

BOCC MINUTES-03/15/21

084102 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, March 15, 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 Connie Ellis, Deputy Clerk of the Board attended.

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

Remotely: Lance Bishop, Jessica Jensema, Annie Pillers, Mark Storey, Kelli Campbell, Sandy Jamison, Chris Nelson, WC Gazette, Sharron Cunningham, Bill Tensfeld, Anthony Kuipers, Jacob Jones, Bailey Wiedmer, Wraylee Flodin and Chris Skidmore.

084103 1. The following items were discussed but no action was taken.

- Legal Printing
- Purchasing Policy
- De-escalation Training
- Lewiston/Clarkston Valley Letter
- Federal Corona Relief Funding
- Palouse Basin Aquifer Committee
- Gordon Quarry
- Server Exchange Migration
- COVID Vaccine Report
- Salary Commission
- Property Tax Season
- JLARC
- Labor Relation Services
- Marijuana Applicant

9:45 a.m. - Reconvene/Board Business Continued/Executive Session.

Present: Gary Hunt, Valerie Hunt, and Bailey Wiedmer (9:45 a.m.).
Remotely: Kelli Campbell (9:45 a.m.).

084104 2. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to go into executive session with the above individuals until 10:00 a.m. in accordance with RCW 42.30.140(4)(a) for matters related to negotiations.

10:00 a.m. - Return to Open Session/Recess.

10:15 a.m. - Flag Salute.

Remotely: Jessica Jensema, Roger Harnack, Paul Spencer, Alan Thomson, Public Works, WC Gazette, Anthony Kuipers, Kelli Campbell, Bailey Wiedmer, and Jeff Guyett (10:15 a.m.).

D084104A 2A. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to amend the agenda to move the Executive Session from 2:30 p.m. to 1:00 p.m.

D084104A 3. Pledge of Allegiance.

Consent Agenda:

084105 4. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to accept the consent agenda as presented.

084106 5. Treasurer's Wire Transfers and Check Report in the amount of **\$31,568.48**, Payroll warrants numbered **353639-353646** for **\$643,586.22** and General Claims/Veterans' Relief warrants numbered **353741-353863** for **\$232,787.25** approved.

084107 6. March 1, 2021 minutes approved.

084108-084112 7. Personnel change orders approved.

084113 8. The regular meeting was recessed and the hearing convened by the Chairman for Whitman County 2021 Budget Amendment 2021.

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Remotely: Jessica Jensema, Roger Harnack, Paul Spencer, Alan Thomson, Public Works, WC Gazette, Anthony Kuipers, Kelli Campbell, Bailey Wiedmer, and Jeff Guyett (10:20 a.m.).

Administrative Services Director, Jessica Jensema, provided the report for the 2021 Budget Amendment #1. She briefly broke it down by departments.

- Administrative Services department's amendment included an increase in revenue of \$300,000.00. The CDBG CV1 grant was not included in the adopted 2021 budget. (The total amount of the grant is \$466,181.00 with an end date of 1/31/2023.) The \$300,000.00 is also reflected on the expense side. In addition, the Board of County Commissioners approved a 1% COLA increase effective 2/1/2021.
- Commissioners have an increase in budget due to an increase in wages and benefits totaling \$68,300.00.
- General Government will transfer out \$1,050,000.00 to loan Emergency Management/Communications funds for a new cell tower and an additional \$50,000.00 to Public Works for GIS. There is an additional \$10,000.00 increase in expenditures for professional services to help Malden/Pine City with hiring a grant finder/writer to help rebuild the communities.
- Human Resources increased expenses for salaries and benefits totaling \$1,857.00 to allow the 1% COLA increase.
- Superior Court increased expenses for salaries and benefits totaling \$468.00 to allow the 1% COLA increase. The operating rental and leases category did not originally account for their post office box fee of \$150.00. The total increased expense request is \$618.00.
- Juvenile Services has no change to their bottom line budget. However, they moved funds from medical insurance premiums to a VEBA account for one of their employees totaling \$5,200.00.
- Emergency Management increased revenue due to receiving an additional \$2,823.00 from EMPG Supplemental Grant E20-262. Their budget will increase to \$5,646 to reflect the 50/50 match. They also increased expenses as they hired an Emergency Management Project Manager increasing their budget for salary and benefits by \$58,379.00.
- Whitman County Public Health continues to respond to the COVID-19 pandemic. They are working with Administrative Services to maximize the benefits of the CARES funding made available. Their revenue increased by \$330,871.00 and expected expenses increased by \$300,000.00.
- The Auditor's office will increase revenue and expenditures by \$27,000.00. Due to an error in the adoption of the 2021 budget, additional funds for the Student Engagement HUB were excluded for Fund 134 Elections Reserve. This amendment will bring the budget up-to-date with what it should have been.
- The Prosecutor's office will increase revenue by \$509.00 for the STOP grant. They also corrected G/L's incorrectly keyed when submitting preliminary 2021 budget.

The hearing was opened to public comment. There being no further comments the hearing was adjourned at 10:25 a.m. and the regular meeting reconvened.

084114 **9.** Commissioner Largent **moved** Commissioner Handy **seconded** the motion and carried to adopt the 2021 Budget Amendment #1 as presented.

RESOLUTION NO. 084114
OF
THE BOARD OF WHITMAN COUNTY COMMISSIONERS
FOR WHITMAN COUNTY, STATE OF WASHINGTON
2021 BUDGET AMENDMENT #1

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, met in regular session on Monday, March 15, 2021; and,

WHEREAS, any and all taxpayers appearing at the hearing held this date, to be heard for or against any part of the budget amendment have been given the opportunity to be heard; and,

WHEREAS, the Auditor estimates that these amendments are necessary for the operation of the specified funds.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the authorized appropriations for these funds of Whitman County for fiscal year 2021 be amended by the amounts indicated as attached; and,

BE IT FURTHER RESOLVED that the appropriate entries to the accounting records be made to reflect the aforementioned budget amendment.

PASSED, APPROVED AND ADOPTED this 15th day of March, 2021.

BOARD OF COUNTY COMMISSIONERS
 OF WHITMAN COUNTY, WASHINGTON

ATTEST:

 Arthur D Swannack, Chairman

 Maribeth Becker, CMC
 Clerk of the Board
 BY: Connie Ellis
 Deputy Clerk of the Board

 Tom Handy, Commissioner

 Michael Largent, Commissioner

DEPARTMENT	2021 Adopted Budget	BA #1 2021 Revenues & Expenditures	2021 Amended Budget BA #1	
Building & Development-PW	233,561		233,561	102.400.000
Countywide Planning-PW	531,421		531,421	103.400.000
Developmental Services	924,481		924,481	104.340.000
Veterans Relief	145,500		145,500	108.060.000
Homeless Housing Plan	340,000		340,000	109.012.000
County Road-PW	13,557,898		13,557,898	110.400.000
Public Facilities Improvement	4,254,573		4,254,573	112.010.000
Hotel/Motel Tax	33,000		33,000	115.300.000
Domestic Violence Services	1,200		1,200	116.010.000

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Boating Safety	125,000		125,000	117.140.000	
Inmate Welfare	53,000		53,000	118.140.000	
Historic Preservation/Program	64,000		64,000	120.010.000	
Sheriff K-9 Unit	13,500		13,500	122.140.000	
Paths & Trails-General	233,500		233,500	123.310.000	
REET Technology	223,600		223,600	124.050.000	
Donations & Planned Giving-Fair	8,000		8,000	125.300.000	
Donations & Planned Giving-Parks	348,500		348,500	125.310.000	
Treasurer M&O	175,000		175,000	126.050.000	
Quad-City	401,000		401,000	127.140.000	
Crime Victims/Witness	142,452		142,452	128.100.000	
Juvenile Special Revenue Funds	53,126		53,126	129.170.000	
Inter-Local Drug Fund	18,500		18,500	130.140.000	
Auditor's Document Preservation	264,000		264,000	132.060.000	
Commissioners Special Revenue	500,000		500,000	133.010.002	
Elections Reserve	215,600	27,000	242,600	134.060.000	
Prosecutor Stop Grant	32,238	509	32,747	135.100.000	
District Court-Elec Monitoring	45,000		45,000	136.030.001	
Federal Equitable Sharing	250,500		250,500	138.140.000	
Washington Housing-SHB 2060	40,000		40,000	141.012.000	
Trial Court Improvement-Superior	47,000		47,000	143.020.000	
Trial Court Improvement-District	115,800		115,800	143.030.000	
Emergency Communications	1,110,000		1,110,000	144.260.001	
Affordable \$ Supportive Housing	130,000		130,000	145.012.000	
Debt Service External-PSB Bond	166,892	-	166,892	200.010.003	Note 1
Capital Projects	1,592,886	50,000	1,642,886	300.010.00x	Note 2
Capital Projects--E.C.	-	1,000,000	1,000,000	300.260.000	
Capital Projects-Fair	13,586		13,586	310.300.000	
Solid Waste - PW	6,612,500		6,612,500	400.400.000	

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Solid Waste Reserve - PW	1,917,000		1,917,000	410.400.000
Equipment Rental & Revolv	6,896,000		6,896,000	501.400.000
Unemployment	158,000		158,000	511.012.000
	41,987,814	1,077,509	43,065,323	

Note 1-Budget Amendment #1--Zero net effect

Note 2- Budget Amendment #1--Zero net effect for 300.010.005

DEPARTMENT	2021 Adopted Expenditure Budget	BA #1 Revenue	BA #1 Expenditures	2021 Amended Expenditure Budget after BA #1
090 Commissioners	429,181	-	68,300	497,481
010 General Government	3,095,844	-	1,060,000	4,155,844
012 Administrative Services	209,543	300,000	300,155	509,698
013 Human Resources	242,785	-	1,857	244,642
020 Superior Court	250,931	-	618	251,549
030 District Court	912,613			912,613
040 Clerk	296,222			296,222
050 Treasurer	476,776			476,776
060 Auditor	1,218,072			1,218,072
080 Assessor	464,932			464,932
100 Prosecuting Attorney	811,700			811,700
105 Child Support Enf.	111,350			111,350
120 Facilities Management	745,902			745,902
140 Sheriff	4,174,226			4,174,226
170 Juvenile	583,442	-	-	583,442
200 Weed Control	92,985			92,985
220 Coroner	195,135			195,135
240 Extension	144,114			144,114
260 Emergency Mng.	284,545	5,646	62,979	347,524

Note 1

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280 Health	731,660	330,871	300,000	1,031,660
300 Fair	434,878			434,878
310 Parks and Rec	261,134			261,134
320 IT	860,890			860,890
Fund Balance Adjustment		1,157,392		-
	17,028,860	1,793,909	1,793,909	18,822,769

Note 1 - Budget Amendment #1--Expense adjustments result in a zero net effect

084115 10. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to authorize Administrative Services Director, Jessica Jensema, to send a letter to Washington State Department of Revenue stating Whitman County will not be imposing local revitalization financing due to the sale of said involved property as presented.

084116 11. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to authorize the chairman to sign the E19-182 Hazard Mitigation extension.

084117 12. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to sign the lease agreement between Whitman County and Alternatives to Violence of the Palouse (ATVP) as presented.

084118 13. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to accept the 2021-2023 Whitman County Deputy Sheriff's Association Union Contract as presented.

084119 14. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to sign the addendum to call for bids for Whitman County's 2021-2022 legal printing to Whitman County Gazette and Moscow Pullman Daily News as presented.

084120 15. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to approve a MasterCard for Michael Brown with a limit of \$5,000.

084121 16. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to authorize the chairman to sign a letter of appreciation to Gary Moore for his years of service on the Planning Commission.

084122 17. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to sign a resolution authorizing Whitman County Emergency Management to sell excess radio equipment to Kittitas County in accordance with RCW 29.33.010.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON**

IN THE MATTER OF RESALE) **RESOLUTION NO 084122**
OF COUNTY SURPLUS PROPERTY)

WHEREAS, the Board of Whitman County Commissioners met in regular session on the 15th day of March, 2021; and,

WHEREAS, Whitman County Emergency Management would like to sell excess radio equipment to another government agency (Kittitas County) in accordance of RCW 39.33.010.

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WHEREAS, the property to be considered is as follows:

Description	Quantity	Amount
Harris Simulcast Multiplexers (16 pairs) + assorted parts	32	
Convex Modules, Model 2241A	2	
Convex Modules, Model 2240A	9	
Simulcast Solutions, Voice Optimizers, Model NBL4	5	
Sub Total		\$ 9,276.43
Sales Tax		\$ 723.56
TOTAL		\$ 9,999.99

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THIS BOARD OF COUNTY COMMISSIONERS, of Whitman County, Washington, having fully considered the proposition, finds that said County property is not required for County purposes and the public will benefit by disposing property in a manner consistent with RCW 39.33.010.

Dated this 15th day of March, 2021.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

ATTEST:

Arthur D Swannack, Chairman

Maribeth Becker, CMC
Clerk of the Board
BY: Connie Ellis
Deputy Clerk of the Board

Tom Handy, Commissioner

Michael Largent, Commissioner

084123 **18.** Commissioner Swannack noted Governor Inslee has approved the entire state moving to Phase III. The State of Emergency Declaration has not been removed so public meeting rules will remain as is for the time being.

084124 **19.** The regular meeting was recessed at 10:45 a.m. and the hearing convened by the Chairman for the 2019-2020 Community Development Block Grant-Public Services grant (CDBG-PS).

Remotely: Jeff Guyett, Annie Pillers, Jessica Jensema, Paul Spencer, Public Works, Whitman County Gazette, Anthony Kuipers, and Kelli Campbell (10:45 a.m.)

Executive Director for Community Action Center, Jeff Guyett, provided the report. Last year was not a typical year for the CDBG-PS grant. The contract was amended significantly. Originally it was contracted for a total of \$99,106.00 to provide program support and services from the Community Action Center, and originally targeted for the 2019-2020 fiscal year. With the COVID-19 pandemic, the Washington State Department staff worked to respond to new and emergent needs, resulting in an additional \$118,297.00 amended to the CDBG-PS contract to Whitman County in April. The end date was extended from June 30, 2020 to February 28, 2021. Rent and food continue to be the #1 need. Mr. Guyett briefly identified some of the highlights.

- During the extended period, 7,288 food boxes or emergency food services were provided. Nearly 200,000 pounds of food and commodities were distributed. Fresh produce and greens were made available 100% of the time.

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- Community Action Center utilized CDBG-PS funds to continue to develop affordable housing and rental property resources for low to moderate income households. The 56-unit Riverview affordable housing project is nearly complete.
- Community Action Center continues its involvement with over 30 community partners to update and enhance delivery of services. Nearly 1,000 low to moderate income households utilized crisis housing, homeless housing services, energy assistance and rental assistance programs.

With the deployment of funds from the April 2020 amendment of \$118,927 in Whitman County, \$20,000 was targeted to subsistence payments for eligible households with COVID-related household needs, \$85,000 was allocated to provide some immediate relief to small businesses, and another \$15,000 to be allocated as needed.

Mr. Guyett reported although last year the Department of Commerce waived the requirement to have funds audited by the county, this will not be the case this year. Mr. Guyett offered his assistance to whomever will be doing the auditing. He ended his report by stating they are in the process of getting their staff vaccinated.

There being no further comments the hearing was adjourned at 10:55 a.m. and the regular meeting reconvened. There was no action to be taken.

CORRESPONDENCE:

D084124A 20. The following correspondence was received:

084125 20A. A notice was received from the Washington State Liquor and Cannabis Board informing the county Assumption has applied for a marijuana license. It was determined to be a new license and would require a conditional use permit.

084126 20B. An executed copy of Spokane County Emergency Management and Whitman County in Conjunction with FY 2020 Homeland Security Grant Program was received.

084127 21. Commissioners' pending list reviewed.

10:35 a.m. - Public Works. (This report came early, before Item #19)

Present: Mark Storey.

Remotely: Jessica Jensema, Paul Spencer, Alan Thomson, Public Works, WC Gazette, Anthony Kuipers, Kelli Campbell, Bailey Wiedmer (10:20 a.m.), Brandon Kruger (10:30 a.m.).

084128 21A. The following Public Works related issues approved/updated:

ACTION ITEMS:

084129 22. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and carried to award the bid for the 2021 Liquid Asphalt Contract to Idaho Asphalt Supply in the total amount of \$407,456.89.

084130 23. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to approve and sign the 2021 Liquid Asphalt Contract between Idaho Asphalt and Whitman County Public Works as presented.

084131 24. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to approve and sign the Cherry Cove Crushing Project contract between DeAtley Crushing Company and Whitman County Public Works as presented.

DIVISION UPDATES:

D084131A 25. The following division updates provided by Public Works staff.

Maintenance Division:

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D084131B 25A. Brandon Kruger reported the crew has been busy grading, and is now starting to sweep winter sand. They are leaving a few sanders available in the case of rare winter weather.

D084131C 25B. Public Works has started their new spring schedule working four-10 hour days. The crews enjoy this schedule and are more productive.

D084131D 25C. The steel pile and backwall bids both went out last week.

Administrative Division:

D084131E 25D. Mark Storey reported the County Roads Administration Board (CRAB) hired Jane Wall as the new Board of Director. John Koster has agreed to assist as long as needed during this legislative session.

D084131F 26. Approved documents signed.

11:00 a.m. - Recess (After Item #19).

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

084132 27. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to go into executive session until 1:30 p.m. in accordance with RCW 42.30.110(1)(g) for matters related to employee performance.

1:30 p.m. - Return to Open Session/Recess.

Remotely: Mike Berney, Greater Columbia Behavioral Health (GCBH) and Anthony Kuipers.

084133 28. Mr. Berney reviewed the regular Executive Committee Board meeting held on February 4 and March 4, 2021 of the Greater Columbia Behavioral Health Administrative Service Organization (GCBH-ASO).

D084133A 28A. ASO Issue: Executive Sessions(s):

There were no executive sessions held.

D084133B 28B. ASO Issue: Approval of warrants and vouchers:

Warrant and vouchers for January were approved in the amount of \$1,841,916.71 and February in the amount of \$2,216,619.02.

D084133C 28C. ASO Issues: State Updates:

The ASO will be subject to B&O taxes, at least this year. If the legislature does not grant relief, the GCBH attorney will explore if a switch to not-for-profit status would make sense for GCBH.

D084133D 28D. ASO Issues: ASO Updates:

ASO is where they need to be to cover inpatient and related liabilities. They would like to get these liabilities resolved so any leftover funds can be distributed to the provider network.

- The state audit began in February for FY 2020.
- Greater Columbia paid more than \$300,000 in B&O tax for 2020.
- Crisis hospitalizations are up slightly (MH:12; SUD:5) in Greater Columbia, but much less than in the rest of the state.

D084133E 28E. ASO Issue: Other Business:

GCBH-ASO officers are Commissioner Amerein as Chair, Commissioner Seubert as Vice-Chair, Commissioner Small as Treasurer, and Commissioner Linde as Secretary.

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Initial involuntary detentions have moved from 72 to 120 hours. Palouse River Counseling continues to provide most services via tele-health or by telephone. Requests for services have increased significantly. Crisis services are similar to previous years, though detentions were up in the last month which happens periodically. They are brainstorming with Washington State University.

2:00 p.m. - Recess.

D084133F THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, March 22, 2021** at **9:00 a.m.** Arthur D Swannack, Chairman, and Tom Handy Commissioner (remotely), Maribeth Becker, CMC, Clerk of the Board (remotely) and Connie Ellis, Deputy Clerk of the Board attended. Commissioner Largent was absent.

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

D084133G 28F. Commissioner Handy **moved** Commissioner Swannack **seconded** the motion and **carried** to amend the agenda to add item #35.

D084133H 29. Approved consent agenda items signed.

084134 30. Treasurers Wire Transfers and Check Report in the amount of **\$446,488.62**, and General/Veterans' Relief/Payroll warrants numbered **353886-353984** for **\$307,810.60** approved.

084135-084148 31. Personnel change orders approved.

084149 32. There were no COVID-19 related updates or decisions.

9:05 a.m. - BOCC Workshop.

Remotely: Lance Bishop, Jessica Jensema, Mark Storey, WC Gazette, Kelli Campbell, Brandy Dean, Anthony Kuipers, Bailey Wiedmer, Chris Nelson, Sandy Jamison, Bill Tensfeld, Jacob Jones and Sharron Cunningham (9:05 a.m.). Zak Kennedy, Mark Storey, Jessica Jensema, WC Gazette, Anthony Kuipers, and Chris Nelson (10:00 a.m.).

084150-084151 33.-34. The following items were discussed but no action was taken.

- Legislative Update
- Redistricting/GIS
- Blake Decision
- Columbia Proposal/Water Banking
- County Road Maintenance
- Exchange Server
- Chamber Monitors
- Open Public Meetings Act
- Tax Season
- Lobbyist Report

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

Present: Denis Tracy, Brett Myers, and Bailey Wiedmer (10:30 a.m.).
Remotely: Kelli Campbell (10:30 a.m.).

084152 35. Commissioner Handy **moved** Commissioner Swannack **seconded** the motion and **carried** to go into executive session with the above individuals until 11:00 a.m. in accordance with RCW 42.30.140(4)(a) for matters related to negotiations.

11:00 a.m. - Return to Open Session/Adjournment.

D084152A Commissioner Handy **moved** to adjourn the March 15 and **March 22, 2021** meeting. Motion **seconded** by Commissioner Swannack and **carried**. The Board will meet in regular

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session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **March 29, 2021**. The foregoing action made this **22nd** day of **March 2021**.

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

MARIBETH BECKER, CMC
Clerk of the Board
BY: Connie Ellis
Deputy Clerk of the Board

ARTHUR D. SWANNACK, CHAIRMAN
Board of County Commissioners