

FRANKLIN COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES

DECEMBER 9, 2015

CALL TO ORDER

Commission Chair Pro Tem Rick Miller called the Franklin County Commissioners' Regular meeting to order at 9:02 a.m., in the Commissioners' Meeting Room in the Franklin County Courthouse located at 1016 North Fourth Avenue, Pasco, Washington.

PLEDGE OF ALLEGIANCE

Commissioner Miller led the Pledge of Allegiance.

Commissioners Present: Chair Pro Tem Rick Miller and Member Robert Koch. Commission Chair Brad Peck was unable to attend and was excused.

Staff Present: County Administrator Keith Johnson, Clerk to the Board Karin Milham, Human Resources Director Carlee Nave, Director of Finance Tom Westerman, Accounting Supervisor Tim Anderson, Sheriff Jim Raymond, Corrections Captain Steve Sultemeier, Superior Court Administrative Assistant Tiffany Husom.

SUPPLEMENTAL OF THE FRANKLIN COUNTY CORRECTIONS 2015 BUDGET

Sheriff Jim Raymond and Corrections Captain Steve Sultemeier addressed the Board stating the Corrections budget was beyond the budgeted allowance and funds needed to be transferred to pay necessary expenses through the end of 2015. They explained there were several reasons for the shortfall including financial requirements of the contract with Our Lady of Lourdes Hospital, unplanned staff overtime and overall under budgeted expenses. Sheriff Raymond explained this would be an interbudget transfer.

❖ After discussion, Commissioner Robert Koch moved to approve the Resolution 2015-426 transferring a total of \$640,200 from Current Expense Ending Fund Balance Contingency to Current Expense Correction Department Budget. Commissioner Miller seconded and the motion was approved.

OFFICE BUSINESS

Vouchers

<u>Fund Expenditures</u>	<u>Warrants</u>		<u>Amount Issued</u>
Current Expense	122491	122508	69,652.08
Current Expense	122509	122548	17,395.32
TRAC Operations Fund	122549	122566	7,761.30
Current Expense	122567	122585	30,447.25

Supplemental Preservation Fund	122586		610.78
Landfill Closure Trust Fund	122587		9,423.01
.3% Criminal Justice Const Fnd	122588	122589	682.21
Courthouse Facilitator Program	122590		1,285.00
Jail Commissary	122591	122594	5,679.34
Enhanced 911/State Contract	122595	122597	1,612.86
Veteran's Assistance	122598		309.00
Ending Homelessness Fund	122599	122601	888.00
FC Capital Projects Fund	122602	122603	3,585.97
County Roads	122604	122616	168,322.34
Solid Waste	122617		124.50
Motor Vehicle/Public Works	122618	122629	287,871.15
Current Expense	122630	122635	30,223.34
		Total	635,873.45

Payroll for County Roads and Motor Vehicle

<u>FUND</u>	<u>WARRANT</u>	<u>AMOUNT</u>
County Road		
Payroll	122390-122406	\$ 21,762.32
Direct Deposit		40,903.01
		<hr/>
		62,665.33
Benefits	122407-122410	13,720.00
	Total	\$ 76,385.33
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Motor Vehicle		
Payroll	122377-122385	\$ 3,795.63
Direct Deposit		5,232.56
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		9,028.19
Benefits	122386-122389	2,123.54
	Total	\$ 11,151.73
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	Grand Total All Payrolls	\$ 87,537.06
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❖ *Commissioner Koch moved to approve vouchers audited and certified by the auditing officer for warrants prepared for the week of December 9, 2015 for payment of Fund Expenditure warrants totaling \$635,873.45, Payroll for County Roads and Motor Vehicle totaling \$87,537.06. Commissioner Miller seconded and the motion carried.*

Approval of Consent Agenda

- Resolution 2015-427 Memorandum of Understanding for Judicial Access to Administrative and Public Records Between Franklin County and Franklin County District Court
 - Resolution 2015-437 Approving Personal Services Contract for Interpreting Services for District Court * **clerk note: Resolution is out of numerical sequence but is correct. There is no 2015-428 Resolution**
 - Resolution 2015-429 Approving Bi-County Resolution Setting 2016 Percentage Rates for Salaries and Benefits for Benton and Franklin Counties Superior Court
 - Resolution 2015-430 Approving Human Services Developmental Disabilities Services Contract #15/16-DD-SA-00 with Service Alternatives, Inc.
 - Resolution 2015-431 Approving Human Services Developmental Disabilities Services Contract #15/16-DD-ACCS-00 with Ambitions Community Support Services for Washington, Inc.
 - Resolution 2015-432 Approving Human Services Developmental Disabilities Services Contract #15/16-DD-CI-00 with Columbia Industries
 - Resolution 2015-433 Approving purchase of Sheriff Raymond cell phone
 - Resolutions 2015-434 - 2016 Approving Annual Construction and Major Equipment Purchases
- ❖ *Commissioner Miller moved to approve Consent Agenda. Commissioner Koch seconded and the motion was carried unanimously.*

COUNTY ADMINISTRATOR

Email Archiver Upgrade – Resolution 2015-435: County Administrator Keith Johnson explained the current email archiver was installed December 8, 2008. Given the role this device performs, it is one of the most critical pieces of hardware in the entire network. Though it has served the County well, it was time upgrade to a newer version. Director of Information Services Kevin Scott recommended upgrading to the Barracuda Archiver 450 at a cost of \$6,201.81 explaining it would be purchased through the Federal General Service Administration and paid from the Capital Outlay fund.

- ❖ *Commissioner Koch moved for approval of Resolution 2015-435 authorizing Information Services to purchase a Barracuda Archiver450 from The Right Systems, Inc. for \$6,201.81. Commissioner Miller seconded and the motion carried.*

Purchase of iPad for RV Park Manager – Resolution 2015-436: Mr. Johnson explained the RV Park Manager was requesting a tablet computer to assist in the operations and management of the RV Park. Currently, any information regarding a customer’s reservation or site availability is only securely accessible onsite. Access to a tablet would allow management the ability to create and edit reservations, answer questions and possibly process payments onsite or remotely if guest arrived during the weekend. Mr. Johnson felt this would improve the check-in process, customer communication and management control. The tablet would also provide a portable work station for various administrative and operational needs. The purchase would be expended from the RV Park’s budget with a one-time purchase of \$560.00 for an Apple iPad.

❖ Mr. Koch moved for approval of Resolution 2015-436 authorizing a one-time purchase of an Apple iPad for the RV Park in the amount of \$560.00. Commissioner Miller seconded and the motion carried.

With no further business, the Franklin County Board of Commissioners meeting was adjourned at 9:27 a.m.

*BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON*

EXCUSED
Brad Peck, Chair

Rick Miller, Chair Pro Tem

Robert Koch, Member

Attest:

Clerk to the Board, Karin Milham