



**Keith Johnson**  
County Administrator

BOARD OF COMMISSIONERS  
**FRANKLIN COUNTY**  
WASHINGTON

**BRAD PECK**  
District 1

**ROBERT KOCH**  
District 2

**RICK MILLER**  
District 3

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**AGENDA**  
**Regular Board Meeting**  
**Tuesday, December 18, 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**
- 9:01 AM Approval of Minutes**  
November 20, 2018 Commissioners' Meeting Minutes
- 9:02 AM Certificate of Appreciation**  
*Assessor Steve Marks, Commissioner Rick Miller and Coroner Dan Blasdel*
- 9:08 AM Certificate of Appreciation- Facilities Department "Holiday Decoration Grant"**
- 9:10 AM 2019 Franklin County Organizational Appointments**  
*Presented by Administrator Keith Johnson (Resolution 2018-369 upon approval)*
- 9:15 AM 2019 County Budget Business**
1. Resolution 2018-372 Rescinding Resolution 2018-351 Setting the 2019 Levy Amount for Franklin County Road Department and Resolution 2018-352 Setting the 2019 Levy Amount for Franklin County Current Expense
  2. Resolution 2018-373 Setting 2019 Levy Amount for Franklin County Road Department
  3. Resolution 2018-374 Setting 2019 Levy Amount for Franklin County Current Expense
  4. Letter to Assessor stating the 2019 County Road Department Tax Levy
  5. Resolution 2018-370 Adoption of Franklin County 2019 Current Expense Budget
  6. Resolution 2018-371 Adoption of Franklin County 2019 Miscellaneous Budgets

**9:45 AM Public Comment**

**10:00 AM Corrections Step 3 Hire**  
*Presented by Human Resources Director Carlee Nave*

**10:05 AM Office Business**

1. Approval of Payroll Rosters
2. Approval of Warrant Registers
3. Approval of Consent Agenda

1. Resolution 2018-364 2019 Bi-County Resolution Adopting the Participant Position Allocation for Drug Court Programs
2. Resolution 2018-375 Public Works Contract between Benton Franklin Juvenile Justice and Lutheran Community Services Northwest
3. Resolution 2018-376 Public Works Contract between Benton Franklin Juvenile Justice Center and Sierra Electric
4. Resolution 2018-377 Professional Services Agreement 2018-2019-Sharpe-00 between Benton Franklin Human Services and Kristi Sharpe
5. Resolution 2018-378 Public Works Contract for the Work Release Remodel between MP Construction and Franklin County
6. Resolution 2018-379 New Rental Contract - Rules and Regulations for the Franklin County RV Park
7. Resolution 2018-380 Rates and Fees for Franklin County RV Park
8. Resolution 2018-381 Personal Services Contract between Franklin County and Judicial Express Delivery LLC
9. Resolution 2018-382 Interbudget Transfer of \$16,000 from Current Expense Aids to Other Government's Department to Superior Court Department

**10:10 AM Administration Office Business**

- 2019 Non-Bargaining Cost of Living Adjustments COLA  
*Resolution (2018-383 upon approval)*
- *No meeting on December 26, 2018 Next meeting will be Jan 2 Wednesday*

**10:15 AM Public Comment**

**10:20 AM Executive Session (if necessary)**

**10:30 AM Adjourn**



# FRANKLIN COUNTY, WASHINGTON BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES  
DECEMBER 18, 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 and Chair Pro Tem Rick Miller  
Member Robert Koch was absent

**Staff Present:** County Administrator Keith Johnson, Sheriff Jim Raymond, Chief Deputy Prosecuting Attorney Jennifer Johnson, Treasurer Josie Koelzer, Chief Deputy Treasurer Ruslan Stetskiy, Clerk Michael Killian, Assessor Steve Marks, Chief Deputy Assessor Piper Mitchell, Chief Appraiser Peter McEnderfer, Facilities Director Jennifer Wagner, Facilities and Grounds Coordinator Michael Bjur, Facilities Maintenance Tech Matthew West, Human Resources Director Carlee Nave, Public Works Director Matt Mahoney, County Engineer Craig Erdman, Planning and Building Director Derrick Braaten, Accounting Supervisor Tim Anderson, Superior Court Administrator Patricia Austin, and Clerk of the Board Karin Milham

## 9:02 AM **Approval of Minutes**

November 20, 2018 Commissioners' Meeting Minutes approved as presented

## 9:02 AM **Certificate of Appreciation**

Commissioner Peck thanked Assessor Steve Marks with a Certificate of Appreciation for his 35 years of dedication to his work. Mr. Marks stated it has been a pleasure to serve the community in this capacity.

Coroner Dan Blasdel also received a Certificate of Appreciation for his years of service but was not present for the Commissioners Meeting.

Commissioner Rick Miller received a Certificate of Appreciation for his 12 years of service. Mr. Miller thanked the voters for voting him in and letting him serve the community and for the staff and their support

## 9:08 AM **Certificate of Appreciation**

County Administrator Keith Johnson recognized the Facilities Director, Jennifer Johnson for her efforts to obtain a Grant for Holiday Decorations for the Courthouse. Mr. Johnson thanked the Facilities team for all their hard work in beautifying the campus.



# FRANKLIN COUNTY, WASHINGTON BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES  
DECEMBER 18, 2018

## 9:10 AM 2019 Franklin County Organizational Appointments

Commissioner Peck explained that there is a list of Committee Assignments and it is very important for Commissioners to attend the many organizations and committees that are in the community. The list is broken into two distinct categories; one is committees the Board appoints and the other the organization appoints.

Commissioner Miller spoke of attending meetings of different organizations and then applying to be on a Committee when a space opens up.

Commissioner Elect Clint Didier just returned from WSAC newly elected training. Mr. Didier had talked to Commissioner Koch and was concerned that the Chair rotation being proposed for 2019 did not have a change of name in the Chair position. Commissioner Peck would remain the Chair for the 2019 year. Mr. Didier believed that an illegal act had taken place when Commissioners discuss positions outside of Commissioner Meetings.

Commissioner Peck informed Mr. Didier that an illegal act did not happen and proceeded to explain the process of how the committee assignments take place. The Clerk of the Board presented each Commissioner with a list of Assignments. The Commissioners then mark the list as to their preferences for the coming year. Once the lists are returned to the Clerk, she compiles the data and brings the final list to the public meeting for discussion and a vote.

Mr. Didier asked the Board to delay the vote on this matter until he has taken office in the New Year and Commissioner Koch was present.

- ❖ *Commissioner Peck asked for the Committee Assignments come back the first of the year.*

## 9:15 AM 2019 County Budget Business

- ❖ *Commissioner Miller moved to approve Resolution 2018-372 Rescinding Resolution 2018-351 Setting the 2019 Levy Amount for Franklin County Road Department and Resolution 2018-252 Setting the 2019 Levy Amount for Franklin County Current Expense. Commissioner Peck seconded and the motion carried.*
- ❖ *Commissioner Miller moved to approve Resolution 2018-373 Setting 2019 Levy Amount for Franklin County Road Department. Commissioner Peck seconded and the motion carried.*
- ❖ *Commissioner Miller moved to approve Resolution 2018-374 Setting 2019 Levy Amount for Franklin County Current Expense. Commissioner Peck seconded and the motion carried.*



**FRANKLIN COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES  
DECEMBER 18, 2018**

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- ❖ *Letter to Assessor stating the 2019 Road Department Tax Levy*
- ❖ *Commissioner Miller moved to approve Resolution 2018-370 Adoption of Franklin County 2019 Current Expense Budget Commissioner Peck seconded and the motion carried.*
- ❖ *Commissioner Miller moved to approve Resolution 2018-371 Adoption of Franklin County 2019 Miscellaneous Budgets. Commissioner Peck seconded and the motion carried.*

**10:05 AM Corrections Step 3 Hire**

Human Resources Director Carlee Nave presented a lateral Corrections position before the Board on behalf of the Sheriff.

- ❖ *Commissioner Miller moved to approve Corrections Step 3 Hire with approval of the Chair to sign. Commissioner Peck seconded and the motion carried.*

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**FRANKLIN COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES  
DECEMBER 18, 2018**

**10:11 AM Approval of Fund Expenditure Warrants**



**FRANKLIN COUNTY AUDITOR**

**Matt Beaton, Auditor**

12/18/2018

Franklin County Commissioners:

Vouchers audited and certified by the auditing officer by RCW 42.24.089, expense reimbursement claims.

Action: As of this date, 12/18/2018

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:	00337259	-	00337458	\$562,031.23
EFT Check Numbers:	00000057	-	00000059	\$6,552.14
				\$568,583.37

FUND Expenditures	AMOUNT ISSUED
FC Reserve Fund	93,927.00
Current Expense	220,910.20
Auditor O & M	509.00
Supplemental Preservation Fund	475.00
Election Equipment Revolving	25,630.18
Trial Court Improvement Fund	1,966.13
County Roads	30,167.65
Solid Waste	1,092.43
Cap Outlay One Qtr Pct Tax	112,218.75
Veteran's Assistance	2,045.00
Ending Homelessness Fund	21,448.88
TRAC Operations Fund	20,065.59
Franklin County RV Facility	8,022.16
Motor Vehicle/Public Works	30,105.40

**In the amount of 568,583.37**

The motion was seconded by

And passed by a vote of 2 to 0

Reviewed by County Administrator

The attached vouchers have been approved by Auditor or Deputy:  
Jeff Burckhard

Vouchers Audited By:  
Rosa Gomez

❖ *Commissioner Miller moved to approve Fund Expenditures audited and certified by the auditing officer for warrants prepared for the week of December 18, 2018 for payment totaling \$568,583.37. Commissioner Peck seconded and the motion carried.*



**FRANKLIN COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES  
DECEMBER 18, 2018**

**10:11 AM Approval of County Roads and Motor Vehicle Payroll**

December 18, 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, December 18, 2018   
moves that the following warrants be approved for payment.

<u>FUND</u>	<u>WARRANT</u>	<u>AMOUNT</u>
<b>County Roads</b>		
Net Payroll Checks	00342189-00342192	\$ 4,513.68
Net EFT Payroll Checks	00015819-00015851	50,286.06
Deduction and Contribution Checks	00342197-00342204	41,630.20
	<b>Total</b>	<b>\$ 96,429.94</b>
<b>Motor Vehicle</b>		
Net EFT Payroll Checks	00015813-00015818	7,593.71
Deduction and Contribution Checks	00342205-00342208	5,862.47
	<b>Total</b>	<b>\$ 13,456.18</b>
<b>Grand Total All Payrolls</b>		<b>\$ 109,886.12</b>

In the total amount of **\$109,886.12** (\$96,429.94 + \$13,456.18)

The motion was seconded by  and passed by a vote of 2 to 0.

  
The attached payroll has been approved by Auditor or Deputy

  
Payroll Prepared By Raul Ramirez

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 Miller moved to approve Salary Clearing Payroll and Emergency Management Payroll totaling \$109,886.12. Commissioner Peck seconded and the motion carried.**



**FRANKLIN COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES  
DECEMBER 18, 2018**

**10:12 AM Salary Clearing and Emergency Management Payroll**

December 18, 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, December 18, 2018 *[Signature]*  
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	00342275-00342281	\$ 5,797.60
Net EFT Payroll Checks	00015852-00016079	403,445.44
Deduction and Contribution Checks	00342282-00342299	280,668.43
	<b>Total</b>	<b>\$ 689,911.47</b>
<b>Emergency Mgmt Payroll:</b>		
Net EFT Payroll Checks	00015810-00015812	\$ 6,270.42
Deduction and Contribution Checks	00342193-00342196	4,526.47
	<b>Total</b>	<b>\$ 10,796.89</b>
	<b>Grand Total All Payrolls</b>	<b>\$ 700,708.36</b>

In the total amount of **\$700,708.36** (\$689,911.47 + \$10,796.89)

The motion was seconded by *[Signature]* and passed by a vote of 2 to 8

*[Signature]*  
The attached payroll has been approved by Auditor or Deputy

*[Signature]*  
Payroll Prepared by Raul Ramirez

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 Miller moved to approve Salary Clearing Payroll and Emergency Management Payroll totaling \$700,708.36. Commissioner Peck seconded and the motion carried.*





# FRANKLIN COUNTY, WASHINGTON BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES  
DECEMBER 18, 2018

## 10:14 AM Approval of Consent Agenda

1. Resolution 2018-364 2019 Bi-County Resolution Adopting the Participant Position Allocation for Drug Court Programs
2. Resolution 2018-375 Public Works Contract between Benton Franklin Juvenile Justice and Lutheran Community Services Northwest
3. Resolution 2018-376 Public Works Contract between Benton Franklin Juvenile Justice Center and Sierra Electric
4. Resolution 2018-377 Professional Services Agreement 2018-2019-Sharpe-00 between Benton Franklin Human Services and Kristi Sharpe
5. Resolution 2018-378 Public Works Contract for the Work Release Remodel between MP Construction and Franklin County
6. Resolution 2018-379 New Rental Contract - Rules and Regulations for the Franklin County RV Park
7. Resolution 2018-380 Rates and Fees for Franklin County RV Park
8. Resolution 2018-381 Personal Services Contract between Franklin County and Judicial Express Delivery LLC
9. Resolution 2018-382 Interbudget Transfer of \$16,000 from Current Expense Aids to Other Government's Department to Superior Court Department

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

## 10:15 AM Administration Office Business

- County Administrator Keith Johnson recommended a Cost of Living Adjustments COLA for our Non-Bargaining Employees. After brief discussion on the COLA, the Board agreed to move forward with a vote.

❖ *Commissioner Miller moved to approve the 2019 Non-Bargaining Cost of Living Adjustments Resolution 2018-383. Commissioner Peck seconded and the motion carried.*

- *No meeting on December 26, 2018 Next meeting will be Jan 2 Wednesday*

## 10:22 AM Public Comment

Assessor Elect Peter McEnderfer has been a Chief Appraiser for 15 years and worked with the most amazing person and have learned many things from Assessor Steve Marks. Mr. Marks has done a fantastic job with the interest of Franklin County. We are losing an exemplary elected official.



**FRANKLIN COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS**

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DECEMBER 18, 2018**

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This is Commissioner Miller's last meeting and he thanked the Board and the Community for this opportunity to serve as Franklin County Commissioner. He has met some wonderful people and he asked that those in office keep their minds on the best interest of the County.

**Adjourn**

With no further business to bring before the Board, the meeting adjourned at 10:25 a.m.

Chair

Handwritten signature in blue ink, appearing to be "R. Koch", written over a horizontal line.

Clerk of the Board

Handwritten signature in blue ink, appearing to be "Karin Millham", written over a horizontal line.

Date

2-5-2019