

BOCC MINUTES-11/19/18

080752 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, November 19, 2018 at 9:00 a.m.** Chairman Dean Kinzer, Arthur D Swannack 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, Chris Nelson, Sharron Cunningham and Kara Davidson (9:00 a.m.).

080753 1. The following items were discussed but no action was taken.

- Tekoa P&R #6 Loan Guarantee
- Restricted Reserve Policy
- County Logo
- Public Works Assistance Acct.
- Colfax Winterfest Parade
- WSAC/LSC Representation
- NACO Annual/Regional Conf.
- County Credit Cards
- 2019-20 County Organization
- ALTCEW Interlocal Agree. #3
- PBAC Annual Fee/Change
- PayneWest/2020 Medical Consult.
- Public Meeting Notice/Website
- New Exchange Server
- Catholic Cemetery Road Barricade
- RFP for GIS Consultant
- WSAC/Court Defense Costs

9:50 a.m. - Recess.

10:15 a.m. - Flag Salute.

Present: Kelli Campbell, Janet Schmidt, Chris Nelson, Sharron Cunningham, Bill Tensfeld, Steve Salzman, Brandon Kruger, Paul Spencer and Anthony Kuipers.

D080753A 2. Pledge of Allegiance.

Consent Agenda:

080754 3. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to accept the consent agenda as presented.

080755 4. Treasurer's Wire Transfers and Check Report in the amount of **\$3,520,053.09**, Payroll warrants numbered **339362-339369** for **\$561,011.63** and General Claims/Veterans' Relief warrants numbered **339522-339653** for **\$221,886.68** approved.

080756 5. November 5, 2018 minutes approved.

080757-080762 6. Personnel change orders approved.

080763 7. The 2019 PayneWest consulting agreement for review of employee medical insurance for 2020 was tabled to 12/03/18.

080764 8. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to select Nationwide's proposed Option 2 guaranteed minimum interest rate selection and the corresponding amendment for the Group Flexible Purchase Payment Deferred Fixed Annuity contract.

080765 9. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to sign the 2019 memorandum of understanding between Whitman County and WSU Extension.

080766 10. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to approve the resolution adopting the Restricted Reserve policy.

**RESOLUTION NO. 080766
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF the action of the adoption for the Whitman County Policy for **Restricted Reserves;** and,

WHEREAS, this policy has been amended for clarification purposes and,

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WHEREAS, this action is necessary and in the best interest of Whitman County and its employees,
NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached **POL-080766-BOCC Restricted Reserves**.

Dated this 19th day of November 2018 and effective as of this date.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

ATTEST:

Arthur D Swannack, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

Restricted Reserve Policy
POL-080766-BOCC

This policy is intended to serve as a blueprint to achieve an adequate level of restricted reserve funds necessary to ensure financial stability. Best practice guidelines state "It is essential that governments maintain adequate levels of fund balance to mitigate current and future risks".

At a minimum, we recognize the need to ensure a general fund restricted reserve balance of two months regular general fund operating expenditures, approximately \$2,600,000. Our intermediate goal is to ensure a Base Level of reserves equaling two months of general fund personnel expenditures, approximately \$1,600,000. As of December 31, 2018 the restricted fund balance is \$1,219,029.

It is the intent of Whitman County to add \$200,000 each year, beginning in 2019, to the restricted reserve fund until we achieve our goal of two months of general fund operating expenditures. It is anticipated that we will reach our intermediate goal in the year 2020, and our ultimate goal of two months total general fund operating expenditures in the year 2025.

The use of Restricted Funds should be limited to one-time emergencies and unanticipated major expenditure requirements. This fund may also be used to temporarily offset major unanticipated reductions in revenue, but only insofar as maintaining our Base Level (two months General Fund personnel expenditures). This fund is not intended to supplement normal ongoing operating expenditures.

If, after achieving our minimal funding requirements, the fund balance should fall below our benchmark of 2 months of general fund operating expenses, Whitman County shall seek to replenish the fund balance within one to three years. Year-end surpluses would be an appropriate source for replenishing funds.

This Policy, upon adoption, will supersede and replace all previous policies and resolutions regarding Restricted Reserves.

080767 **11. Motion** by Commissioner Largent **seconded** by Commissioner Swannack and **carried** to approve the revised amendment #3 to the interlocal government agreement to create the Eastern WA Area Agency on Aging.

080768 **12. Motion** by Commissioner Largent **seconded** by Commissioner Swannack and **carried** to approve the 2019-2020 agricultural burning agreement with Palouse Conservation District.

080769 **13. Motion** by Commissioner Largent **seconded** by Commissioner Swannack and **carried** to approve the purchase of a Dell PowerEdge R640 server as presented in the documentation.

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080770 **14.** **Motion** by Commissioner Largent **seconded** by Commissioner Swannack and **carried** to approve and sign the Washington State Department of Military, Emergency management signature authority for Grant #E19-132 EMPG for Whitman County Emergency Management and 2018 grant application data form.

CORRESPONDENCE:

D080770A **15.** The following correspondence was received:

080771 **15A.** Notice of a marijuana license expiring 04/30/19 for Roach Indistrees was received from the Washington State Liquor and Cannabis Board.

080772 **15B.** Notice of a new marijuana license from Lifted Minds, LLC dba Roach Indistrees, trade name Frantz Farms, LLC was received from the Washington State Liquor and Cannabis Board.

080773 **16.** Commissioners' pending list reviewed.

10:30 a.m. - Public Works Supervisors/Foremen.

Present: Mark Storey, Director/Engineer and Brandon Kruger, Operations Manager
District 1: Jeff Stehr, Supervisor and David Bohara, Foreman
District 2: Dan Rogers, Supervisor and Andrew Kuhle, Foreman
District 3: Jimmy Bennett, Supervisor and Mike Vorderbrueggen, Foreman
Colfax Shop: Steve Salzman, Fleet Operations Supervisor
Bridge Shop: Bob Sevedge, Bridge Supervisor, Robert Johnson, Foreman
Vegetation: Lance Miller, Vegetation Control
Landfill: David Nails, Operations Manager, Craig Sines, Foreman, Ken Arthur
Engineering: Dean Cornelison, John Klover and Chad Kincheloe
Colfax Office: Dan Gladwill, Alan Thomson and Evon Jones
Staff/Others: Bill Tensfeld, Bailey Wiedmer, Sharron Cunningham, Paul Spencer
Media: Garth Meyer, Kara Davidson, Anthony Kuipers and Evan Ellis

080774 **17.** Jeff Stehr, spokesperson for the Public Works Department employees discussed recruitment and retention within the department. Mr. Stehr made the following points:

- Turnover of 55 employees between 2011-2017 for the following reasons:
 - Unable to complete probationary period
 - Lost CDL
 - Unable to pass drug test
 - Terminated
 - Accepted employment elsewhere
 - Retired
 - Wages
- Market comparables are based on 6 counties:
 - Douglas
 - Kittitas
 - Klickitat
 - Okanogan
 - Stevens
 - Walla Walla
- Some of the comparable counties do not meet criteria required by county policy
- Whitman County is not losing employees to the comparable counties, but to nearby agencies/businesses like:
 - WSU
 - WSDOT
 - Lincoln County
 - Spokane County
 - City of Pullman
 - City of Spokane
 - Construction Companies
 - Machinery Companies
 - Chemical Companies
 - Local Farmers
- Current vacancies:
 - Unable to get locals to apply due to wages
 - Whitman County's wages top out where other companies wages begin
- Other issues:
 - There is a flaw in the Public Works non-rep pay scale
 - Tying Courthouse positions to Public Works position is not a fair comparison: Public Works staff works in non-climate controlled conditions, are called out on weekends, work late repairing equipment and plowing snow and work in odiferous conditions

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- Cost saving measures by Public Works
 - Whitman County experienced a reduction in force in 2006 mostly through attrition creating a \$400,000 savings to the county over a 12 year period
 - Transfer of solid waste to Spokane rather than Arlington
 - Whitman County is 1 of 2 counties state-wide that build its own bridges
 - Current staff has been trained to inspect bridges saving \$1.1 million

Mr. Stehr made the following requests:

- \$2/hour market shift and not a percentage increase
- Consider possibility of a road levy lid lift to fund additional cost
- Consider using comparables with businesses in our area
- Correct the flaw in the Public Works non-rep pay scale
- Create appropriate salary structure for recruitment and retention according to county policy

Commissioner Largent said this was the best presentation he has heard in a long time. He is well aware Public Works crews do the real work and the commissioners do the policy work and he very much appreciated all of them.

Commissioner Swannack also appreciated the presentation and has been inquiring about a levy lift on road tax, but noted it would only affect the unincorporated areas of the county for maintaining or bettering services versus a reduced level of service. Another issue the county is facing is minimum wage and lack of applicants.

Brandon Kruger pointed out Whitman County is a training program for Spokane County and WSU.

Mark Storey said he has been advocating for the crew for a long time and they did a great job on their presentation.

No decisions were made at this time, but the commissioners are giving careful consideration to the employees' requests.

11:00 a.m. - Public Works.

Present: Mark Storey, Brandon Kruger, Dean Cornelison, Gary Petrovich, Sharron Cunningham, Paul Spencer, Garth Meyer and Evan Ellis.

080775 17A. The following Public Works related issues approved/updated:

ACTION ITEMS:

080776 18. Commissioner Swannack **moved** Commissioner Largent **seconded** the motion and it **carried** to approve signing the Doneen Quarry crushing project contract between Seubert Excavators, Inc. and Whitman County as presented.

080776A 19. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve signing the Pullman South Stockpile Site crushing project contract between Seubert Excavators, Inc. and Whitman County as presented.

DIVISION UPDATES:

D080776B 20. The following division updates provided by Public Works staff.

Solid Waste Division:

D080776C 20A. JD Engineers are preparing specifications for Transfer Station office building for less than \$2,500 and are also doing working on the county's scale configuration.

Maintenance Division:

D080776D 20B. Plowed snow in the northern portion of the county over the weekend; Snow ready; used anti-ice product on a few roads; getting all equipment ready for winter and the Catholic Cemetery Road has been barricaded.

D080776E 21. Approved documents signed.

11:35 a.m. - Recess.

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1:40 p.m. - Reconvene/Board Business Continued.

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

080777 22. Mr. Berney reviewed the Greater Columbia Behavioral Health Organization (GCBH) and Administrative Service Office (ASO) Board of Directors regular Board meeting held on November 1, 2018.

D080777A 22A. GCBH: Executive Session(s):

An executive session was needed only for the ASO Board Meeting to discuss a public employee. The GCBH-ASO Board came out of Executive Session and a motion was made and seconded to authorize the hiring of the Director/Chief Financial Officer. The Director is authorized to begin offering employment for positions that are consistent with the ASO budget. Whitman County voted in favor of the motion. The motion passed unanimously.

D080777B 22B. GCBH Funding and Fiscal Operations/Compliance Committee Reports:

There were no meetings to report.

080778 22C. GCBH Establishment of the Greater Columbia LLC:

The GCBH LLC/ASO has been established. The ASO Board meeting began at 10 AM to consider the proposed CY 2019 budget. A public hearing was announced and no public input was received. After discussion by the Board a motion was made to accept the proposed budget. As required, Commissioner Largent cast Whitman County's vote. Whitman County voted to accept the GCBH ASO budget. Motion passed unanimously. Whitman County will need to sign the budget resolution.

D080778A 22D. GCBH Regional Office Updates:

- Finance:
 - Budget documents for August and September were presented. GCBH is where it is expected to be relative to its budget.
 - The State required several small adjustments to the GCBH spenddown plan.
 - GCBH will begin distributing additional funds to the provider network over the next several months as recommended by the Funding Committee.

D080778B 22E. Other Information:

- Palouse River Counseling received a letter confirming it had passed the GCBH BHO Fiscal/Administrative Audits.

2:00 p.m. - Marlynn Markley, Doug Robinson, Kelli Campbell and Michele Beckmann.

080779 23. At 2:00 p.m. Marlynn Markley and Doug Robinson met with the Commissioners to discuss a corrected, reclassification for Ms. Markley's position. Kelli Campbell, Human Resources Director recommended a new classification be created for this position known as the Division of Judicial Services Director. Judge Robinson supported the classification noting Ms. Markley runs a good court with minimal staff. In addition to her regular duties she handles the indigent defense contract, language assistance plan and court improvement plan.

2:10 p.m. - BOCC Workshop.

Present: Kelli Campbell, Bailey Wiedmer, Michele Beckmann (2:10 p.m.), Sharron Cunningham, Jessica Jensema, Gary Petrovich (2:20 p.m.), Chris Nelson and Eunice Coker, (2:30 p.m.).

080780 24. The following items were discussed but no action was taken.

- Public Works Recruitment/Retention
- Information Technology transition

4:00 p.m. - Recess.

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D080780A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, November 26, 2018** at **10:55 a.m.** Chairman Dean Kinzer, Arthur D Swannack and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

10:55 a.m. - Reconvene/Board Business Continued.

D080780B 25. Approved consent agenda items signed.

080781 26. Treasurers Wire Transfers and Check Report in the amount of **\$366,749.29**, Payroll warrants numbered **339666-339673** for **\$403,070.90** approved.

080782-080787 27. Personnel change orders.

D080787A 27A. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to add an executive session for valuation purposes on Tuesday, November 27th from 11:00 a.m.-12:00 p.m. and 1:00 p.m. to 5:00 p.m.

11:22 a.m. - BOCC Workshop.

Present: Kelli Campbell.

D080787B 28. This item number not used.

080788 29. Evaluation preparation was discussed but no action was taken.

12:25 p.m. - Recess.

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

Present: Gary Petrovich, Sharron Cunningham, Mark Storey, Brandon Kruger and Bill Tensfeld.

080789 30-31. The following items were discussed but no action was taken.

- 2018 Budget/State Grants
- Whitcom
- 2018 Budget Amendment #3
- Public Works Wage Request
- 2019 Revenue Projections
- 2017 Accountability Audit
- Fair Grandstands

3:55 p.m. - Recess.

D080789A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Tuesday, November 27, 2018** at **11:15 a.m.** Chairman Dean Kinzer, Arthur D Swannack and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

11:15 a.m. - Reconvene/Board Business Continued/Executive Session.

080790 32. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to go into executive session with the above individual until 12:00 p.m. in accordance with RCW 42.30.110(1)(g) for matters related to employee evaluations.

12:00 p.m. - Return to Open Session/Recess.

1:00 p.m. - Reconvene/Board Business Continued/Executive Session.

080791 33. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to go into executive session with the above individual until 5:00 p.m. in accordance with RCW 42.30.110(1)(g) for matters related to employee evaluations.

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5:00 p.m. - Return to Open Session/Adjournment.

D080791A Commissioner Largent **moved** to adjourn the **November 19, 26, and 27, 2018** meeting. Motion **seconded** by Commissioner Swannack and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **December 3, 2018**. The foregoing action made this **26th** day of **November 2018**.

ss/ ARTHUR D SWANNACK, COMMISSIONER
ss/ MICHAEL LARGENT, COMMISSIONER

MARIBETH BECKER, CMC
Clerk of the Board

DEAN KINZER, CHAIRMAN
Board of County Commissioners