



# FRANKLIN COUNTY

## BOARD OF COMMISSIONERS

BRAD PECK  
DISTRICT 1

ROBERT E. KOCH  
DISTRICT 2

RICK MILLER  
DISTRICT 3

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### AGENDA

**Regular Board Meeting**  
**Wednesday, December 13, 2017**  
**1016 North 4th Avenue**

*Franklin County Courthouse, Commissioners' Meeting Room*  
*Pasco, Washington*

The Board of Commissioners may add, delete, postpone or alter the order of the agenda, with the exception of Public Hearings, which will not start before the time indicated, per *RCW 42.30.060*.

- 9:00 am**                    **CALL TO ORDER**
- 9:00 am**                    **PLEDGE OF ALLEGIANCE**
- 9:05 am - 9:10 am**        **INTRODUCTION TO COUNTY ROADS ADMINISTRATIVE BOARD**  
*Presented by County Administrator Keith Johnson*
- 9:10 am - 9:15 am**        **FRANKLIN COUNTY SICK LEAVE POLICY**  
*Presented by Human Resources Director Carlee Nave*  
(Resolution 2017-364 upon Approval)
- 9:15 am - 9:20 am**        **FRANKLIN COUNTY ANTI-RETALIATION POLICY UPDATE**  
*Presented by Human Resources Director Carlee Nave*  
(Resolution 2017-365 upon Approval)
- 9:20 am - 9:35 am**        **SPECIAL OLYMPIC PRESENTATION BY ARC OF TRI-CITIES**  
*Presented by Donna Tracy*
- 9:35 am - 9:40 am**        **PUBLIC COMMENT**
- 9:40 am - 9:45 am**        **OFFICE BUSINESS**
1. Approval of Payroll Rosters
  2. Approval of Warrant Registers
  3. Approval of Consent Agenda

**CONSENT AGENDA:** Items listed under the Consent Agenda are considered routine and will be enacted by one vote of the Board of Commissioners. Consent Agenda items may be modified, or moved from the Consent Agenda to the Regular Agenda for separate consideration, by majority consent of the Board of Commissioners.

1. Resolution 2017-366 2018 Annual Construction and Major Equipment Purchase
2. Resolution 2017-367 Equipment Rental and Revolving Fund Rental Rates for 2018 Calendar Year
3. Resolution 2017-368 Intra-Budget Transfer \$25,000-Planning Department
4. Resolution 2017-369 Collection Contract between Franklin County and Washington Collectors
5. Resolution 2017-370 Renewal of Existing Insurance for Radio Site on Rattlesnake Mountain
6. Resolution 2017-371 Franklin County Superior Court Felony Contract with Justin Andrews
7. Resolution 2017-372 Cancellation of Unclaimed Warrants
8. Resolution 2017-373 Benton Franklin Human Services Purchase of Computer and Printer Consumables
9. Resolution 2017-374 Professional Services Contract PSC 2017-18-Shelter Plus Care and Benton Franklin Counties Human Services
10. Resolution 2017-375 Personal Services Contract Between Benton Franklin Juvenile Justice and CI Support , LLC DBA CI Information Management
11. Awarding Bid For CRP 609 -Basin City Alternative Transportation Route Improvement to Capstone Structures
12. October 18, 2017 Commissioners' Meeting Minutes

**9:45 am - 9:50 am      ADMINISTRATION OFFICE BUSINESS**

1. Office Business
2. Executive Session (if necessary)

**9:50 am - 10:00 am      UNFINISHED BUSINESS**

- Resolution 2017-376 Franklin County Commissioners Committee Assignments
- Resolution 2017-377 Franklin County 2018 Current Expense
- Resolution 2017-378 Franklin County 2018 Misc

**10:00 am - 10:05 am      PUBLIC COMMENT**

**10:05 am                  ADJOURN**



# FRANKLIN COUNTY, WASHINGTON BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES  
DECEMBER 13, 2017

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## CALL TO ORDER

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

**Staff Present:** County Administrator Keith Johnson, Sheriff Jim Raymond, County Clerk Mike Killian, Public Works Director Matt Mahoney, County Engineer Craig Erdman Human Resources Director Carlee Nave, Chief Deputy Treasurer Andrew Hicks, Superior Court Administrator Pat Austin, Director of Finance Thomas C. Westerman, Accounting Supervisor Tim Anderson, and Clerk to the Board Karin Milham

## PLEDGE OF ALLEGIANCE

Commissioner Koch led the Pledge of Allegiance

## INTRODUCTION TO THE NEW COUNTY ROADS ADMINISTRATIVE BOARD (CRAB)

John Koster was hired as Executive Director of CRAB September 1, 2017. He has served as a CRAB member, a Snohomish County Council Member, a Snohomish County Ombudsman and Charter Review Commissioner and a Washington State Representative.

Walt Olsen, PE was hired as Deputy Director of CRAB June 1, 2001. He has served as a CRAB member and was previously the County Engineer for Pend Oreille County.

Mr. Koster encouraged citizens to sign up on the Transportation Improvement Board website and become involved. [www.tib.wa.gov](http://www.tib.wa.gov)

## FRANKLIN COUNTY SICK LEAVE POLICY

Human Resources Director Carlee Nave presented the Board with Resolution 2017-364, an update to the Franklin County Sick Leave policy. Franklin County's existing Sick Leave Policy is not only in need of an update to reflect existing practices and needed administrative updates, but also to be in compliance with the requirements set forth by 1-1433. The existing policy was last updated in 1998, with most components of the policy untouched since 1988.

- ❖ *Commissioner Peck moved to approve Resolution 2017-364, an update to the Franklin County Sick Leave Policy. Commissioner Miller seconded and the motion carried.*



**FRANKLIN COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES  
DECEMBER 13, 2017**

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**FRANKLIN COUNTY ANTI-RETALIATION POLICY UPDATE**

Human Resources Director Carlee Nave presented the Board with Resolution 2017-365, an update on the Anti-Retaliation Policy.

As the use of paid sick leave is now considered a protected activity, it is important that Franklin County add it to our policy statement around activities protected under the County's Anti-Retaliation Policy in order to inform employees as well as demonstrate compliance with the law.

The only change to the existing policy is the addition of sub-section "k. Lawful use of paid sick leave" as a protected activity.

❖ *Commissioner Peck moved to approve Resolution 2017-365, an update on Anti-Retaliation Policy. Commissioner Miller seconded and the motion carried.*

**SPECIAL OLYMPIC PRESENTATION BY ARC OF TRI-CITIES**

ARC of Tri-Cities Executive Director Donna Tracey introduced herself and Special Olympics Committee member Paul Whitemarsh.

Mr. Whitemarsh presented the Board with statistics and background of Special Olympics program. There has been a decline in funds available and activities provided over the past several years. The ARC is trying to build the program which would enable more activities and opportunities to special needs families.

Ms. Tracey invited the Board to support the Special Olympics Program and for the community to become involved as well.

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**FRANKLIN COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES  
DECEMBER 13, 2017**

**OFFICE BUSINESS**

*Approval of Fund Expenditure Warrants*

12/13/2017

**Franklin County Commissioners:**

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

Action: As of this date, 12/13/2017 Bene Peck

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: **00327131 - 00327261** \$1,015,052.40  
\$0.00  
\$0.00

Fund Expenditures	Amount Issued
CURRENT EXPENSE	
AUDITOR O & M	\$469,634.94
ELECTION EQUIP REVOLVING	\$70.83
ENHANCED 911	\$853.14
COUNTY ROADS	\$285.84
SOLID WASTE	\$409,982.09
CAP OUTLAY ONE QTR PCT TAX	\$2,817.90
VETERAN'S ASSISTANCE	\$112,218.75
ENDING HOMELESSNESS	\$2,880.00
TRAC OPERATIONS	\$2,914.00
MOTOR VEHICLE	\$2,375.28
	<b>\$11,019.63</b>

In the amount of: \$1,015,052.40

The motion was seconded by: Bene Peck

And passed by a vote of: 2 to 0

Reviewed by the County Administrator: Keith

The attached vouchers have been approved by Auditor or Deputy: Matt Beaton

Vouchers Audited By: Maisey Stein  
Maisey Stein

1016 North 4<sup>th</sup> Avenue, A208, Pasco, WA 99301 | (509) 545-3502 | fax (509) 543-2995  
www.co.franklin.wa.us/auditor

❖ *Commissioner Peck moved to approve Fund Expenditures audited and certified by the auditing officer for warrants prepared for the week of December 13, 2017 for payment totaling \$1,015,052.40. Commissioner Miller seconded and the motion carried.*



# FRANKLIN COUNTY, WASHINGTON BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES  
DECEMBER 13, 2017

## *Approval of Consent Agenda*

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2. Resolution 2017-367 Equipment Rental and Revolving Fund Rental Rates for 2018 Calendar Year
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❖ *Commissioner Peck moved to approve the Consent Agenda. Commissioner Miller seconded and the motion carried.*

## ADMINISTRATION BUSINESS

Resolution 2017-376, 2018 Franklin County Commissioners Committee Assignments

❖ *After brief discussion, Commissioner Peck moved to approve Resolution 2017-376, Franklin County Commissioners Committee Assignments. Commissioner Miller seconded and the motion carried.*



**FRANKLIN COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES  
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Resolution 2017-377, Franklin County 2018 Current Expense

- ❖ *Commissioner Peck moved to approve Resolution 2017-377, Franklin County 2018 Current Expense. Commissioner Miller seconded and the motion carried.*

Resolution 2017-378 Franklin County 2018 Miscellaneous Budgets

- ❖ *Commissioner Peck moved to approve Resolution 2017-378, Franklin County 2018 Miscellaneous Budgets. Commissioner Miller seconded and the motion carried.*

**ADJOURN**

With no further business to bring before the Board, the Meeting was adjourned at 10:14 a.m.

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

  
\_\_\_\_\_  
Brad Peck, Chair

  
\_\_\_\_\_  
Rick Miller, Chair Pro Tem

  
\_\_\_\_\_  
Robert Koch, Member

**ATTEST:**  
  
\_\_\_\_\_  
Karin Milham  
Clerk to the Board

Approved and signed 1-10-2018