

BOCC MINUTES-10/05/20

083428 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, October 5, 2020 at 9:00 a.m.** Michael Largent, Chairman, Arthur D Swannack (remotely) and Dean Kinzer Commissioners (remotely), 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, Bill Tensfeld, Ellary Holliday, Bill Spence, Tom Handy, WC Gazette, Chris Nelson, Sharron Cunningham, Mark Storey, Jacob Jones and telephone (9:00 a.m.).

083429 1. The following items were discussed but no action was taken.

- CARES Funding/Non-Profit Schools
- Potential Vaccine Distribution
- Minimum Wage
- Contract/Hospitals
- Long Term Recovery Committee/Fires
- Office of Inter Govt. Affairs
- Tax Levy
- Voluntary Stewardship Program
- Emergency Debris Declaration
- Speed Zone Studies
- Road Conditions
- Planning Commission
- Tekoa Parks & Recreation
- Sales Tax Revenue

9:20 a.m. - Recess.

10:10 a.m. - Flag Salute.

Remotely: Lance Bishop, Jessica Jensema, Mark Storey, Ellary Holliday, Bill Spence, Tom Handy, Jody Opheim, and Kelli Campbell (10:10 a.m.).

D083429A 2. Pledge of Allegiance.

Consent Agenda:

083430 3. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to accept the consent agenda as presented.

083431 4. Treasurer's Wire Transfers and Check Report in the amount of **\$5,023.23**, and General Claims/Veterans' Relief warrants numbered **351318-351357** for **\$357,860.10** approved.

083432 5. September 21, 2020 minutes approved.

083433-083436 6. Personnel change orders approved.

083437 7. Item was tabled until further notice.

083438 8. Item was tabled until further notice.

083439 9. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to sign the amendment to extend the contract for CARES consultant, Jody Opheim, as presented.

083440 10. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to sign an agreement between Whitman County and Carol Cooper for development of the CARES Resource Guide.

083441 11. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to sign and approve the 2021 Washington Counties Insurance Fund renewals as presented.

083442 12. Commissioner Swannack noted he had received and forwarded the National Association of Counties (NACo) article to Public Health Director, Troy Henderson, regarding national COVID-19 vaccine issues.

083443 13. There were no fire related updates or decisions.

083344 14. Administrative Services Director, Jessica Jensema, provided the report for 2020 Budget Amendment #3. She began by saying, "Overall - current expense is seeing a turn back of \$25,765 with this amendment." She briefly broke it down by departments.

- Administrative Services department's amendment included a decrease due to salaries/benefits, travel and professional services for a total of \$37,168.
- The Clerk's office revenue increased due to CARES funding while seeing a decrease in expenses due to fewer jury trial and a temporary elimination of one full time employee. The overall expense decrease is \$27,108.
- Commissioners have a slight increase in budget due to an increase in wages and benefits totaling \$4,319.
- General Government has a total increase in revenue of \$1,157,750 due to CARES funding. However, marijuana and liquor tax revenue decreased as it was moved to the Treasurer's budget. The total revenue increase is \$1,120,250. There is also increased expenditures for audit and insurance cost, and decreased expenditures for mental health services now expensed from a 690 fund by the Treasurer's office. The total expenditure increase is \$1,161,300.
- The fair revenue decreased by \$153,028 as the fair was cancelled due to COVID-19. Expenditures also decreased by \$153,028 for the same reason.
- Information Technology increased its revenue due to CARES funding and transfer in from the Election Security grant which is covering ½ of one of the employee's wages. Total increase in revenue is \$222,700. Increased expenditures for VEBA and Cares related expenses also total \$222,700.
- The Juvenile department increased revenues due to CARES funding by \$39,743. Overall decrease in expenditures is \$11,366 due to salary/benefit adjustments, lack of overages at Martin Hall, cancelled travel, and a decrease in UA's (urine analysis).
- The Prosecutor's office increased revenues due to CARES funding by \$21,720, and increased expenditures by \$8,220 due to COVID (PPE, etc.).
- The Sheriff's office took an overall \$200,000 reduction in expenses related to COVID.
- The Treasurer projected an overall decrease of \$225,000 in interest earnings revenue caused by the downturn in economy due to COVID-19.
- The Weed Department purchased (lease agreement with ER & R) a new vehicle increasing their overall expense by \$1,000.
- Public Works' County Road department had an increase in their federal grant revenue and expenditures by \$1,127,251 for the Almota Road Phase 4 project.
- Elections increased expenditures by \$11,700 (offsetting revenue) for ½ of the salary of IT's employee for elections security purposes.

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- Admin-Affordable and Supportive Housing increased revenues and expenditures to establish the new fund and account for the revenue already received in 2020 by \$67,000.
- Public Works-ER&R increased revenues and expenditures by \$400,000 due to extra rock crushing which was able to be completed due the tax payers' vote in 2019.

083445 15. Commissioner Swannack **moved** Commissioner Swannack **seconded** the motion and **carried** to adopt the budget amendment #3 as presented.

RESOLUTION NO. 083445
OF
THE BOARD OF WHITMAN COUNTY COMMISSIONERS
FOR WHITMAN COUNTY, STATE OF WASHINGTON
2020 BUDGET AMENDMENT #3

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, met in regular session on Monday, October 5, 2020; 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, workshops were scheduled with department heads to discuss previous commitments made to reduce department budgets; 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 2020 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 5th day of October, 2020.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

ATTEST:

Michael Largent, Chairman

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

Arthur D Swannack, Commissioner

Dean Kinzer, Commissioner

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DEPARTMENT	2020 Adopted Budget	BA #1 2020 Rev & Exp	2020 Amended Budget BA #1	BA #2 2020 Rev & Exp	2020 Amended Budget BA #2	BA #3 2020 Rev & Exp	2020 Amended Budget BA #3	
Self-Insurance	30,000		30,000		30,000		30,000	101.012.000
Building & Development-PW	249,250		249,250		249,250		249,250	102.400.000
Countywide Planning-PW	618,353		618,353		618,353		618,353	103.400.000
Developmental Services	954,304		954,304		954,304		954,304	104.340.000
Extension Publications	200		200		200		200	106.240.000
Veterans Relief Homeless Housing Plan	145,500		145,500		145,500		145,500	108.060.000
County Road-PW	275,000		275,000		275,000		275,000	109.012.000
County Road-PW	19,022,278	1,574,174	20,596,452		20,596,452	1,127,251	21,723,703	110.400.000
Public Facilities Improvement	2,686,242		2,686,242	54,961	2,741,203		2,741,203	112.010.000
Hotel/Motel Tax	28,000		28,000		28,000		28,000	115.300.000
Domestic Violence Services	1,100		1,100		1,100		1,100	116.010.000
Boating Safety	125,000		125,000		125,000		125,000	117.140.000
Inmate Welfare	35,000		35,000		35,000		35,000	118.140.000
Historic Preservation/Program	60,000		60,000		60,000		60,000	120.010.000
Sheriff K-9 Unit	13,500		13,500		13,500		13,500	122.140.000
Paths & Trails-General	242,196		242,196		242,196		242,196	123.310.000
REET Technology	195,381		195,381		195,381		195,381	124.050.000
Donations & Planned Giving-Fair	5,650		5,650		5,650		5,650	125.300.000
Donations & Planned Giving-Parks	351,700		351,700		351,700		351,700	125.310.000
Treasurer M&O	155,000		155,000		155,000		155,000	126.050.000
Quad-City	401,000		401,000		401,000		401,000	127.140.000
Crime Victims/Witness	107,452		107,452		107,452		107,452	128.100.000
Juvenile Special Revenue Funds	86,035		86,035		86,035		86,035	129.170.000
Inter-Local Drug Fund	18,500		18,500		18,500		18,500	130.140.000
Auditor's Document Preservation	266,600		266,600		266,600		266,600	132.060.000
Commissioners Special Revenue	529,664		529,664		529,664		529,664	133.010.002
Elections Reserve	81,000		81,000	273,441	354,441	11,700	366,141	134.060.00x
Prosecutor Stop Grant	24,119		24,119		24,119		24,119	135.100.000
District Court-Elec Monitoring	90,524		90,524		90,524		90,524	136.030.001
Federal Equitable Sharing	250,500		250,500		250,500		250,500	138.140.000
Washington Housing-SHB 2060	36,000		36,000		36,000		36,000	141.010.000

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Trial Court Improvement-Superior	51,445		51,445	6,701	58,146		58,146	143.020.000
Trial Court Improvement-District	106,717		106,717		106,717		106,717	143.030.000
Affordable & Supportive Housing	-		-		-	67,000	67,000	145.012.000
Emergency Communications	1,132,856		1,132,856		1,132,856		1,132,856	144.260.001
Debt Service External-PSB Bond	166,892		166,892		166,892		166,892	200.010.003
Debt Service	86,890		86,890		86,890		86,890	210.010.001
Capital Projects	2,531,990		2,531,990	1,584,097	4,116,087		4,116,087	300.010.00x
Capital Projects-Fair	175,094		175,094	54,961	230,055		230,055	310.300.000
Capital Projects-Outside Source	113,830		113,830		113,830		113,830	320.010.00x
Solid Waste - PW	6,917,500		6,917,500		6,917,500		6,917,500	400.400.000
Solid Waste Reserve - PW	1,816,000		1,816,000		1,816,000		1,816,000	410.400.000
Equipment Rental & Revolv	6,571,000		6,571,000		6,571,000	400,000	6,971,000	501.400.000
Unemployment	140,000		140,000		140,000		140,000	511.012.000
	46,895,262	1,574,174	48,469,436	1,974,161	50,443,597	1,605,951	52,049,548	

Note 1 - Adjustments in Revenue only, zero net effect BA #1, 2020

083446 16. The regular meeting was recessed at 10:30 a.m. and the hearing convened by the Chairman for the 2021 Whitman County Budget.

Jessica Jensema, Administrative Services Director, provided a brief report. The budgeted 2021 General Fund revenue is \$15,982,302. In comparison, the budgeted 2020 General Fund revenue was \$17,112,949. Ms. Jensema commended the departments on doing a good job with projected revenues in light of the financial impact due to COVID-19. Projected 2021 expenditures in the General Fund currently sit at \$17,617,916 leaving a deficit of approximately \$1,600,000. Ms. Jensema emphasized this is as it sits in New World at this time. She stated she is working with the departments and has received several verbal commitments to further reduce their budgets. The 2021 overall budget in all funds at this time is \$56,512,848. In 2020 it was \$64,002,692. We are seeing a significant impact with big changes from the current budget. She ended by stating she has been tasked with finding a little over \$800,000 from department budgets to give back.

There being no further comments Commissioner Largent continued the hearing to October 19th at 10:30 a.m. The regular meeting reconvened at 10:35 a.m.

CORRESPONDENCE:

D083446A 17. The following correspondence was received:

083447 17A. A copy of letter was received from Booth, Davis and Assoc. to the Secretary of Washington Utilities and Transportation Commission advising they are filing a proposed revised tariff on behalf of Pullman Disposal Service, Inc.

083448 17B. An executed copy of the Whitman County Deputy Sheriff Association (DSA) Letter of Agreement for automated time keeping was received.

083449 17C. An executed copy of the Detention Services Intergovernmental Agreement with the U.S. Department of Justice (Prisoner Operations Division) was received.

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083450 **17D.** An executed copy of the 2020-2021 contract to provide police service in Albion, WA was received.

083451 **17E.** An executed copy of the 2020-2021 contract to provide police service in Rosalia, WA was received.

083452 **17F.** An executed copy of the 2020-2021 contract to provide police service in Tekoa, WA was received.

083453 **17G.** An executed copy of the amendment to CARES Corona Virus Relief Fund sub-recipient contract #20-6541C-038 between Whitman County and Southeast Washington Economic Development Association (SEWEDA) was received.

083454 **18.** Commissioners' pending list reviewed.

10:35 a.m. - Recess.

10:40 a.m. - Public Works.

Present: Mark Storey and Marc LaVanway (10:40 a.m.).
Remotely: Lance Bishop, Jessica Jensema, Ellary Holliday, Bill Spence, Tom Handy, WC Gazette and WC Gazette (10:40 a.m.).

083455 **18A.** The following Public Works related issues approved/updated:

DIVISION UPDATES:

D083455A **19.** The following division updates provided by Public Works staff.

Engineering Division:

083456 **19A.** Public Works Director, Mark Storey, briefly reviewed speed zone studies done on Sand, Becker, Elberton, Draper Brown and Cashup Flat Roads. The department looked at roads having many curves. He proposed the following recommendations:

- Sand Road (portion only) - 35 mph
- Becker Road (entire road)- 40 mph
- Elberton Road (portion only) - 35 mph
- Draper Brown Road (portion only) - 30 mph
- Cashup Flats Road (entire road) - 40 mph

Mr. Storey noted he had not prepared resolutions. He wanted the commissioners to have time to consider the recommendations and provide input. He has an additional 5 speed zone studies nearly ready to present.

D083456A **19B.** Mark Storey stated the Port of Wilma project needed to be reevaluated. He visited with the Port of Whitman commissioners and staff informing them it was no longer in the county's budget to proceed in 2021. He suggested if the county's financial situation did not turn out to be as dire as expected, a budget amendment could always be done.

Building Division:

D083456B **19C.** Commissioner Swannack asked about Malden building permits after the fire. Commissioners signed a resolution at the September 21st meeting allowing the county building inspector and other county public works staff to conduct inspections. Mr. Storey stated a full featured interlocal agreement is being reviewed by county prosecutor, Denis Tracy. The department is starting to see more activity with residents wanting to rebuild. The conversation led to a discussion regarding solid waste.

Solid Waste Division:

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D083456C 19D. The solid waste department is still looking at taking waste created from the fire to the landfill. Mr. Storey stated it is up to the commissioners whether the fee schedule will change. As for now, they are proceeding with fees as normal. The Department of Ecology will be meeting on October 6 to discuss Manning Bridge. There are also many burnt up vehicles in Malden. Mr. Storey said they may need to pay attention as to what is going to happen with them. There is the issue of burnt up vehicle titles.

D083456D 20. Approved documents signed.

10:50 a.m. - Recess.

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

Present: Kelli Campbell (1:00 p.m.) and Maribeth Becker (1:45 p.m.)

083457 21. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to go into executive session with the above individual until 2:30 p.m. in accordance with RCW 42.30.110(1)(g) for matters related to employee evaluations.

2:30 p.m. - Return to Open Session/Workshop

Remotely: Jessica Jensema, Tom Handy, and Ellary Holliday (2:30 p.m.)

083458 22. The following items were discussed but no action was taken.

- Funds 101,106,511 and 133

3:20 p.m. - Recess.

D083458A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, October 12, 2020 at 9:00 a.m.** Michael Largent, Chairman, Arthur D Swannack and Dean Kinzer Commissioners, and Connie Ellis, Deputy Clerk of the Board attended.

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

D083458B 23. Approved consent agenda items signed.

083459 24. Treasurers Wire Transfers and Check Report in the amount of **\$382,044.93**, Payroll warrants numbered **351382-351389** for **\$657,250.43** and General/Veterans' Relief/Payroll warrants numbered **351395-351516** for **\$224,527.16** approved.

083460-083462 25. Personnel change orders approved.

083463 26. There were no COVID-19 related updates or decisions.

083464 27. Commissioner Swannack reported on the fire long term recovery meeting which took place in Malden on October 8th. He was able to report Kirk Pearson, with United States Department of Agriculture (USDA), advised Malden's water system loan is in deferral status for the next two years. Malden has opted in with Whitman County's All Hazard Mitigation plan. Clean-up was also discussed at the meeting. Bill Tensfeld, Emergency Management Director, said he is still working with the Department of Ecology to do the asbestos assessment. Progress is being made.

D083464A Public Works Director, Mark Storey, reported on a meeting held regarding Manning Bridge. Department of Ecology and Department of Natural Resources (DNR) believe they both have \$50,000 which can be contributed toward clean-up of the bridge. The

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estimate is around \$100,000. SEPA still has to be published. Mr. Storey stated he believed by the end of October or beginning of November Manning Bridge will be able to be lifted out of the river. A good size crane will be needed. It cannot be pulled out as the river is considered navigable.

D083464B No fire related decisions were made.

9:05 a.m. - BOCC Workshop.

Remotely: Lance Bishop, Jessica Jensema, Annie Pillers, Mark Storey, Ellary Holliday, Sandy Jamison, Chris Nelson, Bailey Wiedmer, Jacob Jones, WC Gazette, Sharron Cunningham, Bill Tensfeld, Maribeth Becker (9:05 a.m.) and Tom Handy (9:25 a.m.).

083465 28. The following items were discussed but no action was taken.

- Pullman Tax Sharing Agmt/Meeting
- GIS
- Pullman/Moscow Regional Airport
- Pullman Business Central Plan
- Pullman City Hall Move
- Columbia Snake River Closure
- Port of Wilma Project
- County Road Conditions
- County Road Speed Zones
- Zoom Meeting Implementation
- Election Ballot Boxes

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

Remotely: Kelli Campbell (10:00 a.m.).

Present: Bailey Wiedmer, Jessica Jensema, Gary Hunt, and Valerie Hunt (10:00 a.m.).

083466 29. Commissioner Swannack **moved** Commissioner Kinzer **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/ BOCC Workshop.

083467 30. The following items were discussed but no action was taken.

- 2021 Whitman County Budget

11:30 a.m. - Adjournment.

D083467A Commissioner Swannack **moved** to adjourn the **October 5** and **October 12, 2020** meeting. Motion **seconded** by Commissioner Kinzer and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **October 19, 2020**. The foregoing action made this **12th** day of **October 2020**.

ss/ DEAN KINZER, COMMISSIONER
ss/ ARTHUR D SWANNACK, COMMISSIONER

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

MICHAEL LARGENT, CHAIRMAN
Board of County Commissioners