



**FRANKLIN COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES**

***JANUARY 6, 2016***

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**CALL TO ORDER**

Commissioner Rick Miller called the Franklin County Board of Commissioners Regular Meeting to order at 9:01 a.m., in the Commissioners' Meeting Room in the Franklin County Courthouse located at 1016 North Fourth Avenue, Pasco, Washington.

He explained Resolution 2015-471 approved December 21, 2016 appointed the following slate of officers for the 2016 Franklin County Board of Commissioners: Chair of the Board, Rick Miller, Chair Pro tem Robert Koch, Member, and Brad Peck.

**PLEDGE OF ALLEGIANCE**

Commissioner Miller led the Pledge of Allegiance.

**Commissioners Present:** Commission Chair Rick Miller, Chair Pro Tem Robert E. Koch and Member Brad Peck

**Staff Present:** County Administrator Keith Johnson, Sheriff Jim Raymond, Assistant to the Administrator Sherrie Young, Clerk to the Board Karin Milham, Human Resources Director Carlee Nave and Director of Facilities Jennifer Wagner

**HUMAN RESOURCES DIRECTOR CARLEE NAVE**

Ms. Nave explained, in the interest of consistency and maintaining a secure facility, Sheriff Jim Raymond plans to perform more extensive background checks, including polygraph testing, on employees who have full access the Correctional Center. The statute governing polygraph testing for employment allows for pre-employment polygraph testing for applicants with a law enforcement agency. She explained the current structure has the Correctional Maintenance Technicians reporting to the Director of Facilities under County Administration which does not allow polygraph testing for employees who have unfettered access to the Correctional Center. The proposed solution would be to restructure and move two Correction Maintenance Technicians positions to the Corrections budget, reporting through the Sheriff's Office and maintaining a dotted line reporting relationship with the Director of Facilities specifically to support oversight of purchasing, planning and project management.

Commissioner Peck stated his support would be conditioned on make sure those relationship are clearly articulated and in writing so there are no issues or problems.

- ❖ *After discussion, Commissioner Koch moved to approve Resolution 2016-001 transferring two Correction Maintenance Technician positions to the Corrections budget, reporting through the Sheriff's Office and maintaining a dotted line reporting relationship with the Director of Facilities specifically to support oversight of purchasing, planning and project management. Commissioner Peck seconded and the motion carried.*

**OFFICE BUSINESS**

Approval of Vouchers

<u>FUND Expenditures</u>	<u>WARRANTS</u>		<u>AMOUNT ISSUED</u>
Enhanced 911	123491	123492	46,901.94
Franklin County RV Facility	123493	123496	2,783.19
Veteran's Assistance	123497	123499	359.00
Auditor O & M	123500	123502	585.64
Boating Safety Fund	123503		299.73
Sheriff/Sex Offender Grant	123504		64.65
FC Capital Projects Fund	123505	123506	6,752.50
Motor Vehicle/Public Works	123507	123537	247,866.68
County Roads	123538	123555	14,997.25
Ending Homelessness Fund	123556	123559	4,623.09
Affordable Housing Fund	123560		15,368.23
TRAC Operations Fund	123561	123599	68,555.96
Current Expense	123600		525.00
Capital Outlays 1/4% Excise	123601		109,118.75
Current Expense	123602	123609	2,735.55
Current Expense	123610	123629	20,981.69
Current Expense	123630	123634	11,213.75
Current Expense	123635	123648	9,066.57
Current Expense	123649	123679	26,539.36
Current Expense	123680	123683	7,445.14
Clerk LFO Collection Fund	123684		399.25
Current Expense	123685	123705	10,501.87
		<b>In the amount of</b>	<b>607,684.79</b>

❖ *Commissioner Robert Koch moved to approve vouchers audited and certified by the auditing officer for the week of January 6, 2016 totaling \$607,684.79. Commissioner Miller seconded and the motion carried.*

Approval of Payroll for Salary Clearing, Emergency Management and Irrigation

<u>FUND</u>	<u>WARRANT</u>	<u>AMOUNT</u>
<b>Salary Clearing Payroll:</b>		
Payroll	63937-64007	\$ 200,829.34
Direct Deposit		353,028.65
		553,857.99
Benefits	64008-64018	333,458.76
		Sub
		Total
		<b>\$ 887,316.75</b>

<b>Emergency Mgmt Payroll:</b>			
Payroll	123418-123427	\$	4,114.66
Direct Deposit			6,231.34
			<hr/> 10,346.00
Benefits	123428-123437		6,385.24
		Sub	
		Total	<hr/> <b>\$ 16,731.24</b> <hr/>
<b>Irrigation Payroll:</b>			
Payroll	123402-123409	\$	4,211.90
Direct Deposit			6,600.40
			<hr/> 10,812.30
Benefits	123410-123417		7,114.11
		Sub	
		Total	<hr/> <b>\$ 17,926.41</b> <hr/>
		<b>Total</b>	<hr/> <b>\$ 921,974.40</b> <hr/>

- ❖ *Commissioner Robert Koch moved to approve payroll for Salary Clearing, Emergency Management and Irrigation audited and certified by the auditing officer for January 1-15, 2016 totaling \$921,974.40. Commissioner Miller seconded and the motion carried.*

Approval of Payroll for County Roads and Motor Vehicle

<u>FUND</u>	<u>WARRANT</u>		<u>AMOUNT</u>
<b>County Road</b>			
Payroll	123448-123456	\$	18,739.50
Direct Deposit			44,344.80
			<hr/> 63,084.30
Benefits	123457-123460		13,890.17
		Sub Total	<hr/> <b>\$ 76,974.47</b> <hr/>
<b>Motor Vehicle</b>			
Payroll	123438-123443	\$	3,461.38
Direct Deposit			5,480.30
			<hr/> 8,941.68
Benefits	123444-123447		2,101.95
		Sub Total	<hr/> <b>\$ 11,043.63</b> <hr/>
		<b>Total</b>	<hr/> <b>\$ 88,018.10</b> <hr/>

- ❖ ***Commissioner Koch moved to approve payroll for Payroll for County Roads and Motor Vehicle totaling \$88,018.10 Commissioner Miller seconded and the motion carried.***

#### Approval of Consent Agenda

- Resolution 2016-002 Approving an Agreement with Inter-City Legal Processing and Messenger Service
- Resolution 2016-003 Approving Contract 1563-42392 01 between Benton Franklin Juvenile Justice Center and Department of Social and Health Services
- Resolution 2016-004 Approving Equipment Rental and Revolving Fund Rental Rates 2016
- Resolution 2016-005 Approving an Agreement with Sonia Cook for Public Defense Services for Probation Violation Cases with Franklin County District Court
- Resolution 2016-006 Accepting Grant Agreement 2016-HHA-DVS between Benton Franklin Counties Department of Human Services and Domestic Violence Services of Benton and Franklin Counties
- Resolution 2016-007 Amendment to Contract with Nicole Preszler for Arraignment Docket Representation Services in Franklin County District Court
- Resolution 2016-008 Agreement with Michelle Alexander for Public Defense Services in Franklin County Superior Court on Conflict/Overflow Cases

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

## COUNTY ADMINISTRATOR KEITH JOHNSON

- **Office of Public Defense Discussion:** Mr. Johnson explained Benton County had indicated it did not want to continue with a bi-county Office of Public Defense (OPD) and planned to separate from Franklin County effective December 31, 2015 leaving Franklin County with the task of creating its own OPD department. He asked for authority to manage the process until the matter could be resolved. Mr. Johnson informed the Board that Administration was now reviewing and processing contracts and invoices and hoped it would be a temporary situation.

The Board felt the citizens of both counties would be best served through a bi-county program.

- ❖ *After discussion, Commissioner Koch moved to approve Resolution 2016-09 authorizing the County Administrator to supervise, manage duties and approve expenditures related to Franklin County's obligation to provide Indigent Defense Counsel. Commissioner Peck seconded and the motion carried unanimously.*

- **Inclement Weather Policy:** Mr. Johnson asked for guidance regarding inclement weather.

He stated the current policy states the County Administrator has authority to close the Courthouse during inclement weather if the Commissioners are unavailable. It is also outdated in the way employees would be notified. There have been a few days recently where it has come into question whether employees should be sent home early due to icy road. He explained last evening a few elected officials closed their offices early due to poor road conditions but County Administration did not close. He wants to put the safety of the County employees first and have a consistent policy in place.

Commissioner Peck also acknowledged employee safety was important and recommended updating the current policy giving the County Administrator authority to make the decision with notification to the Commissioners. Commissioner Koch recommended checking with Public Works before making a decision.

Mr. Johnson stated it was not a decision he would take lightly and would like an updated policy in place. He will work with the Courts and the Sheriff's office.

**EXECUTIVE SESSION**

*RCW 42.30.140(4) Contract Negotiations Matter*

Commissioner Miller recessed into Executive Session at 9:36 for discussion of a contract negotiation matter. He anticipated Executive Session to last approximately thirty (30) minutes.

**RECONVENE**

Commissioner Miller reconvened the Regular meeting at 10:07 a.m.

Commissioner Koch questioned how it was determined the Noxious Weed Control Board employees were employees of the County.

Ms. Nave explained there was an extensive process with legal counsel and the former Administration and no evidence was found that excluded the Noxious Weed Control Board employees.


Commissioner Peck clarified there are two types of boards; Elected Boards and County Appointed Boards. He asked if the rules designated county appointed boards' employees as employees. Ms. Nave confirmed that to be the case but informed the Board if a board creates its own Tax Identification Number, they become independent from the County.

Commissioner Peck suggested other counties be contacted to see how they handle this situation with appointed Boards and their employees.

**ADJOURN**

With no further business to bring before the board, the meeting was adjourned at 10:15 a.m.

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

  
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Rick Miller, Chair

  
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Robert Koch, Chair Pro Tem

  
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Brad Peck, Member

**ATTEST:**  
  
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Clerk to the Board