

Minutes for December 6, 2010

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071356 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, December 6, 2010 at 9:00 a.m.** Chairman Greg Partch, Patrick J. O'Neill and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Gary Petrovich, Maribeth Becker, Joe Smillie, Sarah Mason (9:00 a.m.), Bob Reynolds, Jason Schmidt, Gary Portraz, Rob Sawyer, Dan Funk (9:30 a.m.) and Kelli Campbell, Les Ruhs and Ryan Focht (9:45 a.m.).

071357 1. Items discussed included 2010/2011 budgets, month-end, accrued entries, account reconciliation, indirect cost allocations, insurance allocation, McKinstry ESCO and LEOFF I medical insurance. No action taken.

9:50 a.m. - Recess.

10:00 a.m. - Board Business Continued.

Present: Kelli Campbell, Ryan Focht, Les Ruhs, Joe Smillie and Sarah Mason.

D071357A 2. Motion by Commissioner O'Neill to accept the consent agenda. Motion **seconded** by Commissioner Largent and **carried**.

071358 3. Claims/Payroll warrants numbered **245955-245965, 246033-246043, 246326-246368** and **246382-246577** for **\$570,073.50** approved.

FUND	FUND NAME	AMOUNT	AMOUNT	AMOUNT
001	Current Expense	47,776.43	2,944.57	3,675.00
102	Building & Development	1,709.20		
103	Countywide Planning	1,838.60		
110	County Roads	16,423.00		1,689.80
123	Paths/Trails-BCPT 123.310.001		133.83	
127	Drug Enforcement-Quad City	400.00		
128	Crime Victims/Witness-Pros. 000	350.00		
135	Prosecutor's Stop Grant	150.00		
144	Emerg. Communicat. 144.260.001	250.00		
400	Solid Waste	800.00		
501	Equipment Rental & Revolving	4,697.40		350.00

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660	Whitcom-General	660.911.000		667.46
001	Current Expense		1,728.57	140,654.59
103	Countywide Planning		5,255.43	
104	Developmental Services			3,085.61
108	Veterans Relief		450.00	
109	Homeless Housing			29,468.74
110	County Roads		4,451.14	2,658.17
111	CETC Building			316.20
112	Public Facil. Improve. (.09)			5,921.10
117	Boating Safety			280.33
118	Inmate Welfare			1,766.83
123	Paths/Trails-BCPT	123.310.001		289.25
125	Donations-F/FM	125.300.000		39.51
127	Drug Enforcement-Quad City		5,925.91	12,458.51
141	Washington Housing SHB	2060		4,300.41
144	Emerg. Communicat.	144.260.001		2,033.08
300	CIP Cap. Projects	300.010.005	24,149.08	
400	Solid Waste		5,070.39	15,587.41
410	Solid Waste Reserve		7,872.00	
501	Equipment Rental & Revolving		64,324.92	3,072.30
513	Communic. Revolving	513.320.000		660.09
652	Fire District #1-Tekoa		747.57	
660	Whitcom-General	660.911.000	135,480.27	
660	Whitcom-Grant	660.911.001	2,002.66	
690	CAC Agency Svc.	690.026.001		6,168.14

071359 4. November 29, 2010 minutes approved.

071360-071368 5. Personnel board orders approved.

071369 6. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to approve Harrison Building renovations change order #2 in the amount of \$11,960.31.

071370 7. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to authorize publishing a notice of hearing for budget amendment #4.

071371 8. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to approve the HRA VEBA for non-represented employees.

071372 9. Ms. Campbell explained one LEOFF I member is losing his medical insurance through WCIF beginning 01/01/11. AIA can provide medical insurance through Mutual of Omaha and a prescription program through AARP. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to authorize Mutual of Omaha Medicare Supplemental Insurance Plan F medical insurance and AARP Medicare Rx

Preferred Plan premiums for one LEOFF I member. Commissioner Partch noted LEOFF I medical expenses are an unfunded state mandate.

071373 10. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to authorize a resolution and amendment to the AFLAC Flexible Spending Account.

RESOLUTION NO. 071373
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action to amend the Flexible Benefits Plan (the "Plan") administered through AFLAC;

WHEREAS, Whitman County previously adopted a Code Section 125 plan and a Code Section 105 Health Care Spending Account (HCSA), collectively referred to as the Flexible Benefits Plan in the year 2000;

WHEREAS, effective March 30, 2010, Internal Revenue Code Section 105(b) was amended by the Patient Protection and Affordable Care Act of 2010 (the "Act") for purposes of extending tax-free health coverage to children until the end of the calendar year in which they turn age 26; and

WHEREAS, effective January 1, 2011, and regardless of plan year, the Act prohibits reimbursement of over-the-counter drugs and medicines from an HCSA unless they are prescribed by a physician; and

WHEREAS, effective December 6, 2011 Whitman County desires to amend the Plan as set forth in the attached amendment and Summary of Material Modifications to make the mandated changes for dependents and over-the-county drugs and medicines consistent with the requirements set forth in the Act;

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the attached amendment is approved as set forth therein.

Dated this 6th day of December 2010 and effective as of January 1, 2011.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

Patrick J. O'Neill, Commiss.

ATTEST:

Maribeth Becker, CMC

Michael Largent, Commissioner

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Clerk of the Board

071374-071375 11. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to appoint Don Millington to a 2-year term on the Classification Committee. Mr. Millington's term will expire 12/01/12.

10:25 a.m. - Eunice Coker.

071376 12. Ms. Coker explained with the onset of New World, it is necessary to make some payroll process changes. There will no longer be a mid-month draw. Instead, all employees will be paid twice each month, on the 10th and 25th beginning with the April 2011 payroll. March payroll will be paid on the 7th working day in April 2011. Notices are being prepared for employees along with a form letter from the county for employees to provide to their creditors.

Ms. Coker also noted language would need to be changed for each bargaining unit. Kelli Campbell pointed out one of the five bargaining units is already being paid twice per month and the other four bargaining units are coming along. This is the first of several notices that will be sent to the employees.

There being no further discussion, Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to approve a resolution adopting amended procedures for payroll periods and pay days.

**ADOPTING AMENDED PROCEDURES
FOR
PAYROLL PERIODS AND PAY DAY**

WHEREAS, the Board of County Commissioners of Whitman County has been requested to adopt changes in payroll period and pay dates for both regular and temporary employees in connection with "New World", the county's new financial system.

NOW, THEREFORE, BE IT HEREBY RESOLVED AND AUTHORIZED that The Whitman County Personnel Policy is hereby amended as follows:

1. We will be moving from once a month to twice a month paydays, therefore eliminating the need for payroll mid-month draws;
2. Issuance of paychecks is changed from the 7th working day of the month to the 10th and 25th day of each month.

Except if the 10th or 25th should fall on a weekend or holiday, in which case employees will be paid on the last working day prior to the 10th or 25th day of the month.

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3. Beginning April 2011, Whitman County Elected Officials and Department Heads are instructed to turn all payroll information into the County Auditor's Office no later than 5:00 p.m. on the:

16th of each month for the payroll period from the 1st-15th of each month and the

1st of each month for the payroll period from the 16th-31st of each month,

Except if the 16th or 1st falls on a weekend or holiday in which case the payroll information must be presented to the Auditor's office by 5:00 p.m. on the last working day prior to the 16th or 1st.

BE IT FURTHER RESOLVED that any resolutions related to pay days or payroll draws is hereby rescinded.

Dated this 6th day of December 2010 and effective as of March 1, 2011.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

Patrick J. O'Neill, Commiss.

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

071377 13. The 2011 levy certification for the City of Colfax was received.

071378 14. An executed copy of Washington State Military Department contract #E11-060 was received (08/24/12).

071379 15. An executed copy of the 2010 Teamsters Local #690 contract for Corrections Officers/Support Staff received (12/31/10).

071380 16. An executed copy of Teamsters Local #690 letter of agreement for the Courthouse, Road and Solid Waste bargaining units regarding spousal coverage was received.

071381 17. Commissioners' pending list reviewed.

10:35 a.m. - Recess.

11:00 a.m. - Mark Storey, Public Works Director.

Present: Phil Meyer, Alan Thomson, Joe Smillie and Sarah Mason.

ACTION ITEMS

Engineering Division:

071382 1. Chairman Partch convened the hearing for a proposed road name change to Mail Route Road and requested a staff report.

Mr. Storey presented his written report stating no conditions exist for the Road Department to oppose the name change. The one and only resident on this road began the name change process requesting it be changed to Cayuse Lake Road.

The Chairman opened the hearing to public comments. There being none, the hearing was adjourned. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** that the name of Mail Route Road #4160 be changed to Cayuse Lake Road #4160.

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

In the Matter of the Intent to)	RESOLUTION NO. <u>071382</u>
Change the Name of County Road)	
No. 4160, the Mail Route Road)	
Beginning in Section 13, Town-)	FOR ROAD NAME CHANGE
ship 18 North, Range 39 E W.M.)	
in Whitman County, Washington)	

WHEREAS, the Whitman County Board of County Commissioners declared their intention to change the name of County Road No. 4160, the Mail Route Road, on the 1st day of November, 2010.

WHEREAS, the Whitman County Engineer has submitted a report which indicates that no conditions exist for the Road Department to oppose the name change.

WHEREAS, the Whitman County Board of County Commissioners held a public hearing, after proper public notice, on the 6th day of December, 2010, and interested parties for and against said name change were permitted to present to the Board.

NOW, THEREFORE BE IT RESOLVED that County Road No. 4160, the Mail Route Road shall be changed to County Road No. 4160, Cayuse Lake Road.

DATED at Colfax, Washington, this 6th day of December, 2010.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

Patrick J. O'Neill, Commiss.

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

071383 2. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to renew the fuel contract for 2011 between Whitman County and Busch Distributors.

071384 3. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to renew the weed contract for 2011 between Whitman County and Darry-Air, Inc.

071385 4. Upon conclusion of review, Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** that the 2011 annual construction program be adopted as presented.

Planning Division:

D071385A 5. Alan Thomson said the Planning Commission reviewed the proposed code revisions and concurred with all language. The Planning Commission will conduct a public hearing in January after which their recommendations will be forwarded to the County Commissioners.

D071385B 6. Mr. Thomson said the revised Wetlands Ordinance language for critical areas has been postponed while working on the other 3 critical areas ordinances.

D071385C 7. The Planner noted that the Department of Fish & Wildlife has requested an extension to the Palouse Wind proposal DEIS comment period expiring 2 weeks from now.

D071385D 8. The Director read a thank you note from a resident on Reuter Road expressing their appreciation for snow plowing. Phil Meyer said he too received a thank you by phone and Commissioner Partch said Tom Tevlin of Garfield also expressed his appreciation for the service provided by the road crews.

Solid Waste Division:

071386 9. Mr. Storey distributed a copy of a letter sent to all cities/towns in Whitman County regarding the every 5 year process of

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updating the Solid Waste Management Plan ordinance. Also received was a copy of an interlocal agreement for each city/town to sign for inclusion in the county's plan. If a city/town opts out of the county's plan they must develop a separate Solid Waste Management Plan. The Director will meet with all city/town councils to review the DOE required procedures.

11:45 a.m. - Recess.

1:00 p.m. - Board Business Continued/Workshop.

Present: Chris Nelson, Esther Wilson, Joe Smillie and Sarah Mason.

071387 18. Items discussed included Information Technology Department New World deadlines/financial priorities. No action taken.

1:30 p.m. - Recess.

5:55 p.m. - Board Business Continued.

Present: Joe Smillie.

071388 18. Commissioner O'Neill **moved** Commissioner Partch **seconded** the motion and it **carried** to authorize the Chairman to sign the Washington State Military Department contract #E11-152 for providing E911 services (02/28/11).

071389 19. Commissioner O'Neill **moved** Commissioner Partch **seconded** the motion and it **carried** to authorize the Chairman to sign DSHS contract #0963-680002-02 for Developmental Services (06/30/11).

6:00 p.m. - 2011 Preliminary Budget.

Present: Gary Petrovich, Eunice Coker and Joe Smillie.

D071389A Chairman Partch convened the hearing for the 2011 preliminary budget and requested a staff report.

Gary Petrovich indicated the preliminary budget is being reviewed for accuracy and changes. It is an on-going process and the final product will be available to the Board later this week or next.

The Chairman opened the hearing to public comments.

071390 Auditor Coker said Treasurer Lothspeich has revised the local and criminal justice sales and use tax revenue thereby reducing the \$131,000 deficit to \$81,913.00.

6:05 p.m. - Jeff Mannix.

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Discussion ensued about individual commissioner budget format preferences.

071391 Chairman Partch mentioned Rick and Carolyn Kiesz of Thornton submitted the only budget comment.

There being no further comments, the hearing was recessed to Monday, December 20th at 10:30 a.m..

6:15 p.m. - Recess.

D071391A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Friday, December 10, 2010 at 10:00 a.m.** Chairman Greg Partch, Patrick J. O'Neill and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

10:00 a.m. - Meeting Reconvened/Board Business Continued/Workshop.

Present: Gary Petrovich, Bob Lothspeich, Chris Nelson, Esther Wilson (10:00 a.m.) and Fran Martin (11:00 a.m.) and Joe Smillie (11:10 a.m.).

071392 20. Items discussed included Anderson Peretti CPA services, year-end reporting, extending New World "go live" date, IT staffing and 2011 budget preliminary budget discussed. No action taken.

11:30 a.m. - Recess.

D071392A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, December 13, 2010 at 9:00 a.m.** Chairman Greg Partch, Patrick J. O'Neill and Michael Largent Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

9:00 a.m. - Meeting Reconvened/Board Business Continued/Workshop.

Present: Gary Petrovich, Maribeth Becker, Kirk Suess, Joe Smillie, Sarah Mason (9:00 a.m.) and Chris Nelson (9:30 a.m.)

071393 21. Items discussed included October/November financials, 2011 budget/consultations, insurance cost allocation, account reconciliation, New World and Information Technology request to carry over 2010 budget authority. No action taken.

9:45 a.m. - Recess.

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10:00 a.m. - Emergency Management RFQ's.

Present: Fran Martin, Kirk Suess and Sarah Mason.

Commissioner Largent excused himself from the meeting.

071394 The following RFQ's were received for updating the County's Emergency Management Natural Hazardous Mitigation Plan with the aid of FEMA funding.

CONSULTANT

Northwest Management, Inc., Moscow, Idaho

Tetra Tech Engineering & Architecture Services, Seattle, Washington

In reviewing both RFQ's, Ms. Martin preferred Tetra Tech, the company who previously prepared the plan. Commissioner O'Neill **moved** Commissioner Partch **seconded** the motion and it **carried** to select Tetra Tech to update the Whitman County Emergency Management Natural Hazardous Mitigation Plan.

10:15 a.m. - Board Business Continued.

071395 22. Commissioner O'Neill **moved** Commissioner Partch **seconded** the motion and it **carried** to approve a veterans' relief claim.

071396-071403 23. Commissioner O'Neill **moved** Commissioner Partch **seconded** the motion and it **carried** to approve personnel change orders.

071404 24. Commissioner O'Neill **moved** Commissioner Partch **seconded** the motion and it **carried** to authorize the Chairman to sign Administrative office of the Courts amendment #1 to contract #IAA10150 for CASA services (06/30/11).

071405 25. Commissioner O'Neill **moved** Commissioner Partch **seconded** the motion and it **carried** to contract with Anderson Peretti CPA services, allowing them to finish the account reconciliation work.

071406 26. Pursuant to County Code regarding delegation of purchase orders, claims and payroll responsibilities, an authorization form(s) was received from the Information Technology Department, signed by the Board and forwarded to the Auditor's office. Commissioner O'Neill **moved** Commissioner Partch **seconded** the motion and it **carried** to approve the delegation order(s).

10:20 a.m. - Recess.

1:30 p.m. - Board Business Continued/Executive Session.

Present: Gary and Valerie Hunt and Kelli Campbell.

071407 28. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to go into executive session with the above individuals until 3:30 p.m. in accordance with RCW 42.30.140(4)(a) for matters related to negotiations.

3:30 p.m. - Board Business Continued.

Present: Steve Krigbaum.

071408 29. Upon explanation, Commissioner O'Neill **moved** Commissioner Partch **seconded** the motion and it **carried** to sign a resolution declaring an emergency exists, that the competitive bid process be waived and to purchase equipment to repair the microwave alignment at the Kamiak Butte radio site.

RESOLUTION NO. 071408
OF
THE BOARD OF COUNTY COMMISSIONERS
FOR WHITMAN COUNTY, STATE OF WASHINGTON

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, met in regular session on Monday, December 13, 2010; and,

WHEREAS, the Board agrees that a state of emergency existed on December 13, 2010 at the Kamiak Butte Radio site, caused by the windstorm on November 16, 2010, and due to the inability to access the radio site to complete critical repair work on realignment of the county microwave; and,

WHEREAS, the inability to access the radio site at Kamiak Butte inhibits the necessary realignment of the microwave at the radio site. The realignment of the microwave allows the paging and simulcast systems in Whitman County to work properly. The microwave needs immediate attention to maintain emergency communications and the critical radio infrastructure in Whitman County, and,

WHEREAS, it is agreed that the Director of the Whitman County Emergency Management and the Radio Communications Manager responded appropriately to this situation; and,

WHEREAS, Whitman County Emergency Management has been approved by the Washington State Emergency Management, Grant E11-091, to purchase a Vehicle, Specialized Emergency Management, Argo Avenger 750 HDI 8x8. This timely purchase is critical to keeping the emergency communications infrastructure functioning.

NOW THEREFORE, BE IT RESOLVED AND IT IS ORDERED that an emergency existed and the Competitive Bid process be waived to purchase the state approved vehicle and the bid process would be time-consuming and costly to a project

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of this size as provided for in R.C.W. 36.32.270 Competitive Bids-Emergency purchases.

PASSED, APPROVED AND ADOPTED this 13th day of December, 2010.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

Patrick J. O'Neill, Commiss.

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

3:35 p.m. - Recess.

D071408A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Tuesday, December 14, 2010 at 1:15 p.m.** Chairman Greg Partch, Patrick J. O'Neill and Michael Largent, Commissioners attended.

1:15 p.m. - Meeting Reconvened/Board Business Continued/Workshop.

Present: Joe Smillie.

071409 30. The 2011 preliminary budget discussed. No action taken.

2:00 p.m. - Recess.

D071409A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Wednesday, December 15, 2010 at 1:00 p.m.** Chairman Greg Partch, Patrick J. O'Neill and Michael Largent, Commissioners attended.

1:00 p.m. - Meeting Reconvened/Board Business Continued/Workshop.

Present: Sarah Mason.

071410 31. The 2011 preliminary budget discussed. No action taken.

2:15 p.m. - Recess.

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D071410A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Friday, December 17, 2010** at **10:30 a.m.** Chairman Greg Partch, Patrick J. O'Neill and Michael Largent, Commissioners attended.

10:30 a.m. - Meeting Reconvened/Board Business Continued/Workshop.

Present: Sarah Mason.

071411 33. The 2011 preliminary budget was discussed. No action taken.

11:15 a.m. - Adjournment.

D071411A Commissioner O'Neill **moved** to adjourn the **December 6, 10, 13, 14, 15, and 17, 2010** 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 20, 2010**. The foregoing action made this **17th** day of **December 2010**.

ss/ PATRICK J. O'NEILL, COMMISSIONER
ss/ MICHAEL LARGENT, COMMISSIONER

MARIBETH BECKER, CMC
Clerk of the Board

GREG PARTCH, CHAIRMAN
Board of County Commissioners