

Minutes for January 5th, 2004

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062028 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **January 5, 2004** at **9:00 a.m.** G.R. "Jerry" Finch, Chairman, Greg Partch, and Les Wigen, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

9:00 a.m. - Call to Order/Board Business/BOCC Workshop

D062028A 1. Items discussed included capital projects, .08 allocation, legislative rally, county recording systems, LEOFF 1 long-term care, 2004 chair and vice-chair and office closures. No action taken.

10:00 a.m. - Pledge of Allegiance/Board Business.

Present: Tammy Lewis.

062028B 2. Board Reorganization: Motion by Commissioner Partch **seconded** by Commissioner Finch and **carried** to nominate Commissioner Wigen as Chairman for 2004.

062028C 3. Motion by Commissioner Wigen **seconded** by Commissioner Finch and **carried** to nominate Commissioner Partch as Vice Chairman for 2004.

D062028D 4. Motion by Commissioner Finch to approve the consent agenda. Motion **seconded** by Commissioner Partch and **carried**.

062029 5. Claims/Payroll warrants numbered **157941-157944 and 157947** for **\$39,502.30** approved.

FUND	FUND NAME	AMOUNT	AMOUNT
001	Current Expense	1,800.00	
690	Clearing & Suspense	7,189.51	30,512.79

062030-062040 6. Personnel board orders approved.

062041 7. December 29, 2004 minutes approved.

10:10 a.m. - Rana Reavis.

062042 8. Motion by Commissioner Partch **seconded** by Commissioner Finch and **carried** to approve the 2004-committee assignments as revised.

2004 Whitman County Commissioners Committee Assignments

Commissioner District I, Greg Partch

BOCC Minutes-01/05/04

Aging & Long Term Care of Eastern Washington Governing Board (ALTCEW)
Council on Aging & Human Services (COA&HS)
Workforce Investment Act (WIA)-State Paid Expenses
WSAC Legislative Steering Committee (Partially Paid Expenses)
WSAC Eastern District Vice-President
Joint Planning Advisory Committee (JPAC) II
Whitcom Executive Committee (Primary)
Palouse Community Partners
Developmental Services Advisory Board (Non-Member)
Greater Columbia Behavior Health Regional Support Network (Alternate)
Washington State Enhanced 911 Advisory Board (Alternate for WSAC-East)
Palouse Planning and Implementation Team (PPI) (Primary)

Commissioner District II, Jerry Finch

Palouse River Counseling Center Advisory Board (Non-Member)
Martin Hall Juvenile Facilities Consortium
Washington Counties Insurance Fund (WCIF) (Paid Expenses)
Juvenile Justice Advisory Committee
United Way of Pullman
Washington Rural Counties Risk Pool (WRCRP)
Incident Team (IT)
Whitcom Executive Committee (Alternate)
Palouse Local Work Group
Scenic Heritage Byways Committee
Safety Committee
Upper Columbia RC&D
Greater Columbia Behavior Health Regional Support Network (Primary)
Rural Transportation Planning Organization (RTPO)
Palouse Planning & Implementation Team (PPI) (Alternate)

Commissioner District III, Les Wigen

Palouse Empire Fair Board
Palouse Empire Fair Foundation Committee
Palouse Empire Fair Grandstand Committee
Northwest Council of Governments Association (NWCOGA)
Whitman County Business & Development Association (Primary)
WRIA 34-Whitman County
WRIA 35-Garfield County
WRIA 56-Spokane County
Tucannon River Workgroup
Salmon Recovery Board

Chairperson

Hearings Examiner Board
Finance Committee
Transportation Policy Board
Board of Law Library
Capital Improvement Plan (CIP)
LEOFF 1 Disability Board

BOCC Minutes-01/05/04

Incident Team (IT)
Safety Committee (SC)

All Commissioners

Board of Health (BOH)
Board of Equalization (BOE)
Law & Justice Planning Council (L&J)
Joint Port of Whitman County/Whitman County
WA-CERT Port/Whitman County Review Committee
Quad Counties Committee
ADO Committee
Community Education and Training Center (CETC)

All Commissioners May Attend Occasionally (BOCC-Not Members)

OKKO Club
Noxious Weed Control Board
Solid Waste Advisory Committee (SWAC)
Agricultural Burning Task Force
Extension Steering Committee
TEA-21 Committee
Road and Bridge Advisory Committee

062043 9. Motion by Commissioner Finch **seconded** by Commissioner Partch and **carried** to sign a board order authorizing the publishing of a notice seeking small works and professional services vendors.

062044 10. Motion by Commissioner Partch **seconded** by Commissioner Finch and **carried** to authorize the Chairman to sign the 2004 CDBG-PS grant contract.

11. Motion by Commissioner Finch **seconded** by Commissioner Partch and **carried** to sign the following appointment of reserve deputies:

- 062045** Timothy Cox
- 062046** Scott Ellsworth
- 062047** Danette Farr
- 062048** Arianna Glick
- 062049** Brian Keller
- 062050** Matthew Kuhrt
- 062051** Chad J. Myers
- 062052** Jeremy W. Peterson
- 062053** Antonella Thurgood
- 062054** Eric Whitesell
- 062055** Michael J. Bogenreif

062056 12. A copy of a letter sent to Lacrosse Mayor Don Dorman was received from the Sheriff concerning animal control in Lacrosse.

13. Executed copies of the following contracts received:

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- 062057 Administrative Office of the Courts (CASA) #ICA No. 2004-496
- 062058 Administrative Office of the courts (BECCA) #ICA No. 2004-457
- 062059 Palouse River Counseling Center
- 062060 Department of Social & Health Services (JAIBG) #0363-31038

D062060A 14. Commissioners' pending list reviewed.

10:25 a.m. - Kelli Campbell, Human Resources Director.

Present: Rana Reavis and Tammy Lewis.

062061 1. Ms. Campbell explained that the annual leave policy format and numbering has been updated. In addition, a provision for conversion of sick leave to vacation leave after acquiring a certain amount of hours was added to provide the same benefit to non-represented as represented employees. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to Annual Leave Policy as presented.

RESOLUTION NO. 062061

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Policy **Annual Leave;**

WHEREAS, this policy has been reformatted, amended and numbered to match the County's new policy structure,

WHEREAS, this action is necessary and in the best interest of Whitman County and its employees,

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached **POL-0520-HR ANNUAL LEAVE.**

Dated this 5TH day of January 2004 and effective as of January 1, 2004.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Les Wigen, Chairman

ATTEST:

Greg Partch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

G. R. Finch, Commissioner

Effective Date: 01/01/04	POLICY	Page 1 of 2
Cancels: H-8		Approved by: BOCC
See Also:		Reso. #062061

POL-0520-HR ANNUAL LEAVE

This policy applies to all Non-elected, Regular employees working 50% time or more unless otherwise addressed in a bargaining unit contract.

1. Annual Leave Shall be Earned in Accordance with a Schedule

Full time employees who qualify will be eligible to accrue annual leave time in accordance with the following schedule:

1. Up to the first five (5) years of service each full time employee shall receive 8 hours of annual leave for each whole month employed (12 days per year).
2. After five (5) years of service, each full time employee will receive 10 hours for each month served (15 days per year).
3. After ten (10) years of service each employee will receive 13.36 hours for each month served (20 days per year).
4. After fifteen (15) years of service each employee will receive 16.67 hours for each month served (25 days per year).
5. After twenty (20) years of service each employee will receive 20 hours for each month served (30 days per year).

Annual leave will be prorated for part time employees who qualify.

2. A Full Month of Service Shall be Based on the 15th of Each Month.

A full month of service will be credited for annual leave if an employee is placed on the payroll on or before the fifteenth of the month or terminates after the fifteenth.

3. Annual Leave Will be Allowed with the Approval of the Department Head/Elected Official.

Annual leave will be allowed with the approval of the Department Head/Elected Official. Insofar as is consistent with the efficient operations of the department, the department shall endeavor to schedule vacation according to the employee's length of service and choice of dates.

4. Annual Leave May be Drawn Upon After the Completion of an Evaluation Period.

Although annual leave benefits are earned from the date of employment, full and part-time employees, who qualify, will not be eligible to draw upon this benefit until they have completed their evaluation period.

Employees transferred from one department to another are also subject to an evaluation period. Therefore, employees will retain their annual leave balance. However, they will not be eligible to draw upon this benefit until they have completed the evaluation period.

5. Annual Leave May be Accumulated to a Maximum of 216 or 240 Hours.

Annual leave may be accumulated to a maximum of 216 hours. If the employee has 20 years of continuous service with the County, he/she may earn up to a maximum of 240 hours.

Any annual leave accumulated beyond these limits shall be automatically forfeited, without action on the part of any party, at the end of each calendar year.

6. Upon Termination of Employment, Annual Leave Shall be Paid Out.

After termination of employment, each employee shall be eligible to receive a payment of their accrued annual leave up to the 216 or 240 maximum.

Vacation hours that were converted from sick leave hours in accordance with policy POL-0500-HR are not compensable upon leaving the County's employment.

Employees who are terminated during their evaluation periods will not receive compensation for accrued annual leave hours.

062062 2. The Director explained the Sick Leave policy was also updated to correspond with the sick leave conversion and union contracts for non-represented employees. **Motion** by Commissioner Finch **seconded** by Commissioner Partch and **carried** to adopt the Sick Leave Policy as presented.

RESOLUTION NO. 062062

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Policy **Sick Leave**;

WHEREAS, this policy has been reformatted, amended and numbered to match the County's new policy structure,

WHEREAS, this action is necessary and in the best interest of Whitman County and its employees,

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached **POL-0500-HR SICK LEAVE**.

Dated this 5TH day of January 2004 and effective as of January 1, 2004.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Les Wigen, Chairman

ATTEST:

Greg Partch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

G. R. Finch, Commissioner

Effective Date: January 1, 2004	Page 1 of 4
POLICY	
Cancels: H-7	Approved by: BOCC
See Also: POL#0510-HR, Reso. # 061354	Reso. #062062

POL-0500-HR SICK LEAVE

This policy applies to all Non-elected, Regular employees working 50% time or more unless otherwise addressed in a bargaining unit contract.

Definitions

Child - a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is: under eighteen years of age; or eighteen years of age or older and incapable of self-care because of a mental or physical disability.

Grandparent - a parent of a parent of an employee

Parent - a biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child.

Parent-in-Law - a parent of the spouse of an employee

Spouse - a husband or wife, as the case may be

Health Condition That Requires Treatment or Supervision - includes: any medical condition requiring treatment or medication that the family member cannot self-administer; any medical or mental health condition which would endanger the family member's safety or recovery without the presence of the employee; or any condition warranting treatment or preventive health care such as physical, dental, optical or immunization services, when the employee must be present to authorize and when sick leave may otherwise be used for the employee's preventive health care.

Serious Health Condition - an illness, injury, impairment, or physical or mental condition that involves any period of incapacity or treatment connected with inpatient care in a hospital, hospice or residential medical care facility, and any period of incapacity or subsequent treatment or recovery in connection with such inpatient care; or that involves continuing treatment by or under the supervision of a health care provider or a provider of health care services and which includes any period of incapacity.

Emergency Condition - a health condition that is a sudden, generally unexpected occurrence or set of circumstances related to one's health demanding immediate action, and is typically very short term in nature.

1. **Sick Leave is Granted the Employee in Order That the Employee Need Not Work When Ill Nor Suffer Loss of Pay Due to Illness.**
2. **Sick Leave is Accrued Monthly**

Full-time employees accrue sick leave at a rate of eight hours for each completed month of service. A full month of service will be credited for sick leave if an employee is placed on the payroll on or before the fifteenth of the month or terminates after the fifteenth (15th).

For part-time employees who qualify, sick leave shall be prorated for each full month of service.

Temporary employees do not earn sick leave benefits.

3. Sick Leave May Only Be Accumulated to a Total of 960 Hours.

Sick leave accrued beyond 960 hours shall be automatically forfeited without action on the part of any party.

4. A Conversion of Sick Leave to Vacation is Allowed.

Four days of sick leave in excess of 960 hours may be converted to one day of vacation. All accrual maximums still apply. Converted vacation days are not compensable upon an employee's departure or retirement. Therefore, each department must develop a system for keeping track of converted vacation hours. (See Procedure PRO#...)

5. Sick Leave Hours May Be Drawn Upon After the Completion of a Successful Probationary Period.

Although sick leave benefits are earned from the date of employment for those who qualify, employees will not be eligible to draw upon this benefit until they have completed their probationary period.

6. Sick Leave Cannot Be Used or Earned During a Leave Without Pay and Cannot Be Used or Earned During a Suspension Without Pay.

7. Sick Leave Hours Shall Be Charged at a Rate of One-Hour Leave for One Hour of Absence.

Only hours during the employee's scheduled work shift are charged and are charged at a rate of one-hour leave for one hour of absence. Records will be kept in hours and charged according to the working hours absent.

Only accrued hours may be used. Employees may not take advance leave until it has been earned.

8. At the Employee's Option, Annual Leave may be Used as Sick Leave, but Sick Leave Shall Not be Used as Annual Leave.

Sick leave is only to be taken under the conditions outlined in number ten of this policy. It is neither for additional annual leave nor to compensate employees for time off the job for any reason.

9. Employees Transferred to Another Department Within the County Shall Retain Accumulated Sick Leave Benefits.

10. The Approved Uses of Sick Leave Shall be as Follows:

1. An illness or injury incapacitating the employee.
2. Exposure to a contagious disease, during which period attendance at work would constitute a health threat to other employees or the public.
3. Doctor or dental appointments.
4. Illness in the immediate family. This includes caring for (a) a child of the employee with a health condition that requires treatment or supervision; or (b) a spouse, parent, parent-in-law, or grandparent of the employee who has a serious health condition or an emergency condition.
5. Death in the immediate family, as defined, requiring the attendance of the employee, including attendance at funerals. Leave for such shall be limited to three (3) days of sick leave to attend a funeral or illness or up to five (5) days if the funeral or illness is more than 250 miles away in one direction. Additional leave may be granted at the discretion of the Department Head.

11. Employees Who are Ill Shall be Responsible for Notifying Their Immediate Supervisor of Such Illness as Soon as They Become Aware of Such Illness or no Later Than the Beginning of the Work Shift.

The Department Head may require a certificate of illness from a doctor before approving sick leave pay for an employee.

Employees shall complete a leave request form as provided by each department.

12. A Consistent Lack of Sick Hours May Cause the Benefit to be Revoked.

After one year of employment, an employee whose record indicates a consistent lack of more than five days of accumulated sick leave or a persistent pattern of using one or more sick leave days per month may be considered to have jeopardized said employee's sick leave privilege and such privilege will be subject to review by the Department Head. Disciplinary action up to and including discharge may be taken.

Each Department Head shall be responsible for monitoring employee accruals so they do not drop below zero. For no reason should accruals drop below zero unless due to errors in the payroll process or other established processes (i.e. worker's compensation sick buy back, sick bank donations, etc.). These processes shall be corrected as soon as possible.

13. Employees May use Accrued Sick Leave in Accordance with Industrial Insurance Regulations.

An employee who is eligible for Labor and Industry compensation because of time off for an on-the-job injury, shall be paid sick leave in the amount of the difference between the employee's regular pay and the amount paid by the L & I after the first three days off the job. Full amount of sick leave will be paid in the first three days. Should an employee be later paid by L&I for the first three days, that amount shall be credited to Whitman County from the money due the employee from the next payroll and the three days of sick leave will be reinstated. The prorated part of sick leave as determined by the ratio of regular sick leave and L & I compensation shall be charged the employee for time off the job.

When an employee has exhausted his/her sick leave benefits, the County will cease payment of their regular salary and the employee will retain the L & I payments. At this time the County will also discontinue payment of benefits. If the employee feels he/she will be able to return to work in a reasonable period of time, that employee may request to go on a "leave of absence without pay." Leaves of this nature will generally not be granted for periods of illness or injury expected to be greater than ninety (90) days.

14. Employees Who Take Sick Leave Due to an Injury, Surgery, or Extended Illness, Must Present a Return to Work Form for Either Regular or Light Duty Signed by Their Physician.

Light Duty work assignments and their duration are allowed at the discretion of the Elected Official/Department Head and/or authorized designee.

062063 3. Ms. Campbell indicated this particular document is the procedure for sick leave conversion. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to approve the Sick Leave Conversion procedures as presented.

RESOLUTION NO. 062063

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Procedure **Requesting Sick Leave Conversion;**

WHEREAS, this action is necessary and in the best interest of Whitman County and its employees,

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached **PRO-0500-1-HR REQUESTING SICK LEAVE CONVERSION.**

Dated this 5TH day of January 2004 and effective as of January 1, 2004.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Les Wigen, Chairman

ATTEST:

Greg Partch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

G. R. Finch, Commissioner

Effective Date: 01/01/04	Page 1 of 2
PROCEDURE	
Cancels:	Approved by: BOCC
See Also: POL-0500-HR	Reso. #062063

PRO-0500-1-HR REQUESTING SICK LEAVE CONVERSION

This procedure applies to all Regular Whitman County employees eligible for sick leave benefits, unless otherwise addressed in a bargaining unit contract.

Action Taken By:

Action:

- | | |
|--|---|
| Employee | 1. Requests a Sick Leave Conversion Form from Human Resources. |
| Human Resources Director | 2. Sends a Sick Leave Conversion Form to the employee. |
| Employee | 3. Completes the form. |
| Department Head/
Elected Official | 4. Delivers the form to his/her Department Head/Elected Official for approval. |
| Department Head/
Elected Official | 5. Reviews the form for eligibility. |

- 5a. If eligible, **signs** the form.
- 5b. If not eligible, **corrects** the form and **returns** it to the employee with an explanation of why he/she is not eligible.
- 6. **Sends** the form to Human Resources.
- Resources Director** 7. **Reviews** the employee's information for conversion eligibility.
 - 7a. If the employee is not eligible, **returns** the form to the Department Head/Elected Official with an explanation of why.
- 8. **Sends** an audit memo and a copy of the conversion policy to the County's Payroll Clerk.
- 9. **Sends** a copy of the approved conversion form to the department's payroll employee.
- Department Payroll Employee** 10. Adjusts **the employee's sick and vacation balances accordingly.**
- County's Payroll Clerk** 11. **Audits** the adjustments made by the department's payroll employee.
 - 11a. If the adjustments are not accurate, **contacts** the department payroll employee for the appropriate correction.
- 12. **Processes** payroll, and thus, **adjusts** the employee's sick and vacation balances to reflect the conversion.

062064 4. For clarification purposes, Ms. Campbell said the Promoting, Demoting, Reassigning, and Transferring Employees in the Classification System policy was amended adding one line to the promotion section referencing Policy #0820 that defines how many months are between each step. **Motion** by Commissioner Finch **seconded** by Commissioner Partch and **carried** to sign the Promoting, Demoting, Reassigning, and Transferring of Employees in the Classification System policy.

RESOLUTION NO. 062064

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Policy Promoting, Demoting, Reassigning & Transferring Employees in the Classification System;

WHEREAS, this policy has been reformatted, amended and numbered to match the County's new policy structure,

WHEREAS, this action is necessary and in the best interest of Whitman County and its employees,

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached POL-0830-HR PROMOTING, DEMOTING, REASSIGNING & TRANSFERRING EMPLOYEES IN THE CLASSIFICATION SYSTEM.

Dated this 5TH day of January 2004 and effective as of January 1, 2004.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Les Wigen, Chairman

ATTEST:

Greg Partch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

G. R. Finch, Commissioner

Effective Date: 01/01/04	POLICY	Page: 1 of 2
Cancels: #056869		Approved by: BOCC
See Also:		Reso. #062064

POL-0830-HR PROMOTING, DEMOTING, REASSIGNING, & TRANSFERING EMPLOYEES IN THE CLASSIFICATION SYSTEM

Unless otherwise covered by a bargaining unit agreement, this policy applies to all Classification System positions.

Definitions

Demotion - A disciplinary movement from a position of a higher classification salary grade to a position of a lower classification salary grade.

Lateral Transfer - A movement from one position to another within the same classification salary grade.

Promotion - A change in job representing both an increase and a change in job responsibilities.

Reassignment - A voluntary movement from a position of a higher classification salary grade to a position of a lower classification salary grade.

1. **Upon Promotion, Employees Receive a Minimum Increase of About Six Percent**

HR calculates a minimum increase by using the employee's current salary plus two steps (~6%) in their current pay grade. Using this minimum increase calculation, HR places the promoted employee either at Step A or in the closest positive step of the promotion grade range. The service requirement of the new step then begins in accordance with County policy POL-0820-HR. Any employee promoted to a different position will be in a probationary period for six months and may be terminated at will during this time.

2. **Upon Demotion or Reassignment, Salary Adjusts to the Lower Grade**

HR places the employee at their current step in the demotion/reassignment position's salary grade. However, if the demotion/reassignment takes place during the *probationary period of a promotion*, **and** the employee returns to the **same** position that they held immediately prior to the promotion, HR places the employee at the same grade and step as they previously held for that same position. In either case, the service time since the employee's last step will continue to be counted toward a movement to the next step in the grade range.

3. **Upon Lateral Transfer, Salary Remains Unchanged**

HR leaves the employee placed at their current step in the transfer position's salary grade range. Service time since the employee's last step continues to be counted toward a movement to the next step in the grade range.

10:30 a.m. - Recess.

10:40 a.m. - Dane Dunford, Public Works Director.

Present: Mark Storey, Phil Meyer, Rana Reavis and Tammy Lewis.

Action Items:

BOCC Minutes-01/05/04

062065 1. **Motion** by Commissioner Finch **seconded** by Commissioner Partch and **carried** to authorize publishing a call for bids for a road grader.

Solid Waste Division:

062066 2. The Director distributed copies of the 2004 America Recycles Day calendar.

Engineering Division:

D062066A 3. Mark Storey reported that the Engineering Division is working on design projects for next year.

Maintenance Division:

D062066B 4. Phil Meyer indicated all crews are focused on snow removal.

Administration Division:

D062066C 5. The Director shared a card of appreciation received from Ed and Mae Schulz for the work done on the Morley Road.

10:50 a.m. - Denis Tracy.

D062066D The Prosecutor made some suggestions for inclusion in the proposed City of Moscow agreement with Whitcom.

11:05 a.m. - Recess.

1:00 p.m. - Board Business Continued/BOCC Workshop.

Present: Jackie Klossner, Tim Myers and Bob Reynolds (1:00 p.m.), Kelli Campbell and Maribeth Becker (1:30 p.m.), John Peterson (2:10 p.m.) and Denis Tracy (2:20 p.m.).

062067 15. Items discussed included fair vendors, classification, legal issues and the 2004 .08 allocation, No action taken.

2:40 p.m. - Adjournment.

D062067A Commissioner Partch **moved** to adjourn the **January 5, 2004** meeting. Motion **seconded** by Commissioner Wigen and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **January 12, 2004**. The foregoing action made this **5th** day of **January 2004**.

ss/ G.R. FINCH, Commissioner
ss/ GREG PARTCH, Commissioner

MARIBETH BECKER, CMC
Clerk of the Board

LES WIGEN, Chairman
Board of County Commissioners