

Minutes for April 21st, 2003

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061045 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **April 21, 2003** at **10:00 a.m.** G.R. "Jerry" Finch, Chairman, Greg Partch, and Les Wigen, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

10:00 a.m. - Board Business.

D061045A 1. Call to Order/Pledge of Allegiance.

Present: Tammy Lewis, Bev Welch, Chad Connors, and Evan Ellis.

D061045B 2. Motion by Commissioner Partch to approve the Consent Agenda. Motion **seconded** by Commissioner Wigen and **carried**.

061046 3. Claims/Payroll warrants numbered **148277-148376, 148274, 148187-148211** for **\$346,409.05** approved.

FUND	FUND NAME	AMOUNT	AMOUNT	AMOUNT
001	Current Expense	32,454.62	7,819.40	31,130.00
102	Building & Development		200.00	1,000.00
103	Countywide Planning	184.88	200.00	
104	Developmental Services	28,950.93		
110	County Roads	1,888.79	4,797.20	15,156.60
112	Public Facilities Improvement	181.60		
123	Paths & Trails	497.09		
126	Treasurer's M&O	101.00		
127	Drug Enforcement			400.00
132	Auditor's Document Preserv.	49.40		
300	Capital Projects	1,303.13		
320	Cap. Proj/Outside Sources (Bond)	161.50	107,331.00	
400	Solid Waste	69,862.23		1,750.00
410	Solid Waste Reserve			
501	Equipment Rental & Revolving	33,758.83	1,197.20	4,006.00
510	Photocopier Revolving	40.35		
513	Communications Revolving	1,987.30		

061047 4. April 14, 2003 minutes approved.

061048-061054 5. Personnel board orders approved.

061055 6. A letter was received from the Chairman of the Blue Ribbon Advisory Task Committee (BRATC) concerning the 2003 award of .08 funds. Of the 8 projects submitted, the Committee did not feel any of the projects met

the criteria for award and recommended no projects be funded at this time. However, the Committee Chairman requested these funds be held in reserve for future awards. **Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to accept the recommendations of the Blue Ribbon Advisory Task Committee.

10:05 a.m. - Glen Vaagan and Kelli Campbell.

061056 7. **Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to sign a resolution adopting an amendment to the Scheduling and Reporting Work Time policy.

RESOLUTION NO. 061056

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption of a revision to the current Whitman County Policy Scheduling and Reporting Work Time;

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

NOW, THEREFORE, BE IT IS HEREBY RESOLVED by this Board that the above revision to the current Whitman County Policy is approved as the attached **POL-0310-HR SCHEDULING AND REPORTING WORK TIME.**

Dated this 21st day of April 2003 and effective as of May 1, 2003.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

G.R. Finch, Chairman

ATTEST:

Greg Partch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Les Wigen, Commissioner

Effective Date: 05/01/03	Page: 1 of 2
POLICY	
Cancels: 055199	Approved by: BOCC
See Also:	Resolution #

POL-0310-HR SCHEDULING AND REPORTING WORK TIME

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

1. County Workweek Begins at 12:00 a.m. Monday and Ends at 11:59 p.m. Sunday

Applies to all personnel unless otherwise designated by the BOCC.

2. Employees may Take a 15 Minute Paid Break for Every Four Hours Worked

Supervisors will arrange breaks so that County Business isn't interrupted.

3. Employees may Take one Unpaid 30 to 60 Minute Meal Break

Applies to all personnel working at least five hours per shift unless the position requires an uninterrupted work shift. Meal breaks will begin between two to five hours from the beginning of the shift. Supervisors will schedule meal breaks to ensure the department remains open during business hours.

4. Supervisors or Designees Establish all Work Schedules

Some County positions may require various work schedules-workweeks and standby or on call duty. Supervisors determine which employees' positions will be required to perform such duties/schedules and how these will be rotated among affected employees.

5. County Considers any Unauthorized Absence an Absence Without Pay

The County considers unauthorized absences reason for disciplinary action up to and including termination. Employees take responsibility for being at work as scheduled and arranging personal schedules to accommodate the County's business hours. At the beginning of each assigned shift, the County expects employees to be at their workstation ready to begin work.

6. Employees Accurately Complete and Submit Time Sheets

The County considers time sheets to be legal documents. Employees must NOT deface or take them from assigned areas. Supervisors will review for accuracy and maintain each time sheet. Employees must obtain prior supervisor approval and signatures before any notations about vacation time, sick leave, or other time can be made. Such records shall indicate if the absence is due to FMLA leave or a Worker's Compensation injury. The County regards falsifying time sheet information reason for disciplinary action up to and including termination.

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061057 **8. Motion** by Commissioner Wigen **seconded** by Commissioner Partch and **carried** to authorize the Chairman to sign the revised Employee Assistance Program agreement with the inclusion of the HIPAA requirements between Whitman County and Solutions Resources EAP.

9. Motion by Commissioner Partch **seconded** by Commissioner Wigen and **carried** acknowledging receipt of claims for damages filed by:

061058 Vito J. Marcantonio and,
061059 Elias A. VanVradenburg II.

061060 **10. Motion** by Commissioner Wigen **seconded** by Commissioner Partch and **carried** to sign an appointment of Sheriff's Deputy for Mark R. Gibbs.

061061 **11.** A letter was received from Kaaren Roe, Office of Community Development confirming completion of the closeout for CDBG contract #02-64002-0014. Information forwarded to Administrative Director for followup.

061062 **12.** A copy of the FY 2004 loan and grant application statement of agreed priority for WRIA 34 was received and reviewed.

061063 **13.** A letter was received from Theodore Olson of the DOE Floodplain Management Division in response to the County's Planner letter regarding the county's Floodplain Ordinance. Mr. Bordsen stated in his letter the ordinance revision process would begin April 17th with an expected 4-6 week completion timeframe. Mr. Olson required receipt of the revised ordinance by June 1st or he will turn the matter over to FEMA to proceed with suspension from the National Flood Insurance program.

061064 **14.** Avista Utilities energy efficiency agreement with Whitman County was received. **Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to authorize the Chairman to sign the above agreement.

061065 **15. Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to approve the signing of a Juvenile Justice grant application for \$7,500.

10:30 a.m. - Brett Myers.

16. Sheriff Myers requested authorization to refill a:
061066 Road Deputy and,
061067 Sergeant position.

Motion by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to authorize board orders for the above positions.

061068 **17. Motion** by Commissioner Wigen **seconded** by Commissioner Partch and **carried** to sign the contract for the Information Services remodeling project with R.B. Olson.

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061069 18. An executed copy of the agreement for law enforcement services between Whitman County and the Corps of Engineers was received.

D061069A 19. Commissioners' pending items reviewed.

10:40 a.m. - Recess.

10:45 a.m. - Dane Dunford, Public Works Director.

Present: Tammy Lewis.

Action Items:

061070 1. **Motion** by Commissioner Wigen **seconded** by Commissioner Partch and **carried** to publish a call for bids for the lighting project at the Whitman County Transfer Station.

061071 2. A petition was received requesting a road name change from Tekoa-Idaho Road to Cove Road. Mr. Dunford explained Spokane County changed the address for these residents many times for E911 purposes and is preparing to change it again. Since these residents must go through this process again they would like the old road name back. This road is in Whitman and Spokane County and the counties prefer the road name not be split at the county line. Public Works will contact Whitcom and Spokane County for their input and will then make a recommendation to the Board.

Solid Waste Division:

D061071A 3. Staff will have a full report on the results of the Spring Cleanup and Tire Amnesty Day after April 26th.

Maintenance Division:

D061071B 4. Crews will complete the process of grading dirt roads this week.

D061071C 5. Weather permitting, county parking lots and sidewalks will be inspected next week.

D061071D 6. Asphalt work will soon begin in preparation of seal coating in July.

D061071E 7. Commissioner Partch gave a brief update on Public Works related legislation.

10:55 a.m. - Julie Fox and Mark Storey.

11:10 a.m. - Recess.

1:30 p.m. - Board Business Continued/BOCC Workshop.

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Present: Dane Dunford and Mark Storey (1:30), Marlynn Markley (2:00), Kelli Campbell (2:55), and John Peterson (3:00).

061072 20. Items discussed included County policy revisions, CPO meeting, Joint Planning, Palouse Basin Aquifer Committee agreement, cluster development overview, Planning Commission, District Court vacancy, Risk Pool report, medical insurance issue, FTA proposal, and claims against the county. No action taken.

3:15 p.m. - Adjournment.

D061072A Commissioner Partch **moved** to adjourn the **April 21, 2003** 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 **April 28, 2003**. The foregoing action made this **21st** day of **April 2003**.

ss/ GREG PARTCH, Commissioner
ss/ LES WIGEN, Commissioner

MARIBETH BECKER, CMC
Clerk of the Board

G.R. FINCH, Chairman
Board of County Commissioners