

COMMISSIONERS RECORD 48  
FRANKLIN COUNTY  
Commissioners' Proceeding for January 24, 2007

The Honorable Board of Franklin County Commissioners met on the above date. Present for the meeting were Bob Koch, Chairman; and Rick Miller, Member; Fred Bowen, County Administrator; and Mary Withers, Clerk to the Board. Neva J. Corkrum, Chair Pro Tem, was absent on personal business.

**OFFICE BUSINESS**

Secretary Patricia Shults met with the Board. Present in audience: Chris Mertens and three other men.

Consent Agenda

Mr. Koch asked to have item #3 pulled from the consent agenda until he has time to review it.

**Motion** - Mr. Miller: I move for approval of the consent agenda with the exception of #3 as follows:

1. Approval of **Resolution 2007-032** authorizing intra budget transfers totaling \$245 within the **2006** Current Expense County Agent Budget, Number 001-000-020, as follows:
  - \$220 from line item 571.21.45.0001 (Oper. Rentals & Leases) to line item 571.21.43.0000 (Travel).
  - \$25 from line item 571.21.45.0001 (Oper. Rentals & Leases) to line item 571.21.49.0000 (Misc. – Dues & Subscriptions).
2. Approval to submit a letter to Karen Wood, Regional Air Quality Section Supervisor, Washington State Department of Ecology, accepting Delegation Order No. 07AQ-E191, pursuant to Chapter 70.94, Revised Code of Washington, and rules and regulations of the Department of Ecology. (Exhibit 1)

Clerk's Note: Item 3 was removed from the consent agenda:

3. Approval to submit a letter to Darlene Fairley, Chair, Government Operations & Elections Committee, opposing Senate Bill 5420, an act relating to posting information on public agencies' web sites.
4. Approval of **Resolution 2007-033** authorizing an inter budget transfer in the amount of \$23,549 from the **2006** Current Expense Non-Departmental Budget, Number 001-000-700, line item 519.90.10.0002 (Contingency Reserve - Salaries) to the County Clerk Budget, Number 001-000-160, line item 512.30.49.0002 (Jury Fees).

Second by Mr. Koch. 2:0 vote in favor.

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Second by Mr. Koch. 2:0 vote in favor.

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Vouchers/Warrants

**Motion** – Mr. Miller: I move that we approve 2006 vouchers as listed: FC Enhanced 911 warrants 1233 through 1235 for \$5913.22; Current Expense warrants 55173 through 55182 for \$9435.68; Courthouse Renovation Fund warrant 504 for \$3465.60; Current Expense warrants 55170 through 55172 for \$5600.53; Veteran's Assistance warrants 1317 and 1318 for \$390.00; DARE Fund warrant 6 for \$145.84; Current Expense warrant 55169 for \$19,700.00; Election Equipment warrant 376 for \$20,587.45; and Current Expense warrants 55135 through 55168 for \$42,161.78; for a total of \$107,400.10. Second by Mr. Koch. 2:0 vote in favor. (Exhibit 2)

Dog Issue

The Commissioners have been contacted about a dog pack that is causing problems in the Martindale Road area near the Pasco-Kahlotus Highway. The Department of Fish and Wildlife has been contacted. There are 10 to 12 large dogs. People in the area are nervous about the safety of their kids and about the dogs digging under fences and hurting or killing other animals.

**PROSECUTOR**

Chief Civil Deputy Prosecutor Ryan Verhulp and Attorney Chris Mertens met with the Board.

**Executive Session** at 9:15 a.m. regarding litigation, RCW 42.30.110(1)(i), expected to last 10 minutes. Those present in the audience left the room.

**Open Session** at 9:23 a.m.

Jim Gartside of Transtate, Jim Braithwaite of Steelman & Duff, Michael Parkhill of Selland Construction, John W. Fales of Steelman-Duff, Inc., C\_\_\_ Copenhaver of CCI and Josh Combs of Apollo, Inc., joined the audience.

Affordable Housing and Homeless Housing Agreements

Mr. Verhulp has prepared a new Affordable Housing Agreement. He told the Board about some provisions in the agreement. In the new agreement, 5% of the Affordable Housing funds can be used on administrative costs, which is essentially what we pay the Community Action Committee (CAC) to administer the funds. The new

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agreement states 5% of the funds collected each month will be paid to the CAC for their fee. The remaining 95% of the funds will be funds that the oversight committee will have authority to administer for affordable housing projects. The current balance of the fund is about \$68,000. The new agreement has strict requirements that the CAC provide detailed invoices every month for costs so we can make sure that 5% of funds we are giving them are for administrative costs. It will allow us to review the invoices and allow for some monitoring of them.

The new Homeless Housing Assistance agreement is similar, extended from January 2007 through December 2011. It states that 6% of funds in that account can be used for administrative costs. There is no oversight committee involved to handle the rest of the funds but the CAC has access to the other 94% of the funds in the account. The other 94% of funds can only be used on program implementation costs, meaning towards homeless housing assistance type of projects, which makes tracking difficult. The new agreement requires CAC to provide us separate invoices for each type of expenditure.

The next piece is a part that wasn't in place in prior agreements. It had been drafted so it could be monitored and the Board approved it last time but it wasn't communicated on to the Auditor or Treasurer's office who would issue vouchers out of those funds. There was no way to monitor the funds. Mr. Verhulp has informed the Auditor and Treasurer of this monitoring requirement. He recommended that whichever Board member works with CAC receive the invoices routinely and that there is some review before the invoices get approved.

A woman joined the audience.

Some other requirements are also set forth. The CAC will be required to give bi-annual oral reports. The Board also has authority to demand that they come in at any time and give an update. The Homeless Housing Assistance fund currently has almost \$400,000. Judith Gidley has already signed these two contracts as CAC director. Mr. Verhulp has signed the contracts "approved to form."

**Motion** – Mr. Miller: I move that we accept the contract agreement for Homeless Housing Assistance, Standard Service Agreement between Benton and Franklin County

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Community Action Committee and Franklin County, effective January 1, 2007, through December 31, 2011. Second by Mr. Koch. 2:0 vote in favor. This is Resolution 2007-034.

**Motion** – Mr. Miller: I move that we accept the Affordable Housing Standard Service Agreement between Franklin County and Benton-Franklin County Community Action Committee, effective January 1, 2007, through December 31, 2010. Second by Mr. Koch. 2:0 vote in favor. This is Resolution 2007-035.

**PUBLIC WORKS**

Engineer Tim Fife met with the Board.

**Bid Opening: CRP 592 – 2006 Gravel Road Paving Upgrades, Phase I**

Bid Opening convened at 9:46 a.m. Present: Commissioners Koch and Miller; County Administrator Fred Bowen; and Clerk to the Board Mary Withers. Present in audience: Jim Gartside of Transtate, Jim Braithwaite of Steelman & Duff, Michael Parkhill of Selland Construction, John W. Fales of Steelman-Duff, Inc., C\_\_\_\_ Copenhaver of CCI, and Josh Combs of Apollo, Inc., and one woman.

Four bids were received:

**Copenhaver Construction, Inc.**

Total base bid	\$ 983,652
Schedule A	\$ 356,569.50
Total	\$1,340,221.50

**Steelman-Duff, Inc.**

Total base bid	\$1,012,387.00
Schedule A	\$ 336,088.00
Total	\$1,348,475.00

**Apollo, Inc.**

Total base bid	\$ 864,077.07
Schedule A	\$ 354,834.13
Total net bid	\$1,218,911.20

**Selland Construction, Inc.**

Total base bid	\$ 815,699.00
Schedule A	\$ 345,810.00
Total	\$1,161,509.00

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The bids will be reviewed by the Public Works Department with a recommendation to the Board expected on Monday.

Mr. Fife did not bring the Engineer's Estimate with him.

The people in the audience left the room.

General Policy and Procedure Statement: G.P.P. 19/Positive Work and Learning Environment

Mr. Fife asked for approval to adopt a new general policy at Franklin County Public Works that was written by the Prosecutor's office. It has been modified for use in the Public Works Department. Mr. Fife said it would give us a tool to deal with a person who may be spreading rumors about other personnel. The policy puts in writing some common sense expectations that you would expect from any employee and gives us a means of dealing with problems through discipline.

**Motion** – Mr. Miller: I move for approval for the General Policy and Procedure Statement: G.P.P. 19/Positive Work and Learning Environment. Second by Mr. Koch. 2:0 vote in favor. (Exhibit 3)

Resolution: Coordinated Prevention Grant Single Phase Off-Set Cycle Agreement #G0700189 between State of Washington Department of Ecology and Franklin County Solid Waste

Mr. Fife said DOE calls this an offset grant. It is basically money to update our solid waste plan, \$45,000 additional funds above what we've been getting to start working on the plan. Mr. Miller is now a member of the Solid Waste Advisory Committee (SWAC). A consultant will be hired to draft the plan.

**Motion** – Mr. Miller: I move that we accept Resolution 2007-036. Second by Mr. Koch. 2:0 vote in favor.

2007 CRAB Road Levy Certification

Mr. Fife said the certification shows what we're assessing in the rural area for property tax and that we're not assigning any of it to the Sheriff's Department for traffic control. The certification form is required so we can receive our gas tax money.

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**Motion** – Mr. Miller: I move that we have the chairman sign and approve the Certification of the 2007 CRAB Road Levy and Estimated Revenue Produced. Second by Mr. Koch. 2:0 vote in favor. (Exhibit 4)

**Road discussion**

Mr. Fife said the county has three roads that remain closed due to slides at this time. The county is only asking for Federal funding for the R-170 slide at this time. The other two slides occurred many years ago. One slide was on Columbia River Road (commonly called the Haymaker slide). The property owners now use a circuitous route down a 16% grade to get to their homes and property on Fir Road. The other slide was on Basin Hill Road. Mr. Fife feels the Bureau of Reclamation has culpability for the slides. Mr. Fife reviewed the history of some other slides.

Mr. Koch met with Steve DeRuyter regarding access to Juniper Dunes through Mr. DeRuyter's land. Mr. DeRuyter is trying to work with the appropriate governmental agency so access will be available.

The Board also discussed some ideas about the private Peterson Road access.

Mr. Koch asked if a fee could be used for access. Mr. Fife said it could be done on the honor system but there would probably be problems with people trying to get the money out of a box or not paying. Mr. Fife said there are grant programs to improve private roads through some agencies. It is possible the property owners in the Peterson Road area could obtain a grant for improving the road and then allow public access.

**COUNTY ADMINISTRATOR**

County Administrator Fred Bowen met with the Board.

**Professional Services Contract, Nancy Thorn, d/b/a Gold Leaf Restoration**

Mr. Bowen asked for approval of the contract at a total cost of \$8550.

**Motion** – Mr. Miller: I move that we accept the Professional Services Contract between Franklin County and Nancy Thorn, Inc., d/b/a Gold Leaf Restoration, for work on the statue in the Courthouse rotunda. Second by Mr. Koch. 2:0 vote in favor. This is Resolution 2007-035.

**OTHER BUSINESS**

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Jim Moore and Bill Harder met with the Board.

Vacation of section of abandoned highway

Mr. Moore said the state abandoned an area of the old highway going down to Estes Road when the new highway was put in and gave it back to Franklin County. Mr. Harder and Mr. Moore want the property closed. They own all the land around it. It's growing up with weeds. The old pavement is busted up. Mr. Harder said it is a portion of the old Highway 11-B which was replaced by Highway 260. Mr. Moore showed a copy of a map showing the road. The property description was shown to the Board. Mr. Moore and Mr. Harder met with Public Works staff this morning to request a vacation of the area. There are gates on it but the locks have been removed. People do use it. The railroad has been abandoned.

Vouchers/Warrants

**Motion** – Mr. Miller: I move for approval of County Road Fund payroll for \$62,725.00 and Motor Vehicle Fund payroll for \$10,616.61. Second by Mr. Koch. 2:0 vote in favor.

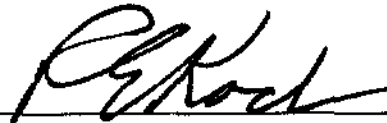
**Adjourned** at 10:34 a.m.



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There being no further business, the Franklin County Board of Commissioners meeting was adjourned until January 29, 2007.

BOARD OF COUNTY COMMISSIONERS  
FRANKLIN COUNTY, WASHINGTON



Chairman

**ABSENT**

Chairman Pro Tem



Member

Attest:



Clerk to the Board

Approved and signed February 7, 2007.

January 24, 2007

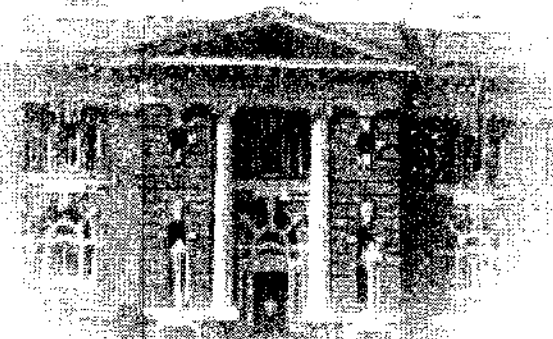
Neva J. Corkrum  
District 1

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Robert E. Koch  
District 2

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Rick Miller  
District 3



Fred H. Bowen  
County Administrator

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Rosie H. Rumsey  
Human Resources Director

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Patricia L. Shults  
Executive Secretary

Board of County Commissioners  
**FRANKLIN COUNTY**

January 24, 2007

Ms. Karen Wood, Regional Air Quality Section Supervisor  
Washington State Department of Ecology  
4601 North Monroe  
Spokane, WA 99205-1295

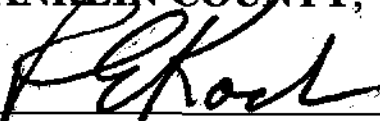
**Re: DELEGATION ORDER NO. 07AQ-E191 – BEING ISSUED TO FRANKLIN COUNTY, WASHINGTON FOR ADMINISTERING THE AGRICULTURAL BURNING PERMITTING PROGRAM FOR 2007**

Dear Ms. Wood:

The Franklin County Board of Commissioners hereby accepts Delegation Order No. 07AQ-E191 to administer the Agricultural Burning Permitting program as stated, pursuant to Chapter 70.94, Revised Code of Washington, and rules and regulations of the Department of Ecology.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
FRANKLIN COUNTY, WASHINGTON

  
\_\_\_\_\_  
Robert E. Koch, Chair

**ABSENT**

\_\_\_\_\_  
Neva J. Corkrum, Chair Pro Tem

  
\_\_\_\_\_  
Rick Miller, Member

cc: Jim Cherry, Code Enforcement/Burn Control Officer

*Franklin County Auditor*

1016 North 4th Avenue  
Pasco, WA 99301

ZONA LENHART, Auditor  
509-545-3840 • Fax: (509) 545-2142  
www.co.franklin.wa.us

P.O. Box 1451  
Pasco, WA 99301

**2006 Vouchers**

January 24, 2007

Franklin County Commissioners:

Vouchers audited and certified by the auditing officer by RCW 42.24.080, expense reimbursement claims certified by RCW 42.24.090, have been recorded on a listing, which has been sent to the board members.

Action: As of this date, January 24, 2007



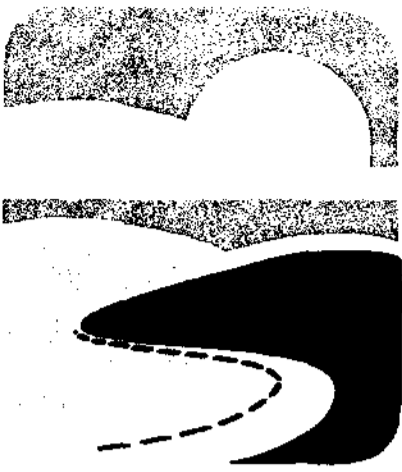
Move that the following warrants be approved for payment:

FUND Expenditures	WARRANT		Amount Issued
	From:	To:	
FC Enhanced 911	1233	1235	\$5,913.22
Current Expense	55173	55182	\$9,435.68
Courthouse Renovation Fund	504	504	\$3,465.60
Current Expense	55170	55172	\$5,600.53
Veteran's Assistance	1317	1318	\$390.00
Dare Fund	6	6	\$145.84
Current Expense	55169	55169	\$19,700.00
Election Equipment	376	376	\$20,587.45
Current Expense	55135	55168	\$42,161.78

In the amount of 107,400.10. The motion was seconded by



And passed by a vote of 2 to 0



# FRANKLIN COUNTY

## PUBLIC WORKS DEPARTMENT

**Tim Fife, P.E.**, Public Works Director/County Engineer  
**Guy F. Walters**, Assistant Public Works Director

**DATE:** January 24, 2007  
TF-07-006

**TO:** Board of County Commissioners  
Franklin County, Washington

**FROM:** Tim Fife, P.E.  
Public Works Director/County Engineer

**SUBJECT:** Franklin County Public Works General Policy and Procedure 19 – Positive Work and Learning Environment

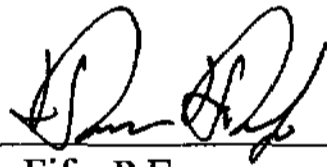
Attached please find Franklin County Public Works General Policy and Procedure 19 – Positive Work and Learning Environment for your review and approval.

This policy was developed by the Prosecuting Attorney’s office and provides another management tool in dealing with employees.

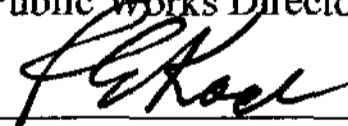
Therefore, please consider this my recommendation to adopt the Positive Work and Learning Environment policy.

Dated this 24 day of January, 2007.

Recommended:

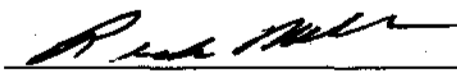
  
\_\_\_\_\_  
Tim Fife, P.E.  
Public Works Director/County Engineer

Approved:

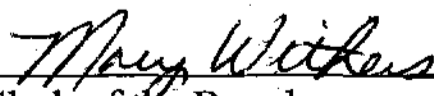
  
\_\_\_\_\_  
Robert E. Koch, Chair

**ABSENT**

\_\_\_\_\_  
Neva J. Corkrum, Chair Pro Tem

  
\_\_\_\_\_  
Rick Miller, Member

Attest:

  
\_\_\_\_\_  
Clerk of the Board

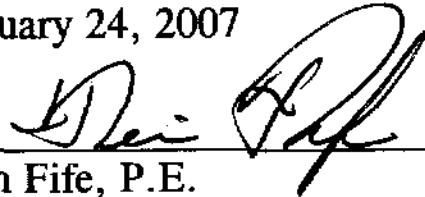
**FRANKLIN COUNTY PUBLIC WORKS DEPARTMENT**  
**GENERAL POLICY AND PROCEDURE STATEMENT**

**G.P.P. 19**

**SUBJECT:** Positive Work and Learning Environment

**EFFECTIVE:** January 24, 2007

**ISSUED BY:**

  
\_\_\_\_\_  
Tim Fife, P.E.  
Public Works Director/County Engineer

Policy

The Franklin County Public Works Department (FCPW) encourages open and direct dialogue between employees and supervisors to foster an environment of cooperation in resolution of employee concerns. FCPW intends this open and direct dialogue as a means of promoting a positive work and learning environment for all its employees.

A positive work and learning environment requires that all employees:

- Receive recognition for personal goals and achievement,
- Act with respect for self, one another, and property,
- Deserve to be free from disrespectful conduct,
- Deserve a supportive environment that brings a sense of belonging,
- Deserve a safe and secure environment,
- Accept the responsibility to give and receive trust,
- Are accountable for their actions and are entitled to consistent, fair, and firm discipline,
- Work as a team member,
- Act as positive role models,
- Acknowledge and support the needs of the individual,
- Receive opportunities for input, challenge, and skill development

FCPW is committed to aspiring to the above-referenced standards as an employer and equally expects such a commitment from all its employees.

If an employee has a concern about another employee's conduct or behavior that is inconsistent with this policy, the employee shall report the matter to the employee's immediate supervisor. Except in discussing a complaint with a supervisor, at no time shall an employee discuss a complaint(s) about another employee in the workplace. Such discussions are deemed to be

contrary to a positive work and learning environment and shall be a violation of the said policy.

FCPW intends this policy to be a benefit to the employer and all its employees. The intended benefits include, but are not limited to, better professional relationships and respect between employees, a clear understanding for employees as to required workplace conduct and expectations, and an outlined procedure for employees to voice concerns or complaints.

FCPW recognizes that for employee complaints to be addressed, a supervisor must be made aware of the complaint. Open and direct dialogue between employee and supervisor allow for matters of which are not conducive to a positive work and learning environment to be promptly addressed, hereby further promoting this policy and its benefits to the FCPW and its employees.

STATE OF WASHINGTON  
 COUNTY ROAD ADMINISTRATION BOARD

CERTIFICATION OF THE 2007 ROAD LEVY, AND ESTIMATED REVENUE PRODUCED  
 (year) (WAC 136-150-021)

Submitting County:	<u>Franklin</u>	Total County Valuation:	\$ <u>3,635,500,681</u>
	(\$/Thousand)	Road District Valuation	Revenue Produced From County Road Property
Maximum Permissible Road Levy:	\$ <u>2.080053</u> (1)	\$ <u>1,200,018,536</u> (2)	\$ <u>2,496,103</u> [(1x2)/1,000]= 3

County Road Property Tax Shifted to Current Expense in Accordance with RCW 84.52.043:

	(\$/Thousand)	Road District Valuation	Revenue Lost From County Road Property Tax
Levy Shift:	\$ <u>0.220830</u> (4)	\$ <u>1,200,018,536</u> (2)	\$ <u>265,000</u> [(4x2)/1,000]= 5

Total Road Levy:

	(\$/Thousand)	Road District Valuation	Total Revenue Produced
Levy Fixed in Accordance RCW 36.40.090:	\$ <u>1.859223</u> (1-4= 6)	\$ <u>1,200,018,536</u> (2)	\$ <u>2,231,103</u> [(6x2)/1,000]= 8

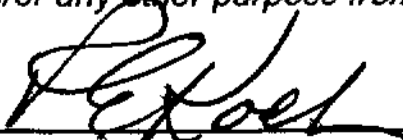
County Road Property Tax Revenues Budgeted For Other Purposes In Accordance With RCW 36.33.220:

Service to be Provided:	Funded From:			\$/Thousand (If Diverted Levy)	Revenue Produced & Budgeted:
	D.L. <sup>1</sup>	T.O. <sup>2</sup>	D.P. <sup>3</sup>		
1 Traffic Law Enforcement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <u>-</u>	\$ <u>-</u>
2 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
3 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<b>Total "Diverted":</b>				\$ <u>-</u> (9)	\$ <u>-</u> (10)

<sup>1</sup> D.L.= Diverted Levy  
<sup>2</sup> T.O. = Transfer Out  
<sup>3</sup> D.P.= Direct Payment

Revenues Remaining for Roads (RCW 36.82.040)	\$ <u>1.859223</u> (6-9)	\$ <u>2,231,103</u> (8-10)
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Note: WAC 136-150-021 provides that "The CRABoard will request that every county legislative authority submit a certification showing the amount of the road levy fixed and the amount, if any, budgeted in accordance with RCW 36.33.220 for traffic law enforcement and/or any other purpose from diverted road levy no later than February 1st of each year".

Certification Submitted By:  / 1/24/07  
 Print Name and Title: Robert E Koch, Chair Co. Commissioners date  
 On Behalf of the Legislative Authority