

BOCC MINUTES-12/26/06

066287 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **December 26, 2006** at **9:00 a.m.** G.R. Finch, Chairman and Greg Partch, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended. Commissioner Wigen was not in attendance.

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

Present: Commissioner Elect Largent.

066288 1. Items discussed included a vacation accrual request. No action taken.

9:30 a.m. - Pledge of Allegiance.

Present: Jana Davidson.

D066288A 2. Motion by Commissioner Partch to approve the consent agenda. Motion **seconded** by Commissioner Finch and **carried**.

066289 3. Claims/Payroll warrants numbered **198579, 198583-198584, 198616** and **198733-198908** for **\$538,329.32** approved.

FUND	FUND NAME	AMOUNT	AMOUNT
001	Current Expense	17.95	244,462.54
102	Building & Development		897.16
103	Countywide Planning		1,229.54
104	Developmental Services		1,614.64
110	County Roads	220.19	20,137.20
111	CETC Building		899.36
117	Boating Safety		439.44
118	Inmate Welfare		618.47
123	Paths & Trails		73.88
127	Drug Enforcement-Quad City		1,031.11
132	Auditor's Document Preservation		20,116.85
134	Elections Reserve Fund-134.060.000		3,140.00
134	Elections Reserve Fund-134.060.001		760.00
136	Electronic Monitoring		250.00
144	Emergency Communications-144.260.001		9,705.42
300	Capital Projects Asset Acq.-300.010.001		863.30
300	Capital Projects Computer-300.010.003		2,000.00
400	Solid Waste		107,720.00
501	Equipment Rental & Revolving		45,139.32
510	Photocopier Revolving		8.03
513	Communications Revolving		2,850.22
660	Whitcom-General-660.911.000		66,431.27
660	Whitcom-Grant Funding-660.911.001		5,101.98
690	Clearing Fund 690.002.000	2,586.95	

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690	Clearing Fund 690.005.000		13.50
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066290 4. December 18, 2006 minutes approved.

066291-066301 5. Personnel board orders approved.

9:35 a.m. - Commissioner Elect Largent.

6. Commissioner Partch **moved**, Commissioner Finch **seconded** the motion and it **carried** to sign the elected official's oaths of office as follows:

- 066302** Assessor Joe Reynolds
- 066303** Auditor Eunice Coker
- 066304** Clerk Shirley Bafus
- 066305** Commissioner Michael Largent
- 066306** District Court Judge Douglas Robinson
- 066307** Prosecutor Denis Tracy
- 066308** Sheriff Brett Myers
- 066309** Treasurer Bob Lothspeich
- 066310** Coroner Pete Martin

066311 7. Commissioner Partch **moved**, Commissioner Finch **seconded** the motion and it **carried** to reappoint Jim Lemon to the Board of Adjustment. Mr. Lemon's 6-year term will expire 12/31/12.

066312 8. Commissioner Partch **moved**, Commissioner Finch **seconded** the motion and it **carried** to reappoint Tim Myers and Dan Hutton to the Lodging Tax Advisory Committee. These 3-year terms will expire 12/31/09.

066313 9. Commissioner Partch **moved**, Commissioner Finch **seconded** the motion and it **carried** to reappoint Greg Jones to the Noxious Weed Control Board. Mr. Jones' 4-year term will expire 12/31/10.

066314 10. Commissioner Partch **moved**, Commissioner Finch **seconded** the motion and it **carried** to sign the 2007-2008 Whitman Conservation District cooperative agreement.

066315 11. Commissioner Partch **moved**, Commissioner Finch **seconded** the motion and it **carried** to sign the 2007-2008 Palouse Conservation District cooperative agreement.

066316 12. Commissioner Partch **moved**, Commissioner Finch **seconded** the motion and it **carried** to approve the small attractive items policy as presented.

RESOLUTION NO. 066316

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Policy Small Attractive Items (SAI)-Purchasing and Tracking.

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-005-IS Small Attractive Items (SAI)-Purchasing and Tracking.

Dated this 26TH day of December 2006 and effective as of December 26, 2006.

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: 12-26-2006	Page: 1 of 2
POLICY	
Cancels: New	Approved by: BOCC
See Also: PRO-006-IS	Resolution No. 066316

POL-006-IS Small Attractive Items (SAI)-Purchasing and Tracking

Definitions:

Small Attractive Items (SAI):

Small Attractive Items are those assets that are particularly at risk or vulnerable to loss and cost \$4,999 or less.

- 1. The departments shall implement their own policy & procedure and specific measures to control small and attractive assets in order to minimize identified risks.**

All departments will submit a copy of their policy and procedures to Information Services for approval.

2. Departments have discretion in setting their definition of small and attractive assets; however, departments must include, at a minimum, the following assets with unit costs of \$4,999 or less, as small and attractive:

- Communications Equipment; both Audio and Video, including Cell Phones
- Optical Devices, Binoculars, Telescopes, Infrared Viewers, and Range finders
- Cameras and Photographic Projection Equipment
- Desktop Computers, Workstations, and Laptops.
- Computer accessories and peripherals including:
Software, Printers, Scanners, Monitors, LCD Displays, Projector, etc.
- Office Equipment
- Office Furniture
- Electrical Tools
- Radios, Television Sets, Tape Recorders, VCRs, and Video Cameras
- Firearms
- Electronic Equipment

3. Information Services will assign each department a set of tag numbers, so they can track and maintain their Small Attractive Items.

Information Services will track and assign all Small Attractive Item inventory tags. When a department runs out of tags, they will contact Information Services for more tags.

Information Services will audit inventory tags on an annual or bi-annual basis.

4. Small Attractive Item assets will be tagged with an inventory number, when item has been received and checked to be sure it is in good working condition.

Small and attractive assets will be tagged and entered into the county asset system, by Information Services along with other assets, but inventory must be coded in a manner that allows them to be sorted out for reporting purposes. So be sure to fill out **all requested areas on the SAI form,** so we are able to do sorts by Classification Codes, Locations Codes, etc.

5. A copy of a completed SAI Inventory Form, Claim/PO, and Invoice shall be stapled together then paper clipped to the back of the purchase order or claim when submitting to the Auditors for payment. If the inventory form and attachments are not submitted with the purchase order or claim, the Auditor's office will not process for payment.

The Auditors office Accounts Payable employee will send the SAI Inventory form, with the attached copy of claim & invoice to Information Services for entering into the Inventory System.

6. When Information Services orders the assets for other departments, an SAI tag will be given to the Information Services department along with their departments purchase order.

The tag will be placed on the piece of equipment at time of deployment. Information Services will complete a SAI Inventory Form and submit it to the Auditors office per above instructions. A copy of the SAI Inventory Form, Purchase Order, and Invoice will be sent back to the department for their files.

7. The "Acquisition" portion of the Small and Attractive Items Inventory form will be completely filled out correctly and submitted to the Auditor's office with the Purchase Order or Claim that pays for the item.

8. On the day a department does a "Transfer" of a Small Attractive Item(s), the department shall completely and correctly fill in the "Transfer" portion on the SAI inventory form and submit the form(s) to Information Services.

If the item is going to surplus, you need to leave the SAI tag on the item and write in the location code of exactly where the item is being stored.

9. On the day a department does a "Disposition" of a Small Attractive Item(s), the department shall completely and correctly fill in the "Disposition" portion and attach the inventory tag on the SAI Inventory form, then submit the form to Information Services.

10. Any violation of the policy may result in discipline up to and including termination.

066317 13. Commissioner Partch **moved**, Commissioner Finch **seconded** the motion and it **carried** to sign a letter of support for COAST' consolidated grant funding application.

9:55 a.m. - Bob Reynolds.

066318 14. Mr. Reynolds noted RFP's were sent to vendors on the small works rosters for the Sheriff's security barrier project. Allied Security, Sims Glass and Steve's Glass submitted quotes. The Sheriff reviewed all proposals and favored Allied Security because their proposal follows the industry standard format for banks. Therefore, Mr. Reynolds recommended the quote be awarded to Allied Security for \$11,854.92 including tax. Commissioner Partch **moved**, Commissioner Finch **seconded** the motion and it **carried** to approve the quote from Allied Security in the amount of \$11,854.92 including tax.

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10:00 a.m. - Bev Welch and Josh Powers, Tim Myers, Rory Curtis and Bill Druffel.

066319 15. A request to purchase one new copier for the Pullman District Court office off the state contract was received from Josh Powers in the amount of \$6,933.00 plus tax. Commissioner Partch **moved**, Commissioner Finch **seconded** the motion and it **carried** to approve the request as presented.

10:15 a.m. - Sharron Cunningham.

066320 16. Mr. Powers also requested authorization to expend approximately \$29,000 in 2006 for a new county telephone system (2 servers and other associated hardware). This particular system will transmit over the county's network instead of the telephone lines. The total cost of the project is estimated at \$50,000 and is planned for completion in 2007. Commissioner Partch **moved**, Commissioner Finch **seconded** the motion and it **carried** to approve the request.

066321 17. A letter was received from Tim Myers regarding the Park Board's actions that the parking fees collected at all county parks be deposited in a dedicated capital improvements fund for parks. Commissioner Partch **moved**, Commissioner Finch reluctantly **seconded** the motion and it **carried** to approve the request to move the parking fees collected to a dedicated fund. Shortly thereafter, Commissioner Partch **moved**, Commissioner Finch **seconded** the motion and it **carried** to withdraw the motion until a budget amendment occurs in 2007.

066322 18. Comments concerning the proposed rural residential housing ordinance were received from Susan Fagan.

D066322A 19. Commissioners' pending list reviewed.

10:30 a.m. - Rural Residential Housing.

Present: Mark Storey, Mark Bordsen, Tim Myers, Rory Curtis, Bill Druffel, Ed Schultz, Joe Henderson, Jana Davidson, Joe Smillie, Don Nelson and Bev Welch.

D066322B Chairman Finch said as a result of a workshop with the Prosecutor and Planner, some issues were raised that require revision. The two thought they could work out the language and requested the board delay today's decision. Therefore, at their request, the Board will table this decision until sometime next month or the first part of February.

Commissioner Partch indicated Commissioner Wigen was in attendance at the workshop when this issue was discussed with the Prosecutor and Planner. He was in full agreement not to push ahead so quickly just to meet the end of the deadline before he leaves office. If there are major differences in the

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document, another hearing will be held. Commissioner Partch **moved**, Commissioner Finch **seconded** the motion and it **carried** to table the rural residential housing decision until the commissioners, Prosecutor, Planner and Public Works Departments are all comfortable with the changes.

10:35 a.m. - Recess.

2:10 p.m. - Board Business Continued/BOCC Workshop.

Present: Sharron Cunningham and Commissioner Elect Largent.

D066322C 20. Pending items discussed. No action taken.

3:00 p.m. - Adjournment.

D066322D Commissioner Partch **moved** to adjourn the **December 26, 2006** meeting. Motion **seconded** by Commissioner Finch and **carried**. The Board will meet in regular session, in the Public Service Building Auditorium, in the Whitman County Courthouse, Colfax, Washington, on **January 2, 2006**. The foregoing action made this **26th** day of **December 2006**.

ss/ GREG PARTCH, Commissioner

MARIBETH BECKER, CMC
Clerk of the Board

G.R. FINCH, CHAIRMAN
Board of County Commissioners