

Minutes for October 25th, 2004

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063017 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **October 25, 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.

D063017A 1. Call to Order/Board Business/BOCC Workshop.

Present: Sharron Cunningham (9:00 a.m.) and Brett Myers (9:45 a.m.).

063018 2. Items discussed included CIP application, Parks Department temporary employee and Sheriff's Office vacancy. No action taken.

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

Present: Tammy Lewis and Kelli Campbell.

D063018A 3. Motion by Commissioner Finch to approve the consent agenda. Motion **seconded** by Commissioner Partch and **carried**.

063019 4. Claims/Payroll warrants numbered **168721** and **168944-169205** for **\$657,214.73** approved.

| FUND | FUND NAME | AMOUNT | AMOUNT |
|------|-------------------------|--------|------------|
| 001 | Current Expense | 336.31 | 179,920.08 |
| 102 | Building & Development | | 150.81 |
| 103 | Countywide Planning | | 144.87 |
| 104 | Developmental Services | | 30,426.67 |
| 110 | County Roads | | 8,885.88 |
| 117 | Boating Safety | | 173.69 |
| 118 | Inmate Welfare | 10.49 | 508.54 |
| 119 | Emergency Services | | 185.77 |
| 123 | Paths & Trails | 11.63 | 1,173.30 |
| 126 | Treasurer's M&O | | 518.04 |
| 127 | Drug Enforcement | | 1,892.56 |
| 129 | House Bill 3900 | | 160.00 |
| 134 | Elections Reserve Fund | 110.20 | 814.49 |
| 135 | Prosecutor's Stop Grant | | 1,989.94 |
| 136 | Electronic Monitoring | | 304.75 |
| 137 | Web Site Development | 3.42 | |
| 142 | Whitcom-911 | 64.91 | 21,293.12 |
| 300 | Capital Projects | | 1,103.98 |

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|-----|-------------------------------------|----------|------------|
| 320 | Cap. Project/Outside Sources (Bond) | | 12,761.00 |
| 400 | Solid Waste | 1,969.93 | 110,750.78 |
| 501 | Equipment Rental & Revolving | 192.22 | 57,828.26 |
| 510 | Photocopier Revolving | | 5,916.09 |
| 513 | Communications Revolving | | 4,037.70 |
| 690 | Clearing & Suspense | | 213,575.30 |

063020 5. October 18, 2004 minutes approved.

063021-063025A 6. Personnel board orders approved.

063026 7. Not used.

063027 8. Kelli Campbell explained today's action is to make a decision on the health plans that will be offered to county employees effective January 1, 2005. Commissioner Finch **moved**, Commissioner Partch **seconded** the motion and it **carried** to accept the Washington Counties Insurance Fund health plans to be offered to the county employees for 2005.

063028 9. Commissioner Finch **moved**, Commissioner Partch **seconded** the motion and it **carried** to reappoint Justine Rupp to a 4-year term on the Planning Commission. Ms. Rupp's term will expire January 3, 2009.

063029 10. Commissioner Partch **moved**, Commissioner Finch **seconded** the motion and it **carried** to approve a resolution revising the Public Works Department Solid Waste Division cash drawer account.

RESOLUTION NO. 063029

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

WHEREAS, the Board of Whitman County Commissioners recognizes the need to revise an existing cash drawer account within the Whitman County Public Works Department Solid Waste Division; and,

WHEREAS, this cash drawer account is entrusted to Charlotte Mundell who has since left the county's employ.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Whitman County Public Works Department Solid Waste Division cash drawer account 400.400.000-111.70.06 in the amount of \$300.00 shall be entrusted to Ruth McGillic, employee of the Whitman County Public Works Department Solid Waste Division, with the responsibility of overseeing and rectifying this account.

Done this 25th day of October 2004.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Les Wigen, Chairman

ATTEST:

Greg Partch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

G.R. Finch, Commissioner

063030 **11.** Commissioner Partch **moved**, Commissioner Finch **seconded** the motion and it **carried** to approve the resolution revising the countywide petty cash funds.

RESOLUTION NO. 063030

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

WHEREAS, the Board of Whitman County Commissioners met in regular session on the **25th** 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 | 111.70.20 | 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 |

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| 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 |
| 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 | Ruth McGillic | 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 25th 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

063031 **12.** Commissioner Finch **moved**, Commissioner Partch **seconded** the motion and it **carried** to sign the Washington State Military Department/Department of Homeland Security contract #E05-119 to enhance the preparedness of the nation to combat terrorism through the FFY 2003 Supplemental State Homeland Security grant program.

13. 2005 levy certifications received for the following entities approved:

- 063032** Endicott Cemetery District #4
- 063033** Fire District #5
- 063034** Fire District #7
- 063035** Fire District #8
- 063036** Fire District #12
- 063037** Fire District #14
- 063038** Library District

063039 14. The commissioners signed a letter to the Port of Whitman County Commissioners as a follow up to their workshop last week. **Motion** by Commissioner Finch **seconded** by Commissioner Partch and **carried**.

063040 15. The Department of Ecology notified the Board that Nancy Belsby has successfully completed Water Conservancy Board training.

063041 16. A copy of a letter and Family Support grant application for 2004-05 sent to the Division of Developmental Disabilities was received from Mike Werner.

063042 17. A completed copy of the Minot State University criminal justice survey was received from the Sheriff.

063043 18. A copy of a letter sent to Jerry Lenzi, WSDOT was received from the Latah County Commissioners thanking Mr. Lenzi for his October 13th presentation on SR 270 and the Palouse River-Coulee City Railroad.

D063043A 19. Commissioners' pending list reviewed.

10:30 a.m. - Recess.

11:00 a.m. - Mark Storey, County Engineer.

Present: Phil Meyer, Mark Bordsen, Alan Thompson and Tammy Lewis.

Action Items:

063044 1. Commissioner Partch **moved**, Commissioner Finch **seconded** the motion and it **carried** that the resolution to close dirt roads be signed as presented.

RESOLUTION NO. 063044

BEFORE THE BOARD OF COUNTY COMMISSIONERS of Whitman County, Washington, in the matter of closing certain county roads for the period from November 15, 2004 through March 15, 2005 pursuant to R.C.W. 47.48.010;

IT IS HEREBY RESOLVED that the following roads be closed to vehicular traffic from November 15, 2004 through March 15, 2005; provided, however, that a special permit may be obtained by contacting the Office of the Whitman County Engineer prior to traveling on any hereinafter listed road:

| <u>Road</u> <u>No.</u> | <u>Name</u> | <u>Road</u> <u>No.</u> | <u>Name</u> |
|---------------------------|---------------------------|---------------------------|------------------|
| 0015 | Waterman Road (Dirt Part) | 4390 | Ruff Road |
| 0030 | Merritt Road | 4410 | McGrady Road |
| 0050 | St. John Road | 4420 | Bob Schultz Road |

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| 0060 | Wilhelm Road | 4430 | Morley Road |
| 0100 | Russell Road | 4440 | Bill Wilson Road |
| 0115 | Carter Road | 4460 | Bixler Road |
| 0410 | Fairbanks N. Road (Dirt Part) | 4470 | Rogers Road (Dirt Part) |
| 1140 | Bancroft Road (Dirt Part) | 4480 | Blackwell Road (Dirt Part) |
| 1180 | I. N. Balthis Road | 4560 | Ballaine Road |
| 1420 | Faught Road | 4600 | L. Anderson Road |
| 1540 | Bunny Road | 5160 | McKenzie Road |
| 1550 | B. Howard Road | 5170 | Mader Road |
| 2030 | Sheahan Road (Dirt Part) | 5210 | L. West Road |
| 2230 | Tennessee Flat Road | 5280 | Mick Parvin Road |
| 2310 | Peringer Road (Dirt Part) | 5370 | McGreevy Road |
| 2320 | Huggins Road | 5390 | R. Zakarison Road |
| 2330 | Hubner Road (Dirt Part) | 5410 | Fulfs Road |
| 2350 | J. W. Baylor Road | 5520 | Kitzmilller Road (Dirt Part) |
| 2430 | Westacott Road | 5525 | Orville Boyd Road (Dirt Part) |
| 2440 | Sunrise Road | 5560 | Wexler Road |
| 2520 | Hilty Road (Dirt Part) | 5580 | Gray Road |
| 2560 | Mike Johnson Road (Dirt Part) | 5590 | Reaney Road |
| 3200 | Harwood Hill Road (Dirt Part) | 6120 | Guske Road |
| 3390 | Gene Nelson Road (Dirt Part) | 6190 | C. J. Ochs Road |
| 3400 | Jim Davis Road (Dirt Part) | 8090 | Klaus Road |
| 3430 | Howard West Road (Dirt Part) | 8250 | Nauert Road |
| 3440 | Dickerson Road | 8310 | Pat O Neil Road |
| 3450 | Greenbox Road (Dirt Part) | 8330 | Kincaid Road |
| 3510 | Tiegs Road | 8350 | Evans Road |
| 3550 | Hitchings Road (Dirt Part) | 8450 | Babbitt Road |
| 3760 | Mack Lloyd Road | 8460 | Enman-Kincaid Road |
| 3700 | Jim Henning (Dirt Part) | 8470 | Carothers Road |
| 3890 | McGuire Road | 9040 | Country Club Road |
| 4290 | Stubbes Road | 9120 | Gimlin Road (Dirt Part) |
| 4365 | Rattlesnake Road | 8050 | Hofer Road |
| 4375 | Manning Road (Dirt Part) | 3920 | Miller Home Place |
| 4380 | Gene Feenan Road | | |

ADOPTED this 25th 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

063045 2. Commissioner Partch **moved**, Commissioner Finch **seconded** the motion and it **carried** to publish the public notice closing dirt roads for the season.

063046 3. Commissioner Finch **moved**, Commissioner Partch **seconded** the motion and it **carried** to publish the public notice for the small works roster/vendors list.

063047 4. Commissioner Partch **moved**, Commissioner Finch **seconded** the motion and it **carried** to publish the public notice for the professional services roster.

Engineering Division:

D063047A 5. The Engineer reported on his attendance, along with John Sherman and the Asotin County Engineer, all representing the quad counties (RTPO members - Asotin, Columbia, Garfield and Whitman), at the WSDOT meeting for updating the State Transportation plan. There was a very good level of attendance by the eastern Washington County engineers and other transportation people testifying to the needs of eastern Washington. All three RTPO representatives testified on the shortfalls for road maintenance preservation funding.

D063047B 6. The Bridge Replacement Advisory Committee (BRAC) met in Olympia last week. Whitman County was tentatively selected for funding the Harlan and Aune Bridges. This amounts to over \$1 million but the funding will not be available until 2008-2009.

D063047C 7. The engineer provided an update on the status of the Palouse Cove Road project.

Planning Division:

063048 8. Commissioner Partch **moved**, Commissioner Finch **seconded** the motion and it **carried** to set a date to act on the proposed Mickelson rezone of Parcel B, changing 20 acres of land from the Agricultural District to the Cluster Residential District, to be held in this room at 11 a.m. on November 1st.

11:15 a.m. - Recess.

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

Present: Kelli Campbell, Sharron Cunningham, Susan Nelson, Marianne Reents, Michael Otis, Joe Otis, Rhod McIntosh (3:30 p.m.) Bob Lothspeich (3:45 p.m.) and Fran Martin (4:00 p.m.).

D063048A 20. Items addressed included a medical insurance presentation, personnel, classification system, SARE project and non-renewal of Garfield County Public Health Administration contract. No action taken.

5:00 p.m. - Recess.

D063048B THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **October 26, 2004** at **1:30 p.m.** Les Wigen, Chairman, G.R. "Jerry" Finch and Greg Partch, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Brett Myers, Ron Rockness and Sharron Cunningham.

D063048C 21. Items discussed included increasing the booking and work release program fees charged personally to incarcerated individuals, health insurance for the Sheriff and Undersheriff and vehicle replacement. No action taken.

2:15 p.m. - Board of Health.

Present: Fran Martin and John Skyles.

D063048D 1. The Director expected half of the flu vaccine order to arrive anywhere from 2-8 weeks. No flu clinics will be held at the Health Department. They want to ensure all high-risk individuals get the vaccine as well as the hospital.

D063048E 2. John Skyles stated Whitman County made it through another mosquito season without any West Nile Virus (WNV). No birds tested positive nor were there any horse illnesses. This program has now been curtailed until next year.

D063048F 3. According to Mr. Skyles the department is finishing its inspection of small group "A" public water supplies and all group B systems with less than 15 connections.

D063048G 4. Due to the retirement of the Whitman County and Columbia County Environmental Health Specialists and removal of Public Works tipping fees, Ms. Martin was considering partnering with Columbia and Garfield counties to meet the Environmental Health Specialist needs. Garfield County wants to partner with Asotin County by hiring a half-time position. Columbia and Whitman County would still partner by hiring one individual jointly in the spring of 2005.

D063048H 5. Today, Public Health is interviewing for the dietician position.

D063048I 6. Grant funds were received to conduct flu clinics. Due to the vaccine shortage, the funds will be used for staffing issues.

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D063048J 7. Ms. Martin is contemplating the idea of participating in a joint exercise with Emergency Management to conduct some type of disease scenario.

D063048K 8. The next Board of Health meeting is November 9th.

2:35 p.m. - Board Business Continued.

Present: Fran Martin.

063049 22. Annex "A" to the Comprehensive Emergency Management Plan (CEMP) for the Emergency Operations Center (EOC) received from the Director. The proposal has been reviewed by the EOC committee and comments received from other individuals. Ms. Martin asked the Board to review the document prior to their decision at the next Board of Health meeting.

D063049A 23. Whitman County is now registered as a Citizen Emergency Response Team (CERT). Beginning in November, classes will be held at WSU to teach Pullman area volunteers how to act and respond as a team during a disaster or emergency. This requires a WSP background check first before training. After training, the volunteer would be issued a CERT identification card. Once the Pullman area is trained, staff will concentrate their efforts on recruiting and training individuals in the outlying areas. Emergency Services did receive some grant funding for this project.

D063049B 24. The Director received 380 copies of a publication dealing with a variety of emergency responses and their recommended plans. Ms. Martin will distribute these publications at the November 16th meeting.

063050 25. The draft agenda for the October 28th All County Hazardous Mitigation meeting received.

2:45 p.m. - Adjournment.

D063050A Commissioner Partch **moved** to adjourn the **October 25 and 26, 2004** meeting. Motion **seconded** by Commissioner Finch and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **November 1, 2004**. The foregoing action made this **26th** 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