



1016 N 4th Ave, Pasco,

WA 99301

509-545-3502

June 28, 2022

Franklin County Prosecuting Attorney Shawn Sant,

This is a letter of notification, explanation, and supporting documentation. On 6/13/22, a budget analysis of accounts payable and payroll auto allowances uncovered what appeared to be irregularities. A thorough audit was completed resulting in a more serious situation. The attached documents indicate you made impermissible and unjustified reimbursement requests through accounts payable (AP) for your Franklin County Prosecuting Attorney's (PA) Auto Allowance. I am notifying you of monthly AP requests totaling \$6,420.84 that were also paid through payroll auto allowance for the same time period. The pending July request is being denied. As required by law, we are concurrently notifying the Washington State Auditor's Fraud/Loss notification system so they can also investigate. Given the seriousness of these claims, I recommend the matter be sent for outside independent legal review to determine if any charges are appropriate. The outside review is prudent to avoid any conflict of interest.

The process I am notifying and explaining is not news to you but important to document for the public record and to make the audit data available as part of my responsibilities as Franklin County Auditor.

Our office performs regular financial analyses of Franklin County's budgets. When irregularities occur, staff will complete a deeper audit, collecting any and all data deemed relevant. It was during the 6/13/2022 analysis that we discovered the impermissible and unjustified payments of vehicle allowance to you. See attached the summary printout and supporting documents. The Prosecuting Attorney's Auto Allowance paid each month by payroll was then requested a second time through accounts payable. Each month you requested a separate check be issued and then cashed by you. See attached supporting documents noted above.

By way of background, the Franklin County Auto Allowance benefit is awarded to four elected officials, three Commissioners, and the Prosecuting Attorney. The allowance is a fringe benefit for work-required local travel using their personal vehicles. Local travel is defined as inside Franklin County. The allowance is not dependent on any miles being driven or reported. It is worth noting, that those allowance recipients traveling outside the county have the option to seek additional reimbursement on top of the monthly payments. All other elected officials have the option to seek reimbursement for local and outside travel through the Accounts Payable (AP) process only. During past budget hearings, the Commissioners reduced their own allowance to a flat \$300, and at your request left the Prosecuting Attorney's allowance at the higher Public Works calculated rate of \$620.88 for 2021, and \$656.22 for 2022.



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Next is a brief summary of the Accounts Payable (AP) processing function in the Auditor's Office. AP staff processes over 800 invoices and millions of dollars per month for all of Franklin County. They process expenses against budget categories. They do not perform audits, but process accounting requests. The responsibility of auditing and certifying expenses falls to both the creator of the AP request and most importantly the "approver" for each allocated budget. All staff authorized to approve county expenses have completed the Blanket Voucher Certification. Which contains the oath approved after the Public Works fraud. Please see the oath attached that you signed on December 29, 2017. AP clerks rely on the elected official, director, or designee that approves the request and under "penalty of perjury", certifies the request. The AP clerk correctly assumes the request submitted is appropriate and audited by the oath-bound certifier. As the elected Prosecutor, you are responsible for over three million dollars in budgetary expenses. When we worked on the Public Works fraud, you recall the PW Director lost his job, in part, because the county recognized the importance of the budgetary authority and approver. While not of the same scale, this is a significant matter.

On August 26, 2021, the County Commissioners approved Resolution 2021-186 Revising Payment Method for Vehicle Allowances. See attached a copy of the agenda, the agenda summary report, and Resolution 2021-186. You reviewed this Resolution as shown in the email also attached to this letter. The Resolution changed how the vehicle allowances, for the Commissioners and the Prosecuting Attorney, would be paid. Under the old system, the allowances were paid via Accounts Payable. Per the Resolution, vehicle allowances are now paid through payroll on the second payroll of each month.

Since the Resolution was approved, you've received the monthly car allowance with your regular salary each month. As noted above, this auto allowance covers all personal vehicle use for work in the county. Thus, it is impermissible and unjustified to submit a separate claim for reimbursement for mileage accumulated within the county; however, it would appear that for the past ten months you have submitted a regular monthly request to AP for mileage reimbursement and personally approving six out of 10 of them in amounts of \$620.88 from September through December of 2021, and \$656.22 for the months of January through June 2022. The payments were requested and paid in check form, see attached copies of AP checks. Your July AP request that was approved by your staff is currently unpaid and pending denial. To assess possible confusion over the Resolution, we researched, and determined none of the three other recipients have requested AP Auto Allowance payment since the resolution was approved.



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As you are aware, RCW 43.09.185 requires local governments to immediately report to the State Auditor's Office (SAO) known or suspected loss of public funds. See Attached. A copy of this letter with the attachments has been forwarded to the SAO. We will not be using any of the Whistleblower hotline as this was uncovered by the Franklin County Auditor's Office during our normal course of business. Additionally, it is recommended this matter be treated like any other County loss of this nature. Given the seriousness of these evidence, that the PA is involved, and that it was discovered through the audit process seems prudent to refer this case for independent legal review. The fact that this matter involves the County Prosecuting Attorney supports avoiding conflict of interest issues by having it reviewed independently. I recommend referring this packet with any of your responses to the Attorney General's Office or a similar independent source.

A handwritten signature in blue ink that reads "Matt Beaton".

Matt Beaton
Franklin County Auditor



1016 N 4th Ave, Pasco,

WA 99301

509-545-3502

List of supporting documentation

- Summary of County payment history of electronic and Accounts payable reimbursements indicating who approved them in the electronic system.
- Paystubs indicating the benefit was included electronically with your pay
- Accounts Payable (AP) Travel Allowance form indicating each monthly request for a check
- Meeting Agenda from 8/26/2021 indicating Resolution 2021-186 would be presented
- Signed copy of Resolution 2021-186 Revising payment method for vehicle allowances and tax reporting of vehicle allowance and assignments
- An internal email acknowledging Prosecutor Shawn Sant's involvement and awareness in developing the payroll Resolution
- Copy of RCW requiring reporting loss of public funds to SAO
- Prosecutor Shawn Sant's Electronic Accounts Payable Blanket Vouch Certification with the oath.
- Prosecutor Shawn Sant's AP Expenditure summary and canceled check images for 1-01-2021 to present.

Amounts Paid

Month	Payroll	Accounts Payable	
Sep-21	620.88	620.88	Approved by Shawn Sant
Oct-21	620.88	620.88	Approved by Chief Deputy Prosecuting Attorney
Nov-21	620.88	620.88	Approved by Chief Deputy Prosecuting Attorney
Dec-21	620.88	620.88	Approved by Chief Deputy Prosecuting Attorney
Jan-22	620.88	656.22	Approved by Shawn Sant
Feb-22	620.88	656.22	Approved by Shawn Sant
Mar-22	620.88	656.22	Approved by Shawn Sant
Apr-22	762.24	656.22	Approved by Shawn Sant
May-22	656.22	656.22	Approved by Shawn Sant
Jun-22	656.22	656.22	Approved by Chief Deputy Prosecuting Attorney
Jul-22		656.22	Approved by Chief Deputy Prosecuting Attorney; unpaid - pending denial
Paid Through June 2022	6,420.84	6,420.84	
Entered in A/P, but not paid - July 2022		656.22	
Grand Total - Paid	6,420.84	6,420.84	

Grand Total to be Reimbursed	6,420.84
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FRANKLIN COUNTY, WASHINGTON 1016 N. 4TH AVE. PASCO, WASHINGTON 99301	Employee ID: E000233	Employee Name: SHAWN P SANT	Warrant Date: 09/16/21	Status/Exempt: Fed:	Dept / Loc: 480
	Period Ending: 09/09/21		Additional WH. Fed:		Warrant No: 00035997

EARNINGS				
Description	Hours	Rate	Current Earnings	Y-T-D Amount
FCCARALW			620.88	620.88
SALARY	80.00		6,593.38	125,274.22
TOTAL EARN:			7,214.26	125,895.10
TOTAL TAXABLE WAGES:			6,341.17	113,555.86
BANKING INFORMATION				

FRANKLIN COUNTY, WASHINGTON 1016 N. 4TH AVE. PASCO, WASHINGTON 99301	Employee ID: E000233	Employee Name: SHAWN P SANT
Warrant Date: 10/28/21	Status/Exempt: Fed:	Dept / Loc: 480
Period Ending: 10/21/21	Additional WH. Fed:	Warrant No: 00036806

EARNINGS				
Description	Hours	Rate	Current Earnings	Y-T-D Amount
FCCARALW			620.88	1,241.76
SALARY	80.00		6,593.38	145,054.36
TOTAL EARN:			7,214.26	146,296.12
TOTAL TAXABLE WAGES:			6,341.17	131,591.34
BANKING INFORMATION				

FRANKLIN COUNTY, WASHINGTON 1016 N. 4TH AVE. PASCO, WASHINGTON 99301	Employee ID: E000233	Employee Name: SHAWN P SANT
Warrant Date: 11/24/21	Status/Exempt: Fed:	Dept / Loc: 480
Period Ending: 11/18/21	Additional WH. Fed:	Warrant No: 00037340

EARNINGS				
Description	Hours	Rate	Current Earnings	Y-T-D Amount
FCCARALW			620.88	1,862.64
SALARY	80.00		6,593.38	158,241.12
TOTAL EARN:			7,214.26	160,103.76
TOTAL TAXABLE WAGES:			6,341.17	143,652.78
BANKING INFORMATION				

FRANKLIN COUNTY, WASHINGTON 1016 N. 4TH AVE. PASCO, WASHINGTON 99301	Employee ID: E000233	Employee Name: SHAWN P SANT	
	Warrant Date: 12/22/21	Status/Exempt: Fed:	Dept / Loc: 480
	Period Ending: 12/16/21	Additional WH. Fed:	Warrant No: 00037870

EARNINGS				
Description	Hours	Rate	Current Earnings	Y-T-D Amount
FCCARALW			620.88	2,483.52
SALARY	80.00		6,593.38	171,427.88
TOTAL EARN:			7,214.26	173,911.40
TOTAL TAXABLE WAGES:			6,154.97	155,341.84
BANKING INFORMATION				

6/15/22, 9:49 AM

PayCheck Info

FRANKLIN COUNTY, WASHINGTON 1016 N. 4TH AVE. PASCO, WASHINGTON 99301	Employee ID: E000233 Warrant Date: 01/20/22 Period Ending:	Employee Name: SHAWN P SANT Status/Exempt: Fed:  Dept / Loc: 480
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EARNINGS

Description	Hours	Rate	Current Earnings	Y-T-D Amount
FCCARALW SALARY	80.00		620.88 6,593.38	620.88 13,186.76
TOTAL EARN:			7,214.26	13,807.64
TOTAL TAXABLE WAGES:			6,329.74	12,038.60
BANKING INFORMATION				
325181264		C ****8308		4,922.50

6/15/22, 9:49 AM

PayCheck Info

FRANKLIN COUNTY, WASHINGTON 1016 N. 4TH AVE. PASCO, WASHINGTON 99301	Employee ID: E000233 Warrant Date: 02/17/22 Period Ending: 0	Employee Name: SHAWN P SANT Status/Exempt: Fed:  Dept / Loc: 480
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EARNINGS

Description	Hours	Rate	Current Earnings	Y-T-D Amount
FCCARALW			620.88	1,241.7
SALARY	80.00		6,593.38	26,373.5

TOTAL EARN:	7,214.26	27,615.26
TOTAL TAXABLE WAGES:	6,329.74	24,077.20

BANKING INFORMATION

325181264	C ****8308	4,921.81
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FRANKLIN COUNTY, WASHINGTON		Employee ID: E000233		Employee Name: SHAWN P SANT	
1016 N. 4TH AVE.		Warrant Date: 03/17/22		Status/Exempt: Fed: 	
PASCO, WASHINGTON 99301		Period Ending: 03/17/22		Dept / Loc: 480	
EARNINGS					
Description	Hours	Rate	Current Earnings	Y-T-D Amount	
FCCARALW			620.88	1,862.64	
SALARY	80.00		6,593.38	39,560.28	
TOTAL EARN:			7,214.26	41,422.92	
TOTAL TAXABLE WAGES:			6,329.74	36,115.80	
BANKING INFORMATION					
325181264		C ****8308		4,921.81	

FRANKLIN COUNTY, WASHINGTON	Employee ID: E000233	Employee Name: SHAWN P SANT
1016 N. 4TH AVE.	Warrant Date: 04/28/22	Status/Exempt: Fed: <input type="radio"/>
PASCO, WASHINGTON 99301	Period Ending: 04	Dept / Loc: 480

EARNINGS				
Description	Hours	Rate	Current Earnings	Y-T-D Amount
FCCARALW			762.24	2,624.88
SALARY	80.00		6,593.38	59,340.42
TOTAL EARN:			7,355.62	61,965.30
TOTAL TAXABLE WAGES:			6,471.10	54,269.80
BANKING INFORMATION				
325181264		C ****8308		5,020.63

FRANKLIN COUNTY,
WASHINGTON
1016 N. 4TH AVE.
PASCO, WASHINGTON 99301

Employee ID: E000233
Employee Name: SHAWN P SANT
Warrant Date: 05/26/22
Status/Exempt: Fed: 
Period Ending:
Dept / Loc: 480

EARNINGS				
Description	Hours	Rate	Current Earnings	Y-T-D Amount
FCCARALW			656.22	3,281.7
SALARY	80.00		6,593.38	72,527.1
TOTAL EARN:			7,249.60	75,808.21
TOTAL TAXABLE WAGES:			6,365.08	66,343.74

BANKING INFORMATION
325181264 C ****8308 4,946.51

2021 SEP. SR5

101480 4303

Shawn's Vendor
V001533

VEHICLE ALLOWANCE 2021

Month	Monthly rental rate	*x.99%	Monthly rate for Vehicle reimbursement	Shawn's pmt	Processed
January	627.15	0.99	\$ 620.88		
February	627.15	0.99	\$ 620.88		
March	627.15	0.99	\$ 620.88		
April	627.15	0.99	\$ 620.88		
May	627.15	0.99	\$ 620.88		
June	627.15	0.99	\$ 620.88		
July	627.15	0.99	\$ 620.88		
August	627.15	0.99	\$ 620.88		
September	627.15	0.99	\$ 620.88		620.88
October	627.15	0.99	\$ 620.88		
November	627.15	0.99	\$ 620.88		
December	627.15	0.99	\$ 620.88		
Totals	7525.8	12	\$ 7,450.56	\$ -	

per resolution 2012-184; 2019-359; 2020-266,

Submitted to be Paid - 480
Initial: *KV* Date: *8/14/21*

2021.OCT.SPS

101480 4303

Shawn's Vendor
V001533

**VEHICLE ALLOWANCE
2021**

Month	Monthly rental rate	*x .99%	Monthly rate for Vehicle reimbursement	Shawn's pmt	Processed
January	627.15	0.99	\$ 620.88		
February	627.15	0.99	\$ 620.88		
March	627.15	0.99	\$ 620.88		
April	627.15	0.99	\$ 620.88		
May	627.15	0.99	\$ 620.88		
June	627.15	0.99	\$ 620.88		
July	627.15	0.99	\$ 620.88		
August	627.15	0.99	\$ 620.88		
September	627.15	0.99	\$ 620.88		
October	627.15	0.99	\$ 620.88		V 20 8/8
November	627.15	0.99	\$ 620.88		
December	627.15	0.99	\$ 620.88		
Totals	7525.8	12	\$ 7,450.56	\$ -	

per resolution 2012-184; 2019-359; 2020-266,

Submitted to be Paid - 480
Initial: KJP Date: 9/23/21

2021 NOV SPS

101480 4303

Shawn's Vendor
V001533

VEHICLE ALLOWANCE 2021

Month	Monthly rental rate	*x.99%	Monthly rate for Vehicle reimbursement	Shawn's pmt	Processed
January	627.15	0.99	\$ 620.88		
February	627.15	0.99	\$ 620.88		
March	627.15	0.99	\$ 620.88		
April	627.15	0.99	\$ 620.88		
May	627.15	0.99	\$ 620.88		
June	627.15	0.99	\$ 620.88		
July	627.15	0.99	\$ 620.88		
August	627.15	0.99	\$ 620.88		
September	627.15	0.99	\$ 620.88		
October	627.15	0.99	\$ 620.88		
November	627.15	0.99	\$ 620.88		
December	627.15	0.99	\$ 620.88		620.88
Totals	7525.8	12	\$ 7,450.56	\$ -	

Submitted to be Paid - 480
Initial: *KP* Date: 10/18/21

per resolution 2012-184; 2019-359; 2020-266,

2021. Dec. SPS

101480 4303 Shawn's Vendor
 V001533

**VEHICLE ALLOWANCE
 2021**

Month	Monthly rental rate	*x .99%	Monthly rate for Vehicle reimbursement	Shawn's pmt	Processed
January	627.15	0.99	\$ 620.88		
February	627.15	0.99	\$ 620.88		
March	627.15	0.99	\$ 620.88		
April	627.15	0.99	\$ 620.88		
May	627.15	0.99	\$ 620.88		
June	627.15	0.99	\$ 620.88		
July	627.15	0.99	\$ 620.88		
August	627.15	0.99	\$ 620.88		
September	627.15	0.99	\$ 620.88		
October	627.15	0.99	\$ 620.88		
November	627.15	0.99	\$ 620.88		
December	627.15	0.99	\$ 620.88		620.88
Totals	7525.8	12	\$ 7,450.56	\$ -	

Submitted to be Paid - 480
 Initial: KJP Date: 11/12/21

per resolution 2012-184; 2019-359; 2020-266.

2000.5AUD.3PS

101480 4303

Shawn's Vendor
V001533

**VEHICLE ALLOWANCE
2022**

Month	Monthly rental rate	*x.99%	Monthly rate for Vehicle reimbursement	Shawn's pmt	Processed
January	662.85	0.99	\$ 656.22		656.22
February	662.85	0.99	\$ 656.22		
March	662.85	0.99	\$ 656.22		
April	662.85	0.99	\$ 656.22		
May	662.85	0.99	\$ 656.22		
June	662.85	0.99	\$ 656.22		
July	662.85	0.99	\$ 656.22		
August	662.85	0.99	\$ 656.22		
September	662.85	0.99	\$ 656.22		
October	662.85	0.99	\$ 656.22		
November	662.85	0.99	\$ 656.22		
December	662.85	0.99	\$ 656.22		
Totals	7954.2	12	\$ 7,874.64	\$ -	

Submitted to be Paid - 480
Initial: mm Date: 1/14/22

per resolution 2012-184; 2019-359; 2020-266,
2021-254

101480 4303

Shawn's Vendor
V001533

VEHICLE ALLOWANCE 2022

2022. Feb. SPS

Month	Monthly rental rate	*x .99%	Monthly rate for Vehicle reimbursement	Shawn's pmt	Processed
January	662.85	0.99	\$ 656.22		
February	662.85	0.99	\$ 656.22		656.22
March	662.85	0.99	\$ 656.22		
April	662.85	0.99	\$ 656.22		
May	662.85	0.99	\$ 656.22		
June	662.85	0.99	\$ 656.22		
July	662.85	0.99	\$ 656.22		
August	662.85	0.99	\$ 656.22		
September	662.85	0.99	\$ 656.22		
October	662.85	0.99	\$ 656.22		
November	662.85	0.99	\$ 656.22		
December	662.85	0.99	\$ 656.22		
Totals	7954.2	12	\$ 7,874.64	\$ -	

per resolution 2012-184; 2019-359; 2020-266,
2021-254

Submitted to be Paid - 480
Initial: *Kjs* Date: *2/23/22*

2022, MAR, SPS

101480 4303

Shawn's Vendor
V001533

VEHICLE ALLOWANCE
2022

Month	Monthly rental rate	*x.99%	Monthly rate for Vehicle reimbursement	Shawn's pmt	Processed
January	662.85	0.99	\$ 656.22		
February	662.85	0.99	\$ 656.22		
March	662.85	0.99	\$ 656.22		
April	662.85	0.99	\$ 656.22		
May	662.85	0.99	\$ 656.22		
June	662.85	0.99	\$ 656.22		
July	662.85	0.99	\$ 656.22		
August	662.85	0.99	\$ 656.22		
September	662.85	0.99	\$ 656.22		
October	662.85	0.99	\$ 656.22		
November	662.85	0.99	\$ 656.22		
December	662.85	0.99	\$ 656.22		
Totals	7954.2	12	\$ 7,874.64	\$ -	

Submitted to be Paid - 480
Initial: *ljp* Date: *2/23/22*

per resolution 2012-184; 2019-359; 2020-266,
2021-254

2022. APR. SPS

101480 4303

Shawn's Vendor
V001533

**VEHICLE ALLOWANCE
2022**

Month	Monthly rental rate	*x.99%	Monthly rate for Vehicle reimbursement	Shawn's pmt	Processed
January	662.85	0.99	\$ 656.22		
February	662.85	0.99	\$ 656.22		
March	662.85	0.99	\$ 656.22		
April	662.85	0.99	\$ 656.22		
May	662.85	0.99	\$ 656.22		656.22
June	662.85	0.99	\$ 656.22		
July	662.85	0.99	\$ 656.22		
August	662.85	0.99	\$ 656.22		
September	662.85	0.99	\$ 656.22		
October	662.85	0.99	\$ 656.22		
November	662.85	0.99	\$ 656.22		
December	662.85	0.99	\$ 656.22		
Totals	7954.2	12	\$ 7,874.64	\$ -	

per resolution 2012-184; 2019-359; 2020-266,
2021-254

Submitted to be Paid - 480
Initiat: KJP Date: 3/28/22

101480 4303

Shawn's Vendor
V001533

**VEHICLE ALLOWANCE
2022**

2022. MAY. SPS

Month	Monthly rental rate	*x .99%	Monthly rate for Vehicle reimbursement	Shawn's pmt	Processed
January	662.85	0.99	\$ 656.22		
February	662.85	0.99	\$ 656.22		
March	662.85	0.99	\$ 656.22		
April	662.85	0.99	\$ 656.22		
May	662.85	0.99	\$ 656.22		656.22
June	662.85	0.99	\$ 656.22		
July	662.85	0.99	\$ 656.22		
August	662.85	0.99	\$ 656.22		
September	662.85	0.99	\$ 656.22		
October	662.85	0.99	\$ 656.22		
November	662.85	0.99	\$ 656.22		
December	662.85	0.99	\$ 656.22		
Totals	7954.2	12	\$ 7,874.64	\$	-

per resolution 2012-184; 2019-359; 2020-266,
2021-254

Submitted to be Paid -- 4303
Initial: KIP Date: 4/14/22

2022. JUN. SPS

101480 4303

Shawn's Vendor
V001533

**VEHICLE ALLOWANCE
2022**

Month	Monthly rental rate	*x.99%	Monthly rate for Vehicle reimbursement	Shawn's pmt	Processed
January	662.85	0.99	\$ 656.22		
February	662.85	0.99	\$ 656.22		
March	662.85	0.99	\$ 656.22		
April	662.85	0.99	\$ 656.22		
May	662.85	0.99	\$ 656.22		
June	662.85	0.99	\$ 656.22		656.22
July	662.85	0.99	\$ 656.22		
August	662.85	0.99	\$ 656.22		
September	662.85	0.99	\$ 656.22		
October	662.85	0.99	\$ 656.22		
November	662.85	0.99	\$ 656.22		
December	662.85	0.99	\$ 656.22		
Totals	7954.2	12	\$ 7,874.64	\$	-

per resolution 2012-184; 2019-359; 2020-266,
2021-254

Submitted to be Paid - 480
Initial: *KJP* Date: *5/14/22*

2022. JUL. SPS

101480 4303

Shawn's Vendor
V001533

VEHICLE ALLOWANCE 2022

Month	Monthly rental rate	*X.99%	Monthly rate for Vehicle reimbursement	Shawn's pmt	Processed
January	662.85	0.99	\$ 656.22		
February	662.85	0.99	\$ 656.22		
March	662.85	0.99	\$ 656.22		
April	662.85	0.99	\$ 656.22		
May	662.85	0.99	\$ 656.22		
June	662.85	0.99	\$ 656.22		
July	662.85	0.99	\$ 656.22		
August	662.85	0.99	\$ 656.22		10.56.22
September	662.85	0.99	\$ 656.22		
October	662.85	0.99	\$ 656.22		
November	662.85	0.99	\$ 656.22		
December	662.85	0.99	\$ 656.22		
Totals	7954.2	12	\$ 7,874.64	\$	

Submitted to be Paid - 480
Initial: *LS*
Date: *10/14/22*

per resolution 2012-184; 2019-359; 2020-266,
2021-254



Keith Johnson
County Administrator

BOARD OF COMMISSIONERS
FRANKLIN COUNTY
WASHINGTON

BRAD PECK
District 1

ROCKY MULLEN
District 2

CLINT DIDIER
District 3

AGENDA
SPECIAL MEETING
Thursday August 26, 2021

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.

Please follow our Franklin County website link to join us via AV Capture Live Stream.
<https://www.co.franklin.wa.us/commissioners/meeting.php>

Mask requirement for ALL individuals is in effect

8:00 a.m. Call to Order and Pledge of Allegiance

8:01 a.m. Approval of Minutes *August 10, 2021 Commissioners Meeting Minutes*

8:02 a.m. Office Business

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

1. Resolution 2021-178 2022-2023 Contract with the Wesley Group
2. Resolution 2021-179 Public Safety Testing Subscriber Agreement
3. Resolution 2021-180 Professional Services contract with Shelley Ajax Homicide
4. Resolution 2021-181 Professional Services contract with Shelly Ajax Conflict and Overflow
5. Resolution 2021-182 Professional Services contract with Karla Kane Homicide
6. Resolution 2021-183 Investigative Services with Abel Campos Premier Investigations
7. Resolution 2021-184 Copier Lease for HAPO Center
8. Resolution 2021-185 2021 Annual Update and Accomplishment Report for Franklin County WDOT
9. Resolution 2021-186 Revising Payment Method for Vehicle Allowances
10. Resolution 2021-187 Agreement with AXON Cameras and Support Services for the Sheriff Department
11. Resolution 2021-188 First Amendment to Interlocal Agreement between Juvenile Justice Center and Kennewick School District Detention

8:10 a.m. Adjourn



**FRANKLIN COUNTY, WASHINGTON
BOARD OF COMMISSIONERS**

**SPECIAL MEETING I
AUGUST 26, 2021**

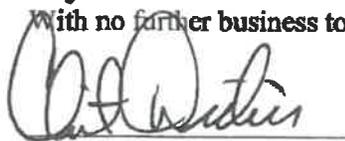
8:02 a.m. Approval of Consent Agenda

1. Resolution 2021-178 2022-2023 Contract with the Wesley Group
2. Resolution 2021-179 Public Safety Testing Subscriber Agreement
3. Resolution 2021-180 Professional Services contract with Shelley Ajax Homicide
4. Resolution 2021-181 Professional Services contract with Shelly Ajax Conflict and Overflow
5. Resolution 2021-182 Professional Services contract with Karla Kane Homicide
6. Resolution 2021-183 Investigative Services with Abel Campos Premier Investigations
7. Resolution 2021-184 Copier Lease for HAPO Center
8. Resolution 2021-185 2021 Annual Update and Accomplishment Report for Franklin County WDOT
9. Resolution 2021-186 Revising Payment Method for Vehicle Allowances
10. Resolution 2021-187 Agreement with AXON Cameras and Support Services for the Sheriff Department
11. Resolution 2021-188 First Amendment to Interlocal Agreement between Juvenile Justice Center and Kennewick School District Detention

❖ *Commissioner Mullen moved to approve consent agenda items 1-11. Commissioner Peck seconded and the motion carried.*

Adjourn

With no further business to bring before the Board, the meeting adjourned at 8:06 a.m.


Chair


Clerk of the Board

9-14-2021
Date

Agenda Summary Report (ASR) 2021 - 186

Franklin County Board of Commissioners

DATE SUBMITTED: 8/17/2021	PREPARED BY: Tim Anderson
Meeting Date Requested: 8/24/2021	PRESENTED BY: Keith Johnson
ITEM: (Select One) <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Brought Before the Board Time needed:	
SUBJECT: Revising Payment Method for Vehicle Allowances and the Tax Reporting of Vehicle Allowances and Assignments.	
FISCAL IMPACT: None, other than time savings for staff reviewing/entering the allowances monthly.	
BACKGROUND: Vehicle allowances are currently paid via Accounts Payable. The taxable gross amount is calculated by the Auditor's Office each month and provided to HR to be entered into One Solution. The taxable amounts for vehicle assignments would also be done in a similar manner, but currently there are no vehicle assignments. No changes to vehicle allowances are proposed in this resolution. The purpose of this resolution is only to streamline the administrative processes.	
RECOMMENDATION: Approve the resolution	
COORDINATION: Tom Westerman, Director of Finance; Tim Anderson, Accounting Supervisor; Keith Johnson, County Administrator.	
ATTACHMENTS: ASR/Resolution,	
HANDLING / ROUTING: (Once document is fully executed it will be imported into Document Manager. Please list <u>name(s)</u> of parties that will need a pdf) Tom Westerman, Director of Finance, Auditor's Office	

I certify the above information is accurate and complete.



Keith Johnson, Administrator

FRANKLIN COUNTY RESOLUTION

2021-186

**BEFORE THE BOARD OF COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

**REVISING PAYMENT METHOD FOR VEHICLE ALLOWANCES AND
THE TAX REPORTING OF VEHICLE ALLOWANCES AND
ASSIGNMENTS**

WHEREAS, the County Commissioners and Prosecuting Attorney are authorized to receive travel allowances; and

WHEREAS, the Commissioners and Prosecuting Attorney are currently paid the allowance each month via Accounts Payable; and

WHEREAS, the Prosecuting Attorney may select between a vehicle allowance equal to 99 percent of the approved rental rate for light duty pickups and SUV's in lieu of an assigned county vehicle or have a vehicle assigned to them from the county motor pool for official travel; and

WHEREAS, when mileage is submitted and/or if fuel is paid by the County, the monthly taxable amount reported would change each month; and

WHEREAS, it would be more efficient to pay a set monthly amount, revised annually as approved, via payroll; and

WHEREAS, the Board of Franklin County Commissioners constitutes the legislative authority of Franklin County and deems this to be in the best interest of the County

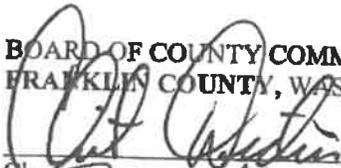
NOW, THEREFORE, BE IT RESOLVED that vehicle allowances will be paid through payroll on the second payroll of each month and will be taxed as gross pay; and

BE IT FURTHER RESOLVED that if a vehicle is assigned from the Motor Pool, this will be taxed as gross pay, on the second payroll of each month, at the IRS Annual Lease Value rate; and

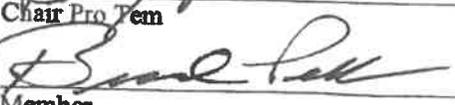
BE IT FURTHER RESOLVED that there will be no reductions to amounts reported via payroll for the submittal of business mileage related to vehicle allowances or vehicle assignment.

APPROVED this 26 day of August, 2021.

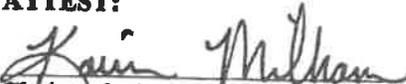
**BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**


Chair


Chair Pro Tem


Member

ATTEST:


Clerk to the Board

Tim Anderson

From: Keith Johnson <kjohnson@co.franklin.wa.us>
Sent: Thursday, August 12, 2021 12:55 PM
To: Shirley Jones
Cc: Tim Anderson
Subject: Re: Vehicle Allowance Taxation

I would prefer to strike the 3rd Whereas regarding mileage reports and the last Be it Resolved regarding fuel purchases. If Tim is agreeable to that, we can go forward.

I'm ok with Shawn providing a report on personal use miles of his county vehicle.

Keith Johnson
Franklin County Administrator

On Aug 12, 2021, at 12:09 PM, Shirley Jones <sjones@co.franklin.wa.us> wrote:

This is on for Tuesday, any additional changes so Karin can upload? Shawn said there might be further changes. Or remove it from Tuesday??

Thank you,

Shirley

Shirley J. Jones, Admin to County Administrator
Franklin County Administration
Franklin County Commissioner's Office
509-546-5855, sjones@co.franklin.wa.us

This message contains information that may be confidential per RCW 13.50.050 or 42CFR, Part 2. If this message was sent to you in error, any use, or disclosure or distribution of its contents is prohibited. If you receive this message in error, please contact me at the email address listed above and delete this message without printing, copying, or forwarding. Thank you.

<07_2021_Vehicle Allowances Paid Via Payroll_NEW FORMAT (002).docx>

RCW 43.09.185

Loss of public funds—Illegal activity—Report to state auditor's office.

***** CHANGE IN 2022 *** (SEE 5002.SL) *****

State agencies and local governments shall immediately report to the state auditor's office known or suspected loss of public funds or assets or other illegal activity.

[1995 c 301 § 8.]



FRANKLIN COUNTY AUDITOR

Matt Beaton, Auditor

ELECTRONIC ACCOUNTS PAYABLE BLANKET VOUCHER CERTIFICATION

Date: December 29, 2017

- 1) I hereby certify that I have read the Voucher Certification Policy and Procedures as authorized with Resolution No. 2013-250.
- 2) As of the above date, I hereby authorize the following certification to apply to all accounts payable/voucher transactions that I approve in Franklin County's financial software and are charged to the current year budget and all future budgets as adopted by the Franklin County Board of County Commissioners.
- 3) I certify that each invoice has been reviewed individually for accuracy.

When I check the "approve" box in OneSolution, I am certifying:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation against the County of Franklin, and that I am authorized to authenticate and certify to said claim.

Shawn P. Sant

Print Name

A handwritten signature in black ink, appearing to read "Shawn P. Sant", written over a horizontal line.

Signature

29 Dec. 2017

Date Signed

FRANKLIN COUNTY
Expenditures by Vendor
 Check Date Range 1/1/2021 - 6/24/2022

Vendor ID Invoice No VENDOR	Vendor Name Description	Post Date Fiscal Yr	Set ID	Pmt Type	Warrant / Check No	Check Date	Rev Amount	Amount	Stat	Key	Object
V001533	SHAWN SANT	08/31/2021	OH0089247	CHK	00374039	08/30/2021		2,692.45	PD	101700	4964
C2021-08	Claim for Damages \$Sant	2021									
V001533	SHAWN SANT	08/31/2021	OH0088908	CHK	00374039	08/30/2021		620.88	PD	101480	4303
2021.SEP.SPS	TRAVEL ALLOWANCE	2021									
V001533	SHAWN SANT	09/28/2021	OH0090232	CHK	00374821	09/28/2021		620.88	PD	101480	4303
2021.OCT.SPS	TRAVEL ALLOWANCE	2021									
V001533	SHAWN SANT	11/09/2021	OH0091000	CHK	00375960	11/09/2021		513.00	PD	101480	4300
TRAVEL 10-04-21	TRAVEL	2021									
V001533	SHAWN SANT	11/09/2021	OH0091370	CHK	00375960	11/09/2021		620.88	PD	101480	4303
2021.NOV.SPS	TRAVEL ALLOWANCE	2021									
V001533	SHAWN SANT	11/09/2021	OH0091366	CHK	00375960	11/09/2021		195.00	PD	101480	4902
131271	TRAINING AND CERTIFICATION	2021									
V001533	SHAWN SANT	11/23/2021	OH0092298	CHK	00376497	11/23/2021		620.88	PD	101480	4303
2021.DEC.SPS	TRAVEL ALLOWANCE	2021									
V001533	SHAWN SANT	01/25/2022	OH0094348	CHK	00378195	01/25/2022		656.22	PD	101480	4303
2022.JAN.SPS	TRAVEL ALLOWANCE	2022									
V001533	SHAWN SANT	03/08/2022	OH0095711	CHK	00379541	03/08/2022		656.22	PD	101480	4303
2022.FEB.SPS	TRAVEL ALLOWANCE	2022									
V001533	SHAWN SANT	03/08/2022	OH0095712	CHK	00379541	03/08/2022		656.22	PD	101480	4303
2022.MAR.SPS	TRAVEL ALLOWANCE	2022									

FRANKLIN COUNTY
Expenditures by Vendor
 Check Date Range 1/1/2021 - 6/24/2022

Vendor ID	Vendor Name	Post Date	Set ID	Pmt Type	Warrant / Check No	Check Date	Rev Amount	Amount	Stat	Key	Object
V001533	SHAWN SANT	04/12/2022	OH0096692	CHK	00380579	04/12/2022		25.00	PD	101480	4300
MAR.11.2022.SPS	TRAVEL LUNCH	2022									
V001533	SHAWN SANT	04/12/2022	OH0097073	CHK	00380579	04/12/2022		114.39	PD	101480	4300
TRAVEL 03-23-22	TRAVEL	2022									
V001533	SHAWN SANT	04/12/2022	OH0096948	CHK	00380579	04/12/2022		656.22	PD	101480	4303
2022.APR.SPS	TRAVEL ALLOWANCE	2022									
V001533	SHAWN SANT	04/26/2022	OH0097661	CHK	00381201	04/26/2022		656.22	PD	101480	4303
2022.MAY.SPS	TRAVEL ALLOWANCE	2022									
V001533	SHAWN SANT	05/31/2022	OH0098355	CHK	00382267	05/31/2022		271.45	PD	101480	4300
TRAVEL 04-26-22	TRAVEL	2022									
V001533	SHAWN SANT	05/31/2022	OH0098861	CHK	00382267	05/31/2022		656.22	PD	101480	4303
2022.JUN.SPS	TRAVEL ALLOWANCE	2022									
VENDOR TOTAL								\$10,232.13			
GRAND TOTAL								\$10,232.13			

6/24/22, 3:21 PM

PLEASE INTEREST PER ANNUAL ALLOWED PERSON FROM DATE REGISTERED UNTIL CALLED



Franklin County
1016 N. 4th Avenue
Pasco, WA 99301

PAYABLE THRU PASCO BRANCH
UNIONIA BANK, PASCO, WA

95-6051232

DATE	WARRANT NO.	AMOUNT
09/28/21	00374821	\$620.88

VOID IF NOT CASHED WITHIN 90 DAYS

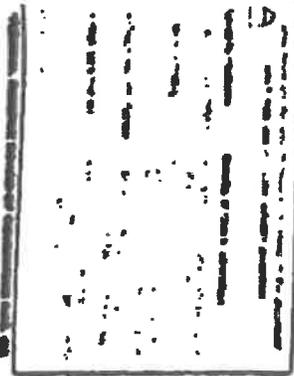
PAY SIX HUNDRED TWENTY Dollars and EIGHTY EIGHT

Cents

TO THE GRANT P. SANT
ORDER C/O PA'S OFFICE
OF

Mark Beaton
FRANKLIN COUNTY AUDITOR

00374821 123205054 4868245756



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CHECK MARK IF LOCAL CHECK

Mobile Deposit Only

SM

6/24/22, 3:38 PM

PERCENT INTEREST PER ANNUM ALLOWED HEREON FROM DATE REGISTERED UNTIL CALLED



Franklin County
1016 N. 4th Avenue
Pasco, WA 99301

PAYABLE THRU PASCO BRANCH
UNION BANK, PASCO, WA

66-6051222

DATE	WARRANT NO	AMOUNT
11/09/22	00375960	\$1,328.88

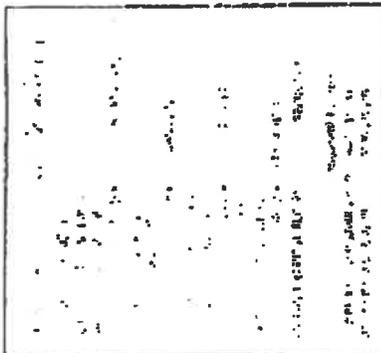
VOID IF NOT CASHED WITHIN 90 DAYS

PAY ONE Thousand THREE hundred TWENTY EIGHT Dollars
and EIGHTY EIGHT Cents

TO THE ORDER OF SHAWN P. SANT
C/O PA'S OFFICE

Matt Beaton
FRANKLIN COUNTY AUDITOR

⑆00375960⑆ ⑆123205054⑆ 4868245756⑆



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6/24/22, 3:32 PM

PERCENT INTEREST PER ANNUM ALLOWED HEREON FROM DATE REGISTERS DATE, CALLED



Franklin County
1016 N. 4th Avenue
Pasco, WA 99301

PAYABLE THRU PASCO BRANCH
LUMPOUA BANK, PASCO, WA

86-5051232

DATE	WARRANT NO.	AMOUNT
01/25/22	00378195	\$656.22

VOID IF NOT CASHED WITHIN 90 DAYS

Wato Bealan
FRANKLIN COUNTY AUDITOR

PAY SIX Hundred FIFTY SIX Dollars and TWENTY TWO Cents

TO THE SHAWN P SANT
ORDER C/D PA'S OFFICE
OF

⑆00378195⑆ ⑆123205054⑆ 4868245756⑆

A (Used below are the security features provided as they occurred with the card in certain industry guidelines.)

Security Features:

- 1. Hologram
- 2. Microprint
- 3. Color Shift Ink
- 4. Security Features
- 5. Security Features
- 6. Security Features
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- 18. Security Features
- 19. Security Features
- 20. Security Features

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Shawn P Sant

Make Deposit Only

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6/24/22, 3:33 PM

PERCENT INTEREST PER ANNUM ALLOWED HEREON FROM DATE REGISTERED UNTIL, CALLED



Franklin County
1016 N. 4th Avenue
Pasco, WA 99301

PAYABLE THRU PASCO BRANCH
LUMPOUA BANK, PASCO, WA

86-606/1232

DATE	WARRANT NO	AMOUNT
03/09/22	00379541	\$1,312.44

VOID IF NOT CASHED WITHIN 90 DAYS

PAY ONE Thousand THREE Hundred TWELVE Dollars and FORTY FOUR Cents

TO THE SHAMI P SANT
ORDER C/O PA'S OFFICE
OF

Walt Bealer
FRANKLIN COUNTY AUDITOR

⑈00379541⑈ ⑆123205054⑆ 4068245756⑈

ENDORSE HERE

[Handwritten signature]

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Instructions on the security features provided on this document should never change unless security guidelines

Security Features

- Paper Quality: Heavy weight paper with a slightly rough texture.
- Color: Bright, vibrant colors that do not fade.
- Ink: Permanent, smudge-resistant ink.
- Watermark: A faint watermark of the Federal Reserve is visible when held up to the light.
- Security Thread: A continuous thread woven into the paper.
- Microprint: Tiny, repeating patterns of text and symbols.
- Hologram: A circular, multi-colored emblem.
- Ultraviolet Features: Fluorescent markings that glow under UV light.
- Magnetic Ink Character Recognition (MICR): A series of numbers at the bottom of the document.

6/24/22, 3:35 PM



Franklin County
1816 N. 4th Avenue
Pasco, WA 99301

PAYABLE THRU PASCO BRANCH
IMPERIA BANK, PASCO, WA

9C-6051232

DATE	WARRANT NO	AMOUNT
05/31/22	00382267	5927.67

VOID IF NOT CASHED WITHIN 90 DAYS

Security Features on back

PAY TO THE ORDER OF: **Franklin County**
TWENTY SEVEN HUNDRED AND SIXTY SEVEN AND 00/100 DOLLARS

TO THE ORDER OF: **PASCO OFFICE**

Walter J. ...
FRANKLIN COUNTY CLERK

⑆00382267⑆ ⑆123205054⑆ 4868245756⑆

United States of America
Federal Reserve Bank of San Francisco
San Francisco, CA 94102

Serial Number: 123205054
Check Number: 00382267

Amount: \$5,927.67

Payable to: Franklin County
Pay to the order of: Pasco Office

ENDORSE HERE

Walter J. ...

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