner's credit card requests for Ashley (Dylan) Keller and Laura Lautenslager with a \$500 credit limit each.

10:05 a.m. - Kelli Campbell.

080624 **8.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the Sheriff's credit card request for new Sheriff's Sargent with a \$5,000 credit limit.

080625 **9.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to sign a resolution establishing the Sheriff's Drug Task Force revolving fund #127.140.000.111.77.25.

RESOLUTION NO. 080625

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 establish a revolving fund account within the Whitman County Sheriff's Office; and,

WHEREAS, it is necessary to set the Whitman County Sheriff's revolving fund account at \$30,000.00.

NOW, THEREFORE, BE IT HEREBY RESOLVED AND AUTHORIZED that the Whitman County Sheriff's Office revolving fund and account #127.140.000.111.77.25 shall be established and maintained in the amount of \$30,000.00;

BE IT FURTHER RESOLVED that this fund is entrusted to Brett Myers, with the responsibility of overseeing and rectifying the revolving fund amount.

Done this 1st day of October 2018.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

Arthur D Swannack, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

10:10 a.m. - Gary Petrovich.

080626 10. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the resolution revising the countywide petty cash/resolving funds as presented.

RESOLUTION NO. 080626

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

WHEREAS, the Board of Whitman County Commissioners met in regular session on the **1st** day of **October 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

FUND #	ACCOUNT #	FUND NAME	CUSTODIAN	AMOUNT	SUBTOTAL	TOTAL
<u>CURRENT EXPENSE PETTY CASH/CASH DRAWER ACCOUNTS</u>						
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 Wheelchel	\$ 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	\$ <u>900.00</u>		
		Total Current Expense Petty Cash/Cash Drawer Accounts			\$ 2,354.00	
<u>OTHER FUNDS PETTY CASH/CASH DRAWER ACCOUNTS</u>						
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>		
		Total Other Funds Petty Cash/Cash Drawer Accounts			\$ <u>600.00</u>	
TOTAL ALL FUNDS PETTY CASH/CASH DRAWER ACCOUNTS						\$ 2,954.00
<u>CURRENT EXPENSE PETTY CASH STAMP ACCOUNTS</u>						
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>		
		Total Current Expense Petty Cash Stamp Accounts			\$ 196.00	
		Total Other Funds Petty Cash Stamp Accounts			\$ <u>00.00</u>	
TOTAL ALL FUNDS PETTY CASH STAMP ACCOUNTS						\$ 196.00
<u>REVOLVING CASH ACCOUNTS</u>						
127.140.000	111.77.25	Sheriff's-Drug Task Force	Brett Myers	\$30,000.00		
		Total Current Expense Revolving Cash Accounts		\$ <u>00.00</u>		
		Total Other Funds Revolving Cash Accounts			\$ <u>30,000.00</u>	
TOTAL ALL FUNDS REVOLVING CASH ACCOUNTS						\$30,000.00
<u>ADVANCE TRAVEL ACCOUNTS</u>						
999.000.000	111.00.9706	Treasurer-Advance Travel	Lana Cloaninger	\$ <u>15,000.00</u>		
		Total Current Expense Advance Travel Accounts			\$15,000.00	
		Total Other Funds Advance Travel Accounts			\$ <u>00.00</u>	
TOTAL ALL FUNDS ADVANCE TRAVEL ACCOUNTS						\$<u>15,000.00</u>
TOTAL ALL FUNDS PETTY CASH/CASH DRAWER, PETTY CASH STAMP, REVOLVING CASH AND ADVANCE TRAVEL ACCOUNTS						\$<u>48,150.00</u>

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Dated this this 1st day of **October 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

080627 11. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to appoint Eric Reiber to a 2nd 4-year term, expiring 12/31/22 on Citizens Commission on Salaries for Elected Officials.

080628 12. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the 2019/20 lobbyist agreement between Whitman County and Jim Potts and Zak Kennedy as presented.

080629 13. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to sign a letter authorizing the reconvening of the 2018 Board of Equalization.

080630 14. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to authorize the publishing of a notice of hearing for budget amendment #2.

080631 15. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to sign the revised Greater Columbia ASO LLC operating agreement as presented.

080632 16. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to sign a resolution selling county equipment to Kittitas County.

**RESOLUTION NO. 080632
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

WHEREAS, the Board of Whitman County Commissioners met in regular session on the 1st day of October, 2018; and,

WHEREAS, Whitman County Emergency Management would like to sell excess radio equipment to another government agency (Kittitas county) in accordance of RCW 39.33.010.

WHEREAS, the property to be considered is as follows:

Description	Quantity	Price Per	Total
TAIT TB8100 VHF Eth J SIF TBA40B3-0J00 Reciter	14	375.00	5,250.00
TAIT used TB8100 Repeater, VHF Ethernet J SIF	2	925.00	1,850.00
TAIT used TB9100 Repeater VHF Ethernet J SIF	2	725.00	1,450.00
JPS Voter, Used, with Chassis, PSU, CIM, CPM3, SVMs	2	525.00	1,050.00
TAIT Loose Parts: TB9100 VHF Reciter, Misc. Cables	1	280.00	280.00
	TOTAL		\$9,880.00

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of County Commissioners of Whitman County, Washington, having fully considered the proposition, finds that said County property is not required for County purposes and the public will benefit by disposing property in a manner consistent with RCW 39.33.010.

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Dated this 1st day of October, 2018.

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

080633 **17.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve payment of the 2019 WSAC litigation assessment for \$4,632.

080634 **18.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to sign the 2019 WCIF master applications as presented.

CORRESPONDENCE:

D080634 **19.** The following correspondence was received:

080635 **19A.** Notice was received from the Washington State Liquor and Cannabis Board advising of an application for a change in corporate officers/stockholders for Floyd's Cannabis Company, Pullman, WA.

080636 **19B.** A copy of a letter sent to Mark and Cynthia Campbell, Pine City was received from Chris Skidmore of Environmental Health ordering the Campbell's to discontinue using their on-site septic system or any portion of it immediately due to the current failing system.

080637 **20.** Commissioners' pending list reviewed.

080638 **21.** The regular meeting was recessed and the hearing convened by the Chairman for the 2019 Whitman County budget.

Present: Gary Petrovich, Eunice Coker, Sharron Cunningham, Jessica Jensema, Chris Nelson, Bailey Wiedmer, Mark Clinton, Michele Beckmann, Paul Spencer and Garth Meyer.

Staff report provided by Gary Petrovich as follows:

General Fund Personnel	\$ 9,712,181
General Fund Operating	\$ <u>7,162,111</u>
General Fund Total	\$16,874,292

Mr. Petrovich noted there is currently a \$1.2 countywide gap for 2019.

All Funds Personnel	\$16,711,072
All Funds Operating	\$44,608,563
Total 2019 Budget	\$61,319,635

Expenses currently included in the budget:

Capital Improvements	\$ 100,000	capital projects over \$10,000
Debt Service	\$ 170,000	2016 G.O. Bond
Operating Contingencies	\$ 150,000	budget amendments
Restricted Reserves	\$ <u>200,000</u>	to build a 2 month reserve for expenses
Total	\$ 620,000	

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The Chairman then opened the hearing to public comment. There being none, the hearing was recessed to October 15th at 10:30 a.m. and the regular meeting remained in recess.

11:00 a.m. - Public Works.

Present: Mark Storey, Alan Thomson, Paul Spencer and Garth Meyer.

080639 21A. The following Public Works related issues approved/updated:

ACTION ITEMS:

080640 22. The closed record hearing was convened by the Chairman for the Bill Swan zone change.

Staff report provided by Alan Thomas as follows:

The requested zone change involves 3.4 acres off of SR 27 mid-way between Palouse and Pullman for the Bill Swan where Mr. Swan would like to construct a second warehouse. In order to do so, a zone change from the Agricultural District to the Limited Light Industrial District is necessary.

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

080641 23. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve amendment of the Whitman County Zoning Map for Bill Swan from the Agricultural District to Limited Light Industrial District as presented.

ORDINANCE NO. 080641

AN ORDINANCE AMENDING THE WHITMAN COUNTY ZONING MAP TO CHANGE THE ZONING FROM AGRICULTURAL DISTRICT TO LIMITED LIGHT INDUSTRIAL DISTRICT.

BE IT ORDAINED and enacted by the Board of County Commissioners of Whitman County, State of Washington, it having been determined by the Board after hearing the recommendations and findings of fact of the Whitman County Planning Commission that these should be accepted and this action is consistent with the Whitman County Comprehensive Plan.

Change the zoning for Bill Swan for an approximately 3.4-acre parcel from the Agricultural District to a Limited Light Industrial District for property located in the W ½ of the SW ¼ of Section 35, Township 16 N., Range 45 E., W.M., Whitman County, Washington.

PASSED AND APPROVED by the Board of Whitman County Commissioners of Whitman County, Washington, on the 1st day of October, 2018.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

Arthur D Swannack, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

080642 24. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the 2019 Annual Construction Program as presented.

080643 25. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to sign a resolution establishing the Doneen Quarry crushing project.

**RESOLUTION NO. 080643
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

In the matter of initiating a County Road Crushing Project designated as Doneen Quarry, C.R.C.P. No. 168, Project No. XFC1801.

IT IS HEREBY RESOLVED that the County Road Crushing Project be completed as follows:

This contract provides for the stockpiling of aggregate for county road maintenance purposes.

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 E.R. & R. fund budget and based on the County Engineer's estimate is hereby made in the amounts and for the purposes shown:

PURPOSE	AMOUNT OF APPROPRIATION
Engineering	\$ 1,000.00
Inspection	\$ 15,000.00
Crushing & Stockpiling	<u>\$387,000.00</u>
TOTAL ER&R FUND	\$403,000.00

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

ESTIMATED date of commencing work: October 1, 2018
ESTIMATED date of completing work: March 1, 2019

DATED this 1st day of October, 2018.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

Arthur D Swannack, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

080644 26. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to authorize a notice of call for bids for crushing at Doneen Quarry.

080645 27. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to sign a resolution establishing the Pullman-South Stockpile Site project.

**RESOLUTION NO. 080645
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

In the matter of initiating a County Road Crushing Project designated as Pullman-South Stockpile Site, C.R.C.P. No. 167, Project No. XFC1800.

IT IS HEREBY RESOLVED that the County Road Crushing Project be completed as follows:

This contract provides for the stockpiling of aggregate for county road maintenance purposes.

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 E.R. & R. fund budget and based on the County Engineer's estimate is hereby made in the amounts and for the purposes shown:

PURPOSE	AMOUNT OF APPROPRIATION
Engineering	\$ 1,000.00
Inspection	\$ 15,000.00
Crushing & Stockpiling	<u>\$313,000.00</u>
TOTAL ER&R FUND	\$329,000.00

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

ESTIMATED date of commencing work: October 1, 2018
ESTIMATED date of completing work: March 1, 2019

DATED this 1st day of October, 2018.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

Arthur D Swannack, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

080646 **28.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to authorize a notice and call for bids for the Pullman-South Stockpile Site.

DIVISION UPDATES:

D080646A **29.** The following division updates provided by Public Works staff.

Planning Division:

D080646B **29A.** PNW is applying for a conditional use permit at the same location as the requested zone change.

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Solid Waste Division:

D080646B 29B. Waste Facility Transfer building update: Structural repairs are expected to be completed by the end of this week; crane repairs will be done this weekend followed by electrical repairs; due to weather conditions the spray insulation won't be applied until next April/May at which time the building will have to be unoccupied and the fire resistant paint will be sprayed after the insulation has been in place for 24 hours.

Engineering Division:

D080646C 29B. Farmington Road overlay #2 update: The overlay is complete except for striping.

Maintenance Division:

D080646D 29C. Whelan Bridge and Jennings Bridge updates provided.

080647 30. Paul Kimmell joined the meeting at 11:30 a.m. to discuss the Palouse Regional Housing Needs Assessment. Also in attendance was Gina Taruscio, Partnership for Economic Prosperity and Brian Points of Thomas B Miller & Associates. Mr. Kimmell provided a power point presentation.

D080647A 31. Approved documents signed.

12:10 p.m. - Recess.

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

Present: Eunice Coker, Sharron Cunningham, Jessica Jensema, Gary Petrovich, Kelli Campbell, Chris Nelson and Bailey Wiedmer (1:30 p.m.).

080648 32. The following item were discussed but no action was taken.

- Time & Attendance Software

2:00 p.m. - Recess.

D080648A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, October 8, 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.

D080648B 33. Approved consent agenda items signed.

080649 34. Treasurers Wire Transfers and Check Report in the amount of **\$379,940.05** and General/Veterans' Relief/Payroll warrants numbered **338785-338870** for **\$244,619.58** approved.

080650-080662 35. Personnel change orders.

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9:05 a.m. - BOCC Workshop.

Present: Gary Petrovich, Mark Storey, Bill Tensfeld and Janel Goebel (9:05 a.m.).

080663 35. The following items were discussed but no action was taken.

- Develop. Svcs. Provider Disclosure
- Regional Legislative Meetings
- November 13th Meeting Cancelled
- Children's Health
- Labor & Industry Rates
- Tax Sharing Agreement Account
- WSAC Representation
- MSAG List
- Catholic Cemetery Road
- Waste Transfer Building
- Landslide Work
- Grading
- Public Works Staffing
- Solid Waste Financial Modeling

10:10 a.m. - Adjournment.

D080663A Commissioner Largent **moved** to adjourn the **October 1 and 8, 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 **15th, 2018**. The foregoing action made this **8th** day of **October 2018**.

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

MARIBETH BECKER, CMC
Clerk of the Board

DEAN KINZER, CHAIRMAN
Board of County Commissioners