



**FRANKLIN COUNTY, WASHINGTON
BOARD OF COMMISSIONERS**

**REGULAR MEETING
AND
PUBLIC HEARING
MINUTES**

JANUARY 13, 2016

CALL TO ORDER

Commission Chair Rick Miller called the Franklin County Commissioners' Regular Board Meeting to order at 9:00 a.m., in the Commissioners' Meeting Room in the Franklin County Courthouse located at 1016 North Fourth Avenue, Pasco, Washington.

PLEDGE OF ALLEGIANCE

Commissioner Miller led the Pledge of Allegiance.

Commissioners Present: Commission Chair Rick Miller, Chair Pro Tem Robert E. Koch and Member Brad Peck

Staff Present: County Administrator Keith Johnson, Sheriff Jim Raymond, Attorney Tim Dickerson, Human Resources Director Carlee Nave, Horticultural Pest and Disease Control Board Coordinator Tom Wilson, TRAC Manager Tom French, TRAC Finance Manager Assistant Tiffany Coffland, Assistant to the Administrator Sherrie Young, Clerk to the Board Karin Milham

Public Present: Tri-City Herald Reporter Wendy Culverwell

PUBLIC HEARING

Commissioner Miller recessed the Regular meeting and opened the Public Hearing at 9:01 a.m.

TRAC Accounting Assistant Tiffany Coffland addressed the Board stating in order to pay 2015 TRAC expenses, the bottom line of both the 2015 revenue and expenditure budget needed to be increased by an additional \$125,000. She stated TRAC revenues have exceeded the 2015 Budget by approximately \$50,000 and it is estimated that expenses will exceed 2015 Expenditure Budget by \$125,000. She informed the Board it was mostly caused by unbudgeted expenses including increased medical insurance expenses and two payouts to resigning employees for accrued sick and vacation hours.

CLOSED PUBLIC HEARING and RECONVEN REGULAR MEETING

After a brief discussion, Commissioner Miller closed the Public Hearing and reconvened the Regular meeting at 9:13 a.m.

- ❖ *Commissioner Koch moved to approve Resolution 2016-010 increasing Revenue and Expenditure bottom lines of 2015 Miscellaneous Franklin County TRAC Facility Fund by \$125,000. Commissioner Peck second and the motion carried unanimously.*

FRANKLIN COUNTY HORTICULTURAL PEST AND DISEASE CONTROL BOARD

Horticultural Pest and Disease Control Board Coordinator Tom Wilson addressed the Board stating three members needed to be appointed to the Horticultural Pest and Disease Control Board. Per RCW 15.09.030, each Horticultural Pest and Disease Control Board shall be comprised of five voting members, four of whom shall be appointed by the Board of County Commissioners.

Mr. Wilson stated Mike Sullivan, Ed Skelton and Pam Gilmore have applied to serve on the Board and he recommended the Board of County Commissioners appoint all three individuals to the Horticultural Pest and Disease Control Board.

Commissioner Peck asked if the vacancies were advertised. Mr. Wilson said they had advertised in the past with no response and wanted to appointed willing citizens. Commissioner Peck requested that all future vacancies be advertised on the Franklin County website.

- ❖ *Mr. Koch Moved to approve Resolution 2016-011 appointing Mike a Sullivan, Ed Skelton and Pam Gilmore to the Pest Board Mr. Peck seconded and the motion carried.*

LOBBYIST UPDATE

Mr. Zac Kennedy gave a brief update of current legislation in Olympia, Washington including that House Bill 2348 providing local governments with flexibility regarding local fireworks ordinances would go into effect immediately.

OFFICE BUSINESS

FUND Expenditures	WARRANTS		AMOUNT ISSUED
TRAC Operations Fund	123720	123733	22,821.87
Franklin County RV Facility	123734	123736	384.04
Rental Car Excise Tax	123737		40,481.00
.3% CJ Sales Tax LTGO D/S	123738		1,000,000.00
Enhanced 911	123739		9,568.75
Jail Commissary	123740	123741	1,926.36
Current Expense	123742	123759	24,142.91
Ending Homelessness Fund	123760		2,370.78
Affordable Housing Fund	123761		431.97
Solid Waste	123762		25,185.98
Motor Vehicle/Public Works	123763	123784	15,737.10
County Roads	123785	123806	194,900.19
Current Expense	123807	123811	9,238.23
Current Expense	123812	123814	896.36
Current Expense	123815	123821	1,026.15
Current Expense	123822	123827	3,954.11
Current Expense	123828		6,005.73
Current Expense	123829	123850	23,164.88
Current Expense	123851	123863	3,597.81

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Current Expense	123864	123873	1,377.69
Current Expense	123874	123876	16,162.57
.3% Criminal Justice Const Fnd	123877	123881	31,237.33
Current Expense	123882	123885	11,720.90
Election Equipment Revolving	123886	123887	48,241.85
Veteran's Assistance	123888	123891	970.00
Ending Homelessness Fund	123892		1,198.00
Franklin County RV Facility	123893	123894	293.00
		TOTAL	1,497,035.56

❖ ***Commissioner Robert Koch moved to approve vouchers audited and certified by the auditing officer for warrants prepared for the week of January 13, 2016 for payment of payroll totaling \$1,497,035.56. Commissioner Peck seconded and the motion was unanimously carried.***

Approval of Consent Agenda

- Bringing a seasoned employee in the Franklin County Clerk's Office a Grade 12 Step 7
- Resolution 2016-012 Interagency Agreement FC Resolution 2014-033 Amend Exhibit A
- Resolution 2016-013 Agreement between Franklin Co. and City of Kahlotus for Law Enforcement
- Resolution 2016-014 Agreement with Franklin Co and City of Mesa for Law Enforcement
- Resolution 2016-015 Grant Agreement 2016 HHAA-LCC DHS and Lourdes
- Resolution 2016-016 Professional Service Contract 2015-2016 Shelter Plus Care, LCC
- Resolution 2016-017 Agreement #16-46108-03 Consolidated Homeless Grant
- Resolution 2016-018 Supplement to Local Agency A&E Professional Services Roadside Improvement
- Resolution 2016-019 Professional Services Contract PSC 2015-16 Shelter Plus Care NECC-00
- Resolution 2016-020 Appoint Representative Dist 3 Franklin Co Mosquito Control Board of Trustees
- Resolution 2016-021 Surplus VHF Radio Equipment Disposal List

- Approval of November 4, 2015 Minutes
 - ❖ *After discussion of the importance of Elected Officials and Department Managers clearly stating fiscal impact of actions being requested on Agenda Summary Reports for Board consideration, Commissioner Koch moved to approve the Consent Agenda. Commissioner Peck seconded and the motion was carried unanimously.*

COUNTY ADMINISTRATOR KEITH JOHNSON

- Office of Public Defense Interlocal Agreement (Resolution 2016-022): Mr. Johnson reminded the Board Benton Franklin Office of Public Defense (OPD) had been dissolved with each county now operating independent OPDs. Benton County had proposed providing OPD training to Franklin County legal staff through the end of April 2016 at an expense of \$10,500. He explained all Franklin County OPD records had been delivered the Administration office and procedures are being implemented.

Mr. Johnson has met with judges, state coordinators and Superior Court Administrator Pat Austin and had identified three attorneys with the necessary qualifications interested in managing OPD for Franklin County. He felt Franklin County would better benefit from using the funds to set up our own OPD office, which could be up and running by April 1.

Mr. Johnson also informed the Board there appeared to be payment oversight for Involuntary Treatment Act hearings (ITA) to Benton County. He assured the Board he was researching the issue and would keep them informed.

- ❖ *After discussion, Commissioner Koch moved to approve Resolution 2016-022 creating the Franklin County Office of Public Defense and authorizing the County Administrator to establish necessary procedures to manage this function. Commissioner Peck seconded the motion carried.*
- Re-keying Offices: Mr. Johnson informed the Board Franklin County Security was implementing a new keying system. In the past, there has been a designation of a Courthouse “general master” key. Definitions of keys and key distribution will change with the new keying system. Mr. Johnson explained it creates a significant liability for elected officials have keys to other elected officials offices. The new key distribution will limit liability and risk.

Commissioner Koch strongly felt Commissioners should have a “general master” key and, with cameras in every office, he didn’t feel it would be a risk or a liability.

RECESS

Commissioner Miller called for a recess at 10:07 a.m., and to reconvene at 10:20 a.m.

RECONVENE

Commissioner Miller reconvened the Regular meeting at 10:20 a.m.

EXECUTIVE SESSION

RCW 42.30.110(1) (i) Potential Litigation Matter

Commissioner Miller recessed into Executive Session at 10:20 a.m., to discuss a potential litigation matter. He anticipated Executive Session to last approximately fifteen (15) minutes.

RECONVENE

Commissioner Miller reconvened the Regular meeting at 10:36 a.m.


Commissioner Miller asked about 911 services.

Commissioner Peck gave a brief overview of the process to date stating a grant had been applied for but was denied. With no grant funding, local funds were required. He explained the Committee was awaiting additional information before moving forward.

ADJOURN

With no further business to bring before the board, the meeting was adjourned at 10:39 a.m.

BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON



Rick Miller, Chair



Robert Koch, Chair Pro Tem



Brad Peck, Member

ATTEST:



Karin Milham
Clerk to the Board

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a Public Hearing will be held on **January 13, 2016, at 9:00 am**, or as soon thereafter as possible in the office of County Commissioners, Room 201, Franklin County Courthouse, 1016 North 4th Avenue, Pasco, Washington, to take testimony for and against increasing the revenue and expenditure bottom lines of the 2015 Miscellaneous Franklin County TRAC Facility Fund, Number 405-000-001, up to \$125,000 from \$2,593,727 to \$2,718,727.

All interested persons are invited to attend.

DATED this 21st day of December, 2015.

Published in the Franklin County Graphic December 31st, 2015 and January 7th, 2016

Franklin County Graphic

PO Box 160
Connell, WA 99326

QB
Invoice

Date	Invoice #
12/31/2015	6490

2015

FRA40

49.3

Bill To
TRAC ATTN: Heather Souriyavongsa 6600 Burdon Blvd. Pasco, WA 99301

PAID

BY: 

Description	Amount
TRACY Facility Fund Published Dec. 31 and Jan. 7, 2016	37.20
Total	\$37.20

AFFIDAVIT OF PUBLICATION

STATE OF WASHINGTON

SS:

COUNTY OF FRANKLIN

Kathy Valdez

being first duly sworn on oath deposes and says that she is the manager of the FRANKLIN COUNTY GRAPHIC, a weekly newspaper. That said newspaper is a legal newspaper approved by the Superior Court of the State of Washington, in and for Franklin County, under order made and entered on the 11th day of January, 1955, and it is now and has been for more than six months prior to the date of the publication hereinafter referred to, published in the English language continually as a weekly newspaper, in Connell, Franklin County, Washington, and that the annexed is a true copy of

NOTICE OF PUBLIC HEARING - TRAC FACILITY FUND

as it was published in regular issue (and not in supplemental form) of said newspaper, once each week for a period of ~~two~~ weeks to-wit, commencing on the 31st day of December, 2015, and ending on the 7th day of January, 2016 and that such newspaper was regularly distributed to its subscribers during all of said period, that the full amount of \$37.20 has not been paid in full at the legal rate.

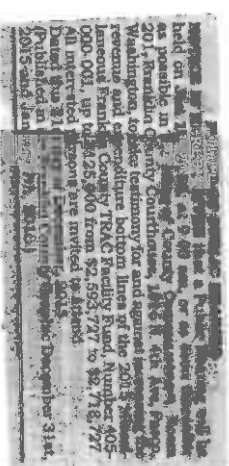
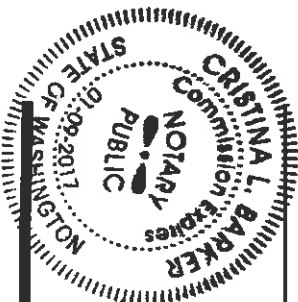
Kathy Valdez
Manager

Subscribed and sworn to before me this 7th day of

January, 2016

Cristina L. Barker

Notary Public in and for the
State of Washington, residing in Connell.



Profit & Loss Budget vs. Actual

January through December 2015

	Jan - Dec 15	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
318.11 · Admissions Tax	24,895.65	23,583.00	1,312.65
337.00 · .40 City Subsidy	242,882.00	242,882.00	0.00
341.43 · Event Insurance Late Fee	1,000.00		
341.92 · RV Facility Management Fee	587.57		
347.30 · Event Services	109,932.40	89,790.00	20,142.40
347.90 · Other Fees	147,347.91	111,516.00	35,831.91
362.10 · Equipment Rental	13,081.82	17,316.00	-4,234.18
362.30 · Parking Revenues	32,926.90	61,676.00	-28,749.10
362.40 · Building Rental	751,058.51	738,739.00	12,319.51
362.80 · Food and Beverage	971,659.37	966,785.00	4,874.37
362.90 · Advertising Revenue	22,600.00	29,050.00	-6,450.00
369.10 · Sale of Scrap & Junk	66.40		
369.81 · Over/Short	-37.76		
385.000 · Collection of Accrued Revenues	4,765.19		
386.00 · SalesTax	94,653.61	69,508.00	25,145.61
397.00 · County Subsidy	242,882.00	242,882.00	0.00
Total Income	2,660,301.57	2,593,727.00	66,574.57
Gross Profit	2,660,301.57	2,593,727.00	66,574.57
Expense			
586.00 Sales Tax	94,653.61	69,508.00	25,145.61
597.00.00.0392	3,600.00	3,600.00	0.00
10.00 · Administration	552,629.62	550,319.00	2,310.62
10.0900 · Overtime	12,000.57	10,200.00	1,800.57
10.801 · PT Facility	108,582.19	100,658.00	7,924.19
10.802 · PT Bar	21,183.26	12,568.00	8,615.26
10.803 · PT Box Office	11,551.56	12,400.00	-848.44
10.805 · PT Parking	1,500.97	1,839.00	-338.03
10.806 · PT Ushers	2,258.37	4,757.00	-2,498.63
10.807 · FT Food & Beverage	85,605.89	88,280.00	-2,674.11
10.808 · PT Food & Beverage	97,073.17	108,014.00	-10,940.83
10.809 · FT Facilities	150,014.54	165,870.00	-15,855.46
10.810 · PT Ice Staff	19,360.56	24,800.00	-5,439.44
20.1 · Social Security	79,006.46	83,516.00	-4,509.54
20.2 · Medical/Dental	213,055.45	148,802.00	64,253.45
20.3 · Retirement	85,032.77	82,566.00	2,466.77
20.4 · Industrial Ins.	61,997.73	57,540.00	4,457.73
20.5 · Unemployment	11,847.84	4,960.00	6,887.84
31.0 · Office Supplies	2,602.21	4,102.00	-1,499.79
31.2 · Facility Supplies	46,512.47	47,953.00	-1,440.53
31.3 · Event Supplies	18,534.18	12,293.00	6,241.18
32.0 · Fuel	7,274.09	11,400.00	-4,125.91
34.1 · Bar Supplies	53,841.02	46,514.00	7,327.02
34.3 · Catering Supplies	225,683.48	190,767.00	34,916.48
41.1 · Professional Svcs	145,048.57	76,923.00	68,125.57
41.3 · Pro Svcs-Reim	105,923.77	111,516.00	-5,592.23
42.1 · Telephone	9,351.83	8,964.00	387.83
42.100 · Cell Phones/Reimbursed	100.00	1,680.00	-1,580.00
42.2 · Postage	530.32	900.00	-369.68
43.0 · Mileage/Travel	1,210.19	13,500.00	-12,289.81
44.2 · Marketing	23,830.61	35,918.00	-12,087.39
44.3 · TRAC Promo	0.00	0.00	0.00
45.0 · Equip. Rental	2,073.14	800.00	1,273.14
45.3 · Equip. Leases	3,497.94	4,555.00	-1,057.06
46.0 · Insurance	68,667.35	84,000.00	-15,332.65

4th QTR Unemployment \$6000

WCRP Insurance \$51,854.53

Profit & Loss Budget vs. Actual

January through December 2015

	<u>Jan - Dec 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	
47.1 · Electricity	143,288.14	155,900.00	-12,611.86	
47.2 · Gas	64,519.12	80,400.00	-15,880.88	
47.3 · Water/Sewer	9,272.86	8,680.00	592.86	Dec Bills \$667
47.4 · Garbage	13,691.37	9,805.00	3,886.37	
47.5 · Cable	2,152.75	2,400.00	-247.25	
48.5 · Grounds	2,584.71	6,000.00	-3,415.29	
48.6 · Combined-Maint Agreements-2012	39,581.40	39,329.00	252.40	
48.7 · R&M Vehicles	5,649.56	8,000.00	-2,350.44	
49.1 · Training/Education	1,388.00	1,200.00	188.00	
49.2 · Printing	5,985.25	8,267.00	-2,281.75	
49.3 · Dues/Publication	10,038.85	10,096.00	-57.15	
49.4 · Bank & Credit Card Fees	36,655.10	32,019.00	4,636.10	
49.5 · Taxes/Licenses	47,752.06	49,649.00	-1,896.94	
Total Expense	2,708,194.90	2,593,727.00	114,467.90	Est Unbudgeted Subsidy
Net Ordinary Income	-47,893.33	0.00	-47,893.33	\$23,946.67
Net Income	-47,893.33	0.00	-47,893.33	Per Entity