

**BOCC MINUTES- 10/17/2022**

**086163** THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in the Commissioner's Chambers in the Whitman County Courthouse, Colfax, Washington on **Monday, October 17, 2022 at 9:00 a.m.** Tom Handy Chairman, Arthur D Swannack and Michael Largent, Commissioners and Corey Mitzimberg, Clerk of the Board attended.

**9:00 a.m. - Call to Order/Board Business/BOCC Workshop.**

**Present:** Jessica Jensema, Marlynn Markley, Judge John Hart, Dan Bassler and Lance Bishop.

**Remotely:** Bailey Wiedmer, Bill Tensfeld, Crystn Guenthner, Chris Nelson, David, Dean Cornelison, JCA, Kelli Campbell, Katie Jensema, Kristina Cooper, Jacy Leach, Sandy Jamison, Sarah Hardy, Suni Wood, Keaton Wheeler, Teresa Simpson and Wraylee Flodin.

**086164 1-2.** The following items were discussed but no action was taken.

- Division of District Court and Probation
- Finance Software hosting
- Court Sound System
- Letter of Support-CDBG
- Agenda heading update
- Peace Lutheran Subrecipient form update
- Agenda Item 11 removed
- Ring Central contact
- Potts & Assoc. contract
- Department of Licensing is open

**10:00 a.m. - Recess.**

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

**Present:** Dean Cornelison, Ginny Rumiser and Lance Bishop.

**Remotely:** Bailey Wiedmer, Jacy Leach, Katie Jensema, Keaton Wheeler, Kelli Campbell, Sarah Hardy, Kristina Cooper, Sandy Jamison and Teresa Simpson.

**D86164A** Pledge of Allegiance.

**D86164B** Public Comment. No comments were made.

**Consent Agenda:**

**086165** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to accept the consent agenda as **Presented**.

**086166 3.** Treasurer's Wire Transfers and Check Report in the amount of \$47,163.13, and General Claims/Veterans' Relief warrants numbered 363400-363528 for \$622,190.67 approved.

**086167 4.** October 3, 2022 minutes approved.

5. There were no Personnel Change Orders Presented.

**086167A 5A.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to approve amending the agenda to add item 31, a workshop to Monday, October 24, 2022 at 2:00 p.m. Subject is Court Security Equipment Funding.

**086168 6.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to approve the Signature Delegation update for the Assessor's Office.

**086169 7.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to approve the Child Care Partnership Grant Subrecipient agreement with Peace Lutheran Church, with the additional Whereas language, as discussed in workshop.

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**086170** 8. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to approve the amended agreement with Council on Aging and Human Services for the CDBG-CV grant.

**086171** 9. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to approve the Chair to sign the application and any other documents related to apply for the Local Assistance and Tribal Consistency Fund (LATCF) funds.

**086172** 10. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to approve Budget Amendment #3 as Presented.

**Discussion:** Finance Director, Jessica Jensema shared the following;

- Superior Court increased at addition \$19,904.00 for Office/Clerical staffing salary and medical as well as for additions to the tools and equipment.
- District Court's amendment has a revenue increase due to a \$100,000 grant received for audio/visual equipment the courtroom.
- Assessor's office shows an expense increase of \$8,000.00 in Professional Services for staff GIS training.
- Juvenile Services cleaned up their budget with zero net effect.
- Submitted by Administrative Services on behalf of the Health Department for Current Expense, a revenue increase of \$60,000.00.
- Submitted by Administrative Services on behalf of the Auditors office for the creation of the new Veteran Service Officer (VSO) position. Expense increase includes cost of VSO travel, supplies, communication and advertising expenses.
- Palouse Empire Fair has an increase in expenses of \$35,000.00 for professional services and equipment.
- Commissioner's Office had an adjustment of \$31,841.00 for revenue and expenses for GIS.

**086173** 11. Item removed from agenda by District Court, additional information is needed.

**086174** 12. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to sign the 2023 medical plan agreement with Teamsters as Presented.

**086175** 13. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to sign the Teamster's MOU for the 2023 increase to the County health insurance contribution as Presented.

**086176** 14. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion to approve the 2023 health insurance contribution to 1270 per month effective January 1, 2023.

**Discussion:** Commissioner Swannack ask for clarification if this motion applies to Non-Represented staff only. Human Resources, Personnel Analyst Bailey Wiedmer, confirmed yes, this applies to Non-Represented staff only. She also shared responses are pending from the Union. Motion **carried**.

**086177** 15. Item removed from Agenda, documentation delayed for legal review.

**086178** 16. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to authorize the IT Director to purchase and sign the Ring Central contract for hosted phone services for Whitman County as Presented.

**PUBLIC WORKS DIVISION UPDATES:**

**D086178** 17. The following division updates provided by Public Works Engineer, Dean Cornelison.

**Solid Waste & Recycling**

**D086178A 17A.** The Scale Shack rebid Notice for Call for Bids is being sent this week, with the bid opening on November 21, 2022 at 11:00 AM. All bids are to be delivered to the Commissioner's Office in the Whitman County Courthouse, 400 N. Main, Colfax, WA

**D086178B 17B.** The Countywide Sealcoat Project 2022 began this morning starting on Dry Creek Road with intentions to have all completed this week. Guardrails should begin next week.

**D086178C 17C.** Out of class pay request clarification per Dean Cornelison, is being requested for the Heavy Equipment Operators assisting in the mechanics shop due to lack of employees. This request will first need to be approved by the Union.

**Maintenance**

**D086178D 17D.** The apron on Viola Road has been paved.

**Building Division:**

**086179 17E.** Building Inspector Ginny Rumiser shared the 2022 3rd Quarter Activity as follows;

Building Permits Issued:	63
Building Permits pending:	13
Commercial Construction:	12
Total Inspections:	102
Total Final Inspections:	22
Total Miles Driven:	3,422
Average Daily Miles:	76.04
Commercial Valuation:	\$1,430,744.00
Total Valuations:	\$5,224,592.00
Total Permit Fees:	\$35,151.00
Total Plan Review Fees:	\$20,315.00
Total Fees:	\$55,465.00

**Administration:**

**086180 17F.** Public Works Director, Mark Storey sent a memo to all Public Work employees with the work schedule commencing November 7, 2023;

- 5-Day workweek, 7:00 am - 3:30 pm, Monday thru Friday
  - o Mark Storey, Director
  - o Brian Wilson, Operations Manager
  - o All staff of the Mechanics/Service Shop, Sign Shop, Engineering dept., Districts I, II and III, Bridge Shop and Vegetation Management
- 4-Day work week, 7:00 am - 5:00 pm. Monday thru Thursday
  - o Evon Jones, Financial Division Manager
- 5-Day work week
  - o 7:30 am - 4:30 pm
  - o Brandon Johnson, Administrative Assistant
  - o Ginny Rumiser, County Building Inspector
  - o 7:30 am - 4:30 pm
  - o Elinor Huber, Switchboard
  - o Alan Thomson, County Planner
  - o Grace Di Biase, Assistant Planner
  - o Tina Layne, Permit Technician
  - o 7:45 am - 3:45 pm

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- o Susan Ball, Financial Division Assistant
- The Public Works office is open to the public, Monday thru Friday, 8:00 a.m. - 5:00 p.m.
- Transfer Station is open to the public, Monday thru Saturday, 8:00 a.m. - 5:30 p.m.
  - o Solid Waste operators will work a rotating split shift of;
    - 7:00 a.m.-3:30 p.m., 5 days a week or
    - 7:00 a.m.-5:30 p.m., 4 days a week
  - o Dave Nails, Operation Manager, Monday-Friday, 7:00 a.m.-5:30 p.m.
  - o Craig Sines, Foreman, Wednesday-Saturday, 7:00 a.m.-5:30 p.m.

**086181 17G.** October 14, 2022 Operations Manager, Brian Wilson sent a letter to the Whitman County School Superintendents and Post Offices sharing the Whitman County Road Department policies winter snow and ice control on county roads. The letter shared County road snow removal will be;

- First priority, paved roads
- Second priority remaining school bus and mail routes
  - o Gravel roads will not be plowed unless there is six inches of snow or drifting conditions
- Third priority will be other access roads
  - o Gravel roads will not be plowed unless there is six inches of snow or drifting conditions

The letter also stated weekend and night work will only apply to snow conditions at the discretion of the Road Superintendent and considering the safety of employees. The letter suggests emergency bus routes are established in the main paved road system as well as an emergency schedule and all vehicles are equipped with snow chains. A complete list of Superintendents and Foremen contact information was provided as well as a map of their areas of responsibility.

**CORRESPONDENCE:**

The following correspondence was received:

**086182 18.** The National Association of Counties (NACo) and Washington State Association of Counties (WSAC) partnered to provide Whitman County with a US flag collection box to properly dispose of worn U.S. flags to ensure our nations banner receives a proper retirement. Along with the collection box an information letter explaining the U.S. Flag Etiquette Program was received. A press release will be sent to notify the public of U.S. Flag Etiquette Program.

**086183 18A.** Zak Kennedy, Potts and Associates sent a 2022 wrap and outlook letter.

**086184 19.** Commissioners' pending list reviewed.

**D086184 20.** Approved documents signed.

**10:45 a.m. - Recess.**

**1:00 p.m. - Reconvene/Board Business Continued/Executive Session.**

**086185 21.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to go into executive session until 1:15 p.m. in accordance with RCW 42.30.220(1)(g) qualification of an applicant.

**1:15 p.m. - Return to Open Session/Board Business Continued.**

**086186 22.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to appoint Kara Bates to the Whitman County Board of Health.

Whitman County Port of Whitman Joint meeting

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**Present:** Kara Riebold, Kristine Meyers, Karl Webber and Tom Kammerzell

**086187-88 23.** The following items were discussed but no action was taken.

- Colfax Daycare Project
- Port of Wilma Road
- Association Development Organization(ADO)
- Broadband Update-Diamond, Malden, Pine City, Steptoe
- POWBAC
- Goodspeed property
- Fuel Station

**3:00 p.m. - Recess**

**3:15 p.m. - Reconvene/Board Business Continued/Executive Session.**

**Present:** Kelli Campbell

**086189 24.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to go into executive session until **4:30 p.m.** in accordance with RCW 42.30.110(1)(g) for matters related to employee performance.

**4:30 p.m. - Recess to Tuesday, October 18, 2022 at 11:00 am**

**Tuesday, October 18, 2022**

**11:00 - Reconvene/Board Business Continued/Executive Session.**

**Present:** Bailey Wiedmer and Jessica Jensema.

**Remotely:** Kelli Campbell and Steven Schuback.

**086190 25.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to go into executive session until 1:15 p.m. for a Collective Bargaining Session.

**12:00 p.m. - Recess to Monday, October 24, 2022**

**D086190** THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in the Commissioner's Chambers in the Whitman County Courthouse, Colfax, Washington on **Monday, October 24, 2022 at 9:00 a.m.** Tom Handy Chairman, Arthur D Swannack and Michael Largent Commissioners, and Corey Mitzimberg, Clerk of the Board attended.

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

**D086190A 26.** Approved consent agenda items signed.

**086191 27.** Treasurers Wire Transfers and Check Report in the amount of \$684,929.03, and General/Veterans' Relief warrants numbered 363554-363637 for \$244,587.58 and Payroll warrants numbered 363070-363079 for \$507,036.92 approved.

**086192-086198 28.** Personnel change orders approved.

**086198A 28A.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to approve amending the agenda to add item 30A, an Executive Session at 1:00 p.m. for Employee Performance.

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

**Present:** Jessica Jensema

**Remotely:** Bailey Wiedmer, Bill Tensfeld, Chris Nelson, Chris Skidmore, Crystn Guenthner, Jacy Leach, JCA, Katie Jensema, Keaton Wheeler, Kristina Cooper, Noel Christiansen, Sandy Jamison, Sarah Hardy, Suni Wood, Wraylee Flodin and Zak Kennedy.

**086199-086200 29.-30.** The following items were discussed but no action was taken.

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- Legislative Update/Zak Kennedy
- Jail Survey
- Training-Board of Health
- Board of Health Chair
- Hopkins Court/VSO Office Space
- Hopkins Court/Auditor Storage
- New World/Cloud status
- City of Pullman/Affordable Housing
- Procurement Policy
- VSO Documents
- Colfax daycare
- Community Health Educator position

**10:00 a.m. - Recess**

**1:00 - Reconvene/Board Business Continued/Executive Session.**

**Present:** Cody Yearton

**086201 30A.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to go into executive session until **2:00 p.m.** in accordance with RCW 42.30.110(1)(g) for matters related to employee performance.

**2:00 p.m. - Return to Open Session/Workshop.**

**Present:** Judge John Hart, Marlynn Markley, Lorena Lynch, Judge Gary Libey, Sheriff Brett Myers and Dan LeBeau.

**086202 31.** The following items were discussed but no action was taken.

- Court Security Options

**2:30 a.m. - Adjournment.**

D086163A Commissioner Largent **moved** to adjourn the October 17 and October 24, 2022 meeting. Motion **seconded** by Commissioner Swannack and **carried**. The Board will meet in regular session, in the Commissioner's Chambers of the Whitman County commissioners Chambers, Colfax, Washington, on October 31, 2022. The foregoing action made this 24th day of October 2022.

ss/ ARTHUR D SWANNACK, COMMISSIONER

ss/ MICHAEL LARGENT, COMMISSIONER

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Corey Mitzimberg  
Clerk of the Board

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TOM HANDY, CHAIRMAN  
Board of County Commissioners