

076195 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, December 29, 2015 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: Bob Reynolds, Mark Storey, Gary Petrovich (9:00 a.m.), Sally Ousley (9:10 a.m.), Kelli Campbell and Troy Henderson (9:20 a.m.).

076196 1. Items discussed included:

- BOCC Choice Award
- Historical Preservation Fund
- Performance Evaluations
- ADA Project Update
- GFOA Report

No action taken.

9:30 a.m. - Recess.

10:00 a.m. - Flag Salute.

D076196A 2. Pledge of Allegiance.

Consent Agenda:

D076196B 3. **Motion** by Commissioner Kinzer to accept the consent agenda. Motion **seconded** by Commissioner Largent and **carried**.

10:05 a.m. - Sally Ousley.

076197 4. General Claims/Veterans' Relief/Payroll warrants numbered **314089-314103** for \$368,254.14 and **314128-314249** for \$120,236.05 approved.

076198 5. December 15, 2015 minutes approved.

076199-076204 6. Personnel change orders approved.

076205 7. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to approve the Health Care Benefits policy as presented.

**RESOLUTION NO. 076205
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 in the Courthouse, Road and Solid Waste bargaining units, 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 29th day of December 2014 and effective as of January 1, 2015.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Arthur D Swannack, Chairman

ATTEST:

Dean Kinzer, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner



PROVING HEALTH CARE BENEFITS

Policy: POL-700-HR - Effective Date: 01/01/2015 - Res. #076205
Cancels: Policy #075934 - Reference: Individual Benefit Plan Documents

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, Courthouse, Road and Solid Waste bargaining unit categories, 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 1st 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.

076206 8. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to authorize the Chairman to sign letters of reappointment to Karen Wuestney, David Nails and Nathan Weller for 4-year term on the Blue Ribbon Advisory Task Committee. All terms will expire 12/31/18.

076207 9. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to reappoint John Henry to a 6-year term on the Civil Service Commission. Mr. Henry's term will expire 12/31/20.

076208 10. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to reappoint Dale Miller, Debbie Sherman, Julie Simpson and Robert Maxwell to 3-year terms on the Developmental Services Advisory Board in their respective positions 2, 3, 5 and 7. All terms will expire 12/31/17.

BOCC MINUTES-12/29/14

076209 11. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to sign letters of appreciation to Becky Dickerson and Rich Chittenden for their service on the Whitman County Rural Library Board of Trustees.

076210 12. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to authorize the Chairman to appoint Suzanne Schmick to a 5-year term expiring 12/31/19 and Andrea Miller to an unexpired term expiring 12/31/18 on the Whitman County Rural Library Board of Trustees.

076211 13. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to approve a credit card request for Melissa Leinweber of Fair/Facilities Management with a limit of \$5,000.

076212 14. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to approve a credit card request for Lenea Pierzchanowski of Juvenile Services with a limit of \$5,000.

D076212A 15. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to acknowledge and approve the following grant application data forms for Juvenile Services:

- 076213** 15A. CJS for \$58,437 from 07/01/14-06/30/15
- 076214** 15B. SSODA for \$9,500 from 07/01/14-06/30/15
- 076215** 15C. CJAA for \$13,996 from 07/01/14-06/30/15
- 076216** 15D. CASA for \$32,997 from 07/01/14-06/30/15
- 076217** 15E. BECCA for \$15,516 from 07/01/14-06/30/15
- 076218** 15F. HB3900 for \$12,256 from 07/01/14-06/30/15

076219 16. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** that pursuant to County Code regarding delegation of purchase orders, claims and payroll responsibilities, authorization forms for the Coroner was received, signed by the Board and forwarded to the Auditor's office.

CORRESPONDENCE:

D076219A 17. The following correspondence was received:

076220 17A. The 2013 Whitman County State Auditor's Office Accountability report,

076221 17B. The 2013 Whitman County Department of Retirement Systems preliminary audit report,

076222 17C. The Department of Ecology 2015-2016 delegation order #14AQ-E594 authorizing agricultural burning,

076223 17D. Washington State Liquor Control Board approval of a location change for Wawawai Canyon winery,

076224 17E. Washington State Liquor Control Board notice of liquor licenses expiring 03/31/15,

076225 17F. The 2014 Hearing Examiner annual report and,

076226 17G. Whitman County Wellness Committee recognition of the Board for 100% staff participation in the 2014 Live Well at WCIF program.

076227 18. Commissioners' pending list reviewed.

D076227A 22. Approved documents signed.

10:30 a.m. - Recess.

11:00 a.m. - Mark Storey, Public Works Director.

Present: Phil Meyer, Jeff Marshall, Dean Cornelison, Marc LaVanaway, Alan Thomson, Jerry Basler, Dan Gladwill, Cheryl Holcomb, Bill Spence, Sally Ousley and Anthony Kuipers.

ACTION ITEMS

076228 19. The following bids were received for an automated fuel management system.

BIDDER	AMOUNT
SCI Distribution, LLC, Clearwater, Florida	\$44,700.00 Basis of Award
TRAK Engineering, Inc., Tallahassee, Florida	\$80,585.00 Basis of Award

The commissioners will make an award January 5, 2015.

076229 20. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to approve the resolution to initiate county road crushing projects designated as Repp Quarry and Union Center Quarry.

**RESOLUTION NO. 076229
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

In the matter of initiating County Road Crushing Projects designated as Repp Quarry, C.R.C.P. No. 161, Project No. XFC1401 and Union Center Quarry, C.R.C.P. No. 162, Project No. XFC1402.

IT IS HEREBY RESOLVED that the County Road Crushing Project be completed as follows:

This contract provides for the stockpiling of aggregate for county road maintenance purposes.

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 E.R. & R. 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	\$ 2,000.00
Inspection	\$ 30,000.00
Crushing & Stockpiling	<u>\$445,000.00</u>
TOTAL ER&R FUND	\$477,000.00

IT IS FURTHER RESOLVED that the crushing and stockpiling is to be accomplished by contract in accordance with RCW 36.77.020 et seq.

ESTIMATED date of commencing work:	January 5, 2015
ESTIMATED date of completing work:	May 31, 2015

DATED this 29th day of December, 2014.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Arthur D Swannack, Chairman

ATTEST:

Dean Kinzer, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

DIVISION UPDATES

Maintenance Division:

D076229A 21. Mr. Meyer reported crews were out over the weekend plowing only paved roads.

Solid Waste Division:

D076229B 21. Mr. Storey noted that the construction of the Waste Transfer Building is proceeding.

11:15 a.m. - Adjournment.

D076229C Commissioner Kinzer **moved** to adjourn the **December 29, 2015** 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 **January 5, 2015**. The foregoing action made this 29th day of **December 29, 2015**.

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

MARIBETH BECKER, CMC
Clerk of the Board

ARTHUR D SWANNACK, CHAIRMAN
Board of County Commissioners