



Keith Johnson  
County Administrator

BOARD OF COMMISSIONERS  
**FRANKLIN COUNTY**  
WASHINGTON

**BRAD PECK**  
District 1

**ROBERT KOCH**  
District 2

**CLINT DIDIER**  
District 3

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**AGENDA**  
**Regular Board Meeting and Public Hearing**  
**Tuesday, October 8, 2019**

*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 a.m. Call to Order and Pledge of Allegiance**
- 9:01 a.m. Approval of Minutes**  
*September 24, 2019 Commissioners' Meeting Minutes*
- 9:01 a.m. Certificate of Appreciation – 4 Wheel Drive Association**
- 9:05 a.m. Public Hearing- Amending Public Records Request Fee Schedule**  
*Presented by County Administrator Keith Johnson*  
*(Resolution 2019-303 upon approval)*
- 9:15 a.m. Franklin County Holiday Policy Update**  
*Presented by Human Resources Director Carlee Nave*  
*(Resolution 2019-304 upon approval)*
- 9:20 a.m. Preliminary 2020 Franklin County Budget Submission**  
*Presented by Director of Finance Thomas C. Westerman and*  
*Accounting Supervisor Tim Anderson*
- 10:50 a.m. Public Comment**
- 10:55 a.m. Office Business**
1. Approval of Payroll Rosters
  2. Approval of Warrant Registers
  3. Approval of Consent Agenda
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1. Resolution 2019-305 Interagency Agreement LSWFA-1921-FrCoPW-00103 between Department of Ecology and Franklin County
  2. Resolution 2019-306 Agreement SWCLCP-1921-FrCoPW-00026 Solid Waste Management Community Program
  3. Resolution 2019-307 Approval of AV Capture All Video Equipment
  4. Resolution 2019-308 Interagency Agreement IAA20146 between Benton Franklin Juvenile Justice Center and Administrative Office of the Courts

**11:00 a.m. Administration Office Business**

- Eastern Washington Council of Governments  
*(Resolution 2019-309 upon approval)*

**11:10 a.m. Public Comment**

**10:15 a.m. Executive Session (if necessary)**

**10:20 a.m. Adjourn**



# FRANKLIN COUNTY, WASHINGTON BOARD OF COMMISSIONERS

REGULAR MEETING AND  
PUBLIC HEARING MINUTES  
OCTOBER 8, 2019

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 a.m.

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

Commission Chairman Robert Koch called the Franklin County Commissioners' Regular Board Meeting and Public Hearing 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 Clint Didier

**Staff Present:** County Administrator Keith Johnson, Sheriff Jim Raymond, Coroner Curtis McGary, Assessor Peter McEnderfer, Auditor Matt Beaton, Chief Deputy Auditor Jeff A. Burckhard, Accounting Supervisor Tim Anderson, Director of Finance Thomas C. Westerman, Accountant III Maisey Stein, Chief Deputy Prosecuting Attorney Jennifer Johnson, Chief Deputy Clerk Ruby Ochoa, Human Resources Director Carlee Nave, Public Works Director Matt Mahoney, County Engineer Craig Erdman and Acting Clerk of the Board Amanda Pearson.

9:01 a.m. **Approval of Minutes**

❖ *September 24, 2019 Commissioners' Meeting Minutes were approved as presented.*

9:01 a.m. **Certificate of Appreciation – 4 Wheel Drive Association**

Citizens Doug Conner and Earl Nettnin from the 4 Wheel Drive Association presented a Certificate of Appreciation to Commissioner Peck for working on the Juniper Dunes access Road. They also acknowledged Commissioner Koch's involvement.

9:03 a.m. **Public Hearing- Amending Public Records Request Fee Schedule**

Commissioner Koch opened the Public Hearing amending the Public Records request fee schedule.

County Administrator Keith Johnson stated the last fee schedule was implemented in 2009. The request is due to the increase of electronic records and trying to sustain the cost of providing these records. Paper fees would remain the same.

Commissioner Koch opened the hearing for public comment. With no comments from the public, the public hearing was closed at 9:05a.m.

❖ *Consensus to strike the line on Appendix B Fee Schedule- (If not otherwise set by department).*

❖ *Commissioner Peck moved to approve Resolution 2019-303, not as presented but with the approved strike out of Appendix B Fee Schedule- (If not otherwise set by department). Commissioner Didier seconded and the motion carried.*



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OCTOBER 8, 2019**

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**9:08 a.m. Franklin County Holiday Policy Update**

Human Resources Director Carlee Nave presented an updated Holiday policy to the Board. The discussion included whether Unions agreed to this update and comparison of standard holiday dates with other private and public sectors.

- ❖ *Commissioner Peck moved to approve Resolution 2019-304 as presented.  
Commissioner Didier seconded and the motion carried.*

**9:15 a.m. Preliminary 2020 Franklin County Budget Submission**

Director of Finance Thomas C. Westerman and Accounting Supervisor Tim Anderson presented the highlights of the 2020 General Fund Preliminary Budget.

- There is a Preliminary Budget deficit of (\$1,646,864)
- Overall revenues are \$32,832,244 a decrease of \$817,756 or 2.4% under FY 2019.
- Overall expenditures are \$34,479,108, an increase of \$829,108 or 2.5% over 2019.
- Salaries and Benefits increased \$385,949 or 1.95%. This figure does not include a 2020 COLA.
- Contracts to negotiate for 2020 are Courthouse, Roads, Appraisers and Sheriff/Clerical.
- Requests for Expenditure increases total \$3,164,189. Of this, \$643,521 is for 7 new positions.
- Capital requests totaled \$1,555,834. \$1,047,995 is for Corrections.
- Fund balances are at \$3,260,900 for Beginning and \$1,600,000 for Ending. (2019-\$3.2M/\$2.2M)
- Budget Workshops will be held October 22-25, 2019.
- Public Hearing to adopt the Final Budget will be held on December 3, 2019.

**9:31 a.m. Public Comment**

- Citizen Jeffery Robinson concerned that the Tri-City Herald is publishing unsubstantial rumors.
- Citizen Taylor Toranto disagreed with the first public comment. The press is free to publish anything they wish under the Constitution. Disputes can be addressed in Court.

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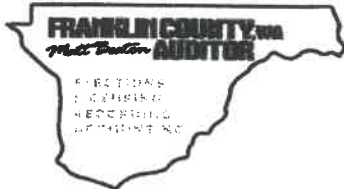




**FRANKLIN COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS**

**REGULAR MEETING AND  
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OCTOBER 8, 2019**

**9:34 a.m. Approval of County Roads and Motor Vehicle Payroll**



1016 N 4th Ave, Pasco,  
WA 99301  
509-545-3502

October 8, 2019

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, October 8, 2019 *Brend Peck* 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	00353117	\$ 1,380.28
Net EFT Payroll Checks	00021455-00021492	62,215.81
Deduction and Contribution Checks	00353151-00353158	50,118.49
	<b>Total</b>	<b>\$ 113,714.58</b>
<b>Motor Vehicle</b>		
Net Payroll Checks	00353118-00353119	1,961.17
Net EFT Payroll Checks	00021493-00021497	7,535.01
Deduction and Contribution Checks	00353159-00353162	7,582.25
	<b>Total</b>	<b>\$ 15,117.26</b>
<b>Grand Total All Payrolls</b>		<b>\$ 128,831.84</b>

In the total amount of **\$128,831.84** (\$113,714.58 + 15,117.26)

The motion was seconded by *Cliff Didier* and passed by a vote of 3 to 0.

*Matt Butler*  
The attached payroll has been approved by Auditor or Deputy

*Rosa Gomez*  
Payroll Prepared By Rosa Gomez

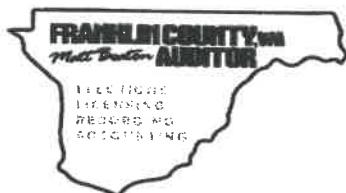
❖ **Commissioner Peck moved to approve County Roads and Motor Vehicle Payroll totaling \$128,831.84. Commissioner Didier seconded and the motion carried.**



**FRANKLIN COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS**

**REGULAR MEETING AND  
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OCTOBER 8, 2019**

**9:34 a.m. Approval of Salary Clearing and Emergency Management Payroll**



1016 N 4th Ave, Pasco,  
WA 99301  
509-545-3502

October 8, 2019

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, October 8, 2019

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	00353172-00353173	521.65
Net EFT Payroll Checks	00021498-00021730	165,709.87
Deduction and Contribution Checks	00353174-00353186	117,509.22
	<b>Total</b>	<b>\$ 283,740.74</b>
<b>Emergency Mgmt Payroll:</b>		
Net EFT Payroll Checks	00021451-00021454	\$ 3,100.83
Deduction and Contribution Checks	00353167-00353171	2,379.23
	<b>Total</b>	<b>\$ 5,480.06</b>
	<b>Grand Total All Payrolls</b>	<b>\$ 289,220.80</b>

In the total amount of **\$289,220.80** (\$283,740.74+\$5,480.06)

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

The attached payroll has been approved by Auditor or Deputy

Payroll Prepared by Rosa Gomez

❖ **Commissioner Peck moved to approve Salary Clearing Payroll and Emergency Management Payroll totaling \$289,220.80. Commissioner Didier seconded and the motion carried.**



**FRANKLIN COUNTY, WASHINGTON  
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**9:35 a.m. Approval of Consent Agenda**

1. Resolution 2019-305 Interagency Agreement LSWFA-1921-FrCoPW-00103 between Department of Ecology and Franklin County
2. Resolution 2019-306 Agreement SWCLCP-1921-FrCoPW-00026 Solid Waste Management Community Program
3. Resolution 2019-307 Approval of AV Capture All Video Equipment
4. Resolution 2019-308 Interagency Agreement IAA20146 between Benton Franklin Juvenile Justice Center and Administrative Office of the Courts

❖ *Commissioner Peck moved to approve the Consent Agenda with discussion on #3. Commissioner Didier seconded with discussion on #1 and #3. After discussion on the recycling process and AV Capture software to update our system. All in favor and the motion carried.*

**9:45 a.m. Administration Office Business**

- Eastern Washington Council of Governments Resolution 2019-309 was removed from the meeting due to typo and will return next week.
- State Auditor Audit Results 2011-2018

**Federal Single Financial Audit**

- Findings (1)
  - 1 finding, FY 2017 - Public Works Internal Controls/Suspension & Debarment
- Management Letters (2) -FY 2018
  - Public Works - Procurement Procedures
  - Auditor's Office - Financial Statement Preparation

**Accountability Audits**

- Findings (2):
  - FY 2012 -Finding- Internal Controls over TRAC's ATMs
  - FY 2016 -Finding - TRAC Internal Controls
- Management Letters (7):
  - FY 2011 -Superior Court Clerk Internal Controls
  - FY 2012 - Corrections -Billing Procedures
  - FY 2012 -Superior Court Cash Receipting
  - FY 2014 -Payment of Claims - TRAC Land Sale
  - FY 2014 -Payroll -District Court
  - FY 2016 -Veterans' Assistance Program
  - FY 2017 -RV Park Cash Receipting

**Special Investigations (3)**

- FY 1996 -2012 - Finding - Fraud Special Investigation, Public Works
- FY 2017 -Finding - Fraud Special Investigation, Clerk
- FY 2017-2018-Investigation of Time Cards - Commissioner's Office (Letter)

The Auditors Office has details on the above listings available to the public if interested.





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Public Works Director Matt Mahoney responded to Commissioner Didier's question on the winter of 2017 destruction. Matt had carried out the procedure correctly, until FEMA came in to assist. At that time, the rules changed and it became Federal, not State, which led to the oversight in the procedure.


- Discussion on Glade Road closure due to Irrigation District broken pipe. Matt Mahoney has been working on a Comprehensive Procurement Policy to help facilitate road repairs in a timely manner.

**10:11 a.m. Public Comment**

- Jeffery Robinson asked if the new recording system for the Commissioners proceedings would contain video. County Administrator Keith Johnson replied, yes.
- Taylor Taranto expressed his disappointment in the roads and asked what can the public do to help with the situation.
- Citizen complimented the County Treasurers Office and Josie Koelzer for their professionalism and outstanding service to the public.
- Michelle Andres asked the Commissioners to read the quote by Roosevelt "the man in the arena". She asked the county to work together and appreciated their service.

**Adjourn**

With no further business to bring before the Board, the meeting adjourned at 10:17 a.m.

  
Chair

  
Clerk of the Board

11-5-2019  
Date