

**BOCC Minutes - 10/21/19**

**082266 THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, October 21, 2019** at **9:00 a.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent, Commissioners, Maribeth Becker, CMC, Clerk of the Board and Connie Ellis, Deputy Clerk of the Board attended.

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

Present: Paul Spencer, Victoria Fowler, Sandy Jamison, Chris Nelson, Wraylee Flodin, Bailey Wiedmer, Mark Storey, Sharron Cunningham, and Lance Bishop (9:00 a.m.), Brandy Dean (9:15 a.m.)

**082267 1.** The following items were discussed but no action was taken.

- Hurricane Cannabis, LLC
- Accounts Payable Resolution
- Tax Title Property
- EM/EC/Parks/Fair/DS Dir. Wages
- Phone System Update
- County Roads
- Medical Insurance
- Medical Contributions/Non-Reps
- Pullman District Court
- Whitcom Proposed Budget
- Comp. Checklist/New Businesses
- Army Corp of Engineer Support Letter
- Elections
- Tax Season
- Petty Cash Resolutions
- Public Defense Contract

**10:00 a.m. - Recess.**

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

Present: Paul Spencer, Victoria Fowler, Sandy Jamison, Chris Nelson, Bailey Wiedmer, Jessica Jensema, Sharron Cunningham, Lance Bishop (10:15 a.m.).

**D082267A 2. Pledge of Allegiance.**

**D082267B 2A.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to amend the agenda adding item #32A.

**Consent Agenda:**

**082268 3.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to accept the consent agenda as presented.

**082269 4.** Treasurer's Wire Transfers and Check Report in the amount of **\$626,435.11**, Payroll warrants numbered **345900-345904** for **\$319,150.02** and General Claims/Veterans' Relief warrants numbered **345783-345884** for **\$371,298.25** approved.

**082270 5.** October 7, 2019 minutes approved.

**082271-082274 6.** Personnel change orders approved.

**082275 7.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to approve and sign the 2020 Washington Counties Insurance Fund master applications.

**082276 8.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to authorize an increase in the county's health insurance contribution for qualifying non-represented employees from \$825 per month to \$950.00 per month.

**082277 9.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to authorize chairman to sign the 2019-2<sup>nd</sup> quarter Public Disclosure Commission lobbyist report.

082278 10. Commissioner Largent moved Commissioner Kinzer seconded the motion and carried to authorize Chairman to sign the 2019-3rd quarter Public Disclosure Commission lobbyist report.

082279 11. Commissioner Largent moved Commissioner Kinzer seconded the motion and carried to authorize signing letter of support to the Army Corp of Engineers encouraging Snake River land owners' site visits.

082280 12. Commissioner Largent moved Commissioner Kinzer seconded the motion and carried to authorize Chairman to sign letter rescinding Whitman County's letter of withdrawal to Washington Rural Counties Insurance Pool dated November 27, 2018.

082281 13. Commissioner Largent moved Commissioner Kinzer seconded the motion and carried to adopt resolution approving the selling of tax title properties as identified in the resolution with said sales meeting the criteria of RCW 36.35.150(1)c.

**RESOLUTION NO. 082281  
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS  
WHITMAN COUNTY, STATE OF WASHINGTON**

WHEREAS, RCW 36.35.150(1)c states that the County Legislative Authority may dispose of tax title property by private negotiation without call for bids when the property has an assessed value of less than five hundred dollars (\$500) and the property is sold to an adjoining landowner; and,

WHEREAS, tax title parcel identification number 807100000000034, held in trust since 1928, has an assessed value of \$250; and,

WHEREAS, tax title parcel identification number 127950000000004, held in trust since 1958, has an assessed value of \$120; and,

WHEREAS, the Board of Whitman County Commissioners agrees that the transfer of the subject properties is in the best interest of Whitman County and its taxing districts,

NOW, THEREFORE, BE IT HEREBY RESOLVED AND AUTHORIZED that the Whitman County Treasurer, Chris Nelson, is hereby authorized and directed to sell the subject tax title properties for \$10 each to the owner(s) of the pertinent adjacent property to each of the named parcels with the prospective owners assuming all other fees for said property title transfers and with the understanding that each property is being transferred as-is.

Done this 21st day of October 2019.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

ATTEST:

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

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board  
BY: Connie Ellis  
Deputy Clerk of the Board

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

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

082282 14. Commissioner Largent moved Commissioner Kinzer seconded the motion and carried to adopt resolution approving the increase of the Treasurer's office petty cash drawer from \$750 to \$1000.

RESOLUTION NO. 082282  
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 maintain the pre-existing petty cash account #001.000.000-111.70.21 within the Whitman County Treasurer's Office; and,

WHEREAS, the Whitman County Treasurer's Office petty cash in the amount of \$750.00 is determined to be under-funded to meet the needs of the department; and,

WHEREAS, it is necessary to increase the Whitman County Treasurer's Office petty cash account from \$750.00 to \$1,000.00; and,

NOW, THEREFORE BE IT HEREBY RESOLVED AND AUTHORIZED that the Whitman County Treasurer's petty cash account shall be increased and maintained in the amount of \$1,000.00 effective October 21, 2019; and,

BE IT FURTHER RESOLVED that this fund is entrusted to Chris Nelson, Treasurer, with the responsibility of overseeing and rectifying the petty cash amount effective October 21, 2019.

Done this 21st day of October, 2019.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

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

ATTEST:

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board  
BY: Connie Ellis  
Deputy Clerk of the Board

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

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

**082283**      **15.**      Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** approving an increase for the Treasurer's office tax drawer petty cash from \$150 to \$250.

RESOLUTION NO. 082283

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 maintain the pre-existing Tax County petty cash account #001.000.000-111.70.11 within the Whitman County Treasurer's Office; and,

WHEREAS, the Whitman County Treasurer's Office Tax Counter petty cash in the amount of \$150.00 is determined to be under-funded to meet the needs of the department; and,

WHEREAS, it is necessary to increase the Whitman County Treasurer's Office petty cash account from \$150.00 to \$250.00; and,

NOW, THEREFORE BE IT HEREBY RESOLVED AND AUTHORIZED that the Whitman County Treasurer's petty cash account shall be increased and maintained in the amount of \$250.00 effective October 21, 2019; and,

BE IT FURTHER RESOLVED that this fund is entrusted to Chris Nelson, Treasurer, with the responsibility of overseeing and rectifying the petty cash amount effective October 21, 2019.

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Done this 21st day of October, 2019.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

ATTEST:

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

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board  
BY: Connie Ellis  
Deputy Clerk of the Board

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

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

**082284**      **16.**      Commissioner Largent **moved** and Commissioner Kinzer **seconded** the motion and **carried** to adopt revised county wide petty cash resolution.

**RESOLUTION NO. 082284  
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

WHEREAS, the Board of Whitman County Commissioners met in regular session on the 30th day of September 2019; 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**

<b>FUND #</b>	<b>ACCOUNT #</b>	<b>FUND NAME</b>	<b>CUSTODIAN</b>	<b>AMOUNT</b>	<b>SUBTOTAL</b>	<b>TOTAL</b>
<b><u>CURRENT EXPENSE PETTY CASH/CASH DRAWER ACCOUNTS</u></b>						
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 Whelchel	\$ 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	Elizabeth Willits	\$ 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	Chris Nelson	\$ <u>1,200.00</u>		
		Total Current Expense Petty Cash/Cash Drawer Accounts			\$ 2,654.00	



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the accounts payable prepared by the County Auditor's Office for all County departments to ensure proper internal controls.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the attached updated Accounts Payable Policy be adopted.

Dated at Colfax, Washington this 21st day of October, 2019 and effective as of November 1, 2019.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

ATTEST:

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

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board  
BY: Connie Ellis  
Deputy Clerk of the Board

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

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



**ACCOUNTS PAYABLE POLICY**

Policy: POL-505-AUD      Effective Date:      November 1, 2019      Res. #082286  
Cancels: POL-503-AUD

**Purpose:**

To consistently provide efficient, timely, and reliable service to all of our customers including our vendors and employees.

Accounts Payable, a unit of the Auditor's Office, is primarily responsible for processing payment documents related to purchase orders, vendor invoices, and travel using the current financial software Accounts Payable Module, while complying with County Code, state and federal policies and grants, procedures, and regulations.

This policy does not include Treasurer's Checks that are solely used for reimbursing property tax overpayments, refunding property taxes, and distributions to Special Purpose Taxing Districts and other entities for monies collected on their behalf; and electronic payments initiated by departments and executed through the Treasurer's Office.

**Definitions:**

**BOCC** - Whitman County Board of County Commissioners

**Affidavit of Lost Receipt** - In the rare occasion that a receipt is lost, a request for reimbursement can be made by submitting a completed Affidavit of Lost Receipt for the missing receipt. If approved by the supervisor, it will be processed through the normal approval process.

**Accounts Payable** - Whitman County Auditor's Accounts Payable Department

**General Policy:**

The County will create an Accounts Payable warrant for BOCC approval only when the product is received in its entirety, the service is completed, and all backup documentation is in place. Examples of exceptions may be insurance payments, registrations, subscriptions, and dues where there is no other option available.

Payment by the County must be supported by a source document, which in most instances is an independent invoice. The invoice represents confirmation that a product or service was provided to the County. Since the County has a decentralized purchasing system, the majority of invoices are received within the department that requested the product or service. All requests for reimbursement must contain the underlying detail that comprises the total expense incurred. Upon receipt of an invoice it is the responsibility of the department initiating the product or service for the following:

- Check budget availability in the accounting software's general ledger module
- Check cash availability in the accounting software's general ledger module if the fund is outside the General Fund/Current Expense (001)
- If the vendor is new to the County, a completed and signed W-9 must be turned in to Accounts Payable before the vendor can be paid.
- Original invoice or receipt - The invoice or receipt with a clear description of the purchase must be available. A work order or statement are not acceptable but can be used as supporting documentation.
- Ensure that the County Code and any other regulations are followed.

Internal payments will be made only through a Journal Entry.

**Deadlines:**

Invoices, proper backup documentation, and Affidavits of Lost Receipt will be turned in to Accounts Payable on Monday of each week by 5:00 p.m. to be paid by the following Monday unless otherwise advised by Accounts Payable of a temporary, alternative schedule.

**Void Warrants and Stop Payments:**

Warrants can only be voided if returned to Accounts Payable or by written request. Stop Payment requests should go to Accounts Payable.

**Replacement Warrants:**

An Application for Duplicate Instrument form shall be filled out, signed, notarized and turned in to Accounts Payable. The form is available from Accounts Payable. Only after thirty or more days past the issue date of the warrant can a duplicate payment be issued.

**New Vendors:**

Only Finance Personnel in the Auditor's Office can generate a New Vendor. A new vendor request from departments will accompany a properly completed and signed W-9. No vendor may have a Whitman County department's address except for petty cash reimbursement.

**Temporary Vendors:**

Only per request in advance from Accounts Payable may an Accounting Liaison generate and use a Temporary Vendor.

**Special Batch/Emergency Payment:**

There are rare, unique occasions a bill/invoice must be paid outside the normal Account Payable cycle, so Accounts Payable must be notified first. The batch and a memo asking for permission for payment must be approved and signed for by a Commissioner. An email approval from the Commissioner is acceptable.

**BOCC approval:**

The BOCC will approve the following Accounts Payable warrants through their official minutes:

- Warrants through the Accounts Payable Process specifically paid on the County's behalf
- Payroll warrants and direct deposits
- 

Per the Whitman County Prosecutor's opinion, the BOCC will not approve garnishment warrants paid on behalf of the County employee.

Once the warrant is created and approved by the BOCC, it will be mailed directly from the Auditor's Office to the vendor. The Auditor's Office will not hold checks for mailing unless there are state or federal compliance rules mandating that the payment occur within a specific timeframe. The only warrant that may be picked up by a department representative is for petty cash replenishment, and the representative will be required to sign for receipt of the warrant. A special batch/emergency payment may be an exception, but the exception must be approved by the Auditor, Finance Administrator, or Assistant Finance Administrator. A signature of receipt for the warrant is mandatory from the department representative and the Auditor's Office representative who approved the exception.

**1099 preparation**

Any payments made to an independent contractor or an unincorporated vendor for services require the County to prepare and mail a Form 1099 after the calendar year-end. When requesting payment to an individual for services rendered, the department should obtain the individuals social security number and a valid mailing address with a completed W-9 form.

**Accounts Payable Procedures**

All requirements set forth by the Accounts Payable Procedures will be strictly followed.

**082287**      **19.**      Commissioner Kinzer **moved** and Commissioner Swannack **seconded** the motion and **carried** to reappoint Commissioner Largent to two year term expiring December 31, 2021 to serve on the LEOFF 1 board.

**082288**      **20.**      Commissioner Largent **moved** and Commissioner Swannack **seconded** the motion and **carried** to approve signing Whitman County's 2019 grant application data form regarding the application submitted by the Palouse Empire Fair Department for the Washington State Department of Agriculture Fair Programs grant.

**CORRESPONDENCE:**

**D082288A**      **21.**      The following correspondence was received:

**082289**      **21A.**      A letter was received from Washington State Liquor and Cannabis Board notifying local authorities Hurricane Cannabis, LLC plans to perform extractions of marijuana requiring the use of a professional grade closed loop extraction system within the Whitman County jurisdiction. Chairman Swannack asked County Planner, Alan Thomson, to confirm whether they are located in the proper zone. Mr. Thomson stated they are not. He and Public Works Director, Mark Storey, said at this time it is a moot point with the moratorium in place.



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**082290 21B.** A notice of public hearing was received from Washington State Housing Finance Commission notifying commissioners of proposed amendments to the Commission's Housing Finance Plan for 2020-2021. The public hearing will be held at 1:00 p.m. on November 14, 2109 at the Commission offices in Seattle, Washington.

**082291 21C.** A letter was received from the Department of Archaeology & Historic Preservation informing the Horn School Safety Rest Area, located at 60304 SR 195 outside of Rosalia, is being viewed for nomination to the Washington Heritage Register on Friday, October 25, 2019 at Spokane City Council Chambers starting at 9:00 a.m.

**082292 21D.** An executed copy of the interagency agreement between Whitman County and Washington State Department of Enterprise Services #K6182 was received.

**082293 22.** Commissioners' pending list reviewed.

**082294 23.** The regular meeting was recessed at 10:30 a.m. and the hearing convened by the Chairman for the 2020 budget.

Present: Paul Spencer, Victoria Fowler, Sandy Jamison, Chris Nelson, Bailey Wiedmer, Jessica Jensema, Sharron Cunningham, Lance Bishop, Garth Meyer (10:30 a.m.), Larry Miller and Randy Hooper (10:35 a.m.).

Chairman Swannack opened the hearing stating 2020 budget worksheets were available. The hearing was opened to public comment.

Auditor, Sandy Jamison, clarified all department heads would be made aware of the increase for county medical contributions for qualifying non-represented employees to allow for budgets to be adjusted if necessary. She also asked about an increase in cost to Washington Rural Counties Insurance Pool liability insurance and if the increase is reflected in the budget worksheets. Chairman Swannack answered there are budget workshops scheduled for October 28-29<sup>th</sup> and there will be more in-depth discussion at that time.

There being no further comments the hearing was adjourned and the regular meeting reconvened at 10:40 a.m.

**10:40 a.m. - Recess.**

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

Present: Mark Storey, Brandon Kruger, Dean Cornelison, Alan Thomson, Dan Gladwill, Paul Spencer, Victoria Fowler, Garth Meyer, Larry Miller and Randy Hooper.

**082295 23A.** The following Public Works related issues approved/updated:

**ACTION ITEMS:**

**0812296 24.** The regular meeting was recessed at 11:00 a.m. and the hearing convened by the Chairman for intent to vacate and abandon a portion of the Gene Nelson Road #3390, Huntley Bridge #3390-03.64 and a portion of the Jim Nelson Road #3400.

Staff report provided by Mark Storey as follows: Whitman County received a request by Century Farms to consider vacating two portions of road along with part of Huntley Bridge. His testimony is as follows: "At this time, I have examined the information about the two roads, and am of the opinion it is not necessary to preserve said roads and said bridge for the county transportation system in the future. Both proposed said roads are dirt roads and designated seasonal local access. Therefore it is seen as a benefit to the county said portion of roads and said bridge be vacated and abandoned, and be passed to the owners of record of the adjoining land."

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The hearing was opened to public comment. Larry Miller stated he lives between St. John and Steptoe and farms in Pine City. He personally uses the John Davis Road approximately 6-10 times per year when moving his equipment. He commended the county for keeping it in "pretty good shape". His only other options are Kinder Road and the highway. He stated Kinder Road frequently washes out and the highway is hard on his equipment and dangerous. He is fine with temporary closures due to weather, but is concerned if the county were to proceed with the vacation, Century Farms would put up a gate and not allow vehicles on the road. He added hunters are the ones who have caused the problems. He asked if administration knew what his options would be if the county did choose to vacate the road. Mr. Miller stated Gene Nelson Road always washes out and should be vacated. He has no problem with that. He reminded commissioners and administration there is a phone line in the middle of Davis Road. Mr. Miller said he would be happy to travel on Kinder Road if the county were to maintain it. Commissioner Largent asked Mr. Miller if he had reached out to others to find out if there are others this would affect. He also suggested Mr. Miller reach out to the manager of Century Farms, Ross Jordan, to see what could be worked out if the road were to be vacated.

Dan Hall of the Engineering Division stated there would be an obligation for the phone line. If the county was to vacate the road, it would include an easement for the phone company.

Mark Storey read a letter from Michael Pick, owner of property at 802 Davis Road, into the record. The letter stated Mr. Pick and his wife, Susan, were in agreement with the closing of this portion of Jim Davis Road, and for it to be maintained by Century Farms in the future.

There being no further comments the hearing was adjourned and the regular meeting reconvened at 11:15 a.m.

Commissioner Largent stated after hearing testimony, he would not be in favor of voting at this time. He gave Mr. Miller and Mr. Hooper a "homework assignment". He stated he wanted to allow them time to talk to others who may be affected if the road was closed, and get them to write a brief statement or appear at the next scheduled meeting on the matter. He also wanted Mr. Miller to visit with Ross Jordan to see if an amicable solution could be reached. Chairman Swannack also said he was uncomfortable in making a decision at this time. Commissioner Largent suggested delaying the decision for one month and Commissioner Swannack agreed. Mark Storey stated he would look at Kinder Road to see what shape it is in.

**082297** 25. A decision on the proposed vacation was delayed to November 18<sup>th</sup>.

**082298** 26. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to approve publishing the Notice for dirt road closures as presented.

**082299** 27. The official transmittal for proposed amendments to Title 9, Critical Areas Ordinance was received.

**082300** 28. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to authorize a notice of public hearing on amending the Whitman County Critical Areas Ordinance (Title 9.00) as stated in the official transmittal.

**082301** 29. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to approve signing the Geographic Information System Consortium Program participation agreement and enrollment application as presented.

**082302** 30. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to approve signing the Almota Road Phase 4 contract between M.A. DeAtley Construction, Inc. and Whitman County Public Works as presented.

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**082303** 31. A letter was received addressed to Dean Cornelison, as Title VI Coordinator, from Washington State Department of Transportation stating they approved the 2018/2019 Non-Discrimination Agreement and Annual Accomplishment Report for Whitman County.

**DIVISION UPDATES:**

**D082303A** 32. The following division updates provided by Public Works staff.

**Building Division:**

**082304** 32A. Building Inspector, Dan Gladwill, presented his department's 2019 3<sup>rd</sup> quarter activity report. He reported the St. John Hardware project short plat is close to being complete. October 31<sup>st</sup> is the deadline for signing off. Numbers for 3<sup>rd</sup> quarter are higher than normal due to the commercial project.

**Maintenance Division:**

**D082304A** 32B. Brandon Krueger reported the department has few sanders on the road as winter season is coming. The crew is busy getting equipment and supplies ready for winter. He reported roads held up fairly well with all the heavy rain over the weekend. A tree went down on Elberton Road, but did not affect traffic much.

**Planning Division:**

**D082304B** 32C. County Planner, Alan Thomson, reported there is interest to locate cell towers on Bald Butte and Kamiak Butte. It is an ongoing process to find sites on both buttes that will work.

**D082304C** 32D. Mark Storey reported the Planning Department has been working with the prosecutor and will be writing a similar letter as was sent to Selway Holdings LLC to Zak Kennedy who owns property on Revere Road. He had an I-502 fence constructed on his property in August of 2017, before the marijuana moratorium was in place.

**D082304D** 32E. Regarding the letter recently received from Washington State Liquor and Cannabis Board in regards to Hurricane Cannabis plan to perform extractions of marijuana, Alan Thomson, reported a letter had been sent to Hurricane Cannabis, LLC back in March. At that time they stated they were not intending on operating at that location. They replied they were looking at operating in Clallam County. Alan Thomson called their attorney for clarification. Their current location will not meet the zoning requirements. He will contact their attorney again.

**Solid Waste Division:**

**D082304E** 32F. The permit has been pulled for the new office building. The crew is working on cement this week as they are trying to beat winter weather.

**11:30 a.m. - 2020 Census Bureau Report**

Present: Licett Figueroa, Mark Storey, Garth Meyer, Paul Spencer, Dean Cornelison and Sandy Jamison.

**082305** 32A-1. Licett Figueroa, Partnership Specialist with the U.S. Census Bureau, reported the operation to update all addresses throughout the state of Washington was completed last week. Their next big operation is to count group quarters such as universities, nursing homes, correctional and military facilities. Counting will begin in January. Postcards will be mailed to encourage participation online. However, they are starting to hire people to go door to door beginning in April. Ms. Figueroa stressed the urgency for accurate counts as there is a \$2,000 per year loss for every person unaccounted for over the next 10 years. The state has allocated \$50,000,000 for census outreach. Findings are required to be reported to the White House by December of 2020. The states will hear back a few months later. Any questions can be directed to Lisa McClain with the Office of Financial Management.

**D082305A** 33. Approved documents signed.

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

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

Present: Mike Berney, Greater Columbia Behavioral Health (GCBH).

**082306 34.** Mr. Berney reviewed the regular Executive Committee (Board) meeting held on October 3, 2019 of the Greater Columbia Behavioral Health Administrative Service Organization (GCBH-ASO).

**D082306A 34A. ASO Approval of Warrants and Vouchers:**

Approval for Administrative Service Organization (ASO) warrants/vouchers were needed for the months of August and September. They are still waiting for the state to ask for the dollars to close out the BHO. The GCBH-BHO has \$7.9 million in Medicaid dollars and 1.9 million in state-only. Many of the BHOs had negative state-only balances which may be why the delay at the state. Whitman County voted in favor of the motion. The vote was unanimous.

**D082306B 34B. ASO Updates:**

- The GCBH-ASO will be changing their information systems to Raintree.
- Submission of Demographic (Native) data continues to be an issue throughout the state. GCBH-ASO may take on the submission of this data for both crisis services and Medicaid Services on behalf of the MCOs.
- Feedback from the state is GCBH-ASO is doing better than most.
- The rest of the state must move to Integrated Manage Care (IMC) by January of 2020.

**D082306C 34C. ASO Issue: Greater Columbia LLC Operating Agreement:**

There were no new updates at the board meeting other than not updating the agreement in two steps but rather updating update the whole document at once. The vote must be unanimous to amend the agreement. There was no vote taken.

**D082306D 34D. GCBH-ASO Other Business:**

- GCBH-ASO will be voting on a new board Chair before the end of the year. Commissioner Small will not be running for reelection.
- Mike Berney visited with Prosecutor Tracy regarding their initial contract with Palouse River Counseling which has expired. Prosecutor Tracy does not see a reason for the contract to be renewed.
- GCBH is going to surplus a 2003 Ford Taurus.

**1:45 p.m. - Recess.**

**D082306F THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, October 28, 2019 at 9:00 a.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent Commissioners, Maribeth Becker, CMC, Clerk of the Board and Connie Ellis, Deputy Clerk of the Board, attended.

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

**D082306G 35.** Approved consent agenda items signed.

**082307 36.** Treasurers Wire Transfers and Check Report in the amount of **\$460,949.85** and General/Veterans' Relief/Payroll warrants numbered **345909-345998** for **\$1,471,204.09** approved.

**082308-082314 37.** Personnel change orders approved.

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

**BOCC Minutes - 10/21/19**

Present: Sandy Jamison, Victoria Fowler, Lance Bishop, Chris Nelson, Mark Storey, Gary Petrovich (9:00 a.m.), Brandy Dean (9:15 a.m.) and Bill Tensfeld (9:30 a.m.).

**082315 38.** The following items were discussed but no action was taken.

- Greater Columbia-ASO
- Marijuana/Revere Road
- Davis Road Vacation
- County Website
- WA St Liquor/Cannabis Board
- County Phone System
- Volcanic Ash Presentation
- Public Records Act
- Safety Committee
- Co. Campus/Fire Alarm System
- Theft/Fairgrounds
- Tax Season
- Historic Bridge Preservation
- County Road Maintenance
- Solid Waste/Office Update
- IT Director Schedule
- Benefits Fair/Training
- County Road Admin Board Update
- WSAC/Cannabis Update
- County IT/Sophos

**082316 39.** The following items were discussed but no action was taken.

- 2019-2020 CIP/Budget

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

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

Present: Sandy Jamison, Brandy Dean and Gary Petrovich (1:30 p.m.)

**082317 40.** The following items were discussed but no action was taken.

- 2019-2020 CIP/Budget

**3:30 p.m. - Recess.**

**D082316A THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Tuesday, October 29, 2019** at **9:00 a.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

**10:30 a.m. - Reconvene/Board Business Continued/BOCC Workshop.**

Present: Sharron Cunningham and Gary Petrovich (10:30 a.m.)

**082318 32.** The following items were discussed but no action was taken.

- 2019-2020 CIP/Budget

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

**D082318A** Commissioner Largent **moved** to adjourn the **October 21, 2019** meeting. Motion **seconded** by Commissioner Kinzer and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **November 4, 2019**. The foregoing action made this **29th** day of **October 2019**.

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

MARIBETH BECKER, CMC  
Clerk of the Board  
BY: Connie Ellis  
Deputy Clerk of the Board

ARTHUR D SWANNACK, CHAIRMAN  
Board of County Commissioners