



FRANKLIN COUNTY, WASHINGTON

COMMISSION MEETING MINUTES

REGULAR MEETING
JANUARY 20, 2016

CALL TO ORDER

Board Chairman, Rick Miller 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.

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, Assistant to the County Administrator Sherrie Young, Clerk to the Board Karin Milham, Director of Building and Planning Jerrod MacPherson, Assistant Director of Building and Planning Greg Wendt, Human Resources Director Carlee Nave, Public Works Director Matt Mahoney, Treasurer Josie Koelzer, Attorney Shawn Sant, Janet Taylor and Coroner Dan Blasdel

Public Present: Wendy Culverwell Reporter for *Tri-City Herald*, Ben Floyd Anchor QEA, Mike Schwisow Washington State Water Resources Association and Bureau of Reclamation Gina Hoff

PUBLIC HEARING

Commissioner Miller recessed the Regular meeting and opened the Public Hearing at 9:02 a.m.

Director of Building and Planning Jerrod MacPherson explained the public hearing was to discuss Franklin County's Shoreline Master Program. He introduced Anchor QEA Senior Managing Planner Ben Floyd.

Mr. Floyd reviewed the process explaining Franklin County is required to update the County's Shoreline Master Program (originally adopted in the early 1970's) in accordance with RCW 90.58. A grant through State of Washington Department of Ecology has been allocated for Franklin County to complete the update and Franklin County entered into a professional services contract with Anchor QEA, LLC of Kennewick, Washington in 2013 for assistance with the required update to the County's Shoreline Master Program.

Mr. Floyd explained the Shoreline Master Plan (SMP) update includes a public participation plan, inventory, analysis and characterization report, development regulations, cumulative impact analysis and a restoration plan.

Gina Hoff of the Bureau of Reclamation addressed the Board saying she supported the proposed plan.

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Leonard Jordon of Department of Ecology reassured the Board that Department of Ecology would assist the County and if needed.

Franklin County Planning Commission conducted an open record public hearing on December 1, 2015 for the purpose of considering the proposed update to the Franklin County Shoreline Master Program and recommended the Board approve the Shoreline Master Program Update, subject to thirty (30) findings of fact which are attach hereto.

- ❖ *After discussion, Commissioner Koch moved to approve the Franklin County Shoreline Master Program Update (including the Inventory, Analysis and Characterization Report, the Cumulative Impacts Analysis Report, and the Restoration Plan), subject to the thirty (30) findings of fact, including the removal of the Esquatzel Coulee as shoreline jurisdiction from the Franklin County Shoreline Master Program Update and referenced attachments and to approve Ordinance 1-2016. Commissioner Peck seconded and the motion carried unanimously.*

Commissioner Miller closed the Public Hearing at 9:32am.

RECONVENE

Commissioner Miller reconvened the Regular meeting at 9:32 a.m.

CORONER DAN BLASDELL – DISCUSSION OF INTER-BUDGET TRANSFER FOR TEMPORARY HELP IN THE CORONER’S OFFICE FOR CALENDAR YEAR 2016

Franklin County Coroner Dan Blasdel addressed the Board stating although the County has grown, his department had not. He explained he was scheduled to be out of the office for extended periods of time in 2016 for vacations, meetings and training. The Chief Deputy is the only other employee in his department and she is scheduled to go on a two-week vacation in June. Since she is the only person that can cover when he is out of the office, it is necessary to hire a temporary employee to help cover the office.

Mr. Blasdel requested a budget transfer of \$6,000 from Travel and \$2,500 from Dues to Temporary Help for a total of \$8,500.

Commissioner suggested taking \$5,500 from the Contingency fund rather than from the Coroner’s budget.

- ❖ *After discussion, Commissioner Koch moved to approve Resolution 2016-023 authorizing a budget transfer of \$8,500 from the Travel and Dues line items within the Coroner’s Budget to Temporary Help allowing for a temporary, part-time employee to be hired. Commissioner Peck seconded and the motion passed by a 2:1 margin with Commissioner Peck opposing.*

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OFFICE BUSINESS

Vouchers



FRANKLIN COUNTY AUDITOR

Matt Beaton, Auditor

1/20/2016

Franklin County Commissioners:

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

Action: As of this date, 1/20/2016

Beaton

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.

FUND Expenditures	WARRANTS		AMOUNT ISSUED
Excise Tax			
Current Expense			4,092.29
Boating Safety Fund			43.00
E911/State Contract/Capital			36.21
County Roads			67.41
Solid Waste			339.85
FC Capital Projects Fund			12.29
TRAC Operations Fund			16.84
Franklin County RV Facility			6.11
			4,813.80 —
Current Expense	124087	124076	11,232.82
Current Expense	124077	124380	9,544.57
Current Expense	124361	124371	2,999.81
Current Expense	124372	124385	72,920.33
Current Expense	124386	124388	19,465.82
Liability Reserve Fund/ # 112	124389		989.98
Franklin County RV Facility	124390	124395	6,585.60
Trac Operations Fund/ # 405	124398	124404	8,064.75
Auditor O&M/ # 102	124405		71.41
Planning & Development	124406		2,997.00
Jail Commissary	124407	124408	2,207.88
Law Library/ # 185	124409	124411	12,334.78
Veteran's Assistance	124412		1,552.24
Law Library/ # 185	124413	124414	1,749.70
Ending Homelessness	124415	124416	444.00
Trac Operations Fund/ # 405	124417	124424	2,588.21
Current Expense	124425	124444	20,056.59
Current Expense	124445	124450	7,257.98
County Roads/ # 150	124461	124471	137,068.19
Solid Waste/ # 152	124489	124492	2,251.12
Current Expense	124493	124494	2,979.98
County Roads/ # 150	124495		174.00

In the amount of

The motion was seconded by

Beaton

331,146.04

And passed by a vote of 3 to 0

Reviewed by County Administrator

Kirby

The attached vouchers have been approved by Auditor or Deputy

Vouchers Audited By: Kristy Davis

Thomas *Kristy Davis*

1016 North 4th Avenue *P.O. Box 1451* Pasco, WA 99011 * (509) 545-3502 * fax (509) 543-2995
www.co.franklin.wa.us

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Payroll Roster

<u>FUND</u>	<u>WARRANT</u>	<u>AMOUNT</u>
Salary Clearing Payroll:		
Payroll	64019-64084	\$ 188,004.67
Direct Deposit		367,449.73
		<hr/> 555,454.40
Benefits	64085-64090	117,351.67
	Total	\$ 672,806.07
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Emergency Mgmt Payroll:		
Payroll	123963-123968	\$ 3,031.83
Direct Deposit		7,002.17
		<hr/> 10,034.00
Benefits	123969-123973	2,027.72
	Total	\$ 12,061.72
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Irrigation Payroll:		
Payroll	123950-123958	\$ 3,332.58
Direct Deposit		8,139.77
		<hr/> 11,472.35
Benefits	123959-123962	2,423.29
	Total	\$ 13,895.64
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	Grand Total All Payrolls	\$ 698,763.43

Payroll Roster for County Roads and Motor Vehicle

<u>FUND</u>	<u>WARRANT</u>	<u>AMOUNT</u>
County Road		
Payroll	123908-123923	\$ 21,891.64
Direct Deposit		44,718.89
		<hr/> 66,610.53
Benefits	123924-123927	14,286.19
	Total	\$ 80,896.72
<hr/>		
Motor Vehicle		
Payroll	123895-123903	\$ 3,657.72
Direct Deposit		5,319.53
		<hr/> 8,977.25
Benefits	123904-123907	2,063.34
	Total	\$ 11,040.59
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	Grand Total All Payrolls	\$ 91,937.31

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- ❖ *Commissioner Peck moved to approve vouchers audited and certified by the auditing officer for warrants prepared for the week of January 20, 2016 for payment of Fund Expenditure warrants totaling \$331,146.04, payroll totaling \$698,763.43, payroll for County Roads and Motor Vehicle totaling \$91,937.30. Commissioner Koch seconded and the motion was unanimously carried.*

Approval of Consent Agenda

- Resolution 2016- 025 approving an agreement between Franklin County and City of Connell providing inspection services for those areas located within the corporate limits of Connell, Washington.
- Resolution 2016- 026 an intra-budget transfer within Current Expense Human Resources for payment of legal expenses for labor relations.
- Resolution 2016- 027 approving a local agency Professional Service Consultant Agreement with Materials Testing & Inspection for on-call materials testing services.
- Resolution 2016-028 authorizing a second amendment to Agreement 1563-42594 with Department of Social and Health Service
- Resolution 2016- 029 approving an inter-budget transfer in the amount of \$3,625 from Sheriff's Detention/Corrections' Budget to Corrections

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

COUNTY ADMINISTRATOR KEITH JOHNSON

- County Records Officer: Mr. Johnson explained Prosecuting Attorney Shawn Sant had requested the role and duties of County Records Officer be transferred from the Prosecuting Attorney's Office to Administration. Mr. Johnson stated he and Mr. Sant had previously discussed the subject and since Administration staff is already doing a lot of the work, it seemed logical to have the Records Officer in that department. He explained role, formerly performed by Senior Deputy Prosecuting Attorney Janet Taylor, would be transferred to him effective immediately. He explained the process would continue to be a function of Administration with oversight by Prosecuting Attorney's office when necessary. Assistant to the County Administrator Sherrie Young would be entering data and forwarding to the appropriate department.

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Commissioner Peck recognized the impact this would have on Administration staff and recommended transferring the funding for the project to Administration. He didn't want to burden the already overloaded staff. He asked Mr. Johnson to research and bring findings back to the Board.

- **Superior Court Interlocal Bi-Joint Resolution 2016-024:** Mr. Johnson explained he had been notified of outstanding expenses to Benton County. He explained Benton County realized Franklin County was going through an administration change and was willing to extend the current agreement though March 31, 2016.

❖ *After a brief discussion, Commissioner Koch moved to approve Joint Resolution (Benton County 2016-036 and Franklin County Resolution 2016-04) adopting the percentage rates for salaries and benefits for Benton-Franklin Superior Court through March 31, 2016. Commissioner Miller seconded and the motion passed unanimously.*

- **OneSolution Project Compensation:** Mr. Johnson explained he was not asking for action at this time but wanted to inform the Board that implementing the OneSolution financial software was essential to Franklin County governance. The project team has developed critical skills and capabilities that would significantly impair the County's ability to manage and development the functionality of the software if those employees decided to leave their employment with Franklin County. Key personnel on the project team worked overtime, in addition to their normal job duties, to ensure project milestones were and are being met. These employees have done so without compensation for their extra effort. He proposed to recognize those efforts and to provide incentives to retain those employees.

After discussion, the Board asked Mr. Johnson to bring a proposal for consideration at the next Regular meeting.

- **Volunteer Stewardship Program (VSP):** Mr. Johnson stated he and Commissioner Koch attended a conference where implementation of VSP was discussed. Mr. Johnson said the Department of Conservation was willing to give a presentation explaining more about the program.

After a brief discussion, it was decided to conduct a workshop to discuss the Volunteer Stewardship Program.

RECESS

Commissioner Miller called for a fifteen-minute recess at 10:36 a.m.

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RECONVENE

The Regular meeting was reconvened at 10:52 a.m.

EXECUTIVE SESSION

RCW 42.30.140 (4) Discussion of a Contract Negotiations Matter

Commissioner Miller recessed into Executive Session for discussion of a contract negotiations matter at 10:53 a.m. Human Resources Director Carlee Nave anticipated Executive Session to last approximately fifteen (15) minutes with no anticipated action.

At 11:08 a.m., Executive Session was extended an additional fifteen (15) minutes. No public was waiting.

RECONVENE

The Regular meeting was reconvened at 11:26 a.m.

The Board thanked Ms. Nave and appreciated her dedication.

RECESS

Commissioner Miller called for a six-minute recess at 11:29 a.m.

RECONVENE

The Regular meeting was reconvened at 11:35 a.m.

EXECUTIVE SESSION

RCW 42.30.110 (1) (i) Discussion of a Potential Litigation

Commissioner Miller recessed into Executive Session for discussion of a potential litigation matter at 11:35a.m. Prosecuting Attorney Shawn Sant anticipated Executive Session to last approximately twenty (20) minutes with no anticipated action.

At 11:57 a.m., Executive Session was extended an additional ten (10) minutes. No public was waiting.

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RECONVENE

The Regular meeting was reconvened at 12:10 p.m.


ADJOURN

With no further business to bring before the Board, the meeting was adjourned at 12:10 p.m.


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



Chairman, Rick Miller

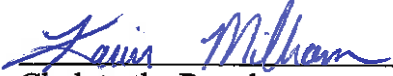


Chairman Pro Tem, Robert Koch



Member, Brad Peck

ATTEST:



Clerk to the Board

Approved and signed March 16, 2016.