

COMMISSIONERS RECORD 47
FRANKLIN COUNTY
Commissioners' Proceeding for November 1, 2006

The Honorable Board of Franklin County Commissioners met on the above date. Present for the meeting were Neva J. Corkrum, Chairman; Bob Koch, Chair Pro Tem; Fred Bowen, County Administrator; and Mary Withers, Clerk to the Board. Frank H. Brock, Member, was absent on personal business.

OFFICE BUSINESS

Juvenile Justice Center

JJC Director Sharon Paradis met with the Board. There was a brief discussion about the 2007 budget.

Secretary Patricia Shults met with the Board. Present in audience: Glen Clifford.

Consent Agenda

Motion - Mr. Koch: I move for approval of the consent agenda for November 1, 2006:

1. Approval of **Resolution 2006-529** for the Interagency Agreement between the State of Washington Administrative Office of the Courts and Franklin County Superior Court, Contract No. IAA 07054, for juror compensation pay raise effective November 1, 2006, and continuing through June 30, 2007 if additional project funding is not provided by the Legislature, or through October 31, 2007 if additional funding is provided, or until maximum budget allocation has been reached, whichever comes first.
2. Approval of **Resolution 2006-530** for the Interlocal Program Agreement between Greater Columbia Behavioral Health and Benton and Franklin Counties' Department of Human Services to change or correct contract terms and/or Statement of Work, Agreement #BEN/FRS-06/07-00, effective September 1, 2006 through June 30, 2007, and authorizing the Chairman to sign said agreement on behalf of the Board. (Exhibit 1: Information sheet.)
3. Approval of **Resolution 2006-531** for the program agreement (Member Government/Provider and Regional Support Network Prepaid Health Plan Agreement) between Greater Columbia Behavioral Health and Benton and Franklin Counties' Department of Human Services to change or correct contract terms and/or Statement of Work, Agreement #BEN/FRP-06/07-00, effective September 1, 2006 through June 30, 2007, and authorizing the Chairman to sign said agreement on behalf of the Board. (Exhibit 2)

Second by Mrs. Corkrum. 2:0 vote in favor.

Vouchers/Warrants

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Motion – Mr. Koch: I move for approval of payment of the following vouchers/warrants: Current Expense warrant 53590 for \$867.97; Courthouse Renovation Fund warrant 475 for \$47.38; Courthouse Facilitator warrant 70 for \$18.53; Jail Commissary warrant 2256 for \$105.41; Grand Old 4th warrant 134 for \$44.18; Current Expense warrants 53591 through 53620 for \$179,343.65; Treasurer O&M warrant 177 for \$578.00; Jail Commissary warrants 2257 through 2261 for \$2,900.62; Election Equipment warrants 349 through 350 for \$14,644.90; DOC Building Inspection warrants 7 through 9 for \$333.60; Law Library warrants 1006 through 1007 for \$4,950.26; Current Expense warrants 53621 through 53627 for \$12,420.42; Current Expense warrants 53628 through 53642 for \$16,567.42; Auditor O&M warrants 390 through 392 for \$377.32; Current Expense warrants 53643 through 53652 for \$2,337.39; and Clerk LFO Collection Fund warrant 4 for \$599.00; for a total of \$236,136.05. Second by Mrs. Corkrum. 2:0 vote in favor. (Exhibit 3)

Motion – Mr. Koch: I move for approval of payment of the payroll for Motor Vehicle and Public Works for \$9798.38, and County Road Fund for \$61,279.45. Second by Mrs. Corkrum. 2:0 vote in favor.

Cups

The Board decided to order coffee cups with the Courthouse pictures on them to be used similarly to when certificates and pictures of the courthouse are given to people as a tribute to them for their service to the county. The Board gave **consensus approval** to order 40 cups from Mount's Lock and Key costing \$10 each plus tax.

JUVENILE JUSTICE CENTER (JJC)

JJC Director Sharon Paradis and Chief Civil Deputy Prosecuting Attorney Ryan Verhulp met with the Board. Present in audience: Glen Clifford.

Defense Panel Contracts

Ms. Paradis said that for a number of years, Franklin County has signed off on defense panel contracts as to form but not been involved in negotiations or contract preparation. There is now an agreement in place with Attorney Tim Klashke to handle the work. One reason for the Klashke agreement is because the Benton County

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Prosecutor's Office is not willing to do negotiations, contract preparation or signing off "approved as to form." A question has been raised about the procedure when contracts change as to whether the Franklin County Prosecutor's office would continue to sign as to form or Mr. Klashke would sign instead because there maybe would be an associated cost from Mr. Klashke.

Mrs. Corkrum asked would that make a difference when Mr. Klashke is appointed as a deputy prosecutor for that purpose? Mr. Verhulp said he thinks the only difference is the cost. He said in the past the Franklin County Prosecutor's office has removed itself from any negotiations and any changes to the contract but has done a brief review and approved the contract as to form. Mr. Klashke can provide the service but the service may come at a cost. Some years there would be no changes, while other years there would be several. Mr. Verhulp said the Benton County Prosecutor's Office wants to remove itself from the entire process.

Mrs. Corkrum asked wasn't Tim Klashke hired to revamp the contracts? Ms. Paradis said yes. Mrs. Corkrum said so this part of signing off as to form wouldn't necessarily have to be in his scope of work. Ms. Paradis said it would not, but the Benton County PA's office does not want to be involved at all including signing as to form. The Benton County Board can either sign without the Benton County Prosecutor Office's signature or simply rely on Franklin County Prosecutor Office's signature. Mrs. Corkrum said she thought the basis of using Mr. Klashke was to tweak these contracts and get them in line. Mr. Verhulp said that is correct but a few minor terms might change throughout the term of a contract which would then require a review of the contract as to form. He gave an example. It may be a very minimal cost, maybe a few hundred dollars a year, or maybe it's more.

Mrs. Corkrum asked could we have you sign it as a deputy prosecutor for the bi-county purpose? Mr. Verhulp said, "I don't know. Normally, yes, but in light of the Benton County position, which is reasonable no doubt, it makes it difficult I would say. Essentially the impact as well is you will have Mr. Klashke on retainer from now until whenever to approve as to form on contracts that routinely come through." Mr. Verhulp

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wanted the Board to be aware of the matter. He wouldn't expect much of a bill from that work.

Mr. Koch asked Mr. Verhulp, do you feel comfortable allowing that to happen? Mr. Verhulp did not answer. Mrs. Corkrum said there is a fine line for the Prosecutor's office.

Mr. Bowen said we have submitted a grant application for defense attorney funding. If the grant is received, a portion of the money could be earmarked for defense contracts.

Ms. Paradis recommended once the new contracts are negotiated, then we take a look at what that process would be. If the cost is fairly significant for minor changes, she will probably come back to say we're spending too much and ask for Board approval of a standard contract without a review or that at least for Franklin County that Mr. Verhulp be allowed to review the contracts.

Mr. Bowen said the grant application includes a request for defense contract funding for JJC contracts so a budget line item could be created for that fund.

Ms. Paradis suggested that when the matter comes up again, maybe next year with a new contract, she can bring the matter back to the Board to just consider it with the thought, "since Tim Klashke has put this in final form, do we need to consider it every time?" Mr. Verhulp said it could be routed through the prosecutor's office and given a quick scan without being signed off on. If there were problems, they could be pointed out. The Board decided to proceed that way.

JJC Budget

There was some discussion about the cash carry forward process for the JJC budget, following up from the budget workshop session held yesterday. Ms. Paradis said there will always need to be some cash carryover of JJC budget amounts.

PROSECUTOR

Chief Civil Deputy Prosecutor Ryan Verhulp met with the Board.

Claim

Mr. Verhulp gave the Board a review of a claim.

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Motion – Mr. Koch: I move that we accept the claim from Ted Rivera for damages to his vehicle in the amount of \$266.36. Second by Mrs. Corkrum. 2:0 vote in favor. This is Resolution 2006-532.

Courthouse lockbox for weapons

RCW 9.41.300 provides that the local legislative authority shall provide a stationary lock box for pistols and weapons for people who enter the building or a designated official to secure the weapon. Mr. Bowen said if the security plan is implemented, there will be an allowance for weapons in the guard building. Mr. Verhulp said the sheriff refuses to keep the guns. Mrs. Corkrum asked who is going to man the lockbox if it isn't the sheriff? Mr. Bowen said if we end up doing security like we've talked about, that takes care of the problem. We're working on it.

Mr. Verhulp will do some inquiry with other counties. A man who has a concealed weapons permit has asked for the lockbox to be in place. He is willing to donate a lockbox to the county.

Mr. Bowen suggested waiting to make a decision until after the Security meeting on Monday. That meeting may resolve the issue.

PUBLIC WORKS

Assistant Engineer Guy Walters and Solid Waste Coordinator Sally McKenzie met with the Board. Present in audience: Glen Clifford and Troy Woody.

Vouchers

Motion – Mr. Koch: I move to pay County Road Fund of \$170,043.61 and Motor Vehicle and Public Works Equipment Fund for \$27,009.48. Second by Mrs. Corkrum. 2:0 vote in favor. (Exhibit 4)

Resolution: Interagency Agreement between State of Washington Department of Ecology (DOE) and Franklin County Solid Waste

Ms. McKenzie asked for approval of a two-year grant agreement from January 1, 2006 through December 31, 2008. The grant application for \$198,000 was submitted in September 2005 but the Department of Ecology (DOE) just got it back to us. The grant requires a 25% match, which we have no problems meeting.

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Ms. McKenzie said part of the required paperwork is the Procurement Certification Form. Franklin County has its own procurement policy adopted by Resolution 2006-533.

Ms. McKenzie said the grant is the main Solid Waste program but since it's a two-year program, DOE lets us apply for offset grants. She applied for six and was awarded two grants, both starting January 1, 2007. One \$45,000 grant will update the Comprehensive Solid Waste Program. The other grant is \$46,000 for the City of Mesa for a tractor, trailer, fencing and labor to expand their compost site that will be administered by Franklin County. The City of Mesa will have to come up with matching funds of a little over \$11,000. The county has been loaning Mesa a trailer so once Mesa has its own trailer, there will be one available for the Facilities Department to use.

Motion – Mr. Koch: I move the approval of Interagency Agreement between the State of Washington and State of Washington Department of Ecology and Franklin County Solid Waste. Second by Mrs. Corkrum. 2:0 vote in favor. This is Resolution 2006-533.

Call for Bids: Two used flail mowers

There are two used flail mowers available for purchase that are still under warranty. If the county is able to purchase them, it will save about \$40,000 apiece.

Motion – Mr. Koch: I move we accept the Call for Bids for Franklin County for two used flail mowers. Second by Mrs. Corkrum. 2:0 vote in favor. (Exhibit 5)

Glade North Road

The paving project on Glade North Road is expected to be pretty much completed by the end of this week.

TRAC

TRAC Manager Troy Woody met with the Board. Present in audience: Glen Clifford.

Petition Circulation and Signature Gathering Activities Policy and Solicitation Policy

Mr. Woody told the Board about policies that will be in place during events held at TRAC. The procedure has been reviewed by Mr. Verhulp.

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Motion – Mr. Koch: I would move that we approve the Local Standard Operating Procedures for Petition Circulation and Signature Gathering Activities Policy and the Solicitation Policy at our TRAC facility. Second by Mrs. Corkrum. 2:0 vote in favor. (Exhibit 6)

Miscellaneous Revenues Sheet

Mr. Woody showed the Board the Vending Machine Income History chart.

Web Site Analysis

Mr. Woody reviewed a breakdown of the web site use analysis that was conducted from 10/2/06 through 10/24/06.

September Financial Statement

Mr. Woody said if the insurance, electrical and taxes costs were backed out, TRAC Operations figures would have been in the black at this point. With old bills coming in, he anticipates that the budget figures will be right on the dime. We set aside almost \$60,000 that if we didn't need it for subsidies, we would use it for capital. It will be needed for subsidies instead of capital.

The September 2006 statement was reviewed.

Hockey Items

Mr. Woody will attend the youth hockey meeting next week. He told the Board some issues that he will be reviewing with them, more for next year's hockey use than now, including:

Dogs are not allowed in the building. (Although it has always been a TRAC policy, it has never been enforced.)

Locker rooms will be re-keyed with keys issued to coaches. There have been thefts from lockers that have been left open.

Key control: Other locks will also be re-keyed. Over time, coaches and parents have obtained master keys. This situation will be corrected.

A Zamboni safety issue has already been addressed. There is a rule in ice hockey that until the Zamboni doors at the back of the ramp are closed, no one is allowed on ice.

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Mr. Woody told the Board about the upgrades that are occurring in the Pavilion for hockey including that the bleachers are being painted.

COUNTY ADMINISTRATOR

County Administrator Fred Bowen met with the Board. Present in audience: Glen Clifford.

Courthouse Renovation: Moving Information Services (IS) Department

Mr. Bowen asked for approval to move the Information Services Department into the portable building and some employees from the Assessor's Office into the area currently occupied by IS. The cartographer will be moving from the portable building into the Assessor's office.

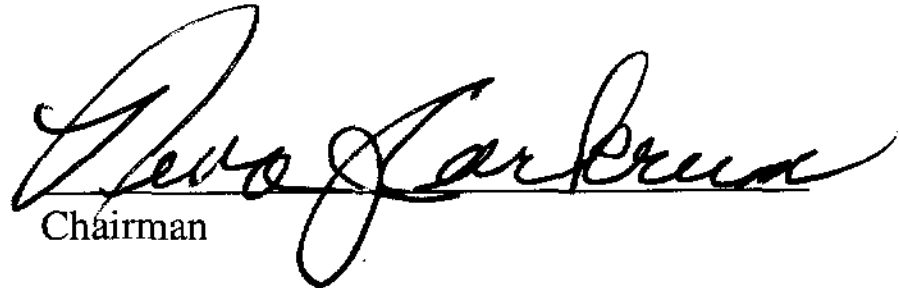
Mr. Bowen asked for approval to consider saving the foundations of the Health District into a new building. Mr. Koch said it is definitely worth taking a look at. Mrs. Corkrum said she knows the building was built in the late 1930s or early 1940s. Mr. Bowen said there will be asbestos and lead problems. Mr. Bowen said he is considering leaving the new building in the same location so parking lots and landscaping do not need to be changed. Mr. Koch would agree with that. Mr. Koch would like to look into making the building two or three stories to get some footage out of it, whether we use all three stories today or not. Mr. Bowen said Mrs. Corkrum had a good idea, to just build the shell for some areas. Mr. Koch agreed.

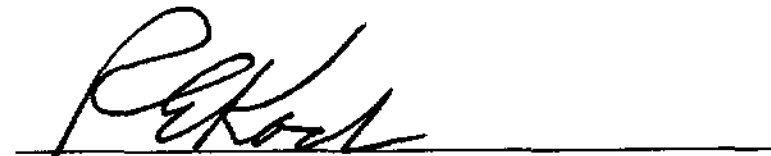
Adjourned at 10:27 a.m.

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There being no further business, the Franklin County Board of Commissioners meeting was adjourned until November 6, 2006.

BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON


Chairman


Chairman Pro Tem

ABSENT

Member

Attest:


Clerk to the Board

Approved and signed November 8, 2006.

FRANKLIN COUNTY ACTION SUMMARY COVER SHEET

AGENDA ITEM	TYPE OF ACTION NEEDED	
Amendment #BEN/FRS-06/07-00 with Greater Columbia Behavioral Health	<input checked="" type="checkbox"/> Execute Amendment	<input checked="" type="checkbox"/> Consent Agenda
Prepared By: Carol Carey	<input checked="" type="checkbox"/> Pass Resolution	<input type="checkbox"/> Public Hearing
	<input type="checkbox"/> Pass Ordinance	<input type="checkbox"/> 1 st Discussion
	<input type="checkbox"/> Pass Motion	<input type="checkbox"/> 2 nd discussion
	<input type="checkbox"/> Other	<input type="checkbox"/> Other

BACKGROUND INFORMATION

It is the purpose of this Agreement to allocate funds for mental health services in Benton and Franklin Counties for enrollees for whom services are medically necessary and clinically appropriate and to support the public mental health system.

SUMMARY

Award: Not applicable

Period: September 1, 2006 through June 30, 2007

Funding Source: Greater Columbia Behavioral Health

RECOMMENDATION

- ☒ Sign the resolution to accept the proposed agreement.
- ☒ Approve the proposed agreement by signing all the copies where indicated.

FISCAL IMPACT

There is no impact on the current expense budget. All revenues and expenditures are from the Fund 0108-101 Human Services Budget.

MOTION

To approve signing Agreement #BEN/FRS-06/07-00 with Greater Columbia Behavioral Health to change or correct contract terms and/or Statement of Work, and to authorize the Chair to sign on behalf of the Board.

2006-530

FRANKLIN COUNTY ACTION SUMMARY COVER SHEET

AGENDA ITEM	TYPE OF ACTION NEEDED	
Amendment #BEN/FRP-06/07-00 with Greater Columbia Behavioral Health	<input checked="" type="checkbox"/> Execute Amendment	<input checked="" type="checkbox"/> Consent Agenda
Prepared By: Carol Carey	<input checked="" type="checkbox"/> Pass Resolution	<input type="checkbox"/> Public Hearing
	<input type="checkbox"/> Pass Ordinance	<input type="checkbox"/> 1 st Discussion
	<input type="checkbox"/> Pass Motion	<input type="checkbox"/> 2 nd discussion
	<input type="checkbox"/> Other	<input type="checkbox"/> Other

BACKGROUND INFORMATION

It is the purpose of this Agreement to allocate funds for prepaid inpatient health plan (PIHP) mental health services in Benton and Franklin Counties to provide medically necessary mental health services to enrollees. A further purpose is to provide age, linguistic and culturally competent community mental health services for enrollees for whom services are medically necessary and clinically appropriate.

SUMMARY

Award: Not applicable

Period: September 1, 2006 through June 30, 2007

Funding Source: Greater Columbia Behavioral Health

RECOMMENDATION

- ☒ Sign the resolution to accept the proposed agreement.
- ☒ Approve the proposed agreement by signing all the copies where indicated.

FISCAL IMPACT

There is no impact on the current expense budget. All revenues and expenditures are from the Fund 0108-101 Human Services Budget.

MOTION

To approve signing Agreement #BEN/FRP-06/07-00 with Greater Columbia Behavioral Health and to authorize the Chair to sign on behalf of the Board.

EXHIBIT 3
Franklin County Auditor

November 1, 2006

1016 North 4th Avenue
Pasco, WA 99301


ZONA LENHART, Auditor
509-545-3840 • Fax: (509) 545-2142
www.co.franklin.wa.us

P.O. Box 1451
Pasco, WA 99301


November 01, 2006

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, November 01, 2006, 
Move that the following warrants be approved for payment:

FUND	WARRANT	AMOUNT
Expenditures	Range	Issued
Current Expense	53590	\$867.97
Courthouse Renovation Fund	475	\$47.38
Courthouse Facilitator	70	\$18.53
Jail Commissary	2256	\$105.41
Grand Old 4 th	134	\$44.18
Current Expense	53591-53620	\$179,343.65
Treasurer O&M	177	\$578.00
Jail Commissary	2257-2261	\$2,900.62
Election Equipment	349-350	\$14,644.90
DOC Building Inspection	7-9	\$333.60
Law Library	1006-1007	\$4,950.26
Current Expense	53621-53627	\$12,420.42
Current Expense	53628-53642	\$16,567.42
Auditor O&M	390-392	\$377.32
Current Expense	53643-53652	\$2,337.39
Clerk LFO Collection Fund	4	\$599.00

In the amount of \$236,136.05. The motion was seconded by 
And passed by a vote of 2 to 0

Accounting
545-3505

Elections
545-3538

Recording
545-3536

Licensing
545-3533

VOUCHER APPROVAL

WE, THE UNDERSIGNED BOARD OF COUNTY COMMISSIONERS OF FRANKLIN COUNTY, WASHINGTON DO
 HEREBY CERTIFY THAT THE MERCHANDISE OR SERVICES HEREINAFTER HAVE BEEN RECEIVED AND
 APPROVED FOR PAYMENT IN THE AMOUNT OF \$170,034.61 ON THIS 1ST DAY OF NOVEMBER 2006.

COUNTY ROAD FUND
 15000
 150 000 001 540 00


 Board Member


 Board Member

ABSENT

Board Member

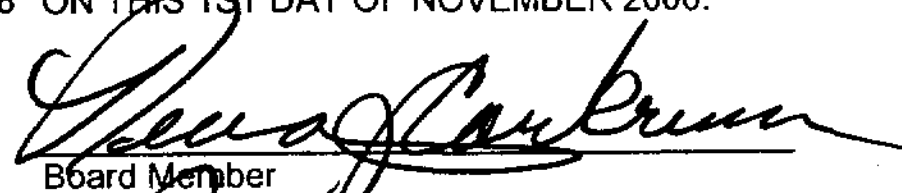
Voucher #	Claimant	Purpose	Amount
	ADVANCE TRAVEL FUND	reimburse fund	1843.50
	BENTLY SYSTEMS, INC.	subscription, annual	27075.00
	CAT TRACKS, INC.	rip rap	297.25
	CENTRAL PRE-MIX CONCRETE	5/8" top course	425.82
	CITY OF PASCO	monthly service	288.11
	FRANKLIN GIS	FRIS manager wages 3rd qtr	1313.81
	FRANKLIN CO MOTOR VEHICLE	control switch for de-icer storage	400.39
	FRANKLIN CO PUD	monthly service	121.59
	FRANKLIN CO INFO SERVICES	PW back-up phone line/dual core xeon processor	3828.80
	INFRASTRUCTURE NBS	professional services	3625.00
	INLAND ASPHALT CO.	pay est.#1 Final/CRP588	13373.00
	TOWN OF KAHLOTUS	rural TEA 21 allocations	776.00
	CITY OF MESA	rural TEA 21 allocations	6912.00
	GUESTHOUSE INN - TUMWATER	lodging	83.90
	WAYNE WOODWARD	relocation assistance CRP574	1330.00
	MVPW EQUIPMENT FUND-ER	equipment rent Oct-06	86602.02
	MVPW EQUIPMENT FUND-PITS	rock supply Oct-06	474.52
	ORKIN EXTERMINATING	bi-monthly service	67.04
	OXARC, INC.	ear plugs	60.65
	PACIFIC OFFICE AUTOMATION	print cartridge/overage charges	199.38
	PRESS CRAFT	receipt books 3 part	208.49
	CITY OF CONNELL	rural TEA 21 allocations	18892.00
	TRANSTATE ASPHALT	1 1/4" base course	875.28
	UNITED RENTALS NORTHWEST	marking paint/8" hubs	125.78
	U.S. LINEN	service	156.28
	WSU	pesticide recertification tuition	480.00
	3M COMPANY	black film	199.00

VOUCHER APPROVAL

WE, THE UNDERSIGNED BOARD OF COUNTY COMMISSIONERS OF FRANKLIN COUNTY, WASHINGTON DO
 HEREBY CERTIFY THAT THE MERCHANDISE OR SERVICES HEREINAFTER HAVE BEEN RECEIVED AND
 APPROVED FOR PAYMENT IN THE AMOUNT OF \$27,009.48 ON THIS 1ST DAY OF NOVEMBER 2006.

2006 YEAR VOUCHERS

MV&PW EQUIPMENT FUND
500 000 001
548.60



Board Member



Board Member

ABSENT

Board Member

Voucher #	Claimant	Purpose	Amount
	Basin Disposal	Monthly service to shop	152.82
	Central Hose & Fittings	Hose, stems, swivels & wire	173.34
	Chevron USA	Gasoline for Sheriff vehicles	350.94
	City of Pasco	Monthly service to shop	100.43
	Clyde West	Shifter boot	36.60
	Critzer Equipment	Edges	9,508.32
	D&R Auto Parts	Light	54.14
	Financial Consultants Int'l.	Lease payment #31 on 2 Chev pickups	832.97
	Franklin County Graphic	Advertisement - notice of intent to sell	89.26
	Franklin County Info Services	SCAN charges for September 2006	5.27
	G&R Ag Products	Hose connection, nylon tee cap, & body	30.05
	IBS Incorporated	Flood work light	63.80
	Les Schwab	Tires	2,330.41
	Lusk Pump & Irrigation	Gaskets for HT9010	77.98
	McCurley Chevrolet	Valve, canister, lube kit	159.33
	Northwest Tire Recycling Prod.	Recycling of tires fee	951.25
	Ranch & Home	Parts	29.45
	Rowand Machinery	Gaskets, v-belt, & tail lamp	102.57
	Russ Dean Ford	Parts	1,177.68
	Safelite Glass Corp.	Windshield repair	72.27
	Tifco Industries	Screws, nuts, bolts, circuit breakers, & misc.	208.31
	U.S. Linen	Monthly service to shop	391.37
	Western States Equipment Co.	Parts	869.31
	Wingfoot Commercial Tire	Tires	2,999.28
	Wondrack Distributing	Diesel & gasoline	6,211.09
	W.W. Grainger, Inc.	Outlet box, cover, & swivel photocontrol	31.24

**CALL FOR BIDS
FRANKLIN COUNTY
TWO (2) USED FLAIL MOWERS**

NOTICE IS HEREBY GIVEN, by the Board of Commissioners, Franklin County, Washington, convened in regular session in the Franklin County Courthouse, 1016 N. 4th Ave., Pasco, Washington, that sealed bids will be received until 9:30 a.m., Monday, November 27, 2006, at which time they will be opened and read for the purchase of the following:

TWO (2) USED FLAIL MOWERS

Specifications and additional information may be received at the Franklin County Public Works Office located at 3416 Stearman Avenue, Pasco, Washington. Bids must be on the forms provided by the Public Works Office and be attached to the County Specifications.

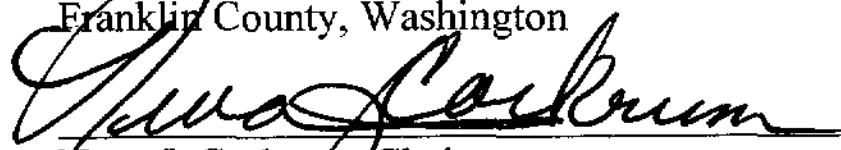
Bidders shall also furnish information for the evaluation of the bid.

Bidders shall submit bids in separate sealed envelopes addressed to Franklin County Board of Commissioner, Franklin County Courthouse, 1016 N. 4th Ave., Pasco, Washington 99301.

The Board of County Commissioners reserve the right to reject any or all bids and to select the bid deemed most advantageous to the County.

Signed this 1st day of November, 2006.

BOARD OF COUNTY COMMISSIONERS
Franklin County, Washington



Neva J. Corkrum, Chair



Robert E. Koch, Chair Pro Tem

ABSENT

Frank Brock, Member

ATTEST:



Clerk of the Board



Local Standard Operating Procedures

Petition Circulation and Signature Gathering Activities Policy

Purpose: To allow individuals or groups circulating petitions and/or gathering signatures for city, county, state or federal legislation a safe, accessible, and visible location for such purposes while eliminating interference with the activities and/or rented common space of contracted customers.

Procedure: TRAC designates an area located to the right (southwest) of TRAC's main entrance for petition circulation and signature gathering activities. All individuals or groups engaged in such activities on TRAC property shall have access to the designated area located to the right of TRAC's main entry. The designated area is clearly marked with yellow dash marks on the concrete. All individuals or groups engaged in petition circulation and/or signature gathering activities shall only engage in such activities within the designated area or be subject to removal, absent permission from TRAC management.

TRAC reserves the right to limit the number of individuals or groups in the designated area. Use of the designated area shall be on a first come, first served basis only. All materials and clean-up are the responsibility of the individuals or groups in the designated area.

TRAC reserves the right to have removed any and all persons creating an unlawful disturbance.



Local Standard Operating Procedures

Solicitation Policy

Purpose: To ensure fair and consistent application of the rules and avoid conflicts with contracted customers of TRAC.

Procedure: All commercial solicitation and/or distribution of written material for commercial purposes on TRAC property shall be prohibited absent permission of TRAC management. This prohibition extends to all TRAC employees during work time. This prohibition does not extend to contracted customers of TRAC during their lease approved dates for use of TRAC property.