



# FRANKLIN COUNTY

## BOARD OF COMMISSIONERS

BRAD PECK  
DISTRICT 1

ROBERT E. KOCH  
DISTRICT 2

RICK MILLER  
DISTRICT 3

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**Regular Board Meeting and Budget Workshop**  
**Wednesday, November 30, 2016**  
**1016 North 4th Avenue**

*Franklin County Courthouse, Commissioners' Meeting Room*  
*Pasco, Washington*

The Board of Commissioners may add, delete, postpone or alter the order of the agenda, with the exception of Public Hearings, which will not start before the time indicated, per *RCW 42.30.060*.

- 9:00 am**                    **CALL TO ORDER**
- 9:00 am**                    **PLEDGE OF ALLEGIANCE**
- 9:00 am – 9:05 am**      **RECLASSIFICATION OF CHIEF DEPUTY CORONER**  
*Presented By Human Resources Director Carlee Nave*  
*(Resolution 2016-437)(Pulled)*
- 9:05 am – 9:10 am**      **ADDITIONAL FUNDING REQUEST FOR SUPERIOR COURT**  
*Presented by Benton-Franklin County Court Administrator, Pat Austin*  
*(If approved, Resolution 2016-438, Resolution 2016-439)*
- 9:10 am - 9:15 am**      **PUBLIC COMMENT**
- 9:15 am - 9:20 am**      **OFFICE BUSINESS**
1. Approval of Vouchers
  2. Consent Agenda

**CONSENT AGENDA:** Items listed under the Consent Agenda are considered routine and will be enacted by one vote of the Board of Commissioners. Consent Agenda items may be modified, or moved from the Consent Agenda to the Regular Agenda for separate consideration, by majority consent of the Board of Commissioners.

1. Resolution 2016-440 Approval of Renewal of Collection Service Agreement between Franklin County District Court and Washington Collectors Tri-Cities Inc. 2017
2. Resolution 2016-441 Approval of Personal Services Contract Amendment Providing Spanish Interpreting Services for Franklin County District Court and Lety's Professional Interpreting Services
3. Resolution 2016-442 Approval of Interagency Agreement for Additional Interpreter Funding Reimbursement between State of Washington AOC and Franklin County District Court
4. Resolution 2016-443 Approval of E911 CAD Maintenance Agreement and Renewal with HEXAGON Corporation
5. Resolution 2016-444 Renewal of the Cooperative Agreement for Agricultural Burning between Franklin County and the Franklin Conservation
6. Resolution 2016-445 Approval of Century Link Viper E911 Telephone Systems Contract **(pulled to re-word language)**
7. Resolution 2016-446 Approval to Continue Professional Services Contract with Inter-City Legal Messenger Services
8. Resolution 2016-447 Approval of the Proposal/Sales/Monitoring Agreement with Moon Security Services **(pulled to re-word language)**

**9:20 am - 9:30 am      ADMINISTRATION OFFICE BUSINESS**

1. Office Business
  - a. Office of Public Defense Additional Funding  
*(Resolution 2016-448)*
2. Executive Session (if necessary)

**9:30 am - 9:35 am      PUBLIC COMMENT**

**9:35 am - 11:35 am      BUDGET WORKSHOP**

**11:35 am                  ADJOURN**



# FRANKLIN COUNTY, WASHINGTON BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES  
AND BUDGET WORKSHOP  
NOVEMBER 30, 2016

## CALL TO ORDER

Commission Chairman 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.

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

**Staff Present:** County Administrator Keith Johnson, Superior Court Administrator Patricia Austin, Prosecuting Attorney Shawn Sant, Sheriff Jim Raymond, Captain Rick Rochleau, Captain Ronelle Nelson, Lieutenant Marcus Conner, Treasurer Josie Koelzer, Human Resources Director Carlee Nave, Information Services Director Kevin Scott, County Engineer Craig Erdman, Prosecuting Attorney Office Administrator Kelly Schadler, Director of Finance Thomas C. Westerman, Accounting Supervisor Tim Anderson, Deputy Coroner Candice Hermanson, Office of Public Defense Assistant Whitney Conner, and Clerk to the Board Karin Milham

## PLEDGE OF ALLEGIANCE

Commissioner Miller led the Pledge of Allegiance

## RECLASSIFICATION OF CHIEF DEPUTY CORONER

Human Resources Director Carlee Nave presented the Board with more information concerning the Chief Deputy Coroner salary increase as a follow up from the last Commissioners' Meeting. As of November 22, 2017 a Federal Judge in Texas put a hold on the decision to uphold the Fair Labor Standards Act (FLSA) salary thresholds change that would take effect December 1, 2016. The Human Resources still recommends proceeding with the reclassification of the Chief Deputy Coroner Position as presented.

❖ *After brief discussion the Commissioners opted to table Resolution 2016-437.*

## ADDITIONAL FUNDING REQUEST FOR SUPERIOR COURT

Benton-Franklin County Court Administrator Pat Austin requested additional funds for Superior Court due to the unusually large number of high profile cases which require extensive interpretation. These Professional Services are a direct result of insufficient funds for the current year. The State does reimburse some of the funds but it is a slow process.

❖ *Commissioner Peck moved to approve Resolution 2016-438 interbudget transfer of \$44,000 from 2016 current expense non-departmental to Superior Court \$27,000 Court reimbursement Benton County and \$17,000 to Superior Court Adult Drug Court and interbudget transfer of \$10,000 from 2016 current expense non-departmental to*



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*Superior Court Professional Services. Commissioner Koch seconded and the motion carried.*

**OFFICE BUSINESS**

*Approval of Fund Expenditure Warrants*

11/30/2016

Franklin County Commissioners:

Vouchers audited and certified by the auditing officer by RCW 42.24.090, expense reimbursement claims.

Action: As of this date, 11/30/2016

*[Signature]*

Move that the following warrants be approved for payment:

Certified by RCW 42.24.090, have been recorded on a listing, which has been sent to the board members.

Warrants / Check Numbers: 00310853 - 00311046 549,825.97

| <u>FUND Expenditures</u>       | <u>AMOUNT ISSUED</u> |
|--------------------------------|----------------------|
| Current Expense                | 342,585.88           |
| Supplemental Preservation Fund | 208.74               |
| Election Equipment Revolving   | 114.90               |
| Crime Victims/Witness Assist   | 3,323.80             |
| Jail Commissary                | 2,284.57             |
| Enhanced 911                   | 976.67               |
| County Roads                   | 46,416.85            |
| Solid Waste                    | 15.48                |
| Rental Car Excise Tax          | 10,418.26            |
| Law Library                    | 11,013.89            |
| Veteran's Assistance           | 474.40               |
| Ending Homelessness Fund       | 5,159.05             |
| Capital Projects Fund          | 2,560.00             |
| .3% Criminal Justice Const Fnd | 885.17               |
| TRAC Operations Fund           | 104,798.60           |
| Franklin County RV Park        | 6,316.60             |
| Motor Vehicle/Public Works     | 12,304.24            |

In the amount of

549,825.97

The motion was seconded by

*[Signature]*

And passed by a vote of 3 to 0

Reviewed by County Administrator

*[Signature]*

The attached vouchers have been approved by Auditor or Deputy:

*[Signature]*  
Matt Beaton

Vouchers Audited By:

*[Signature]*  
Maisey Stein

❖ *Commissioner Koch moved to approve Fund Expenditures audited and certified by the auditing officer for warrants prepared for the week of November 30, 2016 for payment of payroll totaling \$549,825.97. Commissioner Peck seconded and the motion was unanimously carried.*



**FRANKLIN COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES  
AND BUDGET WORKSHOP  
NOVEMBER 30, 2016**

*Approval of Salary Clearing, Emergency Management and Irrigation Payroll*

November 30, 2016

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, November 30, 2016 *Peck*  
move that the following warrants be approved for payment.

| <u>FUND</u>                       | <u>WARRANT</u>    | <u>AMOUNT</u>        |
|-----------------------------------|-------------------|----------------------|
| <b>Salary Clearing Payroll:</b>   |                   |                      |
| Net Payroll Checks                | 00310299-00310331 | \$ 21,966.45         |
| Net EFT Payroll Checks            | 00001180-00001429 | 378,800.64           |
| Deduction and Contribution Checks | 00310340-00310357 | 288,134.09           |
|                                   | <b>Total</b>      | <b>\$ 688,891.18</b> |
| <b>Emergency Mgmt Payroll:</b>    |                   |                      |
| Net EFT Payroll Checks            | 00001180-00001183 | \$ 7,115.20          |
| Deduction and Contribution Checks | 00310332-00310335 | 5,040.02             |
|                                   | <b>Total</b>      | <b>\$ 12,155.22</b>  |
| <b>Irrigation Payroll:</b>        |                   |                      |
| Net Payroll Checks                | 00310287-00310288 | \$ 315.83            |
| Net EFT Payroll Checks            | 00001184-00001189 | 8,268.82             |
| Deduction and Contribution Checks | 00310338-00310339 | 5,475.38             |
|                                   | <b>Total</b>      | <b>\$ 14,060.03</b>  |
| <b>Grand Total All Payrolls</b>   |                   | <b>\$ 695,106.43</b> |

In the total amount of **\$695,106.43** (\$688,891.18 + \$12,155.22 + \$14,060.03)

The motion was seconded by *Burd* and passed by a vote of 3 to 0.

*J.P. Burdhead, Chief Deputy*  
The attached payroll has been approved by Auditor or Deputy

*Melissa Olheiser*  
Payroll Prepared by Melissa Olheiser 11/16

❖ **Commissioner Koch moved to approve Salary Clearing payroll, Emergency Management payroll and Irrigation Payroll totaling \$695,106.43. Commissioner Peck seconded and the motion was carried unanimously.**



**FRANKLIN COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES  
AND BUDGET WORKSHOP  
NOVEMBER 30, 2016**

*Approval of County Roads and Motor Vehicle Payroll*

November 30, 2016

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, November 30, 2016  
move that the following warrants be approved for payment.

*Peck*

| <u>FUND</u>                       | <u>WARRANT</u>    | <u>AMOUNT</u>        |
|-----------------------------------|-------------------|----------------------|
| <b>County Roads</b>               |                   |                      |
| Net Payroll Checks                | 00310540-00310541 | \$ 2,317.84          |
| Net EFT Payroll Checks            | 00001430-00001461 | 38,588.25            |
| Deduction and Contribution Checks | 00310555-00310568 | 71,615.59            |
|                                   | <b>Total</b>      | <b>\$ 112,521.48</b> |
| <br>                              |                   |                      |
| <b>Motor Vehicle</b>              |                   |                      |
| Net Payroll Checks                | 00310542          | \$ 1,225.03          |
| Net EFT Payroll Checks            | 00001462-00001465 | 4,014.88             |
| Deduction and Contribution Checks | 00310543-00310554 | 8,624.87             |
|                                   | <b>Total</b>      | <b>\$ 13,864.78</b>  |
| <br>                              |                   |                      |
| <b>Grand Total All Payrolls</b>   |                   | <b>\$ 126,386.26</b> |

In the total amount of **\$126,386.26** (\$112,521.48 + \$13,864.78)

The motion was seconded by *Paul Peck* and passed by a vote of 3 to 0.

*Jill A. Runcie*, Chief Deputy  
The attached payroll has been approved by Auditor or Deputy

*Melissa Oihelser*  
Payroll Prepared By Melissa Oihelser

❖ *Commissioner Koch moved to approve County Roads and Motor Vehicle payroll totaling \$126,386.26. Commissioner Peck seconded and the motion was carried.*



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*Approval of Consent Agenda*

1. Resolution 2016-440 Approval of Renewal of Collection Services Agreement between Franklin County District Court and Washington Collectors Tri-Cities Inc. 2017
  2. Resolution 2016-441 Approval of Personal Services Contract Amendment Providing Spanish Interpreting Services for Franklin County District Court and Lety's Professional Interpreting Services
  3. Resolution 2016-442 Approval of Interagency Agreement for Additional Interpreter Funding Reimbursement between State of Washington AOC and Franklin County District Court
  4. Resolution 2016-443 Approval of E911 CAD Maintenance Agreement and Renewal with HEXAGON Corporation
  5. Resolution 2016-444 Renewal of the Cooperative Agreement for Agricultural Burning between Franklin County and the Franklin Conservation
  6. Resolution 2016-445 Approval of Century Link Viper E911 Telephone Systems Contract (**TABLED**) to bring back with more information
  7. Resolution 2016-446 Approval to Continue Professional Services Contract with Inter-City Legal Messenger Services
  8. Resolution 2016-447 Approval of the Proposal/Sales/Monitoring Agreement with Moon Security Services (**TABLED**) to bring back with more information
- ❖ ***Commissioner Koch moved to approve the Consent Agenda. Commissioner Peck seconded with discussion on items 6 and 8. After brief discussion, Commissioner Peck moved to approve Consent Agenda items 1-5 and 7. Commissioner Koch seconded and the motion carried. Consent Agenda item 6 and 8 were tabled.***



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BOARD OF COMMISSIONERS**

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**ADMINISTRATION OFFICE BUSINESS**

County Administrator Keith Johnson presented the Board with a request for additional funding for the Office of Public Defense. Mr. Johnson explained that there has been a large amount of case filings and high profile cases which have added to the expense, therefore requiring additional funding to cover these costs.

- ❖ *Commissioner Koch moved to approve additional funding for the Office of Public Defense Resolution 2016-448. Commissioner Peck seconded and the motion was carried.*

**RECESS**

Commissioner Miller called for a five minute recess 9:42 a.m.

**RECONVENE**

Commissioner Miller reconvened the Regular meeting at 9:54 a.m.

**EXECUTIVE SESSION**

RCW 42.30.140 (4) Contract Negotiations

Commissioner Miller recessed into Executive Session at 9:54 a.m., for a discussion of Contract Negotiations. Executive Session was anticipated to last ten minutes.

**RECONVENE**

Commissioner Miller reconvened the Regular meeting at 10:03 a.m., and proceeded with the Budget Workshop.

**BUDGET WORKSHOP**

Director of Finance Thomas C. Westerman presented the Board with documents of the budget outline and explained the color coding in regards to requests, necessities, and potential revenue of Franklin County. Administrator Keith Johnson worked with Mr. Westerman and Accounting Supervisor Tim Anderson to provide the best way to achieve these goals while staying within the Franklin County budget.

The Commissioners were pleased with the draft and what was accomplished thus far. Commissioner Miller would meet with Mr. Johnson and review the items that need to be addressed in further detail.





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**PUBLIC COMMENT**

Mr. Clint Didier asked for a copy of the proposed 2017 budget. He also asked the Public Works department not to touch his barrow pit as it has been sprayed for tack weeds. The barrow pit has been disrupted and Mr. Didier will now need to spray again.

**ADJOURN**


With no further business to bring before the Board, the meeting was adjourned at 11:01 a.m.

**BOARD OF COUNTY COMMISSIONERS  
FRANKLIN COUNTY, WASHINGTON**

**Rick Miller - Absent**

\_\_\_\_\_  
Rick Miller, Chair

  
\_\_\_\_\_  
Robert Koch, Chair Pro Tem

  
\_\_\_\_\_  
Brad Peck, Member

**ATTEST:**

  
\_\_\_\_\_  
Clerk to the Board