

BOCC MINUTES-07/05/2022-07/11/2022

**085883 THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in the Auditorium in the Whitman County Public Service Building, Colfax, Washington on **Tuesday, July 5, 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

**Remotely:** Annie Pillers, Bailey Wiedmer, Chris Nelson, Jacy Leach, Keaton Wheeler, Lance Bishop, Mark Storey, Sarah Hardy, Sharron Cunningham and Wraylee Flodin.

**085884 1.** The following items were discussed but no action was taken.

- City of Pullman, letter of support
- Judicial Administration's Court Security Task Force
- 2022 and 2023 CIP List
- Announcement of Administrative & Finance Director position to Jessica Jensema
- Board of Health Code update
- Comprehensive Plan updates
- PKC is now OnePalouse
- Cody Yearton passed Veterans Service Officer test
- Courthouse office space discussion
- Union Employees change of office is negotiable

**9:30 a.m. - Recess.**

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

**Present:** Jessica Jensema, Mark Storey and Brian Wilson.

**Remotely:** Alan Thomson, Bailey Wiedmer, Jacy Leach, Joshua Vincent and Lance Bishop.

**D085884A 2. Pledge of Allegiance.**

**D085884B 3. Public Comment.**

- None

**Consent Agenda:**

**D085884C 4.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to accept the consent agenda as presented.

**085885-085886 5.** Treasurer's Wire Transfers and Check Report in the amount of **\$125,283.78**, Payroll warrants numbered 361587 - 361598 for **\$509,458.79** and General Claims/Veterans' Relief warrants numbered 361727-361815 for **\$1,492,201.05** approved.

**085887 6.** June 21, 2022 minutes approved.

**085888-085904 7.** Personnel change orders approved.

**085905 8.** The regular meeting was recessed and the Public Meeting convened by the Chairman for Budget Amendment 2.

Jessica Jensema, Administrative Director shared Budget Amendment 2 is to the good \$227,058 for current expense which means no funds will be taken from the reserve fund (133 fund).

- Administrative Services increased \$175,000.00 to accommodate the new finance team, set up and moving expenses
- Superior Court is increasing their revenue and expenses by \$15,000.00 for AOC for the Attorney or Court visitor in Minor Guardianship cases and Adult Guardianship cases.

**BOCC MINUTES-07/05/2022-07/11/2022**

- District Court had a transfer from last year, it was overlooked so there is an increase to their revenue of \$46,860.00.
- Superior Court Clerk's office is making several adjustments to revenue due to changes in legislature and State vs. Blake reimbursements. The overall increase to revenue is \$137,831.00. There is also an increase to expenses due to refunds of legal obligations per State vs. Blake and in payroll expenses for a total increase of \$14,603.00 in expenses.
- The Auditor has a decrease in expenses of \$239,540.00 due to the finance division staff budget being transferred to the Administrative Services Department.
- The Assessors expenses are increased \$7,600.00 for advertising and replacement of office equipment.
- The Public Health Department is increasing revenue and expenses by \$420,000.00 for additional funding they are due to receive from the Foundational Public Health Services. In their expenditures the purchase of vehicle with grant funds has been included.
- Fair is increasing revenue by \$44,546.00, for funds received from the Washington State Department of Agriculture 2022 State Fair fund allocation.

Ms. Jensema also shared one non-current expense fund request was submitted, received from District Court. This is for their transfer coming out of the public defense fund to current expense and again this is due to an overlooked transfer last year. The increase is \$46,860.00.

She further shared her and Sandy Jamison did estimates for transferring funds between their departments for salaries, insurance etc. since the date of staff transfer is still pending. There could be future adjustments due the change in staffing.

Commissioner Swannack asked if the Superior Court Clerks office expects more Blake expenses in future amendments. Ms. Jensema answered she had spoken with Jill Whelchel, Court Clerk and the expenditures for Blake are starting to decrease. Also, the State sent an email late Friday, July 1st, stating there is still a plan to reimburse at 90% of the Blake however have not come to an agreement yet for July, therefore the contract has not been received yet. Prosecutor, Denis Tracy has asked to hold off on all Blake expenditures until there is answer from the State. Court Clerk Jill Whelchel joined the meeting and concurred with statements made regarding Blake expenses.

There being no further comments the Public Meeting was adjourned and the regular meeting reconvened.

**085906 8A.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to approve amend the agenda adding item 8B, resolution for Budget Amendment #2.

**085907 8B.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to approve Budget Amendment #2 as presented.

**RESOLUTION NO. 085807**  
**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS OF WHITMAN COUNTY**  
**STATE OF WASHINGTON**  
**2022 Budget Amendment #2**

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, met in regular session on Monday, July 5, 2022; and,

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

**BOCC MINUTES-07/05/2022-07/11/2022**

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

NOW, THEREFORE, BE IT HEREBY RESOLVED AND AUTHORIZED that the authorized appropriations for these funds of Whitman County for fiscal year 2022 be amended by the amounts indicated as attached; and,

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

PASSED, APPROVED AND ADOPTED this 5<sup>th</sup> day of July 2022.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

ATTEST:

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

\_\_\_\_\_  
Corey Mitzimberg  
Clerk of the Board

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

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

**085908** 9. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to approve the County Program Agreement-Amendment with Developmental Disabilities Administration County Services, DSHS Agreement Number 2163-24888-01.

**085909** 10. Commissioner Swannack recommended Commissioner Largent agreed to table the motion for the amendment to the 2022 (CIP) Capital Improvement Project list, until further information is gathered and confirmed.  
Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to table the motion for the amendment to the 2022 (CIP) Capital Improvement Project list.

**085910** 11. Commissioner Swannack recommended Commissioner Largent agreed to table the motion for the amendment to the 2023 (CIP) Capital Improvement Project list, until further information is gathered and confirmed.  
Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to table the motion for the amendment to the 2023 (CIP) Capital Improvement Project list.

**085911** 12. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to approve the Auditor's Signature Delegation Authorization for Crystn Guenthner, giving her full authority to sign on behalf of Sandy Jamison, Whitman County Auditor, in the Auditor's absence.

**085912** 13. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to approve and sign the board order authorizing Whitman County Public Works to publish a Notice to Call for Bids on the 2022 Sealcoat Project once authorization is received from the Washington Department of Transportation.

**085913** 14. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to approve and sign the 2022 revised Signature Delegation Authorization form replacing Brandon Kruger with Brian Wilson.

**085914** 15. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to approve and sign the authorization to obtain a Mastercard for Brian Wilson with a credit limit of \$2500.00.

**DIVISION UPDATES:**

**D085914A** 16. The following division updates provided by Public Works staff.

**Maintenance Division:**

**D085914B** 16A. Public Works Director, Mark Storey shared an easement has been requested at the rock quarry site, purchased in the late 60's located on Elberton Road. The request is from a family member of the former owner, for an easement across a small corner of the quarry for access to a building lot. The applicant is going through the planning process now and has been informed he/she will have to go before the Commissioners to request the easement. The quarry is owned fee simple by the County. The Public Works department has no objections to the easement; however, conditions need to be attached. This action will be coming up in the next few weeks.

**D085914C** 16B. Operations Manager, Brian Wilson shared the County Forces Chip Seal Project is complete other than the north end of Rosalia, from the north off-ramp to the Spokane County line. There is a lot of expense to move man power and equipment for the short stretch of road. Mr. Wilson said when District 1 is in the area doing town work, they will complete the Rosalia road at that time.

**D085914D** 16C. Gutchalk Bridge project is completed and equipment is being removed today. The road is open now.

**CORRESPONDENCE:**

**D085914E** 17. The following correspondence was received:

**085915** 17A. An invitation was received for the Whitman County Mayors' Roundtable Summer Gathering.

**085916** 18. Commissioners' pending list reviewed.

**D085916A** 19. Approved documents signed.

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

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

**Present:** Mark Storey, Nancy Belsby and Bobbie Ryder.

**Remotely:** Alan Thomson, Lisa Carloye and Karen Hinnenkamp.

**085916B** 19A. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to approve amending the agenda to add item 19B, signing of legal printing contract.

**085916C** 19B. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to approve signing the legal printing contact with Whitman County Gazette and Moscow/Pullman Daily News.

**085917** 20. The regular meeting was recessed and the hearing convened by the Chairman for the Comprehensive Plan.

Whitman County Planner, Alan Thomson started the meeting stating all the requested changes by the Commissioners from the last meeting have been updated. Chairman Handy commented the Palouse to Cascade trail map needs added. He commented Map 2, on pages 27 and 81, to the right of the word Pullman, the word "text" needs removed. Also references made to Palouse Knowledge Corridor should be updated to OnePalouse as the name has recently changed.

**BOCC MINUTES-07/05/2022-07/11/2022**

Public comment was received from Nancy Belsby, asking for the Palouse to Cascades trail wording be changed from just gravel to gravel and ballast. She also questioned the reference to restrooms along the trail as well, to her knowledge there aren't any. Commissioner Swannack said he had spoken to County Planner, Alan Thomson about this and shared ballast counts as gravel, although big gravel it is still considered gravel per the State. The State description options for roads/trails are paved, dirt or gravel. Also, there are restrooms along the trail, some in towns the trail crosses and a new facility is being built near Malden.

Commissioner Largent commented the Comprehensive Plan is not inclined to be a document that is commenting on the Palouse to Cascades trail, it mentions its presence as one of the public facilities. It is doubtful the plan will be used as a guide on the trail.

Bobbie Ryder also commented, speaking for the Pullman Civic Trust. Overall, she thinks the plan is complete and addresses many of the things they like. She wanted to voice support for the plan and accomplishes what a comprehensive plan should do.

Lisa Carloye had sent comments asking for some clarification on the verbiage removed regarding railbanking.

Commissioner Largent commented Lisa Carloye was asking for some additional verbiage regarding railbanking. He reminded the purpose of this document is not to advance one plan or another, simply put what is allowed and what is not allowed in Whitman County. The railbanking issue tended to provide a lot of angst, fundamentally the Comprehensive Plan talks about what is general supported by the County and what isn't specifically. Commissioner Largent feels the simple statement "railbanking is consistent with the Whitman County plan" achieves all the objectives a comprehensive plan is designed to achieve. There will be some ideas coming over time but simple put is it or is it not consistent with the comprehensive plan. It has been explicitly stated railbanking is in fact consistent with the Whitman County Comprehensive Plan and adding additional language would not be helpful.

Citizen, Lisa Carloye of Pullman said she agrees with Commissioner Largent's comments however would like to add; on page 50 GOAL PR-2 says IDENTIFY, PRESERVE AND PROTECT PUBLIC OPEN SPACE RECREATION AND WILDLIFE AREAS IN WHITMAN COUNTY. She said it is important to add the maintaining the railbank status of the Chipman Trail as part of the maintaining and recreational opportunities.

Commissioner Largent responded it is his impression the Chipman Trail and its preservation is a specific goal that was included under the general observation. In the sentences prior the intention is to preserve public lands, the Chipman Trail is just one of many. He further commented if we start naming all trails, we may miss some. The general statement covered the specific, as the Comprehensive Plan is designed to be general statement.

Ms. Carloye based on Commissioner Largent's comment said she is agreeable.

Commissioner Swannack noted on page 25, Policy LU-7.2 states "The County should encourage continued public use and cooperative maintenance and improvements of the Bill Chipman Palouse Trail, including ensuring continuity of access to the trail at designated access points." This statement covers some of what is being stated other than in the later document naming the Chipman Trail.

Pullman Civic Trust representative, Bobbi Ryder said she agrees reducing verbiage will encourage people to read the document. She said what is unique about the Chipman Trail is it is the only railbanked trail and it is critical it be connected to the interstate rail system would not be inappropriate. She feels this is a small statement of proof and is a way, the only to preserve it.

Commissioner Largent asked if a statement like this would add to the ethnicity of the document by making such a statement and its application to County Planning moving forward,

in his opinion is no. Commissioner Largent then stated he supports the Chipman Trail and feels it is an absolutely critical infrastructure to maintain.

Commissioner Swannack summarized the Comprehensive Plan is going to say what is allowed and what is not, some things are preferred or not. In terms of the Chipman Trail all the actions needed to keep it going are currently allowed by the Comprehensive Plan. Railbanking is allowed, activities necessary to keep it going are allowed and all of this is in the Comprehensive Plan. So, it will be on the ground work, by whichever entities need to keep it going.

Commissioner Handy said preservation is noted numerous times in the Comprehensive Plan, and where preservation of County parks, trails and recreational facilities so in a broad sense it seems to be covered. Preservation would take into account many things. If there is different legislation that takes place, and the Chipman Trail can't be unique in the United States railbanking program where it stands to become a segment rather than a piece of the whole that gets broken apart, would be a huge problem several different trails would face.

There being no further comments the hearing was adjourned and the regular meeting reconvened.

**085918** 21. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to approve the Comprehensive Plan as presented.

**RESOLUTION NO. 085918  
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

**In the matter of intent to update the Whitman County Comprehensive Plan.**

WHEREAS, the Whitman County Comprehensive Plan has been revised to serve as an opportunity to respond to recognized trends, anticipated changes and to produce a more accurate depiction of current condition and assessment of the service related needs for residents of Whitman County.

WHEREAS, the Whitman County Planning Department submitted recommendations and findings of facts from the Whitman County Planning Commission. The Whitman County Board of County Commissioners heard public comment and requested revisions to the plan were made. The plan was updated with the revisions and presented to the Whitman County Board of Commissioners as a finalized document.

WHEREAS, the Whitman County Board of County Commissioners held a public hearing, after proper public notice, on the 5th day of July, 2022, and interested parties for and against were afforded the opportunity to present to the Board.

WHEREAS, the Whitman County Board of County Commissioners finds the updated Whitman County Comprehensive Plan is in the best interest of the citizens of Whitman County.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Whitman County Board of Commissioners that The Whitman County Comprehensive Plan is approved and adopted as attached.

DATED at Colfax, Washington, this 5th day of July, 2022.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

ATTEST:

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

\_\_\_\_\_  
Corey Mitzimberg

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

Clerk of the Board

---

Michael Largent, Commissioner

**2:00 p.m. - Recess.**

**2:15 p.m. - Reconvene/Board Business Continued/Executive Session.**

**Present:** Bailey Wiedmer

**085918A 21A.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to go into executive session with the above individual(s) until **3:15 p.m.** in accordance with RCW 42.30.140(4)(a) for matters related to negotiations.

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

**Present:** Bailey Wiedmer

**085919 21B.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to approve amending the agenda to add item 21C., the Memo of Understanding with the Teamsters Union Local 690.

**085920 21C.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to approve signing the Memo of Understanding with the Teamsters Union Local 690 for transferring of Union positions from the Auditors office to Administrative Services.

**3:30 p.m. - Recess.**

**D085920A THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in the Auditorium in the Whitman County Public Service Building, Colfax, Washington on **Monday, July 11, 2022 at 9:00 a.m.** Arthur D Swannack and Michael Largent Commissioners, and Corey Mitzimberg, Clerk of the Board attended. Tom Handy Chairman, was unavailable due to a family emergency.

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

**D085920B 22.** Approved consent agenda items signed.

**085921 23.** Treasurers Wire Transfers and Check Report in the amount of **\$414,515.13** and General/Veterans' Relief/Payroll warrants numbered **361835-361949** for **\$585,729.11** approved.

**085922-085943 24.** Personnel change orders approved.

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

**Present:**

**Remotely:** Bailey Wiedmer, Bill Tensfeld, Chris Nelson, Chris Skidmore, Crystn Guenthner, Jacy Leach, Jessica Jensema, Joshua Vincent, Kelli Campbell, Keaton Wheeler, Mark Storey, Sandy Jamison, Sarah Hardy and Olivia Harnack, WC Gazette

**085944-085945 25-26.** The following items were discussed but no action was taken.

- Call for 2023 Budget
- 2023 Revenue Collections
- American Indian Health Request for Members

**BOCC MINUTES-07/05/2022-07/11/2022**

- Public Notice-Board of Health
- Draft letter for Snake River Dam
- Support letter request-Pullman
- Support letter request-Colfax Pool
- Public Works update
- Columbia County Engineer
- COVID-19 update
- OnePalouse Presentation with Rich French

**9:53 a.m. - Adjournment.**

**D085945A** Commissioner Largent **moved** to adjourn the **July 4** and **July 11, 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 **July 18, 2022**. The foregoing action made this **11th** day of **July 2022**.

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

---

Corey Mitzimberg  
Clerk of the Board

---

TOM HANDY, CHAIRMAN  
Board of County Commissioners