

BOCC MINUTES-12/31/18

081004 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, December 31, 2018** at **9:15 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, Bill Tensfeld, Chris Nelson, Brandon Kruger, Bailey Wiedmer, Kara Davidson, Jacob Jones (9:15 a.m.).

081005 1. The following items were discussed but no action was taken.

- Lunch/Learn Event
- Sick Leave Policy
- Dept. of Army Flooding
- Collections Policy
- Write-Off Policy
- Rural Economic Strategy
- ATVP Agreement
- District Court-Pullman
- PWED Weekend Update
- 911 Outage/Century Link
- 2019 Budget Amendment #1

10:00 a.m. - Recess.

10:15 a.m. - Reconvene/Board Business Continued/Flag Salute.

Present: Paul Spencer, Kara Davidson and Jacob Jones.

D081005A 2. Pledge of Allegiance.

Consent Agenda:

081006 3. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to accept the consent agenda as presented.

081007-081008 4. Treasurer's Wire Transfers and Check Report in the amount of **\$153,341.21.**

081009 5. December 17, 2018 minutes approved.

081010-081059 6. Personnel change orders approved.

081060 7. The Alternatives to Violence on the Palouse agreement was not available for Board action.

081061 8. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the letter of agreement between Whitman County and the Road and Solid Waste Bargaining Units for a \$2/hour wage increase.

081062 9. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve a resolution adopting the 2019 mileage rate.

**RESOLUTION NO. 081062
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS
2019 MILEAGE RATE**

WHEREAS, the Board of Whitman County Commissioners met in regular session on Monday, December 31, 2018; and,

WHEREAS the Board recognizes the need to reimburse county employees who use their personal automobiles for official business at a specified rate per mile for actual mileage used; and,

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WHEREAS, Whitman County Code, Chapter 2.39.010(e)(2) specifies that the actual rate per mile be set by the Board of County Commissioners.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the 2019 rate of reimbursement for business use of personal automobiles is \$.58 per mile (IRS Rate); and,

BE IT FURTHER RESOLVED that any travel completed in 2018 and submitted for payment in 2019 will be paid at the 2018 rate.

PASSED, APPROVED AND ADOPTED this 31st day of December 2018 and effective as of January 1, 2019.

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

081063 10. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve a Collection of Accounts Receivable Policy.

**RESOLUTION NO. 081063
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF revising policy **POL-081063-BOCC COLLECTION OF ACCOUNTS RECEIVABLE POLICY;**

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

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Whitman County Board of Commissioners that policy **POL-081063-BOCC COLLECTION OF ACCOUNTS RECEIVABLE POLICY** is approved and adopted as attached.

Dated at Colfax, WA this 31st day of December 2018 and effective as of January 1, 2019.

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



COLLECTION OF ACCOUNTS RECEIVABLE

Policy: POL-081063-BOCC • Effective Date: 01/01/19 • Res. #081063

Cancels: New

PURPOSE:

To provide clear direction for collecting and reporting outstanding account receivables owed to Whitman County (County) and to establish procedures and actions for using licensed collection agencies.

SCOPE:

This policy does not apply to collection of taxes, assessments collected by the County Treasurer per RCW Title 84, loans and grants from other governmental units, and receivables from which there is a statutory process for collection nor Court judgements and fines.

REFERENCES:

Article 8, section 7 Washington state constitution "credit not to be loaned"
RCW 19.16.500, "Retention of Collection Agencies"
RCW 43.17.240, "Interest on Debt Owning"
RCW 36.94.150, "Lien for Delinquent Charges"

DEFINITIONS:

Accounts Receivable: Accounts Receivable is an amount owed to the County from individuals including former and current employees, businesses, and government agencies that may be received at a later date. This may include utility accounts, claims, court fees, judgments, loans, fines, service charges, and non-sufficient fund checks, delinquent balances held in suspense accounts.

Interest Charges: Regulations regarding interest application for late payment that offices/departments charge can vary by type of service. If interest is to be applied, it will be applied on a monthly basis beginning on the first day the debt becomes delinquent. Interest cannot exceed one percent per month, unless specified by statute.

Penalties: Penalties are additional charges that can be assessed for delinquent accounts that are 60 days or more in arrears.

Administrative Costs: Administrative costs can be applied to all delinquent accounts, exclusive of interest and penalties. These costs will be actual administrative costs incurred in servicing the delinquent debt. These costs include but are not limited to:

- a. Salary and benefits for labor incurred
- b. Cost of obtaining a credit report
- c. Private collection agency
- d. Additional telephone and mail costs
- e. Other costs directly related to servicing the delinquent account

POLICY:

The County will make a vigilant effort to collect all receivables that are due for products and services rendered. Such efforts will be exercised in a practical, legal and ethical manner. Practical shall mean the exercise of efforts by department members to collect the receivable while ensuring other duties and activities of the department are carried on in a timely manner. Efforts taken after the unsuccessful use of collection agencies shall attempt to ensure that the cost to the County for such efforts does not exceed the amount owed to the County by the debtor. However the Prosecutor's office may deem it is legally

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necessary to continue collection efforts and thus require the County to take actions through the court system to collect such debt owed the County. Any such action required by the Prosecutor's office is not bound by policy attempting to limit costs to the county in relation to amount owed by debtor.

The County's process for collecting accounts receivable shall be:

1. Identify and book the receivable in the County financial system or department-level worksheet.
2. Attempt to collect the debt in a timely manner through an established billing process.
3. Send out progressive demand notices. Demand notices should contain information on the amount owing, the reason payment is requested, interest, penalties, and administrative costs for late payment if applicable, and expected actions if payment is not made by a stated date. Such efforts will include an initial billing notice with a due date, a first past due notice with a 30-day past due date and a final past due no more than 60 days after the receivable became past due. A notice stating the receivable will be sent to collections if not paid promptly must be sent to the party owing the debt to the County with the final past due notice and prior to sending the receivable to collections. An account may be withheld from collections if a payment plan has been agreed to (see #4) and the debt can reasonably be expected to be paid under terms of the payment plan. County actions available include use of collection agencies, property liens, or foreclosure
4. Discuss non-payment with the debtor and potential payment plans including interest rate the County must charge.
5. After 60 to 120 days, turn over to a collection agency (RCW 19.16.500) or Prosecuting Attorney if feasible. Offices and departments can add a reasonable fee for collection services up to a hundred percent of the outstanding debt (RCW 19.16.500.1b(a)).
6. Collection agencies used by a department must be listed on the County Professional Services roster. A copy of all contracts made by a department for such services will be forwarded to the BOCC.
7. If the account is uncollectible, request write-off (see write off policy).

081064 **11. Motion** by Commissioner Largent **seconded** by Commissioner Swannack and **carried** to approve a resolution adopting the Accounts Receivable Write-Off Policy.

**RESOLUTION NO. 081064
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF revising policy **POL-081064-BOCC WRITE OFF OF ACCOUNTS RECEIVABLE POLICY;**

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

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Whitman County Board of Commissioners that policy **POL-081064-BOCC WRITE OFF OF ACCOUNTS RECEIVABLE POLICY** is approved and adopted as attached.

Dated at Colfax, WA this 31st day of December 2018 and effective as of January 1, 2019.

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



WRITE-OFFS OF ACCOUNTS RECEIVABLE

Policy: **POL-081064-BOCC** • Effective Date: • Res. # **081064**

Cancels: New

PURPOSE:

To provide clear direction for reporting and writing off uncollectible account receivables owed to Whitman County (County) and to establish procedures and actions for recording write-offs in the County departmental spreadsheets. Writing off uncollectible receivables is an authorized process to remove the money (revenues and reimbursement of expenditures) owed to the County from the financial records. It does not forgive the obligation.

SCOPE:

This policy does not apply to collection of taxes, assessments collected by the County Treasurer per RCW Title 84, loans and grants from other governmental units, or receivables from which there is a statutory process for collection.

REFERENCES:

Article 8 section 7 WA State Constitution
RCW 19.16.500, "Retention of Collection Agencies"
RCW 43.17.240, "Interest on Debt Owning"

DEFINITIONS:

Uncollectible Accounts Receivable: The County requires that a determination be made between receivables deemed to be collectible and those considered uncollectible. Uncollectible accounts receivable include outstanding accounts that are legally determined to be without merit, costs of recovering asset will exceed potential recovery, and/or the debtor cannot be located or is bankrupt.

POLICY:

The County will make a vigilant effort to collect all receivables that are due to the County for products and services rendered or reimbursement of expenditures from employees or vendors, consistent with the practicality and marginal cost of collection.

If the accounts receivable is deemed uncollectible, it will be classified as a bad debt.

There is one way to account for bad debt: a direct write-off. If the account is written off, it will be recorded as a direct write-off of the departmental spreadsheet. The Board of County Commissioners (BOCC) will approve write-offs.

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The County's process for addressing uncollectible accounts receivable shall be:

1. Determine if the account is uncollectible:
 - Monthly reports received from the County's collections agencies will be periodically reviewed for potential uncollectible customer accounts. Accounts deemed uncollectible by the collection agency will be selected for potential write-off.
 - Accounts receivable items that are beyond the statute of limitations or are otherwise uncollectible (such as fraud, bankruptcy, deceased, etc.) will be selected for potential write-off. This will include items that have been sent to collections as well as items that have not have been sent. The expectation is that unsent items will be rare; generally all accounts over 120 days past due will have previously gone to collections.
2. Amounts owed to the County of less than \$30 will be presented at the end of each calendar quarter individually or as a combined list of uncollectable accounts to be written off. Proper documentation is still required once the collection agency deems the account uncollectable.
3. All accounts to be written off over \$100 must be examined by the County Prosecutor's Office to determine if legal action is needed.
4. Amounts greater than \$30 but less than \$100 may be submitted to be written off if the department reasonably expects costs of collection would exceed the amount to be recouped.
5. Amounts greater than \$100 but less than \$500 must be reviewed by the County's Administrative Services Department (Administrative Services) to assess whether or not there is a viable method to collect such debts owed to the County prior to presentation to the Prosecutor or to the BOCC for write-off.
6. If the debt owed to the County is greater than \$500 and the department wishes to write it off, it must be first presented to the County Prosecutor's Office for review and determination if legal action can be viably taken by the county to collect the debt. If the County Prosecutor determines such legal action is not viable, the debt will be presented to the BOCC for write-off.
7. When a write-off of an uncollectable account receivable has been requested and appropriate approvals have been received, the department will write off the debt as bad debt expense. Write-off requests will be presented to the BOCC at the end of each Calendar quarter.
8. Documentation Required With Submission of Requests for Write-Off to the BOCC: A list of potential write-offs will be provided by a department head or delegate to Administrative Services for review and approval. The department head or delegate must review and approve the list prior to sending to Administrative Services. The list must include the following information:
 - Customer name (Debtor's legal name)
 - Amount owed to the County
 - Criteria used to determine write-off (see requirement #1 above)
 - Verification that the receivable is valid, i.e., the charge was jointly agreed upon or was a standard fee at the time of service.
 - Any other pertinent information

Once approval has been received from the BOCC, the County department must properly notify the County Auditor's Office of the write-off of bad debt

accounts. The information on any bad debt write-off will be included in the year-end financial statements.

D081064A 12. Miscellaneous year-end business was not previous specified was considered.

081065 12A. Motion by Commissioner Largent seconded by Commissioner Swannack and carried to change the Sick Leave Policy to allow non-represented county employees who have become newly elected officials to donate up to 200 hours of accumulated sick leave to the Sick Bank prior to 30 days before taking office and to offer the same opportunity unionized employees through the normal policy review process.

RESOLUTION NO. 081065
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF revising policy POL-500-HR SICK LEAVE POLICY;

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

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Whitman County Board of Commissioners that policy POL-500-HR SICK LEAVE POLICY is approved and adopted as attached.

Dated at Colfax, WA this 31st day of December 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



SICK LEAVE

Policy: POL-500-HR • Effective Date: 1/1/2018 • Res. #: 081065
Cancels: Res. 062063, 062803, 061355, 061356, 079882 • Reference: None

This policy applies to all Non-elected, Regular employees unless otherwise addressed in a bargaining unit contract.

Definitions

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

Grandparent - a parent of a parent of an employee

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

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

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

Health Condition That Requires Treatment or Supervision - includes: any 0-p`[medical condition requiring treatment or medication that the family member cannot self-administer; any medical or mental health condition which would endanger the family member's safety or recovery without the presence of the employee; or any condition warranting treatment or preventive health care such as physical, dental, optical or immunization services, when the employee must be present to authorize and when sick leave may otherwise be used for the employee's preventive health care.

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

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

1. **Sick Leave is Granted the Employee in Order That the Employee Need Not Work When Ill or Suffer Loss of Pay Due to Illness.**

This policy follows the sick leave benefits established by Washington State Initiative 1433, WAC 296, and RCW 49.46. Any discrepancies between state law and this policy will default to the law unless this policy provides a greater benefit to the employee.

2. **Sick Leave is Accrued Per Pay Period.**

Full-time employees accrue sick leave at a rate of four hours for each completed pay period. A completed pay period of service will be credited for sick leave if an employee works at least 40 hours of the pay period

Prior to January 1, 2018 sick leave was accrued per month rather than per pay period. This practice will continue until further notice by the Human Resources Department. At least thirty days' notice will be provided prior to the effective date.

For part-time employees working 50% time or more, sick leave shall be prorated for each month of service and divided by two pay periods. Half their scheduled hours per pay period must be worked to earn benefits.

Part-time employees working less than 50% time and temporary employees earn sick leave benefits at one hour for every forty hours worked.

Employees are eligible to use sick leave benefits in the pay period following when they are earned. For instance, sick hours earned the 1st through the 15th of the month may be used on the 16th of the month.

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

Sick leave is allowed to accumulate throughout the calendar year. On December 31st sick leave accrued beyond 960 hours shall be automatically forfeited without action on the part of any party.

4. **Sick Leave is not Paid Out Upon Termination but May be Reinstated if Returning to Employment.**

Sick leave is not paid out upon termination of employment.

Employees returning to Whitman County employment within twelve calendar months will have their sick leave balance on record at the end of their previous employment reinstated. Such employee will be eligible to use the reinstated balance but no new accrual until their 90th day of new employment.

5. **A Conversion of Sick Leave to Vacation is Allowed.**

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

6. **Sick Leave Hours May Be Drawn Upon After Ninety Days of Employment.**

Although sick leave benefits are earned from the date of employment for those who qualify, employees will not be eligible to draw upon this benefit until they have been employed for 90 calendar days.

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

8. **Sick Leave Hours Shall Be Charged at a Rate of One Hour Leave for One Hour of Absence.**

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

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

9. **At the Employee's Option, Annual Leave May be Used as Sick Leave, but Sick Leave Shall Not be Used as Annual Leave.**

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

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

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

a. An illness or injury incapacitating the employee. An absence resulting from an employee's mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care;

b. Exposure to a contagious disease, during which period attendance at work would constitute a health threat to other employees or the public.

c. Doctor or dental appointments.

d. Illness in the immediate family. To allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care. Family member means: a child, including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless

of age or dependency status; a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; a spouse; a registered domestic partner; a grandparent; a grandchild; or a sibling.

- e. Death in the immediate family, as defined, requiring the attendance of the employee, including attendance at funerals. Leave for such shall be limited to three (3) days of sick leave to attend a funeral or illness or up to five (5) days if the funeral or illness is more than 250 miles away in one direction. Additional leave may be granted at the discretion of the Department Head.
- f. When the employees' workplace or their child's school or place of care has been closed by a public official for any health-related reason.
- g. For absences that qualify for leave under the state's Domestic Violence Leave Act

12. **Employees are Responsible for Notifying the Supervisor of Illness and May be Required to Provide a Physician Verification.**

Employees are responsible for notifying their supervisor of the need for sick leave as soon as they become aware of the need or, in the case of unforeseeable circumstances, no later than the beginning of the work shift.

The Department Head may require a verification of illness from a doctor for absences exceeding three work days. The employee must be given at least thirty days to provide the verification. The reason for the verification is to verify the absence is an authorized purpose under RCW 49.46. The verification is not required to explain the nature of the condition and

Physician verification may not result in unreasonable burden or expense to the employee. If the employee believes it will result in being unreasonable, he/she may submit a written justification to the elected official or department head which explains why compliance is a problem. The justification must include: verification that the leave is authorized under RCW 49.46; and an explanation of how the physician verification requirement is an unreasonable burden or expense.

The department must review the written justification and consider alternatives within ten calendar days. Alternatives must include, but are not limited to: accepting the written justification provided by the employee; and ways to mitigate the employee's expense.

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

Verification of leave for the Family Medical Leave Act (FMLA) supercedes the requirements set forth in this policy.

13. **A Consistent Lack of Sick Hours or Unauthorized Use May Result in Discipline.**

After one year of employment, an employee whose record indicates a consistent lack of more than five days of accumulated sick leave or a persistent pattern of using one or more sick leave days per month may be reviewed for abuse by the Department Head. No authorized sick absences (RCW 49.46) may be used in resulting discipline.

If an employee's use of sick leave is found to be for a purpose not covered by RCW 49.46 the payment of such sick leave may be withheld from the employee's paycheck. However, the sick hours in question may not be deducted from the employee's balance.

Departments will provide notice of disciplinary action against the employee in person and in writing. If the employee contends the sick leave was authorized under RCW, he/she may file a complaint with the Washington State Department of Labor & Industries.

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

Retaliation against employees who use sick leave as authorized under RCW 49.46 is prohibited under WAC 296-128-770.

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

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

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

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

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

16. **Employees May Access the Whitman County Sick Bank**

Employees may make donations to and access the Whitman County sick bank under certain conditions and requirements and in accordance with State and Federal regulations.

The sick bank is managed on a first come first serve basis. The order in which employees may draw on the bank shall be determined by the date of their written request.

All employees in need of hours must make a written request to HR and submit a certification from his/her physician indicating serious illness, injury or surgery and an estimated time he/she will be unavailable for work. **(See sick bank procedure)**

Employees may use the sick bank for up to three months. Sick bank use may be extended beyond three months at the discretion of the Department Head/Elected Official.

All employees donating hours must complete a sick bank donation form.

Employees must use all sick, vacation and compensatory hours accrued before becoming eligible to petition the sick bank.

Sick bank hours shall be used on an as needed basis only. Hours donated to a specific person via the bank belong to the donator until they are put to use. Hours donated to the general bank account may also be accessed on an as needed basis unless circumstances deem otherwise.

Employees must have a minimum 240 hours of accumulated sick leave in order to donate. Maintaining an accrual of 240 hours of sick leave before an employee can donate is to assure that donors do not jeopardize their own "account."

Employees may donate up to 24 hours once per year.

Employees who become elected officials are allowed to transfer up to 200 hours of sick leave to the sick leave bank during the one month prior to taking elected office. No transfer may occur after January 1st of the year their term of elected office begins.

Employees may designate the donation to another eligible employee or give to the general bank.

If an employee has frequent or chronic medical problems, it is suggested that they not donate to assure they do not jeopardize their own account.

081066 **12B.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and **carried** to authorize Commissioner Largent to sign a letter to the Greater Columbia Behavioral Health, LLC-ASO stating that the Whitman County Commissioners will continue to designate Crisis Responders in Whitman County.

CORRESPONDENCE:

D081066A **13.** The following correspondence was received:

081067 **13A.** A letter was received from the Washington State Department of Ecology extending the current agricultural burning delegation order #17-AQ-EE88 thru June 30, 2019.

081068 **13B.** Attorney Andrew L Kottkamp, Whitman County Hearing Examiner submitted his annual report noting no hearing items brought before him in 2018.

081069 **13C.** A letter was received from the Army Corps of Engineers regarding the 2019 anticipated flooding.

D081069A **13D.** Oaths of Office for the newly and re-elected officials were received and forwarded to the Elections Department for:

- | | | | |
|---------------|------------------------------|---------------|--------------------------------|
| 081070 | Assessor Robin Jones | 081074 | District Court Judge John Hart |
| 081071 | Auditor Sandra Jamison | 081075 | Prosecutor Denis Tracy |
| 081072 | Commissioner Michael Largent | 081076 | Sheriff Brett Myers |
| 081073 | Coroner Annie Pillers | 081077 | Treasurer Christina Nelson |

081078 **13E.** An executed copy of the PayneWest agreement for 2020 medical services research in 2019 was received.

081079 **14.** Commissioners' pending list reviewed.

10:30 a.m. - Public Works.

Present: Brandon Kruger, Dean Cornelison, Paul Spencer and Garth Meyer.

081080 **14A.** The following Public Works related issues approved/updated:

ACTION ITEMS:

081081 **15.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the resolution establishing the 2019 Equipment Rental Rates as presented.

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

In the Matter of establishing)
2019 Equipment Rental Rates) RESOLUTION NO. 081081
Equipment Rental & Revolving Fund)
Whitman County Public Works Dept.) ESTABLISHING ER&R RENTAL RATES
Whitman County, Washington)

WHEREAS, the Whitman County Equipment Rental and Revolving Fund is required to establish equipment and vehicle rental rates in accordance with statute; and,

WHEREAS, rental rates are intended to create enough reserve to pay for equipment replacement at the end of its useful life; and,

WHEREAS, the County Engineer and Maintenance Operations Manager track equipment capitalization, operation, and maintenance costs, and have recommended the following rental rates; and,

WHEREAS, the Board also recognizes the necessity of allowing Public Works the latitude to allow for mid-year adjustment to the rental rates, because of fluctuating costs,

NOW THEREFORE, BE IT HEREBY RESOLVED that Whitman County will establish the following ER&R rental rates for 2019, with the ability for the County Engineer to make minor adjustments at his sole discretion, depending on fluctuating cost factors, to take effect on January 1, 2019.

Graders	\$ 52.00 per hour	Snow plows	\$ 14.00 per hour
Loaders	\$ 46.00 per hour	Sanders	\$ 23.00 per hour
Excavators	\$ 38.00 per hour	Under Bridge Platform	\$ 32.50 per hour
Trucks	\$ 44.00 per hour	Pickups	\$ 12.00 per hour
Water Truck	\$ 80.00 per hour	Trailblazer SUV	\$ 15.00 per hour
Asphalt Distributors	\$ 85.00 per hour	Sheriff's Vehicles	\$1,000.00-\$1,100.00
Spray Truck, Vegetation	\$ 85.00 per hour		per month
Paint Truck	\$ 200.00 per hour	Other Department Vehicles	\$ 500.00-\$1,000.00
Asphalt Chip Spreader	\$ 200.00 per hour		per month
Crack Sealer	\$ 45.00 per hour	GPS Survey Equipment	\$ 20.00 per hour
Rollers	\$ 35.00 per hour	Data Collector	\$ 5.00 per hour
Brooms	\$ 50.00 per hour	Total Station Survey Gear	\$ 20.00 per hour
Tractor Mowers	\$ 44.00 per hour	Nuclear Densometer	\$ 12.00 per hour
Trailers	\$ 12.00 per hour	Testing Lab Trailer	\$ 15.00 per hour
Lowboy Trailer	\$ 20.00 per hour		

ADOPTED this 31st day of December, 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

BOCC MINUTES-12/31/18

081082 **16. Motion** by Commissioner Largent **seconded** by Commissioner Swannack and **carried** authorizes Michael McAdams to carry over 30.5 hours of accrued compensatory hours earned from 2018 to 2019. Extended accruals must be used by May 31, 2019. No accruals are authorized for subsequent years.

DIVISION UPDATES:

D081082A **17.** The following division updates provided by Public Works staff.

Engineering Division:

D081082B **17A.** Crushing at Doneen Quarry and drilling at Druffel Quarry

Maintenance Division:

D081082C **17B.** Mr. Kruger reported an individual ran into a tree that had fallen across a county road.

Administrative Division:

081083 **17C.** A copy of the 2019 fuel bid award letter was received.

Present: Paul Spencer, Garth Meyer, Anthony Kuiper and Jacob Jones.

081084 **18.** At 11:00 a.m. Dick McNeilly, Sonny Riley, Ty Meyer, Chad Riley and Bill Ryan joined the meeting to discuss problems the cattlemen are still experiencing with the Army Corps of Engineers including but not limited to access and financial distress.

Mr. McNeilly said a large number of cattlemen are working together to form an LLC due to the Corps fees as well as working with national organizations on these problems.

The cattlemen requested a letter of support from the commissioners. The letter asks the Corps to work with the landowners along the Snake River to find an equitable and financially feasible land trade solution for a positive outcome between the parties as well as meet the goals of the Corps. They are also seeking letters of support from Asotin and Garfield counties.

Commissioner Kinzer said about 3-4 months ago he wrote a similar letter to the Corps suggesting they should be working with the cattlemen for similar reasons and he had no objection to signing another letter.

After continued discussion Commissioner Largent **moved** and Commissioner Swannack **seconded** the motion and it **carried** to sign a letter of support as presented.

D081084A **19.** Approved documents signed.

11:40 a.m. - Adjournment.

D081084B Commissioner Largent **moved** to adjourn the **December 31, 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 **January 7, 2019**. The foregoing action made this **31st** day of **December 2018**.

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

MARIBETH BECKER, CMC
Clerk of the Board

DEAN KINZER, CHAIRMAN
Board of County Commissioners