

BOCC MINUTES-10/30/17

079456 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, October 30, 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, Mark Storey, Bill Tensfeld (9:00 a.m.) and Eunice Coker and Sharron Cunningham (9:25 a.m.).

079457-079460 1-2. The following items were discussed but no action was taken.

- Claim for Damages
- Emergency Management State Shortfall
- Oakesdale Trestle
- Facilities Management Update
- Fair Board Election
- Auditor's Petty Cash Funds
- Auditor's Staffing
- State Auditor Fraud Issue
- Crabtree Road Repairs
- Public Works Snow Preparation
- Additional Safety Funds Awarded
- Rock Lake Road Lawsuit
- 2018 Non-Represented Wages/Benefits
- Rosalia Park & Rec District Appoint.
- Recycling

10:00 a.m. - Flag Salute.

Present: Gary Petrovich, Kelli Campbell and Garth Meyer.

D079460A 3. Pledge of Allegiance.

Consent Agenda:

079461 4. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to accept the consent agenda as presented.

079462-079463 5. Treasurer's Wire Transfers and Check Report in the amount of **\$459.49**, and General Claims/Veterans' Relief warrants numbered **332858-332955** for **\$346,032.82** approved.

079464 6. October 16, 2017 minutes approved.

079465-079473 7. Personnel change orders approved.

079474 8. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to sign a resolution dissolving the Sheriff's petty cash fund 001.000.000.111.77.01 in the amount of \$400.00.

**RESOLUTION NO. 079474
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

WHEREAS, the Board of Whitman County Commissioners met in regular session on the 30th day of October, 2017; and,

WHEREAS, the Board of County Commissioners regulate the various petty cash/cash drawer revolving accounts; and,

WHEREAS, Whitman County Sheriff is documented to have one revolving cash account 001.000.000-111.77.01 in the amount of \$400.00; and,

WHEREAS, there is no longer a need for the Sheriff's revolving account.

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NOW, THEREFORE, BE IT HEREBY RESOLVED that the following listed petty cash account be removed from Whitman County's cash.

Dated this 30th day of October, 2017.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Arthur D Swannack, Chairman

Dean Kinzer, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

079475 **9.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to dissolve/remove the petty cash account established for Whitman County Palouse Empire Fair.

**RESOLUTION NO. 079475
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

WHEREAS, the Board of Whitman County Commissioners met in regular session on the 30th day of October, 2017; and,

WHEREAS, the Board of County Commissioners regulate the various petty cash/cash drawer revolving accounts; and,

WHEREAS, Whitman County/Palouse Empire Fair is documented to have one petty cash account 001.000.000-111.70.08 in the amount of \$125.00; and,

WHEREAS, there is no longer a need for the Fair petty cash account.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the following listed petty cash account be removed from Whitman County's cash.

Dated this 30th day of October, 2017.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Arthur D Swannack, Chairman

Dean Kinzer, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

079476 **10.** **Motion** by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to reduce the Auditor's DOL petty cash by \$100.00 and the Auditor's Recording Department petty cash be increased by \$100.00.

RESOLUTION NO. 079476
OF
THE BOARD OF COUNTY COMMISSIONERS
FOR THE 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 cash drawer within the Whitman County Auditor's Office; and,

WHEREAS, the Whitman County Auditor's Dept of Licensing petty cash, fund **001.000.000.111.70.05** in the amount of **\$400.00** is over-funded to meet the needs of the department; and,

WHEREAS, it is necessary to decrease the Whitman County Auditor's Dept of Licensing cash drawer fund from **\$400.00** to **\$300.00**; and,

WHEREAS, the Whitman County Auditor's Recording Dept petty cash, fund **001.000.000.111.70.052** in the amount of **\$100.00** is under-funded to meet the needs of the department;

NOW, THEREFORE BE IT HEREBY RESOLVED AND AUTHORIZED that the Whitman County Auditor's Dept of Licensing petty cash shall be decreased to **\$300.00**, and the Whitman County Auditor's Recording petty cash shall be increased and maintained in the amount of **\$200.00**; and,

BE IT FURTHER RESOLVED that these funds are entrusted to Eunice Coker, County Auditor, with the responsibility of overseeing and rectifying the cash drawer amount.

Done this 30th day of October, 2017.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Arthur D Swannack, Chairman

Dean Kinzer, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

079477 **11.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to approve the revised countywide petty cash resolution as presented.

RESOLUTION NO. 079477
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

WHEREAS, the Board of Whitman County Commissioners met in regular session on the **30th** day of **October 2017**; 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**

PETTY CASH/CASH DRAWER ACCOUNTS

FUND #	ACCOUNT #	FUND NAME	CUSTODIAN	AMOUNT
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	Janel Goebel	\$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	Janel Goebel	\$25.00
001.000.000	111.70.021	PUBLIC HEALTH-COLFAX-FRONT DESK	N 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	Virginia Walker	\$50.00
001.000.000	111.70.041	PARKS & RECREATION-KAMIAK BUTTE	L 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	G Scheideman	\$900.00
Total Current Expense Petty Cash/Cash Drawer Accounts				\$2,354.00
106.240.000	111.70.07	EXTENSION-PUBLICATIONS	Catherine Wigen	\$50.00
110.400.000	111.70.10	PUBLIC WORKS-COUNTY ROAD	Brandon Johnson	\$150.00
400.400.000	111.70.17	SOLID WASTE-LANDFILL	Ruth McGillic	\$400.00
Total Other Funds Petty Cash/Cash Drawer Accounts				\$600.00
				<u>\$2,954.00</u>
TOTAL ALL PETTY CASH/CASH DRAWER ACCOUNTS				

PETTY CASH STAMP ACCOUNTS

FUND #	ACCOUNT #	FUND NAME	CUSTODIAN	AMOUNT
001.000.000	111.77.03	DISTRICT COURT	Marlynn Markley	\$96.00
001.000.000	111.77.09	PROSECUTOR	Kristina Cooper	\$100.00
Total Current Expense Petty Cash Stamp Accounts				\$196.00

REVOLVING CASH ACCOUNTS

FUND #	ACCOUNT #	FUND NAME	CUSTODIAN	AMOUNT
127.140.000	111.77.01	SHERIFF-DRUG TASK FORCE (371)	Brett Myers	\$30,000.00
Total Revolving Cash Accounts				\$30,000.00

ADVANCE TRAVEL ACCOUNTS

FUND #	ACCOUNT #	FUND NAME	CUSTODIAN	AMOUNT
999.000.000	111.74.21	TREASURER-ADVANCE TRAVEL	Lana Cloaninger	\$15,000.00
Total Advance Travel Account				\$15,000.00

TOTAL ALL ACCOUNTS

\$48,150.00

Dated this this **30th** day of **October 2017** and effective as of this date.

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

079478 **12.** No action taken on the Fair premium account.

079479 **13.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to approve the 2017-2020 Road bargaining unit agreement.

079480 **14.** **Motion** by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to sign a resolution reappointing John H. Pearson to a 6-year term, expiring 07/16/23 on the Water Conservancy Board.

RESOLUTION NO. 079480
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF APPOINTING A MEMBER TO THE WHITMAN COUNTY WATER CONSERVANCY BOARD.

WHEREAS, water conservancy boards were authorized pursuant to SHB-1272 in 1997 and later amended by the legislature in 2001 to allow Water conservancy Board member to be increased from three to five; and,

WHEREAS, Whitman County is in need of reappointing a member on the local Water Conservancy Board.

NOW, THEREFORE, BE IT RESOLVED that the Board of Whitman County Commissioners does hereby appoint:

John H. Pearson of Colfax, WA (Whitman County Resident) to a six-year term; and,

This term begins July 17, 2017 and expires July 16, 2023. The Water Conservancy Board will function within the geographical borders of Whitman County, exercising administrative powers enumerated within Title 90 R.C.W. and the attached bylaws; and,

Dated this 30th day of October 2017 and effective as of July 17, 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

079481 **15.** **Motion** by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to sign a letter reappointing John H. Pearson to a 6-year term on the Water Conservancy Board.

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079482 **16. Motion** by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to authorize a 3.5% increase in 2018 for all non-represented employees not including elected officials or temporary employees (effective 01/01/18).

079483 **17. Motion** by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to authorize revisions to the Facilities Management Department credit cards.

079484 **18.** A claim for damage was received from Commissioner Largent who recused himself from all discussion regarding this matter. **Motion** by Commissioner Kinzer **seconded** by Commissioner Swannack and **carried** to approve a \$250 deductible for Michael Largent for damages sustained to his private vehicle while traveling home from a county-related meeting.

079485 **19. Motion** by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to sign a letter of support for the Council on Aging & Human Services commercial kitchen project grant application.

079487 **20. Motion** by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to sign the Exhibit C section of the Department of Army, Corps of Engineers lease for Wawawai Park.

079486 **21. Motion** by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to approve and sign the Washington State Department of Military Emergency Management signature authority for grant #E18-108 EMPG for Whitman County Emergency Management and 2017 grant application data sheet.

CORRESPONDENCE:

D079487A **22.** The following correspondence was received:

079488 **22A.** Notice of an approved liquor license for Four Star Supply, Inc., Lacrosse, WA was received from the Washington State Liquor and Cannabis Board.

079489 **22B.** Notice of approval of a change in corporate officers for Interstate 502, Pullman, WA was received from the Washington State Liquor and Cannabis Board.

079490 **22C.** Final information regarding local mental health evaluation services was received from the Washington State Department of Social and health Services office of Forensic Mental Health Services.

079491 **23.** Commissioners' pending list reviewed.

10:43 a.m. - Ted Blaszak stopped in for 5 minutes.

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

Present: Mark Storey, Dean Cornelison, Garth Meyer and Mark Cochran.

079492 **23A.** The following Public Works related issues approved/updated:

ACTION ITEMS:

079493 **24.** The following bids were received for the Bauer Quarry crushing project.

BIDDER	AMOUNT
DeAtley Crushing Company, Lewiston, ID	\$173,500
Seubert Excavators, Inc., Cottonwood, ID	\$165,360
4-R Equipment, Inc., Bend, OR	\$164,000

Mr. Storey indicated the apparent low bidder is 4-R Equipment of Bend, Oregon. Staff will evaluate the bids with the intent to award the bid today at 2:00 p.m.

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Present: Mark Storey, Dean Cornelison, Garth Meyer, Mark Cochran, Gary Cochran and Josh Smart.

079494 25. The following bids were received for the Gnaedinger Stockpile Site crushing project.

BIDDER	AMOUNT
DeAtley Crushing Company, Lewiston, ID	\$645,600
Shawnee Rock, Inc., Colfax, WA	\$316,800

Mr. Storey indicated the apparent low bidder is Shawnee Rock, Inc. of Colfax, WA. Staff will evaluate the bids with the intent to award the bid today at 2:00 p.m.

079495 26. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to approve publishing the notice for dirt road closures.

DIVISION UPDATES:

D079495A 27. The following division updates provided by Public Works staff.

Solid Waste Division:

079496 27A. Only one quote for earth work at the Transfer Station for cells 1-3 was received, that being from DeAtley Crushing Company of Lewiston, ID in the amount of \$173,400.

D079496A 27B. The effluent tank project at the Transfer Station is proceeding and on goal.

Engineering Division:

D079496B 27C. The Endicott Road guardrail safety project is nearing completion.

D079496C 27D. An additional \$600,000 in safety project funds was awarded to Whitman County. Much of these funds will be used to stripe any road that has not been striped for at least 3 years and other guardrail improvements.

D079496D 27E. The Oakesdale trestle has been removed. Once all costs have been tallied, Mr. Storey will speak with the Town of Oakesdale about sharing the cost of this project with the county.

D079496E 27F. The riprap and armoring on the shoulders of the Crabtree Road has been completed. The department hopes to install the barriers soon.

D079496F 27G. The Farmington Road and Sand Road projects are now totally completed.

Maintenance Division:

D079496G 27H. Crews are preparing for winter.

Administrative Division:

079497 27E. The 2017 winter work schedule commencing November 6, 2017 was received.

D079497A 27F. Commissioner Swannack mentioned the letter from the Conservation District regarding implementation of the Voluntary Stewardship Plan.

D079497B 28. Approved documents signed.

11:30 a.m. - Recess.

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

Present: Mark Storey.

079498 29. The Public Works Director recommended awarding the Bauer Quarry crushing project to 4-R Equipment, LLC, Bend, Oregon. **Motion** by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to award the Bauer Quarry crushing contract to 4-R Equipment, LLC, Bend, Oregon in the amount of \$164,000.

079499 30. Mr. Storey said the Gnaedinger Stockpile Site is a quarry the county has had outside of Palouse for many years and is almost mined out. They have tried to purchase additional land from adjoining landowners with no response. Therefore, they called for a supply contract within a boundary. At the same time, the Director noted it is becoming more and more difficult to obtain rock at preferred prices and want to look at purchasing, leasing, etc. other quarries countywide for rock sources in the future. The Public Works Director then recommended awarding the Gnaedinger Stockpile Site crushing project to Shawnee Rock, Inc., Colfax, WA. Once a contract is in place, the Director will talk with the contractor about reducing the price by extending deadlines and other means of saving county funds. **Motion** by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to award the Gnaedinger Stockpile Site crushing contract to Shawnee Rock, Inc., of Colfax, WA in the amount of \$316,800.

079500 31. The joint County Commissioners/Planning Commission meeting scheduled for November 1st was cancelled.

2:20 p.m. - Recess.

D079501A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Conference Room, Colfax, Washington for **Thursday, November 2, 2017 at 4:00 p.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

4:00 p.m. - Reconvene/Board Business Continued/BOCC Workshop.

Present: John Stuhlmiller and Alan Thomson.

079499 28. The following Planning related items were discussed but no action was taken.

- Farm Bureau Related Issues/VSP

5:00 p.m. - Adjournment.

D079499A Commissioner Kinzer **moved** to adjourn the **October 30** and **November 2, 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 **November 6, 2017**. The foregoing action made this **2nd** day of **November 2017**.

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

MARIBETH BECKER, CMC
Clerk of the Board

ARTHUR D SWANNACK, CHAIRMAN
Board of County Commissioners

079508