

**BOCC MINUTES-10/02/17**

**079350**        **THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, October 2, 2017** at **9:00 a.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Gary Petrovich, Kelli Campbell and Chris Nelson (9:00 a.m.), Mark Clinton (9:30 a.m.), Mark Storey and Troy Henderson (9:45 a.m.)

**079351-079352**        **1-2.** The following items were discussed but no action was taken.

- Payne West Consultant
- 4-H Fees
- Fair/Facilities Management
- Employee Insurance Council
- Loan Policy
- 2018 Budget
- Restricted Reserve

**10:05 a.m. - Recess.**

**10:15 a.m. - Flag Salute.**

Present: Chris Nelson, Gary Petrovich and Garth Meyer.

**D079352A**        **3. Pledge of Allegiance.**

**Consent Agenda:**

**079353**        **4.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to accept the consent agenda as presented.

**079354**        **5.** Treasurer's Wire Transfers and Check Report in the amount of **\$1,823.88**, Payroll warrants numbered **332273-332283** for **\$396,195.26** and General Claims/Veterans' Relief warrants numbered **332332-332402** for **\$453,239.24** approved.

**079355**        **6.** September 2, 2017 minutes approved.

**079356-079363**        **7.** Personnel change orders approved.

**079364**        **8.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to authorize the Chairman to sign the 2017-3<sup>rd</sup> quarter Public Disclosure Commission lobbyist report.

**079365**        **9.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to accept the 2018 WCIF Master applications as presented.

**079366**        **10.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to sign a letter of support for the WSDOT Tiger grant application.

**079367**        **11.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to approve the resolution as presented dissolving certain 515 funds.

**RESOLUTION NO. 079367**

**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, October 2, 2017 and recognizes the need to create, revise or dissolve the following funds accordingly:

Current Fund #	Fund Name	Fund Created Date	Fund Dissolve Date	Transfer Balances to Fund #
515.320.001	IT Photocopier	2/22/2011	12/31/2017	515.320.000
515.320.002	IT Postage Revolving	2/22/2011	12/31/2017	515.320.000

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of County Commissioners as follows:

- Change fund numbers as noted above; and,
- Dissolve funds as noted above; and,
- Transfer revenues/expenditures as noted above; and,
- No further transactions shall occur within any dissolved fund after December 31, 2017; and,
- All changes will be reflected in the 2018 Whitman County Budget.

PASSED, APPROVED AND ADOPTED 2<sup>nd</sup> day of October, 2017 and effective as of December 31, 2017.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Arthur D Swannack, Chairman

ATTEST:

\_\_\_\_\_  
Dean Kinzer, Commissioner

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

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

**079368**      **12. Motion** by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** that the purchase of two Dell R730 servers for use with our financial software, new World, as presented in the quote be approved.

**079369**      **13.** Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to reappoint Michael Largent to a 2-year term, expiring 12/31/19 on the LEOFF I Disability Board.

**079370**      **14.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to sign a letter authorizing the reconvening of the 2017 Board of Equalization.

**079371**      **15. Motion** by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to authorize the Chairman to sign the WA Military Department contract #E18-036 for Whitcom (08/15/18).

**10:20 a.m.** - Kelli Campbell.

**079372**      **16. Motion** by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to accept option #2 of the Payne West 2018 proposal.

**079373**      **17. Motion** by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to sign a resolution regarding the interim reorganization of the Fair/Facilities Management Departments as approved 09/25/17.

**RESOLUTION NO. 079373  
BEFORE THE BOARD OF WHITMAN COUNTY, WASHINGTON COMMISSIONERS  
INTERIM REORGANIZATION OF THE WHITMAN COUNTY  
FAIR AND FACILITIES MANAGEMENT**

WHEREAS, the Board of Whitman County Commissioners, State of Washington, met in regular session on September 25, 2017; and,

WHEREAS, due to the retirement of Bob Reynolds, Fair/Facilities Management Director, the Whitman County Commissioners recognize the need to temporarily reorganize certain departments to improve the workings of county government; and,

WHEREAS, the Whitman County Commissioners now deems it necessary to temporarily transfer the responsibilities of the County Fair/Facilities Management Departments to the Director of Emergency Management/Emergency Communications/Parks/Developmental Services who reports directly to the Board of County Commissioners.

NOW, THEREFORE BE IT HEREBY RESOLVED by the Whitman County Commissioners that the responsibility of the County Fair/Facilities Management Departments are hereby transferred to the Director of Emergency Management/Emergency Communications/Parks/Developmental Services as of October 1, 2017.

Dated this 2nd day of October, 2017 and effective as of October 1, 2017.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Arthur D Swannack, Chairman

ATTEST:

\_\_\_\_\_  
Dean Kinzer, Commissioner

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

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

**079374      18.    Motion** by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to approve signature authorization for the Treasurer’s Office.

**079375      19.    Commissioner Kinzer moved** Commissioner Largent **seconded** the motion and it **carried** to approve the resolution adopting Code of Ethics/Conflict of Interest Policy as required by the State Auditor’s Office.

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

In the Matter of Adopting	)	<b>RESOLUTION NO. <u>079375</u></b>
A Code of Ethics/Conflict of	)	
Interest Policy and Procedures	)	

WHEREAS, the proper operation of government requires that actions of public employees be impartial; that government decisions and policies be made in the proper channels of government structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the attached Code of Ethics/Conflict of Interest Policy be adopted.

**BOCC MINUTES-10/02/17**

Dated at Colfax, Washington this 2nd day of October, 2017 and effective as of October 1, 2017.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Arthur D Swannack, Chairman

ATTEST:

\_\_\_\_\_  
Dean Kinzer, Commissioner

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

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

**CODE OF ETHICS/CONFLICT OF INTEREST POLICY**

**Effective Date:** October 1, 2017

**Approved by:** BOCC

**Res. No.** 079375

**Cancel:** POL-0405-HR----Political Activity  
POL-0406-HR----Obtaining Additional Employment Outside of Whitman County  
POL-0408-HR----Overseeing County Email/Internet Systems

**Refer:** POL-0411-HR----Code of Conduct for Federally Grant Funded Programs  
Code 3.12-----Claims  
RCW 40.14.010--Definition and Classification of Public Records  
RCW 41.06.250--Political Activities  
RCW 42.23-----Code of Ethics for Municipal Officers-Contract Inter  
RCW 42.52-----Ethics in Public Service  
24 CFR 85.36---Procurement  
2 CFR 200.318-General Procurement Standards

**POL-079375-BOCC**

**CODE OF ETHICS/CONFLICT OF INTEREST POLICY**

**Section 1.0 — Policy**

Whitman County maintains a Code of Ethics to guide its employees and authorized agents against improper activities that could damage the County's reputation and otherwise result in serious, adverse consequences to the County and to the individuals involved. The purpose of this policy is to establish ethical standards of conduct for all Whitman County employees and authorized agents.

**Section 2.0 — Guidelines**

An employee's actions under this policy are significant indications of the individual's judgment and competence. Accordingly, insensitivity to or disregard of the principles of this policy will be grounds for appropriate disciplinary action. Employees must be committed and bound by the following guidelines:

1. Public belief in the integrity of government based on the actions of the government's employees;
2. Independent, impartial, accountable and responsible behavior in duty to the County and its' citizens;
3. Governmental decisions and policies made within the proper channels of the governmental structure; and,
4. Public office is not to be used for personal gain.

**Section 3.0 — Definitions**

The following definitions will be used for the purposes of this policy.

**Business Entity:** Any corporation, general or limited partnership, sole proprietorship or individual (including a private consulting firm), joint venture, unincorporated association or firm, institution, trust, foundation, or other organization, whether or not organized for profit.

**Complainant:** The individual bringing a complaint.

**Confidential Information:** All information, whether transmitted or transcribed orally, written or encoded electronically, which is of such a nature that it is not, at that time, a matter of public record or public knowledge.

**Computer Equipment:** Any desktop, laptop, tablet, cell phone owned by Whitman County.

**Department Head:** An elected official, department head or supervisor directly in charge of a specific department.

**Email:** Electronic mail. Messages and attachments sent from one device to another via an electronic system.

**Gift:** A voluntary transfer of any item of economic value from one person or entity to another made without cost and does not result in any kind of legally enforceable contract. It does not include the solicitation, acceptance, receipt or regulation of political campaign contributions regulated in accordance with provisions of federal, state or local laws governing campaign finances.

**Human Resource Director:** A position appointed or designated by the Board of County Commissioners to handle personnel related matters.

**Immediate Family Member:** Includes spouse, child, 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 home; adopted and foster children living the employee's home, domestic partner and any immediate family member of a domestic partner.

**Interest:** Direct or indirect monetary or material benefit accruing to an employee or elected official as a result of a contract, transaction, zoning decision or other matter that is, or may be the subject of, an official act or action by or with the County except for such contracts, transactions, zoning decisions, or other matters that by their terms and by the substance of their provisions confer the opportunity and right to realize the accrual of similar benefits to all other persons and/or property similarly situated.

**Intranet:** The local interconnected electronic communication and storage networks within Whitman County government.

**Internet:** Interconnected electronic networks connecting to systems outside Whitman County government's local intranet system.

**Official Act or Action:** Any legislative, administrative, appointive or discretionary act of any employee or elected official of the County or any agency, board, committee or commission thereof.

**Personnel File:** Refers to both the employee's or elected official's employment personnel file and the employee's departmental personnel file.

**Public Employee:** Any person, holding a position by appointment or employment in the service of the County, whether paid or unpaid, including members of any board, committee or commission thereof public official: Any person holding a position by election, whether paid or unpaid, including members of any board, committee or commission thereof.

**Remote Interest:** An interest that is:

1. That of a non-salaried officer of a nonprofit corporation;
2. That of an employee or agent of a contracting party where the compensation of such employee or agent consists entirely of fixed wages or salary;
3. That of a landlord or tenant of a contracting party; or
4. That of a holder of less than one percent of the shares of a corporation or cooperative which is a contracting party.

**Respondent:** The individual named in a complaint allegedly causing harm.

**User:** Anyone who is authorized to use an email account or access the intranet or internet via Whitman County property.

**Section 4.0 – Affected Parties**

Unless otherwise stated in a bargaining unit agreement, this policy applies to all Whitman County employees and authorized agents of the County. (Elected Officials and qualifying Public Officials refer to RCW 42.23 and 42.52.)

**Section 5.0 – Conflicts of Interest Defined, Generally**

Employees are expected to use good judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict between their personal interests and those of the County. Whitman County requires that the transactions employees participate in are ethical and within the law, both in letter and spirit. Whenever employees are in doubt, they should consult with their Department Head, Elected Official or the Human Resource Director.

Whitman County recognizes that different organizations have different codes of ethics. However, acceptable actions by others outside of Whitman County designated as "standard practice" is by no means sufficient reason to assume the same such practice is acceptable as an employee of Whitman County.

While it is not possible to develop a comprehensive detailed set of rules to cover every situation, the County does adhere to and will strictly enforce any and all state laws or regulations relating to conflicts of interest, appearance of fairness and ethics that are applicable to the employees and officials of this County

If an employee or immediate family member has a financial or employment relationship with the county, with a vendor, potential vendor or any person or business entity doing business or wishing to do business with the County, then the employee has an "interest," as defined in Section 3.0. In such circumstances the employee is considered to have an "interest" that mandates disclosure of that "interest" and eventual resolution in accordance with this policy.

The employee must disclose this "interest" in writing to their Departmental Head, Elected Official or Board Chair. The Departmental Head, Elected Official or Board Chair will recommend to the appropriate elected official what course of action, if any, must be taken to resolve any conflict he or she believes may exist.

**Section 6.0 - Examples of Conflict of Interest**

A conflict of interest may arise, by way of example only, if an employee:

- Accepts any remuneration or non-nominal gifts from potential vendors or any third-party who does business with the County;
- Sells to third parties any information, products, or materials acquired from the County;
- Engages in outside business activities in such a way or to such an extent that the outside business activities adversely affect the County or the employees' job performance;
- Performs outside work for a vendor of the County or any third-party that does business with the County;
- Engages in any outside employment or any other business undertaking to his or her personal gain that is, or can ALSO be, perceived to be prejudicial to the best interest of Whitman County;
- Uses proprietary and/or confidential information for personal gain or to the County's detriment;
- Uses assets or labor for personal use.

If the conflict is severe enough Whitman County may terminate the employee or may, at its sole discretion, no longer transact business with that third-party. Whitman County has the sole discretion to:

- a) Determine whether such a conflict of interest exists and
- b) Determine the course of action to be taken to remove or end the conflict.

Employees are encouraged to seek assistance from their Department Head or Elected Official with any legal or ethical concerns. However, Whitman County realizes this may not always be possible. As a result, employees may contact the Human Resources Director to report anything that they cannot discuss with their Department Head or Elected Official.

**Section 7.0 - Political Activities**

Employees shall comply with provisions of RCW 41.06.250 as the same exists or is hereafter amended, which generally prohibits compulsory assessment or involuntary contributions and solicitation on public property for any partisan political purposes.

1. Whitman County recognizes the right of every employee to express his/her view as a citizen, to pursue legitimate involvement in the political process and vote as he/she wishes.
2. No County employee shall: expend public funds, use County supplies, work on any campaign during working hours, or participate in any other political activity not permitted by law.
3. Violations of this Policy may be subject to discipline up to and including termination.

**Section 8.0 - Employment of Relatives**

If an employee, an employee's spouse, domestic partner, or the parent or guardian of an unemancipated minor employee is elected to the Board of County Commissioners, the employee shall be deemed to have resigned from County employment upon the date of election certification, if required by State law. This provision shall not apply to persons employed

as unskilled day laborers earning less than \$200.00 (two hundred) per month or to public officers exempt under state/federal law.

**Section 9.0 - Obtaining Additional Employment Outside of Whitman County**

1. Prior to considering outside employment, employees should notify their Department Head/Elected Official of the nature and extent of such employment.
2. Employees shall not engage in employment other than his/her County job if: such employment interferes with the efficient performance of his/her County position; constitutes a conflict of interest; or might result in a poor public image for the department as determined by the Department Head/Elected Official.
3. Violations of this policy may result in discipline up to and including termination.

**Section 10.0 - Overseeing County Email, Intranet and Internet Systems**

1. Whitman County encourages the efficient and effective use of county computer equipment. It recognizes that the computer (tablet/cell phone or other devices are necessary tools for receiving and sending vital information in county business. In doing so, the county expects all internet, intranet and email users to exercise common sense and discretion.

It also realizes that email, intranet and internet use has the potential to be abused. Therefore, Whitman County hopes to eliminate that abuse with the use of this policy.

2. At the discretion of the Department Head or Elected Official, employees may be given access to web email through Information Technology. Web email, although not always used through a county computer, is subject to all laws and policies pertaining to email use through county equipment. This includes, but may not be limited to, all policies, procedures and laws concerning email use, security, privacy and public disclosure.
3. The Information Technology Director is responsible for the operation and maintenance of the County's electronic information system. This includes use of the internet, intranet and email. Department Heads and Elected Officials are responsible for oversight and enforcement of this policy.
4. Email, intranet and internet access is to be used for business purposes only. As such, it should be retained and treated as any other county record.

It is not uncommon for employees/agents to receive personal emails or occasionally look up personal sites on the internet. However, this practice must be kept to a minimum, be within legal regulations and not violate any part of this policy. Furthermore, employees should not be exploring personal internet sites where the public can view them doing so. Personal use of the internet and/or email must be approved by the Department Head or Elected Official.

5. Employees shall not stream audio or video for non-work related purposes.
6. It should be remembered that email may be disclosed through public disclosure laws and rules of discovery in the case of a lawsuit. Confidentiality cannot be expected, except in the case of medical/legally confidential or privileged information. Users should not send highly sensitive, confidential or privileged material through the email or internet.

Due to retention laws all emails requiring retention such as public disclosure requests and data specific to each department, are the responsibility of the Department Head and Elected Official in accordance with RCW 40.14.010.



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7. An employee's/agent's rights while using county computers do not include privacy. Whitman County reserves the right to monitor, in any way, the computer activities of the employee/agent. It is the Department Head/Elected Official's responsibility to oversee email, intranet and internet monitoring.

Furthermore, by using the county's computer, email system, intranet and, internet access and other equipment, the employee/agent knowingly and voluntarily consents to and acknowledges Whitman County's right to monitor its property.

Department Heads/Elected Officials may review computer content, internet histories and/or email at any time. They may do so at the individual computer station or through the county's networking system. Information Technology may perform monitoring if requested in writing by the Department Head/Elected Official. Human Resources may request the monitoring of an employee's computer if reasonable suspicion of a violation exists. The reasoning for such a request must be documented and may only be made if, after being notified of the suspicion, the Department Head/Elected Official refuses to investigate the allegations within thirty calendar days.

If, during the course of their duties, Information Technology' employees discover questionable activity on an employee's/agent's computer, they shall immediately report the activity to the Information Technology Director. The Director shall then contact the Department Head/Elected Official.

It is important to understand deleting an internet file from your computer does not necessarily mean it has been deleted from the system.

8. The following are internet, intranet and/or email uses specifically prohibited by Whitman County:

- Commercial use: unless it is a core function of the department, any form of commercial use to benefit an individual or organization other than Whitman County.
- Copyright Violations: any use that violates copyright laws.
- Solicitation: the purchase or sale of personal items in violation of the county's solicitation policies.
- Harassment: any use that harasses, retaliates or discriminates against employees, vendors, customers and any other individuals.
- Downloading or uploading files or programs without the permission of the Department Head/Elected Official and Information Technology. Files from the internet, or any other outside source, may contain a virus and must be scanned by virus detection software prior to use. The installation of programs shall be coordinated with Information Technology.
- Viewing, distributing or downloading offensive or sexually explicit material: this includes, but is not limited to, pornographic material.
- Inappropriate language: includes obscenity, vulgarity, profanity or name-calling. It may also include expressions of ill will against individuals or groups.
- Politics: use for political purposes.
- Misrepresentation: the use of aliases is prohibited. Whitman County also prohibits the misrepresentation of an employee, a job description or county position.

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- Misinformation/Confidential Information: the release of untrue and or confidential information regarding county business. This includes accessing, viewing or forwarding confidential information unless the user has the same privilege or confidence or has obtained permission from the original sender.
  - Viewing/Downloading Non-Business Related Information without the permission of the Department Head/Elected Official: this includes viewing, downloading or any other method for retrieving non-County related information.
  - Hacking or spamming.
  - Streaming audio or video for non-work related purposes.
9. Large email attachments (over five megabyte) should be avoided. Other means of communicating the information should be used.
10. It is the responsibility of each email and/or internet user to maintain a degree of security. For this reason, security features should be updated regularly.

Computer and email passwords shall be changed at least once per year. They must also be changed in the event of employee turnover, a change in software, a breach of privacy or any other event that would put confidential information at risk. Passwords shall be at least eight characters in length and consist of a combination of upper and lower case letters, numbers and at least one special character (i.e. exclamation point, @ sign, etc.). They shall not contain any part of the employee's username or full name. Employees/agents should not share their password with others or access another's email except when authorized by the Department Head/Elected Official. Nor should passwords be stored where unauthorized individuals may easily access the information (i.e. under keyboards, on the front of monitors, etc.).

Passwords shall be reported to the Department Head, Elected Official or his/her designee. That individual shall store those passwords in a secure, confidential location. The Department Head/Elected Official and designee shall be the only individuals with access to the password record.

11. Violation of this policy regarding internet and/or email use may result in discipline up to and including termination. Violations shall be immediately reported to the appropriate Department Head/Elected Official or Human Resources.

Furthermore, internet and/or email access may be removed from any employee due to violations of this policy as determined by the appropriate Department Head/Elected Official.

Contractors, consultants or other authorized agents who violate this policy may be banned from email/internet use and their contracts may be terminated.

Whitman County reserves the right to bring legal action for misuse of its email and/or internet system.

**CORRESPONDENCE:**

**D079375A**      **20.** The following correspondence was received:

**079376-079377**      **20A.** Information pertaining to classification of positions within the Juvenile Services department received from the Human Resources Director.

**079378**      **20B.** Information regarding the annexation of land into Public Hospital District #1A was received by the Board.

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**0793779 20C.** Notice of a corporate officer change for the Interstate 502 marijuana license was received from the Washington State Liquor and Cannabis Board.

**079380 20D.** Notice of a corrected corporate officer change for the Interstate 502 marijuana license was received from the Washington State Liquor and Cannabis Board.

**0793801 20E.** Notice of marijuana licenses due to expire 02/28/18 was received from the Washington State Liquor & Cannabis Board.

**079382 20F.** An executed copy of the 2017-19 biennium contract #K-1829 between Whitman County and the Washington State Conservation Commission for the Voluntary Stewardship Program was received (06/30/19).

**079383 21.** Commissioners' pending list reviewed.

**10:30 a.m. - 2018 Whitman County Preliminary Budget Hearing.**

Present: Gary Petrovich, Ginger Devorak, Sharron Cunningham, Jessica Jensema and Garth Meyer.

**079384 22.** The regular meeting was recessed and the hearing convened by the Chairman for THE 2018 Whitman County preliminary budget.

Staff report provided by Gary Petrovich who noted the Current Expense fund has been separate into two categories for each department and will be adopted as such, the same as in 2017.

**PRELIMINARY 2018 GENERAL FUND EXPENDITURE BUDGET - AS OF OCTOBER 2, 2017**

<b>DEPARTMENT</b>	<b>TOTAL</b>	<b>PERSONNEL</b>	<b>OPERATIONS</b>
General Government	4,062,290	91,720	3,970,570
Sheriff	3,771,068	2,824,068	947,000
Auditor	859,580	708,755	150,825
Public Health	828,930	674,165	154,765
District Court	781,928	728,238	53,690
Facilities Management	767,555	297,988	469,567
Prosecutor	662,615	617,215	45,400
Juvenile Services	630,941	394,564	36,377
Assessor	429,113	399,863	29,250
Treasurer	382,189	348,167	34,022
Commissioners	369,323	349,373	19,950
Fair	324,425	136,305	188,120
Clerk	253,391	227,743	25,648
Parks & Recreation	236,514	184,364	52,150
Emergency Management	233,611	121,661	111,950
Information Technology	224,265	216,765	7,500
Human Resources	212,999	197,789	15,210
Administrative Services	198,797	89,009	109,788
Coroner	187,446	130,416	57,030
Superior Court	186,334	157,034	29,300
Child Support Enforcement	124,302	100,102	24,200
County Extension - WSU	131,971	68,882	63,089
Weed Control	100,498	83,595	16,903
<b>TOTAL</b>	<b><u>15,960,085</u></b>	<b><u>9,147,781</u></b>	<b><u>6,812,304</u></b>

**ESTIMATED GENERAL FUND REVENUE:**

Taxes	9,132,000
Intergovernmental Revenue	2,667,037
Charges for Goods and Services	1,749,366

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Fines and Penalties	1,020,237
Other Financing Sources	706,730
Miscellaneous Revenues	395,701
Licenses and Permits	151,300
Other Non-Revenues	<u>35,000</u>

**TOTAL** **15,857,371**

**ESTIMATED GENERAL FUND DEFICIT  
AS OF 10-2-2017** (102,714)

**PRELIMINARY 2018 BUDGET - ALL FUNDS  
AS OF OCTOBER 2, 2017**

<u>FUND DESCRIPTION</u>	<u>FUND #</u>	<u>AMOUNT</u>
General Fund	001	15,960,085
Self-Insurance	101	37,500
Building & Development	102	255,050
Countywide Planning	103	486,648
Developmental Services	104	953,974
Extension Publications	106	200
Veterans Relief	108	135,550
Homeless Housing Plan	109	300,000
County Road -Pw	110	19,178,718
Public Facilities Improvement	112	4,170,000
Hotel/Motel Tax	115	20,000
Domestic Violence Services	116	800
Boating Safety	117	106,600
Inmate Welfare	118	34,000
Historical Preservation/Programs	120	45,500
Sheriff K-9 Unit	122	11,200
Paths & Trails	123	216,577
Donations & Planned Giving	125	341,787
Treasurer M&O	126	14,522
Quad-City Drug Task Force	127	407,948
Crime Victims/Witness	128	100,214
Juvenile Special Revenue Funds	129	88,000
Inter-Local Drug Fund	130	18,000
Auditor's Document Preservation	132	272,900
Commissioner's Special Revenue	133	150,000
Elections Reserve	134	100,400
Prosecutor Stop Grant	135	26,119
District Court Funds	136	41,240
Federal Equitable Sharing	138	250,500
Washington Housing SHB 2060	141	36,000
Trial Court Improvement	143	10,000
Emergency Communication System	144	1,150,000
Debt Service - External	200	166,892
Debt Service - Internal	210	86,890
Capital Projects	300	1,423,215
Capital Projects	310	13,067
Capital Projects - Outside Sources	320	129,794

**BOCC MINUTES-10/02/17**

Solid Waste - Pw	400	6,281,000
Solid Waste Reserve	410	1,888,500
Equipment Rental & Revolving	501	7,173,650
Unemployment Insurance Revolving	511	200,000
Information Technology Operation	515	1,226,060
<b>TOTAL</b>		<b><u>63,509,100</u></b>

The above projections also include:

Capital Improvements Funds	100,000
Debt Service	170,000
Operating Contingencies	150,000
Restricted Cash Reserve	50,000

The hearing was opened to public comment.

Gary Petrovich commented that the current restricted reserve funds are not enough to cover the Government Finance Officers Association (GFOA) recommended 2 month reserve for salaries and benefits for approximately \$2 million.

There being no further comments the hearing was continued to October 16, 2017 at 10:30 a.m. and the regular meeting reconvened.

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

Present: Dean Cornelison and Garth Meyer.

**079385 22A.** The following Public Works related issues approved/updated:

**ACTION ITEMS:**

**079386 23.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to approve publishing the notice to call for bids on the Bauer Quarry rock crushing project.

**079387 24.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to approve publishing the notice to call for bids on the Gnaedinger Stockpile rock crushing project.

**DIVISION UPDATES:**

**D079387A 25.** The following division updates provided by Public Works staff.

**Solid Waste Division:**

**D079387B 25A.** The tank project is progressing at the Landfill.

**Engineering Division:**

**D079387C 25B.** Began paving 5 miles from Farmington to the Warner Road intersection today; Sand Road is now officially completed; the guardrail project on the Endicott-St. John Road will resume next week and the Department is awaiting a response from Fish & Wildlife regarding the county's hydro permit application for the Oakesdale trestle.

**Maintenance Division:**

**D079387D 25C.** Crews are performing rock hauls, ditching and grading; Steptoe Canyon #2 Bridge deck will be set October 9<sup>th</sup>.

**D079387F 26.** Approved documents signed.

**11:10 a.m. - Recess.**

**BOCC MINUTES-10/02/17**

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

Present: Francis Benjamin, Mike Berney and Troy Henderson (1:30 p.m.) and Jeff Guyett (1:40 p.m.).

**079388 27.** Francis Benjamin said his purpose today is to get a better understanding and determine if the commissioners need to be involved or just the Whitman County Health Network in the Pullman 2040 Vision recommendation for wellness priority initiatives that include: physical, intellectual, social, emotional, occupational and spiritual. He asked the commissioners if any of the domains are priorities for Whitman County.

Mr. Guyett said some of the initiatives being discussed go beyond Pullman City limits and intersect with the county. He wondered if there will be some interplay with the County and the Network.

Mike Berney commented that the Whitman County Health Network looks at coordinating for the future. He asked if the initiatives are proposing different goals than the Network. Commissioner Largent added his concern is that there is no duplication of service already being provided by other organizations.

Mr. Benjamin inquired if there are any red flags the group should be aware of or the order of initiative prioritization. Commissioner Swannack responded, access for health care and Commissioner Largent responded cost, coverages and clearly defined information when answers to problems are not resolved. Commissioner Kinzer said there will be a tremendous educational campaign needed for this program.

The gentlemen thanked the commissioners for their time.

**2:10 p.m. - Recess.**

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

Present: Kelli Campbell and Gary Petrovich.

**079389 28.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to go into executive session with the above individuals until 3:30 p.m. in accordance with RCW 42.30.140(4) (a) for matters related to negotiations.

**3:30 p.m. - Return to Open Session/BOCC Workshop.**

Present: Kelli Campbell.

**079390 29.** Discussion regarding the department head professional development plan held but no action was taken.

**4:30 p.m. - Recess.**

**6:00 p.m. - Reconvene/Board Business Continued/BOCC Workshop.**

Paula Nelson	Alice Hopkins	Pru Beyer
Brian Jacobs	Janet Hedlund	Janet Luft
Bill Ryan	Nicole Wells	Mellissa Dugger
Chad Startin	Jamie Slocum	Tiffany Startin
Mary Beth Bothman	Toni Jorgensen	Fran Maki
Kay Riebold	Shawn Druffel	Jerry Jones
Sid Mays	CD Booker	Angie Wick
Eric Appel	Shannon Gfeller	Eunice Coker
Janet Schmidt	Erin Stergn	
David Hopkins	Rob Druffel	

**BOCC MINUTES-10/02/17**

**079391**      **30.** Discussion regarding reorganization of the Fair Department under the Direction of the Emergency Services/Emergency Communications/ Parks/DS was held. No action was taken.

The Chairman welcomed everyone, reviewed the ground rules for the workshop, purpose, reorganizational proposal the Board is currently envisioning for the Fair operations and to take input from the Fair Board first followed by comments from the general public.

Sid Mays said in the past Facilities helped with the Fair - will that be the same? Bill Tensfeld said he will need better numbers before he can answer that question. Commissioner Largent explained Bob Reynolds wages were not in the Fair budget previously, only Facilities Management.

Eric Appel asked how this will work with Bill Tensfeld. Bill Tensfeld said he has a vision but was hoping the Fair Board would step up and let him know what their priorities are, i.e. Event Center, promoting the Center, etc. Commissioner Largent pointed out that some of the operational issues might not be answerable tonight, but possibly at the October 23<sup>rd</sup> Fair Board meeting. Mr. Tensfeld said his vision is to satisfy the Fair Board and county commissioners.

Brian Jacobs wondered how much time Janel Goebel's time would be dedicated to the Fair. He was concerned about the amount of money that was put into the Event Center and having the Fair Board's plans for the Center go a different direction would be discouraging. Mr. Tensfeld said it would be split 50/50 with Developmental Services and an event planner would be hired to who will work under Ms. Goebel to manage the Event Center.

Kay Riebold asked if there will be a full time groundskeeper on site when events are taking place and Mr. Tensfeld said there already is.

Janet Schmidt asked if there will be adequate staff to make sure everything is done for the Fair itself so as not to over-stress the staff. Bill Tensfeld said preliminary numbers haven't touched the temporary employees, but it would basically be the same as it is now.

Bill Ryan echoed Janet's comments.

Eric Appel wondered since Parks is also under Bill, is that another resource that can be used for at Fair time. Bill responded some seasonal employees would be available.

Commissioner Largent stated this is a "learn as we go" process. Departments will help each other. However it works it must be project neutral.

Chad Startin asked about the grandstands. The Fair Board's goal is to build a new structure with the hope of increasing usage at the fairgrounds. The question is, where do we obtain the funding needed for staff, parking, etc. The revenue will grow, but so will the expenses. Commissioner Largent said the community building and fairgrounds are assets; maybe we need to take a look at the priority of those assets. Commissioner Swannack pointed out usage limitations at the Fairgrounds due to standing water.

Kay Riebold echoed Chad's comments about looking at long-term usages and if the parking issue was resolved maybe the Fair could bring in big name entertainers.

Mary Beth Bothman thanked the commissioners for this opportunity and reiterated Chad and Kay's comments. She felt everyone needs to stand unified as a Board and look ahead because we have real infrastructure issues to address. The reorganization plan is on the right track and will be a benefit by not having more than department head. She understand it will be a work in progress.

**BOCC MINUTES-10/02/17**

Janet Luft said the Fair Foundation dinner is in December and she wondered who their contact would be and Commissioner Swannack said that would be Bill Tensfeld.

Dave Hopkins said over the years the Fairgrounds has turned into a junk yard and the buildings are crammed with stuff. He asked if that could be addressed. Janet Schmidt thought this was an issue that should be addressed at the Fair Board meeting.

Commissioner Largent noted the Fair does not operate without volunteers who receive little in return. The county commissioners are well aware of that and the volunteers are very much appreciated. It was his hope this reboot will make for a better product on the other side.

Commissioner Swannack echoed Commissioner Largent's comments and asked everyone to help Bill and Janel with support and patience.

**6:30 p.m. - Recess.**

**D079391A THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Tuesday, October 3, 2017** at **9:00 a.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Bill Tensfeld and Kelli Campbell.

**079392-079393 31-32.** The following items were discussed but no action was taken.

- Fair/Facilities Management

**12:00 p.m. - Recess.**

**D079393A THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, October 9, 2017** at **9:00 a.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

**D079393B 33.** Approved consent agenda items signed.

**079394 34.** Treasurers Wire Transfers and Check Report in the amount of **\$37,128.25** and General/Veterans' Relief/Payroll warrants numbered **332412-332502** for **\$266,160.82** approved.

**079395-079400 35.** Personnel change orders.

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

Present: Mark Clinton, Gary Petrovich, Mark Storey, (9:05 a.m.), Jim Potts (9:20 a.m.), Bill Tensfeld, Kirk Suess (9:45 a.m.) and Alan Thomson (10:00 a.m.).

**079401-079403 36-38.** The following items were discussed but no action was taken.

- Lobbyist Update
- Loan Policy Update
- Fair Premium Fund
- Tax Sharing/Tax Tracking



**BOCC MINUTES-10/02/17**

- Airport Overlay Zone
- GR36 Meeting
- Steptoe Canyon #2 Bridge
- Junk Vehicles on Private Property
- Planning Commission-Rooftops
- Planning Commission-Membership
- County/Pullman Planning. Comm. Mtg.
- Windfarm Meeting
- Fair Office Relocating
- Kamiak Butte Park Road Waterline

**11:00 a.m. - Adjournment.**

**D079403A** Commissioner Kinzer **moved** to adjourn the **October 2 and 9, 2017** meeting. Motion **seconded** by Commissioner Largent and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **October 16, 2017**. The foregoing action made this **9th** day of **October 2017**.

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

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MARIBETH BECKER, CMC  
Clerk of the Board

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ARTHUR D SWANNACK, CHAIRMAN  
Board of County Commissioners