

BOCC MINUTES-06/21/21

084458 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, June 21, 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. - Call to Order/Board Business/BOCC Workshop.

Remote Attendance:

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

Guests: Anthony Kuipers, Jacob Jones and WC Gazette.

084459 1. The following items were discussed but no action was taken.

- State Auditor 2021 Cost
- OPMA/Commissioners Meetings
- Tekoa Sewer Plant
- Election Waivers
- COVID-19 Vaccine Videos
- ARPA/Colfax Childcare
- Veterans Service Officer
- McKinstry Meeting

9:30 a.m. - Recess.

10:15 a.m. - Reconvene/Board Business Continued/Flag Salute.

Remote Attendance:

Staff: Fletcher Aukerman, Brandy Brown, Kelli Campbell, Sharron Cunningham, Brandy Dean, Sandy Jamison, Jessica Jensema, Jeff Marshall and Bailey Wiedmer.

Guests: Lydia Fletcher, Anthony Kuipers, Jacob Jones and WC Gazette.

D084459A 2. Pledge of Allegiance.

Consent Agenda:

084460 3. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to accept the consent agenda as presented.

084461 4. Treasurer's Wire Transfers and Check Report in the amount of \$1,080,062.37 and General Claims/Veterans' Relief warrants numbered 355275-355334 for \$287,279.47 approved.

084462 5. June 7, 2021 minutes approved.

084463-084466 6. Personnel change orders approved.

084467 7. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to authorize the Chairman to sign a letter appointing Fred Wexler IV to a four-year unexpired term, expiring 12/31/2021, on the Planning Committee.

084468 8. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to authorize and sign a letter of extension to October 31, 2021 for the Whitman County Rural Library-Oaksdale Branch .09 construction deadline.

084469 9. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to designate the Milton R. and Edna Emerson Family Farm as a Century Farm.

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084470 10. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to approve the voter pamphlet waivers received by the deadline for the General Election.

- 084471 10A. Steptoe School District #304
- 084472 10B. Town of Oakesdale
- 084473 10C. Town of Garfield
- 084474 10D. Cemetery District #6
- 084475 10E. Town of Farmington
- 084476 10F. Cemetery District #3
- 084477 10G. Parks & Recreation District #3
- 084478 10H. Lacrosse School District #126
- 084479 10I. Lamont School District
- 084480 10J. Colton School District #306
- 084481 10K. Parks & Recreation District #6

084482 11. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to sign a resolution dissolving the District Court Petty Cash fund.

RESOLUTION NO. 084482
OF THE BOARD OF WHITMAN COUNTY COMMISSIONERS
OR WHITMAN COUNTY, STATE OF WASHINGTON

WHEREAS, the Board of Whitman County Commissioners met in regular session on the 21st day of June, 2021; and,

WHEREAS, the Board of County Commissioners regulate the various petty cash/cash drawer revolving accounts; and,

WHEREAS, Whitman County District Court Department is documented to have one petty cash account # 001.000.000.111.77.03 (fund and account) in the amount of \$96.00; and,

WHEREAS, there is no longer a need for the Whitman County District Court Department petty cash account.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the following listed petty cash account be removed from Whitman County's cash.

Dated this 21st day of June, 2021.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

ATTEST:

Arthur D Swannack, Chairman

Maribeth Becker, CMC
Clerk of the Board
BY: Corey Mitzimberg
Deputy Clerk of the Board

Tom Handy, Commissioner

Michael Largent, Commissioner

084483 12. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to approve the resolution revising the countywide Petty Cash funds as presented.

RESOLUTION NO. 084483
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

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WHEREAS, the Board of Whitman County Commissioners met in regular session on the 21st day of **June, 2021**; 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.

NOW, THEREFORE, BE IT HEREBY RESOLVED 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	Chris Skidmore	\$ 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	Chris Skidmore	\$ 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	Elizabeth Willits	\$ 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	111.70.21	Treasurer	Chris Nelson	\$ <u>1,250.00</u>		
		Sub-Total Current Expense Petty Cash/Cash Drawer Accounts			\$ 2,704.00	
<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	Chris Nelson	\$ 4,500.00		
400.400.000	111.70.17	Solid Waste-Landfill	David Nails	\$ <u>400.00</u>		
		Sub-Total Other Funds Petty Cash/Cash Drawer Accounts			\$ <u>5,100.00</u>	
		TOTAL ALL FUNDS PETTY CASH/CASH DRAWER ACCOUNTS				\$ 7,804.00
<u>CURRENT EXPENSE PETTY CASH STAMP ACCOUNTS</u>						
001.000.000	111.77.09	Prosecutor	Kristina Cooper	\$ <u>100.00</u>		
		Sub-Total Current Expense Petty Cash Stamp Accounts			\$ <u>100.00</u>	
		TOTAL ALL FUNDS PETTY CASH STAMP ACCOUNTS				\$ 100.00
<u>REVOLVING CASH ACCOUNTS</u>						
127.140.000	111.77.25	Sheriff's-Drug Task Force	Brett Myers	\$ <u>30,000.00</u>		
		Sub-Total Other Funds Revolving Cash Accounts			\$ <u>30,000.00</u>	
		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>		
		Sub-Total Current Expense Advance Travel Accounts			\$ <u>15,000.00</u>	
		TOTAL ALL FUNDS ADVANCE TRAVEL ACCOUNTS				\$15,000.00
		TOTAL ALL FUNDS PETTY CASH/CASH DRAWER, PETTY CASH STAMP, REVOLVING CASH AND ADVANCE TRAVEL ACCOUNTS				\$52,904.00

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Dated this this **21st** day of **June 2021** and effective as of this date.

ATTEST:

Arthur D Swannack, Chairman

Maribeth Becker, CMC
Clerk of the Board
BY: Corey Mitzimberg
Deputy Clerk of the Board

Tom Handy, Commissioner

Michael Largent, Commissioner

084484 13. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to approve the Board of County Commissioners signing the Designated letter and signature authorization form for Whitman County Emergency Management to receive the Washington State Military Public Assistance Grant Agreement D21-114.

084485 14. The Employee Long Term Care Plan decision was moved to July 6, 2021.

084486 15. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to approve the 2022 Budget Calendar.

084487 16. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to approve the 2022 Budget Goals and Priorities letter.

084488 17. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to sign the resolution lifting all travel restrictions.

RESOLUTON NO. 084488
BEFORE THE BOARD OF WHITMAN COUNTY COMISSIONERS

WHEREAS, on Monday, March 16, 2020, the Whitman County Commissioners adopted a Declaration of Emergency for the COVID-19 Pandemic; and,

WHEREAS, based on the recommendations of the Whitman County Public Health Director and the new Federal guidelines, all work-related "Discretionary Travel" was prohibited by the Whitman County until further notice; and,

WHEREAS, it is now determined the discretionary travel ban is no longer necessary.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Whitman County Commissioners that all discretionary travel previously prohibited is now lifted and Resolution No. 082838, dated March 16, 2020 is hereby rescinded.

Dated this 21st day of June 2021 and effective upon this date.

ATTEST:

Arthur D Swannack, Chairman

Maribeth Becker, CMC
Clerk of the Board
BY: Corey Mitzimberg
Deputy Clerk of the Board

Tom Handy, Commissioner

Michael Largent, Commissioner

084489 18. Commissioner Largent moved Commissioner Handy seconded the motion and carried to approve the American Rescue Plan Act (ARPA) proposed spending plan as presented.

084490 19. Commissioner Largent moved Commissioner Handy seconded the motion and carried to approve the signing of closing documents for the purchase of the Whitcom E911 Center Land/Structures.

084491 20. Commissioner Largent moved Commissioner Handy seconded the motion and carried to approve the resolution for tracking Whitcom rental revenue to the Whitcom building/tower/land expenditures fund.

RESOLUTION NO. 084491
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, June 21, 2021; and,

WHEREAS, the Board of Whitman County Commissioners require that all rental revenue from WHITCOM and all repairs and maintenance expenditures to the WHITCOM building/land/tower will be tracked with a project code; and,

WHEREAS, the rental revenue will be committed to be used for only the WHITCOM building/land/tower repairs and maintenance expenditures until further notice; and,

WHEREAS, the Board of County Commissioners will reevaluate the use of the revenue at the end of 2021.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Whitman County Commissioners that the rental revenue from WHITCOM will be tracked by project code and committed to being used for WHITCOM building/land/tower expenditures also tracked by the same project code, until further notice, to be reevaluated at the end of 2021.

PASSED, APPROVED, AND ADOPTED this 21st day of June, 2021.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

ATTEST:

Arthur D Swannack, Chairman

Maribeth Becker, CMC
Clerk of the Board
BY: Corey Mitzimberg
Deputy Clerk of the Board

Tom Handy, Commissioner

Michael Largent, Commissioner

084492 20A. The following Public Works related issues approved/updated:

084493 21. Commissioner Largent moved Commissioner Handy seconded the motion and carried to approve publishing a notice of public hearing to take comment on disposing of surplus County property, to be held in the Whitman County Commissioners Chambers at 10:50 a.m. on July 6, 2021.

084494 22. Commissioner Largent moved Commissioner Handy seconded the motion and carried to approve a resolution establishing the County Forces 2021 Sealcoating Project as presented.

RESOLUTION NO. 084494
BEFORE THE BOARD OF COUNTY COMMISSIONERS of WHITMAN COUNTY, WASHINGTON

In the matter of initiating a county force county road project designated as 2021 Sealcoating, C.R.P. No. 0015 ET AL, Project No. XFL21.

IT IS HEREBY RESOLVED that the Selected Countywide Roads be improved as follows:

Preleveling and Sealcoating approximately 18 miles of County Roads.

This project is hereby declared to be a public necessity and the County Engineer is hereby ordered and authorized to report and proceed thereon as by law provided (RCW 36.75.050, 36.80.030, 36.80.070)

IT IS FURTHER RESOLVED that an appropriation from the official adopted road fund budget and based on the county engineer's estimate is hereby made in the amounts and for the purposes shown:

PURPOSE	AMOUNT OF APPROPRIATION
Engineering	\$ 1,000.00
Maintenance	<u>\$444,000.00</u>
TOTAL (Road Fund)	\$445,000.00

ESTIMATED date of commencing work: June 21, 2021
ESTIMATED date of completing work: August 31, 2021

ADOPTED this 21st day of June, 2021.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

ATTEST:

Arthur D Swannack, Chairman

Maribeth Becker, CMC
Clerk of the Boar
BY: Corey Mitzimberg
Deputy Clerk of the Board

Tom Handy, Commissioner

Michael Largent, Commissioner

084495 23. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to approve and sign an Interlocal Agreement between the Port of Whitman and Whitman County for improvements to Wilma Drive.

DIVISION UPDATES:

D084495A 24. The following division updates provided by Public Works staff.

Engineering Division:

D084495B 24A. Brandon Kruger shared the Cherry Cove project is moving forward.

Maintenance Division:

D084495C 24B. Johnson Road pre-work is complete and project information has been submitted to the State for approval. Seal coating began this week. Once seal coating is completed on county roads, crews will start on city roads per the Interlocal agreement. The Belmont Bridge should be delivered the week of July 11, 2021; crews are working on Sage Road in the meantime.

GIS Division:

D084495D 24C. According to Jeff Marshall, the GIS district boundaries are close to being completed. The project had a planned end date of June 30, 2021 however this probably won't be the case. He has been working with the Assessors office on training and it is going well. Commissioner Handy asked if there is coordination with Whitcom on the county GIS project and Jeff Marshall responded, yes, both are staying updated with each other.

Planning Division:

D084495E 24D. Brandon Kruger mentioned Jeff Motley requested changing some of his acreage to a cluster development in the annexation area off Johnson Road near the edge of Pullman. Mr. Motley was advised a formal request is required. Brandon Kruger stated this property is in the tax sharing district. Chairman Swannack stated if the Cluster Development is approved, the current tax agreement with Pullman would be voided unless Pullman wants to sign a waiver.

CORRESPONDENCE:

D084495F 25. The following correspondence was received:

084496 25A. A special occasion liquor license application was received from the Washington State Liquor and Cannabis Board. Commissioner Handy **recused** himself from discussions/decisions due to a possible conflict of interest. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to sign the application for the Pullman Regional Hospital Foundation.

084497 25B. A notice was received for Cloud 9 Good Budz from the Washington State Liquor and Cannabis Board, approving a change in limited liability members.

084498 25C. A notice of marijuana licenses due to expire 11-30-21 was received from the Washington State Liquor and Cannabis Board.

084499 25D. A letter requesting review of the 1970 vacation of a portion of Monlux Road was received from Landeck, Forseth, Luna Attorneys at Law on behalf of Steve Henderson.

084500-084501 25E. An executed copy of the WME Agency artist rider and addenda for the Palouse Empire Fair was received.

084502 26. Commissioners' pending list reviewed.

D084502A 27. Approved documents signed.

11:00 a.m. - Recess.

D084502B THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, 28, 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.

D084502C 28. Approved consent agenda items signed.

084503 29. Treasurers Wire Transfers and Check Report in the amount of **\$1,112,242.69** and General/Veterans' Relief/Payroll warrants numbered **355417-355471** for **\$203,782.75** approved.

084504-084515 30. Personnel change orders approved.

BOCC MINUTES-06/21/21

084516 30A. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to amend the June 21, 2021 agenda, adding item number 30B.

084517 30B. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to approve the voter pamphlet waiver for Cemetery District No. 2. This waiver was granted as it was received by the deadline but was accidentally omitted from the 06/21/21 regular meeting packet.

9:05 a.m. - BOCC Workshop.

Remote Attendance:

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

Guests: Anthony Kuipers and WC Gazette.

In Person:

Staff: Alan Thompson and Mark Storey.

084518-084520 31-33. The following items were discussed but no action was taken.

- Use of ARPA funds/PBAC
- Veteran Service Officer
- Port of Whitman Interlocal Agreee.
- OPMA/Commissioner Meetings
- Employee Long Term Care Tax
- COVID-19 Update
- Heat Advisory/Warning
- Ewan Flooding
- Comprehensive Plan
- McKinstry Phase IV

11:05 a.m. - Adjournment.

D084520A Commissioner Largent **moved** to adjourn the **June 21 and 28, 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 **July 6, 2021**. The foregoing action made this **28th** day of **June 2021**.

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

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

ARTHUR D SWANNACK, CHAIRMAN
Board of County Commissioners