

**Minutes for December 22<sup>nd</sup>, 2003**

Disclaimer: This is only a web copy of the Whitman County Commissioners' Monday Meeting Minutes. Official minutes may be obtained by contacting the Whitman County Commissioners office at (509)-397-6200

**061946 THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **December 22, 2003** at **10:00 a.m.** G.R. "Jerry" Finch, Chairman, Greg Partch, and Les Wigen, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

**D061946A 1. Call to Order/Pledge of Allegiance.**

Present: Tammy Lewis.

**D061946B 2. Motion** by Commissioner Partch to approve the consent agenda. Motion **seconded** by Commissioner Wigen and **carried**.

**061947 3.** Claims/Payroll warrants numbered **157611-157631** and **157634-157853** for **\$379,096.15** approved.

FUND	FUND NAME	AMOUNT	AMOUNT	AMOUNT
001	Current Expense	35,381.40	7,012.00	93,518.42
102	Building & Development	1,300.00		
103	Countywide Planning	1,021.20		103.25
104	Developmental Services			1,031.54
110	County Roads	15,970.00	4,050.00	1,089.06
123	Paths & Trails			132.63
126	Treasurer's M&O			113.75
127	Drug Enforcement	400.00		
141	Washington Housing SHB 2060			2,367.50
142	Whitcom-911			3,715.55
320	Cap. Project/Outside Sources (Bond)			855.15
400	Solid Waste	2,659.60		881.36
501	Equipment Rental & Revolving	3,484.40	450.00	59,376.96
510	Photocopier Revolving			149.47
513	Communications Revolving			387.94
690	Clearing & Suspense			143,644.97

**061948 4.** December 1-11, 2003 minutes approved.

**061949 5.** December 15, 2003 minutes approved.

**061950-061954 6.** Personnel board orders approved.

**061955**     **7. Motion** by Commissioner Wigen **seconded** by Commissioner Partch to sign the WA-CERT prioritization resolution. Commissioner Partch explained that the met with the Port last month to prioritize these projects feels this is a good system. He wished more towns could have participated because if they are not on the list, they are not grant-eligible. Motion **carried**.

**RESOLUTION NO. 061955**

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

**ENDORING 2004 WA-CERT PROJECTS**

WHEREAS, the Board of Whitman County Commissioners recognizes the important of supporting projects that enhance the economic health, education, welfare and quality of life in Whitman County; and,

WHEREAS, the Board supports the submission of projects for potential funding and/or technical assistance through the auspices of the Washington Community Economic Revitalization Team; and,

WHEREAS, potential applicants were made aware of the opportunities available through the WA-CERT and the process by which projects would be prioritized; and,

WHEREAS, applicants fully participated in the prioritization of all projects; and,

WHEREAS, the projects have been reviewed and prioritized jointly by the Port of Whitman County and Whitman County Commissioners and are listed in order of their priority, as established by the commissioners on November 25, 2003.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Whitman County Commissioners shall accept and endorse the below-listed projects for submittal to the Washington Community Economic Revitalization Team (WA-CERT) for potential funding and/or technical assistance.

<b>Rank</b>	<b>Agency</b>	<b>Project</b>
1.	Palouse	New Municipal Water Reservoir
2.	Pullman	South Grand Sewer
3. (tie)	Palouse	Public Safety Building
3. (tie)	St. John	St. John Public Service Center
4.	WCHD #3	Assisted Living/Senior Housing Access Road
5.	Colfax	Mill Street Reconstruction Project
6.	Endicott	Water System Comprehensive Plan
7.	Tekoa	Infrastructure Extension to Airport
8.	Farmington	New Fire Station Building
9.	WCHD #3	Assisted Living Project

**BOCC Minutes-12/22/03**

- 10. Colfax Cedar Street Project Phase 2
- 11. (tie) Tekoa Comprehensive Wastewater System Planning
- 11. (tie) Palouse Fisher's Addition Sanitary Sewer
- 12. Palouse Palouse Community Center
- 13. Uniontown Wastewater Facilities Plan
- 14. WCHD #3 Senior Housing Project Development
- 15. Farmington Sewer System Rehabilitation
- 16. St. John HS Field Expansion
- 17. Colton Design Phase Activated Sludge

DATED at Colfax, Washington this 22nd day of December 2003.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
G.R. Finch, Chairman

ATTEST:

\_\_\_\_\_  
Greg Partch, Commissioner

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board

\_\_\_\_\_  
Les Wigen, Commissioner

**061956 8. Motion** by Commissioner Partch **seconded** by Commissioner Wigen to sign a resolution revising the Public Health fee schedule. Commissioner Partch noted all services must pay for themselves and in order to do so, the fees must be adjusted annually. Motion **carried**.

**RESOLUTION NO. 061956**

BEFORE THE BOARD OF COUNTY COMMISSIONERS for Whitman County, State of Washington, in the matter of annually updating the Whitman County Public Health Fee Schedule; and

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, met in a regular session on the 22nd day of December 2003; and

WHEREAS, the Whitman County Board of Health has reviewed the proposed updated fee schedule and finds that changes are necessary and in the best interest of the citizens of Whitman County.

NOW, THEREFORE, BE IT RESOLVED that the following updated Fee Schedule be adopted and implemented effective January 1, 2004.

**2004 WHITMAN COUNTY PUBLIC HEALTH FEES**

**BOCC Minutes-12/22/03**

<b>CODE</b>	<b>Public Health Fee Schedule</b>	<b>2003</b>	<b>2004</b>
<b>VISITS</b>			
99211	5 min Perform/supervision	16.00	<b>17.00</b>
99212	Brief (10min)	28.00	28.00
99213	Intermediate Visit (15 min Low/Complexity)		
99214	Extended (25 min Moderate/Complexity)	62.00	62.00
99348	Home Visit	38.00	38.00
<b>IMMUNIZATION S</b>	<b>CHILDRENS</b>		
90702-SL	DT	12.00	<b>15.00</b>
90700-SL	DtaP	12.00	<b>15.00</b>
90633-SL	Ped Hep A (2-18 years)	12.00	<b>15.00</b>
90744-SL	Hep B (0 – 18 years)	12.00	<b>15.00</b>
90645-SL	HIB (4 doses) Hib Titer	12.00	<b>15.00</b>
90646-SL	HIB (Booster)	12.00	<b>15.00</b>
90647-SL	HIB (3 dose) Ped Vax	12.00	<b>15.00</b>
90648-SL	HIB (4 does) Act HIB	12.00	<b>15.00</b>
90741	Immune Serum Globulin	14.00	<b>15.00</b>
90713-SL	IPV	12.00	<b>15.00</b>
90707-SL	MMR (0-18 years)	12.00	<b>15.00</b>
90712-H	OPV	10.00	<b>12.00</b>
90669-SL	Prevnar	12.00	<b>15.00</b>
90718-SL	Tetanus/TD (7-18 years)	12.00	<b>15.00</b>
90716-SL	Varicella (1-18 years)	12.00	<b>15.00</b>
90657-SL	Influenza (6-35 months)	12.00	<b>15.00</b>
90658-SL	Influenza (3 years)	12.00	<b>15.00</b>
<b>IMMUNIZATION S</b>	<b>ADULTS</b>		
90632	Adult Hep A	20.00	<b>22.00</b>
90746	Hep B (20 years & older)	40.00	40.00
90658	Influenza	12.00	<b>15.00</b>
90732	Pneumonia	20.00	<b>22.00</b>
90742	Rabies IG	Market	Market
90726	Rabies Vaccine	Market	Market
90718	Td Adult (19 years)	15.00	<b>20.00</b>
90733	Meningococcal polysaccharide	76.00	76.00

**BOCC Minutes-12/22/03**

<b>TB Services</b>	34		
99201	TB test 1 step office visit	28.00	28.00
99215	TB, 2 step office visit	40.00	40.00
99341	Home Visit New Patient	62.00	62.00
99347	Home visit established patient	40.00	40.00
86580	PPD Skin Test Given	7.00	<b>8.00</b>
86580	PPD Skin Test Read	NC	NC
	PPD 2 Step Test Read	10.00	10.00
	TB Treatment Curative	Market	Market
	TB Preventive (INH)	5.00	5.00
<b>HIV/AIDS</b>	35		
86701	HIV/ELISA (HIV Test)	25.00	25.00
00404	Pretest Counsel	62.00	62.00
99401	Post Test Counsel	28.00	28.00
<b>DENTAL</b>	24		
D9999(99212)	Office Visit	28.00	28.00
D1330	Oral Hygiene Instructions	16.00	16.00
D1203	Fluoride Treatment	18.00	18.00
D9999	Family Oral Health Ed	25.00	25.00
<b>MIH/CAH</b>	22		
93770	Blood Pressure	5.00	5.00
99214	Development Assessment	62.00	62.00
92552	Hearing	10.00	<b>12.00</b>
85013	Hemoglobin	5.00	<b>6.00</b>
0910M	Nutrition Consultation	28.00	<b>30.00</b>
0911M	Nutrition Follow up (Repeat)	28.00	28.00
81002	Urinalysis (Dipstick)	10.00	<b>12.00</b>
92081	Vision	5.00	<b>6.00</b>
81025	Pregnancy Test (Urine)	10.00	<b>12.00</b>
<b>ADULT HEALTH</b>	29		
99402	Disease Information/Consult	40.00	40.00
92552	Hearing Test	10.00	<b>12.00</b>
85013	Hematocrit	5.00	<b>7.00</b>
90782	Injection (Meds supplied by Pt.)	10.00	<b>12.00</b>
81005	Urinalysis (Dipstick)	10.00	<b>12.00</b>
92081	Vision Screening	5.00	<b>7.00</b>

**BOCC Minutes-12/22/03**

<b>NURSING SERVICES</b>			
	Nursing Consultation (per hour)	40.00	40.00
<b>LAB SERVICES</b>			
86592	RPR/VDRL	5.00	<b>7.00</b>
86762	Rubella Antibody	11.00	<b>12.00</b>
86706	HEP B Anti-HBS	25.00	<b>27.00</b>
86709	HEP A Antibody	25.00	<b>27.00</b>
<b>VITAL RECORDS</b>	71		
	Certified Copies Birth Each	17.00	17.00
	Certified Copy of Death	17.00	17.00

<b>Environmental Health Fees</b>	<b>2003</b>	<b>2004</b>
Food & Beverage Workers Permit	10.00	10.00
Replacement Food & Beverage Workers Permit	5.00	5.00
Restaurants		
Minimum Fee	75.00	110.00
1 – 25 Seats	110.00	150.00
26 –50 Seats	125.00	200.00
51 – 100 Seats	135.00	250.00
101+ Seats	175.00	300.00
With Lounge/Liquor, add additional fee of	50.00	100.00
With Beer/Wine served, add additional fee of	35.00	75.00
Taverns – Same Seating Schedule as above		
With Food Service, add additional fee of	35.00	50.00
Grocery Store	75.00	110.00
With Meatcutting facility, add additional fee of	40.00	60.00
With Deli Section, add additional fee of	40.00	60.00
Catering/Mobile Units	75.00	150.00
Fraternities & Sororities	75.00	125.00
Temporary Commercial	60.00	75.00
Temporary Benevolent	7.50	15.00
Bed & Breakfast	75.00	110.00
Follow-up Inspection for Food Establishment	75.00	100.00
Plan Review – First 2 Hours	100.00	175.00
Each Additional Hour	35.00	75.00
Schools	75.00	125.00
Water System Survey (Plus lab fees for Nitrate and Bacteriological water testing)	125.00	225.00
On-Site Sewage Disposal System Survey	150.00	225.00
Additional Call-backs	75.00	125.00
Sanitary Landfill	2500.00	3500.00
Transfer Stations	750.00	1000.00
Monofill	500.00	750.00
Impoundments	500.00	750.00
Inert Demolition	750.00	1000.00
Demolition	750.00	1000.00
Land Spreading	500.00	1000.00
Recycling Centers	500.00	1000.00

**BOCC Minutes-12/22/03**

Composting Piles	500.00	1000.00
Piles	500.00	750.00
Sludge Utilization	500.00	750.00
Septage Disposal	500.00	750.00
Liquid Waste		
Septic Tank Installers – per year	200.00	250.00
Septic Tank Pumpers – per year	200.00	250.00
On-Site Sewage Disposal Application for Permit	175.00	225.00
Repair of On-Site Sewage Disposal System	75.00	125.00
Site Evaluation for Land Division/CZC Application	175.00	225.00
Each additional site, adjoining property	75.00	125.00
Water Recreation Facility Permit	250.00	250.00

**\* Fee is reduced by 50% if permit is purchased after June 30.**

ADOPTED this 15th day of December 2003 and effective January 1, 2004.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
G.R. Finch, Chairman

\_\_\_\_\_  
Greg Partch, Commissioner

ATTEST:

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board

\_\_\_\_\_  
Les Wigen, Commissioner

**061957**     **9. Motion** by Commissioner Wigen **seconded** by Commissioner Partch and **carried** to sign the 2003-2004 Town of Endicott criminal justice contract.

**061958**     **10. Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to authorize the Chairman to sign the Teamsters Trust agreement.

**061959**     **11. Motion** by Commissioner Wigen **seconded** by Commissioner Partch and **carried** to re-advertise the Planning Commission vacancies.

**10:20 a.m.** – Jean Wardwell, Glenn Vaagen, Alan Thomson, Dane Dunford and Hillary Hamm.

**061960**     **12.** The State of Idaho Department of Water Resources sent a letter stating they have completed a review of the proposed well protocol for Ralph Naylor Farms, LLC.

**061961**     **13.** A letter was received from Robb Lemke, Director of Naylor Farms clarifying their position relative to their application for a water well, which is to be used primarily to enhance the profitability of their family farm through irrigation.

**BOCC Minutes-12/22/03**

**061962** 14. A response to Commissioner Partch's letter to the Department of Natural Resources (DNR) was received regarding easements for undocumented county roads on trust land managed by DNR in Whitman County. Commissioner Partch indicated Public Works reviewed the information and found it to be acceptable. He thanked Judy Wilson of DNR for intervening in this process. A letter of thanks was forwarded to Mr. Luedecker.

**061963** 15. John Sherman, Pullman City Supervisor wrote the commissioners to thank them for the joint workshop held December 11<sup>th</sup> and he also enclosed a copy of the City's WA-CERT/CEDS listing.

**061964** 16. **Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to sign the Steptoe Sewer/Water district levy certifications.

**061965** 17. **Motion** by Commissioner Wigen **seconded** by Commissioner Partch and **carried** to sign the Tekoa Parks and Recreation District #6 levy certification.

**061966** 18. **Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to approve a claim submitted through the Indigent Soldier Fund.

**061967** 19. An executed copy of the CRAB Rural Arterial Program for the Green Hollow Road project was received.

**D061967A** 20. Commissioners' pending list reviewed.

**10:30 a.m. - Cluster Rural Residential Development.**

Present: Mark Bordsen, Alan Thomson, Dane Dunford, Pete Dickenson, Glenn Vaagen, Jean Wardwell, Tammy Lewis and Evan Ellis.

**061968** Mr. Bordsen presented the following documents:  
Planning Commission findings of fact,  
Minutes of the Planning Commission's November 6<sup>th</sup> meeting,  
Planning Commission hearing minutes,  
Comprehensive Plan amendment language,  
Map,  
Zoning ordinance language, and  
Subdivision ordinance language.

**061969** Commissioner Partch read all letters received by the Board concerning cluster development from the following individuals:

Archie Neal, Vice President of the ADO Resource Board, in favor of the proposal with two modifications.

Joan Folwell, in favor of the proposal with revisions.

Karen H. Kiessling, concerned about the use of prime farmland for housing.

## BOCC Minutes-12/22/03

Kathy Prout, against the proposal and the use of prime farmland.  
Randy Suess, against the proposal and the use of prime farmland.

Commissioner Partch also indicated he also had contacts from:  
Tom Kammerzell was against the proposal and inquired about the protocol for commenting.

Bob Hassle, Kendrick, Latah County had concerns he wanted to address.

**061970 Motion** by Commissioner Partch **seconded** by Commissioner Wigen to accept the Planning Commission's recommendations and their Findings of Fact regarding the proposed amendments to the Comprehensive Plan and Zoning and Subdivision Ordinances and that the Board of County Commissioners hereby adopt the amendments that enable Cluster Residential Districts (CRD) and updates the County Subdivision Ordinance, to take effect on January 30, 2004.

Commissioner Wigen said over the past 9 years he has been in office, anytime a land use change was made it affected someone. When the PRD zone, Highway/Byway zone and 48 acre Mader light industrial zone was adopted, there was opposition in all cases, but nothing has happened. Therefore, 3 changes have been made in this county to bring in industrial growth and nothing has really happened.

It is time to make changes in land use. He quoted 35% of WSU employees leave Whitman County everyday and the same is true with Schweitzer Engineering, to travel to their homes in Latah County. He thought it was time to give people the opportunity to live in Whitman County and spend their tax dollars in Whitman County.

He understands people don't want to take farmland out of production. However, as of today, there is 142,000 acres of farmland that has been taken out of production and placed in the CRP federal land use program, most of which is in western Whitman County.

This action involves entering into an interlocal agreement with the City of Pullman. The Planning Commission has worked very hard. Their recommendation came to the commissioners on an 8-0 vote. People need to understand when they choose to live in a rural area they will have to put up with sprayers, combines, dust, and rod weeders.

Chairman Finch concurred with Commissioner Wigen and thanked Jean Wardwell and the other members of the Planning Commission for a very tedious, grinding project. He too believed it is time for Whitman County to move into the 21<sup>st</sup> century. Whitman County has a quality of life and can attract others to live here making this county grow. This action basically provides another option for a lifestyle that people want.

He also understood that Pullman feels threatened but noted there will not be a solid ring of houses around Pullman.

## **BOCC Minutes-12/22/03**

Chairman Finch reiterated his appreciation to the Planning Commission for their diligence in completing this process.

Commissioner Wigen commented that he has a lot of faith in Jim Henning, Fred McNeilly, and Harry Wagner who adopted the Comprehensive Plan in 1978 that has protected the county very well and he wants to continue to see good, planned growth.

Commissioner Partch agreed with the other members' comments. One of the first duties as a commissioner was to meet with the Pullman City Council. One of their requests was to re-establish the Joint Planning Committee, which they did. Working together, the action of the Joint Planning Committee parallels the cluster residential zone and came together at the same time.

Commissioner Partch thanked not only the Planning Commission but also the Planning staff. The Board had to make some hard decision about whether or not the county could afford to retain a full planning staff. They chose to maintain a full staff and as a result, they got the job done. Now is the time to move forward. The county has offered to protect major portions of areas near Pullman for logically and naturally planned growth away from Pullman through an interlocal agreement.

There being no further discussion, motion **carried**.

Jean Wardwell, Chairperson for the Whitman County Planning Commission thought this document was the best piece of work they have forwarded the commissioners, but they couldn't have done it without the staff. The staff did the research on how to pass a controversial issue. That was the purpose of the focus meetings and workshop in 1999 and 2000 that dealt with the proposed language. There were some changes to the initially proposed language as a result of the workshop. However, Ms. Wardwell felt the most important aspect was the political will of this Board of County Commissioners to make the hard choices and maintain a fully staffed Planning Department. Without the full staff, the Planning Commission couldn't proceed. It took real political courage on the part of this Board to maintain a full staff and Ms. Wardwell couldn't thank the Board enough.

Commissioner Partch said the work the Planning Commission has done would serve as a model across the state. Ms. Wardwell indicated 3 other counties have already requested copies. When she testified before the House Agricultural and Natural Resources Committee, Mr. Jim Waldo, the governor's water policy advisor called Whitman County a model of planning and zoning. With this language, Ms. Wardwell thought Whitman County continues in its model role for the state.

**BOCC Minutes-12/22/03**

Due to the length of this document, the attachments will not appear in full context in the journal. The complete ordinance and its attachments are available in the Commissioners' office and Planning Department.

**ORDINANCE NO. 061970**

AN ORDINANCE AMENDING THE WHITMAN COUNTY COMPREHENSIVE PLAN, THE ZONING ORDINANCE, AND THE SUBDIVISION ORDINANCE, repealing all of the existing Subdivision Ordinance except Chapter 18.50 Planning Residential Development (PRD) and replacing the previous Chapters 18.04 through 18.36 with the updated Subdivision Ordinance. The amendments to the Comprehensive Plan enable the creation of Cluster Residential District with the specified area. The amendment to the Zoning Ordinance implements the Plan by establishing procedure for Cluster Residential zones and listing the allowed uses, buffers, setbacks and so forth. The amendment to the Subdivision Ordinance also enables land division for Cluster Residential Districts, and also updates the ordinance as a whole to bring it into compliance with state laws.

BE IT ORDAINED by the Board of County Commissioners of Whitman County, State of Washington, after hearing the Recommendations and Findings of Fact of the Whitman County Planning Commission, that these amendments should be accepted.

BE IT ORDAINED that the Board hereby enacts the aforementioned amendments, a copy of the amendments being attached to this document. This action makes the Whitman County Comprehensive Plan, Zoning and Subdivision Ordinance consistent.

PASSED AND APPROVED by the Board of Whitman County Commissioners of Whitman County, Washington, on the 22<sup>nd</sup> day of December 2003.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
G.R. Finch, Chairman

\_\_\_\_\_  
Greg Partch, Commissioner

ATTEST:

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board

\_\_\_\_\_  
Les Wigen, Commissioner

**11:00 a.m. - Dane Dunford, Public Works Director.**

Present: Phil Meyer, Tammy Lewis, Glenn Vaagen and Evan Ellis.

**BOCC Minutes-12/22/03**

**Action Items:**

**061971 1. Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to award the bid for #1 and #2 diesel fuel and additive to Busch Distributors for a total bid amount of \$.0989, value added adjustment (VAA) price per gallon (above the rack price).

**Maintenance Division:**

**D061971A 2.** Sanders were out over the weekend for a short period of time due to freezing rain. Maintenance crews are basically cleaning ditches, opening culverts, and grading when possible.

**Engineering Division:**

**D061971B 3.** The Endicott Road project is winding down. All centerline and edge line striping is completed. The department will return the original 50 MPH speed limit back on the road this afternoon. During the winter, additional tests and information gathering will be conducted for making a recommendation to the Board in the spring on the future Endicott Road speed limit.

**D061971C 4.** The Engineering staff is working to complete the Palouse Cove Road design work.

**11:20 a.m. - Recess.**

**11:30 a.m. - Kelli Campbell, Human Resources Director.**

Present: Peggy Wright, John Peterson and Tammy Lewis.

**061972 1. Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to accept the Director's recommendation to make the job family adjustment (see #061986).

**061973 2. Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** not to approve a COLA for the elected officials since they are included in the future salary commission research.

**061974 3. Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to approve a 1.5% salary schedule shift as of January 1, 2004 for the appointed officials who are not included in the future salary commission research.

**061975 4. Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to approve the revised Code of Conduct policy for federally grant-funded programs.

**RESOLUTION NO. 061975**

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

**IN THE MATTER OF** the action of the adoption for the Whitman County **Code of Conduct For Federally Grant Funded Programs;**

**WHEREAS,** this policy has been reformatted and numbered to match the County's new policy structure,

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

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by this Board that the above is approved as the attached **POL-0411-HR CODE OF CONDUCT FOR FEDERALLY GRANT FUNDED PROGRAMS.**

Dated this 22<sup>ND</sup> day of December 2003 and effective as of December 1, 2003.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
G. R. Finch, Chairman

ATTEST:

\_\_\_\_\_  
Greg Partch, Commissioner

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board

\_\_\_\_\_  
Les Wigen, Commissioner

Effective Date: 12/01/03	Page: 1 of 1
<b>POLICY</b>	
Cancels:	Approved by: BOCC
See Also: Res. 047472 & 24 CFR 85.36	Res. #061975

**POL-0411-HR CODE OF CONDUCT FOR FEDERALLY GRANT FUNDED PROGRAMS**

This policy applies to all officers, employees or agents of Whitman County engaged in the award or administration of contracts supported by federal grant funds.

**1. Whitman County Wants to Ensure the Efficient, Fair and Professional Administration of Federal Grant Funds.**

Whitman County has made it a priority to ensure the efficient, fair and professional administration of federal grant funds in compliance with 24 CFR 85.36 and other applicable federal and state standards.

**2. No Officer, Employee or Agent of the County Shall Participate in the Selection, Award or Administration of a Federally Funded Contract if a Conflict of Interest Is Involved.**

No officer, employee or agent of the County shall participate in the selection, award or administration of a contract supported by federal grant funds, if a conflict of interest, real or apparent is involved. Such a conflict would arise when one or more of the following individuals have a financial or other interest in the firm selected for award:

- a. the employee, officer or agent;
- b. any member of his/her immediate family;
- c. his/her partner; or
- d. an organization which employs, or is about to employ any of the above individuals.

**3. Solicitation or Acceptance of Gratuities, Favors or Anything of Monetary Value is Prohibited.**

Whitman County officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors or subcontractors.

**4. Violations of This Policy May Result in Employment and/or Criminal Penalties.**

To the extent permitted by federal, state or local laws and regulations, violation of these standards may cause penalties, sanctions, or other disciplinary actions to be taken against the County officers, employees, agents, contractors, or subcontractors.

**061976** 5. **Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to approve the revised additional employment outside of Whitman County policy.

**RESOLUTION NO. 061976**

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

**IN THE MATTER OF the action of the adoption for the Whitman County Policy Obtaining Additional Employment Outside of Whitman County;**

**WHEREAS,** this policy has been reformatted and numbered to match the County's new policy structure,

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

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by this Board that the above is approved as the attached **POL-0406-HR OBTAINING ADDITIONAL EMPLOYMENT OUTSIDE OF WHITMAN COUNTY.**

Dated this 22<sup>ND</sup> day of December 2003 and effective as of December 1, 2003.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
G. R. Finch, Chairman

ATTEST:

\_\_\_\_\_  
Greg Partch, Commissioner

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board

\_\_\_\_\_  
Les Wigen, Commissioner

Effective Date: 12/01/03	Page: 1 of 1
	<b>POLICY</b>
Cancels: F-5	Approved by: BOCC
See Also:	Res. #061976

**POL-0406-HR OBTAINING ADDITIONAL EMPLOYMENT OUTSIDE OF WHITMAN COUNTY**

This policy applies to all Whitman County employees unless otherwise stated in a bargaining unit agreement.

**1. Employees Should Notify Their Department Head/Elected Official of Outside Employment.**

Prior to considering outside employment, employees should notify their Department Head/Elected Official of the nature and extent of such employment.

**2. Employees Shall not Engage in Certain Outside Employment Opportunities.**

Employees shall not engage in employment other than his/her County job if: such employment interferes with the efficient performance of his/her County position; constitutes a conflict of interest; or might result in a poor public image for the department as determined by the Department Head/Elected Official.

**3. Violations of This Policy may Result in Discipline Up To and Including Termination.**

061977 6. Motion by Commissioner Wigen **seconded** by Commissioner Partch and **carried** to approve the revised political activities policy.

**RESOLUTION NO. 061977**

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

**IN THE MATTER OF** the action of the adoption for the Whitman County Policy **Political Activity;**

**WHEREAS,** this policy has been reformatted and numbered to match the County's new policy structure,

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

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by this Board that the above is approved as the attached **POL-0405-HR POLITICAL ACTIVITY.**

Dated this 22<sup>ND</sup> day of December 2003 and effective as of December 1, 2003.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
G. R. Finch, Chairman

ATTEST:

\_\_\_\_\_  
Greg Partch, Commissioner

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board

\_\_\_\_\_  
Les Wigen, Commissioner

Effective Date: 12/01/03	Page: 1 of 1
<b>POLICY</b>	
Cancels: F-4	Approved by: BOCC
See Also:	Res. #061977

**POL-0405-HR POLITICAL ACTIVITY**

This policy applies to all Whitman County employees.

**BOCC Minutes-12/22/03**

**1. Whitman County Recognizes Individual Rights.**

Whitman County recognizes the right of every employee to express his/her view as a citizen, to pursue legitimate involvement in the political process and vote as he/she wishes.

**2. Whitman County Requires Restrictions.**

No County employee shall: expend public funds; use County supplies; work on any campaign during working hours; or participate in any other political activity not permitted by law.

**3. Violations to this Policy may be Subject to Discipline Up To and Including Termination.**

**11:40 a.m. - Recess.**

**1:00 p.m. - Evon Jones and Tim Myers, CIP Co-Chairs.**

Present: John Peterson.

**061978** The Co-Chairs presented and explained the 2004 ranked Capital Improvement Program (CIP) projects. No action taken by the Board at this time.

**1:30 p.m. - Mike Werner, Developmental Services Director.**

Present: Eric Hoyle of Palouse Industries, Inc, Tom Nest of DSHS, Lorraine Fulfs of CARES and J.D. Marker, program manager.

**061979** 1. **Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to approve the reappointment of Scott Cornelius, the appointment of Tim Gavin, Susan Schaeffer and Mike Waite to 3-year terms on the Developmental Services Advisory Board (DSAB), and to accept the resignation of Darlene Gillespie.

**D061979A** 2. Mr. Werner noted receiving an executed copy of the Choices grant contract for \$10,000.

**061980** 2. The Director thanked the Parks, Fair and Facilities Management staff for their role in helping to generating 230 gifts through the tree of sharing for the developmentally disabled. He also thanked the commissioners for their support.

**061981** 3. An executed copy of the 2003-2005 (July 1, 2003-June 30, 2005) County program agreement #0363-36228 was received. Beginning last May, the county board began going through a process to review provider contracts. Language was included in the previous biennial contract allowing the contract to be extended. The County Commissioners accepted the current

## BOCC Minutes-12/22/03

providers at that time pending a final review and a contract with the state. The review has been completed and accepted by both the Developmental Services Advisory Board and County Commissioners.

Of the \$751,730 state authorized amount for the 2003-2005 biennium, CARES will receive \$157,224 for community access services serving 21 people and Palouse Industries will receive \$547,968 for vocational programs serving 32-33 people, and 5.25% is retained by Whitman County for administrative services for wages. If the contract is reduced or increased for any reason, the language in the contract carries forth.

On behalf of Palouse Industries, Mr. Hoyle appreciated the privilege of serving under these contracts for the state and county. He was very pleased that the DSAB opted to extend the contracts rather than proceed through the RFP process. Mr. Hoyle also expressed his pleasure in working with Mike Werner.

Lorraine Fulfs echoed Mr. Hoyle's comments. Through the work performed by all those in attendance today, Ms. Fulfs felt better lives for those with disabilities are being achieved. As a result of the supplemental payment program, Ms. Fulfs stated no individuals missed any service even if their check hadn't arrived.

J.D. Marker thanked Mike Werner who has been very good to work with adding it has been a pleasure working with the commissioners.

Tom Nest appreciated working with Mr. Werner for the past 20+ years. He pointed out many counties across the state don't have the report with their county coordinators like he has with Mike.

**061981 Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to approve the contracts and attachments as amended.

**061982** Debarment document

**061983** 2003-2005 allocation plan

**061984** Palouse Industries, Inc. contract

**061985** Community and Residential Experience Supports (CARES) contract corrected from "non-profit" status to "private-for-profit".

**2:00 p.m. - BOCC Business Continued.**

Present: Kelli Campbell.

**061986 21. Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to rescind their decision made earlier in the day regarding the Job Family Adjustment (see #061972).

Present: Brett Myers (2:15 p.m.), Kelli Campbell (2:55 p.m.), Dane Dunford and Phil Meyer (3:55 p.m.).

**BOCC Minutes-12/22/03**

**061987 22.** Items discussed included: County policies, Courthouse hours proposal, Assessor's segregation change, cluster residential development effective date, appointed officials salaries and Homeland Security supplemental grant date. No action taken.

**4:15 p.m. - Adjournment.**

**D061987A** Commissioner Partch **moved** to adjourn the **December 22, 2003** meeting. Motion **seconded** by Commissioner Wigen and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **December 29, 2003**. The foregoing action made this **22nd** day of **December 2003**.

ss/ GREG PARTCH, Commissioner  
ss/ LES WIGEN, Commissioner

---

MARIBETH BECKER, CMC  
Clerk of the Board

---

G.R. FINCH, Chairman  
Board of County Commissioners