

**075922 THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, October 20, 2014 at 9:00 a.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Gary Petrovich, Kelli Campbell, Bob Lothspeich and Bob Reynolds.

**075923 1. Items discussed included:**

- Treasurer's Temporary Employee
- ADO Project Update
- Fairgrounds Winterization
- Benefits Policy
- Joint Pullman Council Meeting
- Pro Mall Representative
- Performance Evaluations
- 2015 Budget

No action taken.

**9:55 a.m. - Recess.**

**10:00 a.m. - Flag Salute.**

Present: Sally Ousley and Mary Collins.

**D075923A 2. Pledge of Allegiance.**

**Consent Agenda:**

**D075923B 3. Motion** by Commissioner Kinzer to accept the consent agenda with the removal of item #13. Motion **seconded** by Commissioner Largent and **carried**.

**075924 4. General Claims/Veterans' Relief/Payroll warrants numbered 312997-313072 for \$150,458.09 approved.**

**075925 5. October 6, 2014 minutes approved.**

**075926-075932 6. Personnel change orders approved.**

**075933 7. Commissioner Kinzer moved** Commissioner Largent **seconded** the motion and it **carried** to authorize the Chairman to sign the 3<sup>rd</sup> quarter PDC report for lobbying.

**075934 8. Commissioner Kinzer moved** Commissioner Largent **seconded** the motion and it **carried** to adopt the updated health benefit policy as presented (for non-represented employees).

Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to approve up to \$400.00 in a VEBA/HSA account for employees waiving medical coverage with the county.

**RESOLUTION NO. 075934  
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

**IN THE MATTER OF** the action of the adoption for the Whitman County Policy: **Providing Health Care Benefits;**

**WHEREAS,** this policy has been updated for the extension of an employee benefit, and

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

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached policy POL-700-HR Providing Health Care Benefits.

Dated this 20th day of October 2014 and effective as of January 1, 2015.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Arthur D Swannack, Chairman

ATTEST:

\_\_\_\_\_  
Dean Kinzer, Commissioner

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Maribeth Becker, CMC  
Clerk of the Board

\_\_\_\_\_  
Michael Largent, Commissioner



**PROVIDING HEALTH CARE BENEFITS**

Policy: POL-700-HR - Effective Date: 1/1/2015 Res. #075934  
Cancels: Policy #073258 - Reference: Individual Benefit Plan Document

This policy applies to all non-represented Whitman County employees, unless otherwise addressed in a collective bargaining agreement.

**Definitions:**

**EAP** - Employee Assistance Program

**FSA** - Flexible Spending Account

**Health Care Benefit** - Benefits related to an employee's, physical, emotional, psychological or financial wellbeing.

**HRA/VEBA** - Health Reimbursement Account/Voluntary Employee Benefit Account

**1. Whitman County Offers a Comprehensive Benefit Package.**

Whitman County offers a comprehensive package of medical, dental, vision, life, FSA, EAP, and disability insurance for eligible employees and their dependents. The coverage offered, premium contributions, carriers, and plan provisions are determined by the applicable Collective Bargaining Agreement or as approved by the Board of County Commissioners.

Whitman County contributes specified maximum dollar contributions toward medical, dental, vision, life and long term disability as determined through collective bargaining and the Board of County Commissioners. The County reserves the right to modify the plan, the carrier and the amount of contribution provided. Any difference

between the insurance premium and the County's contribution shall be paid by the employee through payroll deduction.

Other employee benefit programs are provided through or mandated by State or Federal governments such as retirement, worker's compensation and unemployment. Employer contributions, eligibility and termination rules for state and federal benefits are set by the appropriate government agency and do not apply to this policy.

**2. Regular Full-Time and Part-Time Employees are Eligible for Benefits.**

Regular employees working a minimum of eighty (80) hours per month are eligible for county sponsored benefits. The Employee Assistance Program is available to all employees despite their work status.

Part-time employees working between eighty (80) and 173.33 hours per month shall receive a pro-rated portion of the employer benefit contribution. Pro-rated calculations shall be based on the employee's percentage of full-time status. Employees on job share status share the benefits allocated to the position. Temporary employees are not eligible for benefits except those required by law.

Part-time employees hired prior to January 1, 2007 receive a full employer contribution toward health care benefits.

Eligibility varies by carrier, but if not otherwise specified, shall begin on the first of the month if hired on the first of the month. If the employee is hired after the first of the month, eligibility begins on the first of the month following the date of hire. The same rules apply to current employees who were previously ineligible and become eligible during their employment.

Unless specified by the carrier, employees may waive medical insurance by providing proof of other group coverage. Dental, vision and life insurance may not be waived. In waiving medical insurance, employees do not normally receive the employer medical contribution beyond that required to cover dental, vision and life coverage. For employees in the non-represented category, an exception may be made where the employee provides annual confirmation of enrollment in a group plan (outside of those offered by Whitman County) meeting all legal and administrative requirements. Requirements are set forth by the U.S. government, Washington State and the carrier/administrator, and are subject to change. Additionally, circumstances arising from this arrangement that put coverage of the general employee population in jeopardy will result in a freeze of this benefit without required action of any party. The resulting contribution amounts are determined through the County Commissioners. They may be placed in an HRA/VEBA or Health Savings Accounts (H.S.A.) if all requirements are met. Cash payouts do not qualify. Further information may be obtained through the Human Resources department.

**3. Eligible Employees may Contribute Toward an HRA/VEBA.**

HRA/VEBA is a health reimbursement account that may be established when the employee's health benefit premiums are less than the County's contribution. Eligible employees will be provided with the application forms during orientation. Funds earn interest tax-free and there is no tax on reimbursements. Account balances can be carried over from year to year without penalty. You may be reimbursed funds for qualified medical expenses at any time. Funds in this account continue to earn interest if you leave employment with Whitman County. See the information provided with the VEBA application, County policy and union contracts for additional details.

**4. Spouses may Pool the Employer Contribution.**

Employees in the non-represented, Courthouse, Road and Solid Waste bargaining units with spouses in one of these same employee groups may pool their employer benefit contribution. One spouse may then cover the second spouse as a dependent under

medical insurance. Each spouse must maintain separate dental, vision and life insurance enrollment. Contact Human Resources for further information.

**5. Waiting Periods may Apply to Specific Benefits.**

Waiting periods may apply to specific benefits as determined by County policy, state and federal law, or the policies of the benefit carrier.

**6. Enrollment Forms Are Submitted to Human Resources.**

Enrollment forms are distributed and returned to Human Resources for processing. A signed enrollment form must be completed to obtain coverage.

Deadlines for enrollment and mandatory enrollment requirements are governed by collective bargaining, the Board of County Commissioners and the individual carriers. Contact Human Resources for additional information.

**7. Enrollment may Occur When Hired, at Annual Open Enrollment, or a Qualifying Event.**

Employees and dependents may be enrolled immediately after being hired, at the annual open enrollment period or when a qualifying event occurs. Dependents must be enrolled on the same plan as the employee. If an employee elects not to enroll dependents at the time of hire, she/he will have to wait for the Open Enrollment period unless a "qualifying event" has occurred, as defined by the carrier. Contact Human Resources for specific requirements.

Open enrollment for employees of Whitman County usually occurs during the months of October and/or November. Employees may change insurance plans, add dependents, and in some cases, change primary care physicians. The changes selected during an Open Enrollment period will take effect at the beginning of the new group contract, usually January 1<sup>st</sup> of the next year.

**8. Benefits May be Terminated and COBRA Offered.**

Termination of coverage may occur due to lack of premium, becoming ineligible, termination of employment, unpaid leave, or other causes as determined by the carrier. Termination of coverage shall occur on the last day of the month for which the employee became ineligible.

Eligible employees and their families may continue coverage under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). COBRA enrollees are responsible for paying 100% of the premium and updating Human Resources regarding contact information. Contact Human Resources for further COBRA administration rules.

**9. Voluntary Benefit Plans are Available to Employees**

A variety of voluntary benefits are available to employees through payroll deduction. These benefits are optional and paid 100% by the employee. Contact Human Resources for a list of current voluntary benefits.

**075934A** 9. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to appoint Robert Hill to a 4-year unexpired term on the Planning Commission. Mr. Hill's term will expire 12/31/17.

**075935** 10. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to authorize the Chairman to sign a letter to Mr. David Stueckle regretfully accepting his resignation from the Whitman County Water Conservancy Board.

**075336** 11. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to sign a resolution and letter appointing Joshua Garrett to a 6-year unexpired term on the Whitman County Water Conservancy Board. Mr. Garrett's term will expire 07/16/20.

**RESOLUTION NO. 075936  
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

**IN THE MATTER OF REAPPOINTING A MEMBER TO THE WHITMAN COUNTY WATER CONSERVANCY BOARD.**

WHEREAS, water conservancy boards were authorized pursuant to SHB-1272 in 1997 and later amended by the legislature in 2001 to allow Water conservancy Board member to be increased from three to five; and,

WHEREAS, Whitman County is in need of replacing one of its members on the local Water Conservancy Board.

NOW, THEREFORE, BE IT RESOLVED that the Board of Whitman County Commissioners hereby reappoints:

**Joshua Garrett of Endicott, WA to a 6-year unexpired term; and,**

This term begins immediately and ends **July 16, 2020**. The Water Conservancy Board will function within the geographical borders of Whitman County, exercising administrative powers enumerated within Title 90 R.C.W. and the attached bylaws; and,

Dated this **20th** day of **October 2014**.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Arthur D Swannack, Chairman

ATTEST:

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Dean Kinzer, Commissioner

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Maribeth Becker, CMC  
Clerk of the Board

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Michael Largent, Commissioner

**075937**      **12.**    Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to approve the appointment of Dean Wigen, to fill the open position of Fire Chief's Association on the Whitman County Emergency Communications Advisory Committee for a 3-year term. Mr. Wigen's term will expire 06/30/17.

**075938**      **13.**    Item removed from agenda.

**075939**      **14.**    Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to sign a revised signature authority for District Court.

**075940**      **15.**    Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to sign an agreement between Whitman County and Whitman Conservation District for administering the 2015-16 agricultural burn program with dollar amount correction.

**D075940A**    **15A.**   Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it carried to amend the agenda to include the Palouse Conservation District agricultural burn agreement.

**075940A**    **15B.**   Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to sign an agreement between Whitman County and Palouse Conservation District for administering the 2015-16 agricultural burn program.

**Correspondence:**

**D075940C** 16. The following correspondence was received:

**075941** 16A. A letter from the Department of Commerce offering technical assistance in updating the county's Critical Areas ordinance.

**075942** 16B. A letter from Lavonne Hall, former county employee regarding reorganization of the Public Health Department beginning January 1, 2015.

**075943** 16C. A letter from Craig H. VanTine requesting a letter of support for two grants the Council on Aging & Human Services for their COAST program.

**075944** 17. Commissioners' pending list reviewed.

**10:35 a.m. - Recess.**

**11:00 a.m. - Public Works Department.**

Present: Phil Meyer, Dean Cornelison, Alan Thomson, Dan Gladwill, Mary Collins and Garth Meyer.

**ACTION ITEMS**

**075945** 18. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to approve signing the resolution regarding seasonal roads to be closed.

**RESOLUTION NO. 075945**

BEFORE THE BOARD OF COUNTY COMMISSIONERS of Whitman County, Washington, in the matter of closing Certain county roads for the period from November 15, 2014 through March 15, 2015 pursuant to R.C.W. 47.48.010;

IT IS HEREBY RESOLVED that the dirt portion of the following roads be closed to vehicular traffic from November 15, 2014 through March 15, 2015; provided, however, that a special permit may be obtained by contacting the office of the Whitman County Engineer prior to traveling on any hereinafter listed road:

<u>ROAD NO.</u>	<u>NAME</u>	<u>ROAD NO.</u>	<u>NAME</u>	<u>ROAD NO.</u>	<u>NAME</u>
0015	Waterman	2560	Mike Johnson	5160	McKenzie
0030	Merritt	2670	Baird	5170	Mader
0050	St. John	3200	Harwood Hill	5210	L West
0060	Wilhelm	3390	Gene Nelson	5220	Lawson
0100	Russell	3400	Jim Davis	5280	Mick Parvin
0110	Griffin	3430	Howard West	5370	McGreevy
0115	Carter	3440	Dickerson	5390	R. Zakarison
0190	Bourne	3450	Greenbox	5430	Bidle
0310	Catholic Cemetery	3460	Trunkey	5520	Kitzmilller
0410	Fairbanks North	3510	Tiegs	5525	Orville Boyd
1140	Bancroft	3550	Hitchings	5560	Wexler
1180	I.N. Balthis	3680	Gashous	5580	Gray
1420	Faught	3760	Mack Lloyd	5590	Reaney
1540	Bunny	3700	Jim Henning	6120	Guske
1550	B. Howard	3710	Cordell	6190	C.J. Ochs
2020	File	3890	McQuire	8050	Hofer
2030	Sheahan	3920	Miller Home Place	8080	Musgrove
2050	Finch	4290	Stubbes	8090	Klaus

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2060	Tuttle Alexander	4365	Rattlesnake	8200	Getz-A.E. Seavers
2070	J.F. McCroskey	4375	Manning	8250	Nauert
2080	Kilpatrick	4380	Gene Feenan	8310	Pat O'Neil
2170	F.R. Martin	4390	Ruff	8320	Conrad
2220	Shahan	4410	McGrady	8330	Kincaid
2230	Tennessee Flat	4420	Bob Schultz	8350	Evans
2310	Peringer	4430	Morley	8450	Babbitt
2320	Huggins	4440	Bill Willson	8460	Enman-Kincaid
2330	Hubner	4460	Bixler	8470	Carothers
2350	J.W. Baylor	4470	Blackwell	8500	Benedict
2430	Westacott	4480	Rogers	9040	Country Club
2440	Sunrise	4560	Baillaine	9120	Gimlin
2520	Hilty	4600	L. Anderson	9130	Snow
		5010	Enos		

Dated this 20<sup>th</sup> day of October, 2014.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Arthur D Swannack, Chairman

ATTEST:

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Dean Kinzer, Commissioner

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Maribeth Becker, CMC  
Clerk of the Board

\_\_\_\_\_  
Michael Largent, Commissioner

**075946**      **19.**    Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to approve publishing the notice of seasonal roads to be closed.

**075947**      **20.**    Upon conclusion of discussion the commissioners agreed that the request for expanding the Cluster Residential opportunity area be heard by the Planning Commission and their recommendations forwarded to the county commissioners.

**075948**      **21.**    Cluster Residential notice - no action taken.

**075949**      **22.**    Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to sign a letter regarding the re-forming of the Palouse RTPO as presented.

**DIVISION UPDATES**

**Maintenance Division:**

**075950**      **23.**    The annual winter snow and ice control letter was received from Dean Cornelison.

**Building Division:**

**075951**      **23A.**    The 3<sup>rd</sup> quarter activity for building permits was received from and reviewed by Dan Gladwill.

**D075951A**    **23B.**    Mr. Thomson advised the Board that First Wind no longer owns the Rosalia Wind Farm; it is now owned by J.P. Morgan but First Wind is still operating the farm.

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**D075951B 24.** Approved documents signed.

**D075951C 25.** Need for Tuesday 10/21/14 workshop.

**11:40 a.m. - Recess.**

**1:30 p.m. - Reconvene/Board Business Continued.**

Present: Mike Berney, Greater Columbia Behavioral Health (GCBH).

**075952 26.** Mr. Berney briefed the commissioners on the GCBH Board meeting held October 2<sup>nd</sup>.

**D075952A 26A. Executive Session(s):**  
None needed.

**D075952B 26B. Funding Committee Recommendation:**

The GCBH Funding Committee was asked by the Board of Directors, at their September meeting to provide analysis/recommendations on how to distribute funding in amendment #10 of State-only funding. After much discussion the Committee recommended GCBH distribute this funding as follows:

- \$347,496 to Central Washington Comprehensive Mental Health for their PACT Team.
- \$182,343 to support the Transitions Program at Lourdes Counseling in Benton County

In the interest of efficiency the Committee felt that the recommendations for approval of the Transitions Program contract at Lourdes go directly to the Board of Directors since several details still need to be worked out. Whitman County voted in favor of the Committee's motion for distribution of State-only funding.

**D075952C 26C. Regional Office Update:**

The ruling by the Washington Supreme Court regarding psychiatric boarding was discussed including the additional 30 million that has been authorized by the Governor. GCBH received an unsatisfactory response to its letter to the Mental Health Division regarding the portion of State-only funding cuts assigned to it. A letter will be sent to Secretary Quigley of DSHS. A recommendation to release additional Medicaid funding will be forwarded to the Finance Committee for analysis. Request to authorize the Chair to sign State-only Amendment #10, various PATH contracts and the Transitions Program contract. A motion to authorize the Chair to sign all the contracts was made. Whitman County voted in favor of authorizing the Chair to sign all the contracts presented. Motion passed unanimously.

**2:00 p.m. - Conservation District Representative.**

Present: Mike Denny, Pomeroy Conservation District; Jennifer Boie, Palouse Conservation District; Dan Hardwood Palouse-Rock Lake Conservation District and Nancy Hoobler, Whitman Conservation District.

**075952A-075954 27.** The above individuals provided the commissioners with an update on programs occurring in their respective districts.

**075955 28.** No ADO update provided.

**2:30 a.m. - Recess.**

**BOCC Minutes-10/20/14**

**D075955A THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Tuesday, October 21, 2014 at 9:00 a.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

**9:00 a.m. - Reconvene/Board Business Continued/BOCC Workshop.**

Present: Gary Petrovich, Kelli Campbell and Sally Ousley.

**075956 29.** The item discussed was the 2015 preliminary budget. No action taken.

**11:00 a.m. - Recess.**

**D075956A THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, October 27, 2014 at 9:00 a.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

**9:00 a.m. - Reconvene/Board Business Continued.**

**D075956B 30.** Approved documents signed.

**075957 30A.** General/Veterans' Relief/Payroll warrants numbered **313127-313206** for **\$838,455.60** approved.

**075958-075963 30B.** Personnel change orders.

**D075963A 31.** No Need for Tuesday 10/28/14 workshop.

**9:05 a.m. - BOCC Workshop.**

Present: Gary Petrovich, Chris Nelson and Bob Reynolds.

**075964 32.** Items discussed included:

- 2015 Budget
- Fair/Facilities Updates
- Internet/Email
- Martin Hall
- CREP Support Letter
- COA&HS Support Letter
- SEWEDA Grant Support Letter
- WRIA 56 Interlocal Agreement
- Latah County Joint Meeting
- Pullman Council Joint Meeting
- Port of Whitman Joint Meeting
- Avista TAC Meeting
- Palouse Coulee City Rail
- Palouse RTPD Reformation
- Largent/John Dickson Meeting

No action taken.

**075965 33.** Tuesday, 10/28/14 workshop cancelled.

10:15 a.m. - Adjournment.

**D075965A** Commissioner Kinzer **moved** to adjourn the **\_October 20, 21 27, 2014** meeting. Motion **seconded** by Commissioner Largent and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **November 3, 2014**. The foregoing action made this **27th** day of **October 2014**.

ss/ DEAN KINZER, COMMISSIONER  
ss/ MICHAEL LARGENT, COMMISSIONER

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MARIBETH BECKER, CMC  
Clerk of the Board

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ARTHUR D SWANNACK, CHAIRMAN  
Board of County Commissioners