



# FRANKLIN COUNTY

## BOARD OF COMMISSIONERS

BRAD PECK  
DISTRICT 1

ROBERT E. KOCH  
DISTRICT 2

RICK MILLER  
DISTRICT 3

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### AGENDA

#### **Regular Board Meeting Wednesday, October 18, 2017 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 – 9:10 am HORTICULTURAL PEST AND DISEASE CONTROL 2018 BUDGET** *(Resolution 2017-319 upon approval)*
- 9:10 am – 9:25 am WASHINGTON STATE UNIVERSITY EXTENSION UPDATE OF FOOD SAFETY AND NUTRITION**  
*Presented by Lizann Powers-Hammond*
- 9:25 am – 9:35 am DISCONTINUING ANNUAL AWARDS PROGRAM**  
*Presented by Human Resources Director Carlee Nave  
(Resolution 2017-309 upon approval)  
\*To be brought back 10-25-2017 with revisions*
- 9:35 am – 9:40 am PUBLIC COMMENT**
- 9:40 am – 9:45 am OFFICE BUSINESS**
1. Approval of Payroll Rosters
  2. Approval of Warrant Registers
  3. Approval of 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 2017-310 Workforce Development Contract Adult Services
2. Resolution 2017-311 Workforce Development Contract Youth Services
3. Resolution 2017-312 Workforce Development Contract Dislocated Worker Services
4. Resolution 2017-313 Personal Services Contract with Shelly Osborne LCPC of H&H Treatment
5. Resolution 2017-314 Agreement CHG-DVS-2017 between Benton-Franklin Counties Domestic Violence Services and Benton-Franklin Counties Human Services
6. Resolution 2017-315 Professional Services Contract with Attorney Michael Quillen for Indigent Persons for Conflict-Bindover in Franklin County District Court
7. Resolution 2017-316 Contract E18-042 between Washington State Military Department and Franklin County for State Enhanced 911 Funds
8. Resolution 2017-317 2017 Major Equipment Purchase for ER&R 2017 Caterpillar Grader
9. Resolution 2017-318 Denial of Claims-Cronenwett
10. August 16, 2017 Commissioners' Meeting Minutes

**9:45 am – 9:55 am      ADMINISTRATION OFFICE BUSINESS**

1. Office Business
2. Executive Session (if necessary)

**9:55 am – 10:00 am      PUBLIC COMMENT**

**10:00 am      ADJOURN**



# FRANKLIN COUNTY, WASHINGTON BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES  
OCTOBER 18, 2017

## CALL TO ORDER

Commission Chairman Robert Koch 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 Robert Koch and Member Rick Miller  
Chair Pro Tem Brad Peck was absent.

**Staff Present:** County Administrator Keith Johnson, Sheriff Jim Raymond, Chief Deputy Treasurer Andrew Hicks, Chief Deputy Assessor Piper Mitchell, Chief Appraiser Peter McEnderfer, Public Works Director Matt Mahoney, Human Resources Director Carlee Nave, Horticultural Pest and Disease Control Coordinator Tom Wilson, Prosecuting Attorney's Office Administrative Assistant Kelly Schadler, Systems Administrator Patty Severns, Crime Victims Coordinator Tina Carmona, and Clerk to the Board Karin Milham

## PLEDGE OF ALLEGIANCE

Commissioner Koch led the Pledge of Allegiance

## HORTICULTURAL PEST AND DISEASE CONTROL 2018 BUDGET

Horticultural Pest and Disease Control Coordinator Tom Wilson presented the Board with the 2018 Budget.

- ❖ *Commissioner Miller moved to approve Resolution 2017-319, the 2018 Budget for Horticultural Pest and Disease Control. Commissioner Koch seconded and the motion carried.*

## WASHINGTON STATE UNIVERSITY EXTENSION FOOD SAFETY AND NUTRITION UPDATE

Food and Nutrition Specialist Lizann Powers-Hammond presented the Board with progression of the WSU Food Safety and Nutrition Program in Franklin County.

Ms. Powers-Hammond presented the Commissioners with a WSU lapel pin that she uses as recognition for the volunteers in the Master Food Preservers.

Her latest project that she shared is a book which she co-wrote that will be used as a training manual in the community, state, and nationally. It is called the Fundamental of Consumer Food Safety and Preservation: Master Handbook. The book is now available at WSU Extension for purchase. Along with this book Ms. Powers-Hammond is creating teaching materials that will go with this manual to help teach volunteers.

Volunteers train a minimum of forty hours and have donated approximately 1000 hours of service. This is a savings of approximately thirty- thousand dollars to the communities.

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They have partnered with local agencies to teach and assist in food nutrition. Such places include the local farmers markets and the specialty kitchens.

Food borne illness outbreaks have been on a rise throughout the Country within the private party group. Outbreaks in home prepared foods are due to the lack of training in the food handling department of many homes.

## **DISCONTINUING ANNUAL AWARDS PROGRAM**

Human Resources Director Carlee Nave presented the Board with Resolution 2017-309, which is the Awards Program. The annual awards program was established in 2001 as an increase in employee benefits in conjunction with an annual awards banquet that was held each year. Several years ago, the banquet was discontinued due to budget, but the awards program continued to be administered specifically for safe driving, attendance, and service.

There was a consensus with the Commissioners to have Ms. Nave revise the resolution to exclude the safe driving and attendance portion of the document. Ms. Nave agreed to revise and bring the resolution back to the following meeting.

## **PUBLIC COMMENT**

Chief Appraiser Peter McEnderfer has been with the County for 18 years, asked the Commissioners to consider the employees perspective in reviewing this resolution as many employees have stayed with the County through tough times. Mr. McEnderfer was concerned that his elected official was not aware of the changes that were being presented and asked for better communication in the future.

Chief Deputy Assessor Piper Mitchell expressed her concerns on the accounting problem and offered a suggestion. Ms. Mitchell agreed that the safe driving and attendance could be done away with, but asked the Commissioners to keep the service award available as a morale booster.

Crime Victims Coordinator Tina Carmona has been with the County for 20 years. The longevity of an employee is priceless due to the experience, connections with other departments and other local agencies. The training that goes into a new employee is expensive and connections will need to be made. Ms. Carmona asked the Commissioners to keep the service award in place, as she relies on this to sustain her daily life.

Chief Deputy Treasurer Andrew Hicks appreciated that the Commissioners would consider keeping the longevity program for Franklin County Employees.

WSU Extension County Director Tim Waters agreed with the longevity program and felt it was a good thing to keep in place. Mr. Waters also suggested a performance award for those who are doing an outstanding job as well.



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Systems Administrator Patty Severn thanked the Commissioners for evaluating the longevity program. Knowledge and wisdom that is acquired with longevity is of great value to the County.

**OFFICE BUSINESS**

*Approval of Fund Expenditure Warrants*

**Franklin County Commissioners:**

Vouchers audited and certified by the auditing officer by RCW 42.24.080, expense reimbursement claims.

Action: As of this date, 10/18/2017

*R Miller*

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:	00324890	-	00325063	\$343,915.23
EFT Check Numbers:	00000005	-	00000007	11,928.17
				<u>\$355,843.40</u>

<u>FUND Expenditures</u>	<u>AMOUNT ISSUED</u>
Current Expense	83,189.43
Auditor O & M	645.91
Election Equipment Revolving	57.68
Treasurer O & M	340.54
Trial Court Improvement Fund	219.93
Boating Safety Fund	1,220.11
Sheriff Sex Offender Grant	622.40
Jail Commissary	5,548.57
Enhanced 911	682.33
County Roads	118,969.93
Solid Waste	915.93
Veteran's Assistance	1,027.00
Ending Homelessness Fund	38,280.94
TRAC Renewal & Replacement Fund	584.97
TRAC Operations Fund	32,277.47
Franklin County RV Facility	5,941.15
Motor Vehicle/Public Works	65,319.11
	<u>355,843.40</u>

In the amount of  
The motion was seconded by

*R Koch*

And passed by a vote of 2 to 0

*Jeff Burckhard*

Reviewed by County Administrator

*Jeff Burckhard*  
The attached vouchers have been approved by Auditor or Deputy:  
Jeff Burckhard

*Maisy Stein*  
Vouchers Audited By:  
Maisy Stein

❖ *Commissioner Miller moved to approve Fund Expenditures audited and certified by the auditing officer for warrants prepared for the week of October 18, 2017 for payment totaling \$355,843.40. Commissioner Koch seconded and the motion was carried.*

*Approval of Consent Agenda*

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2. Resolution 2017-311 Workforce Development Contract Youth Services
3. Resolution 2017-312 Workforce Development Contract Dislocated Worker Services



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❖ *Commissioner Miller moved to approve the Consent Agenda. Commissioner Koch seconded and the motion carried.*

Public Works Director Matt Mahoney updated the Board on three items of business.

- Submitting a Rail Road Application for flashing stop signs
- FEMA reimbursement for winter road damage
- Data for speed problem on Wernett Road

**ADJOURN**

With no further business to bring before the Board, the meeting was adjourned at 9:41 a.m.

BOARD OF COUNTY COMMISSIONERS  
FRANKLIN COUNTY, WASHINGTON

  
\_\_\_\_\_  
Robert Koch, Chair

  
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Brad Peek, Chair Pro Tem

  
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Rick Miller, Member

**ATTEST:**

  
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Karin Mahan  
Clerk to the Board