

082366 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, November 18, 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: Troy Henderson, Sharron Cunningham, Victoria Fowler, Gary Petrovich, Bill Tensfeld, Dean Cornelison (9:00 a.m.), and Lance Bishop (9:20 a.m.)

082367-082368 1-2. The following items were discussed but no action was taken.

- Deputy Health Director
- Indigent Defense Contract
- Board of Equalization
- Census Bureau
- SHB 1406
- Take Home Vehicle Policy
- Purchasing Procurement Policy
- Code Publishing
- Budget Amendment #4
- Capital Improvement Project/PA Office
- Pullman District Court Phone Line
- County Phone Update
- Jail Contract/Colfax
- Website Photos
- Public Works Update
- Personal Vehicles/County Use
- Flu and Shingle Vaccines

10:00 a.m. - Recess.

10:15 a.m. - Flag Salute.

Present: Victoria Fowler, Gary Petrovich (10:15 a.m.), and Paul Spencer (10:20 a.m.).

D082368A 3. Pledge of Allegiance.

Consent Agenda:

082369 4. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to accept the consent agenda as presented.

082370-082371 5. Treasurer's Wire Transfers and Check Report in the amount of **\$3,869,437.51**, and General Claims/Veterans' Relief warrants numbered **346262-346396** for **\$572,238.60** approved.

082372 6. November 4, 2019 minutes approved.

082373-082374 7. Personnel change orders approved.

082375 8. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to adopt resolution approving revised Clerk's Fee Schedule as presented.

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

In the Matter of Amending)	RESOLUTION NO. <u>082375</u>
The Whitman County Clerk's)	
Fee Schedule for 2020)	

WHEREAS, the Board of Whitman County Commissioners acting as the Clerk, met in regular session on the 18th day of November 2019; and,

WHEREAS, it appears additional changes are necessary and in the best interest of the citizens of Whitman County.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the attached revised Clerk's Fee Schedule be adopted and implemented effective January 1, 2020.

PASSED AND APPROVED by the Whitman County Board of Commissioners, acting as the Clerk on this 18th day of November, 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

WHITMAN COUNTY CLERK FEE SCHEDULE

Description	Amount
Civil Filing	\$240
Civil Filing (Domestic)	\$260
Juvenile Emancipation Filing	\$50
Invalidate Common Law Lien Filing	\$35
Mod Facilitator Filing	\$56
Domestic Filings (Dissolution/Legal Separation)	\$314
CLJ Appeal Filing	\$230
Extension of Judgment	\$200
Affidavit Filing	\$20
Arbitration De Novo	Up to \$250
Mandatory Arbitration	Up to \$220
Supplemental Proceeding	\$20
Appellate Filing	\$290
Counter-, Cross- 3 rd Party Claim Filing	\$240
Tax Warrant Filing	\$20
Delinquent Taxes Certification-Appeal	Between \$2 and \$5
Transcript Filing	\$20
Unlawful Detainer (Additional fee required by Plaintiff for Order to Show Cause or if Answer is filed)	\$112
Unlawful Detainer Filing (Additional fee)	\$85
Unlawful Detainer Combined Filing	\$197
Jury Demand - 12 person	\$250
Jury Demand - 6 person	\$125
Civil Filing, Not Including JST Surcharge	\$200
CLJ Appeal Filing, Not Including JST Surcharge	\$200
Appellate Filing, Not Including JST Surcharge	\$250
Counter-, Cross-, 3 rd Party Claim Filing, Not Including JST Surcharge	\$200
Unlawful Detainer Filing, Not Including JST Surcharge	\$45
Unlawful Detainer Combined Filing, Not Including JST Surcharge	\$157

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Probate/Guardianship/Creditor Claims Filing, Not Including JST Surcharge	\$200
Will Contested Filing, Not Including JST Surcharge	\$200
Unlawful Detainer Counter/Cross/3 rd Party Filing	\$197
Unlawful Detainer CR, CX, 3 rd , Not Including JST Surcharge	\$157
Restrictive Covenants Filing	\$20
Anti-Harassment Filing	\$53
Judicial Stabilization Acct Filing Fee Surcharge (State Amount)	Between \$.01 and \$30.00
Judicial Stabilization Acct Filing Fee Surcharge (Local Amount)	Between \$.01 and \$10.00
Frivolous Lien Filing	\$35
Torrens Act/Water Filing	Between \$20 and \$25
Non-Judicial Document Filing	\$20
Non-Judicial Probate Document Filing	\$20
Probate/Guardianship/Creditor Claims Filing	\$240
Case types 3, 5 Facilitator Program Filing	\$260
Will Only Filing	\$20
Will Repository	\$20
Will Contested Filing	\$240
Sheriff's Fees, Civil	Flexible
Attorney's Fees Adoption/Parentage	Flexible
Certified Copies (Per document)	\$5/1 st page, \$1/each additional page
Exemplified/Authenticated Copies (Per document)	\$6 + \$2/seal per page of document (in addition to Certified Copy Fee, above)
Cashier Over/short System Generated	Flexible
Cashier Over/Short Operator Entered	Flexible
Overpayment Revenue	Flexible
Reimburse Guardian Ad Litem	Flexible
Copies	\$.50/page if Filed Doc \$.25/page if Not Filed
Copies - Law Library	Flexible
Facilitator User (NEW)	\$30/1 st hour + \$20/additional half hour
Surcharge Facilitator Program	Variable to \$20
Fax/Email Filings (Per document)	\$5/1 st page, \$1each additional page
Registry Service	Flexible
Court Appointed Special Advocate	Flexible
DV Prevention Surcharge	\$54
Dissolution Services Surcharge	Variable to \$20
Dissolution Services User Fee	Flexible
Drug Screening	\$75
Parenting Class	Flexible
Dissolution Mediation Fee	Flexible
Adult Supervision	Flexible
Change of Venue Preparation	\$20
Clerk's Papers	Flexible
Facilitator Copies	Flexible

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Facilitator Copies (Remote)	Flexible
Facilitator Forms	Flexible
Facilitator Forms (Remote)	Flexible
NSF Check Charge	\$40
Fee, Faulty Documents	Flexible
Fee, Document Return	\$10
Community Court	Up to \$150
DUI Court	Up to \$150
Court Audio/Video Tape	\$10
Notary Service	Flexible
Internet Surcharge	\$1
Credit Card and Electronic Payment Fees (LFO's)	\$2.95 or 2.95% whichever is higher
Credit Card and Electronic Payment Fees	\$2.95 or 2.95% whichever is higher
Blank Court Video Tape	\$15 or higher
Juvenile Drug Court	Up to \$150
Family Drug Court	Up to \$150
Gambling Court	Up to \$150
Gang Court	Up to \$150
Record Search	Flexible
Microfiche	Flexible
Data Dissemination/Local	Flexible
Data Dissemination/State	Flexible
Domestic Violence Court	Up to \$150
Costs, Domestic Violence Administrative Court Costs	Flexible
Veterans Treatment Court	Up to \$150
Conference Hearing (Telephonic Appearance)	\$20/ half hour
Civil Non-Compliance Sanction	Flexible
Housing Reimbursement Costs	Flexible
Juvenile Probation Bail	\$10
Reimbursement, Mental/Alcohol Fee	Flexible
Adult Deferred/Continued Prosecution	Flexible
Recoup, Public Defense Contract	Flexible
Pre-Trial Supervision Costs, SC	Between \$0.01 - \$150
Jury Services Reimburse	Flexible
LFO Collection Services Reimburse	Up to \$100/Annually
Witness Fees Reimburse	Flexible
Witness Fees, Juvenile Reimburse	Flexible
Civil Commitment Costs Reimbursement	Flexible
Institutional Reimburse	Flexible
Transcript Reimburse	Flexible
Transcript Redirect Reimburse	Flexible
Affidavit Filing Juvenile & Criminal	Flexible
Clerk's Non-Support Reimburse	Flexible
Clerk Prior Year Reimburse	Flexible
Department of Ecology Reimburse	Flexible

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Prosecutor Non-Support Reimburse	Flexible
Non-Support Federal Reimburse	Flexible
Sales Tax	Flexible
Passport Photo Fee	Flexible
Passport Execution Fee	\$35/passport
Postage	Flexible
Map And Publications	Flexible
Local Rules	Flexible
Naturalization	Flexible
Adoption Pre-Placement Study	Flexible
Ex Parte Service	\$30
Marriage Ceremony	\$75
Diversion Conference Administration Fee	Flexible
Diversion/Shoplifting	Flexible
Diversion/Anger Management	Flexible
Diversion Victim Self Awareness	Flexible
Diversion Counseling Service	Flexible
Civil	Flexible
SC Bail Forfeiture with CVP Assessment	Flexible
Bail Forfeiture	Flexible
SC Bond Forfeiture with CVP Assessment	Flexible
Bond Forfeiture	Flexible
Civil Cash Bond Trust	Flexible
Garnishment Trust	Flexible
Judgment Trust	Flexible
Interpleader Trust	Flexible
Settlement Trust	Flexible
Tender Trust	Flexible
Child Support/Spousal Maintenance Trust	Flexible
Criminal LFO Payment	Flexible
Criminal Cash Bail Trust	Flexible
Criminal Conversion Restitution Trust	Flexible
Juvenile LFO Payment	Flexible
Juvenile Foster Care Trust	Flexible
Juvenile Conversion Restitution Trust	Flexible
Juvenile Cash Bail Trust	Flexible
Suspense	Flexible
Reversal Refund	Flexible
Overpayment Refund	Flexible
Juvenile Transfer Trust	Flexible

082376 **9.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to adopt resolution approving the Whitman County 2020-2021 Equal Employment Opportunity Plan as presented.

**RESOLUTION NO. 082376
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF adopting the **Whitman County Equal Employment Opportunity Plan;**

WHEREAS, this plan is necessary to be compliant with state and federal regulations,

WHEREAS, this plan is necessary to be compliant with state and/or federal grants received by the County,

WHEREAS, this action is necessary and in the best interest of Whitman County and its citizens,

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached plan **2020-2021 Whitman County Equal Employment Opportunity Plan.**

Dated this 18th day of November 2019 and effective as of January 1, 2020.

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

**Whitman County
Equal Employment Opportunity Plan**

Plan Duration: January 1, 2020 - December 31, 2021

Contact: Kelli Campbell
Human Resources
400 N. Main Street
Colfax, WA 99111
(509) 397-5243
FAX (509) 397-6355
kelllic@co.whitman.wa.us

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1. Purpose:

The purpose of the Equal Employment Opportunity Plan (EEO) is to identify organizational components and job categories within Whitman County's workforce in which under representation occurs in proportion to availability in the labor force, and to devise and implement programs to pursue goals in achieving equitable representation.

2. Equal Employment Opportunity (EEO):

Whitman County is an equal employment opportunity employer and believes that every employee has the right to work in surroundings free from unlawful discrimination.

Whitman County seeks a workforce representative of the surrounding community, and will not discriminate against any employee in an unlawful manner. The County treats all applicants and employees equally and without regard to race, religious creed, color, national origin, sex, age, sexual orientation, disability, pregnancy, political affiliation, marital or veteran's status, or any basis prohibited by local, state or federal law. Whitman County will make reasonable accommodation for qualified individuals if it can do so without undue hardship.

All activities related to employment such as: recruitment, selection, salary administration, working conditions, benefits, application of policies, transfer, promotion, demotion, layoff, recall, termination and training shall be conducted in a non-discriminatory manner (except as required by a bona fide occupational qualification). Therefore, as openings occur, applicants will be allowed to advance within the County in accordance with their skills, abilities, and experience.

The policies of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working on Whitman County premises who are employed by temporary agencies and any other persons or companies doing business for or with the County.

It is the policy of Whitman County to foster and maintain a harmonious non-discriminatory working environment for all employees. Toward this end, the County will not tolerate racial, ethnic, religious, or sexual slurs or comments demeaning national origin or disability by any employee or about any employee or applicant.

3. Diversity:

It is the policy of Whitman County to be fair and impartial in all of its relations with employees and to recognize the dignity of the individual. Whitman County's EEO is a tool to ensure equal opportunity in all phases of county programs, employment, recruitment and post-employment activities.

This diagnostic tool is used to evaluate the workforce and compare it with the composition of the relevant labor pool outlining practical steps in which to address under-utilization of specific groups in all departments and offices throughout the county.

Whitman County views the principle of equal employment opportunity as a vital element in the employment process and as a hallmark of good management. Employees will be treated impartially and allowed, without prejudice, to advance in the organization, as their abilities warrant and as openings occur. Whitman County will promote and afford equal treatment and service to all employees and citizens.

Whitman County commits to:

- Recruiting, hiring, training, and promoting people in all job classifications without regard to race, color, religion, sex, sexual orientation, national origin, disability, veteran status or any other non-job-related characteristic.
- Making promotion decisions in accordance with equal employment opportunity requirements by imposing only valid, job-related requirements for promotional opportunities.

- Administering all personnel actions relating to compensation, benefits, transfers, terminations, training and education in a nondiscriminatory manner.

4. Grievances:

Employees of and applicants to Whitman County will not be subject to harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation or hearing or have otherwise sought to obtain their legal rights related to any federal, state or local law regarding EEO. Any employees of applicants who feel that they have been subject to such behavior because of their EEO status may file a grievance.

Grievances may be made to the appropriate department head/elected official or the Human Resources Director. All grievances shall be investigated immediately. While Whitman County cannot guarantee complete anonymity, it will maintain confidentiality to the extent possible.

Harassment based on the protected classes described in the EEO policy and EEOP is a violation of federal and state law. Harassment is prohibited in all Whitman County workplaces and while conducting work for the County.

Retaliation and/or harassment against an employee who files a grievance and any witnesses to an investigation are strictly prohibited.

Violators of this policy shall be subject to discipline up to and including termination.

5. Administration:

The Whitman County Board of County Commissioners (BOCC) shall be ultimately responsible for the progress of this plan. They shall support the plan's intent and review its progress every year in cooperation with the Human Resources Department.

The Human Resources (HR) Department shall be responsible for the administration and maintenance of the plan. HR shall be responsible for:

- Conducting a continuous review to ensure that County personnel processes meet EEOP requirements
- Internal and external communications regarding protected classes
- Reviewing and updating the EEOP plan every two years
- Receiving and investigating complaints against the County
- Implementing an audit system that will: (1) measure the effectiveness of the EEOP; (2) indicate the need for any remedial action; and (3) determine the degree to which the County's objectives have been met
- Serving as liaison between Whitman County and enforcement agencies
- Reviewing employment related requests prior to approval/acknowledgement by the BOCC

Department heads/elected officials are responsible for knowing the plan and promoting equal opportunity at Whitman County. All personnel actions shall conform to applicable policies/procedures and the EEOP, the basic purpose of which is to further the utilization of the underrepresented with respect to the terms of benefits and privileges of employment, etc. It is expected that all elected officials, department heads and supervisory personnel:

- Assist in the identification of problem areas, formulating solutions, and establishing departmental goals and objectives when necessary
- Review the qualifications of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hiring, promotion, transfer and termination actions occur
- Review the job performance of each employee to assess whether personnel actions are justified based on the employee's performance of his or her duties and responsibilities

All employees are responsible for being aware of the plan's intent and cooperating fully in making it a success.

6. Dissemination:

This plan shall be disseminated by the following methods:

Internal:

- Equal Employment Opportunity posters shall be posted appropriately throughout County facilities
- Non-discrimination clauses included in union contracts
- Whitman County Personnel Policies and Procedures Guide available on the Human Resources (HR) web page, in HR and through each department
- A summary of the plan at all new employee orientations
- Sent to all employees upon update
- Periodic re-emphasis to department heads/elected officials of EEO policy through standard communications and appropriate reports

External:

- Provided to the public upon request
- Linked to the Human Resources web page
- Applications and announcements for employment shall contain an EEO policy statement "Equal Opportunity Employer" or "EEO"
- All recruiting sources, including State employment agencies, minority and female organizations, educational institutions and social service agencies shall be informed of Whitman County's policy concerning the employment of the underserved populations including qualified individuals with disabilities and qualified protected veterans and have been advised to actively recruit and refer qualified persons for job opportunities
- Contractors or agencies providing personnel services shall be notified in writing of the County's policy and a request shall be made for their EEO policy, as well
- All contractors shall be notified of Whitman County's EEOP including the employment of qualified individuals with disabilities and qualified protected veterans
- All employment openings posted with the appropriate office of State Employment Services
- All requests for bid and proposals will contain EEO language. Federally funded bids will include non-discrimination requirements in the selection of sub-contractors and encourage solicitation of quotes from Disadvantaged Business Enterprises.

Requests for this plan, questions and concerns may be directed to Whitman County Human Resources, 400 N. Main Street, Colfax, WA 99111 or by calling (509) 397-5243.

7. Labor Market Analysis:

The Whitman County EEO plan includes: analysis of the county workforce and community labor market; identification of specific areas of underutilization; objectives to overcome those underutilizations; and steps the county will take to achieve the plan's objectives. Community statistics for Whitman County are taken from the U.S. Census Bureau report "State and Local Government Job Groups by Sex, and Race/Ethnicity for Worksite Geography, Total Population."

Table A shows the Labor Market Analysis comparing the available labor force to the county's workforce. Comparisons are made in race, ethnicity and gender. Underutilizations for each group are shown in bold on **Table A** and listed on **Table B**. The analysis shows underutilization in 42 of the groups. This is up two groups from the 2018 EEOP. Underutilization ranges from -1% to -30%.

Table C shows all underutilizations for each job category translated in to full time equivalent (FTE) positions. Overall, the number of underutilizations and the number of FTE's needed to correct them rose by 11.54 FTE's. Three job categories stayed the same while four went up and two went down.

Table D then summarizes the significant underutilizations for each job category, ethnicity and race. Significant underutilization is defined by a requirement of three or more FTEs to eliminate the underutilization. A requirement of two or less FTEs is not significant.

As seen in **Table D**, the number of job categories with significant underutilization has not changed since the preceding EEOP, but the number of FTE's to correct those underutilizations has increased by 1.84 positions. Within each job category, most underutilization remains insignificant by race, gender and ethnicity. Those areas showing significant underutilization are in the white male professional, white female protective services, and white female service/maintenance worker categories.

Job category descriptions are listed in **Appendix A**. Ethnicity and race descriptions can be found in **Appendix B**.

Table A: Labor Market Analysis

Job Category	Male										Female																			
	White		Hispanic or Latino		Black or African American		American Indian or Alaska Native		Asian		Native Hawaiian or Other Pacific Islander		Two or More Races		White		Hispanic or Latino		Black or African American		American Indian or Alaska Native		Asian		Native Hawaiian or Other Pacific Islander		Two or More Races			
	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%		
Officials/Admin																														
County Statistic	30	63%	19	0%	0	0%	0	0%	0	0%	0	0%	0	0%	11	37%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%		
Community Statistic	2900	58%	1695	3%	85	2%	0	0%	85	3%	0	0%	0	0%	875	30%	90	3%	0	0%	0	0%	0	0%	15	1%	0	0%	4	0%
Utilization		5%		-3%		-2%		0%		-3%		0%		-1%		-3%		0%		0%		0%		-1%		0%		0%		0%
Professionals																														
County Statistic	46	15	33%	0	0%	0	0%	0	0%	0	0%	0	0%	31	67%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	
Community Statistic	5725	2640	46%	100	2%	95	2%	0	0%	355	6%	10	0%	1965	34%	95	2%	0	0%	0	0%	0	0%	355	6%	15	0%	64	1%	
Utilization		-14%		-2%		-2%		0%		-6%		0%		-1%		-2%		0%		0%		0%		-6%		0%		-1%		
Technicians																														
County Statistic	11	8	73%	0	0%	0	0%	0	0%	0	0%	0	0%	3	27%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	
Community Statistic	1040	510	49%	0	0%	25	2%	0	0%	0	0%	0	0%	425	41%	0	0%	0	0%	0	0%	30	3%	50	5%	0	0%	4	0%	
Utilization		24%		0%		-2%		0%		0%		0%		-14%		0%		0%		0%		0%		-5%		0%		0%		
Prot Serv/S worn																														
County Statistic	35	33	94%	0	0%	0	0%	0	0%	0	0%	0	0%	1	3%	1	3%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	
Community Statistic	305	200	66%	0	0%	0	0%	4	1%	0	0%	0	0%	100	33%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	
Utilization		29%		0%		0%		-1%		0%		0%		-1%		-30%		3%		0%		0%		0%		0%		0%		
Prot Serv/Non-S worn																														
County Statistic	2	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	
Community Statistic	55	25	45%	4	7%	0	0%	0	0%	0	0%	0	0%	25	45%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	
Utilization		5%		-7%		0%		0%		0%		0%		0%		5%		0%		0%		0%		0%		0%		0%		
Admin Support																														
County Statistic	48	2	4%	0	0%	0	0%	0	0%	0	0%	0	0%	43	90%	0	0%	0	0%	1	2%	0	0%	0	0%	1	2%	1	2%	
Community Statistic	4875	1675	34%	95	2%	0	0%	10	0%	210	4%	0	0%	2480	51%	60	1%	0	0%	15	0%	230	5%	15	0%	15	0%	29	1%	
Utilization		-30%		-2%		0%		0%		-4%		0%		-1%		39%		-1%		2%		0%		-5%		2%		1%		
Skilled Craft Wrk																														
County Statistic	46	45	98%	0	0%	0	0%	0	0%	0	0%	0	0%	1	2%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	
Community Statistic	1335	1105	83%	40	3%	0	0%	0	0%	35	3%	15	1%	105	8%	0	0%	0	0%	0	0%	0	0%	20	1%	0	0%	0	0%	
Utilization		15%		-3%		0%		0%		-3%		0%		-1%		-6%		0%		0%		0%		-1%		0%		0%		
Service/Maint																														
County Statistic	19	15	79%	0	0%	0	0%	0	0%	0	0%	0	0%	4	21%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	
Community Statistic	5775	2490	43%	70	1%	70	1%	4	0%	190	3%	4	0%	2425	42%	170	3%	45	1%	10	0%	40	1%	15	0%	15	0%	105	2%	
Utilization		36%		-1%		-1%		0%		-3%		0%		-1%		-21%		-3%		-1%		0%		-1%		0%		-2%		

Cells with bold and large font are underutilizations. There are 42 groups with underutilizations

Table B: Underutilization Summary			
Official/Administrators			
Male		Female	
Hispanic	3%	Hispanic	3%
Black	2%	Asian	1%
Asian	3%		
Two or More Races	1%		
Professionals			
Male		Female	
White	14%	Asian	6%
Hispanic	2%	Hispanic	2%
Black	2%	Two or More	1%
Asian	6%		
Two or More Races	1%		
Technicians			
Male		Female	
Black	2%	White	14%
		Asian	5%
		AIAN	3%
Protective Services-Sworn			
Male		Female	
AIAN	1%	White	30%
Two or More Races	1%		
Protective Services-Non-Sworn			
Male		Female	
Hispanic	7%		
Administrative Support			
Male		Female	
White	30%	Hispanic	1%
Hispanic	2%	Asian	5%
Asian	4%		
Skilled Craft Worker			
Male		Female	
Asian	3%	White	6%
Hispanic	3%	Asian	1%
AIAN	1%		
Two or More Races	1%		
Service Maintenance			
Male		Female	
Hispanic	1%	White	21%
Black	1%	Hispanic	3%
Asian	3%	Black	1%
Two or More Races	2%	Asian	1%
		Two or More Races	2%

Table C: Underutilizations by FTE
(Includes all groups: gender, ethnicity, race)

Job Category	1/1/2012	1/1/2014	1/1/2016	1/1/2018	1/1/2020
Official/Administrators	1.62	3.70	4.90	3.32	3.52
Professionals	14.00	11.84	15.24	13.37	15.16
Technicians	2.72	3.40	3.59	3.59	2.61
Protective Services-Sworn	2.13	6.99	10.90	9.98	11.39
Protective Services- Non-Sworn	1.30	0.74	1.04	0.15	0.15
Administrative Support	12.16	20.20	19.16	14.73	20.35
Skilled Craft Worker	5.06	8.17	9.35	7.23	6.93
Service Maintenance	2.04	2.28	1.68	2.78	6.58
	41.03	57.32	65.86	55.15	66.69

8. Significant Underutilizations and Objectives:

As described in **Table D**, the significant underutilizations are in the following areas:

Table E: Summary of Significant Underutilizations

Race/Ethnicity	Gender	Job Category
White	Females	Protective Services - Sworn, and Service/Maintenance
	Males	Professionals

Whitman County's primary objective is to eliminate all underutilizations and increase representation of all races, genders and ethnicity groups to better reflect the local labor market. The significant underutilizations indicate needed improvement in the areas of white, male professionals and white, female sworn protective service and service/maintenance workers. County will continue its focus on recruitment for all races, gender, and ethnicities with specific objectives geared toward interest groups promoting professional men, and women in the protective service and service/maintenance worker industries.

Table D: Significant Underutilizations by Full Time Equivalent (FTE)

	Males							Female							Totals					
	White	Hispanic	Black	AIAN	Asian	NHOPI	Two or More Races	White	Hispanic	Black	AIAN	Asian	NHOPI	Two or More Races	FTE Total	2012 FTE Total	2014 FTE Total	2016 FTE Total	2018 FTE Total	2020 FTE Total
Officials/Administrators		*	*		*		*		*			*								
Professionals	6.21	*	*		*		*		*		*	*		*	6.21	7.70	3.48	7.08	6.37	6.21
Technicians			*				*			*	*									
Protective Services-Sworn				*			*	10.48							10.48		6.37	10.22	9.16	10.48
Protective Services-Non-Sworn		*										*								
Administrative Support	*	*			*		*	*			*	*								
Skilled Craft Workers		*			*	*	*	*			*	*				4.14	3.87	4.40	3.3	
Service Maintenance		*	*		*	*	*	3.98	*	*	*	*		*	3.98					3.98
FTE Totals	6.21	0.00	0.00	0.00	0.00	0.00	0.00	14.46	0.00	0.00	0.00	0.00	0.00	0.00	20.67	11.84	13.72	21.70	18.83	20.67

Notes:

- Significant Underutilization equals at least three or more FTEs required to eliminate the underutilization
- Cells with numerals indicate significant underutilization
- Blank cells indicate no underutilization
- Minor underutilizations indicated by a *
- Per DOJ, underutilization of white males in administrative support should not be identified as significant

9. Steps to Reach Objectives:

1. Provide information and training to department heads and elected officials regarding diversity in the workforce, this EEOP and alternative recruitment resources such as women and minority groups.
2. Create annual reports on the EEO status of applicants, new hires, interviewed, disciplined and terminated employees. The reports will be reviewed for areas of concern regarding equal employment opportunity.
3. Review applicant flow data and advertising practices
4. Advertise job openings in newspapers, journals, electronic media and web sites that target specific diverse populations. This includes providing recruitment materials to outreach organizations.
5. Review pre-employment materials to ensure information requested is job related.
6. Evaluate selection methods to identify any disparate impact and ensure they are based on job necessity.
7. Include the phrase ("Equal Employment Opportunity Employer" or "EEO" on all employment advertisements.
8. Place recruitment advertisements, as appropriate, in local minority and women's interest media.

10. Auditing and Reporting:

Whitman County's audit and reporting system is designed to evaluate personnel activities; identify problem areas and measure the effectiveness of the EEOP. The following activities are reviewed by a combination of elected officials, department heads, and Human Resources to ensure nondiscrimination and equal employment opportunity for all:

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- Recruitment materials and procedures
- Personnel actions such as hiring, termination, layoff, promotion, etc.
- Compensation
- Training
- Other conditions and/or privileges of employment as deemed necessary

Documents maintained as a part of Whitman County's audit process included:

- Applicant flow logs showing the name, race, gender, date of application, job title, interview status and action taken for all applicants. This includes totals for applicants by race and gender.
- Summary of job offers, hires, promotions, resignations, terminations and layoffs by job group, gender and minority group
- Maintenance of employment applications in accordance with the Washington State Retention Schedule
- Records related to the County's compensation system.

An annual report will be compiled by the Human Resources Department concerning applicant flow and progress toward its objectives stated in the EEOP. Comment shall be solicited from department heads and elected officials, as well as any EEO problem areas. The report will be filed with the County Commissioners and all required federal, state and local agencies.

Appendix A: Job Category Descriptions

Officials and Administrators: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and-housing, fire, A.B.C Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers and kindred workers.

Professionals: Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dieticians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

Technicians: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.

Protective Service Workers-Sworn: Occupations in which sworn workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance) and kindred workers.

Protective Service Workers - Non-Sworn: Occupations in which workers are entrusted with public safety but do not need to be sworn. Includes: animal control workers, crossing guards, lifeguards and other protected service workers.

Administrative Support (Including Clerical and Sales): Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

Skilled Craft Workers: Occupations in which workers perform jobs which require special manual skill and thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators and kindred workers.

Service-Maintenance: Occupations in which workers perform duties which result in or contribute to the comfort convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundskeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except management), craft apprentices/trainees/helpers, and kindred workers.

Appendix B: Race and Ethnicity Definitions

(As stated by the US Department of Justice)

White - All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black or African American - All persons having origins in any of the Black racial groups of Africa.

Asian - All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. For example, China, Japan, Korea, Vietnam, Thailand, Cambodia, and the Philippine Islands.

Native Hawaiian or Other Pacific Islander (NHOPI) - All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

American Indian or Alaskan Native (AIAN) - all persons having origins in any of the original peoples of North and South America and who maintain cultural identification through tribal affiliation or community recognition.

Two or More Races - All persons who identify with more than one of the above races.

Hispanic or Latino - All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

082377 **10.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to adopt the 2020 holidays as presented.

082378 **11.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to authorize chairman to sign letter reappointing James Onstad to a four year term

on the Citizens' Commission on Salaries for Elected Officials to expire on December 31, 2023.

082379 **12.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to authorize chairman to sign letter reappointing Suzanne Schmick to a five year term on the Whitman County Library Board of Trustees to expire December 31, 2024.

082380 **13.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion, Chairman Swannack opposed due to concern about following state regulations on appointments, and motion **carried** to authorize chairman to sign letter reappointing Douglas Meyer to a four year plus term to the Noxious Weed Board to expire on December 31, 2024.

082381 **14.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to authorize Commissioner Largent to sign the Greater Columbia Behavioral Health, LLC Resolution #20-01 approving their 2020 budget.

082382 **15.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to approve an increase in dues for the Palouse Basin Aquifer Committee from \$5,000 to \$6,750 beginning in the 2019-2020 fiscal year.

CORRESPONDENCE:

D082382A **16.** The following correspondence was received:

082383 **16A.** A letter was received from the Washington State Liquor and Cannabis Board notifying commissioners Lifted Minds has applied to renew their license as a non-retail privileged marijuana processor. Their current license #426877 expires April 30, 2020.

082384 **16B.** A letter was received from the Washington State Liquor and Cannabis Board notifying commissioners Colton Booster Club, Inc. has applied to renew their liquor license. Their current license expires February 29, 2020.

082385 **16C.** A letter was received from the Department of Archaeology and Historic Preservation informing commissioners the Horn School Rest Area, located at 60304 SR 195 outside Rosalia, has been listed on the Washington Heritage Register.

082387 **16E.** A letter was received from the Washington State Liquor and Cannabis Board notifying commissioners Assumption has applied for a new license for marijuana producer tier 3 and marijuana processor privileges. They are located at 2001 Country Club Road in Pullman, Washington.

082386 **16D.** A letter was received from Booth and Davis, certified public accountants, informing commissioners of Pullman Disposal Services, Inc. rate increase effective January 1, 2020.

082388 **17.** Commissioners' pending list reviewed.

10:30 a.m. - Recess.

11:00 a.m. - Public Works.

Present: Dean Cornelison, Dan Hall, Ross Jordan, Garth Meyer, Paul Spencer, and Brandon Kruger (11:00 a.m.).

082389 **17A.** The following Public Works related issues approved/updated:

082390 **18.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to approve resolution initiating a County Road Crushing project designated as Repp Quarry as presented.

**RESOLUTION NO. 082390
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

In the matter of initiating a County Road Crushing Project designated as Repp Quarry, C.R.C.P. No. 169, Project No. XFC1900.

IT IS HEREBY RESOLVED that the County Road Crushing Project be completed as follows:

This contract provides for the stockpiling of aggregate for county road maintenance purposes.

This project is hereby declared to be a public necessity and the County Engineer is hereby ordered and authorized to report and proceed thereon as by law provided (RCW 36.75.050, 36.80.030, 36.80.070).

IT IS FURTHER RESOLVED that an appropriation from the official adopted E.R. & R. fund budget and based on the County Engineer's estimate is hereby made in the amounts and for the purposes shown:

PURPOSE	AMOUNT OF APROPRIATION
Engineering	\$ 1,000.00
Inspection	\$ 15,000.00
Crushing & Stockpiling	<u>\$205,000.00</u>
TOTAL ER&R FUND	\$221,000.00

IT IS FURTHER RESOLVED that the crushing and stockpiling is to be accomplished by contract in accordance with RCW 36.77.020 et seq.

ESTIMATED date of commencing work: November 18, 2019
ESTIMATED date of completing work: May 1, 2020

DATED this 18th day of November, 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

082391 **19.** Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and **carried** to approve resolution initiating a County Road Crushing project designated as Union Center Quarry as presented.

**RESOLUTION NO. 082391
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

In the matter of initiating a County Road Crushing Project designated as Union Center Quarry, C.R.C.P. No. 170, Project No. XFC1901.

IT IS HEREBY RESOLVED that the County Road Crushing Project be completed as follows:

This contract provides for the stockpiling of aggregate for county road maintenance purposes.

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This project is hereby declared to be a public necessity and the County Engineer is hereby ordered and authorized to report and proceed thereon as by law provided (RCW 36.75.050, 36.80.030, 36.80.070).

IT IS FURTHER RESOLVED that an appropriation from the official adopted E.R. & R. fund budget and based on the County Engineer's estimate is hereby made in the amounts and for the purposes shown:

PURPOSE	AMOUNT OF APPROPRIATION
Engineering	\$ 1,000.00
Inspection	\$ 15,000.00
Crushing & Stockpiling	\$337,000.00
TOTAL ER&R FUND	<u>\$353,000.00</u>

IT IS FURTHER RESOLVED that the crushing and stockpiling is to be accomplished by contract in accordance with RCW 36.77.020 et seq.

ESTIMATED date of commencing work: November 18, 2019

ESTIMATED date of completing work: May 1, 2020

DATED this 18th day of November, 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

082392 **20.** Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and **carried** to approve publishing the notice to call for bids for the manufacturing and stockpiling of aggregates as presented.

082393 **21.** Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and **carried** to adopt resolution authorizing to vacate a portion of the Jim Davis Road as presented.

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

In the Matter of the Intent to Vacate and Abandon a Portion of Jim Davis Road, County Road No. 3400 in the NE ¼ and SE ¼ of Section 15, the NE 1/4 And N ½ of the SE ¼ of Section 22, all In Township 19 North, Range 42 East W.M., Whitman County, Washington)))))))	RESOLUTION NO. <u>082393</u> RESOLUTION VACATING
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WHEREAS, the Whitman County Board of County Commissioners declared their intention to vacate and abandon a portion of Jim Davis Road, County Road No. 3400 on the 16th day of September, 2019.

WHEREAS, the Whitman County Engineer has submitted a report, which indicates it is not necessary to preserve a portion of Jim Davis Road, County Road No. 3400 for the county transportation system and therefore support the petition to vacate a portion of the Jim Davis Road, County Road No. 3400.

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WHEREAS, the Whitman County Board of County Commissioners held a public hearing, after proper public notice, on the 21st day of October, 2019, and interested parties for and against said vacation were afforded the opportunity to present to the Board.

WHEREAS, the Whitman County Board of County Commissioners finds that the vacation of said portion of Jim Davis Road, County Road No. 3400 is not considered detrimental to the County transportation system, and, therefore, in the best interest of the citizens of Whitman County.

NOW, THEREFORE BE IT HEREBY RESOLVED that the portion of Jim Davis Road, County Road No. 3400 located in the NE ¼ and SE ¼ of Section 15, the NE ¼ and N ½ of the SE ¼ of Section 22, all in Township 19 North, Range 42 East, W.M., in Whitman County, Washington, more particularly described as follows: All that portion the Jim Davis Road, County Road No. 3400 beginning at the intersection of the centerline of the Jim Davis Road, County Road No. 3400, with the southeasterly corner of the Jim Davis Short Plat, A.F.N. No. 668129, approximately milepost 0.50 and ending at the intersection with said Jim Davis Road and the South line of the North ½ of the of the SE ¼ of Section 22, approximately milepost 2.37, Township 19 North, Range 42 East, W.M., in Whitman County, Washington, be vacated and passed to the owners of record of the adjoining land.

EXCEPT FOR, an easement reserved and retained over and through the entire vacated area of Jim Davis Road, County Road No. 3400, for telecommunication utility services of St. John Telephone Company to maintain and repair the existing facilities and a natural gas pipeline crossing on Jim Davis Road, County Road No. 3400 for TransCanada (GTN).

Jim Davis Road, County Road No. 3400, from approximately milepost 0.50 to approximately milepost 2.37, a whole distance of approximately 1.87 miles.

DATED at Colfax, Washington, this 18th day of November, 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

082394 **22.** Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and **carried** to adopt resolution authorizing to vacate a portion of the Gene Nelson Road as presented.

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

In the Matter of the Intent to Vacate and)
Abandon a Portion of Gene Nelson Road,)
County Road No. 3390 and the Huntley)
Bridge No. 3390-03.64 in the SE ¼ of)
Sec. 4, the NE ¼ and SE ¼ of Sec. 9, the)
N ½ and SW ¼ of Sec. 16, the SE ¼ of)
Sec. 20, the NW ¼ and SW ¼ of Sec. 21,)
The NW ¼ of Sec. 28, Township 19 North,)
Range 42 East, W. M., Whitman County, WA)

RESOLUTION NO. 082394

RESOLUTION VACATING

WHEREAS, the Whitman County Board of County Commissioners declared their intention to vacate and abandon a portion of Gene Nelson Road, County Road No. 3390 and the Huntley Bridge No. 3390-03.64 on the 16th day of September, 2019.

WHEREAS, the Whitman County Engineer has submitted a report, which indicates it is not necessary to preserve a portion of Gene Nelson Road, County Road No. 3390 and the Huntley Bridge No. 3390-03.64 for the county transportation system and therefore support the petition to vacate a portion of the Gene Nelson Road, County Road No. 3390 and the Huntley Bridge No. 3390-03.64.

WHEREAS, the Whitman County Board of County Commissioners held a public hearing, after proper public notice, on the 21st day of October, 2019, and interested parties for and against said vacation were afforded the opportunity to present to the Board.

WHEREAS, the Whitman County Board of County Commissioners finds that the vacation of said portion of Gene Nelson Road, County Road No. 3390 and the Huntley Bridge No. 3390-03.64 is not considered detrimental to the County transportation system, and, therefore, in the best interest of the citizens of Whitman County.

NOW, THEREFORE BE IT HEREBY RESOLVED that the portion of Gene Nelson Road, County Road No. 3390 and the Huntley Bridge No. 3390-03.64 located in the SE ¼ of Section 4, the NE ¼ and SE ¼ of Section 9, the N ½ and SW ¼ of Section 16, the SE ¼ of Section 20, the NW ¼ and SW ¼ of Section 21, the NW ¼ of Sec. 28, Township 19 North, Range 42 East, W.M., in Whitman County, Washington, more particularly described as follows: All that portion of the Gene Nelson Road, County Road No. 3390 and the Huntley Bridge No. 3390-03.64 beginning at the intersection of the Gene Nelson Road with the easterly section lines of Sections 4 and 9 in Township 19 North, R 42 East, W.M., Whitman County, WA, approximately milepost 0.16 and ending at the intersection with Sunset Road, County Road No. 3360, milepost 3.67, in Whitman County, Washington, be vacated and passed to the owners of record of the adjoining land.

EXCEPT FOR, an easement reserved and retained over and through the entire vacated area of Gene Nelson Road, County Road No. 3390, for telecommunication utility services of St. John Telephone Company to maintain and repair the existing utilities.

Gene Nelson Road, County Road No. 3390, from approximately milepost 0.16 to milepost 3.67, a whole distance of approximately 3.51 miles.

DATED at Colfax, Washington, this 18th day of November, 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

082395 23. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to authorize chairman to sign a letter of funding of commitment for \$600,000 to the Port of Whitman's CERB project (Port of Wilma) when complete. A letter was never forwarded to the Port (see 12/02/19 minutes).

DIVISION UPDATES:

D082395A 24. The following division updates provided by Public Works staff.

Solid Waste Division:

D082395B 24A. The concrete has been poured in preparation for the Solid Waste office building. The building is on schedule to be delivered before Christmas.

Engineering Division:

D082395C 24B. The guardrail project is ahead of schedule and should be complete tomorrow. There may be complaints about the cattle shoot at SR 194 and the Pullman Wawawai Roads.

D082395D 24C. The contractor for the Almota Road Phase IV project will start crushing at Sommers and Almota Roads. There is no date set yet, but there is activity. It is not approved for use at this time.

Maintenance Division:

D082395E 24D. Brandon Kruger reported the crew is preparing for winter weather. Most sanders are on the roads. All vehicles will have winter tires on by Thanksgiving.

082396 24E.
A 2014 CAT forklift was purchased through the small works process from Leavitt Machinery USA, Inc. in the amount of \$17,900 plus tax.

D082396A 25. Approved documents signed.

12:00 p.m. - Recess.

082397-BOH 25A. This is a Board of Health resolution adopting the revised 2020 Whitman County Health Fee Schedule.

D082397A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, November 25, 2019 at 10:20 a.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent Commissioners, and Connie Ellis, Deputy Clerk of the Board attended.

10:20 a.m. - Reconvene/Board Business Continued.

D082397B 26. Approved consent agenda items signed.

082398 27. Treasurers Wire Transfers and Check Report in the amount of **\$285,073.75**, Payroll warrants numbered **346397-346403** for **\$431,759.95** and General/Veterans' Relief/Payroll warrants numbered **346442-346541** for **\$444,511.62** approved.

082399-082405 28. Personnel change orders approved.

082406 29. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and **carried** to sign a resolution adopting the 2020 Current Expense and Road Tax Levies for Whitman County as presented.

**RESOLUTION NO. 082406
In the Matter of the 2020 Whitman County Tax Levies**

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, met on Monday, November 25, 2019 to consider adoption of the 2020 tax levies for Whitman County as follows:

\$ 6,382,899.04	Amount received for the 2019 taxing district levies;
+\$ 63,828.99	Plus a 1% increase over the previous year's tax levy;
+\$ 83,290.66	Plus new construction and improvements to property;
+\$ 97,715.73	plus State-assessed property values;
+\$ 2,132.45	Plus 2019 refunds.
=\$ 6,629,866.87	Total authorized for the 2020 Current Expense levy; and,
+\$ 4,173,102.79	Total authorized for the 2020 County Road levy.
=<u><u>\$10,802,969.66</u></u>	

NOW THEREFORE, BE IT HEREBY RESOLVED the 2020 Whitman County property tax levies totaling **\$10,802,969.66** are hereby authorized.

ADOPTED this 25th day of November, 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

082407 30. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and **carried** to sign a resolution certifying the 2020 property tax levies for taxing districts.

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF CERTIFICATION OF)	RESOLUTION NO. <u>082407</u>
PROPERTY TAX LEVIES FOR TAXING)	CERTIFYING PROPERTY TAX LEVIES
DISTRICTS FOR COLLECTION IN 2020)	FOR TAXING DISTRICTS IN 2020

WHEREAS, the Whitman County Commissioners met in regular session on this 25th day of November, 2019; and,

WHEREAS, pursuant to RCW 84.52.070, it is the duty of the county legislative authority of each county, on or before the 30th day of November in each year, to certify to the County Assessor the amount of taxes levied upon the property in the county for county purposes, and the respective amounts of taxes levied by the Board for each taxing district within or coextensive with the county, for district purposes.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Whitman County Commissioners in accordance with RCW 84.52.070, to certify to the Whitman County Assessor the amounts to be levied by each of the taxing districts, as attached, for collection in 2020; and,

BE IT FURTHER RESOLVED by the Board of Whitman County Commissioners any tax levies received between the dates of November 25-30, 2019 will be accepted, attached and the amounts considered certified to the County Assessor for collection in 2020.

Passed by the Board of Whitman County Commissioners in regular session at Colfax, Washington, by the following vote, then signed by its membership and attested to by its Clerk in authorization of such passage on this 25th day of November, 2019.

YEA 3 NAY ABSTAIN ABSENT

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

10:20 a.m. - BOCC Workshop.

Present: Gary Petrovich, Sharron Cunningham, Chris Nelson, Wraylee Flodin, and Bill Tensfeld (10:20 a.m.).

082408 31. The following items were discussed but no action was taken.

- Canvas Board
- Public Record Training
- Whitcom
- WA St. Assoc. of Counties/Convention
- HB1406
- Orca Task Force
- I-976
- Global Media/Japan Times
- Information Technology
- Risk Assessment
- 2020 Budget
- Forestry Management Plan
- Fair Grandstands Update
- Employee Carryover Leave
- Foreclosure Auction

11:00 a.m. - Reconvene/Board Business Continued/Executive Session.

Present: Kelli Campbell, Bailey Wiedmer, Gary Hunt and Valerie Hunt.

082409 32. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and **carried** to go into executive session with the above individuals until 12:15 p.m. in accordance with RCW 42.30.140(4)(a) for matters related to negotiations.

12:15 p.m. - Adjournment.

D082409A Commissioner Largent **moved** to adjourn the **November 18, 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 **December 2, 2019**. The foregoing action made this **25th** day of **November 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