

MINUTES-12/04/17

**079593 THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, December 4, 2017** at **9:00 a.m.** Chairman Arthur D Swannack, Dean Kinzer, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended. Commissioner Michael Largent was not in attendance.

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

Present: Pete Martin, Annie Pillers, Gary Petrovich, Bill Tensfeld, Jana Mathias 9:00 a.m.), Kelli Campbell (9:15 a.m.), Mark Storey (9:20 a.m.) and Troy Henderson (9:55 a.m.).

**079594-079595 1-2.** The following items were discussed but no action was taken.

- Coroners' Staffing
- Autopsies/Reimbursements
- SAC/Vault Subcommittee
- ATVP/Courthouse Space
- Fair Staffing
- CIP Meeting
- Public Works Maintenance Update
- Solid Waste Update
- 2017 Public Works Purchases
- Berg Pool Remediated
- Group B Water Systems
- GIS Committee

**10:05 a.m. - Recess.**

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

Present: Janet Schmidt, Sharron Cunningham, Jessica Jensema, Paul Spencer and Garth Meyer.

**D079595A 3. Pledge of Allegiance.**

**Consent Agenda:**

**079596 4.** Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to accept the consent agenda as presented.

**079597 5.** Treasurer's Wire Transfers and Check Report in the amount of **\$2,661,384.91**, Payroll warrants numbered **333343-333349** for **\$370,692.92** and General Claims/Veterans' Relief warrants numbered **333353-333483** for **\$549,142.44** approved.

**079598 6.** November 20, 2017 minutes approved.

**079599-079608 7.** Personnel change orders approved.

**079609 8.** Rosalia Park & Recreation District #5 Position #1 appointment. Ballots distributed, voted, signed and read aloud. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to appoint Sandra Blank to the unexpired term on the Rosalia Park and Recreation District #5, Position #1. Ms. Blank's term will expire 12/31/19.

**079610-079611 9.** Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to sign a resolution and certificate of appointment for Sandra Blank to fill an unexpired term on the Rosalia Park & Recreation District #5 Position #1.

**079612 10.** Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve 30 hours of accrued annual leave be carried over for Chris Nelson as presented.

**079613 11.** Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to authorize a request to carry over 158.83 hours of accrued annual leave to May 31, 2018 for Maribeth Becker.

079614 12. The Petty Cash Policy was before the Board. Sharron Cunningham explained the county has approximately \$7,000 in petty cash. An issue arose about process and the need for internal controls to inhibit any misuse. Each year all petty cash funds will be checked. Motion by Commissioner Kinzer seconded by Commissioner Swannack and carried to approve a resolution adopting the Petty Cash Policy.

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

In the Matter of Adopting ) RESOLUTION NO. 079614
A Petty Cash Policy )

WHEREAS, the proper operation of government requires that a uniform process be in place for managing petty cash accounts for several County departments; proper internal auditing is a necessary component for control over these monies, and the Board of County Commissioners must approve the creation or change of each petty cash fund.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the attached Petty Cash Policy be adopted.

Dated at Colfax, Washington this 4th day of December, 2017 and effective as of December 1, 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 Swannack, Commissioner

Whitman County Colfax logo
PETTY CASH POLICY
Policy: POL-500-AUD • Effective Date: December 1, 2017 • Res. No. 079605
Cancels: New

The County's authority to create Petty Cash Accounts is set in state law. The State's Budgeting, Accounting and Reporting (BARS) Manual outlines how a Petty Cash Account is established and maintained. To comply with these requirements, the following policy is established.

Purpose

The purpose of a Petty Cash Account is to create a small amount of discretionary funds in the form of cash used for expenditures where it is not sensible or cost-effective to make a disbursement by warrant. Petty cash may be used to pay for small purchases and reimbursements to employees that are minor in nature that occur in connection with official County business, and an original receipt or invoice must be presented before reimbursement.

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Petty cash may never be used for personal cash advances, loans, or expenditures even if secured with a check or IOU or for personal purposes. Such use is strictly prohibited and considered a misappropriation of public funds.

**Creation or Change of Petty Cash Account**

Petty Cash Accounts are established by resolution. The Board of County Commissioners (BOCC) shall approve all petty cash account requests by resolution, whether they are permanent or temporary, before they are funded.

No receipts may be deposited to the fund other than approved replenishments and increases to the authorized balance as described above.

**Custodian**

The custodian is appointed by the department's manager and approved through resolution. For cash on hand the custodian must ensure cash is kept in a secured place such as a locked drawer or box. Ultimately the department's manager is responsible for the security and proper use and maintenance of the account. The replenishment will be through the Auditor's Accounts Payable with the appropriate, original receipts attached. The receipts should show the date, recipient, purpose, and amount of each cash disbursement. These receipts must be signed by the person receiving the money, stamps, etc. The receipts should be perforated or canceled by some other appropriate means to prevent reuse. To the degree possible, the custodian will not be the person who processes the invoices for reimbursement. At the time of replenishment, the custodian will ensure that the balance remaining in petty cash, together with the amount of the replenishment, equals the authorized balance.

At the department manager's direction, control of the Petty Cash Account may be transferred to another custodian by BOCC resolution. The Whitman County Treasurer (Treasurer) or the Treasurer's appointed representative will reconcile the Petty Cash Account to its original amount before given it over to the new custodian.

When a Petty Cash Account is no longer necessary, the funds will be turned over immediately to the Treasurer or the Treasurer's appointed representative for reconciliation and deposit back into its originating account.

**Internal Controls/Fiscal Responsibility**

The Treasurer or the Treasurer's appointed representative will, on a minimum cycle of once per fiscal year, perform an unannounced audit of all County Petty Cash Accounts. A list of all authorized revolving funds should be maintained. At a minimum, this list should include the type of account, purpose, authorized balance, custodian, and which fund the cash is reported in. This list acts as support for controls and for the government's bank reconciliation, which will include the authorized balance of all revolving funds as a reconciling item between bank and general ledger.

**079615**      **13.**      **Motion** by Commissioner Kinzer **seconded** by Commissioner Swannack and **carried** to authorize the Chairman to sign the 2018 WSU Memorandum of Agreement.

**CORRESPONDENCE:**

**D079615A**      **14.**      The following correspondence was received:

**079016**      **14A.**      The 2018 levy certification was received from Endicott Cemetery District #4.

**079617**      **14B.**      The 2018 levy certification was received from Park & Recreation District #2.

**079618**      **14C.**      The 2018 levy certification was received from the Port of Whitman.

**079619**      **14D.**      The 2018 levy certification was received from Educational Service District #123.

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**079620**        **14E.**    An executed copy of Department of Army Public Park and Recreational Lease No. DACW68-1-18-05 for Wawawai County Park (07/06/2042).

**079621**        **15.**        Commissioners' pending list reviewed.

**079622**        **16.**        At 10:30 a.m. the regular meeting was recessed and the hearing convened by the Chairman for Whitman County budget amendment #2. Staff report provided by Gary Petrovich as follows:

General Fund Revenue -        \$119,618 (includes additional \$50,000 offsetting additional expenses)  
General Fund Expenses -        \$ 69,424  
General Fund Net Revenue - \$ 6,000  
Non-General Fund Revenue/Expenses of \$219,933 are self-balancing

The hearing was opened to public comment. There being none, the hearing was adjourned and the regular meeting reconvened.

**079623**        **17. Motion** by Commissioner Kinzer **seconded** by Commissioner Swannack and **carried** to approve a resolution adopting the 2017 budget amendment #2 with corrections.

**RESOLUTION NO. 079623**  
**OF**  
**THE BOARD OF WHITMAN COUNTY COMMISSIONERS**  
**FOR WHITMAN COUNTY, STATE OF WASHINGTON**  
**BUDGET AMENDMENT #2**

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, met in regular session on Monday, December 4, 2017; and,

WHEREAS, any and all taxpayers appearing at the hearing held this date, to be heard for or against any part of the budget amendment have been given the opportunity to be heard; and,

WHEREAS, the Auditor estimates that these amendments are necessary for the operation of the specified funds through the end of the fiscal year 2017.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the authorized appropriations for these funds of Whitman County for fiscal year 2017 be amended by the amounts indicated as attached; and,

BE IT FURTHER RESOLVED that the appropriate entries to the accounting records be made to reflect the aforementioned budget amendment.

PASSED, APPROVED AND ADOPTED this 4th day of December, 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

DEPARTMENT	2017 Adopted Expenditure Budget	2017 Amended Expenditure Budget After BA #1	BA #2 Revenue	BA #2 Expenditures	2017 Amended Expenditure Budget After BA #2
	Administrative Services	196,864	196,864	-	800
Assessor	418,695	418,695		10,000	428,695.00
Auditor	825,531	825,531			825,531.00
Child Support Enforce.	135,000	135,000			135,000.00
Clerk	240,223	256,885	9,066	(2,900)	253,985.00
Commissioners	359,886	359,886	38		359,886.00
General Government	3,857,316	3,932,316	60,492	50,000	3,982,316.00
Coroner	169,924	175,924	3,650	8,540	184,464.00
District Court	764,360	767,360	484	484	767,844.00
Emergency Management	233,109	233,109			233,109.00
Extension	122,783	122,783			122,783.00
Facilities Management	759,422	759,422		(9,000)	750,422.00
Fair	299,388	299,388		9,000	308,388.00
Health	828,041	828,041			828,041.00
Human Resources	209,838	214,813			214,813.00
Information Technology	220,453	220,453			220,453.00
Juvenile	612,815	612,815			612,815.00
Parks & Recreation	243,743	243,743	1,500	2,500	246,243.00
Prosecuting Attorney	622,545	634,526			634,526.00
Sheriff	3,692,855	3,723,155			3,723,155.00
Superior Court	175,857	183,557			183,557.00
Treasurer	371,425	379,634			379,634.00
Weed	100,429	100,429			100,429.00
<b>Fund Balance Adjustment</b>	-	-	(5,806)		-
	15,460,502	15,624,329	69,424	69,424	15,693,753

DEPARTMENT	2017 Adopted Budget	2017 Amended Budget BA #1	BA #2 Revenues & Expenditures	2017 Amended Budget After BA #2
Self-Insurance	25,000	25,000		25,000
Building & Development-PW	256,245	256,245		256,245
Countywide Planning-PW	366,265	366,265		366,265
Developmental Services	905,324	905,324		905,324
Extension Publications	200	200		200
Veterans Relief	85,600	85,600		85,600
Homeless Housing Plan	350,000	350,000		350,000
County Road-PW	19,464,499	19,464,499		19,464,499
Public Facilities Improve.	3,806,556	3,806,556	200,000	4,006,556
Hotel/Motel Tax	42,352	42,352		42,352
Domestic Violence Services	906	906	5,500	6,406

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Boating Safety	106,600	106,600		106,600
Inmate Welfare	34,000	34,000		34,000
Historic Preservation/Program	38,500	38,500	4,225	42,725
Sheriff K-9 Unit	12,500	12,500		12,500
Paths & Trails-General	215,276	215,276		215,276
Donations/Planned Giving-Fair	3,512	3,512		3,512
Donations/Planned Giv.-Parks	342,267	342,267		342,267
Treasurer M&O	14,522	14,522		14,522
Quad-City	360,000	398,700		398,700
Crime Victims/Witness	120,183	120,183		120,183
Inter-Local Drug Fund	17,500	17,500		17,500
Auditor's Document Preserv.	180,900	180,900		180,900
Commissioners Special Rev.	300,000	300,000		300,000
Elections Reserve	87,100	87,154		87,154
Prosecutor Stop Grant	26,119	26,119		26,119
District Court-Elect. Monitor.	47,250	47,250		47,250
Web Site Development	-	-	608	608
Federal Equitable Sharing	250,500	250,500		250,500
WA Housing-SHB 2060	30,000	30,000		30,000
Trial Court Improvement	130,523	130,523		130,523
Emergency Communications	1,160,000	1,708,502		1,708,502
Debt Service GO Bond 2002	166,892	166,892	4,800	171,692
Debt Service	86,890	172,540		172,540
Capital Projects	4,046,392	4,046,392		4,046,392
Capital Proj.-Outside Source	124,994	124,994	4,800	129,794
Solid Waste - PW	6,268,000	6,268,000		6,268,000
Solid Waste Reserve - PW	1,688,500	1,688,500		1,688,500
Equip. Rental & Revolving	6,573,650	6,573,650		6,573,650
Unemployment	215,000	215,000		215,000
IT Operations	1,323,110	1,323,110		1,323,110
	<b>49,273,627</b>	<b>49,946,533</b>	<b>219,933</b>	<b>50,166,466</b>

11:00 a.m. - Public Works.

Present: Mark Storey, Brandon Kruger, Katrin Kunz, Paul Spencer and Garth (11:00 a.m.) and Alan Thomson (11:30 a.m.).

079624 17A. The following Public Works related issues approved/updated:

**ACTION ITEMS:**

079625 18. The regular meeting was recessed and the hearing convened by the Chairman for proposed revisions to the Whitman County Code, Chapter 2.16 as it relates to the Planning Commission.

Chairman Swannack said the proposed changes involve reducing the number of members from three to two per commissioner district, three at large members and no more than four members in each district.

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The hearing was opened to public comment.

Discussion ensued about the process for amending this particular chapter in the code. According to the Clerk, the Planner is under the impression a hearing should be held by the Planning Commission with a recommendation to the County Commissioners the same as is done with other planning-related code changes. The Clerk felt the County Commissioners should conduct the hearing for this particular code change and not the Planning Commission. Further discussion about the process will be addressed when the Planner joins the meeting.

There being no further comments the hearing was recessed and the regular meeting reconvened.

**079626**      **19. Motion** by Commissioner Kinzer **seconded** by Commissioner Swannack and **carried** to continue the hearing until Monday, December 18<sup>th</sup> at 11:15 a.m.

**079627**      **20.** The formal transmittal for Whitgro, Inc. zone change was received changing 6 acres from the Agricultural District to the Limited Heavy Industrial District.

**079628**      **21. Motion** by Commissioner Kinzer **seconded** by Commissioner Swannack and **carried** to set a public hearing on amending the Whitman County Zoning Map for Whitgro, Inc. operations at Lancaster from Agricultural District to Limited Heavy Industrial District.

**079629**      **22. Motion** by Commissioner Kinzer **seconded** by Commissioner Swannack and **carried** to approve the Bauer Quarry crushing project contract.

**079630**      **23. Motion** by Commissioner Kinzer **seconded** by Commissioner Swannack and **carried** to approve the Gnaedinger stockpile site agreement.

**DIVISION UPDATES:**

**D079630A**      **24.** The following division updates provided by Public Works staff.

**Maintenance Division:**

**D079630B**      **24A.** Brandon Kruger presented information for the purchase of a used Forklift through the small works roster process awarded to Norlift, Inc. for \$17,500 plus tax.

**D079630C**      **24B.** Mr. Kruger also reported on the status of snow equipment, rock hauling and grading.

**Building Division:**

**D079630D**      **24C.** Mark Storey noted the Berg pool issue in Colfax was remediated and filled in by the county. The cost was paid by the Building Department reserve fund but will be reimbursed by the new owner through the tax lien process.

**Solid Waste Division:**

**D079630E**      **24D.** The Director has been meeting with the consultant and contractors. Some portions of the project must be delayed until spring due to weather. The consultants' contract will be extended to update the Solid Waste financial model for the next 10-20 years. Commissioner Kinzer is involved in this process kicking off in January. Mr. Storey also provided an update on cell 1-3 repair work.

**Planning Division:**

**D079630F**      **24E.** Upon the Planner's arrival, Mark Storey summarized the previous discussion regarding process for the Whitman County Code Chapter 2.16 pertaining to the composition of the Planning Commission. Commissioner Swannack added no hearing is necessary to be held by the Planning Commission and the Planner understood any ordinance related to planning should go before the Planning Commission. Mark Storey said the difference is this is not land use related; this portion of the code is for the County Commissioners to revise. It is not up to the Planning Commission to make changes to the composition of a board established by the County Commissioners. Mr. Thomson said the Planning Commission will be addressing this issue

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at their workshop on December 6<sup>th</sup> and he will forward the recommendation of the Commission to the Board after the workshop.

**D079630G 25.** Approved documents signed.

**11:50 a.m. - Recess.**

**D079630H THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Tuesday, December 5, 2017 at 8:30 a.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

**8:30 a.m. - Reconvene/Board Business Continued/Executive Session.**

Present: Bill Tensfeld.

**079631 26.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to go into executive session with the above individual until 9:30 a.m. in accordance with RCW 42.30.110(1)(g) for matters related to employee evaluations.

**9:30 a.m. - Return to Open Session/Executive Session.**

Present: Troy Henderson.

**D079631A 26A.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to go into executive session with the above individual until 10:30 a.m. in accordance with RCW 42.30.110(1)(g) for matters related to employee evaluations.

**10:30 a.m. - Return to Open Session/Executive Session.**

Present: Chris Nelson.

**D079631B 26B.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to go into executive session with the above individual until 11:30 a.m. in accordance with RCW 42.30.110(1)(g) for matters related to employee evaluations.

**11:30 a.m. - Return to Open Session/Recess.**

Commissioner Largent excused himself from the remainder of today's meetings.

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

Present: Mark Storey.

**079633 27.** Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to go into executive session with the above individual until 2:00 p.m. in accordance with RCW 42.30.110(1)(g) for matters related to employee evaluations.

**2:00 p.m. - Return to Open Session/Executive Session.**

Present: Maribeth Becker.

**D079633A 27A.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to go into executive session with the above individual until 3:00 p.m. in accordance with RCW 42.30.110(1)(g) for matters related to employee evaluations.



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**3:00 p.m. - Return to Open Session/Executive Session.**

Present: Gary Petrovich.

**D079633B 27B.** Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to go into executive session with the above individual until 4:00 p.m. in accordance with RCW 42.30.110(1)(g) for matters related to employee evaluations.

**4:00 p.m. - Return to Open Session/Recess.**

**D07963C THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, December 11, 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. - Reconvene/Board Business Continued.**

**D079633D 28.** Approved consent agenda items signed.

**079634 29.** Treasurers Wire Transfers and Check Report in the amount of **\$336,847.99**, and General/Veterans' Relief/Payroll warrants numbered **333512-333629** for **\$1,213,729.65** approved.

**079635-079648 30.** Personnel change orders.

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

Present: Gary Petrovich, Mark Storey (9:05 a.m.) and Troy Henderson (9:55 a.m.).

**079649 31.** The following items were discussed but no action was taken.

- Pullman Bond
- SEWEDA/Avista/INWP/Commerce
- HIRST
- 2018 Budget Detail Correction
- 2018 CIP Rankings
- Oakesdale Trestle Costs
- General Claims/Lawsuits
- Spokane Juvenile Facility
- Grant County/2018 Martin Hall
- Kirk Sues/Vehicle Ordinance
- Whitcom Equipment
- Biweekly Payroll
- Flu Season
- Tobacco Purchasing Age
- CRAB Workshop
- SWAC Goals
- Snow-Ice Removal
- Vegetation Control
- Public Works Staffing
- Winona Property Sale
- VSP Interlocal Agreement
- Concealed Weapons
- GIS Meeting-January

**11:00 a.m. - Recess.**

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**D079649A**     **THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Tuesday, December 12, 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. - Reconvene/Board Business Continued/BOCC Workshop.**

Present: Walt Olsen and John Koster of the County Road Administration Board (CRAB), Mark Storey and Gary Petrovich.

**079650**       **32.**    The following items were discussed but no action was taken.

- CRAB Related Issues

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

**D079650A**     Commissioner Kinzer **moved** to adjourn the **December 4, 5, 11 and 12, 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 **December 18, 2017**. The foregoing action made this **12th** day of **December 2017**.

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

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MARIBETH BECKER, CMC  
Clerk of the Board

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ARTHUR D SWANNACK, CHAIRMAN  
Board of County Commissioners