

COMMISSIONERS RECORD 48
FRANKLIN COUNTY
Commissioners' Proceeding for December 3, 2007

The Honorable Board of Franklin County Commissioners met on the above date. Present for the meeting were Bob Koch, Chairman; Neva J. Corkrum, Chair Pro Tem; and Rick Miller, Member; Fred Bowen, County Administrator; and Mary Withers, Clerk to the Board.

FACILITIES

Facilities Director Christopher Giles, WSU Extension Office Director Kay Hendrickson, Extension Agent Lauri Sherfey and Information Services Director Kevin Scott met with the Board.

WSU Extension Space Needs

The Extension Office has been awarded a Bill and Melinda Gates Foundation grant. The Gates Foundation grant will not allow any of the grant funds to be used for construction. The county previously committed \$35,000 for the work to prepare the classroom and for computers. Some used computers are being used so a portion of the \$35,000 can be used for additional classroom construction costs.

There was discussion about whether an office building that is for sale in Pasco would meet the needs for a classroom that is needed to perform the grant work. One part of the building could also be used by the Prosecutor's Office for their Child Support Department.

There was discussion about using the basement of the Franklin County Annex for the classroom. It would have to be made ADA-compliant. Ms. Hendrickson said the basement would be ideal. Mr. Bowen and Mr. Giles said it would cost too much to make the basement ADA-compliant.

Auditor Zona Lenhart and Elections Supervisor Diana Killian joined the meeting.

Mr. Bowen asked Ms. Lenhart if she has any space in the Elections area that can be relinquished for the WSU classroom. Ms. Lenhart said no. Mrs. Corkrum asked Ms. Lenhart if the bay area can be used for the classroom. Ms. Lenhart said it will be needed for the ballot work. She explained what areas she has planned will be used by the Elections Department.

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Mrs. Corkrum said we may have to tell the Gates Foundation to take their money back.

The question was asked if the long-term goal is to have the Extension Office come back to the Courthouse area. The answer was yes.

Mr. Koch asked if the building next to the courthouse that the Health Department has vacated could be used. Mr. Bowen and Mr. Giles said there is no open conference-type area. Mr. Koch asked if there is a way that we can makeshift a classroom over there. Mr. Giles said the bearing wall is the actual hallway. When remodeling occurs, we will have to basically gut the building so it will need to be vacant.

The Board said the options appear to be to either tell Gates Foundation we can't take the grant because we can't accommodate what we thought we could or buy the office building to be used by the Child Support Office and for the classroom and for storage.

The office building would need some additional wiring, particularly for the 40 computer stations, and handicapped accessibility for the classroom. Mr. Bowen thinks the upstairs would probably not need remodeling except to be cleaned up and painted.

In answer to a question, Mr. Bowen said the space planning for remodeling of the former Health District building has not been done, particularly the long-range planning. There are not funds available at this time to do the remodeling.

Ms. Hendrickson told about the sustainability requirements of the program through the Gates Foundation grant.

Recessed at 9:59 am.

Reconvened at 10:15 am.

PLANNING AND BUILDING DEPARTMENT

Planning Director Jerrod MacPherson and Assistant Director Greg Wendt met with the Board.

Public Hearing: Short Plat SP 2007-26, for applicant Rick Mastre to short plat approximately 64.93 acres into two lots. As proposed, Lot #1 is approximately 63.20 acres in size and Lot #2 is approximately 1.73 acres in size. The property is located in the Agricultural Production 20 (AP-20) Zoning District.

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Public Hearing convened at 10:15 am. Present: Commissioners Koch, Corkrum and Miller; County Administrator Fred Bowen; Planning Director Jerrod MacPherson; Assistant Director Greg Wendt; and Clerk to the Board Mary Withers. No one was present in the audience.

Mr. Wendt reviewed the information on the Action Summary (Exhibit 1).

Mr. MacPherson showed a copy of the plat submitted by the applicant with an aerial overlay on the screen. He said the existing driveway to Lot #2 currently runs across another person's property. Either an access easement from the neighbor or moving the driveway to the west will be required. It will be resolved before final approval.

Mr. MacPherson reviewed the other conditions of approval.

No one was present in the audience to comment.

Motion – Mrs. Corkrum: I move we grant preliminary approval of Short Plat 2007-26 subject to the seven findings of fact and eight conditions of approval. Second by Mr. Miller. 3:0 vote in favor. This is Resolution 2007-621.

Public Hearing: To take testimony for and against establishing Franklin County's proposed ordinance repealing previously adopted Ordinance #26-2002 – Franklin County Business Registration Ordinance and adopting by ordinance the new Franklin County Business Registration Ordinance

Public Hearing convened at 10:23 am. Present: Commissioners Koch, Corkrum and Miller; County Administrator Fred Bowen; Planning Director Jerrod MacPherson; Assistant Director Greg Wendt; and Clerk to the Board Mary Withers. No one was present in the audience.

Mr. MacPherson said the only changes we are proposing are the fee amounts. The proposed fee schedule was discussed with the Board several months ago. The fee would be raised from a \$50 annual fee to a \$75 annual fee for business registration, which is consistent with the fees in the City of Pasco and the City of Kennewick. It is hard to compare with the City of Richland. Mr. MacPherson believes the fees have not been increased since 2002. A few typographical errors have also been corrected.

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The Board members reviewed the proposed ordinance. It has been approved by the Prosecutor's Office.

There was no one present in the audience to comment.

Motion – Mr. Miller: I move that we accept Ordinance Number 10-2007, replacing Franklin County Ordinance Number 26-2002, Business Registration Ordinance. Second by Mrs. Corkrum. 3:0 vote in favor. (Exhibit 2)

OFFICE BUSINESS

Secretary Patricia Shults met with the Board.

Consent Agenda

Motion - Mr. Miller: I move for approval of the consent agenda as follows:

1. Approval of **Resolution 2007-622** in the matter of appointing Larry Walton to serve an unexpired two-year term on the Aging and Long Term Care Advisory Board, with said term expiring December 31, 2008.
2. Approval of **Resolution 2007-623** for the destruction of a three-hole electric punch, Serial Number 02750, as identified on the *Franklin County Storage – Salvage* form received from the Treasurer's Office, in conjunction with RCW 36.32.210 (inventory).

Second by Mrs. Corkrum. 3:0 vote in favor.

Vouchers/Warrants

Motion – Mr. Miller: Mr. Chairman, I move for approval of vouchers as listed: Current Expense warrants 60329 through 60356 for \$44,299.16; Franklin County RV Facility warrants 400 and 401 for \$1,404.19; Current Expense warrants 60357 through 60359 for \$4,021.19; Liability Reserve Fund warrant 30 for \$745.26; Treasurer O&M warrants 183 and 184 for \$433.15; DOC Building Inspection warrants 51 and 52 for \$50.02; Jail Commissary warrants 2402 through 2406 for \$7,033.70; Auditor O&M warrants 448 through 452 for \$527.97; Current Expense warrants 60360 through 60374 for \$42,184.31; for a total of \$100,698.95. Second by Mrs. Corkrum. 3:0 vote in favor. (Exhibit 3)

COUNTY CLERK

County Clerk Mike Killian met with the Board.

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Space at Juvenile Justice Center (JJC)

Mr. Killian told the Board about the need for some office space for Franklin County staff when they are working at the JJC.

Request for additional personnel

Mr. Bowen told Mr. Killian that county crews can move a counter in the Clerk's Office to give some extra space. There is no room for additional staff. He told Mr. Killian we're focusing on the staffing needs in the Prosecutor's office this year.

Mr. Killian said we can stop doing collections and passports to make space for additional employees in the Clerk's Office. He said the collections and passports work have paid for themselves. Mrs. Corkrum said every office can justify more revenue; we understand that. She said the Jail is hiring someone to handle collections because of the additional work created by the Clerk's Office regarding collections. Mr. Killian said then he will quit doing passports. Mr. Bowen asked are you saying you're going to cut your passports? Mr. Killian said yes, I have to. Mr. Bowen said it will affect the overall county budget. Mr. Killian said passports revenue went from \$20,000 last year to almost \$100,000 per year. It has increased the workload. We're not mandated to do collections but we do it. He said Franklin County is number one in the whole state for increased passports, a 47% increase.

Mrs. Corkrum asked what about your office hours? Could you keep your office open during the lunch hour and until 5 o'clock? Mr. Killian said that's a possibility. He said, "I can't say yes right now."

Mr. Koch said so many of the functions in the county raised more money this year but everyone wanted security so we're in the middle of having to ramp up this year for security at a cost of about \$250,000. It just shoves us back a full year. Your office wanted it and the judges wanted it. Mr. Killian said I wanted security but -- He said, "I wanted one-point access." Mr. Koch said that's what we have; it's just outside but not inside. If we had it inside it would be about \$750,000 to seal up three doors.

Mr. Bowen listed some of the 2008 budget items. He said the county has to pick and choose what it can do. At this point, according to the sheriff, the work that is coming

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down from your office impacted their office. They had not had a new person in a long time. You had. Other offices have also asked for additional help.

Mr. Killian said after discussing it with Facilities Director Chris Giles, moving the door out for his office is probably not the best fit. Mr. Bowen said we're trying to get your office ready to handle the additional staff people in the future. The cost for adding the two or three people you asked for was just a drop in the bucket compared to the costs of all new office furniture and the remodel of your office.

Mr. Killian asked how do we negotiate getting space at Juvenile? One staff person has had to have physical therapy because of the weight of the three suitcases she has to lift into the trunk of a car. Mr. Bowen is willing to meet with JJC staff and Mr. Killian. The architect's plans for the JJC will be reviewed to see if there was a space designated for Franklin County staff.

Mr. Bowen asked Mr. Killian if he is going to cut the collections and passport programs. Mr. Killian said he does not want to. Mr. Bowen said he doesn't want Mr. Killian to cut the programs either but if the programs are cut, the loss of revenues will have an impact throughout the budget so other cuts will have to be made. Mr. Bowen said we're willing to work to get your office rearranged and structured to get space to add more people because you can't accommodate the people the way it is right now.

Mr. Killian asked about his Overtime budget figures. Mr. Bowen does not think any changes were made to it. Mrs. Corkrum said it shows \$30,000, which she thinks is a lot of money. Mr. Killian explained that he has temporary people doing work. Mr. Killian said if you leave that alone, we'll just do what we can do.

Mrs. Corkrum asked Mr. Killian to think about changing the hours the office is open to the public. She has talked to Judge VanderSchoor who told her the judges didn't set the office hours, just the court hours. She would like a little cooperation on Mr. Killian's part, too.

Recessed at 10:55 am.

Reconvened at 11:00 am

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EMERGENCY MANAGEMENT (EM)

Dan Welker, Emergency Management DOE/Training/Exercise Coordinator met with the Board. As part of routine training, Mr. Welker briefed the Board on emergency procedures.

COUNTY ADMINISTRATOR

County Administrator Fred Bowen met with the Board.

Treasurer's Warrant Concentration Account

Mr. Bowen asked for approval of an Inter Budget Transfer from the Contingency Reserve line item of the Non-Departmental Budget #001-000-700 to take care of an accounting adjustment in the Treasurer's Office. Treasurer Tiffany Coffland talked to the Board about this matter earlier. Contingency Reserve budget figures were reviewed. Some items on the list have not been done yet. The carpet in the Child Support Office will not be replaced until 2008. The Board had authorized purchase of a chiller booster pump but it has not been purchased because it will not be put in until next spring. An agreement with the bank is being reviewed by the Prosecutor's Office.

Motion – Mr. Miller: I move that we accept creation of line item 588.80 (Accounting Adjustment) within the Bond and Banking Fees Budget #001-000-655. Second by Mrs. Corkrum. 3:0 vote in favor. This is Resolution 2007-624.

Security Project: Zeigler Construction

Mr. Bowen asked for approval of Change Order #2 for a total of \$20,521.64 including sales tax. It includes: replacing pavement in front of the carriage house (guard house), eliminating a handrail and raising the grade; cutting out a sidewalk and putting in a handicapped ramp; and eliminating and tearing out pavement on the south side of the Courthouse.

Motion – Mrs. Corkrum: I move for approval of Change Order #2 to the agreement between Board of County Commissioners, Franklin County, and Contractor Zeigler Construction for the Franklin County Security Project. Second by Mr. Miller. 3:0 vote in favor. This is Resolution 2007-625.

Mr. Bowen said some other change orders will be coming up.

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We're going to put in infrared beams to stop anyone from going onto the lawn and picking up anything that is thrown across the fence. Mr. Bowen said when the project was being planned, there was a big discussion about the difference between sensor fences and wrought iron fences with beams. The architect and security expert decided to switch back to the wrought iron fence without talking to Mr. Bowen. Mr. Bowen said we have to have the beams. It is an \$11,000 change order. Mr. Bowen has voiced his displeasure for the third time about making this decision without consulting him. Mrs. Corkrum thinks the architect and the security company should absorb some of the expense. Mr. Bowen will meet with them.

Mr. Bowen said there are a few more change orders amounting to a total of about \$1000. Some electrical plugs need to be added which will cost \$600 to \$700. An incorrect electrical box was specified for heating and air conditioning in the guard house. The change will cost about \$244. An air conditioning system will need to be added to keep the system cool. Mr. Bowen has asked the architect to rebid the air conditioning portion because the first estimate was too high.

2007 Contingency Reserve

Mrs. Corkrum asked could we take some money from our 2007 Cash Carryover and put it in the Rainy Day fund? She would like to keep adding to the \$1 million set aside each year. She said that's what we started to do before. Mr. Koch and Mr. Miller agreed it would be a good idea. Mr. Bowen said the 2008 budget figure for cash carryover is \$785,000 which has already been figured into the 2008 budget.

Mr. Bowen said the Auditor's Office and he were moderately conservative regarding revenues coming in when they prepared the 2008 budget, using ten months of actual data and only projecting for two months.

Mrs. Corkrum asked if there are extra funds in other budgets. Mr. Bowen gave these figures:

- the 2008 Salary Contingency line has \$75,000.
- Contingency Reserve now is at about \$125,000.

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- Contingency Reserve (Rainy Day) fund is at \$950,000, which will go down to about \$750,000 because we have committed \$200,000 to buy a Public Works Building in Connell.
- the interest that comes in on the Rainy Day fund is not committed.

Mrs. Corkrum said her whole contention is if we have it in Contingency, then we're going to spend it, but if we have it in the Rainy Day fund, then we won't.

Mr. Bowen said what she is saying makes sense. If we end up with, say, \$850,000 cash carryover, then we could immediately transfer the extra money into the Rainy Day fund. The county is considering selling a piece of property that has been used as a soccer field. Mrs. Corkrum said that money could go into the Rainy Day fund. Mr. Bowen said or it could be used to help purchase a building so the county wouldn't be paying interest on a loan. Mrs. Corkrum said she is not willing to pay the full \$450,000 for the office building in Pasco that could be used for Child Support and for a classroom for WSU Extension, no matter how much we need it. Mr. Bowen told the Board about the current offer he has made to the owners of the building. He expects to hear back from the owners today.

Surplus Flag Pole

Mr. Bowen said the Fair Board is looking for a flag pole for the fair. He asked if the Board would be interested in letting the Fair Board have a surplus 30 foot flag pole that is no longer needed at the courthouse. The Board **gave approval** to donate the surplus pole.

IAFE Conference

Mr. Bowen gave the Board a verbal report about the International Association of Fairs and Exhibitions Conference he attended last week.

Recessed at 12:00 noon.

Reconvened at 1:30 pm in a Bi-County meeting.

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There being further business, the Franklin County Board of Commissioners meeting was recessed until the afternoon of December 3, 2007.

BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON

Chairman

Chairman Pro Tem

Member

Attest:

Clerk to the Board

Approved and signed December 10, 2007.