

BOCC MINUTES-08/30/2021

084705 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, August 30, 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.

Remotely: Bailey Wiedmer, Bill Tensfeld, Brandy Dean, Chris Nelson, Chris Skidmore, Crystn Guenthner, Debbie Kilpatrick, Fletcher Aukerman, Jacy Leach, Jessica Jensema, Kelli Campbell, Lance Bishop, Mark Storey, Sandy Jamison, Sharron Cunningham, Anthony Kuipers, Jacob Jones and WC Gazette.

084706 1. The following items were discussed but no action was taken.

- Commissioner/Staff Temporary Office Location
- Long Term Care Enrollment Period Extended
- Condolences/Former Colfax Fire Chief Jim Krouse
- Thank You Fair/EMS/Parks and Sheriffs Depts.
- 2-Yr Voluntary Stewardship Program Report
- Courthouse Move Updates
- ARPA Update
- WRCIP/Liability Rates
- Malden/Pine City Debris Clean-up
- COVID-19 Update

9:30 a.m. - Recess.

9:55 a.m. - Reconvene/Board Business Continued/Flag Salute.

Present: Mark Storey, Brandon Kruger and Dean Cornelison.

Remotely: Bailey Wiedmer, Bill Tensfeld, Jacy Leach, Jessica Jensema, Kelli Campbell, Sharron Cunningham and Lydia Fletcher.

D084706A 2. Pledge of Allegiance.

Consent Agenda:

084707 3. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to accept the consent agenda as presented.

084707A 4. Treasurer's Wire Transfers and Check Report in the amount of **\$162,972.53**, and General Claims/Veterans' Relief warrants numbered **356465-356534** for **\$445,164.13** approved.

084708 5. August 16, 2021 minutes approved.

084709-084713 6. Personnel change orders approved.

ACTION ITEMS:

084714 6A. The following Public Works related issues approved/updated:

084715 7. The following bids were received for the Johnson Area Roads Overlay project.

BIDDER	AMOUNT
Knife River, Clarkston, WA	\$665,000.00
Motley, Motley, Inc., Pullman, WA	\$630,840.84
Poe Asphalt, Lewiston, ID	\$491,182.60

The commissioners will make an award tentatively, September 7, 2021.

BOCC MINUTES-08/30/2021

084716 8. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to approve publishing a call for bids for the Gordon Quarry Crushing project.

084717 9. Commissioner Largent **moved** Commissioner Handy **seconded** the motion to approve publishing a notice of hearing for Inland Power and Light's application for a public rights-of-way franchise, to be held in this room at 10:30 a.m. on September 20, 2021. Public Works Director, Mark Storey explained franchises are typically a 25 year life span. Whitman County Prosecutor has reviewed and approved the agreement. **Motion carried.**

DIVISION UPDATES:

D084717A 10. The following division updates provided by Public Works staff.

Solid Waste Division:

D084717B 10A. The meeting with Republic Works will be held today regarding the Solid Waste contract. Commissioner Handy will be attending.

Engineering Division:

D084717C 10B. Drainage work has begun at the Port of Wilma with paving to start October 16, 2021. Mr. Storey shared the decision has been made not to replace the position formally held by Marc LaVanway, Project Engineer. Instead advertising will be made to hire an Engineering 3 or 4. This decision was based on future needs of the department.

Maintenance Division:

D084717D 10C. Asphalt work is continuing for Districts 1 and 3 with District 2 starting next week, reported Brandon Kruger, Maintenance Operations Manager.

D084717E 10D. The Oaksdale Dump Bridge replacement is now completed.

D084717F 10E. Due to a pipe fail in the Public Service Building, work is being done to repair the storm drain/down spout, in coordination with the Facilities Department and the City of Colfax.

084718 11. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to offer the EasyOptions plan in addition to the Standard Vision Service Plan(VSP) plan, pending union approval.

084719 12. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to approve a resolution allowing adaption to the County's Accounts Payable Policy for the Fair Department.

**RESOLUTION NO. 084719
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

In the Matter of issuance of County warrants prior to contracted services rendered for the Whitman County Palouse Empire Fair.

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, met in a regular session on the 30th day of August, 2021; and,

WHEREAS, the Whitman County Commissioners have reviewed the proposed Whitman County/Palouse Empire Fair's Policy for the issuance of warrants and the Whitman County Fair and Auditor's Warrant Issuance Procedure for the Palouse Empire Fair, as set forth by the Whitman County Auditor and Fair Director, prior to contracted services rendered for the Whitman County/Palouse Empire Fair and finds that the proposed policy is necessary.

BOCC MINUTES-08/30/2021

WHEREAS, the Whitman County Commissioners recognize the need to adapt the County's Accounts Payable Policy with a specialized procedure to accommodate the Whitman County/Palouse Empire Fair's unique operational needs for payment of services.

NOW THEREFORE, BE IT HEREBY RESOLVED that the attached Whitman County Palouse Empire Fair Warrant Issuance Policy and Whitman County Fair and Auditor's Warrant Issuance Procedure for the Palouse Empire Fair be adopted and implemented effective August 30, 2021.

PASSED AND APPROVED by the Whitman County Board of Commissioners on this 30th day of August, 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

**Whitman County / Palouse Empire Fair Policy
Warrant Issuance Policy
August 12, 2021**

Resolution (attached) presented before the
Whitman County Board of Commissioners August 30, 2021.
Adopted by the Palouse Empire Fair Board on August, 23, 2021.

As of August 16, 2021, the Whitman County Fair Office and Auditor Office agree on the following warrant procedure that provides allowances outside the existing Whitman County Accounts Payable Policy for the creation of County warrants specific to the Whitman County/Palouse Empire Fair before services are rendered. All other Fair Office payment requests will follow policy.

- The Fair Office will request to have County warrants issued prior to services rendered for the annual Whitman County/Palouse Empire Fair which occurs the first Thursday after Labor Day each year unless changed by an unforeseen occurrence.
- Payment requests will be in a dedicated Invoice Entry Batch(es).
- Prior to any Invoice Entry Batch, the Fair Office will supply the Auditor's Office with vendor information including a correctly completed W-9. The Auditor's Office will then create the vendor(s) in the County's accounting system and inform the Fair Office of the new vendor numbers.
- Invoice Entry Batch request(s) will be submitted to the Whitman County Auditor's Office for the issuance of warrants anytime during the month of August and the first week of September with an August/September General Ledger date. The Invoice Entry Batch will contain a signed Invoice Batch Cover Sheet, an invoice/receipt/contract and any other pertinent backup, and an Accounts Payable Edit Listing. Once the batch has been audited, the warrants will go to the Board of County Commissioners for approval. The warrants will then be issued.
- The Special Batch process will be used for those unique occasions when a warrant must be issued immediately outside the usual Accounts Payable process.
- The County warrant(s) will be picked up from the Auditor's Office by the Fair Director or Fair Manager of Whitman County's Fair Department. The Auditor's Office will create a form for one of these two staff members to sign as

BOCC MINUTES-08/30/2021

verification of their receipt of all warrants created from the Invoice Entry Batch.

- Warrants will be held in the Fair Department’s safe in a locked office located in a locked building until services have been rendered by the vendor.
- A spreadsheet listing the Fair year and dates, warrant numbers, vendor names, signature line for vendor pick up, and signature line for Fair Director or Fair Manager will be created and kept with the warrants (attached).
- Once the service is rendered during the Palouse Empire Fair, the vendor will be required to show photo ID to the Fair Director or Fair Manager if not identifiable by the Fair Director or Fair Manager (if not personally identifiable by the Fair Director or Fair Manager), sign for the warrant, and the warrant will be released to the vendor. The Fair Director/Manager will sign off on the spreadsheet.
- If a warrant is not picked up by vendor, the Fair Office will mail warrant within a reasonable amount of time.
- If a warrant is issued but the services were not rendered, the Fair Office will void the check by writing VOID over the signatures or cutting out the signatures. The voided warrant will be returned to the Auditor’s Office within a reasonable amount of time so the warrant can be voided in the County’s accounting software.
- The original spreadsheet will be kept with the Fair financial files for auditing purposes, and a copy will be forwarded to the Auditor’s Office to serve as backup to the warrants.

Fair Date:

Check Number	Vendor Name	Date of Service	Signature of Vendor check released to	Date	Signature of Fair Manager

084720 13. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to authorize additional Public Facilities funds for the 2021 Palouse Empire RV Park CIP Project in the amount of \$155,000.00.

084721 14. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to approve carrying over the 2019-2021 CIP projects to 2022 and approve the 2022 CIP projects.

084722 15. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to authorize the purchase of Stonefly XD-Series Enterprise Back-up Appliance to replace the current Barracuda 990.

CORRESPONDENCE:

D084722A 16. The following correspondence was received:

084723 16A. Whitman County E911 Operations contract E21-042 formal closing letter for the fiscal year 2021, was received from the WA Military Department.

084724 16B. Washington State Liquor and Cannabis Board sent a notice of liquor licenses due to expire 11-30-2021.

084725 17. Commissioners’ pending list reviewed.

D084725A 18. Approved documents signed.

10:15 a.m. - Adjournment.

D084725B Commissioner Largent **moved** to adjourn the **August 30, 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 **September 7, 2021**. The foregoing action made this **30th** day of **August 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