

BOCC MINUTES-12/17/18

080896 **THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, December 17, 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, Bill Tensfeld, Chris Nelson, Sharron Cunningham, Kara Davidson and Jacob Jones (9:00 a.m.).

080897 1. The following items were discussed but no action was taken.

- Levy Certification
- Internet Data Transfers
- Pullman District Court
- Budget Tracking Software
- Elevator/McKinstry

9:45 a.m. - Recess.

10:15 a.m. - Flag Salute.

Present: Sharron Cunningham, Jessica Jensema, Chris Nelson, Michele Beckmann, Paul Spencer, Kara Davidson and Jacob Jones.

D080897A 2. **Pledge of Allegiance.**

Consent Agenda:

080898 3. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to accept the consent agenda as presented.

080899-080901 4. Treasurer's Wire Transfers and Check Report in the amount of **\$473,231.55** and General Claims/Veterans' Relief warrants numbered **340057-340279** for **\$475,533.32** approved.

080902 5. December 3, 2018 minutes approved.

080903-080917 6. Personnel change orders approved.

080918 7. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to appoint Michele Beckmann to a 4-year unexpired term, expiring 12/31/20 on the Blue Ribbon Advisory Task Committee.

10:20 a.m. - Kelli Campbell.

080919 8. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to reappoint David Nails and John Glass to 4-year terms, expiring 12/31/22 on the Blue Ribbon Advisory Task Committee.

080920 9. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to thank Joel Lemon for serving on the Developmental Service's Board in Position #1 since January, 2009.

080921 10. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to reappoint Sandee Roulet as a Developmental Service's Board Member, Position #4 and Gwen Nolan as a Developmental Service's Board Member, Position #8.

080922 11. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to reappoint Paula Nelson to the Palouse Empire Fair Board, Commissioner District #1, Position #1 and to reappoint Bill Ryan to the Palouse Empire Fair Board, Commissioner District #2, Position #1.

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080923 12. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to appoint Michele Beckmann to a 3-year unexpired term, expiring 12/31/20 on the Solid Waste Advisory Committee.

080924 13. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to approve the request to over 100 hours of accrued leave from 2018 to 2019 for the District Court Administrator.

080925 14. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to authorize the publishing of a notice for the 2019 Board/Committee meetings and county office closures.

080926 15. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to 2019 signature delegation authorizations as presented.

- | | | | |
|---------------|-------------------------------------|---------------|------------------------------------|
| 080927 | 15A. Assessor | 080937 | 15K. Health |
| 080928 | 15B. Auditor | 080938 | 15L. Information Technology |
| 080929 | 15C. Clerk | 080939 | 15M. Juvenile Services |
| 080930 | 15D. Commiss./Admin. Svc/HR | 080940 | 15N. Parks |
| 080931 | 15E. Coroner | 080941 | 15O. Public Works |
| 080932 | 15F. Developmental Services | 080942 | 15P. Prosecutor |
| 080933 | 15G. Emergency Mgmt./Commun. | 080943 | 15Q. Superior Court |
| 080934 | 15H. Extension | 080944 | 15R. Treasurer |
| 080935 | 15I. Facilities | 080945 | 15S. Weed Department |
| 080936 | 15J. Fair | | |

080946 16. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to retain PayneWest to review employee medical insurance for 2020.

10:30 a.m. - Garth Meyers, Gary Petrovich and Bill Tensfeld.

080947 17. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to accept the 2019 Professional Services Agreement with G. Andrew Hunt & Associates, LLC.

080948 18. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to approve the County Provider Program agreement amendment #01 with Boost Collaborative.

080949 19. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to approve the amended addendum to Public Defense contract.

080950 20. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to approve the resolution for the 2019 Whitman County Palouse Empire Fair/Fairgrounds Fee Schedule.

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

In the Matter of Updating the)	RESOLUTION NO. <u>080950</u>
Whitman County/Palouse Empire)	
Fair and Fairground Fee Schedule)	
Whitman County, Washington)	

BEFORE THE BOARD OF COUNTY COMMISSIONERS of Whitman County, Washington in the matter of updating the Whitman County/Palouse Empire Fair Fee Schedule;

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, met in a regular session on the 17th day of December, 2018; and,

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WHEREAS, the Whitman County Commissioners have reviewed the proposed Whitman County/Palouse Empire Fair Fee Schedule and finds that the proposed fees are necessary.

WHEREAS, the Board also recognizes the necessity of allowing Whitman County/Palouse Empire Fair Director the ability to make minor adjustments at his sole discretion, depending on fluctuating cost factors.

NOW THEREFORE, BE IT HEREBY RESOLVED that the attached Whitman County/Palouse Empire Fair Fee Schedule be adopted and implemented effective January 1, 2019 through December 2019.

PASSED AND APPROVED by the Whitman County Board of Commissioners on this 17th day of December, 2018.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

Arthur D Swannack, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

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Fair Admission	
Season 4 day Pass	\$ 17.00 Adults
	\$ 7.00 Youth (K-12 grade)
Daily Ticket	\$ 8.00 Adult
	\$ 5.00 Youth (K-12 grade)
Advance Day/Senior Day Pass	\$ 7.00 55 years old and above daily pass
Family Day Pass (Friday only)	\$ 25.00 (Household family members only)
Winter Storage (boat, vehicle, campers)	
20' and under	\$ 10.00 per week plus 12.84% leasehold tax
21' and over	\$ 12.00 per week plus 12.84% leasehold tax
Camping Fees	
Daily Fee	\$ 20.00 per night
Water/Electric During the 4-Day Fair	\$ 65.00 flat fee in RV Park-water/electricity
Limited Water/Electric During the 4-Day Fair	\$ 50.00 flat fee limited water/electricity
Dry Camping During the 4 Day Fair	\$ 35.00 flat fee
Vendor Booth Space	
Additional Electrical Permits may apply	
Inside, Display Bldg. Single Space	\$ 75.00-\$275.00 per space
Outside Open Air Market Place	\$ 75.00-\$350.00 per space
Additional Footage	10 x 10 fee plus \$8.00 per foot
Exhibitor Book Advertising	\$ 30.00-\$300.00
Food Concessions	
Permanent Concessions Contracted	Sliding Scale based on attendance plus utility fee of \$135.00
For Profit Concessions	\$ 125.00 deposit plus 18% of gross sales after taxes
Off Season Events	10% of sales or \$50.00 whichever is greater
Facility Rental	
Premium Package (3 day rental)	\$1,500.00
Classic Package (2 day rental)	\$1,000.00
Meeting Package #1 (1 day rental)	\$ 250.00
Meeting Package #2 (1/2 day Rental)	\$ 150.00
Small Outdoor Event Package (1 day rental)	\$ 600.00
Community Building (per day)	\$ 300.00
Gazebo (per day)	\$ 100.00
Jones Schoolhouse (per day)	\$ 100.00
Additional amenities available: Kitchen/Kitchenette/ Screen and Projector/ Stage/Outdoor BBQ	Based on Facility Rental
Large Grass Area (Midway)	\$ 500.00 per day with negotiated terms and conditions
Horse Stall Fees	\$ 15.00 per night/per stall Bedding extra (with advanced arrangements/availability)
Fairgrounds (Limited access to buildings)	\$2,500.00 per day with negotiated terms and conditions
Outdoor Arena	
Outdoor Arena available for contracted events May through August. September is closed because of Fair. Because of manpower availability and weather conditions, typically no outdoor arena events are scheduled from Sept. thru April. Please contact the office for further information.	
For Profit event (with 500+ spectators)	\$1,500.00 base fee with negotiated terms and conditions
Arena Event	\$ 350.00 per day with terms and conditions negotiated (surcharges for fuel, lights, labor)
Arena Equipment/Attendant	Minimum of \$150.00 (for up to 6 hours). \$ 25.00 per hour after 6 hours
Arena Lights	\$ 18.00 per hour
Indoor Arena	
Arena Event	\$ 250.00 per day with terms and conditions negotiated (surcharges for fuel, lights, labor)
Arena Equipment/Attendant	Minimum of \$150.00 (for up to 6 hours). \$ 25.00 per hour after 6 hours
Individual Riding - 4 riders or less	\$ 15.00 per hour (1 hour minimum)
Individual Riding - 5 riders or more	\$ 20.00 per hour (1 hour minimum)
4H/FFA Sanctioned Event(s)	½ of normal fee (Applies to Indoor Arena Rental, Outdoor Arena Rental and Facility Rental. Does not apply to labor or utility rates).
Credit Card Service Fee	Convenience Fee applied to all credit card sales. Fee rate depended on industry standard
Taxes	Included in price except where noted.

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080951 **21.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to sign a resolution revising the Auditor's legal filing petty cash fund effective 1/1/19.

RESOLUTION NO. 080951
OF
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, recognizes the need to change the pre-existing petty cash custodian within the Whitman County Auditor's Department; and,

WHEREAS, the Whitman County Auditor's Department would like to make Sandra D. Jamison, Whitman County Auditor, the Custodian on January 1, 2019; and,

NOW, THEREFORE, BE IT HEREBY RESOLVED AND AUTHORIZED that the Whitman County Auditor Department's Colfax Legal Filing petty cash fund and account #001.000.000.111.70.052 shall be maintained by Sandra D. Jamison starting January 1, 2019.

Done this 17th day of December 2018.

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

080952 **22.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to revise the Auditor's Colfax Auto Licensing petty cash.

RESOLUTION NO. 080952
OF
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, recognizes the need to change the pre-existing petty cash custodian within the Whitman County Auditor's Department; and,

WHEREAS, the Whitman County Auditor's Department would like to make Sandra D. Jamison, Whitman County Auditor, the Custodian on January 1, 2019; and,

NOW, THEREFORE, BE IT HEREBY RESOLVED AND AUTHORIZED that the Whitman County Auditor Department's Colfax Auto Licensing petty cash fund and account #001.000.000.111.70.05 shall be maintained by Sandra D. Jamison starting January 1, 2019.

Done this 17th day of December 2019.

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

080953 **23.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to establish the Treasurer's Tax Counter petty cash.

RESOLUTION NO. 080953

OF

**THE BOARD OF WHITMAN COUNTY COMMISSIONERS FOR WHITMAN COUNTY
STATE OF WASHINGTON**

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, recognizes the need to establish a second petty cash account within the Whitman County Treasurer's Department; and,

WHEREAS, it is necessary to set the Whitman County Treasurer's Office Tax Counter petty cash account at \$150.00;

NOW, THEREFORE, BE IT HEREBY RESOLVED AND AUTHORIZED that the Whitman County Treasurer's Office Tax Counter petty cash fund and account #001.000.000-111.70.11 shall be established and maintained in the amount of \$150.00, effective January 1, 2019;

BE IT FURTHER RESOLVED that this fund is entrusted to Chris Nelson, Treasurer, with the responsibility of overseeing and rectifying the petty cash amount effective January 1, 2019.

Done this 17th day of December 2018.

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

080954 **24.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to reduce the Treasurer's petty cash drawer.

RESOLUTION NO. 080954

OF

THE BOARD OF WHITMAN COUNTY COMMISSIONERS FOR WHITMAN COUNTY, STATE OF WASHINGTON

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, recognizes the need to maintain the pre-existing petty cash account #001.000.000-111.70.21 within the Whitman County Treasurer's Office; and,

WHEREAS, the Whitman County Treasurer's Office petty cash in the amount of \$900.00 is over-funded to meet the needs of the department; and,

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WHEREAS, it is necessary to decrease the Whitman County Treasurer's Office petty cash account from \$900.00 to \$750.00; and,

NOW, THEREFORE BE IT HEREBY RESOLVED AND AUTHORIZED that the Whitman County Treasurer's petty cash account shall be decreased and maintained in the amount of \$750.00 effective January 1, 2019; and,

BE IT FURTHER RESOLVED that this fund is entrusted to Chris Nelson, Treasurer, with the responsibility of overseeing and rectifying the petty cash amount effective January 1, 2019.

Done this 17th day of December, 2018.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

Arthur D Swannack, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

080955 **25.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to revise the Treasurer's Advance Travel fund.

RESOLUTION NO. 080955

OF

THE BOARD OF WHITMAN COUNTY COMMISSIONERS FOR WHITMAN COUNTY, STATE OF WASHINGTON

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, recognizes the need to change the pre-existing Advanced Travel account custodian within the Whitman County Treasurer's Office; and,

WHEREAS, the Whitman County Treasurer's Office would like to make Chris Nelson, Treasurer, the Custodian effective January 1, 2019; and,

NOW, THEREFORE, BE IT HEREBY RESOLVED AND AUTHORIZED that the Whitman County Treasurer's Office's Advanced Travel account #999.000.000-111.00.9706 shall be maintained by Chris Nelson, Treasurer, effective January 1, 2019.

Done this 17th day of December 2018.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

Arthur D Swannack, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

080956 26. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to establish Treasurer's Tax Foreclosure petty cash.

**RESOLUTION NO. 080956
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, recognizes the need to establish a petty cash account within the Whitman County Treasurer's Department for the Treasurer's property foreclosure sale. The account is temporary in nature but used on an annual basis. The petty cash will be requested a few days before the foreclosure sale through the County's Accounts Payable process and deposited back to its originating fund within twenty-four business hours of the end of the foreclosure sale; and,

WHEREAS, it is necessary to set the Whitman County Treasurer's Department petty cash account at \$4,500.00 during the timeline of the foreclosure sale.

NOW, THEREFORE, BE IT HEREBY RESOLVED AND AUTHORIZED that the Whitman County Treasurer's Department petty cash fund and account #126.050.000-111.70.23 shall be established and maintained in the amount of \$4,500.00 for the length of the foreclosure sale; and, BE IT FURTHER RESOLVED that this petty cash account is entrusted to Mark Clinton, Treasurer, with the responsibility of overseeing and rectifying the petty cash account through December 31, 2018; and,

BE IT FURTHER RESOLVED that this petty cash account shall be entrusted to Chris Nelson, newly elected Treasurer as of January 1, 2019.

Done this 17th day of December, 2018.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

Arthur D Swannack, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

080957 27. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to approve the revised countywide petty cash/revolving funds as presented.

**RESOLUTION NO. 080957
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

WHEREAS, the Board of Whitman County Commissioners met in regular session on the **17th** day of **December 2018**; and,

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, recognizes the need and requirement of regulating the various petty cash/cash drawer, petty cash stamp, revolving cash and advance travel accounts in all county funds; and,

WHEREAS, responsibility for the various petty cash/cash drawer, petty cash stamp, revolving cash and advance travel accounts must be entrusted to specific individuals.

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NOW, THEREFORE, BE IT HEREBY RESOLVED that the following are the revised petty cash/cash drawer, petty cash stamp, revolving cash and advance travel accounts for Whitman County:

PETTY CASH/CASH DRAWER, PETTY CASH STAMP, REVOLVING CASH AND ADVANCE TRAVEL ACCOUNTS

FUND #	ACCOUNT #	FUND NAME	CUSTODIAN	AMOUNT	SUB-TOTAL	TOTAL
<u>CURRENT EXPENSE PETTY CASH/CASH DRAWER ACCOUNTS</u>						
001.000.000	111.70.02	Public Health-Colfax-Fiscal Petty Cash	Troy Henderson	\$ 70.00		
001.000.000	111.70.03	District Court-Colfax	Marlynn Markley	\$ 50.00		
001.000.000	111.70.04	Parks & Recreation-Colfax Office	Alisha Matelski	\$ 100.00		
001.000.000	111.70.05	Auditor-Colfax-Auto Licensing	Sandra Jamison	\$ 300.00		
001.000.000	111.70.09	Prosecutor	Kristina Cooper	\$ 100.00		
001.000.000	111.70.13	Clerk	Jill Whelchel	\$ 100.00		
001.000.000	111.70.15	Developmental Services	Alisha Matelski	\$ 25.00		
001.000.000	111.70.021	Public Health-Colfax-Front Desk	Noel Christiansen	\$ 140.00		
001.000.000	111.70.023	Public Health-Pullman-Petty Cash	Troy Henderson	\$ 199.00		
001.000.000	111.70.024	Public Health-Pullman-Front Desk	Meghan Johns	\$ 70.00		
001.000.000	111.70.031	District Court-Pullman	Connie Ellis	\$ 50.00		
001.000.000	111.70.041	Parks & Recreation-Kamiak Butte	Laura Bloomfield	\$ 25.00		
001.000.000	111.70.042	Parks & Recreation-Wawawai	Dave Mahan	\$ 25.00		
001.000.000	111.70.052	Auditor-Colfax-Legal Filing	Sandra Jamison	\$ 200.00		
001.000.000	111.70.11	Treasurer-Tax Counter	Chris Nelson	\$ 150.00		
001.000.000	111.70.21	Treasurer	Chris Nelson	\$ <u>750.00</u>		
		Total Current Expense Petty Cash/Cash Drawer Accounts			\$ 2,354.00	
<u>OTHER FUNDS PETTY CASH/CASH DRAWER ACCOUNTS</u>						
106.240.000	111.70.07	Extension-Publications	Catherine Wigen	\$ 50.00		
110.400.000	111.70.10	Public Works-County Road	Brandon Johnson	\$ 150.00		
126.050.000	111.70.23	Treasurer's Tax Foreclosure	Clinton thru 12/31/18, Nelson-as of 01/01/19	\$ 4,500.00		
400.400.000	111.70.17	Solid Waste-Landfill	McGillic/Street	\$ <u>400.00</u>		
		Total Other Funds Petty Cash/Cash Drawer Accounts			\$ <u>5,100.00</u>	
TOTAL ALL FUNDS PETTY CASH/CASH DRAWER ACCOUNTS						\$ 7,454.00
<u>CURRENT EXPENSE PETTY CASH STAMP ACCOUNTS</u>						
001.000.000	111.77.03	District Court	Marlynn Markley	\$ 96.00		
001.000.000	111.77.09	Prosecutor	Kristina Cooper	\$ <u>100.00</u>		
		Total Current Expense Petty Cash Stamp Accounts			\$ 196.00	
		Total Other Funds Petty Cash Stamp Accounts			\$ <u>00.00</u>	
TOTAL ALL FUNDS PETTY CASH STAMP ACCOUNTS						\$ 196.00
<u>REVOLVING CASH ACCOUNTS</u>						
127.140.000	111.77.25	Sheriff's-Drug Task Force	Brett Myers	\$30,000.00		
		Total Current Expense Revolving Cash Accounts		\$ <u>00.00</u>		
		Total Other Funds Revolving Cash Accounts			\$30,000.00	
TOTAL ALL FUNDS REVOLVING CASH ACCOUNTS						\$30,000.00
<u>ADVANCE TRAVEL ACCOUNTS</u>						
999.000.000	111.00.9706	Treasurer-Advance Travel	Chris Nelson	\$ <u>15,000.00</u>		
		Total Current Expense Advance Travel Accounts			\$15,000.00	
		Total Other Funds Advance Travel Accounts			\$ <u>00.00</u>	
TOTAL ALL FUNDS ADVANCE TRAVEL ACCOUNTS						\$<u>15,000.00</u>
TOTAL ALL FUNDS PETTY CASH/CASH DRAWER, PETTY CASH STAMP, REVOLVING CASH AND ADVANCE TRAVEL ACCOUNTS						\$<u>52,650.00</u>

Dated this this **17th** day of **December 2018** and effective as of this date.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

Arthur D Swannack, Commissioner

Michael Largent, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

080958 **28.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to revise the 2019 Whitman County tax levies for the Current Expense and Road funds.

RESOLUTION NO. 080958
In the Matter of Revising the 2019 Tax Levies for Whitman County
With Banked Capacity

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, met on Monday, December 17, 2018 to consider adoption of the 2019 tax levies for Whitman County as follows:

<p>\$ 6,146,567.93 +\$ 223,809.26 +\$ 149,656.77 +\$ 14,390.74 =\$ 6,534,350.51 +\$ 11,325.75 \$ 6,545,676.26</p>	<p>amount received for the 2018 taxing district levies; plus a 3.64 % increase over the previous year's tax levy; includes 1% plus banked capacity plus new construction and improvements to property; plus State-assessed property values; is authorized for the 2019 Current Expense levy; and, plus 2018 refunds</p>
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AND,	
<p>\$ 2,527,478.32 +\$ 50,549.57 +\$ 13,720.28 +\$ 2,794.62 =\$ 2,594,542.79 +\$ 2,762.10 \$ 2,597,304.89</p>	<p>amount received for the 2018 County Road levy; plus a 2.00% increase over the previous year's tax levy; includes 1% plus banked capacity plus new construction/property improvements; plus State assessed property values; is authorized for the 2019 County Road levy; and, plus 2018 refunds</p>

NOW THEREFORE, BE IT HEREBY RESOLVED the 2019 Whitman County property tax levies totaling **\$9,142,981.15** are hereby authorized.

ADOPTED this 17th day of December, 2018.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

Arthur D Swannack, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

080958A 29. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to acknowledge receipt of the 2019 taxing district budgets, resolutions and certifications and certify the same to the County Assessor.

- | | | | | | |
|--------|------|-------------------|--------|------|--------------------|
| 080959 | 28A. | Current Expense | 080967 | 28I. | Cemetery Dist. #2 |
| 080960 | 28B. | County Roads | 080968 | 28J. | Fire District #3 |
| 080961 | 28C. | Town of Albion | 080969 | 28K. | Hospital Dist. #1A |
| 080962 | 28D. | Town of Colton | 080970 | 28L. | Hospital Dist. #3 |
| 080963 | 28E. | Town of Endicott | 080971 | 28M. | Park District #3 |
| 080964 | 28F. | Town of Malden | 080972 | 28N. | Park District #7 |
| 080965 | 28G. | Town of St. John | 080973 | 28O. | Port of Whitman |
| 080966 | 28H. | Town of Uniontown | | | |

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF CERTIFICATION OF)	RESOLUTION NO. <u>080974</u>
PROPERTY TAX LEVIES FOR TAXING)	CERTIFYING PROPERTY TAX LEVIES
DISTRICTS FOR COLLECTION IN 2019)	FOR TAXING DISTRICTS IN 2019

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, IT IS HEREBY RESOLVED AND ORDERED by this Board of Whitman County Commissioners that, in accordance with RCW 84.52.070, they do hereby certify to the Stevens County Assessor the amounts to be levied by each of the taxing districts as attached, which is by this reference made a part hereof, for collection in 2019.

Passed by the Board of Whitman County Commissioners meeting 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 the 17th day of November, 2018.

YEA 3 NAY 0 ABSTAIN 0 ABSENT 0

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

Arthur D Swannack, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

080975 30. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the 2019 Capital Improvement Planning Program ranking for 2019 and authorize the noted ranked projects as attached.

CORRESPONDENCE:

D080975A 31. No correspondence was received:

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080976 **32.** Commissioners' pending list reviewed.

10:30 a.m. - Whitman County 2018 Budget Amendment #3 Hearing.

Present: Sharron Cunningham, Jessica Jensema, Chris Nelson, Gary Petrovich, Bill Tensfeld, Paul Spencer, Garth Meyer and Jacob Jones.

080977 **33.** The regular meeting was recessed and the hearing convened by the Chairman for the 2018 budget amendment #3.

Gary Petrovich said the total net affect is minor in terms of the 2018 budget.

Sharron Cunningham noted the main change is the \$518,314 increase in Current Expense revenue and other clean-up items.

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

080978 **34.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to adopt the 2018 budget amendment #3.

RESOLUTION NO. 080978

OF

**THE BOARD OF WHITMAN COUNTY COMMISSIONERS
FOR WHITMAN COUNTY, STATE OF WASHINGTON
2018 BUDGET AMENDMENT #3**

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, met in regular session on Monday, December 17, 2018; 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.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the authorized appropriations for these funds of Whitman County for fiscal year 2018 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 17th day of October, 2018.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

Arthur D Swannack, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

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DEPARTMENT	2018 Adopted Expend. Budget	BA #1 Revenue	BA #1 Expend.	BA #2 Revenue	BA #2 Expend.	BA #3 Revenue	BA #3 Expend.	2018 Amended Expend. Budget after BA #2
Administrative Services	202,851			10,000	10,000	15,000	15,000	227,851
Assessor	435,977							435,977
Auditor	872,425				2,100			874,525
Child Support Enforce.	126,056							126,056
Clerk	258,862	(5,100)	3,109		100			262,071
Commissioners	375,587					61,639		375,587
General Government	4,145,596		44,250	(315,200)	(299,075)			3,890,771
Coroner	190,556							190,556
District Court	795,755					675		795,755
Emergency Mgmt.	244,027							244,027
Extension	132,811				1,500			134,311
Facilities Management	678,521							678,521
Fair	365,212		12,000					377,212
Health	843,532							843,532
Human Resources	222,433			2,100				222,433
Information Technology	234,497							234,497
Juvenile	643,024				(31,169)			611,855
Parks & Recreation	246,902							246,902
Prosecuting Attorney	679,935							679,935
Sheriff	3,786,459	49,685	49,685					3,836,144
Superior Court	189,361	1,500			40,000			229,361
Treasurer	387,349					456,000		387,349
Weed	104,101				25			104,126
Fund Balance Adjustment		62,959		26,581		(518,314)		-
	16,161,829	109,044	109,044	(276,519)	(276,519)	15,000	15,000	16,009,354

1. Zero net effect in expenditures BA #1
2. Zero net effect in revenue BA #1
3. Zero net effect in expenditures BA #2
4. Zero net effect in expenditures BA #3
5. Zero net effect in expenditures BA #3
6. Zero net effect in expenditures BA #3

DEPARTMENT	2018 Adopted Budget	BA #1 2018 Revenues & Expenditures	BA #2 2018 Revenues & Expenditures	BA #3 2018 Revenues & Expenditures	2018 Amended Budget After BA #3	
Self-Insurance	37,500	20,000			57,500	101.012.000
Building & Development-PW	260,540				260,540	102.400.000
Countywide Planning-PW	495,258				495,258	103.400.00
Developmental Services	953,974				953,974	104.340.000
Extension Publications	200				200	106.240.000
Veterans Relief	135,550				135,550	108.060.00
Homeless Housing Plan	300,000				300,000	109.012.000
County Road-PW	19,243,893				19,243,893	110.400.000
Public Facilities Improvement	4,170,000				4,170,000	112.010.000
Hotel/Motel Tax	20,000				20,000	115.300.000
Domestic Violence Services	400	479			879	116.010.000
Boating Safety	106,600				106,600	117.140.000
Inmate Welfare	34,000				34,000	118.140.000
Historic Preservation/Program	45,500		3,000		48,500	120.010.000
Sheriff K-9 Unit	12,500				12,500	122.140.000
Paths & Trails-General	216,577				216,577	123.310.00x
REET Technology	8,100				8,100	124.050.000
Donations & Planned Giving-Fair	5,029				5,029	125.300.000
Donations & Planned Giving-Parks	336,758				336,758	125.310.000
Treasurer M&O	15,000				15,000	126.050.000
Quad-City	407,948				407,948	127.140.000
Crime Victims/Witness	103,520	-			103,520	128.100.000
Juvenile Special Revenue Funds	88,000	3,500			91,500	129.170.000
Inter-Local Drug Fund	18,000				18,000	130.140.000
Auditor's Document Preservation	272,900				272,900	132.060.000

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Commissioners Special Revenue	230,000				230,000	133.010.002
Elections Reserve	100,400	15,000			115,400	134.060.000
Prosecutor Stop Grant	26,119				26,119	135.100.000
District Court-Elec Monitoring	41,240			675	41,240	136.030.001
Federal Equitable Sharing	250,500				250,500	138.140.000
Washington Housing-SHB 2060	36,000			2,000	36,000	141.010.000
Trial Court Improvement-Superior	-	63,902			63,902	143.020.000
Trial Court Improvement-District	156,284	(7,572)			148,712	143.030.000
Emergency Communications	1,156,503		1,265,267		2,421,770	144.260.001
Debt Service GO Bond 2002	166,892		4,793		171,685	200.010.002
Debt Service External-PSB Bond	-		362,701		362,701	200.010.003
Debt Service	86,890				86,890	210.010.001
Capital Projects	1,423,215	-	352,701		1,775,916	2 300.010.00x
Capital Projects-Fair	13,067				13,067	310.300.000
Capital Projects-Outside Source	129,794		4,793		134,587	320.010.00x
Solid Waste - PW	6,294,000		400,000		6,694,000	400.400.000
Solid Waste Reserve - PW	1,890,360		100,000		1,990,360	410.400.000
Equipment Rental & Revolving	7,192,100				7,192,100	501.400.000
Unemployment	200,000		-		200,000	3 511.012.000
IT Operations	1,226,060		(483,875)		742,185	515.320.000
	47,907,171	95,309	2,009,380	2,675	50,011,860	

1. Zero net effect-correct BARS code for Grant BA #1.
2. Zero net effect-transfer for Sheriff's accident investigation equipment BA #1.
3. Zero net effect-decreasing estimated fund balance and increasing benefits for unemployment premiums BA #2.

080979 **35.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to adopt the 2019 Whitman County budget.

**Resolution No. 080979
Adopting the 2019 Budget for Whitman County, Washington**

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, met on Monday, October 1 and 15, 2018, and held the budget hearings for the 2019 fiscal budget for all County Funds as detailed below; and,

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

WHEREAS, it is estimated that the total of all revenues from all sources other than taxation will require the maximum taxes allowable by law to be levied on property within Whitman County for the County Current Expense, Mental Health, Developmental Services and County Road Funds and the minimum tax allowable by law for the Indigent Soldier Fund; and,

WHEREAS, the estimated expenditures set forth in this budget are necessary, sufficient and needed to carry on the operations of the government of Whitman County, State of Washington, for fiscal year 2019; and,

WHEREAS, the final budgets for County Current Expense departments, Special Revenue, Debt Service, Capital Projects, Enterprise and Internal Services funds of Whitman County are attached.

NOW, THEREFORE BE IT RESOLVED that:

1. The final budgeted expenditures for the several offices, departments, and funds of said Whitman County fiscal year 2019 will be set forth as attached and the amounts are appropriated for the indicated funds; and,
2. The 2019 budget is being passed in two separate authorizations each with separate spending limitations:
 - wages & benefits and
 - all other expenses; and,

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3. Pursuant to RCW 36.40.080 and 36.40.100 the Board of County Commissioners has the legal authority to take this approach and every county official shall be limited in the making of expenditures or the incurring of liabilities to the amount of the detailed appropriation items or classes respectively; and,
4. This provides better capacity to monitor budget spending under current revenue constraints; and,

BE IT FURTHER RESOLVED that the Whitman County Assessor shall set the levies for the County Current Expense Fund, Developmental Services Fund, Mental Health and County Road Fund at the maximum allowed by law and the Indigent Soldier Fund at the minimum allowed by law.

PASSED, APPROVED AND ADOPTED this 17th day of December, 2018.

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

Dept #	Department	Personnel Expenditures	Operating Expenditures	Total
009	Commissioners - Dept.	\$ 406,438.00	\$ 20,850.00	\$ 427,288.00
010	General Government	\$ 79,440.00	\$ 4,249,504.00	\$ 4,328,944.00
012	Administrative Services	\$ 98,103.00	\$ 110,502.00	\$ 208,605.00
013	Human Resources	\$ 207,323.00	\$ 15,210.00	\$ 222,533.00
020	Superior Court	\$ 166,483.00	\$ 69,250.00	\$ 235,733.00
030	District Court	\$ 781,523.00	\$ 48,100.00	\$ 829,623.00
040	Clerk	\$ 283,255.00	\$ 25,648.00	\$ 308,903.00
050	Treasurer	\$ 376,441.00	\$ 34,950.00	\$ 411,391.00
060	Auditor	\$ 755,969.00	\$ 156,865.00	\$ 912,834.00
080	Assessor	\$ 407,395.00	\$ 30,550.00	\$ 437,945.00
100	Prosecuting Attorney	\$ 677,977.00	\$ 45,450.00	\$ 723,427.00
105	Child Support Enforcement	\$ 105,025.00	\$ 24,200.00	\$ 129,225.00
120	Facilities Management	\$ 278,012.00	\$ 411,710.00	\$ 689,722.00
140	Sheriff	\$ 3,071,300.00	\$ 922,700.00	\$ 3,994,000.00
170	Juvenile Services	\$ 353,037.00	\$ 234,666.00	\$ 587,703.00
200	Weed Control	\$ 90,377.00	\$ 16,403.00	\$ 106,780.00
220	Coroner	\$ 137,987.00	\$ 54,280.00	\$ 192,267.00
240	County Extension	\$ 74,795.00	\$ 64,086.00	\$ 138,881.00
260	Emergency Management	\$ 132,119.00	\$ 165,060.00	\$ 297,179.00
280	Public Health	\$ 753,995.00	\$ 134,830.00	\$ 888,825.00
300	Fair	\$ 210,942.00	\$ 195,150.00	\$ 406,092.00
310	Parks & Recreation	\$ 168,037.00	\$ 92,450.00	\$ 260,487.00
320	Information Technology	\$ 239,566.00	\$ 6,400.00	\$ 245,966.00
	Total Personnel	\$ 9,855,539.00		
	Total Operating		\$ 7,128,814.00	
	Total Department			\$16,984,353.00

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Fund #	Description	Personnel Expenditures	Operating Expenditures	Total
001	Gen Gov't-Current Exp.	\$ 9,855,539.00	\$ 7,128,814.00	\$16,984,353.00
101	Self-Insurance	\$ --	\$ 55,000.00	\$ 55,000.00
102	Building & Development	\$ 132,005.00	\$ 123,642.00	\$ 255,647.00
103	Countywide Planning	\$ 201,571.00	\$ 282,221.00	\$ 483,792.00
104	Developmental Services	\$ 94,356.00	\$ 908,486.00	\$ 1,002,842.00
106	Extension Publications	\$ --	\$ 200.00	\$ 200.00
108	Veterans Relief	\$ --	\$ 135,550.00	\$ 135,550.00
109	Homeless Housing Plan	\$ --	\$ 275,000.00	\$ 275,000.00
110	County Road-Public Works	\$ 465,696.00	\$14,651,104.00	\$19,116,800.00
112	Public Facilities Improve.	\$ --	\$ 550,000.00	\$ 550,000.00
115	Hotel/Motel Tax	\$ --	\$ 26,500.00	\$ 26,500.00
116	Domestic Violence Services	\$ --	\$ 700.00	\$ 700.00
117	Boating Safety	\$ 36,000.00	\$ 71,100.00	\$ 107,100.00
118	Inmate Welfare	\$ --	\$ 34,000.00	\$ 34,000.00
120	Historical Preservation/Prog.	\$ --	\$ 54,100.00	\$ 54,100.00
122	Sheriff K-9 Unit	\$ 1,100.00	\$ 12,400.00	\$ 13,500.00
123	Paths & Trails	\$ 45,761.00	\$ 166,241.00	\$ 212,002.00
124	REET Technology	\$ --	\$ 16,200.00	\$ 16,200.00
125	Donations & Planned Giving	\$ --	\$ 351,054.00	\$ 351,054.00
126	Treasurer M&O	\$ 12,470.00	\$ 16,900.00	\$ 29,370.00
127	Quad City Drug Task Force	\$ 51,134.00	\$ 346,764.00	\$ 407,898.00
128	Crime Victims/Witness	\$ 108,082.00	\$ 10,438.00	\$ 118,520.00
129	Juvenile Special Revenue	\$ --	\$ 87,235.00	\$ 87,235.00
130	Interlocal Drug	\$ --	\$ 19,000.00	\$ 19,000.00
132	Auditor's Doc. Preservation	\$ --	\$ 272,000.00	\$ 272,000.00
133	Commissioners Special Revenue	\$ --	\$ 529,579.00	\$ 529,579.00
134	Elections Reserve	\$ --	\$ 44,000.00	\$ 44,000.00
135	Prosecutor STOP Grant	\$ 16,119.00	\$ 8,000.00	\$ 24,119.00
136	District Court	\$ --	\$ 44,105.00	\$ 44,105.00
138	Federal Equitable Sharing	\$ 5,000.00	\$ 245,500.00	\$ 250,500.00
141	Washington Housing SHB 2020	\$ --	\$ 36,000.00	\$ 36,000.00
143	Trial Court Improvement	\$ --	\$ 140,035.00	\$ 140,035.00
144	Emergency Communication Sys.	\$ 206,243.00	\$ 1,111,152.00	\$ 1,317,395.00
200	Debt Service-External	\$ --	\$ 362,700.00	\$ 362,700.00
210	Debt Service-County-Internal	\$ --	\$ 86,890.00	\$ 86,890.00
300	Capital Projects	\$ --	\$ 1,738,968.00	\$ 1,738,968.00
310	Capital Projects-Inside Source	\$ --	\$ 13,300.00	\$ 13,300.00
320	Capital Projects-Outside Srce.	\$ --	\$ 84,784.00	\$ 84,784.00
400	Solid Waste-Public Works	\$ 825,484.00	\$ 5,597,516.00	\$ 6,423,000.00
410	Solid Waste-Reserve	\$ 14,750.00	\$ 1,781,250.00	\$ 1,796,000.00
501	Equipment Rental & Revolving	\$ 828,345.00	\$ 6,442,255.00	\$ 7,270,600.00
511	Unemployment Insurance Rev.	\$ 75,000.00	\$ 75,000.00	\$ 150,000.00
515	Information Technology Oper.	\$ --	\$ 1,383,382.00	\$ 1,383,382.00
	Total Operating		\$45,319,065.00	
	Total All Funds			\$62,303,720.00

10:50 a.m. - Recess.

11:00 a.m. - Public Works.

Present: Dean Cornelison, Brandon Kruger, Katrin Kunz, Michele Beckmann, Paul Spencer, Garth Meyer and Jacob Jones.

080980 35A. The following Public Works related issues approved/updated:

ACTION ITEMS:

080981 **36.** At 11:00 a.m. the regular meeting was recessed and the hearing convened by the Chairman for proposed Whitman County Code revisions to Chapter 19.05.

Staff report provided by Katrin Kunz as follows:

The main change is to strike unnecessary language, correct scrivener errors and to allow the Planner to issue rural housing certificates.

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

080982 **37.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the amendments to Whitman County Zoning Ordinance (Chapter 19.05) as stated in the approved findings of fact.

ORDINANCE NO. 080982

AN ORDINANCE AMENDING CHAPTER 19.05 - ADMINISTRATION AND ENFORCEMENT, to allow a designee to issue Rural Housing Certificates; adding clarification to how a building permit may be issued; striking unnecessary wording; and making a few scrivener's corrections, as described in the proposed ordinance hereto attached and made a part of by reference.

These changes are consistent with the Whitman County Comprehensive Plan and Zoning Ordinance.

BE IT ORDAINED and enacted by the Board of County Commissioners of Whitman County, State of Washington, it having been determined by the Board after hearing the Planning Department's Recommendations and Findings of Fact, after the Board's public hearing and adoption of Findings of Fact.

PASSED AND APPROVED by the Board of Whitman County Commissioners of

Whitman County, Washington, on the 17th day of December, 2018.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

Arthur D Swannack, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

Chapter 19.05 - ADMINISTRATION AND ENFORCEMENT

Section 19.05.010 - Planning Office - Duties.

A. The Planning Office as designated by the Director of Public Works, shall administer and enforce the provisions of this title. If the Planning Office finds that any provision of this title is being violated, the Planning Office shall notify in writing the person responsible for such violation, indicating the nature of the violation and the action necessary to correct it. The Planning Office shall order discontinuance of illegal use of land, buildings, or structures; removal of illegal buildings or structures or additions or structural changes thereto; discontinuance of any illegal work being done;

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or shall take any other action authorized by this title to insure compliance with or to prevent violation of its provisions.

- B. The Planning Office shall make available to the public application materials for approvals and amendments authorized by this title. Each application shall be referred to the County Planner for preparation of a staff report.
- C. The County Planner or his/her designee shall issue Rural Housing Certificates for rural residential uses that meet the requirements of Section 19.10.060. No permit for erection, alteration, moving, or repair of any building shall be issued until an application has been made and approved for a Rural Housing Certificate except in the case of Rural Residential Site Review (RRSR). The final certificate shall be issued in conformity with the provisions of this title. Failure to obtain a Rural Housing Certificate where required is a violation of this title. (Revised 2/17/04, Ordinance #062209)
- D. Following receipt of the report from the County Planner, described in Section 19.05.020(A), the Planning Office shall notify the applicant of the decision regarding the request for a Rural Housing Certificate. If the application is denied, the applicant shall be notified of the right to appeal that decision to the Board of Adjustment according to the procedures outlined in Section 19.06.052. If the application is approved, all property owners within 1,500 feet of the exterior boundaries of the proposed residential building footprint shall be notified of their right to appeal that decision also according to the procedures outlined in Section 19.06.052.
- E. The Planning Office shall review all development permits to determine that the permit requirements of this ordinance have been satisfied and that all necessary permits have been obtained from those federal, state, or local governmental agencies from which prior approval is required. When base flood evaluation data has not been provided in the Flood Insurance Study for Whitman County, with accompanying Flood Insurance Maps, the Planning Office shall obtain, review and reasonably utilize any base flood elevation and floodway data available from a federal, state or other source, in order to administer this ordinance.
- F. The Planning Office shall obtain and record the actual elevation (in relation to mean sea level) of the lowest floor (including basement) of all new or substantially improved structures, and whether or not the structure contains a basement. For all new or substantially improved flood proofed structures, the Planning Office shall also maintain the flood proofing certifications required in Section 9.05E.060 (C).
- G. The Planning Office shall maintain for public inspection all records pertaining to the provisions of this ordinance.

Section 19.05.015 - Administrative Use Permits.

- A. Surface Mining and Rock Crushing. In the event a surface mining and/or rock crushing operation, which includes private haul roads, is located more than one mile from an incorporated community or designated unincorporated rural community and is proposed to be located at a distance greater than 1,000 feet from any residence, or in the event that the proposed surface mining and/or rock crushing operation, which includes private haul roads, is proposed to be located within 1,000 feet of a residence and proper waivers are filed with and approved by the Planning Office, and there has been no request for a public hearing and conditional use permit in accordance with Sections 19.59 and 19.60 an administrative use permit can be issued. Notice to adjacent landowners within 1,000 feet of the mining and crushing area, which does include any private haul road, is required. (Adopted 2/7/11, Ordinance #071612)
- B. Blasting or Explosive Demolition. Any activity where blasting or explosive demolition is required shall be done only in accordance with Section 19.60, and other conditions determined necessary for the protection of public health, safety and welfare.

Section 19.05.020 - Planning Director - Duties.

- A. The Planning Director shall receive all applications for approval of residential use under Section 19.10.060 of this title. The Planning Director shall prepare a report either certifying or not certifying that the requirements of this title have been met. The applicant shall receive email notice or written notice of the decision within fourteen (14) days of the date of application. When necessary to collect further information, the Planning Director may indicate to the applicant an additional period of fourteen (14) days will be taken to prepare the report. Failure of the Planning Director to submit the report within these time periods shall constitute a denial of the request for residential use. A report by the Planning Director finding that a proposed residential use does not meet the requirements of Section 19.10.060 shall be final subject to appeal under Section 19.05.030. Pending appeal, no building permits or Rural Housing Certificates shall be issued.

- B. The Planning Director shall review all applications for amendments to the zoning map, conditional use permits and variances, and shall prepare a staff report for the Planning Commission or Board of Adjustment, whichever has jurisdiction.

- C. The Planning Director shall, after payment of fee, review site plans for inert earth fills of less than 2,000 cubic yards, and shall issue an administrative permit unless other regulations apply. The Planning Director may, if so indicated by the SEPA Environmental Checklist results, require a conditional use permit procedure, in which case this administrative fee will be returned, and the conditional use permit fee charged.

Section 19.05.030 - Interpretation and Enforcement Decisions-Appeals.

It is the intent of this title that all questions of interpretation or enforcement shall first be presented to the administrative official. Appeals from administrative decisions shall be made to the Board of Adjustment. Appeal from the decisions of the Board of Adjustment shall be to a court of competent jurisdiction as provided for by R.C.W. 36.70C et. seq.

Section 19.05.040 - Penalties.

Any person, firm, company, corporation or organization that violates or otherwise fails to comply with the provisions of this title shall be subject to a civil penalty of not more than \$300 for each violation. Each day's continuance thereof shall be deemed a separate and distinct violation. The existence of a civil penalty or pendency of any proceedings to enforce and collect such a civil penalty under the provisions of this chapter shall not be construed to affect the right of the County to proceed with the enforcement of the provisions of this title by other civil proceedings either at law or equity in any court of competent jurisdiction. Compliance may be enforced by injunctive order at the suit of the County or by an owner or owners of land affected or anyone who may otherwise demonstrate that standing has been conferred upon them by law. The County, at its option, may also seek revocation of any permit or license previously granted pursuant to the provisions of this title. The provisions of this section are in addition to the provisions of Section 1.12.010 of Title I of the Whitman County Code.

Section 19.05.050 - Fees.

No permit, certificate, conditional use permit, variance or rezone shall be issued, nor shall any action be taken on proceedings before the Board of Adjustment or Planning Commission unless or until all charges and fees have been paid in full. *(Revised 4/30/07 Ordinance #066838, effective 5/15/07)*

080983 38. At 11:10 a.m. the regular meeting was recessed and the hearing convened by the Chairman for the 6-Year Transportation Improvement Plan (2019-2024) hearing.

Staff report provided by Dean Cornelison as follows:

The federal government released additional funds that needed to be distributed and used by the states within the biennium totaling \$150,000 for Whitman County that has been added to

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the Almota Road project and countywide safety projects for guardrail and markings/rumble strips.

The hearing was opened to public comment.

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

080984 **39.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the Resolution amending the Six-Year Transportation Improvement Plan (2019-2024) as presented.

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

In the Matter of the Amended Six)
Year Transportation Improvement)
Program (2019-2024)) **RESOLUTION NO. 080984**

WHEREAS, the Public Hearing was held on the 17th day of December, 2018; and

WHEREAS, Notice of the Public Hearing was published according to law and all present wishing to speak for or against said amendment have been heard; and

IT IS HEREBY RESOLVED that the attached Amended Six-Year Transportation Improvement Program be adopted as presented.

DATED this 17th day of December, 2018.

BOARD OF COUNTY COMMISSIONERS
 OF WHITMAN COUNTY, WASHINGTON

 Dean Kinzer, Chairman

 Arthur D Swannack, Commissioner

ATTEST:

 Maribeth Becker, CMC
 Clerk of the Board

 Michael Largent, Commissioner

Added Projects

Countywide Safety Improvements-Guardrail
 Countywide Safety Improvements-Pavement Markings and Rumble Strips
 Almota Road

080985 **40.** The following bids were received for 2019 fuel.

BIDDER	AMOUNT
Busch Distributors, Moscow, Idaho	\$.15/gallon summer-basis of award
	\$.17/gallon winter-basis of award

The commissioners will make an award at 1:00 p.m. today.

080986 **41.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the Resolution granting the County Planner authority to assign addresses in the unincorporated areas as presented.

RESOLUTION NO. 080986
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 17th, 2018; and

WHEREAS, WHITCOM has recently declined to continue to provide for rural addressing in the unincorporated areas of Whitman County, and

WHEREAS, counties around the State of Washington all provide for rural addressing, and that historically, Whitman County is the only county in the region that does not provide rural addressing through its community development or planning office, and,

WHEREAS, the board wishes to provide seamless and efficient land-use planning services to the residents of Whitman County, and,

WHEREAS, it is the belief by the Board of County Commissioners that the best way to provide for rural addressing moving forward is to place that authority and duty in the hands of the County Planner,

NOW, THEREFORE BE IT RESOLVED AND IT IS ORDERED that address assignments in the unincorporated areas of Whitman County shall be at the sole discretion of the County Planner, in the Public Works Department.

PASSED, APPROVED AND ADOPTED this 17th day of December 2018.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

Arthur D Swannack, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

DIVISION UPDATES:

D080986A 42. The following division updates provided by Public Works staff.

Solid Waste Division:

D080987B 42A. Great West Engineering is conducting the groundwater analysis for Transfer Station cells #1-#3 for closure/post-closure.

Engineering Division:

D080987C 42B. The contractor is preparing for crushing at Doneen Quarry.

Maintenance Division:

D080987D 42C. Staff was out over the weekend removing trees over roads.

D080987E 42D. Crews are trimming vegetation along roadsides as weather permits.

D080987F 43. Approved documents signed.

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12:00 p.m. - Recess.

1:10 p.m. - Reconvene/Board Business Continued.

Present: Dean Cornelison and Brandon Kruger.

080987 44. Upon review of the bid, Mr. Kruger recommended the bid be awarded as submitted to Busch Distributors.

Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to award the 2019 fuel contract to Busch Distributors for the amount of \$.15/gallon/summer and \$.17/gallon/winter.

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

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

080988 45. Mr. Berney reviewed the regular Board meeting held on December 6, 2018 of the Greater Columbia Behavioral Health Organization (GCBH) and the GCBH LLC (ASO) Executive Committee.

D080988A 45A. Funding and Fiscal Operations Committee Report:

The Committee met in November. There were no policy recommendations for the Board's consideration.

- The Committee reported that GCBH is essentially on automatic pilot for distributing funds to the provider network. These distributions are following the spenddown plan approved by the State.
- The Compliance Committee also did not meet in November since there were no new complaints to investigate. All current investigations have either been closed or forwarded to State/Federal officials.

D080988B 45B. Establishment of the Greater Columbia LLC:

The GCBH LLC that provides the Administrative Service Office function has been established.

- The LLC Executive Committee Meeting began at 10 AM.
- A motion to approve approximately 60 new Policy and Procedures was made.
- The following resolutions were presented for consideration by the Executive Committee of the LLC:
 - #19-03: Establishing the Personnel Handbook
 - #19-04: Adopting the Employee Salary Schedule and Classifications
 - #19-05: Establishing the FY 2019 Funding Policy
 - #19-06: Establishing committees for the LLC and Term Limits
- Mr. Berney will come with copies of these resolutions for signature by Whitman County.
- The Chair was authorized to sign contracts, when they become available, for:
 - Ombuds Services starting January 1, 2019.
 - Prosecutorial Diversion Program in Benton/Franklin Counties (Pass Through Grant) starting January 1, 2019.

Whitman County voted in favor of the motion, to pass all of the resolutions and to authorize the Chair to sign the contracts presented. Motion, Resolutions, and authorization to sign passed unanimously.

D080988C 45C. Regional Office Update:

- A motion was made to authorize the Chair to sign a contract amendment with Comprehensive Healthcare to cover the new step down facility in Walla Walla.
- Regional Advisory Board will end at the end of the year. A new advisory Board for the LLC is under development.
- Finance: Two resolutions were presented for Board action:

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- Resolution #03 to close out the GCBH-BHO General Fund
- Resolution #04 transferring assets from the GCBH BHO to the LLC.
- Mr. Berney will provide copies of these resolutions for signature by Whitman County.

Whitman County voted in favor of the motion and both resolutions. The motion and resolutions passed unanimously.

D080988D 45D. Other Issues:

You may receive a letter in the future asking how Whitman County appoints Designated Crisis Responders (DCRs).

2:00 p.m. - BOCC Workshop.

Present: Kelli Campbell, Gary Petrovich, Evon Jones, Brandon Kruger, Dean Cornelison, Sharron Cunningham and Jessica Jensema (2:00 p.m.) and Marlynn Markley, Doug Robinson, Kaya Brink, Dan Bassler and Kris Thompson (3:05 p.m.).

080989-080990 46-47. The following items were discussed but no action was taken.

- Recruitment/Retention
- Reclassification Reviews

3:30 p.m. - New/Old Board Business Continued.

Present: Kelli Campbell, Bailey Wiedmer, Dean Cornelison, Brandon Kruger, Sharron Cunningham and Jessica Jensema.

080991 48. Commissioner Swannack **moved** Commissioner Largent **seconded** the motion and it **carried** to authorize the following 2019 employee wage adjustment.

\$2.00/hour increase applied to the first step of each salary range within a classification and automatically calculated to the end of the range using the usual 2% increase between each step for the below listed employees:

Road Represented

Solid Waste Represented

Public Works Non-Represented

Courthouse Non-Represented under the same classification as Public Works Non-Represented employees.

This adjustment will be effective January 1, 2019 for the Non-Represented employees listed above.

This adjustment will be effective for the next payroll period following receipt of a written approval notice from the Teamsters Union for the Road and Solid Waste bargaining units.

D080991A 49. Miscellaneous Year-end business.

Present: Dean Cornelison and Brandon Kruger

080992 49A. Motion by Commissioner Swannack **seconded** by Commissioner Largent and **carried** to approve the amendment to the 2019 Construction Program as presented.

080993 49B. Motion by Commissioner Swannack **seconded** by Commissioner Largent and **carried** to approve the County Provider Program Agreement with Boost Collaborative.

080994 49C. Motion by Commissioner Largent **seconded** by Commissioner Swannack and **carried** to approve the issuance of a MasterCard in the name of Chris Nelson with a credit limit of \$5,000 for the Treasurer's office effective 01/01/19.

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3:40 p.m. - Executive Session.

080995 50. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to go into executive session until 5:00 p.m. in accordance with RCW 42.30.110(1)(g) for matters related to employee performance.

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

D080995A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, December 24, 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. - Reconvene/Board Business Continued.

D080995B 51. Approved consent agenda items signed.

080996 52. Treasurers Wire Transfers and Check Report in the amount of \$, Payroll warrants numbered **340294-340299** for **\$398,755.70** and General/Veterans' Relief/Payroll warrants numbered **340300-340434** for **\$488,431.83** approved.

080997-080998 53. Personnel change orders.

080999 54. The Commissioners acted on the wage adjustment issue on 12/17/18.

D080999A 55. Miscellaneous year-end business.

081000 55A. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the Sheriff's 2019 signature delegation authorization as presented.

081000A 55B. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to acknowledge receipt of the 2019 taxing district budgets, resolutions and certifications and certify the same to the County Assessor.

081001 Park & Rec Dist. #5

9:05 a.m. - BOCC Workshop.

Present: Sharron Cunningham, Bill Tensfeld (9:05 a.m.) Mark Storey (9:30 a.m.) and Kelli Campbell (11:30 a.m.).

081002-081003 56-57. The following items were discussed but no action was taken.

- Whitcom
- IT Director Position/GIS
- Cameras/Panic Button Systems
- Parks/Fair Misclassification
- Grandstand Design Option
- District Court Staff
- Voluntary Stewardship Program
- Sweeping Interest
- ATVP Office Space Agreement
- District Court-Pullman
- Collections/Write Off Policies

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12:45 p.m. - Adjournment.

D0801003A Commissioner Largent **moved** to adjourn the **December 17** and **24, 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 31, 2018**. The foregoing action made this **24th** day of **December 2018**.

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

MARIBETH BECKER, CMC
Clerk of the Board

DEAN KINZER, CHAIRMAN
Board of County Commissioners