

080081 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, April 2, 2018** at **9:00 a.m.** Chairman Dean Kinzer, Arthur D Swannack and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Gary Petrovich, Mark Storey, Bill Tensfeld, Kelli Campbell Troy Henderson and Connie Ellis and Jana Mathias.

080082 1. The following items were discussed but no action was taken.

- Medical Self-Insurance
- County Policies
- Bridge H-Pilings
- Criminal Justice Treatment Acct.
- Incident Report-Weapon Storage
- Colfax Interlocal Incarceration
- Road Restrictions/Ag Equipment
- 2018 County Road Projects
- HPA's/Drainage Areas
- Road Openings/Closures
- Bridge Ratings
- Hume Road Speed/Trucks
- Flight Line Drive Speed Limit
- 2018-2019 CDBG-PS Grant
- Liability Insurance
- Evaluations
- Quarterly Regional Breakfast Mtg.

10:00 a.m. - Flag Salute.

Present: Connie Ellis and Gordon Forgey.

D080082A 2. **Pledge of Allegiance.**

Consent Agenda:

080083 3. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to accept the consent agenda as presented.

080084 4. Treasurer's Wire Transfers and Check Report in the amount of **\$74,148.64**, and General Claims/Veterans' Relief warrants numbered **335469-335535** for **\$223,834.91** approved.

080085 5. March 19, 2018 minutes approved.

080086-080096 6. Personnel change orders approved.

10:05 a.m. - Gary Petrovich and Garth Meyer.

080097 7. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the updated Filling Vacant Positions policy as presented.

RESOLUTION NO. 080097
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County policy, POL-201-HR Filling Vacant Positions,

WHEREAS, this policy and its procedures have been updated for clarification, improved public service and efficiency purposes,

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-201-HR Filling Vacant Positions

Dated this 2nd day of April 2018 and effective as of April 2, 2018.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

Arthur D Swannack, Commissioner

Michael Largent, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board



FILLING VACANT POSITION

Policy: POL-201-HR • Effective Date: April 1, 2018 • Res. # 080097
Cancels: Res # 076856 • Reference: None

This policy applies to all Whitman County employees, unless otherwise addressed in a bargaining unit contract.

Definitions:

Bona Fide Occupational Qualification - A legitimate, reasonable and proven reason to have job qualifications that would normally be illegal.

CSR - Civil Service Rules

Demotion - Movement from a position of higher classification salary range to a position of lower classification salary range.

Immediate Family - Members of an employee's immediate family include: spouse; child or step-child; parent or step-parent; sibling or step sibling; in-laws; niece or nephew; aunt or uncle; first cousin; grandchild, and grandparent of the employee. Immediate family also includes: relatives living in the employee's household; adopted and foster children living in the employee's home; domestic partner; any immediate family member of a domestic partner.

Job Announcement - A description of a position's duties, hazards, required skills, knowledge and abilities used for advertisement purposes.

Job Description - A description of a positions essential functions and primary responsibilities used to guide the employee and employer during the course of employment.

Job File - A file containing all documents related to the opening, advertising, and filling of a specific position. This file is maintained in accordance with state law.

Orientation - A meeting in which a new employee completes employment related paperwork and receives training on the organization's policies and procedures.

Probationary Period - An extension of the hiring process in which the employee demonstrates his/her applicable skills for a specific period of time.

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

Temporary Employment Pool - A pool of applicants applying for temporary positions. Applicants may apply at any time and applications are maintained for six months.

Transfer - A movement from one position to another within the same classification and/or salary range.

1. **Vacant Positions Shall be Filled by Department Heads and Elected Officials.**

All vacancies shall be authorized and filled by the appropriate Department Head/Elected Official or his/her designee. The BOCC shall be notified of each vacancy for funding, documentation and/or approval purposes. For ease of processing, elected officials/department heads are asked to hire new employees on the first or sixteenth of the month.

2. **Promotions, Demotions and Transfers May be Used to Fill a Position Before Opening to the Public.**

Vacancies may be filled by promotion, demotion or transfer. The individual selected must be classified as an employee before the time of hire.

3. **Whitman County Subscribes to a Policy of Equal Opportunity.**

Employees and applicants shall not be discriminated against on the basis of race, religion, creed, color, national origin, sex, sexual orientation, veterans' status, marital status, age, the presence (real or perceived) of a disability or any other basis prohibited by local, state or federal law. Discrimination and/or harassment based on any of these factors shall not be tolerated.

Qualified individuals with disabilities may be entitled to an accommodation in the application process and/or in the workplace. Any qualified individual with a disability may request reasonable accommodation. It shall be the responsibility of the applicant/employee to request reasonable accommodation.

If a bona fide occupational qualification is required, Human Resources shall be consulted by the Department Head/Elected Official before the opening is posted. Human Resources and the Department Head/Elected Official shall work with legal counsel to create the appropriate documentation.

4. **Job Descriptions and Announcements Shall be Created in Cooperation with Human Resources.**

Job descriptions and announcements are crucial to the definition and classification of all positions. Each open position must have an updated description and announcement before it may be posted for applicants. Department Heads/Elected Officials shall work with Human Resources to create/update descriptions and announcements. It shall be Human Resources responsibility to correctly classify each position.

Position Sharing - Departments preparing to share a position will create a description explaining what duties will be performed for each department and when. Additionally, an agreement will be written between the departments describing how the position will operate, how hours will be tracked and paid so that wages are paid in compliance with county, state and federal regulations. Shared position arrangements will be reviewed by the Auditor's Office and Human Resources to ensure compliance and logistical capabilities. A copy of the agreement will be kept in each department, the Human Resources Department and Auditor's Office.

5. **Openings Shall be Posted for a Minimum Number of Work Days.**

Unless promoted, demoted or transferred within the same department, all regular job openings must be advertised for a minimum of one week to ensure open competition for the public. If a Department Head/Elected Official believes qualified county employees may be interested in a department other than their own, he/she may post the opening in-house before taking the position public.

Internal and public postings shall be arranged through Human Resources. All advertisements shall be reviewed by Human Resources before dissemination. Department Heads/Elected Officials shall determine where public ads are published. However, all ads shall be posted to the Whitman County web site, the Washington State Employment Security Department, and organizations required by the County's Equal Employment Opportunity Plan.

If a recently filled position becomes vacant within six (6) months from the offer date, the Department Head/Elected Official may screen for new candidates using the original applicant pool. The original applicant pool may not be re-used if any parameters of the position have changed. Parameters include, but are not limited to, job responsibilities, experience requirements, salary, benefits, etc. Unionized positions are still subject to their respective collective bargaining agreements. Re-use of an applicant pool shall only occur if it is not in violation of contract language.

6. **A Whitman County Application is Required.**

All applicants must complete the appropriate Whitman County application. Resumes and other material may be required at the discretion of the Department Head/Elected Official.

Submitted applications must be signed by the applicant and submitted in person, by mail, fax or email. All statements submitted on the application and/or resume are subject to investigation and verification prior to appointment. Any false or misleading information provided by the applicant may be grounds for rejection and/or discipline.

The County shall only accept applications for open positions.

7. **Interviews shall be Conducted by the Hiring Department.**

Interviews shall be conducted by the hiring department. If requested, Human Resources may assist with the preparation and implementation of the interview.

Interview questions and selection criteria must be job related and comply with all federal and state regulations.

8. **Human Resources shall Notify Applicants of Their Application Status in Writing.**

After a position is filled, Human Resources shall send each applicant a written notice of the selection. Each notice shall be stored in the position's job file and retained in accordance with state and federal retention schedules.

9. **Applicants may be Subject to Pre-Employment Tests and/or Questionnaires.**

Tests and/or questionnaires may be utilized to measure each applicant's job related skill level. Such tests shall be administered by a person of like skill approved by the Department Head/Elected Official. Depending on the position, an applicant's employment may depend on successfully passing a medical examination, physical exam, drug test, or background check.

All tests, exams, questionnaires and background checks must be job related, objective and in compliance with state and federal regulations. Reference and background checks require a waiver from the applicant that may be included with the advertisement material upon the request of the department.

10. **Employees shall be Subject to a Six Month Probationary Period.**

All employees shall be subject to a six month probationary period starting from their first day of regular employment with Whitman County. An appointment shall not be considered to have full-time or part-time status for a period of six (6) months. The probationary period shall last no longer than an additional six (6) months if extended by the Department Head/Elected Official. If the probationary period is extended, a performance evaluation and written notice shall be given to the employee prior to the end of the original probationary period. A copy of the extension notice shall be forwarded to the Human Resources Department.

The probationary period is an extension of the selection process and failure to successfully complete the period, as determined by the Department Head/Elected Official, does not carry with it any right of appeal. Employees in the probationary period may be terminated by the Department Head/Elected Official at will.

During the probationary period employees may not draw on annual leave benefits. Employees in their probationary period may draw on sick leave benefits after 90 calendar days. They will not be compensated for such benefits should they be terminated prior to completion of the probationary period. Employees promoted, demoted or transferred to new positions may carry their vacation, sick and compensatory accruals with them.

Completion of the probationary period shall be documented via the employee successfully passing a performance evaluation. The employee shall then be considered as having satisfactorily demonstrated qualifications for the position.

11. **All New and Rehired Employees must Attend an Orientation Session Through the Human Resources Department.**

12. **Temporary Positions may be Created to Assist with Department Responsibilities.**

Appointments to county employment on other than a regular basis shall be considered temporary. Temporary positions may be filled via the advertising process described in this policy or through the Temporary Employment Pool maintained by the Human Resources Department.

The acceptance or refusal of temporary employment shall not affect an employee's eligibility for regular employment. The period of temporary service shall not be credited towards the completion of any probationary period. Temporary employees work at the discretion of the Department Head/Elected Official.

Temporary employees are not eligible for employment benefits except those required by law.

Successive temporary appointments to the same position shall not be made so as to circumvent the regular appointment of a qualified applicant.

13. **Minors may be Employed in Accordance with State and Federal Law.**

People between the ages of sixteen (16) and eighteen (18) may be considered for employment subject to state and federal regulations related to the employment and working conditions of minors. Minors must submit a legal document proving age at the time of application. Departments shall work with Human Resources to ensure working conditions of minors are within legal boundaries.

14. **Employment of Relatives shall be Limited.**

No immediate family members shall be employed in positions where a family member has the authority to: supervise, hire, remove or discipline; evaluate his/her work; or where family members are in direct competition with each other. Supervising and auditing will be liberally construed to include such functions as evaluations, signing

pay sheets, emergency service dispatching, directing work assignments, and other activities of direct impact. When two employees would violate any of the above restrictions on hiring of relatives, they will be allowed to decide which one will leave their position.

Employees who become family after employment shall be treated in accordance with this policy.

Whitman County conducts open and competitive hiring processes. Preference will not be given to candidates who are dependents or relatives of current employees.

15. Previous Employees may be Re-hired at the Same Rate of Pay.

A regular county employee who terminates his/her employment with the County in good standing and returns to the same department in the same job classification within two years from the date of termination, may be compensated at the same pay range and step level as at the time of the termination. The former employee must submit a competitive application for the position and, if hired, shall be subject to a six month probationary period.

16. Civil Service Rules Apply to Specific Positions.

Civil Service Rules (CSR) apply to specific positions within the Sheriff's Office. Where this policy and the CSR conflict, the CSR shall prevail.

080098 **8.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the updated Annual Leave policy as presented.

**RESOLUTION NO. 080098
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 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 2nd day of April 2018 and effective as of April 2, 2018.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

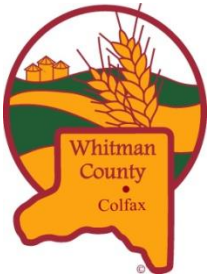
Dean Kinzer, Chairman

Arthur D Swannack, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner



ANNUAL LEAVE

Policy: POL-520-HR • Effective Date: April 1, 2018 • Res. # 080098
Cancels: Res. #074600 • Reference: None

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

Regular employees classified at 50% time or more and having work hours for at least half the pay period shall accrue annual leave on a per pay period basis.

Beginning mid-2018, 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 earn 4 hours of annual leave each pay period served (12 days per year).
2. After five (5) years of service, each full time employee will earn 5 hours for each pay period served (15 days per year).
3. After ten (10) years of service each employee will earn 6.68 hours for each pay period served (20 days per year).
4. After fifteen (15) years of service each employee will earn 8.335 hours for each pay period served (25 days per year).
5. After twenty (20) years of service each employee will earn 10 hours for each pay period served (30 days per year).

Annual leave will be prorated for part time employees who qualify. Temporary employees do not earn annual leave benefits.

Future accrual increases as stated above shall be effective on each employee's rounded hire date. The rounded hire date shall be determined by the date the employee began employment and/or became eligible for annual leave. If the employee began employment and/or became eligible on or before the fifteenth (15) of the month, his/her rounded hire date shall be the first of the month he/she began/became eligible. If the hire date is after the fifteenth of the month, the employee's rounded hire date will be the first of the month following.

2. Using Annual Leave Requires 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.

Employees may use annual leave after it has been accrued in so far that all conditions stated in this policy have been met. Whitman County reserves the right to deny the use of annual leave and make necessary adjustments to accruals if the requirements of this policy are not met.

Annual leave shall not be used or earned during a leave or suspension without pay.

3. 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 changing positions between departments will retain their annual leave balance.

4. 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.

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

If an employee delays his/her annual leave at the written instruction of the department head/elected official, hours over the maximum allowed accrual may, with the approval of the Board of County Commissioners, be taken during the first five months of the succeeding calendar year (January through May). Requests to carry over hours must be approved and presented to the Commissioners by the department head/elected official. It must indicate a specific number of hours to carry over, a deadline for using the hours, and an explanation of why the carryover is necessary. All requests must be submitted to the Commissioners' Clerk of the Board by December 15th of each year.

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

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

Annual leave 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.

080099 9. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the updated Determining Overtime Eligibility Policy as presented.

**RESOLUTION NO. 080099
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF the action of the adoption of a revision to the current Whitman County Personnel Policy **POL-320-HR DETERMINING OVERTIME PAY ELIGIBILITY;**

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 revision to the current Whitman County Personnel Policies is approved as the attached **POL-320-HR DETERMINING OVERTIME PAY ELIGIBILITY.**

Dated this 2nd day of April 2018 and effective as of April 2, 2018.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

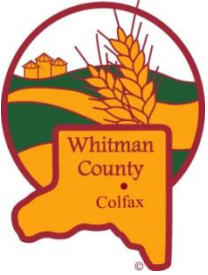
Dean Kinzer, Chairman

ATTEST:

Arthur D Swannack, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner



DETERMINING OVERTIME PAY ELIGIBILITY

Policy: POL-320-HR • Effective Date: April 2, 2018 • Res. # 080099
Cancels: Res. # 074601 • Reference: None

Unless otherwise covered by a bargaining unit agreement, this policy applies to all non-elected employees.

Definitions:

FLSA - Fair Labor Standards Act

Non-Exempt Employee - An individual working in an FLSA non-exempt position.

Overtime - Work in excess of 40 hours in a workweek.

Compensatory Time - Time off with pay granted in lieu of pay for work performed on an authorized overtime basis.

Exempt Employee - an individual designated by the County as being employed in a bona fide executive, administrative or professional capacity, as defined by the Washington State Minimum Wage Act (WAMWA) and the FLSA, and who is therefore exempt from the overtime pay requirements of the FLSA and WAMWA.

1. Whitman County Will Compensate Non-exempt Employees for Overtime Worked

For each hour of overtime worked, non-exempt employees will receive pay at a rate of one and a half (1.5) times their regular rate of pay **OR** an hour and a half (1.5) of compensatory time for each hour of overtime worked. Pay for work beyond the scheduled workweek shall be at straight time until the employee has worked forty (40) hours in the workweek.

Employees working on holidays recognized by the County may earn overtime in accordance with County Policy 525, regardless of reaching forty hours in the week.

2. Whitman County Won't Compensate Exempt Employees for Overtime Worked

Exempt employees professionally manage and schedule their own work time to complete their duties. Exempt employees shouldn't report or record any absences for less than a full workday.

Exempt employees shall not be eligible to accrue compensatory time nor shall they receive overtime pay for additional work.

Exempt positions shall be determined by Human Resources and the Department Head/Elected Official upon classification.

3. Holiday, Sick, Vacation, Compensatory & Military Hours Count as Time Worked for Figuring Overtime

Holiday, sick, vacation, overtime, compensatory time used and military hours count as time worked for the purpose of figuring overtime.

4. Overtime Shall be Tracked in Fifteen (15) Minute Increments

Overtime shall be tracked in fifteen (15) minute increments. Time periods totaling ten minutes or less will be considered de minimis and will not be compensated.

5. Compensatory Time Accrues to a Balance Maximum of 48 Hours

Both the employee and supervisor must agree to compensatory time before the work is performed. With the exception of Public Works, hours worked beyond the 48-hour compensatory time maximum may continue to accrue until December 31st of any given year. At the end of the calendar year, the county pays out any balance above 48 hours. The County pays out any compensatory time balance upon termination or by approval of the department head.

Compensatory time may not be used before it is accrued.

A maximum of 48 hours compensatory time may be carried from year to year.

If an employee is required to delay his/her use of compensatory time due to the written direction of the department head/elected official, a request may be made to the Board of County Commissioners to carry hours above the 48 hour cap in to the succeeding calendar year. The request must be approved and presented by the department head/elected official. It must indicate the specific number of hours to carry over, a deadline for using the hours, and an explanation pertaining to why the carryover is necessary. All carry over hours must be used by June 1st of the following year. If approved by the department head/elected official, the request must be submitted to the Commissioners' Clerk of the Board by December 15th of each year.

6. Supervisors Will Give Advance Notice of Required Overtime Work When Possible

Supervisors will give advance notice of required overtime work when possible.

7. Employees Must Obtain Supervisor Approval Prior to Working any Overtime

Employees who work unauthorized overtime may be subject to disciplinary action up to and including termination.

080100 10. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to **adopt the updated** Bloodborne Pathogen Exposure Control Plan as presented.

RESOLUTION NO. 080100
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Policy Bloodborne Pathogen Exposure Control Plan;

WHEREAS, this policy is required by state and federal law and,

WHEREAS, this policy has been updated to meet state and federal requirements and,

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-4000-HR Bloodborne Pathogen Exposure Control Plan**.

Dated this 2nd day of April 2018 and effective as of April 1, 2018.

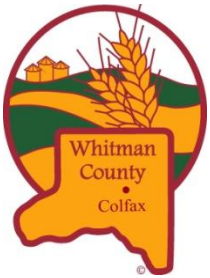
Dean Kinzer, Chairman

ATTEST:

Arthur D Swannack, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner



BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN (ECP)

Policy: POL-4000-HR • Effective Date: April 1, 2018 • Res. # 080100
Cancels: Res # 077872 • Reference: None

This policy applies to all Whitman County employees unless otherwise addressed in a bargaining unit agreement.

1. OVERVIEW

Whitman County is committed to providing a safe and healthful work environment for our entire staff. This plan is designed to eliminate or minimize occupational exposure to bloodborne pathogens.

Employees who have occupational exposure to blood or other potentially infectious material (OPIM) must follow the procedures and work practices in this plan.

Employees can review the plan at any time during their work shifts. Copies will be provided, free of charge, to an employees within 15 days of request.

This plan includes:

- Overview
- Identify Employees Who are at Risk for Exposure
- Controlling Employee Exposure to Bloodborne Pathogens
- Employee Training and Hazardous Communication
- Post-Exposure Evaluation and Follow-up
- Recordkeeping

2. IDENTIFY EMPLOYEES WHO ARE AT RISK FOR EXPOSURE

The following are job classifications in which employees have potential occupational exposure to bloodborne pathogens:

<u>JOB TITLE</u>	<u>DEPARTMENT</u>	<u>TASK/PROCEDURE</u>
Sheriff/Deputies/Undersheriff/Inspector	Sheriff	arresting/restraining suspects
Registered Nurses	Public	vaccinations/sample collection
Environmental Health Specialist (All Levels)	Health	septic inspect/sewage spills
Environmental Health Director	Public	septic inspect/sewage spills
Maint Worker/Bldg Engineer/Custodian	Health	clean up of regulated waste
FFM Superintendent	Public	clean up of regulated waste
Facilities Maintenance Manager	Health	clean up of regulated waste
	Facilities	restraining suspects
	Management	examination of corpse

Corrections/Sergeant/Jail Superintendent	Facilities/Fair	examination of corpse
County Coroner	Facilities	examination of corpse
Chief Deputy Coroner	Sheriff	contaminated waste
Deputy Coroners	Coroner	contaminated waste
Solid Waste Equipment Operator	Coroner	handling evidence; DNA tests
Solid Waste Working Foreman	Coroner	handling evidence; DNA tests
County Clerk	Public	handling evidence; DNA tests
Office Coordinator	Works	clean up of regulated waste
Office Specialist	Public	clean up of regulated waste
Program Assistant	Works	
Operations Coordinator	Clerk	
Park Rangers	Clerk	
	Clerk	
	Clerk	
	Fair	
	Parks	

Whitman County Human Resources Department (HR) is responsible for adopting the exposure control plan through the Board of County Commissioners.

Whitman County Public Health Department (PH) and HR will maintain, review, and update the exposure control plan at least annually, and whenever necessary to include new or modified tasks and procedures.

HR will make this plan available to employees, and WISHA (Washington Industrial Health and Safety Act) representatives.

PH will be responsible for making sure all medical actions required are performed, and that appropriate employee vaccination records are maintained.

PH will make sure this list is kept up-to-date.

3. CONTROLLING EMPLOYEE EXPOSURE TO BLOODBORNE PATHOGENS (BBP)

We use the following methods to control employee exposure:

- A. Safer medical devices and equipment used to minimize occupational exposure
 - The use of safer medical devices and equipment will prevent or minimize exposure to bloodborne pathogens.
 - The specific safer medical devices that we use are Safety Glide needles and plastic capillary tubes
 - The specific equipment to minimize or eliminate exposure that we use are sharps containers and biosafety bins
 - Sharps disposal containers are inspected and maintained or replaced by PH as necessary to prevent overfilling
 - We identify opportunities to improve controls through staff meetings and discussions
 - We evaluate new products regularly by review of published and vendor supplied literature as well as state, federal and trade organization supplied best practices
 - Both front line workers and management officials are involved in this process improvement by meetings, literature reviews and training

- B. Personal protective equipment (PPE)
 - PPE is provided through each department to employees at no cost.
 - The types of PPE available to employees are: gloves, eye protection and mask
 - PPE is located in PH, Sheriff's Dept And Facilities Dept
 - All employees using PPE must observe the following precautions:

- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Wear appropriate gloves when you reasonably anticipate hand contact with blood or OPIM, or handle or touch contaminated items or surfaces
- Replace gloves if torn, punctured, contaminated, or otherwise damaged.
- Never wash or decontaminate disposable gloves for reuse.
 - Wash hands immediately or as soon as feasible after removal of gloves or other PPE.
 - Remove PPE after it becomes contaminated, and before leaving the work area.
 - Dispose of contaminated PPE in designated containers
 - Remove blood, or OPIM-contaminated, garments immediately or as soon as feasible, in a manner that avoids contact with the contaminated surface.
- The procedure for handling used PPE is the same as biohazard material

C. Housekeeping

- Written schedules for cleaning and methods of decontamination are located in the Facilities Department
- Regulated waste is placed in containers which:
 - Contain all contents
 - Do not leak
 - Are appropriately labeled or color-coded (see Labels section of this plan)
 - Are closed prior to removal to prevent contact spilling or protruding during handling.
- Contaminated sharps are discarded immediately or as soon as possible in containers that are:
 - Closable
 - Puncture-resistant
 - Leak-proof on sides and bottoms
 - Labeled or color-coded appropriately.
- Sharps disposal containers are available at the Whitman County Public Health Department.

D. Hepatitis B Vaccination

- The hepatitis B vaccination series is available:
 - At no cost after training
 - Within 10 days of initial assignment to employees identified in Section 2 of this plan
- Vaccination is encouraged unless:
 - We have documentation that the employee has previously received the series
 - Antibody testing reveals that the employee is immune
 - Medical evaluation shows that vaccination is contraindicated.
- A copy of the health care professional's written opinion will be provided to the employee
- Employees who choose to decline vaccination must sign a declination form. They may request and obtain the vaccination at a later date at no cost.
- Vaccinations will be provided by the Whitman County Public Health Department

4. EMPLOYEE TRAINING AND HAZARD COMMUNICATION

All employees who may have occupational exposure to bloodborne pathogens receive training conducted by the Whitman County Public Health Department and all county employees receive introductory bloodborne pathogen training conducted by HR through the new employee orientation process.

Occupational exposure training will include:

- Epidemiology, symptoms, and transmission of bloodborne pathogens.
- Copy and explanation of Chapter 296-823 WAC, Occupational Exposure to Bloodborne Pathogens.
- Explanation of our Exposure Control Plan and how to obtain a copy
This must also be done at the annual refresher training.

- Methods used to identify tasks and other activities that may involve exposure to blood and OPIM.
- What constitutes an exposure incident?
- The use and limitations of controls, work practices, and PPE.
- The basis for PPE selection and an explanation of:
 - Types
 - Uses
 - Location
 - Handling
 - Removal
 - Decontamination
 - Disposal
- Information on the hepatitis B vaccine, including:
 - Effectiveness
 - Safety
 - Method of administration
 - Benefits of being vaccinated
 - Offered free of charge
- Actions to take and persons to contact in an emergency involving blood or OPIM
- Procedures to follow if an exposure incident occurs, including:
 - How to report the incident
 - Medical follow-up available
- Employee's evaluation and follow-up after an exposure incident
- Signs, labels, and color coding used
- Interactive questions and answers with the trainer.
Training materials for this facility are located within PH.
Training records are maintained for each employee upon completion of training.
These documents will be kept for at least 3 years in HR.
The training record should include the following information about training sessions:
 - Date
 - Contents or a summary
 - Names and qualifications of trainers
 - Names and job titles of all attendees.Training records are provided to employees or their authorized representatives within 15 working days of a request.

5. POST-EXPOSURE EVALUATION AND FOLLOW-UP

- A. Do the following after initial first-aid is given:
- Following the initial first-aid treatment such as cleaning the wound, flushing eyes, or other mucous membranes, the following will be performed:
 - Document the routes of exposure and how the exposure occurred.
 - Identify and document the source individual, unless that's not possible or is prohibited by state or local law.
 - Obtain consent and arrange to test the source individual as soon as possible to determine HIV, HCV, and HBV infectivity.
 - If the source individual is already known to be HIV, HCV, and/or HBV positive, new testing is not needed.
 - Document that the source individual's test results were conveyed to the employee's health care provider.
 - Provide the exposed employee with the source individual's test results.
 - Provide the exposed employee with information about laws on confidentiality for the source individual.
 - Obtain consent and provide a blood test for the exposed employee as soon as possible for HBV, HCV, and HIV.
 - If the employee does not give consent for HIV serological testing, preserve the baseline blood sample for at least 90 days.
 - If the exposed employee decides to have the sample tested during this time, perform testing as soon as feasible.

BOCC MINUTES-04/02/18

- Provide the exposed employee with a copy of the health care professional's written opinion
- B. Employees are provided immediate medical evaluation and follow-up services through their normal provider.
- C. Review the circumstances of an exposure incident as follows:
 - The circumstances of any exposure incident will be reviewed to determine:
 - Controls in use at the time
 - Work practices that were followed
 - Description of the device used (including type and brand)
 - Protective equipment or clothing in use at the time
 - Location of the incident
 - Procedure being performed when the incident occurred
 - Employee's training

6. RECORDKEEPING

- A. Medical records
 - Medical records are maintained for each employee who has an occupational exposure to bloodborne pathogens in accordance with WAC 296-802-200, Access to Records.
 - PH is responsible for maintaining medical records. These confidential records are kept in the Department for at least 30 years beyond the length of employment.
 - PH will make sure appropriate employee health, OSHA and WISHA records are maintained as required.

080101 **11.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion to approve a 2-year jail services agreement with the City of Colfax for 2018-2019 replacing the existing contract.

Commissioner Swannack noted the contract did not include language stating this contract replaces the current contract. Therefore, Commissioner Swannack **moved** and Commissioner Kinzer **seconded** the motion to add the language that this contract supercedes all previous jail services contracts with the City of Colfax.

According to the Prosecutor, Commissioner Largent pointed out by virtue of the new contract it already supercedes all previous jail contracts with the City of Colfax. Therefore, he was voting no so the contract would not have to be returned to the City of Colfax. Commissioner Swannack disagreed.

The vote was conducted including the language "that this contract supercedes all previous jail contracts with the City of Colfax; Commissioners Kinzer and Swannack voted aye and Commissioner Largent voted nay. Motion **carried**.

The vote was conducted for the main motion as amended and unanimously approved.

080102 **12.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to reappoint Larry Cochran to a 6-year term expiring 12/31/23 on the Board of Adjustment.

CORRESPONDENCE:

D080102A **13.** The following correspondence was received:

080103 **13A.** Notice of a marijuana application for an added privilege (processor) for Cloud 9 Good Budz, Pullman, WA was received from the Washington State Liquor and Cannabis Board.

080104 **13B.** An informational email from Pallet Shelter regarding temporary housing shelter was received and reviewed.

BOCC MINUTES-04/02/18

080105 14. Commissioners' pending list reviewed.

080106 15. The following bids were received for the 2018-19 legal printing.

BIDDER

AMOUNT

Joint Whitman County Gazette/Moscow-Pullman Daily News \$10.35 per column inch

080107 16. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to award the joint bid for 2018-19 to the Whitman County Gazette/Moscow-Pullman Daily News in the amount of \$10.35 per column inch. A letter of award and agreement was forwarded to the successful bidders.

10:30 a.m. - 2017-19 CDBG-PS Grant Hearing.

Present: Jeff Guyett and Gary Petrovich.

080108 17. At 10:30 a.m. the regular meeting was recessed and the hearing convened by the Chairman for the 2018-19 CDBG-PS grant hearing.

Jeff Guyett, Executive Director of the Communication Action Center distributed handouts for the hearing and provided the following report:

D080108A 17A. The Community Action Center (CAC) of Whitman County provided services in Whitman County through funding from the CDBG-Public Service grant in the amount of \$102,384 for the Fiscal Year July 1, 2017 to June 30, 2018. During the calendar year of 2017, we served approximately 5,600 individuals throughout Whitman County. We utilize the CDBG-PS as a critical support of programs that do not provide adequate funding to cover staff payroll and benefits, supportive administrative costs and/or space costs to fulfill the needed services to Whitman County residents with Low-to-Moderate income (LMI). CDBG Public Service funds were used as follows:

• **The Community Food Program:**

CDBG funds were used to support food bank, gardens, food nutrition education, and the new commercial kitchen. We received over 7,000 visits to the Community Food Bank, and distributed nearly 200,000 pounds of food & commodities, providing enhanced cooking & nutrition education in a commercial kitchen at CAC, and in schools in Pullman and Rosalia.

• **Permanent Housing Assistance & Case Management:**

CDBG funds helped with costs to develop affordable housing, home ownership, and rental property resources for low to moderate income households in Whitman County. Work was delayed on 3 Rosalia self-help homes, although we anticipate start of construction in 2018. We have helped several households work through the home buyer application process, which often results in improvements in household budgeting and credit scores. Over 325 households were involved with application or assistance with the Section 8 Housing Choice Voucher program in the last year. With \$800,000 awarded by the Housing Trust Fund, CAC will launch the 56-unit River View Apartments, a Low Income Housing Tax Credit project to open in 2019 Pullman. This housing is prioritized for residents who are homeless, disabled, seniors, veterans, or extremely low income. Funds were also used to place homeless persons, or on the verge of homelessness, into temporary shelter, transitional, or permanent housing, and to cover case management services for these services, as well as coordinated entry for homeless housing in the county.

• **Emergency/Crisis Assistance:**

CAC used the CDBG funds for allowable direct staff, administrative and space support to provide critical emergency, energy and shelter services as well as legal referral services. We fielded approximately 5,600 phone calls for services, information, and

referral through the course of a year and served 1,500 households with Energy Assistance services in 2017.

- **Washington State Low Income Weatherization & Improvement:**

CDBG was used for allowable costs to support provision of Weatherization, lead testing, and healthy home repair services to over 40 income eligible homeowners and eligible renters in multi-family housing in Whitman County.

- **Community Coordination/Collaboration:**

CAC continued its involvement with a growing number of community partners, and updated and enhanced our delivery of services, such as local food growers and school districts for fresh food and nutrition education to school districts with more than 50% enrollment in the free and reduced lunch program. We strengthened this partnership in the Rosalia School District and have opportunities to work in Tekoa soon.

D080108B 17B. The CDBG-PS grant for July 1, 2018 - June 30, 2019 is in the amount of \$101,202, with 98,202 dedicated to provide program support and services for an estimated 12,000 accesses to services and information during that timeframe. We will continue to utilize the CDBG- PS funds as allowable for staff salaries, benefits and taxes, as well as administrative and space costs. Our intended uses of the CDBG funds are outlined below:

- **The Community Food Programs:**

CAC will use CDBG funds for allowable direct staff costs, administrative and space support all Community Food programs, including nutrition education, food rescue, and the gardens program. We anticipate over 7,000 food bank visits and distributing over 150,000 pounds of food & commodities.

- **Permanent Housing Assistance:**

CAC will use the CDBG funds for allowable direct staff costs, administrative and space support to continue to develop affordable housing, home ownership and rental property resources for low to moderate income households in Whitman County. We are currently developing 3 self-help affordable new homes in Rosalia and anticipate assisting nearly 350 households with application to the Section 8 HUD Housing Choice Voucher program. CDBG funds will also help support the support staff costs as we enter into construction of the 56-unit RiverView affordable housing project in Pullman.

- **Emergency/Crisis Assistance:**

CAC will use CDBG funds for allowable direct staff, administrative and space support to provide critical emergency, energy and shelter services as well as legal referral services. We field approximately 8,500 phone calls for information and referral through the course of a year. We anticipate serving over 1,500 households with Energy Assistance services in 2018-19.

- **Washington State Low Income Weatherization and Improvement:**

CAC will use CDBG funds for allowable direct staff, administrative and space support to provide weatherization and home rehabilitation services too low to moderate income households in Whitman County. We anticipate serving approximately more than 40 households each year.

- **Community Coordination/Collaboration:**

CAC will use the funds for allowable direct staff, administrative and space support to provide continued involvement with over 30 community partners to continue to update and enhance our delivery of services. One example of this collaboration will be the Whitman County-wide Community Needs Assessment being developed by a partnership of over 20 key stakeholders and more than 70 total entities & partners. As in 2015, the results of the Assessment will be widely available and will help to inform program design & delivery,

as well as leveraged grant funding applications, for school districts, hospital districts, nonprofits and local municipalities in the County.

• Case Management/Continuum of Care:

CAC will use the CDBG funds for allowable direct staff, administrative and space support to provide continued and intensive case management to approximately 575 low to moderate income households utilizing crisis housing, homeless housing services, energy assistance, and rental assistance programs offered by CAC throughout Whitman County. The funds also assist our staff in maintaining collaborative and up-to-date relationships with other local service providers.

The Chairman thanked Mr. Guyett and opened the hearing to public comments. There being none, the hearing was adjourned and the commissioners' regular meeting reconvened.

080109 **18. Motion** by Commissioner Swannack **seconded** by Commissioner Largent and **carried** to authorize the Chairman to sign the 2018-19 CDBG-PS grant Project Summary.

080110 **19. Motion** by Commissioner Largent **seconded** by Commissioner Swannack and **carried** to authorize the Chairman to sign the 2018-19 CDBG-PS certification of compliance.

**RESOLUTION WITH CERTIFICATIONS OF COMPLIANCE
(FOR CDBG PUBLIC SERVICES GRANT ONLY)
RESOLUTION NO. 080110**

WHEREAS, Whitman County is authorized to apply to the state Department of Commerce for a Community Development Block Grant (CDBG); and

WHEREAS, Whitman County has identified a community development and housing priority need for which to seek CDBG funding; and

WHEREAS, it is necessary that certain conditions be met to receive CDBG funds;

NOW, THEREFORE, be it resolved that the Whitman County authorizes submission of this application to the state Department of Commerce to request \$101,202 and any amended amounts to fund public service activities in coordination with (*Community Action Center*), and certifies that, if funded, it:

Will comply with applicable provisions of Title I of the Housing and Community Development Act of 1974, as amended, and other applicable state and federal laws;

Has provided and will provide opportunities for citizen participation that satisfy the CDBG requirements of 24 CFR 570.486;

Will not use assessments against properties owned and occupied by low- and moderate-income persons or charge user fees to recover the capital costs of CDBG-funded public improvements from low-and moderate-income owner-occupants;

Has established or will establish a plan to minimize displacement as a result of activities assisted with CDBG funds; and assist persons actually displaced as a result of such activities, as provided in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended;

Has provided technical assistance to citizens and groups representative of low- and moderate-income persons that request assistance in developing proposals;

Will provide opportunities for citizens to review and comment on proposed changes in the funded project and program performance;

BOCC MINUTES-04/02/18

Will conduct and administer its program in conformance with Title VI of the Civil Rights Act of 1964 and the Fair Housing Act, will affirmatively further fair housing (Title VIII of the Civil Rights Act of 1968); and

Has adopted and enforce a policy to prohibit the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and has adopted (or will adopt) and implement a policy to enforce existing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction, in accordance with Section 104(1) of the Title I of the Housing and Community Development Act or 1974, as amended;

Certifies to meeting the National Environmental Policy Act (NEPA) through a determination the CDBG-funded public services will not have a physical impact or result in any physical changes and are exempt under 24 CFR 58.34(a), and are not applicable to the other requirements under 24 CFR 58.6; and are categorically exempt under the State Environmental Policy Act (SEPA) per WAC 197-11-305 (2); and

Whitman County designates (name of county commission chair, county administrator, county official) as the authorized Chief Administrative Official and authorized representative to act in all official matters in connection with this application and (name of county)'s participation in the Washington State CDBG Program.

Signature _____ Date 04/02/18
Name Dean Kinzer
Title Chairman

Attested _____ Date 04/02/18

080111 20. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to authorize the Chairman to sign the 2018-2019 CDBG-PS Title VI certification.

080112 21. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** that the 2018-2019 CDBG-PS grant application be submitted to the WA State Department of Commerce.

11:00 a.m. - Public Works.

Present: Mark Storey, Connie Ellis and Garth Meyer.

080113 21A. The following Public Works related issues approved/updated:

ACTION ITEMS:

080114 22. **Motion** by Commissioner Largent **seconded** by Commissioner Swannack and **carried** to approve the 2018 Construction Program Amendment as presented.

080115 23. **Motion** by Commissioner Largent **seconded** by Commissioner Swannack and **carried** to approve the resolution initiating the Whelan Bridge Project as presented.

**RESOLUTION NO. 080115
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

In the matter of initiating county road bridge project designated as C.R.B.P. No. 5515-03.33(2) Project No. XFB1800.

IT IS HEREBY RESOLVED that the Whelan Bridge, County Bridge No. 5515-03.33 be improved as follows:

BOCC MINUTES-04/02/18

This project provides for the replacement of the Whelan Bridge with a 28 foot wide, 30 foot long prestressed concrete superstructure on a steel substructure.

This project is hereby declared to be a public necessity and the County Engineer is hereby ordered and authorized to report and proceed thereon as by law provided (RCW 36.75.050, 36.80.030, 36.80.070)

IT IS FURTHER RESOLVED that an appropriation from the official adopted county road fund budget and based on the County Engineer's estimate is hereby made in the amounts and for the purposes shown:

PURPOSE	AMOUNT OF APPROPRIATION
Engineering (PE & CE)	\$ 2,500.00
Construction	\$141,000.00
TOTAL	<u>\$143,500.00</u>

This project was included in the officially adopted annual road program as Item No. 1.

IT IS FURTHER RESOLVED that the construction is to be accomplished by county forces in accordance with RCW 36.77.065 and WAC 136-18.

ESTIMATED date of commencing work:	April 9, 2018
ESTIMATED date of completing work:	October 31, 2018

ADOPTED this 2nd day of April, 2018.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

Arthur D Swannack, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

080116 **24. Motion** by Commissioner Largent **seconded** by Commissioner Swannack and **carried** to approve the resolution initiating the Glenn Miller Bridge Project as presented.

RESOLUTION NO. 080116
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

In the matter of initiating county road bridge project designated as C.R.B.P. No. 6220-04.52(2) Project No. XFB1403.

IT IS HEREBY RESOLVED that the Glenn Miller Bridge, County Bridge No. 6220-04.52 be improved as follows:

This project provides for the replacement of the Glenn Miller Bridge with a 30 foot wide, 30 foot long prestressed concrete superstructure on a steel substructure.

This project is hereby declared to be a public necessity and the County Engineer is hereby ordered and authorized to report and proceed thereon as by law provided (RCW 36.75.050, 36.80.030, 36.80.070)

BOCC MINUTES-04/02/18

IT IS FURTHER RESOLVED that an appropriation from the official adopted county road fund budget and based on the County Engineer's estimate is hereby made in the amounts and for the purposes shown:

PURPOSE	AMOUNT OF APPROPRIATION
Engineering (PE & CE)	\$ 2,500.00
Construction	<u>\$141,500.00</u>
TOTAL	\$144,000.00

This project was included in the officially adopted annual road program as Item No. 1.

IT IS FURTHER RESOLVED that the construction is to be accomplished by county forces in accordance with RCW 36.77.065 and WAC 136-18.

ESTIMATED date of commencing work: April 9, 2018
ESTIMATED date of completing work: October 31, 2018

ADOPTED this 2nd day of April, 2018.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

ATTEST:

Arthur D Swannack, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

080117 **25.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the resolution initiating the Sand Road Project as presented.

RESOLUTION NO. 080117
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

In the matter of initiating a county road project designated as C.R.P. No. 9060-6, Project No. XFR1600.

IT IS HEREBY RESOLVED that the Sand Road, County Road No. 9060, from milepost 2.53 to milepost 6.36 be improved as follows:

Construct a multiple course bituminous surface treatment on the gravel road with HMA bridge and intersection approaches.

This project is hereby declared to be a public necessity and the County Engineer is hereby ordered and authorized to report and proceed thereon as by law provided (RCW 36.75.050, 36.80.030, 36.80.070)

IT IS FURTHER RESOLVED that an appropriation from the official adopted county road fund budget and based on the County Engineer's estimate is hereby made in the amounts and for the purposes shown:

BOCC MINUTES-04/02/18

PURPOSE	AMOUNT OF APPROPRIATION
Engineering	\$ 500.00
Construction	<u>\$557,868.00</u>
TOTAL	\$558,368.00

This project was included in the officially adopted annual road program as Item No. 4.

IT IS FURTHER RESOLVED that the construction is to be accomplished by county forces in accordance with RCW 36.77.065 and WAC 136-18.

ESTIMATED date of commencing work: April 9, 2018
ESTIMATED date of completing work: October 1, 2018

ADOPTED this 2nd day of April, 2018.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

ATTEST:

Arthur D Swannack, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

080118 **26.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the resolution initiating the Ryde Road Project as presented.

RESOLUTION NO. 080118
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

In the matter of initiating a county road project designated as C.R.P. No. 1450-3, Project No. XFR1808.

IT IS HEREBY RESOLVED that the Ryde Road, County Road No. 1450, from milepost 0.00 to milepost 0.05 be improved as follows:

Construct a multiple course bituminous surface treatment on the gravel road with an HMA bridge approach.

This project is hereby declared to be a public necessity and the County Engineer is hereby ordered and authorized to report and proceed thereon as by law provided (RCW 36.75.050, 36.80.030, 36.80.070)

IT IS FURTHER RESOLVED that an appropriation from the official adopted county road fund budget and based on the County Engineer's estimate is hereby made in the amounts and for the purposes shown:

PURPOSE	AMOUNT OF APPROPRIATION
Engineering	\$ 500.00
Construction	<u>\$ 9,500.00</u>
TOTAL	\$ 10,000.00

BOCC MINUTES-04/02/18

This project was included in the officially adopted annual road program as Item No. 1.

IT IS FURTHER RESOLVED that the construction is to be accomplished by county forces in accordance with RCW 36.77.065 and WAC 136-18.

ESTIMATED date of commencing work: April 9, 2018
ESTIMATED date of completing work: October 1, 2018

ADOPTED this 2nd day of April, 2018.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

ATTEST:

Arthur D Swannack, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

080119 **27. Motion** by Commissioner Largent **seconded** by Commissioner Swannack and **carried** to approve the resolution initiating the Elberton Road Project as presented.

**RESOLUTION NO. 080119
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

In the matter of initiating a county road project designated as C.R.P. No. 2400-8, Project No. XFR1807.

IT IS HEREBY RESOLVED that the Elberton Road, County Road No. 2400, from milepost 0.00 to milepost 0.08 be improved as follows:

Construct a multiple course bituminous surface treatment on the gravel road with an HMA bridge approach.

This project is hereby declared to be a public necessity and the County Engineer is hereby ordered and authorized to report and proceed thereon as by law provided (RCW 36.75.050, 36.80.030, 36.80.070)

IT IS FURTHER RESOLVED that an appropriation from the official adopted county road fund budget and based on the County Engineer's estimate is hereby made in the amounts and for the purposes shown:

PURPOSE	AMOUNT OF APPROPRIATION
Engineering	\$ 500.00
Construction	<u>\$10,500.00</u>
TOTAL	\$11,000.00

This project was included in the officially adopted annual road program as Item No. 1.

IT IS FURTHER RESOLVED that the construction is to be accomplished by county forces in accordance with RCW 36.77.065 and WAC 136-18.

ESTIMATED date of commencing work: April 9, 2018
ESTIMATED date of completing work: October 1, 2018

BOCC MINUTES-04/02/18

ADOPTED this 2nd day of April, 2018.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

ATTEST:

Arthur D Swannack, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

080120 **28. Motion** by Commissioner Largent **seconded** by Commissioner Swannack and **carried** to approve the resolution initiating the Glenwood Road Project as presented.

**RESOLUTION NO. 080120
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

In the matter of initiating a county road project designated as C.R.P. No. 2450-2, Project No. XFR1806.

IT IS HEREBY RESOLVED that the Glenwood Road, County Road No. 2450, from milepost 0.00 to milepost 0.05 be improved as follows:

Construct a multiple course bituminous surface treatment on the gravel road with an HMA bridge approach.

This project is hereby declared to be a public necessity and the County Engineer is hereby ordered and authorized to report and proceed thereon as by law provided (RCW 36.75.050, 36.80.030, 36.80.070)

IT IS FURTHER RESOLVED that an appropriation from the official adopted county road fund budget and based on the County Engineer's estimate is hereby made in the amounts and for the purposes shown:

PURPOSE	AMOUNT OF APPROPRIATION
Engineering	\$ 500.00
Construction	\$7,500.00
TOTAL	\$8,000.00

This project was included in the officially adopted annual road program as Item No. 1.

IT IS FURTHER RESOLVED that the construction is to be accomplished by county forces in accordance with RCW 36.77.065 and WAC 136-18.

ESTIMATED date of commencing work:	April 9, 2018
ESTIMATED date of completing work:	October 1, 2018

ADOPTED this 2nd day of April, 2018.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

ATTEST:

Arthur D Swannack, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

080121 **29. Motion** by Commissioner Largent **seconded** by Commissioner Swannack and **carried** to approve the resolution initiating the HMA Bridge Approaches Project as presented.

RESOLUTION NO. 080121
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

In the matter of initiating county road projects designated as C.R.P. No. 1090-2, Project No. XFR1809, C.R.P. No. 3160-3, Project No. XFR1810, C.R.P. No. 3660-4, Project No. XFR1811, C.R.P. No. 1580-2, Project No. XFR1812, C.R.P. No. 5620-2, Project No. XFR1813, C.R.P. No. 9440-2, Project No. XFR1814, C.R.P. No. 4430-2, Project No. XFR1815.

IT IS HEREBY RESOLVED that the listed roads be improved as follows:

- Roy St. John Road, County Road No. 1090, mileposts 1.035-1.05, HMA bridge approaches
- Thunder Road, County Road No. 3160, mileposts 0.00-0.02, HMA bridge approaches
- Squaw Road, County Road No. 3660, mileposts 0.255-0.27, HMA bridge approaches
- Stan Willcox Road, County Road No. 1580, mileposts 0.895-0.91, HMA bridge approaches
- Hayward Road, County Road No. 5620, mileposts 0.01-0.03, HMA bridge approach
- Bauer Road, County Road No. 9440, mileposts 0.135-0.15, HMA bridge approaches
- Morley Road, County Road No. 4430, mileposts 0.03-0.04, HMA bridge approach

This project is hereby declared to be a public necessity and the County Engineer is hereby ordered and authorized to report and proceed thereon as by law provided (RCW 36.75.050, 36.80.030, 36.80.070)

IT IS FURTHER RESOLVED that an appropriation from the official adopted county road fund budget and based on the County Engineer's estimate is hereby made in the amounts and for the purposes shown:

PURPOSE	AMOUNT OF APPROPRIATION
Engineering	\$ 500.00
Construction	\$36,000.00
TOTAL	<u>\$36,500.00</u>

This project was included in the officially adopted annual road program as Item No. 1.

IT IS FURTHER RESOLVED that the construction is to be accomplished by county forces in accordance with RCW 36.77.065 and WAC 136-18.

ESTIMATED date of commencing work:	April 9, 2018
ESTIMATED date of completing work:	October 1, 2018

ADOPTED this 2nd day of April, 2018.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

ATTEST:

Arthur D Swannack, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

080122 30. Motion by Commissioner Largent **seconded** by Commissioner Swannack and **carried** to approve publishing the notice to call for bids for Oil and grease.

DIVISION UPDATES:

D080122A 31. The following division updates provided by Public Works staff.

Maintenance Division:

D080122B 31A. Road restrictions have been lifted on all but 3 roads near Pullman.

080123 31B. A quote for crack seal material was awarded to MaCon Supply, Inc., Spokane Valley in the base bid amount of \$17,483.04.

D080123A 32. Approved documents signed.

12:00 p.m. - Recess.

D080123B THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Tuesday, April 3, 2018 at 8:30 a.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

8:30 a.m. - Reconvene/Board Business Continued/Executive Session.

Present: Bill Tensfeld.

080123 33. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to go into executive session with the above individual until 9:30 a.m. in accordance with RCW 42.30.110(1)(g) for matters related to employee evaluations.

9:30 a.m. - Return to Open Session/Board Business Continued/Executive Session.

Present: Troy Henderson.

D080123A 33A. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to go into executive session with the above individual until 10:30 a.m. in accordance with RCW 42.30.110(1)(g) for matters related to employee evaluations.

10:30 a.m. - Return to Open Session/Board Business Continued/Executive Session.

Present: Chris Nelson.

D080123B 33B. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to go into executive session with the above individual until 11:30 a.m. in accordance with RCW 42.30.110(1)(g) for matters related to employee evaluations.

BOCC MINUTES-04/02/18

11:30 a.m. - Return to Open Session/Recess/Board Business Continued/Executive Session.

Present: Mark Storey.

080122 34. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to go into executive session with the above individual until 2:00 p.m. in accordance with RCW 42.30.110(1)(g) for matters related to employee evaluations.

2:00 p.m. - Return to Open Session/Board Business Continued/Executive Session.

Present: Maribeth Becker.

D080122A 34A. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to go into executive session with the above individual until 3:00 p.m. in accordance with RCW 42.30.110(1)(g) for matters related to employee evaluations.

3:00 p.m. - Return to Open Session/Board Business Continued/Executive Session.

Present: Kelli Campbell.

D080122B 34B. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to go into executive session with the above individual until 4:00 p.m. in accordance with RCW 42.30.110(1)(g) for matters related to employee evaluations.

4:00 p.m. - Return to Open Session/Board Business Continued/Executive Session.

Present: Gary Petrovich.

D080122C 34C. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to go into executive session with the above individual until 5:00 p.m. in accordance with RCW 42.30.110(1)(g) for matters related to employee evaluations.

5:00 p.m. - Return to Open Session/Recess.

D080122D THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, April 9, 2018 at 8:30 a.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

8:30 a.m. - Reconvene/Board Business Continued.

D080122E 35. Approved consent agenda items signed.

080126 36. Treasurers Wire Transfers and Check Report in the amount of **\$380,198.54**, Payroll warrants numbered **335540-335656** for **\$476,216.51** and General/Veterans' Relief/Payroll warrants numbered **335540-335656** for **\$476,216.51** approved.

080127-080131 37. Personnel change orders.

8:35 a.m. - BOCC Workshop.

Present: Gary Petrovich.

080132 38. A following items were discussed in workshop at the Public Service Building but no action was taken.

- Alcohol & Drug Training
- Palouse Knowledge Corridor
- Space Allocation
- Outdoor Amusements Ord.

BOCC MINUTES-04/02/18

- Auditor's Election Staff
- Gazette/Daily News Bid
- Budget Amendment #1
- BOE Training

12:00 p.m. - Adjournment.

D080132A Commissioner Largent **moved** to adjourn the **April 2, 3 and 9, 2018** meeting. Motion **seconded** by Commissioner Swannack and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **April 16, 2018**. The foregoing action made this **9th** day of **April 2018**.

ss/ ARTHUR D SWANNACK, COMMISSIONER
ss/ MICHAEL LARGENT, COMMISSIONER

MARIBETH BECKER, CMC
Clerk of the Board

DEAN KINZER, CHAIRMAN
Board of County Commissioners