

**BOCC MINUTES-02/07/2022**

**085347 THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in the Auditorium in the Whitman County Public Service Building, Colfax, Washington on **Monday, February 7, 2022** at **9:00 a.m.** Tom Handy Chairman, Arthur D Swannack (remotely) and Michael Largent (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.**

**Remotely:** Bill Tensfeld, Brandy Dean, Chris Nelson, Chris Skidmore, Crystn Guenthner, Cynthia Hayward, Fletcher Aukerman, Jacy Leach, Jessica Jensema, Kelli Campbell, Lance Bishop, Mark Storey, Sandy Jamison, Sharron Cunningham and Wraylee Flodin.

**085348 1.** The following items were discussed but no action was taken.

- Blue Ribbon Advisory Task Committee
- Water Leak/Sheriff's Office
- Commissioner's Shared Drive
- Public Works/Permits
- Courthouse Fresh Water Line
- COVID-19 Update
- Small Business American Rescue Plan Act Grant Applications

**9:40 a.m. - Recess.**

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

**Present:** Mark Storey.

**Remotely:** Brandon Kruger, Brandy Dean, Chris Nelson, Chris Skidmore, Cynthia Hayward, Fletcher Aukerman, Jacy Leach, Jessica Jensema, Kelli Campbell, Lance Bishop, Sharron Cunningham, Wraylee Flodin, Mary Collins and David Hall.

**D085348A 2. Pledge of Allegiance.**

**Consent Agenda:**

**085349 3.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to accept the consent agenda as presented.

**085350 4.** Treasurer's Wire Transfers and Check Report in the amount of **\$139,915.30**, Payroll warrants numbered 359139-359146 for **\$659,281.24** and General Claims/Veterans' Relief warrants numbered 359147-359245 & 359248-359252 for **\$405,070.34** approved.

**085351 5.** January 31, 2022 minutes approved.

**085352-085359 6.** Personnel change orders approved.

**085360 7.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to approve and sign an emergency declaration for the Facilities Department for flood damage in the Sheriffs and Coroners offices.

**RESOLUTION NO. 085360  
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, February 7, 2022; and

**WHEREAS,** the Board agrees that a state of emergency existed on Wednesday, February 2, 2022 because of the sewer back up and flooding in the Whitman County Detention Center.

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**WHEREAS**, immediate action was needed to protect the integrity of the structure of the facility, its amenities and protect employees and inmate's health.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of County Commissioners hereby declares the existence of an emergency and activates its emergency powers pursuant to R.C.W.39.04.281; and

**BE IT FURTHER RESOLVED**, that Whitman County is authorized to enter into contracts and incur obligation, without regard to time consuming procedures and formalities prescribed by law, necessary to engineer and perform repairs to offices and storage rooms in the basement of the Jail.

**PASSED, APPROVED AND ADOPTED** this 7th day of February 2022.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Tom Handy, Chairman

\_\_\_\_\_  
Arthur D Swannack, Commissioner

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

ATTEST:

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board  
By: Corey Mitzimberg  
Deputy Clerk of the Board

**085361**      **8.**      Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to approve and sign the 2022 District Court signature delegation authorization form.

**085362**      **9.**      Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to approve and sign a resolution revising District Court's petty cash fund.

**RESOLUTION NO. 085362  
OF THE BOARD OF WHITMAN COUNTY COMMISSIONERS FOR  
WHITMAN COUNTY, STATE OF WASHINGTON**

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, recognizes the need to change the pre-existing petty cash custodian within the Whitman County District Court-Colfax Department; and,

WHEREAS, the Whitman County District Court Department would like to make Kris Thompson, Financial supervisor (name and title) the Custodian; and,  
NOW, THEREFORE, BE IT HEREBY RESOLVED AND AUTHORIZED that the Whitman County District Court-Colfax Department's petty cash account #001.000.00 111.70.03 (fund and account) shall be maintained by Kris Thompson.

Done this 7th day of February 2022.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Tom Handy, Chairman

ATTEST:

Arthur D Swannack, Commissioner

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

Michael Largent, Commissioner

**085363** 10. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to approve and sign a resolution revising Countywide petty cash funds.

**RESOLUTION NO. 085363  
 BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

WHEREAS, the Board of Whitman County Commissioners met in regular session on the **7th** day of **February 2022**; 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
<b><u>CURRENT EXPENSE PETTY CASH/CASH DRAWER ACCOUNTS</u></b>						
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	Rachel Lewis	\$ 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	Rachel Lewis	\$ 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	Kris Thompson	\$ 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	
<b><u>OTHER FUNDS PETTY CASH/CASH DRAWER ACCOUNTS</u></b>						
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>	
		<b>TOTAL ALL FUNDS PETTY CASH/CASH DRAWER ACCOUNTS</b>				<b>\$ 7,804.00</b>
<b><u>CURRENT EXPENSE PETTY CASH STAMP ACCOUNTS</u></b>						
001.000.000	111.77.09	Prosecutor	Kristina Cooper	\$ <u>100.00</u>		

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		Sub-Total Current Expense Petty Cash Stamp Accounts		\$	<u>100.00</u>	
		<b>TOTAL ALL FUNDS PETTY CASH STAMP ACCOUNTS</b>				<b>\$ 100.00</b>
		<b><u>REVOLVING CASH ACCOUNTS</u></b>				
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>	
		<b>TOTAL ALL FUNDS REVOLVING CASH ACCOUNTS</b>				<b>\$30,000.00</b>
		<b><u>ADVANCE TRAVEL ACCOUNTS</u></b>				
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>	
		<b>TOTAL ALL FUNDS ADVANCE TRAVEL ACCOUNTS</b>				<b>\$15,000.00</b>
		<b>TOTAL ALL FUNDS PETTY CASH/CASH DRAWER, PETTY CASH STAMP, REVOLVING CASH AND ADVANCE TRAVEL ACCOUNTS</b>				<b>\$52,904.00</b>

Dated this this **7th** day of **February 2022** and effective as of this date.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

ATTEST:

\_\_\_\_\_  
Tom Handy, Chairman

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

\_\_\_\_\_  
Arthur D Swannack, Commissioner

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

**085364**      **11.**    The Board acknowledged receipt of the 2021 real property tax refund report from Treasurer, Chris Nelson as presented.

**085365**      **12.**    Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to approve the resolution for the personal property tax cancellations as presented.

RESOLUTION NO. 085365

OF

THE BOARD OF WHITMAN COUNTY COMMISSIONERS FOR WHITMAN COUNTY, STATE OF WASHINGTON

WHEREAS, the Whitman County Treasurer has submitted a list of uncollectable personal property taxes along with a request for permission to cancel said taxes and a reason for this determination defined for each person or corporation listed; and,

WHEREAS, said Treasurer has stated that continued efforts to collect said taxes and/or property in relief of said taxes are not feasible.

NOW, THEREFORE, BE IT HEREBY RESOLVED AND AUTHORIZED that the Whitman County Board of County Commissioners is hereby satisfied that the attached list of personal property taxes submitted and certified uncollectible by the County Treasurer cannot, in fact, be collected and are hereby cancelled as per RCW 84.56.240.

Done this \_\_\_\_ day of \_\_\_\_ 20\_\_.

BOARD OF COUNTY COMMISSIONERS OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Tom Handy, Chairman

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

ATTEST:

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

\_\_\_\_\_  
Art Swannack, Commissioner

**085366** 13. The Board acknowledged receipt of the 2021 Assessor's annual property tax certification as presented.

**085367** 14. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to sign the Teamster Welfare Trust agreement for the Correction Officers and Support Staff as presented.

**085368** 15. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to reappoint Steven J Hansen to a 3 year term on the Whitman County Emergency Communications Advisory Committee. Mr. Hansen's term will expire June 30, 2024.

**085369** 16. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to approve the 2021 fourth quarter Public Disclosure Commission lobbyist report.

**085370** 17. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to authorize the publishing of a notice of call for bids for 2022-2023 legal Printing.

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**085371** 18. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to approve the grant awards as presented using American Rescue Plan Act (ARPA) funds.

**085372** 19. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to authorize the publishing of a notice to call for bids for 2022 Liquid Asphalt.

**085373** 20. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to authorize the publishing of a notice to call for bids for the Doneen Quarry project.

**085374** 21. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to authorize the publishing of no spray for residual and noxious chemicals on all gravel and paved county roads.

**085375** 22. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to approve amending the Whitman County Critical Areas Ordinance Title 9, Chapter 9.05 correcting the scrivener's errors which inadvertently eliminated another the Whitman County Water Conservancy Board County Code.

**ORDINANCE NO. 085375  
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

A RESOLUTION AMENDING THE WHITMAN COUNTY CODE, TITLE 9, CHAPTER 9.05, CRITICAL AREAS ORDINANCE CORRECTING SCRIVENER'S ERRORS.

WHEREAS, it was recently discovered the numbering for this ordinance inadvertently eliminated another Whitman County Code-Water Conservancy Board.

NOW, THEREFORE, BE IT HEREBY RESOLVED the Whitman County Board of Commissioners duly approves these amendments to the Whitman County Critical Areas Ordinance Title 9, Chapter 9.05 as described in the attached documents.

Passed, approved and adopted this 7th day of February 2022.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

ATTEST:

\_\_\_\_\_  
Tom Handy, Chairman

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

\_\_\_\_\_  
Arthur D Swannack, Commissioner

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

**DIVISION UPDATES:**

**D085375** 23. The following division updates provided by Public Works staff.

**Engineering Division:**

**D085375** 23A. Mr. Storey reported the Gordon Quarry crushing work is complete and cleanup of the area is progress.

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**Planning Division:**

**D085375 23B.** Mr. Storey and Building Inspector, Ginny Rumiser composed and mailed a letter to the Mayor of Malden regarding recreational vehicles (pull trailers, campers, motorhomes) being used as permanent residences on property owned by the Malden residents. Recreational vehicles (RV) can only be considered a permanent residence if located in a trailer/RV park. The Emergency Management department did allow these as temporary residences after the Babb Road fire in 2020. The intent of the letter was to create an awareness of the state and federal laws. These restrictions apply to all of Whitman County.

**Maintenance Division:**

**D085375 23C.** Mr. Storey also shared graders are going out this week. Crews will be trimming trees and bushes along with improvements to the gravel as time and weather permits.

**D085375 23D.** Maintenance Operations Manager, Brandon Kruger said haul road permits will not be issued because the roads are saturated from freezing and melting due to the recent temperature fluctuations. Chairman Handy asked what happens if someone does drive on the road without a permit. Mr. Kruger responded if an employee comes upon someone they will educate and ask the driver to exit. He also shared the Sheriff can ticket drivers who can also be held responsible for any road damage.

**D085375 23E.** Commissioner Swannack shared a thank you he received for the work done on Beeson Cut Off Road.

**CORRESPONDENCE:**

**D085375 24.** No correspondence was received:

**085376 25.** Commissioners' pending list reviewed.

**D085376 26.** Approved documents signed.

**12:00 p.m. - Recess.**

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

**Present:** Judge Gary Libey, Prosecutor Denis Tracy and Dan LeBeau.(1:30-2:00)

**Remotely:** Lorena Lynch (1:30-2:00), Brandy Dean, Adam Turnidge, Bill Tensfeld, Chris Nelson,

**085377-085379 27-29.** The following items were discussed but no action was taken.

- Courthouse Building Forever More
- Facilities Courthouse Update
- Emergency Management Staffing
- American Rescue Plan Act Budget Update

**4:00 p.m. - Recess.**

**D085379 THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in the Auditorium in the Whitman County Public Service Building, Colfax, Washington on **Monday, February 14, 2022** at **9:00 a.m.** Tom Handy Chairman, Arthur D Swannack (remotely) and Michael Largent (remotely) Commissioners, and Corey Mitzimberg, Deputy Clerk of the Board attended.

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

**D085379A 30.** Approved consent agenda items signed.

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**085380** 31. Treasurers Wire Transfers and Check Report in the amount of \$238,804.79, and General/Veterans' Relief/Payroll warrants numbered **359265-359416** for \$330,688.66 approved.

**085381-85386** 32. Personnel change orders approved.

**085387-85397** 32A. American Rescue Plan Act grant contracts approved.

**085398** 32B. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to amend the agenda adding items #34 and #35.

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

**Remotely:** Mark Storey, Kelli Campbell, Cynthia Hayward, Jessica Jensema, Fletcher Aukerman, Jacy Leach, Crystn Guenthner, Sandy Jamison, Lance Bishop, Brandy Dean and David Hall.

**085399** 30. The following items were discussed but no action was taken.

- American Rescue Plan Act Grant Applications
- Roundabout-Pullman/Albion
- Legislative Updates
- Sheriff's Office Leak Update
- Courthouse Update/Waterline
- Public Works Road Closures
- COVID-19 Update

**9:40 a.m. - Recess.**

**10:00 a.m. - Reconvene/Board Business Continued/Executive Session.**

**Remotely:** Mark Storey, Jessica Jensema, Kelli Campbell, Fletcher Aukerman, David Hall, Jacy Leach, Lance Bishop, Cynthia Hayward, Brandy Dean and Zak Kennedy.

**085400** 30. The following items were discussed but no action was taken.

- Lobbyist Report

**10:25 a.m. - Recess.**

**10:30 a.m. -Reconvene/Board Business Continued/Executive Session.**

**Present:** Denis Tracy, County Prosecutor.

**085401** 31. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to go into executive session with the above individual(s) until **11:30 a.m.** in accordance with RCW 42.30.110(1)(i) for matters related to legal risks of current or proposed action.

**11:30 a.m. - Return to Open Session/Adjourn.**

**D085401A** Commissioner Largent **moved** to adjourn the **February 2nd** and **14th, 2022** meeting. Motion **seconded** by Commissioner Swannack and **carried**. The Board will meet in regular session, in the Auditorium of the Whitman County Auditorium, Colfax, Washington, on **February 22, 2022**. The foregoing action made this **14th** day of **February 2022**.

ss/ ARTHUR D SWANNACK, COMMISSIONER  
ss/ MICHAEL LARGENT, COMMISSIONER

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MARIBETH BECKER, CMC  
Clerk of the Board

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TOM HANDY, CHAIRMAN  
Board of County Commissioners



**BOCC MINUTES-02/07/2022**

By: Corey Mitzimberg

Deputy Clerk of the Board