



Keith Johnson
County Administrator

BOARD OF COMMISSIONERS
FRANKLIN COUNTY
WASHINGTON

BRAD PECK
District 1

ROBERT KOCH
District 2

RICK MILLER
District 3

AGENDA
Regular Board Meeting
Tuesday, November 27, 2018

Franklin County Courthouse, Commissioners' Meeting Room
1016 North Fourth Avenue, Pasco, Washington

This is a preliminary agenda. Discussion items may be added, deleted or modified. Public hearings will not start earlier than the advertised time. Other agenda times are approximate and provided to aid in planning.

- 9:00 AM Call to Order and Pledge of Allegiance**
- 9:05 AM Change Public Works Confidential Support Specialist position to Financial Systems Analyst - Presented by Human Resources Director Carlee Nave (Resolution 2018-341 upon approval)**
- 9:15 AM Office of Public Defense Inter-Budget Transfer Presented by OPD Manager Larry Zeigler (Resolution 2018-348 upon approval)**
- 9:30 AM Public Comment**
- 9:35 AM Office Business**
1. Approval of Payroll Rosters
 2. Approval of Warrant Registers
 3. Approval of Consent Agenda
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1. Resolution 2018-342 2019 Equipment Rental and Revolving Fund Rental Rates
 2. Resolution 2018-343 Grant Agreement #2017-HHAA-CBVC Second Amendment between Human Services and Columbia Basin Veterans Coalition
 3. Resolution 2018-344 Contract with Ana Armijo for Spanish Interpreting Services
 4. Resolution 2018-345 Contract with Columbia Basin Interpreting/Translation Services, LLC for Spanish Interpreting Services
 5. Resolution 2018-346 2019 Open Space Advisory Committee
 6. Resolution 2018-347 Treasurer Intra Budget Transfer of \$3,200
 7. Resolution 2018-349 Human Services Authorization to Provide Services or Activities to Administer the Franklin County Veterans Assistance Fund
 8. Resolution 2018-350 Superior Court Clerk Inter-Budget Transfer

9:45 AM Administration Office Business

- 2019 Budget Discussion

Presented by Keith Johnson, Tom Westerman and Tim Anderson

11:45 AM Public Comment

11:50 AM Executive Session RCW 42.30.110 (1) (i) Litigation or potential litigation

11:55 AM Adjourn



FRANKLIN COUNTY, WASHINGTON BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES
NOVEMBER 27, 2018

The Minutes of the Board of Commissioners proceedings are not verbatim. Access to an electronic audio recording of meetings are available on the Franklin County website or upon request.

9:00 AM

Call to Order and Pledge of Allegiance

Commission Chairman Brad Peck 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 Brad Peck, Chair Pro Tem Rick Miller and Member Robert Koch

Staff Present: County Administrator Keith Johnson, Sheriff Jim Raymond, County Clerk Mike Killian, Auditor Matt Beaton, Accounting Supervisor Tim Anderson, Director of Finance Thomas C. Westerman, Treasurer Josie Koelzer, Chief Deputy Treasurer Rusian Stetskiy, Chief Prosecuting Attorney Jennifer Johnson, Chief Appraiser Peter McEnderfer, Human Resources Director Carlee Nave, Public Works Director Matt Mahoney, Planning and Building Director Derrick Braaten, Superior Court Administrator Patricia Austin and Clerk of the Board Karin Milham

9:01 AM **Change Public Works Confidential Support Specialist Positions to Financial Systems Analyst**

Human Resources Director Carlee Nave observed the Public Works Director's request to review the position duties of Confidential Administrative Support Specialist (CASS) position. The core duties of the CASS position is much more closely aligned with the existing position of Financial Systems Analyst in the Auditor's Office and Human Resources is recommending the CASS position at Public Works be converted to the position of Financial Systems Analyst, which includes a move from grade 14 to grade 16. During the discussion, Ms. Nave informed the Board that this change would affect three full time employee positions in the Public Works department.

❖ *Commissioner Koch moved to approve Public Works Confidential Support Specialist Positions to Financial Systems Analyst Resolution 2018-341. Commissioner Miller seconded and the motion carried.*

9:21 AM **Office of Public Defense Inter-Budget Transfer of \$100,000**

Office of Public Defense Manager Larry Zeigler explained to the Board that there is a high volume of Murder and/or Attempted Murder cases going to trial in the latter half of the year. OPD office is requesting additional funding to cover expenditures for the remainder of 2018.

There was a brief discussion on the required unfunded State mandate for Public Defense. Washington State Association of Counties is working on legislature to contest the mandate.



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- ❖ *Commissioner Miller moved to approve Resolution 2018-348 Inter-budget Transfer of \$100,000 from 2018 Current Expense Non-Departmental Contingency Budget to Office of Public Defense. Commissioner Koch seconded and the motion carried.*

9:32 AM Public Comment

Citizen Taylor Taranto asked the Board to allot funding to the underfunded jail budget in 2019.

9:36 AM Approval of Fund Expenditure Warrants

11/27/2018

Franklin County Commissioners:

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

Action: As of this date, 11/27/2018

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: 00341152 - 00341616 \$382,404.26

Fund Expenditures	Amount Issued
CURRENT EXPENSE	\$258,350.33
AUDITOR O & M	\$561.58
TREASURER O & M	\$699.39
JAIL COMMISSARY	\$2,592.91
COUNTY ROADS	\$70,020.40
SOLID WASTE	\$2,911.20
TRAC OPERATIONS	\$31,841.66
FRANKLIN COUNTY RV PARK	\$7,621.92
MOTOR VEHICLE	\$7,804.87

In the amount of: \$382,404.26

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:
Matt Beaton

Vouchers Audited By:
Rosa Gomez

- ❖ *Commissioner Koch moved to approve Fund Expenditures audited and certified by the auditing officer for warrants prepared for the week of November 27, 2018 for*



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payment totaling \$382,404.26. Commissioner Miller seconded and the motion carried.

9:36 AM Salary Clearing and Emergency Management Payroll

November 27, 2018

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 27, 2018 *R. K. Miller*
moves that the following warrants be approved for payment.

<u>FUND</u>	<u>WARRANT</u>	<u>AMOUNT</u>
County Roads		
Net Payroll Checks	00341150-00341151	\$ 2,772.01
Net EFT Payroll Checks	00015541-00015574	55,816.74
Deduction and Contribution Checks	00341617-00341618	35,994.80
	Total	<u>\$ 94,583.55</u>
 Motor Vehicle		
Net Payroll Checks	00341149	\$ 4,228.00
Net EFT Payroll Checks	00015535-00015540	7,712.16
Deduction and Contribution Checks	00341619-00341621	8,672.34
	Total	<u>\$ 20,612.50</u>
Grand Total All Payrolls		<u>\$ 115,196.05</u>

In the total amount of **\$115,196.05** (\$94,583.55 + \$20,612.50)

The motion was seconded by *R. K. Miller* and passed by a vote of 3 to 0.

W. J. Brater
The attached payroll has been approved by Auditor or Deputy

Raul Ramirez
Payroll Prepared By Raul Ramirez



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- Recommend using the 2011 banked money in 2019
- Place tuition reimbursement in non-departmental account
- Capital request: Facilities, X-ray machines in Security, Radios for Sheriff's Office
- Recommend including a Cost of Living Adjustment for 2019
- Revisit with the Electeds to review their priorities in the budget and make adjustments as needed

10:32 AM **Budget Public Comment**

Auditor Matt Beaton spoke of an email, which contained some questions for heads of departments. The email asked departments to look into programs not statutory or legally mandated, unfunded mandates, and across the board cut. Mr. Beaton asked that we prioritize employment countywide or we do not.

We have paid for a compensation review and employees have been waiting a year to implement it. Cost of Living Adjustments (COLA) help us keep up however; it does not bring us to comparable market value. We need to prioritize employment and make the compensation work.

Being able to train and keep good employees is difficult. The decision that the Board made today to move three positions two-step grades created a Management issue for employees that have similar functions that did not get the compensation change.

Assessor Elect Peter McEnderfer agreed that it was a priority to work with employment compensation. The compensation review shows that staff in his office are underfunded. Many offices including his own will have seasoned employees retiring and hiring replacements will be difficult if the market value is not there.

Commissioner Peck addressed the title and compensation changes as position duties that have changed and no longer reflect the original title. He urged anyone who has an employee in this situation to visit with Human Resources Director Carlee Nave to address the needs for change if they had any.

Treasurer Josie Koelzer shared the Auditor and Assessor Elect's thoughts and frustrations on the compensation review. She explained that an employee in her office has performed other duties than what the original title listed. Ms. Koelzer had been waiting for the compensation review to come out before submitting a change.

Auditor Matt Beaton felt that the change in three Public Works Confidential Support Specialist positions was a mini compensation adjustment by reclassification.

County Clerk Killian was in consensus with the Assessor, Auditor and Treasurer in supporting the compensation review adjustments. Mr. Killian has spoken with HR Director Carlee Nave and Administrator Keith Johnson numerous times on reclassifying job positions in the Clerk's office due to the high turnover. Mr. Killian was asked to wait for the compensation review to come out.



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- ❖ *Commissioner Koch moved to approve Salary Clearing Payroll and Emergency Management Payroll totaling \$115,196.05. Commissioner Miller seconded and the motion carried.*

9:37 AM Approval of Consent Agenda

1. Resolution 2018-342 2019 Equipment Rental and Revolving Fund Rental Rates
2. Resolution 2018-343 Grant Agreement #2017-HHAA-CBVC Second Amendment between Human Services and Columbia Basin Veterans Coalition
3. Resolution 2018-344 Contract with Ana Armijo for Spanish Interpreting Services
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5. Resolution 2018-346 2019 Open Space Advisory Committee
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8. Resolution 2018-350 Superior Court Clerk Inter-Budget Transfer

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

9:38 AM Administration Office Business

- ❖ *Consensus for the Board Chair to sign the letter of support for public access to the top of Rattlesnake Mountain.*
- Discussion on Franklin County's participation regarding the Legal analysis of Shoreline Reconveyance. The estimated share of the legal fees for the county is \$7,200.

Commissioner Peck and Commissioner Koch questioned the split of funds since the County does not have the majority of the Shoreline. They requested Mr. Johnson to inquire of an alternate formula split for legal fees. Perhaps adjusting by Shoreline miles or population might be an alternate formula.

9:45 AM 2019 Budget Discussion

- Administrator Keith Johnson expected to discuss the budget in general and obtain guidance on the direction departments would like to go.
- Proposing a \$1.5 Million Road Shift
- In 2011 the County withheld the 1% and it was banked



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Superior Court Administrator Patricia Austin asked the Board to look at the Bi-County employees and adjustments to their salaries, and assess their needs differently.

11:01 AM Recess

Commissioner Peck called for a ten-minute recess at 11:01 a.m.

11:10 AM Reconvene

The Regular meeting reconvened at 11:10 a.m.

11:13 AM Executive Session

RCW 42.30.110 (1) (i) to discuss with legal counsel: litigation or potential litigation.

Commissioner Peck recessed into Executive Session at 11:13 a.m., for up to 20 minutes to discuss with legal counsel regarding litigation or potential litigation. Also, present were Prosecuting Attorney Shawn Sant, Chief Deputy Prosecuting Attorney Jennifer Johnson Clerk of the Board Karin Milham.

Commissioner Peck reconvened the Regular Meeting at 11:36 a.m. with no action taken.

Adjourn

With no further business to bring before the Board, the meeting adjourned at 11:37 a.m.



Chair



Clerk of the Board

1-15-2019

Date