



BOARD OF COMMISSIONERS  
**FRANKLIN COUNTY**  
WASHINGTON

**BRAD PECK**  
District 1

**ROBERT KOCH**  
District 2

**RICK MILLER**  
District 3

**Keith Johnson**  
County Administrator

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**AGENDA**

**Regular Board Meeting Tuesday, August 7, 2018**

*Franklin County Courthouse, Commissioners' Meeting Room*  
1016 North Fourth Avenue, Pasco, Washington

This is a preliminary agenda. Discussion items may be added, deleted or modified. Public hearings will not start earlier than the advertised time. Other agenda times are approximate and provided to aid in planning.

**9:00 AM Call to Order and Pledge of Allegiance**

**9:02 AM Proposed Franklin County Leave Transfer Policy**  
*Presented by Human Resources Director Carlee Nave*  
*(Resolution 2018-246 upon approval)*

**9:15 AM Coroner Inter-Budget Transfer of Funds for Additional Part Time Wages**  
*Presented by Coroner Dan Blasdell*  
*(Resolution 2018-247 upon approval)*

**9:30 AM Public Comment**

**9:35 AM Office Business**  
1. Approval of Payroll Rosters  
2. Approval of Warrant Registers  
3. Approval of Consent Agenda

1. Resolution 2018-248 Bi-County Prosser School District Truancy Contract
2. Resolution 2018-249 Bi-County Contract between Attorney Karyn Oldfield and Benton Franklin Juvenile Justice Center
3. Resolution 2018-250 Bi-County United Employees Benefit Trust UEBT Bailiffs 2017-2018 Participation Agreement
4. Resolution 2018-251 Professional Services Contract with Attorney Michelle Trombley for Franklin County Juvenile Court
5. Resolution 2018-252 Designating the County Administrator as Fiscal Coordinator of the Community Development Block Grants (CDBG)
6. Resolution 2018-253 Intra-Budget Transfer of \$70,000 with in the Current Expense Fund Budget in Planning Department

- 9:40 AM      Administration Office Business**
  - Office Business
- 9:45 AM      Public Comment**
- 9:50 AM      Executive Session (if necessary)**
- 9:55 AM      Adjourn**



# FRANKLIN COUNTY, WASHINGTON BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES  
AUGUST 7, 2018

*The Minutes of the Board of Commissioners proceedings are not verbatim. Access to an electronic audio recording of meetings are available on the Franklin County website or upon request.*

9:00 AM

### **Call to Order and Pledge of Allegiance**

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

**Staff Present:** County Administrator Keith Johnson, Sheriff Jim Raymond, Auditor Matt Beaton, Treasurer Josie Koelzer, Chief Deputy Treasurer Andrew Hicks, Coroner Dan Blasdel, Chief Deputy Coroner Candice Munguia, Human Resources Director Carlee Nave, Public Works Director Matt Mahoney and Clerk of the Board Karin Milham

9:01 AM Commissioner Peck announced the "National Night Out" event being held in Basin City from 4p.m. to 8 p.m. tonight.

### 9:02 AM **Proposed Franklin County Leave Transfer Policy**

The proposed Leave Transfer Policy is intended to update and clarify the administration of the existing program adopted in 2009 as the Policy on Voluntary Transfer of Annual Leave. In the course of updating the policy, research revealed that the existing policy did not fully conform to IRS requirements, leaving the employee donating leave hours vulnerable to a potential tax liability for the hours transferred. In this update, we have addressed the gaps in the existing policy as well as clarifying the administration of the policy to help with better employee and manager understanding of the program. This proposed policy update does not fundamentally change the leave donation program.

❖ *Commissioner Miller moved to approve Resolution 2018-246, County Leave Transfer Policy. Commissioner Koch seconded and the motion carried.*

### 9:05 AM **Coroner Inter-Budget Transfer of Funds for Additional Part Time Wages**

Coroner Dan Blasdel requested transfer of funds to cover wages needed to pay part time help in order to cover Chief Deputy during maternity leave.

❖ *Commissioner Koch moved to approve Resolution 2018-247, Inter-budget transfer of funds for additional part time wages. Commissioner Miller seconded and the motion carried.*





**FRANKLIN COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES  
AUGUST 7, 2018**

**9:09 AM Salary Clearing and Emergency Management Payroll**

August 7, 2018

Franklin County Commissioners:

Vouchers audited and certified by the auditing officer by RCW 42.24.080, expense reimbursement claims certified by RCW 42.24.090, have been recorded on a listing, which has been sent to the board members.

Action: As of this date, August 7, 2018 PK  
moves that the following warrants be approved for payment.

<u>FUND</u>	<u>WARRANT</u>	<u>AMOUNT</u>
<b>Salary Clearing Payroll:</b>		
Net Payroll Checks	00336635-00336642; 00336889	\$ 8,605.36
Net EFT Payroll Checks	00013318-00013558	448,115.09
Deduction and Contribution Checks	00336868-00336888; 00336890-00336893	575,357.56
	<b>Total</b>	<u>\$ 1,032,078.01</u>
<b>Emergency Mgmt Payroll:</b>		
Net EFT Payroll Checks	00013314-00013317	\$ 7,674.61
Deduction and Contribution Checks	00336852-00336867	11,590.18
	<b>Total</b>	<u>\$ 19,264.79</u>
<b>Grand Total All Payrolls</b>		<u>\$ 1,051,342.80</u>

In the total amount of **\$1,051,342.80** (\$1,032,078.01 + \$19,264.79)

The motion was seconded by Robert Miller and passed by a vote of 3 to 0.

Mark Bralson  
The attached payroll has been approved by Auditor or Deputy

Kristy Davis  
Payroll Prepared by Kristy Davis

1016 North 4<sup>th</sup> Avenue\*P.O. Box 1451\*Pasco, WA 99301\*(509) 545-3502\*fax (509) 543-2995  
www.co.franklin.wa.us

❖ *Commissioner Koch moved to approve Salary Clearing Payroll and Emergency Management Payroll totaling \$1,051,342.80. Commissioner Miller seconded and the motion carried.*



**FRANKLIN COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES  
AUGUST 7, 2018**

**9:10 AM Approval of Consent Agenda**

1. Resolution 2018-248 Bi-County Prosser School District Truancy Contract
2. Resolution 2018-249 Bi-County Contract between Attorney Karyn Oldfield and Benton Franklin Juvenile Justice Center
3. Resolution 2018-250 Bi-County United Employees Benefit Trust UEBT Bailiffs 2017-2018 Participation Agreement
4. Resolution 2018-251 Professional Services Contract with Attorney Michelle Trombley for Franklin County Juvenile Court
5. Resolution 2018-252 Designating the County Administrator as Fiscal Coordinator of the Community Development Block Grants (CDBG)
6. Resolution 2018-253 Intra-Budget Transfer of \$70,000 with in the Current Expense Fund Budget in Planning Department

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

**9:11 AM Administration Office Business**

County Administrator Keith Johnson wanted to thank all involved and worked so hard to achieve the accomplishment of the Consolidated Dispatch Center. Commissioner Koch said it has been a 20-year process and he was glad to see the project completed. Commissioner Miller also felt it was a great accomplishment and seeing the Tri-cities working together. Commissioner Peck agreed with all of the acknowledgements. He also wanted to give Sheriff Raymond credit for working diligently on this project.

**Adjourn**

With no further business to bring before the Board, the meeting adjourned at 9:15 a.m.

Approved 8-14-2018

Clerk of the Board Karin Williams