

BOCC MINUTES-10/15/18

080664 **THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, October 15, 2018** at **9:00 a.m.** Chairman Dean Kinzer, Arthur D Swannack and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board, Connie Ellis, Recording Clerk, attended.

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

Present: Gary Petrovich, Jacob Jones, and Garth Meyer (9:00 a.m.).

080665 1. The following items were discussed but no action was taken.

- Petition from Kirk Suess
- Liability Insurance
- Colfax Round-About
- Payne West 2019 Medical Contract
- Public Disclosure Report
- Department of Labor Meeting
- State Auditor's Office
- New World Password Issues
- Election Postage
- Pullman Tax Sharing Meeting Report
- Collection Policy
- Report on Washington DC Trip
- Budget Amendment #2
- General Fund Transfers
- Medical Contributions

10:00 a.m. - Recess.

10:15 a.m. - Flag Salute.

Present: Jacob Jones, Paul Spencer, Gary Petrovich, Jessica Jensema, Sharon Cunningham, Michele Beckman, Garth Meyer and Kelli Campbell.

D080665A 2. **Pledge of Allegiance.**

Consent Agenda:

080666 3. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to accept the consent agenda as presented.

080667 4. Treasurer's Wire Transfers and Check Report in the amount of **\$91,026.99**, Payroll warrants numbered **338871-338878** for **\$567,381.08** and General Claims/Veterans' Relief warrants numbered **338887-339023** for **\$489,185.71** approved.

080668 5. October 1, 2018 minutes approved.

D080668A 6. No Personnel change orders approved.

080669 7. The 2019 PayneWest Consulting agreement for employee medical insurance was tabled to 10/29/18.

080670 8. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to increase the 2019 county medical insurance contribution to \$825.00 effective January 1, 2019 for Road, Courthouse, Solid Waste, and COSS.

080671 9. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to sign a resolution adopting the updated Hazardous Devices, Fire and Evacuation Policy as presented.

RESOLUTION NO. 080671
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF adoption for the Whitman County Policy Hazardous Devices, Fire and Evacuation;

WHEREAS, this policy has been updated and combines the Evacuating County Buildings and Hazardous Device 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-2000-HR Hazardous Devices, Fire and Evacuation.

Dated this 15TH day of October 2018 and effective as of November 1, 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



HAZARDOUS DEVICES, FIRE AND EVACUATION

Policy: POL-2000-HR • Effective Date: • Res. #080671
Cancels: Res #062378, 062379, 062380,062381, 062382, 062383, 074416
• Reference: None

Definitions:

Key Personnel - those persons designated by their department head or elected official to complete assigned vital functions prior to exiting the facility.

Vital Functions - important tasks specific to each department, such as closing vaults, files, cash drawers, etc.

Visitors - Any individual who is not an employee of Whitman County.

1. **Whitman County recognizes that hazardous device threats and fire could happen at any time. Additionally, these and other threats could require the evacuation of county buildings.**

2. **In the Case of fire, Employees will Evacuate the Building if possible.**

In the case of fire, employees are expected to pull the nearest fire alarm and evacuate the building. Once at the evacuation site, call 911 for emergency services. Fire extinguishers are located throughout the county buildings. If an employee chooses to use a fire extinguisher:

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- Pull the fire alarm and instruct someone to call 911
- Use a fire extinguisher only if the fire can be observed.
- Do NOT use a fire extinguisher if the fire is larger than a wastebasket. Pull the fire alarm and evacuate the building.
- Use only ONE extinguisher before evacuating.

3. Hazardous Device Threats may be Received by Phone, in Writing, in Person, or in the Form of Suspicious Packages.

Phone Threats: If a threat is received by phone, remain calm and gather as much information as possible. Notify a supervisor, call 911 and follow the instructions of law enforcement. Once resolved, notify a member of the Incident Team.

Written Threats: If a written threat is received, notify the supervisor immediately. Call 911. Do not handle the note unnecessarily. Follow the directions of law enforcement and notify an Incident Team member.

Personally delivered Threats: Personal threats may come verbally or in the form of a written note. Remain calm and do what the offender asks. Do not attempt to apprehend the offender. If possible, trigger the emergency alarm F11 and F12 on your computer. Once the offender leaves call 911 immediately and follow the directions of law enforcement. (F11/F12 is not staffed 24/7, help may not be coming, dial 911 as soon as safely possible)

Suspicious Packages: If a suspicious package is found, DO NOT TOUCH IT. If possible, close off and evacuate the area. Call 911 and follow law enforcement instructions.

4. Evacuation may occur in the case of fire or as instructed by law enforcement.

Evacuation of Whitman County facilities must occur in a safe and orderly manner. All personnel must evacuate the building as quickly as possible, except "Key Personnel". If safe, "Key Personnel" should remain in the office to complete vital functions and then exit immediately.

Use the most direct and safest route for evacuation. If the primary route is blocked, follow the secondary route. Leave by the nearest exit. Use the stairways. Never, under any circumstances, use the elevators. Walk in an orderly fashion. Do not run to the exits.

If smoke is present, crawl on hands and knees. If closed doors block the exit route, feel each one with the palm of the hand. If they are hot do not open them. Turn off fans and air conditioners, seal up cracks and vents to the room, and signal at a window for rescue.

All employees on the Colfax campus are to evacuate to the First Baptist Church building unless otherwise directed by law enforcement. The Baptist Church is located at 200 N. Mill Street, Colfax, Washington 99111. Department Heads and Elected Officials are responsible for designating evacuation locations for facilities outside the Colfax campus.

Notify law enforcement immediately of any people known to be trapped in the building.

Employees are prohibited from leaving the assembly point until allowed to do so by law enforcement personnel.

5. The Accounting of Employees at the Evacuation Site.

Once at the evacuation site, department heads/elected officials or their designees will organize a roll call of each department's employees to make sure everyone evacuated arrived safely.

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If someone is believed to be missing or need rescue, emergency personnel will be notified immediately.

Once a roll call has been taken, rosters should be presented to the Whitman County Incident Team.

6. Each Department is Responsible for Training its Employees on this Policy and Developing an Evacuation Plan.

Each department will provide training to new employees. It shall include but not be limited to:

- The provisions of this policy
- Exit locations and evacuation routes
- The location of smoke alarms
- Where to assemble after evacuation
- Key personnel assignments and duties

Each department shall maintain a visual illustration of escape routes. Illustrations will be posted on the primary doors of each department/location.

The department's evacuation plan will include security procedures for papers, cash and other material that are sensitive or confidential.

Visitors will be notified and evacuated in the same manner as employees.

The department plan should specify NOT to close doors or windows, NOT to walk by the danger area, and NOT to stop for personal belongings.

080672 **10.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to authorize Chairman Kinzer to sign a letter of appreciation to Dennis Hatley for his eight years of service on Citizen's Commission on Salaries for Elected Officials.

080673 **11.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to authorize Chairman to sign the 2018-3rd Quarter PDC Lobbyist Report.

080674 **12.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to sign the Medicaid Provider Disclosure Statement.

080675 **13.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to create a Capital Projects fund(JPAC)to accommodate the tax-sharing interlocal agreement between County and City of Pullman.

RESOLUTION NO. 080675
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 15, 2018; and

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, recognizes the need to create the Capital Projects JPAC fund #300.010.008 to accommodate the tax-sharing interlocal agreement between Whitman County and the City of Pullman. The purchases are for infrastructure, and the fund is reserved/restricted in nature.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of County Commissioners for Whitman County agree to create the #300.010.008 Capital Projects JPAC fund and decree that it is a

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capital projects fund to be kept separate of the Current Expense/General Fund and be handled and reported as reserved/restricted.

PASSED, APPROVED AND ADOPTED 15th day of October 2018 and effective as of this date.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

ATTEST:

Michael Largent, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Arthur D Swannack, Commissioner

CORRESPONDENCE:

D080675A 14. No correspondence was received.

080676 15. Commissioners' pending list reviewed.

080677 16. At 10:30 a.m. the regular meeting was recessed and the hearing convened by the Chairman for 2018 Budget Amendment #2.

Present: Jacob Jones, Paul Spencer, Gary Petrovich, Jessica Jensema, Sharon Cunningham, Michele Beckman, Garth Meyer, Kelli Campbell, Eunice Coker and Chris Nelson.

Staff report provided by Gary Petrovich as follows:

Current Expense funds amendment total net adjustment of \$26,581.

Non-Current Expense funds amendment total adjustment of \$1,982,799.

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

080678 17. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to sign to adopt the 2018 Budget Amendment #2.

RESOLUTION NO. 080678

OF

THE BOARD OF WHITMAN COUNTY COMMISSIONERS

FOR WHITMAN COUNTY, STATE OF WASHINGTON

2018 BUDGET AMENDMENT #2

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, met in regular session on Monday, October 15, 2018; and,

WHEREAS, any and all taxpayers appearing at the hearing held this date, to be heard for or against any part of the budget amendment have been given the opportunity to be heard; and,

WHEREAS, the Auditor estimates that these amendments are necessary for the operation of the specified funds.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the authorized appropriations for these funds of Whitman County for fiscal year 2018 be amended by the amounts indicated as attached; and,

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BE IT FURTHER RESOLVED that the appropriate entries to the accounting records be made to reflect the aforementioned budget amendment.

PASSED, APPROVED AND ADOPTED this 15th 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

DEPARTMENT	2018 Adopted Budget	2018 BA #1 Revenue	2018 BA #1 Expenditures	2018 BA #2 Revenue	2018 BA #2 Expenditures	2018 Amended Budget After BA #2
Administrative Services	202,851			10,000	10,000	212,851
Assessor	435,977					435,977
Auditor	872,425				2,100	874,525
Child Support Enforcement	126,056					126,056
Clerk	258,862	(5,100)	3,109		100	262,071
Commissioners	375,587					375,587
General Government	4,145,596		44,250	(315,200)	(299,075)	3,890,771
Coroner 3	190,556					190,556
District Court	758,465					758,465
Emergency Management	244,027					244,027
Extension	132,811				1,500	134,311
Facilities Management 1	609,429					609,429
Fair	365,212		12,000			377,212
Health	843,532					843,532
Human Resources 2	222,433			2,100		222,433
Information Technology	234,497					234,497
Juvenile	643,024				(31,169)	611,855
Parks & Recreation	246,902					246,902
Prosecuting Attorney	679,935					679,935
Sheriff	3,786,459	49,685	49,685			3,836,144
Superior Court	189,361	1,500			40,000	229,361
Treasurer	382,999					382,999
Weed	104,101				25	104,126
Fund Balance Adjustment		62,959		26,581		-
TOTALS	16,051,097	109,044	109,044	(276,519)	(276,519)	15,883,622

1. Zero net effect in expenditures BA #1
2. Zero net effect in revenue BA #1
3. Zero Net effect in expenditures BA #2

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DEPARTMENT	2018 Adopted Budget	2018 BA #1 Revenues & Expenditures	Fund #	2018 BA #2 Revenues & Expenditures	2018 Amended Budget After BA #2
Self-Insurance	37,500	20,000	101.012.000		57,500
Building & Development-PW	260,540		102.400.000		260,540
Countywide Planning-PW	495,258		103.400.000		495,258
Developmental Services	953,974		104.340.000		953,974
Extension Publications	200		106.240.000		200
Veterans Relief	135,550		108.060.000		135,550
Homeless Housing Plan	300,000		109.012.000		300,000
County Road-PW	19,243,893		110.400.000		19,243,893
Public Facilities Improvement	4,170,000		112.010.000		4,170,000
Hotel/Motel Tax	20,000		115.300.000		20,000
Domestic Violence Services	400	479	116.010.000		879
Boating Safety	106,600		117.140.000		106,600
Inmate Welfare	34,000		118.140.000		34,000
Historic Preservation/Program	45,500		120.010.000	3,000	48,500
Sheriff K-9 Unit	12,500		122.140.000		12,500
Paths & Trails-General	216,577		123.310.00x		216,577
REET Technology	8,100		124.050.000		8,100
Donations/Plan. Giving-Fair	5,029		125.300.000		5,029
Donations/Plan. Giving-Park	336,758		125.310.000		336,758
Treasurer M&O	15,000		126.050.000		15,000
Quad-City	407,948		127.140.000		407,948
Crime Victims/Witness 1	103,520	-	128.100.000		103,520
Juvenile Special Rev-Funds	88,000	3,500	129.170.000		91,500
Inter-Local Drug Fund	18,000		130.140.000		18,000
Auditor's Document Preserv.	272,900		132.060.000		272,900
Commissioners Special Rev.	230,000		133.010.002		230,000
Elections Reserve	100,400	15,000	134.060.000		115,400
Prosecutor Stop Grant	26,119		135.100.000		26,119
District Court-Elect. Monitor.	41,240		136.030.001		41,240
Federal Equitable Sharing	250,500		138.140.000		250,500
WA Housing-SHB 2060	36,000		141.010.000		36,000
Trial Court Improve-Superior	-	63,902	143.020.000		63,902
Trial Court Improve-District	156,284	(7,572)	143.030.000		148,712
Emergency Communications	1,156,503		144.260.001	1,265,267	2,421,770
Debt Service GO Bond 2002	166,892		200.010.002	4,793	171,685
Debt Service Exter-PSB Bond	-		200.010.003	362,701	362,701
Debt Service	86,890		210.010.001		86,890
Capital Projects 2	1,423,215	-	300.010.00x	352,701	1,775,916
Capital Projects-Fair	13,067		310.300.000		13,067
Capital Projs.-Outside Source	129,794		320.010.00x	4,793	134,587
Solid Waste - PW	6,294,000		400.400.000	400,000	6,694,000
Solid Waste Reserve - PW	1,890,360		410.400.000	100,000	1,990,360
Equipment Rental & Revolv.	7,192,100		501.400.000		7,192,100
Unemployment 3	200,000		511.012.000	-	200,000
IT Operations	1,226,060		515.320.000	(483,875)	742,185
TOTALS	47,907,171	95,309	2,009,380	2,009,380	50,011,860

1. Zero net effect-correcting BARS code for Grant BA #1
2. Zero net effect-transfer for Sheriff's accident investigation equipment BA #1
3. Zero net effect-decreasing estimated fund balance and increasing benefits for unemployment premiums. BA #2

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080679 18. At 10:35 a.m. the regular meeting was recessed and the hearing reconvened from 10/01/18 by the Chairman for 2019 Budget.

Present: Jacob Jones, Paul Spencer, Gary Petrovich, Jessica Jensema, Sharon Cunningham, Michele Beckman, Garth Meyer, Kelli Campbell, Eunice Coker and Chris Nelson.

Staff report provided by Gary Petrovich as follows:

Current Expense funds \$16,664,792.

Non-Current Expense funds \$44,399,063.

Current deficit reduced to \$996,000.

Mr. Petrovich is still working with departments to reduce the budget deficit.

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

D080679A 19. Approved documents signed.

12:00 p.m. - Recess.

1:40 p.m. - Reconvene/Board Business Continued/Executive Session.

Present: Denis Tracy and Gary Petrovich.

080680 20. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to go into executive session with the above individuals until 2:05 p.m. in accordance with RCW 42.30.110(1)(i) for matters related to pending or potential litigation.

2:05 p.m. - Return to Open Session/Recess.

D080680A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Tuesday, October 16, 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/BOCC Workshop.

Present: Gary Petrovich (9:00 a.m.).

080681 21. The following items were discussed but no action was taken.

- 2019 Budget

11:00 a.m. - Recess.

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

Present: Gary Petrovich and Bill Tensfeld (2:00 p.m.).

D080681A 21A. The following items were discussed but no action was taken.

- 2019 Budget

4:30 p.m. - Recess.

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D080681B THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, October 22, 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.

D080681C 22. Approved consent agenda items signed.

080682 23. Treasurers Wire Transfers and Check Report in the amount of **\$453,575.63**, payroll warrants numbered **339146-339152 for \$397,783.71** and General/Veterans' Relief warrants numbered **339039-339145 for \$1,110,496.44** approved.

080683 24. Personnel change orders.

9:05 a.m. - BOCC Workshop.

Present: Gary Petrovich, Mark Storey, Bill Tensfeld, (9:05 a.m.) and Kirk Suess, Denis Tracy, Brett Myers and Alan Thomson (9:30 a.m.).

080684-080685 25-26. The following items were discussed but no action was taken.

- Waste Transfer Station
- SEWEDA
- Spring Chinook Allocation Letter
- Web Committee
- Website Redesign
- Kirk Suess Petition
- Elections Postage
- Transfer Out Segregation
- Banked Capacity
- Speed Zone Changes
- Public Works Dept. Hours
- Whelan Bridge
- 2019 Planning/Building Fees
- L&I Meeting Report
- Public Works Dept. Non-Reps
- Unincorporated Area Clean-up/Petition

11:00 a.m. - Adjournment.

D080685A Commissioner Largent **moved** to adjourn the **October 15, 16 and 22, 2018** meeting. Motion **seconded** by Commissioner Swannack and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **October 29, 2018**. The foregoing action made this **22nd** 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