



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**  
**Special Meeting**  
**Wednesday, March 18, 2020**

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

**12:00 p.m. Consider Implications of COVID-19 on County Operations.**

(Upon approval)

Resolution 2020-073 Attendance of Franklin County Commissioners by Telephonic Means

Resolution 2020-074 Declaration of Emergency; Granting Authority to Adjust Office Hours

The following changes to the Commissioners Meetings will take place to comply with restrictions Governor Inslee has imposed on Communities. The Commissioners will continue to meet weekly, unless, additional requirements are imposed by the Governor that make meetings impossible.

The changes are as follows:

- Only 15 seats are available in the Commissioners room (this is strictly enforced)
- Live streaming is available on the Franklin County Website

<http://media.avcaptureall.com/#/upcoming?prefilter=863,6019&target=&tabs=&regcode=>



# FRANKLIN COUNTY, WASHINGTON

## BOARD OF COMMISSIONERS

SPECIAL MEETING  
MARCH 18, 2020

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.

12:00 p.m.

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

Commission Chairman Robert Koch called the Franklin County Commissioners' Special Board Meeting to order at 12:00 p.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

### 12:00 p.m. **Consider Implications of COVID-19 on County Operations.**

Administrator Keith Johnson explained the reason for the two resolutions brought before the Board, as it pertains to what is happening globally, nationally, and within the State of Washington with respect to restrictions due to the COVID-19 virus. We have been asked to put a plan together that would allow the county to continue work while adhering to the guidelines and restrictions given by the Governor.

The first resolution allows Commissioners to call in for their meetings if needed to conduct county business.

The second resolution allows department heads to reduce their office hours and minimize onsite staff while still being able to do their core functions.

- ❖ *Commissioner Peck moved to approve Resolution 2020-073 Attendance of Franklin County Commissioners by Telephonic Means. Commissioner Didier seconded and the motion was carried.*
- ❖ *Commissioner Peck moved to approve Resolution 2020-074 Declaration of Emergency; Granting Authority to Adjust Office Hours. Commissioner Didier seconded and the motion carried.*

### Comments from the Elected

- Treasurer Josie Koelzer has her office set up to do work online and from home.
- County Assessor Peter McEnderfer stated that his office is also doing work online; however, some aspects of work can only be handled in the office.
- Judge Roach informed the Board that District Court would be delayed until April 24, 2020. They are working on video arraignment process.
- Sheriff Raymond intends on using their electronic video\audio to work with the courts. Movement of inmates is limited and space is available at this time.
- Chief Deputy Auditor Jeff Burckhard stated that the One Solution is mostly electronic and can be done remotely. Licensing and recordings are done electronically. Marriage licenses are done by mail. Tab renewals are done online. Any title transfers will be done by subagents, which are provided by drive-through. Elections will be done online as well.



**FRANKLIN COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS**

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- Commissioner Peck suggested Mr. Burckhard contact the Health Department for information on handling mailed ballots as a precautionary measure. Remember Bi-County employees need to know what is happening as well.
- Assessor Peter McEnderfer has sent mailings to senior citizens for applications and reapplications for senior exemptions. He has moved the due date to the end of June to accommodate their needs and will reevaluate and adjust accordingly to meet the needs of the seniors.  
New Construction is a large part of the budget assessments, which requires contact with the public. We may need to adjust deadlines in order to certify values.
- Carlee Nave is limiting Human Resources to one-person rotation starting next week.

**Adjourn**

With no further business to bring before the Board, the meeting adjourned at 12:40 p.m.

  
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Chair

  
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Clerk of the Board

3-31-2020  
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Date