

Minutes for October 18th, 2004

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062993 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **October 18, 2004** at **9:00 a.m.** Les Wigen, Chairman, G.R. "Jerry" Finch and Greg Partch, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

9:00 a.m. - Board Business.

D062993A 1. Call to Order/Board Business/BOCC Workshop.

062994 2. Items discussed included Minot State University survey, meeting with Port Commissioners, employee insurance, Promise Scholarship and Salary Commission appointments. No action taken.

9:45 a.m. - Recess.

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

Present: Tammy Lewis.

D062994A 3. Motion by Commissioner Finch to approve the consent agenda minus item #3, personal board orders. Motion **seconded** by Commissioner Partch and **carried**.

063995 4. Claims/Payroll warrants numbered **168312-168351, 168381-168413** and **168696-168718** for **\$687,647.41** approved.

FUND	FUND NAME	AMOUNT
001	Current Expense	46,767.05
102	Building & Development	1,065.20
103	Countywide Planning	1,021.20
110	County Roads	20,134.40
400	Solid Waste	2,159.60
501	Equipment Rental & Revolving	5,063.20
655	Hospital Districts	300.00
658	Rural Library	322.32
690	Clearing & Suspense	240,517.89
ET	Electronic Transfer	369,896.55

062996 5. October 11, 2004 minutes approved.

D062996A 6. Commissioner Partch indicated he misspoke about the Salary Commission with regard to officials other than commissioners. He stated the findings of the commission would be mandatory for commissioners and recommended for the other officials. However, he has since learned there

are two separate statutes; one for commissioners and one for the other elected officials that indicates the findings of the commission are mandatory for all elected officials and the manner in which the ordinance was drafted.

062997 7. Commissioner Finch **moved**, Commissioner Partch **seconded** the motion and it **carried** to sign the Wolf & Associates business associate agreement (HIPAA).

062998 8. Commissioner Partch **moved**, Commissioner Finch **seconded** the motion and it **carried** to approve the \$50.00 Environmental Health Petty Cash fund cash drawer resolution.

RESOLUTION NO. 062998
OF
THE BOARD OF 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 cash account within the Whitman County Public Health Department; and,

WHEREAS, the Whitman County Public Health Department's Pullman Office needs to establish a cash drawer for Food Handler Classes provided by the Whitman County Environmental Health Food Safety Program; and,

WHEREAS, it is necessary to establish a cash drawer of \$50.00.

NOW, THEREFORE, BE IT HEREBY RESOLVED AND AUTHORIZED that the Whitman County Public Health Department Pullman Office, that an Environmental Health Cash Drawer #001.010.000.111.70.02 shall be established and maintained in the amount of **\$50.00**; and,

BE IT FURTHER RESOLVED that this fund is entrusted to Marge Crowder, employee of the Whitman County Public Health Department Pullman Office, with the responsibility of overseeing and rectifying the cash drawer amount.

Done this 18th day of October 2004.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Les Wigen, Chairman

Greg Partch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

G.R. Finch, Commissioner

062999 9. Commissioner Finch **moved**, Commissioner Partch **seconded** the motion and it **carried** to consolidate two petty cash funds within Public Health for \$140.00.

RESOLUTION NO. 062999
OF
THE BOARD OF COUNTY COMMISSIONERS
FOR WHITMAN COUNTY, STATE OF WASHINGTON

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, recognizes the need to consolidate a pre-existing Colfax Postage Petty Cash and a pre-existing Front Desk Cash Drawer account within the Whitman County Public Health Department; and,

WHEREAS, the Whitman County Public Health Department's Colfax Office would like to combine a Postage petty Cash Account in the amount of \$100.00 and the Front Desk Cash Drawer of \$40.00 making the total of \$140.00 and be documented as a Front Desk Cash Drawer; and,

WHEREAS, it is necessary to combine the Whitman County Public Health Department Colfax Office Postage petty cash fund and the Front Desk Cash Drawer to have **\$140.00**; and,

NOW, THEREFORE, BE IT HEREBY RESOLVED AND AUTHORIZED that the Whitman County Public Health Department Colfax Front Office Cash Drawer fund 001.000.000.111.70.02 shall be and maintained in the amount of **\$140.00**; and,

BE IT FURTHER RESOLVED that this fund is entrusted to Judy Roberts, employee of the Whitman County Public Health Department Colfax Office, with the responsibility of overseeing and rectifying the cash drawer amount.

Done this 18th day of October 2004.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Les Wigen, Chairman

Greg Partch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

G.R. Finch, Commissioner

063000 10. Commissioner Partch **moved**, Commissioner Finch **seconded** the motion and it **carried** to sign the revised countywide petty cash resolution.

RESOLUTION NO. 063000

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

WHEREAS, the Board of Whitman County Commissioners met in regular session on the 18th day of October 2004; 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/revolving accounts in all county funds; and,

WHEREAS, the responsibility for the various petty cash/cash drawer/revolving accounts must be entrusted to specific individuals.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the following are the revised petty cash/cash drawer/revolving accounts for Whitman County:

DEPARTMENT	AMOUNT	FUND NO.	BARS CODE	CUSTODIAN	PURPOSE
Public Health, Colfax	\$70.00	001.000.000	111.70.02	Robin Cocking	Front Desk/Petty Cash
Public Health, Colfax	\$140.00	001.000.000	111.70.02	Judy Roberts	Front Desk/Cash Drawer
Public Health, Colfax	\$50.00	001.000.000	111.70.02	Pauline Anderson	Cash Drawer
Public Health, Pullman	\$100.00	001.000.000	111.70.18	Shannon Hatley	Petty Cash
Public Health, Pullman	\$70.00	001.000.000	111.70.18	Shannon Hatley	Cash Drawer
Public Health, Pullman	\$99.00	001.000.000	111.77.02	Shannon Hatley	Petty Cash/Postage
Public Health, Pullman-EH	\$50.00	001.000.000	111.70.02	Marge Crowder	Envir. Health Cash Draw
Prosecutor	\$260.00	001.000.000	111.70.15	Dorothy Talley	Petty Cash/Postage
Prosecutor	\$100.00	001.000.000	111.70.09	Dorothy Talley	Petty Cash
District Court	\$96.00	001.000.000	111.77.03	Kristina Cooper	Petty Cash
District Court, Colfax	\$50.00	001.000.000	111.70.03	Kristina Cooper	Cash Drawer
District Court, Pullman	\$50.00	001.000.000	111.70.03	Virginia Walker	Cash Drawer
Parks & Rec.-Colfax	\$200.00	001.000.000	111.70.04	Terry Jeffries	Petty Cash
Parks & Rec.-Fairgrounds	\$25.00	001.000.000	111.70.04	Craig Danielson	Cash Drawer
Parks & Rec.-Kamiak Butte	\$25.00	001.000.000	111.70.04	Roger Marcus	Cash Drawer
Parks & Rec., Wawawai	\$25.00	001.000.000	111.70.04	Bart Dearborn	Cash Drawer
Auditor, Auto Licensing	\$400.00	001.000.000	111.70.05	Eunice Coker	Cash Drawer
Auditor, Legal Filing	\$100.00	001.000.000	111.70.05	Eunice Coker	Cash Drawer
Auditor, Elections	\$200.00	001.000.000	111.77.05	Debbie Hooper	Petty Cash/Postage
Auditor	\$5,000.00	001.000.000	111.00.10	Eunice Coker	Revolving
Facilities Maintenance	\$50.00	001.000.000	111.70.04	Janel Goebel	Petty Cash
Clerk	\$50.00	001.000.000	111.70.13	Shirley Bafus	Cash Drawer
Superior Court	\$33.00	001.020.000	111.77.19	Eileen Roe	Petty Cash
Sheriff, Drug Task Force	\$30,000.00	127.140.000	111.77.01	Brett Myers	Revolving

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Sheriff	\$400.00	001.000.000	111.77.01	Brett Myers	Revolving
Public Works	\$150.00	110.400.000	111.70.10	Judy McMurray	Petty Cash
Solid Waste	\$300.00	400.400.000	111.70.06	Charlotte Mundell	Cash Drawer
Treasurer	\$900.00	999.000.000	111.70.11	Donna Poland	Cash Drawer
Treasurer, Advance Travel	\$15,000.00	999.000.000	111.00.21	Lana Cloaninger	Revolving

Signed this 18th day of October 2004.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Les Wigen, Chairman

Greg Partch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

G.R. Finch, Commissioner

063001 **11.** Commissioner Finch **moved**, Commissioner Partch **seconded** the motion and it **carried** to sign and distribute the 2005 capital improvement program letter to all departments.

12. 2005 Levy certification for the following entities approved:

- 063002** Fire District #1
- 063003** Fire District #2
- 063004** St. John Cemetery District #3
- 063005** City of Palouse
- 063006** Town of Rosalia

063007 **13.** Commissioner Finch **moved**, Commissioner Partch **seconded** the motion and it **carried** to sign a letter to all Whitman County Mayors, Commissioners and Elected Officials concerning their choice not to participate in the All County Hazard Mitigation Plan required by FEMA in order to be eligible after November 1, 2004 for pre-disaster mitigation grants. The Emergency Services Director will process the letters.

063008 Not used.

063009 **14.** A copy of the Assessor's Assessment Rolls as certified to the Board of Equalization was reviewed.

063010 **15.** A copy of a letter sent to the USDA Secretary was received from Governor Locke requesting a Secretarial Disaster Designation for Spokane and Whitman Counties due to adverse weather conditions that occurred on August 2, 2004.

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063011 16. Notice of receipt and review of the closeout report for CDBG #F-99-64099-015, housing rehabilitation program was received from the Department of Community Trade and Economic Development. Final closure of the contract is pending receipt of the county's 2004 audit report in 2005.

063012 17. A listing of liquor licenses expiring January 31, 2005 was received from the Washington State Liquor Control Board.

063013 18. An executed copy of the Clark Roofing, LLC contract for the Hughes House was received.

D063013A 19. Commissioners' pending list reviewed.

10:40 a.m. - BOCC Workshop Continued.

Present: Beverly Welch and Bob Lothspeich.

D063013B 20. The county's finances discussed. No action taken.

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

Present: Mark Storey and Tammy Lewis.

Action Items:

063014 1. Commissioner Finch **moved**, Commissioner Partch **seconded** the motion and it **carried** that the resolution to adopt WAC 136.50.051 - WAC 136.50.055 be signed as presented.

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

In the Matter of Adopting)
the following WAC No.'s) **RESOLUTION NO. 063014**
136-50-051 - WAC 136-50-055)

WHEREAS, the County Road Administration Board has requested that the Whitman County Board of County Commissioners formally adopt certain Washington Administrative Codes, 136-50-051 through 136-50-055, and

WHEREAS, the Board of County Commissioners wishes to comply with this request, by adopting the following WAC's:

WAC 136-50-051 Policy regarding organization. (See Organizational chart dated 4-14-03 #061042 and explanation attached.)

WAC 136-50-052 Policy regarding personnel practices. (See Resolution #041802 attached and any subsequent updates.)

WAC 136-50-053 Policy regarding handling of complaints. (See resolution #062984 attached.)

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WAC 136-50-054 Policy regarding approval of work for other public agencies and county departments. (See resolution #062986 attached.)

WAC 136-50-055 Policy regarding accommodation of utilities on county road rights of way. (See resolution #062985 attached.)

NOW, THEREFORE BE IT HEREBY RESOLVED that the Whitman County Board of County Commissioners will adopt WAC 136-50-051, WAC 136-50-052, WAC 136-50-053, WAC 136-50-054, and WAC 136-50-055.

Dated at Colfax, Washington this 18th day of October 2004.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Les Wigen, Chairman

Greg Partch, Commissioner

Attest:

Maribeth Becker, CMC
Clerk of the Board

G.R. Finch, Commissioner

Solid Waste Division:

D063014A 2. According to the Director, all yard waste has been ground up to eliminate the pile prior to winter and avoid any chance of combustion occurring at the Transfer Station.

Engineering Division:

D063014B 3. The Engineer had a short update on the Palouse Cove Road and Looney Bridge.

Maintenance Division:

D063014C 4. The Director reported graders are out and every district is hauling rock.

D063014D 5. The annual snow removal letter has been distributed to all Whitman County school districts, post offices, emergency services, etc.

11:20 a.m. - Recess.

11:30 a.m. - Bev Welch, Finance Director/IS Manager.

Present: Sharron Cunningham, Joe Reynolds, Mike Werner, Fran Martin, Kelli Campbell, Chad Connors, Tim Myers, Dane Dunford, Brett Myers, Bob Lothspeich, Peggy Wright, Marlynn Markley, Tom Miller and Bob Reynolds.

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The following individuals contacted the Clerk of the Board regarding their absence from today's meeting: Eunice Coker and Janet Schmidt.

063015 The September 2004 ending financial report provided by Ms. Welch.

September 2004 Cash Balance - \$ 740,225

September 2003 Cash Balance - \$1,303,967

September 2004 Revenue - \$5,962,019 - 67.86% of budget

September 2003 Revenue - \$6,116,777 - 70.06% of budget

September 2004 Expenditures \$6,950,786 - 72.67% of budget

September 2003 Expenditures \$6,322,383 - 69.70% of budget

11:15 p.m. - Recess.

1:00 p.m. - Board Business Continued/BOCC Workshop.

Present: Kelli Campbell (1 p.m.), Sharron Cunningham (2 p.m.), Chad Connors (3 p.m.), Fran Martin (3:30 p.m.) and Port of Whitman County Commissioners and Forrest Miller (5 p.m.).

D063015A 21. Items discussed included employee health care plans, criminal justice, a Juvenile Department vacancy and public health issues. No action taken.

3:45 p.m. - Recess.

063016 22. Items discussed included the Community Education Training Center and ADO contract. No action taken.

7:45 p.m. - Recess.

D063016A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Public Service Building, Colfax, Washington for **October 20, 2004** at **6:00 p.m.** Les Wigen, Chairman, G.R. "Jerry" Finch and Greg Partch, Commissioners attended.

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

Present: Planning Commission members, Dane Dunford, Mark Bordsen and Elinor Huber.

D063016B 23. Planning related issues discussed. No action taken.

8:00 p.m. - Adjournment.

D063016C Commissioner Partch **moved** to adjourn the **October 18 and 20, 2004** meeting. Motion **seconded** by Commissioner Finch and **carried**. The Board will

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meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **October 25, 2004**. The foregoing action made this **20th** day of **October 2004**.

ss/ G.R. FINCH, Commissioner
ss/ GREG PARTCH, Commissioner

MARIBETH BECKER, CMC
Clerk of the Board

LES WIGEN, CHAIRMAN
Board of County Commissioners