



FRANKLIN COUNTY, WASHINGTON BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES
AND BUDGET HEARING
DECEMBER 7, 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, Assessor Steve Marks, Auditor Matt Beaton, Director of Finance Thomas C. Westerman, Accounting Supervisor Tim Anderson, Sheriff Jim Raymond, Security Captain Rick Rochleau, Chief Deputy Treasurer Andrew Hicks, Human Resources Director Carlee Nave, Public Works Director Matt Mahoney, County Engineer Craig Erdman, Coroner Dan Blasdel, Chief Deputy Coroner Candice Hermanson and Clerk to the Board Karin Milham

PLEDGE OF ALLEGIANCE

Commissioner Miller led the Pledge of Allegiance

DESIGNATE SIGNATORY AUTHORITY FOR FEDERAL HIGHWAY ADMINISTRATION GRANTS

Public Works Director Matt Mahoney and County Engineer Craig Erdman presented the Board with a choice of three resolutions to expedite the process of obtaining Federal Highway Grants.

- Resolution 2016-449 would designate the Chairman of the Board to have Signatory Authority
- Resolution 2016-450 would designate the Public Works Director to have Signatory Authority
- Resolution 2016-451 would designate the County Administrator to have Signatory Authority

After brief discussion and wanting to remain transparent in all actions taken, the Board agreed to designate the County Administrator to have Signatory Authority for Federal Highway Administration Grant's annual and final fiscal reports as well as vouchers requesting reimbursement payments of behalf of the Franklin County Board of Commissioners.



**FRANKLIN COUNTY, WASHINGTON
BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES
AND BUDGET HEARING
DECEMBER 7, 2016**

- ❖ *Commissioner Koch moved to approve Resolution 2016-451 designating the County Administrator to have Signatory Authority for Federal Highway Administration Grant's annual and final fiscal reports and vouchers requesting reimbursement payments of behalf of the Franklin County Board of Commissioners. Commissioner Peck seconded and the motion carried.*

SHERIFF NEW SALARY SCHEDULE PLACEMENT

Human Resources Director Carlee Nave presented the Board with the change of Sheriff's salary to the Sheriff's Non-bargaining salary matrix.

When the County implemented the Hay Study, the salary for the Sheriff was set by resolution 2007-264 at Grade 22, Step 7 of the Non-Bargaining Salary Matrix (currently \$104,976 annually). Other non-bargaining positions within the Sheriff's Office including the Undersheriff and Captain were placed, and remain today, on the Sheriff's Non-Bargaining salary matrix.

The Sheriff is requesting for the Sheriff's position salary to be set on the Sheriff's Non-Bargaining salary matrix at a Grade S21, Step 7 (currently \$110,694) which is one Grade higher than the Undersheriff and Corrections Administrator. Having the Sheriff's position on a different matrix than the rest of his non-bargaining staff has resulted in concerns the salary of the Sheriff is was only 4% higher than the Undersheriff. Placement of the Sheriff at S21, Step 7 would result in a 10% above the top step Undersheriff.

There is an administrative benefit to having all of the Sheriff's non-bargaining positions, including the Sheriff, on the same salary matrix.

- ❖ *Commissioner Koch moved to approve Resolution 2016-452 Sheriff New Salary Schedule Placement. Commissioner Miller seconded.*

After discussion the motion was withdrawn and the item (*Resolution 2016-452*) was tabled to a future meeting pending additional information.

CORONER'S INQUEST INTERLOCAL AGREEMENT WITH COLUMBIA BASIN COLLEGE AND FRANKLIN COUNTY

Coroner Dan Blasdel presented the Board with an Interlocal Agreement with Columbia Basin College to hold the Coroner's inquest December 12, 2016 at Columbia Basin College Campus.

- ❖ *Commissioner Peck moved to approve the Interlocal Agreement as requested and presented by the Coroner with Columbia Basin College. Commissioner Koch seconded and the motion carried.*



**FRANKLIN COUNTY, WASHINGTON
BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES
AND BUDGET HEARING
DECEMBER 7, 2016**

- ❖ *Commissioner Peck further moved that the board authorize the chair to sign the agreement on behalf of the Board. Commissioner Koch seconded and the motion carried.*

OFFICE BUSINESS

Approval of Fund Expenditure Warrants

12/07/2016

Franklin County Commissioners:

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

Action: As of this date, 12/07/2016 *[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: 00311091 - 00311395 \$143,741.18

Fund Expenditures	Amount Issued
CURRENT EXPENSE	\$77,657.69
ELECTION EQUIP REVOLVING	\$2,459.59
CRIME VICTIMS WITNESS	\$220.88
COURTHOUSE FACILITATOR	\$1,405.00
BOATING SAFETY	\$9.76
COUNTY ROADS	\$38,875.66
SOLID WASTE	\$90.52
ENDING HOMELESSNESS	\$5,786.06
TRAC OPERATIONS	\$5,625.30
FRANKLIN COUNTY RV PARK	\$2,344.83
MOTOR VEHICLE	\$14,265.87

In the amount of: \$143,741.18

The motion was seconded by: *[Signature]*

And passed by a vote of: 3 to 0

Reviewed by the County Administrator: *[Signature]*

The attached vouchers have been approved by Auditor or Deputy:
[Signature]
Matt Beaton

[Signature]
Vouchers Audited By:
Maisey Stein



**FRANKLIN COUNTY, WASHINGTON
BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES
AND BUDGET HEARING
DECEMBER 7, 2016**

- ❖ *Commissioner Koch moved to approve Fund Expenditures audited and certified by the auditing officer for warrants prepared for the week of December 7, 2016 for payment of payroll totaling \$143,741.18. Commissioner Peck seconded and the motion was unanimously carried.*

Approval of Salary Clearing, Emergency Management and Irrigation Payroll Rosters

December 7, 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, December 7, 2016
move that the following warrants be approved for payment.

P. Koch

<u>FUND</u>	<u>WARRANT</u>	<u>AMOUNT</u>
Salary Clearing Payroll:		
Net Payroll Checks	00310799-00310831	\$ 24,089.96
Net EFT Payroll Checks	00001475-00001715	370,925.45
Deduction and Contribution Checks	00310832-00310852	517,512.33
	Total	\$ 912,527.74
Emergency Mgmt Payroll:		
Net EFT Payroll Checks	00001468-00001469	\$ 6,818.00
Deduction and Contribution Checks	00310770-00310785	10,230.62
	Total	\$ 17,048.62
Irrigation Payroll:		
Net Payroll Checks	0	\$ -
Net EFT Payroll Checks	00001470-00001474	6,660.86
Deduction and Contribution Checks	00310786-00310798	11,391.08
	Total	\$ 18,051.94
	Grand Total All Payrolls	\$ 947,628.30

In the total amount of **\$947,628.30** (\$912,527.74 + \$17,048.62 + \$18,051.94)

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

Wendy Smith
The attached payroll has been approved by Auditor or Deputy

Melissa Olheiser 11/30
Payroll Prepared by Melissa Olheiser



**FRANKLIN COUNTY, WASHINGTON
BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES
AND BUDGET HEARING
DECEMBER 7, 2016**

- ❖ *Commissioner Koch moved to approve payroll rosters for Salary Clearing, Emergency Management and Irrigation totaling \$947,628.30. Commissioner Peck seconded and the motion was carried unanimously.*

Approval of County Roads and Motor Vehicle Payroll Rosters

December 7, 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, December 7, 2016, *Peck* move that the following warrants be approved for payment.

<u>FUND</u>	<u>WARRANT</u>	<u>AMOUNT</u>
County Roads		
Net Payroll Checks	00311048-00311049	\$ 2,484.42
Net EFT Payroll Checks	00001720-00001751	45,413.50
Deduction and Contribution Checks	00311050-00311057	34,747.03
	Total	<u>\$ 82,644.96</u>
 Motor Vehicle		
Net Payroll Checks	00311047	\$ 1,331.38
Net EFT Payroll Checks	00001716-00001719	4,820.39
Deduction and Contribution Checks	00311058-00311064	4,279.07
	Total	<u>\$ 10,430.84</u>
Grand Total All Payrolls		<u>\$ 93,075.79</u>

In the total amount of **\$93,075.79** (\$82,644.96 + \$10,430.84)

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

Melissa Olhaiser
The attached payroll has been approved by Auditor or Deputy

Melissa Olhaiser *MO*
Payroll Prepared By Melissa Olhaiser

- ❖ *Commissioner Koch moved to approve payroll rosters for County Roads and Motor Vehicle totaling \$93,075.79. Commissioner Peck seconded and the motion was carried unanimously.*



**FRANKLIN COUNTY, WASHINGTON
BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES
AND BUDGET HEARING
DECEMBER 7, 2016**

Approval of Consent Agenda

- Resolution 2016-453 Approval of Interagency Agreement with Administrative Office of Courts Interpreters
- Resolution 2016-454 Approval of 2017 Annual Construction and Major Equipment Purchases
- Resolution 2016-455 Approval of County Administrator Cost of Living Adjustment
- Resolution 2016-456 Approval of Purchase and Monitoring Agreement with Moon Security
- Resolution 2016-457 Approval of Professional Services Agreement with Attorney Kathleen Moreno to Represent Indigent Persons for Conflict Overflow
- Resolution 2016-458 Approval of Lease Agreement with Abadan for a Copier in the Treasurer's Office
- Professional Services Agreement with AHBL for Temporary Planning Management
- ❖ *After brief discussion of Consent Agenda items 4 (Moon Security) and 7 (AHBL Temporary Planning Management), Commissioner Koch moved to approve the Consent Agenda. Commissioner Peck seconded and the motion carried.*

RECESS

Commissioner Miller recessed the Regular meeting at 9:38a.m., until 10 a.m.

RECONVENE

Commissioner Miller reconvened the Regular meeting at 10:00 a.m.

County Administrator Keith Johnson introduced the proposed final Franklin County 2017 Budget as the topic of the Public Hearing. Mr. Johnson and the Auditor's office had been working together closely on the proposed budget and felt this was a responsible budget that met the needs of the County.



**FRANKLIN COUNTY, WASHINGTON
BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES
AND BUDGET HEARING
DECEMBER 7, 2016**

PUBLIC HEARING

Testimony Regarding the 2017 Franklin County Budget

Commissioner Miller recessed into a Public Hearing at 10:02 a.m., to hear testimony regarding the 2017 Franklin County Budget.

Director of Finance Thomas C. Westerman gave the Board an overview of the budget. A few of the items discussed were expenditures, contingencies and reserves, salaries, staffing, settlements and criminal justice.

As of December 1, 2016 the County will have paid the last payment for the 1995 remodel of the Juvenile Justice Center.

Coroner Dan Blasdel asked the Commissioners about his budget request for a camera, computer and travel expenses. After brief discussion it was noted the budget submitted by the Coroner did not contain accurate information and the Commissioners and Administrator would need to review the correct information before making a final decision.

After brief discussion the Commissioners stated the budget needed further review before approval and anticipated approving the 2017 budget at the next Regular Commissioners' Meeting scheduled for December 14, 2017.

Commissioner Miller asked for public comment. Having none, Commissioner Miller closed the Public Hearing and reconvened the Regular meeting at 10:28 a.m.

ADJOURN

With no further business to bring before the board, the meeting was adjourned at 10:29 a.m.

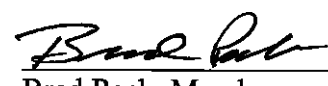
**BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**



Rick Miller, Chair



Robert Koch, Chair Pro Tem



Brad Peck, Member

ATTEST:



Kevin Milham
Clerk to the Board