

# WHITMAN COUNTY COMMISSIONERS MINUTES

September 05, 2023

087058 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in the Commissioner Chambers at the Whitman County Courthouse, 400 N Main St., Colfax, Washington on Tuesday, September 5, 2023 at 9:00 a.m. Michael Largent Chairman, Arthur D Swannack and Tom Handy, Commissioners and Corey Mitzimberg, Clerk of the Board attended.

## 9:00 AM – Called to Order-Workshop

### Attendance:

- Remotely – Jessica Jensema, Jacy Leach, Keaton Wheeler, Sarah Hardy, Suni Wood
- In Person – Bill Tensfeld, Mark Storey and Joshua Vincent

087059 1. The following items were discussed with no action taken:

- Technical Difficulties-Zoom
- PEF Senior Breakfast
- Chipman Trail Bridge Fire Damage
- Winona Trestle Fire Damage
- PEF Women’s Breakout Event
- Eagles Beer Garden

## 9:50 AM- Recessed

## 10:15 AM – Reconvened- Board Business

### Attendance:

- Remotely – Alisha Shaw, Charina Schneider, Kristina Cooper, Suni Wood, Jill Whelchel and Chris Nelson.
- In Person – Evon Jones, Annie Pillers, Jacy Leach, Jessica Jensema, Mark Storey, Sandy Jamison and David Warner.

- New/Old Business

2. Pledge Allegiance was recited
3. There was no public comment

087060 4. Consent Agenda items approved.

- |                  |                                         |               |
|------------------|-----------------------------------------|---------------|
| a. 087060        | Treasures Wire Transfers & Check Report | \$ 146,169.63 |
| 087060           | Voucher Claims - #368880 - 368949       | \$ 576,181.59 |
| 087060           | Payroll Claims - #368368 - 368378       | \$ 599,253.22 |
| b. 087061        | August 7-20, 2023 Minutes               |               |
| c. 087062-087066 | Personal Change Orders Approved         |               |

087067 5. Charina Schneider and Alisha Shaw, Program Managers from the Office of the Washington State Auditor’s office presented the Exit Conference for the Single Federal and Financial Audits. Please see report attached.

Alisha Shaw shared there was a Suspension and Debarment finding, this is similar to one found in previous years. Adequate internal controls to ensure compliance have been put into place per Jessica Jensema, Chief Financial Director.

Ms. Shaw also shared the actual cost of the audit was \$5,400.00 less than the estimate thanks to Jessica Jensema and her team. The Auditors appreciated the prompt replies for requested information. Whitman County Auditor, Sandy Jamison also commented the Finance Team did an excellent job with this audit and thanked the team for the good work.

087068 6. Commissioner Swannack motioned, Commissioner Handy seconded and it was carried to approve the clerical correction to Lorena Lynch's, Superior Court, 2022 vacation carry-over accrual from 79.87 to 78.97 hours.

087069 7. Item 7, 2024 PEBB Governmental Function Attestation, was removed for the agenda until a later date, per Human Resources Director Kelli Campbell.

087070 8. Item 8, PEBB Resolution for Authorization of Purchase, was removed for the agenda until a later date, per Human Resources Director Kelli Campbell.

087071 9. Item 9, PEBB Resolution for Governmental Function Attestation, was removed for the agenda until a later date, per Human Resources Director Kelli Campbell.

087072 10. Commissioner Swannack motioned, Commissioner Handy seconded and it was carried to sign the WCIF letter of intent to withdraw as prepared by Human Resources Director, Kelli Campbell.

087073 11. Commissioner Swannack motioned, Commissioner Handy seconded and it was carried to approve and sign the application from the Liquor Control Board for the Colfax Eagles to host a beer garden at the 2023 Palouse Empire Fair, Wednesday, September 6, 2023 from 6:30 PM – 10:30 PM.

087074 12. Commissioner Swannack motioned, Commissioner Handy seconded and it was carried to approve and sign the Interlocal Agreement between Palouse Conservation District to provide budget through its Voluntary Stewardship Program (VSP) contract with the Washington State Conservation Commission to the Palouse Conservation District to conduct work on VSP projects.

087075 13. Public Works Division Updates were provided by Public Works County Director Mark Storey.

- **Solid Waste & Recycling**

The new scale at the Whitman County Solid Waste and Transfer Station should be running this evening. The previous scale will be demolished and has served well since 1970.

- **Engineering:**

There was a pavement tearing issue at the Almota Phase 3 Project that has been corrected. The mainline should be completed tomorrow then the turnouts will be started.

- **Building and Administration:**

Mr. Storey introduced David Warner who has been hired as the new Permit Specialist. David is a licensed contractor and inspector which will be an asset to his position.

- **Upcoming Action/Additional Comments:**

There will be a few road vacations requested soon that will included are Poe Road, Vernon Crozier Road, Old Barn Road and Vaughn Road.

The Chipman Trail Bridge super structure quote has come at \$99,900.00. Mr. Storey iterated this quote is for the super structure only, this does not include braces, cranes, etc. Also, there has been a request for a pedestrian railing that will be reviewed.

D087075 14. There was no correspondence received.

087076 15. Pending List was reviewed

D087076 16. Approved Documents Signed

**11:00 AM – Recessed**

## 1:00 PM – Called to Order – Workshop

### Attendance:

- In Person – Jessica Jensema, Jacy Leach, Keaton Wheeler and Wraylee Flodin.

087077 17. The following items were discussed with no action taken:

- Assessor Budget Review

## 1:30 PM – Recessed

087078 18. Item 18, Treasurer Budget Review was removed for the agenda to be rescheduled at a later date, per Treasurer Chris Nelson

## 2:00 PM – Called to Order – Workshop

### Attendance:

- In Person – Jessica Jensema, Jacy Leach, Keaton Wheeler and;
  - Brandy Dean from 2:00 – 2:30 PM
  - Craig Wines from 2:30 – 3:00 PM

087079 19. The following items were discussed with no action taken:

- Facilities Department Budget Review

087080 20. The following items were discussed with no action taken:

- Informational Technology Department Budget Review

## 4:00 PM – Recessed to Wednesday, September 6, 2023

### Wednesday, September 6, 2023

## 8:30 AM – Reconvened- Workshop

### Attendance:

- In Person – Jessica Jensema, Jacy Leach, Keaton Wheeler and;
  - Judge John Hart 8:30 – 10:15 AM
  - Marlynn Markley 8:30 – 10:15 AM
  - Dan Bassler 8:30 – 10:15 AM
  - Annie Pillers 10:15 – 10:45 AM
  - Jill Whelchel 10:45 – 11:15 AM
  - Denis Tracy 11:15 – 11:45 AM
  - Kristina Cooper 11:15 – 11:45 AM

087081-087085 19. The following items were discussed with no action taken:

- District Court Budget Review 8:30 – 9:15 AM
- Probation Department Budget Review 9:15 – 10:15 AM
- Coroner Budget Review 10:15 – 10:45 AM
- Clerk Budget Review 10:45 – 11:15 AM
- Prosecutor Budget Review 11:15 – 12:00 AM

**12:00 PM – Recessed**

**8:30 AM – Reconvened- Workshop**

Attendance:

- In Person – Jessica Jensema, Jacy Leach, Keaton Wheeler and;
  - Judge John Hart 8:30 – 10:15 AM
  - Marlynn Markley 8:30 – 10:15 AM
  - Dan Bassler 8:30 – 10:15 AM
  - Annie Pillers 10:15 – 10:45 AM
  - Jill Whelchel 10:45 – 11:15 AM
  - Denis Tracy 11:15 – 11:45 AM
  - Kristina Cooper 11:15 – 11:45 AM

087081-087085 19. The following items were discussed with no action taken:

- District Court Budget Review 8:30 – 9:15 AM
- Probation Department Budget Review 9:15 – 10:15 AM
- Coroner’s Office Budget Review 10:15 – 10:45 AM
- Clerk’s Office Budget Review 10:45 – 11:15 AM
- Prosecutor Budget Review 11:15 – 11:45 AM

**11:45 PM – Recessed**

**1:00 PM – Reconvened- Workshop**

Attendance:

- In Person – Jessica Jensema, Jacy Leach, Keaton Wheeler and;
  - Mark Storey 1:00 – 2:30 PM
  - Brian Wilson 1:00 – 2:30 PM
  - Dean Cornelison 1:00 – 2:30 PM
  - Evon Jones 1:00 – 2:30 PM
  - Janet Schmidt 2:30 – 3:00 PM
  - Scott Watson 3:00 – 3:30 PM

087085-087087 19. The following items were discussed with no action taken:

- Public Works Dept. Budget Review 1:00 – 2:30 PM
- Extension Office Budget Review 2:30 – 3:00 PM
- Noxious Weed Department 3:00 – 3:30 PM

**4:00 PM – Recessed to Wednesday, September 11, 2023**

Monday, September 11, 2023

**THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in the Commissioner’s Chambers in the Whitman County Courthouse, Colfax, Washington on Monday, September 11, 2023 at 9:00 a.m., Michael Largent Chairman, Arthur D Swannack, Commissioner, Tom Handy, Commissioner and Corey Mitzimberg, Clerk of the Board attended

**9:00 AM – Reconvened-Board Business and Workshop**

Attendance:

Remotely/In Person: Bill Tensfeld, Chris Nelson, Craig Wines, Joshua Vincent, Keaton Wheeler, Kelli Campbell, Kristina Cooper, Mark Storey, Sandy Jamison, Sarah Hardy, Suni Wood, and Wraylee Flodin

Consent Agenda:

D087087a 29. Approved Consent agenda items signed.

087089-087092 The following was approved.

- a. Treasures Wire Transfers & Check Report \$ 342,866.72
- Voucher Claims - #368960 - 369102 \$ 357,454.19
- b. Personal Change Orders Approved

Workshop

087088 30. The following items were discussed with no action taken.

- Chambers Technical Difficulties
- CompuNet
- Palouse Empire Fair Review
- Veteran Services Contract/Amend
- Winona Trestle Replacement
- Fair Senior Breakfast
- Real Estate Letter of Intent
- Road Grading
- Scale house project
- Almota 3-Guardrails
- Chipman Trail Bridge
- Emergency Declaration
- New County Credit Cards
- 2024 Health Insurance Update

D087088 Commissioner Swannack **moved** to adjourn the September 5<sup>th</sup> – 17<sup>th</sup>, 2023 meeting. Motion **seconded** by Commissioner Handy and **carried**. The Board will meet in regular session, in the Commissioner’s Chambers of the Whitman County commissioners Chambers, Colfax, Washington, on September 18, 2023.

The foregoing action made this 14th day of August 2023.

ss/ ARTHUR D SWANNACK, COMMISSIONER

ss/ TOM HANDY, COMMISSIONER

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Corey Mitzimberg  
Clerk of the Board

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Michael Largent, CHAIRMAN  
Board of County Commissioners