

COMMISSIONERS' PROCEEDINGS

Adams County Courthouse, Ritzville
August 27, 2001

Call to Order @ 8:30 a.m.

Present:

Chairman Jeffrey W. Stevens
Vice-Chairman Rudy Plager
Commissioner Richard Johnson

*0-1180

Interlocal Agreement Walla Walla County

Commissioner Plager moved, Johnson seconded, to *approve and authorize the chairman to sign the Interlocal Cooperation Agreement between Adams County and Walla Walla County for rental of an oil distributor.* Motion carried.

DOH Associates, PS

Commissioner Plager moved, Johnson seconded, to *approve the contract between The DOH Associates, Wenatchee, an architectural firm, and Adams County to conduct a feasibility study, including programming and facility analysis, to study siting and design options for the County Services Building, in an amount not to exceed \$11,500.* Motion carried.

Sage Road

Byron Allen, 294 S. Sage Rd., Washtucna, reported a new property owner on Sage Rd. that will affect his access to some of his property. An appointment will be set between Allen and the Public Works Director and County Engineer to research the access issues.

Larry Stone Claim

Larry Stone spoke briefly about his claim against the county. Chairman Stevens advised that the discussion was not appropriate during open session since he had already filed a claim against the county. An appointment will be set between Stone and County Risk Manager Reimer.

Templin Road

Chester Templin continued his discussion on road surface modifications to address dust control on Templin Road. Public Works staff from Adams

County and Lincoln County will further discuss the specifics of the new proposal and complete the work under a joint agreement.

*1180-1607

Park and Recreation District #4

Park and Recreation District #4 Board Member Heidi Hunt showed and explained the architectural drawings for the Ritzville Community Swimming Pool. A sample of the patron sponsor tiles was available.

Recess @ 12:00

Reconvene @ 1:00 p.m.

*1607-2405

Adams County Economic Development Council

Director John Taylor presented a written activity report of the Council for the fiscal year ending June 30, 2001. The annual work plan and budget for 2001/2001 was presented.

*2405-3717 (Tape changeover #2) *0-47

Growth Management Act

Commissioner Plager moved, Johnson seconded, to *support the Growth Management Act (GMA) Grant Application for review of the local comprehensive plan and/or development regulations, including critical areas, for consistency with GMA.* Motion carried.

Eligible funding in the amount of \$20,000 for the period July 1, 2001 through June 15, 2002 if granted will be used to obtain a professional consultant to assist with determining a suitable approach to comply with the requirement to *apply Best Available Science* when dealing with critical areas and resource lands.

Adams County Comprehensive Plan

Verbal authorization was given by the Board to obtain the services of a consultant to assist the county with development of a Comprehensive Plan.

*47-77

Shared Annual Leave Policy

Commissioner Plager moved, Johnson seconded, to *approve Resolution No. R-75-01 In the Matter of Establishing a Shared Annual Leave Policy and Fixing the Provisions Thereof.* Motion carried.

The policy takes effective August 27, 2001, and extends for a pilot period ending December 31, 2002.

Code Enforcement Officer

Commissioner Johnson moved, Plager seconded, to *approve Resolution No. R-80-01 In the Matter of Creating Position No. 304 – Code Enforcement Officer for the Department of Building and Planning and Setting the Job Classification Range*. Motion carried.

This is a “temporary emergency” position funded until December 31, 2001. Compensation range was set at Range 8. The position will be reviewed for continuance during the 2002 budget review.

Ground Water Management Plan (Draft)

Public hearing to receive comments on the *Draft* GWMA Plan was set for Wednesday, September 12, 2001, at 7:00 p.m. in the District Courtroom of the County Services Building, 165 N. 1st, Othello, Washington. The hearing will be held jointly with Ecology and the County Planning Department.

Consent Agenda

Commissioner Johnson moved, Plager seconded, to *approve the Consent Agenda*:

Preliminary minutes of August 20, 2001

Vouchers audited and certified by the Adams County Auditor as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090 and recorded on a listing, which was made available to the board. These vouchers were listed as follows:

<u>Fund</u>	<u>Control Number</u>	<u>Amount</u>
001	014531-014581	\$ 14,215.21
103	014582	\$ 20.72
104	014583-014587	\$ 2,142.43
105	014588	\$ 230.30
108	014589-014603	\$ 3,689.65
108A	014604	\$ 2,859.62
109	014605	\$ 557.10
110	014606	\$ 35.74
116	014607	\$ 35.00

117	014608	\$	102.02
131	014609-014610	\$	1,039.11
166	014611-014616	\$	1,509.75
401	014617	\$	30.00
502	014618-014627	\$	13,139.70
115	1502-1520	\$	345,613.35
401	1521-1524	\$	14,807.81
501	1525-1536	\$	11,362.38
590	1537-1563	\$	87,711.06
TOTAL		\$	499,100.95

Permanent Minutes Signed

August 13, 2001

Adjournment @ 4:45 p.m.

Submitted:

s/Linda Reimer, CMC/AAE
Clerk of the Board

Edited and Approved:

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/Jeffrey W. Stevens, Chairman
s/Rudy Plager, Vice-Chairman
s/Richard Johnson, Commissioner

RESOLUTION NO. R-75-01

**ORDER OF BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON**

**IN THE MATTER OF ESTABLISHING A SHARED ANNUAL LEAVE POLICY AND
FIXING THE PROVISIONS THEREOF**

WHEREAS, the County provides annual leave to its employees as a vested right subject to payment upon termination; and,

WHEREAS, the County finds it appropriate and in the public interest to permit employees to share annual leave in carefully defined circumstances and to transfer such leave to and for the benefit of employees who, without such transfers, would be forced to

terminate their employment or go without pay in order to meet the needs of severe illness; and,

WHEREAS, the County finds that development of a pilot program with specific provisions would help to meet this need;

NOW, THEREFORE BE IT RESOLVED THAT IT IS ORDAINED AS FOLLOWS:

SECTION A PURPOSE OF SHARED LEAVE

- To permit County employees, at no additional cost to any County fund other than the administrative costs of administering the program, to come to the aid of a fellow County employee who is suffering from or has an immediate family member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate his or her employment.

SECTION B CONDITIONS

Employee Donating

- Has completed the required County probationary period.
- Transfer of leave may not reduce employee's leave to less than (10) days remaining.
- Leave donated must be in one (1) day increments. (Eight (8) or seven (7) hour increments depending on donor workday.)
- Has discussed with his or her department head the amount of shared leave to be gifted. Amount shall not be in excess of that requested by employee to receive gifted leave.
- Department Head must discuss with and receive authorization from the Board of County Commissioners to proceed with the transfer.
- Donated leave shall be voluntary.
- Transfer may only be between departments within the same Fund. In no instance may transfers be made between Funds.

Employee Receiving

- Has completed the required County probationary period.
- Has depleted or will shortly deplete his or her total available paid leave. Paid leave accrual is defined as vacation leave, sick leave, accrued compensatory time, and floating holidays.
- Has abided by the County's sick leave policy.
- Has been found to be ineligible for state industrial insurance benefits.
- Has discussed with his or her department head the amount of shared leave that may be received.
- Has provided appropriate medical justification and documentation both of the necessity for the leave and the time that he or she can reasonably be expected to be absent due to the condition.
- Must use shared leave on a consecutive basis to the extent possible.

- While using shared leave, employee will continue to be classified as a County employee and shall receive the same treatment, in respect to salary and benefits, as the employee would otherwise receive if using vacation leave.
- All salary benefits paid to the employee on a shared leave shall be made by the department employing the person using the shared leave.
- Salary rate shall not change as a result of being on shared leave, nor under any circumstances, shall the total of the employee's salary and other benefits, including but not limited to state industrial insurance or any other benefit received as a result of payment by the County to an insurer, health care provider, or pension system, exceed the total of salary and benefits which the employee would have received had he or she been in a regular pay status.

Administration

- Final approval authorization from the Board of County Commissioners must be on file prior to implementing the transfer.
- Payroll Department shall monitor the donated leave and shall initiate the adjustments for both the donor and recipient.
- Required forms completed by donor and recipient must be on file with the Payroll Department.
- Once annual leave is transferred to the recipient it shall remain with that employee until exhausted and shall not revert back to the donor.

AND BE IT FURTHER RESOLVED THAT:

- BARGAINING UNIT EMPLOYEES are ELIGIBLE for the program PROVIDED each unit has submitted a written waiver indicating that the unit understands that the program is a pilot program, agrees to the conditions of the program, agrees that the program shall not establish a past practice by the County or otherwise obligate the County to continue the program, and acknowledges that the County may cancel the program at any time or review it on one-year increments, extending it from time to time as the County, in its sole discretion, shall determine appropriate.

AND BE IT FURTHER RESOLVED THAT any previous resolutions or policies relating to gifting of sick or annual leave are hereby declared null and void.

POLICY EFFECTIVE upon adoption and extending for a pilot period ending December 31, 2002.

DATED this 27th day of August, 2001.

BOARD OF COUNTY COMMISSIONERS
 ADAMS COUNTY, WASHINGTON
 s/Jeffrey W. Stevens, Chairman
 s/Rudy Plager, Vice-Chairman
 s/Richard Johnson, Commissioner

ATTEST:
s/Linda Reimer, CMC
Clerk of the Board

RESOLUTION NO. R-80-01

**ORDER OF BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON**

**IN THE MATTER OF CREATING POSITION NO. 304 – CODE ENFORCEMENT
OFFICER FOR THE DEPARTMENT OF BUILDING AND PLANNING AND SETTING
THE JOB CLASSIFICATION RANGE**

WHEREAS, the work load within the Department of Building and Planning has increased significantly due to recent economic development within the county; and,

WHEREAS, it is imperative that this development be in compliance with county, state, and federal regulations; and,

WHEREAS, ensuring compliance is difficult given the current shortage of staff and current workload within the Building and Planning Department; and,

WHEREAS, an individual specifically assigned to ensure code and regulation compliance for all entities and individuals involved with development would be beneficial;

NOW, THEREFORE BE IT RESOLVED as follows:

Position No. 304 – Code Enforcement Officer is created
Classification is set at Range 8

DATED this 27th day of August, 2001.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/Jeffrey W. Stevens, Chairman
s/Rudy Plager, Vice-Chairman
s/Richard Johnson, Commissioner

ATTEST:
s/Linda Reimer, CMC
Clerk of the Board