

**BOCC MINUTES-06/07/21**

**D084397A THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, June 7, 2021 at 10:10 a.m.** Arthur D Swannack, Chairman, Michael Largent (remotely) and Tom Handy (remotely) Commissioners, Maribeth Becker, CMC, Clerk of the Board (remotely) and Corey Mitzimberg, Deputy Clerk of the Board attended.

**10:00 a.m. - Call to Order/Board Business/BOCC Workshop.**

**Present:** Laurie Miller, Lori Nails, Brenda Arthur, Lisa Aase, Chris Nelson and Wraylee Flodin, Lance Bishop.

**Remote Attendance:**

**Staff:** Bailey Wiedmer, Chris Nelson, Fletcher Aukerman, Gary Libey, Janel Goebel, Jessica Jensema, Kristina Cooper, Sandy Jamison and Sharron Cunningham.

**Guests:** Mary Collins, Jeff Guyett, Lydia Fletcher, Anthony Kuipers, Bill Spence, Jacob Jones and WC Gazette/phone 397-4333.

**10:20 a.m. - Recess.**

**D084397B 1.** The workshop scheduled for 9:00 a.m. was moved to 1:30 p.m. today.

**10:25 a.m. - Reconvene/Board Business Continued/Flag Salute.**

**Present:** Laurie Miller, Lori Nails, Brenda Arthur, Lisa Aase, Chris Nelson and Wraylee Flodin, Lance Bishop.

**Remote Attendance:**

**Staff:** Bailey Wiedmer, Chris Nelson, Fletcher Aukerman, Gary Libey, Janel Goebel, Jessica Jensema, Kristina Cooper, Sandy Jamison and Sharron Cunningham.

**Guests:** Mary Collins, Jeff Guyett, Lydia Fletcher, Anthony Kuipers, Bill Spence, Jacob Jones and WC Gazette/phone 397-4333.

**D084397C 2. Pledge of Allegiance.**

**Revised Agenda.**

**084397D 2A.** Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to amend the 06/07/21 agenda adding items #6A-#6F.

**Consent Agenda:**

**084397E 3.** Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to accept the consent agenda as presented.

**084398 4. June 1, 2021** Treasurer's Wire Transfers and Check Report in the amount of **\$5,988,103.48** and General Claims/Veterans' Relief warrants numbered **354992-355009** for **\$349,360.54** approved.

**084399-084408 4A. June 1, 2021** Personnel change orders approved.

**084409 4B. June 7, 2021** Treasurer's Wire Transfers and Check Report in the amount of **\$545,940.13** and General Claims/Veterans' Relief warrants numbered **355041-355113** for **\$99,059.06** approved.

**084410 5. May 17, 2021** minutes approved.

**084411-084414 6. June 7, 2021** Personnel change orders approved.

**084415 6A.** Chairman Swannack read a statement of condolence regarding the passing of Whitman County Assessor, Robin Jones on June 5, 2021.

**084416**      **6B.**    Ballots for the selection of an Acting Assessor were distributed to the commissioners, voted and the results read by the Clerk as follows:

Commissioners Swannack cast his ballot for Laurie Miller.  
Commissioner Handy cast his ballot for Laurie Miller.  
Commissioner Largent cast his ballot for Laurie Miller.

**084417**      **6C.**    Chairman Swannack read a resolution for appointment of Acting Whitman County Assessor. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to sign a resolution appointing Laurie Miller as Acting Assessor as of June 7, 2021.

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS  
RESOLUTION NO. 084417  
APPOINTMENT OF ACTING WHITMAN COUNTY ASSESSOR**

**PREAMBLE**

We are saddened by the death of Whitman County Assessor, Robin Jones who passed away June 5, 2021.

Assessor Jones provided 27+ years of service to the citizens of Whitman County as an employee, appointed and elected Assessor. Ms. Jones represented not only her office, but also Whitman County, locally, regionally and statewide. Assessor Jones' community service, leadership, guidance and friendship will be missed by all.

Our hope is that future leaders in our community will aspire to emulate her long and valued ethics and service to the citizens of Whitman County. We must now proceed with the process of selecting her successor.

NOW, THEREFORE, BE IT RESOLVED, pursuant to our statutory responsibilities in RCW 36.16.115, we must appoint an Acting Assessor from one of the present Assessor's staff members, who shall begin immediately, June 7, 2021 to perform all the necessary duties of the Assessor until a successor is appointed pursuant to the provisions of Article II, Section 15 of the Constitution of the State of Washington.

After due deliberation and consultation, the Board of County Commissioners hereby appoints Laurie Miller to the position of Acting Assessor of Whitman County commencing June 7, 2021, and hereby direct that from that date she shall take over the statutory duties and responsibilities of the Office of Assessor and perform any and all acts necessary for the fulfillment of her new position.

IT IS FURTHER RESOLVED, beginning June 7, 2021 and continuing until her appointment expires, Laurie Miller shall receive a salary equal to that received by the elected Assessor.

Dated this 7th<sup>th</sup> day of June 2021.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Arthur D Swannack, Chairman

\_\_\_\_\_  
Tom Handy, Commissioner

ATTEST:

\_\_\_\_\_  
Maribeth Becker, CMC

\_\_\_\_\_  
Michael Largent, Commissioner

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Clerk of the Board  
Corey Mitzimberg, Deputy  
Clerk of the Board

**10:35 a.m.** - Mark Storey, Brandon Kruger, Brandy Dean, Dean Cornelison and Evan Ellis arrived.

**084418 6D.** Superior Court Judge Gary Libey administered the Oath of Office for Laurie Miller as Acting County Assessor.

**084419 6E.** Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to sign a letter the Whitman County Republican Central Committee as presented. The letter requested 3 names for consideration of appointment to the position of Whitman County Assessor.

**084420 6F.** Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to approve the revised 2021 signature authorization delegation for the Assessor's Office as presented.

**10:40 a.m. - Community Development Block Grant-Public Service Hearing.**

**Remote Attendance:**

Present: Mark Storey.  
Staff: Bailey Wiedmer, Fletcher Aukerman, Jessica Jensema, Sharron Cunningham, Fletcher Aukerman, Brandy Brown, Brandon Kruger and Dean Cornelison.  
Guests: Mary Collins, Jeff Guyett, Lydia Fletcher, Anthony Kuipers, Bill Spence, Jacob Jones and WC Gazette/phone 397-4333.

**084421 7.** The regular meeting was recessed and the hearing convened by the Chairman for 2021-2022 CDBG-PS grant. The item was introduced by Jessica Jensema stated \$102,210 is being requested. The following report was provided by Jeff Guyett, Community Action Center Director for the 2020-2021 grant and 2021-2022 proposed grant as follows:

The CDBG-PS grant for July 1, 2020 through June 30, 2021, was in the amount of \$100,203, with \$97,103 dedicated to provide program support and services for Whitman County's 11,000+ low income households. We will continue to utilize the CDBG- PS funds as allowable for staff salaries, benefits and taxes, as well as administrative and space costs. CAC's utilization of the CDBG funds is outlined below:

- The Community Food Programs: CAC will use CDBG funds for allowable direct staff costs, administrative and space support all Community Food programs, including nutrition education, food rescue, and the gardens program. Part of that work will be to launch the On the Move mobile farm-stand for food insecure towns and locations in Whitman and Latah Counties, recently launched.
- Permanent Housing Assistance: CAC will use the CDBG funds for allowable direct staff costs, administrative and space support for affordable housing and rental property resources for low to moderate income households in Whitman County. CDBG funds will be used to fund support staff costs as we complete construction and lease up of the 56-unit Riverview affordable housing project in Pullman. This tax credit housing will provide housing to low and extremely low-income households and will prioritize people who are homeless, seniors, disabled, veterans, and households with children.
- Emergency/Crisis Assistance: CAC will use CDBG funds for allowable direct staff, administrative and space support to provide critical emergency, energy, and shelter services. We anticipated serving over 2,000 households with Energy Assistance and related services in 2020-2021, due in part to the pandemic.
- Washington State Low Income Weatherization and Improvement: CAC will use CDBG funds for allowable direct staff, administrative and space support to provide

weatherization and home rehabilitation services too low to moderate income households in Whitman County. We anticipate serving approximately more than 60 households each year and are adding a Weatherization-Plus-Health component to reduce asthma and COPD triggers in the homes served. The Washington State Home Repair Loan Program may be utilized to make critical repairs when homes cannot qualify for Weatherization otherwise.

- Community Coordination/Collaboration: CAC will use the funds for allowable direct staff, administrative, and space support to provide continued involvement with over 30 community partners to continue to update and enhance our delivery of services. Part of that funding will be used to collaborate with food system partners in both Whitman and Latah Counties as we launch *On the Move*.
- Case Management/Continuum of Care: CAC will use the CDBG -PS funds to provide continued and intensive case management and referral services to over 600 low to moderate income households utilizing crisis housing, homeless housing services, energy assistance, and rental assistance programs offered by CAC throughout Whitman County. The funds also assist our staff in maintaining collaborative and up-to-date relationships with other local service providers in updating a Whitman County Homeless Housing Plan.

The 2020-2021 CDBG-PS grant is in its final quarter of utilization.

The 2021-2022 CDBG-PS Grant information follows:

For the 2021-2022 CDBG-PS Grant, the uses will remain essentially the same as the current year.

The CDBG-PS 2021-2022 application has been submitted by County staff to Commerce for approval and contract generation, on a later schedule this year than year's prior.

The below is drawn directly from the application document:

Total CDBG-PS Allocation for Whitman County:	\$102,210
County Administration Costs	\$ 3,000
Budget allocated to Staffing Costs	\$ 99,210

Program Activities	(A) Name of Service Program	(B) Description of Services	(C) HUD Code	(D) Level of Service: (N,I,S)	(E) # of Persons	(F) Method of Ensuring Benefit to LMI Persons
Activity 1	Transitional Housing Assistance	Direct delivery of housing and case management for homeless to be housed in transitional housing	05Q, 05S	I	120	Application and guidelines require income eligibility
Activity 2	Emergency housing assistance	Emergency shelter, eviction prevention, rental assistance, deposit assistance	05Q, 05S, 05T,	I	330	Application and guidelines require income eligibility
Activity 3	Community Food Bank (pantry, gardens, nutrition education, kitchen)	Supplemental & emergency food distribution, nutrition education and meal planning, cooking classes, gardening classes	05W	I	4,900	Intake identifies household and need, as well as income, more than 95% of participants at or below 80% AMI

Activity 4	Weatherization & Improvement programs	Energy conservation and counseling Lead paint screening for poison prevention	05Ua 05Z	I	50	Application and guidelines require income eligibility
Activity 5	Information and referral	Information, education, and referral for LMI persons to engage in other local services/programs	05Z	I	7,500	Self-identified based on need
Activity 6	Energy Assistance (heating)	Grants & repair for stabilization and self-sufficiency for LMI households	05Q	I	1,500	Application and guidelines require income eligibility

As in prior years, a Quarterly Beneficiary report will be provided to the County for submittal to Commerce.

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

**084422** 8. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to approve the resolution for the 2021-22 CDBG-PS grant as presented.

**RESOLUTION NO. 084422**  
**OF**  
**THE BOARD OF COUNTY COMMISSIONERS**  
**FOR WHITMAN COUNTY, STATE OF WASHINGTON**

**WHEREAS**, Whitman County is authorized to apply to the state Department of Commerce for a Community Development Block Grant (CDBG); and

**WHEREAS**, Whitman County has identified a community development and housing priority need for which to seek CDBG funding; and

**WHEREAS**, it is necessary certain conditions be met to receive CDBG funds;

**NOW, THEREFORE**, be it resolved that the Whitman County Board of County Commissioners authorizes submission of this CDBG application to the state Department of Commerce to request \$ \$102,210 to assist County residents with transitional housing, emergency housing assistance, community food banks, and more, and certifies that, if funded, it:

Will comply with applicable provisions of Title I of the Housing and Community Development Act of 1974, as amended, and other applicable state and federal laws;  
 Has provided and will provide opportunities for citizen participation that satisfy the CDBG requirements of 24 CFR 570.486;

Will not use assessments against properties owned and occupied by low- and moderate-income persons or charge user fees to recover the capital costs of CDBG-funded public improvements from low- and moderate-income owner-occupants;

Has established or will establish a plan to minimize displacement as a result of activities assisted with CDBG funds; and assist persons actually displaced as a result of such activities, as provided in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended;

Has adopted or will adopt a policy(s) to reduce greenhouse gas emissions in accordance with RCW 70.235.070 and certifies this project will adhere to this policy(s);

Will conduct and administer its program in conformance with Title VI of the Civil Rights Act of 1964 and the Fair Housing Act; and will affirmatively further fair housing (Title VIII of the Civil Rights Act of 1968); and

Has adopted (or will adopt) and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and has adopted (or will adopt) and implement a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location that is the subject of such nonviolent civil rights demonstration within its jurisdiction, in accordance with Section 104(1) of the Title I of the Housing and Community Development Act of 1974, as amended; and

Whitman County designates Jessica Jensema, Whitman County Administrative Services Director, as the authorized representative to act in all official matters in connection with this application and Whitman County's participation in the State of Washington CDBG Program.

**PASSED, APPROVED, AND ADOPTED** this 7<sup>th</sup> day of June, 2021.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Arthur D Swannack, Chairman

\_\_\_\_\_  
Tom Handy, Commissioner

ATTEST:

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

\_\_\_\_\_  
Michael Largent, Commissioner

**084423** 9. Commissioner Handy **moved** Commissioner Largent **seconded** the motion and **carried** to authorize the Chairman to sign a letter of appreciation to Hailey Wexler for her service on the Whitman County Planning Commission.

**084424** 10. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to approve the revised 2021 signature delegation authorization for Administrative Services, Commissioners and Human Resources as presented.

**084425** 11. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to approve and notarize the addenda to the Private Road Use agreement between Triple D Centennial Farms, LLC and Whitman County for use of the Tekoa Mountain Road to the Tekoa Radio site.

**084426** 12. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to moved to approve DSHS contract amendment #2063-91260(01) as presented.

**084427** 13. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to approve the Town of Farmington interlocal agreement for adjudicating Town ordinance violations.

**084428** 14. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to sign the Criminal Justice agreement with the City of Pullman for 2022.

084429 15. Commissioner Largent moved Commissioner Handy seconded the motion and carried to sign a letter to the Health Care Authority stating Whitman County continue the current arrangement with the GC-ASO for the administration and coordination of Criminal Justice Treatment Account funds.

084430 16. Commissioner Largent moved Commissioner Handy seconded the motion and carried to ratify the Chairman's authorization for the removal of trees on county property in Malden.

084431 17. Commissioner Largent moved Commissioner Handy seconded the motion and carried to authorize the publishing of a notice of call for bids for the Palouse Empire Fair RV Park.

084432 17A. The following Public Works related issues approved/updated:

ACTION ITEMS:

084433 18. Commissioner Largent moved Commissioner Handy seconded the motion and carried to approve the resolution of intent to vacate and abandon the alleyway in Block 2 in the Town of Diamond.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON**

In the Matter of the Intent to	)	<b>RESOLUTION No.084433</b>
Vacate and Abandon all of the	)	
alleyway in Block2, Original	)	<b>INTENT TO VACATE AND</b>
Town of Diamond, in the SE 1/4,	)	
Section 34 & SW ¼ Section 35,	)	<b>DIRECTIVE TO COUNTY ENGINEER</b>
Township 17 North, Range 42 East,	)	
W.M., Whitman County, Washington	)	<b>FOR REPORT</b>

WHEREAS, the Whitman County Board of County Commissioners has received a Petition, for the Vacation and Abandonment of all the alleyway in Block 2, Original Town of Diamond, in the SE ¼ of Section 34 and the SW ¼ of Section 35, Township 17 North, Range 42 East, W. M., Whitman County, WA, from the majority of the abutting property owners and the appropriate cash deposit of \$500.00, said petition being filed at the Office of the Whitman County Engineer,

WHEREAS, pursuant to RCW 36.87.040, before a final decision can be reached on said vacation, the Whitman County Engineer shall investigate and prepare a report on the proposed vacation.

NOW, THEREFORE, BE IT RESOLVED that all of the alleyway in Block 2, Original Town of Diamond is preliminarily found to be of no use to Whitman County and that the vacation of said platted alleyway may be in the best interest of Whitman County.

IT IS FURTHER RESOLVED that pursuant to RCW 36.87.040 the Whitman County Engineer shall investigate and prepare a report on the issue of vacating said alleyway in Block 2, Original Town of Diamond.

IT IS FURTHER RESOLVED that this resolution be entered upon the minutes of this Board.

DATED at Colfax, Washington, this 7th day of June, 2021.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

ATTEST:

\_\_\_\_\_  
Arthur D Swannack, Chairman

Maribeth Becker, CMC  
Clerk of the Board

Tom Handy, Commissioner

Michael Largent, Commissioner

084434 Not used.

084435 19. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to approve publishing the notice of public hearing to take comment on vacating and abandoning the alleyway in Block 2 in the Town of Diamond, to be held in this room at 10:45 a.m. on July 6, 2021.

D084435A 20. The Port of Whitman interlocal agreement was not yet available for the Board's consideration.

**DIVISION UPDATES:**

D084435B 21. The following division updates provided by Public Works staff.

**Engineering Division:**

D084435C 21A. According to Dean Cornelison, the Cherry Cove project has made slow progress due to illness.

D084435D 21B. The Johnson Road overlay project is going to the state for approval. Currently, the crews are replacing pipes and re-establishing ditches.

**Maintenance Division:**

D084435E 21C. Brandon Kruger noted Districts 1 and 2 are performing paving work, seal coating begins next week and the Bridge crew is working on the bridge at Belmont.

**Planning Division:**

D084435F 21D. The Director mentioned great progress has been made on the Comprehensive Plan language and the process is open to both oral and written comments.

**Administrative Division:**

D084435G 21E. The Director gave a brief staffing update.

**Solid Waste Division:**

D084435H 21F. The Director staff and he are considering either extending the current long-haul contract or calling for bids for a new contract.

084436 22. There were no COVID-19 discussions/decisions.

**CORRESPONDENCE:**

D084436A 23. The following correspondence was received:

084437 23A. A notice of intent to issue a Rural Housing Certificate (RHC) to property owned by Jonathan and Elrene Krankick was received from the Planning Office. The applicant is seeking approval to construct a house, barn, shop and horse shelter on a 151-acre parcel.

084438 23B. The Citizens Commission on Salaries for Elected Officials met and submitted their findings effective January 1, 2022 as follows:

Commissioners	7% increase	Sheriff	10% increase
Assessor	7% increase	Prosecutor	7% increase
Auditor	7% increase	Coroner	7% increase
Clerk	7% increase		
Treasurer	7% increase		



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**084439 23C.** As required, the performance bond for the Whitman County Gazette legal printing contract for 2021-2022 was received and the Gazette's \$1,000 bid bond was returned.

**084440 23D.** Letters were received from Jeff Hinkle, Department of Commerce regarding the county's Community Development Block Grant #19-62210-016. After review of the grant, Mr. Hinkle noted no areas of concerns or issues and the county has met all compliance requirements.

**084441 24.** Commissioners' pending list reviewed.

**D084441A 25.** Approved documents signed.

**11:15 a.m. - Recess.**

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

**Remote Attendance:**

**Staff:** Bailey Wiedmer, Brandy Brown, Chris Nelson, Chris Skidmore, Cynthia Hayward, Fletcher Aukerman, Jessica Jensema, Kelli Campbell, Sandy Jamison, Sharron Cunningham and Wraylee Flodin.

**084442 25A.** The following items were discussed but no action was taken.

- Monlux Road
- Travel Policy
- NACO
- Older Commissioners Minutes
- PCO's for Wraylee Flodin
- Planning Commission
- ARPA Funds
- Auditor's Staffing
- Malden/Pine City Update
- Courthouse HVAC System

**D084442A THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, June 14, 2021 at 9:00 a.m.** Arthur D Swannack, Chairman, Michael Largent (remotely) and Tom Handy (remotely) Commissioners, Maribeth Becker, CMC, Clerk of the Board (remotely) and Corey Mitzimberg, Deputy Clerk of the Board attended.

**9:00 a.m. - Reconvene/Board Business Continued.**

**D084442B 26.** Approved consent agenda items signed.

**084443 27.** Treasurers Wire Transfers and Check Report in the amount of **\$25,299.64**, Payroll warrants numbered **355021-355031** for **\$655,887.92** and General/Veterans' Relief/Payroll warrants numbered **355122-355260** for **\$571,551.63** approved.

**084444-084455 28.** Personnel change orders approved.

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

**Remote Attendance:**

**Staff:** Bailey Wiedmer, Brandy Brown, Brandy Dean, Chris Skidmore, Fletcher Aukerman, Jessica Jensema, Kelli Campbell, Lance Bishop, Mark Storey, Sandy Jamison and Sharron Cunningham.

**Guests:** Anthony Kuipers and WC Gazette.

**084456 29.** The following items were discussed but no action was taken.

- Board of Health rules (ESHB 1152)
- Ewan waste water issue

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- Whitcom purchase closing documents
- Pubic meeting status after June 30, 2021
- ARPA Funds use
- Public Works chip sealing
- Employee long term care premiums
- Capital Improvement Program (CIP) projects due in June
- COVID-19 update

9:45 a.m. - Recess.

10:00 a.m. - Reconvene/Board Business Continued/BOCC Workshop.

**Remote Attendance:**

**Staff:** Bailey Wiedmer, Fletcher Aukerman, Jessica Jensema, Kelli Campbell, Lance Bishop, Mark Storey and Sharron Cunningham.

**Guests:** Anthony Kuipers and WC Gazette.

084457 30. The following items were discussed but no action was taken.

- 2022 Legislative session virtual/in person
- Pullman Chamber tour
- Unfunded Mandates-Statements for Legislators

10:25 a.m. - Adjournment.

D084457A Commissioner Largent **moved** to adjourn the **June 7** and **14, 2021** meeting. Motion **seconded** by Commissioner Handy and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **June 21, 2021**. The foregoing action made this **14th** day of **June 2021**.

ss/ TOM HANDY, COMMISSIONER  
ss/ MICHAEL LARGENT, COMMISSIONER

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MARIBETH BECKER, CMC  
Clerk of the Board  
By: Corey Mitzimberg  
Deputy Clerk of the Board

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ARTHUR D SWANNACK, CHAIRMAN  
Board of County Commissioners